

Finance, Community & Services Committee



Agenda

Monday 7 May 2018
6.00pm

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 ask whether a member(s) of the public wish to address the Committee.
- If person(s) wish to address the Committee, they are allowed four (4) minutes in which to do so. Please direct comments to the issues at hand.
- If there are persons representing both sides of a matter (e.g. applicant/objector), the person(s) against the recommendation speak first.
- At the conclusion of the allocated four (4) minutes, the speaker resumes his/her seat and takes no further part in the debate unless specifically called to do so by the Chairperson.
- If there is more than one (1) person wishing to address the Committee from the same side of the debate, the Chairperson will request that where possible a spokesperson be nominated to represent the parties.
- The Chairperson has the discretion whether to continue to accept speakers from the floor.
- After considering any submissions the Committee will debate the matter (if necessary), and arrive at a recommendation (R items which proceed to Full Council) or a resolution (D items for which the Committee has delegated authority).

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

- Such matters as are specified in Section 377 of the Local Government Act and within the ambit of the Committee considerations.
- 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 which involve broad strategic or policy initiatives within responsibilities of the Committee.
- 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 changes.

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 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.
- 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.
- Tenders as per Regulation requirements.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agenda (and as may be limited by specific Council resolution).
- Community Services and Programs.
- Cultural Programs.
- Library Services.
- Health.
- Licensing.
- Liquor Licences.
- Regulatory.
- Fire Protection Orders.
- Residential Parking Schemes (surveillance and administration).
- Traffic Management (Traffic Committee Recommendations).
- Waste Minimisation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agendas (and as may be limited by specific Council resolution).
- Confirmation of the Minutes of its Meetings.
- 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.

Finance, Community & Services Committee Membership: 7 Councillors

Quorum: The quorum for Committee meeting is 4 Councillors

Woollahra Municipal Council

Notice of Meeting

3 May 2018

To: His Worship the Mayor, Councillor Peter Cavanagh ex-officio
Councillors Richard Shields (Chair)
 Susan Wynne (Deputy Chair)
 Anthony Marano
 Megan McEwin
 Harriet Price
 Lucinda Regan
 Isabelle Shapiro

Dear Councillors

Finance, Community & Services Committee – 7 May 2018

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 7 May 2018 at 6.00pm.**

Gary James
General Manager

Meeting Agenda

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3.	Declarations of Interest	

Items to be Decided by this Committee using its Delegated Authority

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Meeting Agenda

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Item No: D1 Delegated to Committee
Subject: **CONFIRMATION OF MINUTES OF MEETING HELD ON 9 APRIL 2017**
Author: Sue O'Connor, Secretarial Support - Governance
File No: 18/56424
Reason for Report: The Minutes of the Finance, Community & Services Committee of 9 April 2018 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

Recommendation:

THAT the Minutes of the Finance, Community & Services Committee Meeting of 9 April 2018 be taken as read and confirmed.

Item No: D2 Delegated to Committee
Subject: **WOOLLAHRA LOCAL TRAFFIC COMMITTEE MINUTES - 1 MAY 2018**
Author: Aurelio Lindaya, Manager Engineering Services
Approver: Tom O'Hanlon, Director - Technical Services
File No: 18/61881
Reason for Report: For the Committee to consider the recommendations of the Woollahra Local Traffic Committee

Recommendation:

THAT the Recommendations Y1-Y6 contained in the minutes of the Woollahra Traffic Committee held on Tuesday 1 May 2018 be adopted.

Annexures

1. Woollahra Local Traffic Committee Minutes - 1 May 2018 [↓](#)



Woollahra Local Traffic Committee



Minutes

Tuesday 1 May 2018

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Y6	20-26 Cross Street, Double Bay – Construction Management Plan	7

Woollahra Local Traffic Committee Minutes

The meeting of the Woollahra Local Traffic Committee was held in the Thornton Room (Committee Room), 536 New South Head Road, Double Bay, on 1 May 2018 at 10.00am.

1. Attendance

Committee Members:

Present:	Mr Aurelio Lindaya Mr Ben Borger Sen, Const. Alex Birchansky Ms Donna Blackburne	(Woollahra Municipal Council) (Chair) (Roads and Maritime Services) (Eastern Suburbs Police) (Gabrielle Upton MP Representative)
Staff:	Mr Alan Opera Mr Frank Rotta Mr Sanchit Kapoor Ms Suzy Rich	(Woollahra Municipal Council) (Woollahra Municipal Council) (Woollahra Municipal Council) (Woollahra Municipal Council)
Observer:	Mr Bushara Gidies	(Transport NSW – State Transit)
Apologies:	Mr Alex Greenwich MP Sgt Luke Barrett	(Member for Sydney) (Eastern Suburbs Police)
Also in Attendance:	Mr Bluey Little Mr James Mackay Mr Rob Hiatt	(Resident – Item Y1) (Resident – Item Y4) (Builder – Item Y6)

2. Minutes of Previous Meeting

The minutes of Meeting No.3/18 held in Council Chambers, Double Bay, on Tuesday 3 April 2018 were confirmed by Frank Rotta and Ben Borger.

3. Matters Arising from Minutes of Previous Meetings

Nil

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

- Item No:** D2 Delegated to Committee
- Subject:** **WOOLLAHRA LOCAL TRAFFIC COMMITTEE MINUTES - 3 APRIL 2018**
- Author:** Aurelio Lindaya, Manager Engineering Services
- Approver:** Tom O'Hanlon, Director - Technical Services
- File No:** 18/49347
- Reason for Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee
- Note:** In accordance with Council's meeting procedures and policy Y5 (Wolseley Road, Point Piper - No Parking Restrictions) was referred to full Council due to a substantive change of the Committee's recommendation (Reinstate Parking) to the Traffic Committee recommendation (No Parking) signs to remain. The Council subsequently resolved:
- A. THAT Council note the following recommendation from the Traffic Committee meeting held on 3 April 2018 in relation to this matter:**
- "That the recently installed 'No Parking' restrictions on the northern side of Wolseley Road, Point Piper starting from the western side of the driveway to No 156 Wolseley Road and extending for a distance of 55 metres in a westerly direction remain in their current location."*
- B. THAT the recently installed 'No Parking' restrictions on the northern side of Wolseley Road, Point Piper starting from the western side of the driveway to No 156 Wolseley Road and extending for a distance of 55 metres in a westerly direction be removed and parking be reinstated.**

(Cavanagh/McEwin)

Resolved:

That the Recommendations Y1-Y4, Y6-Y9, Y11-Y12 contained in the minutes of the Woollahra Traffic Committee held on Tuesday 3 April 2018, along with the Finance, Community & Services Committee's amended recommendations in relation to Y5 (Wolseley Road, Point Piper -

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No Parking Restrictions) and Y10 (Glenmore Road, north of Gurner Lane, Paddington - Pedestrian Crossing) be adopted.

5. Extraordinary Meetings

Nil

6. Late Correspondence

- Alex Greenwich MP did not attend the meeting. A copy of his comments has been distributed to the other committee members via email.
 - Letter from Double Bay + Districts Business Chamber of Commerce in relation Y6.
-

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

Item No: Y1
Subject: **HARRIS STREET, PADDINGTON - PARKING RESTRICTIONS**
Author: Sanchit Kapoor, Traffic & Transport Engineer
Approver: Aurelio Lindaya, Manager Engineering Services
File No: 18/60882
Reason for Report: Request by residents of Harris Street for parking restriction changes in lower cul-de-sac end of the street
Recommendation:

That 5.5m of "No Parking" restrictions be installed opposite the driveway of No 12 Harris Street, Paddington as per Annexure 1.

Mr Little addressed the Committee.

Committee Vote: Unanimous Support

Item No: Y2
Subject: **NORFOLK STREET, PADDINGTON - REQUEST FOR A DISABLED ZONE**
Author: Frank Rotta, Traffic & Transport Engineer
Approver: Aurelio Lindaya, Manager Engineering Services
File No: 18/58617
Reason for Report: To respond to a request from a Resident.
Recommendation:

- A. That a 'Disabled Parking' zone be installed on the southern side of Norfolk Street, from the No Stopping restrictions outside No.22 Norfolk Street, Paddington for a distance of 3.2 metres in an easterly direction.
- B. That the applicant be advised of Council's Procedure and conditions for Disabled Parking zones, including the requirement to renew these zones annually.

Committee Vote: Unanimous Support

Item No: Y3
Subject: **NORFOLK STREET, PADDINGTON – LINEMARKING OF ANGLED PARKING SPACES AND DIRECTION OF PARKING**
Author: Frank Rotta, Traffic & Transport Engineer
Approver: Aurelio Lindaya, Manager Engineering Services
File No: 18/58631
Reason for Report: To improve parking amenity for residents of Norfolk Street
Recommendation:

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- A. That the 35.6 metre long 90 degree angled parking zone on the southern side of Norfolk Street in front of properties numbered 6-20 Norfolk Street be line marked with a 3.2 metres wide Disabled Parking Zone at its western end and the remainder of the spaces being 2.5 metres wide.
- B. That the signposting be altered to allow motorists to park either rear to kerb or front to kerb in any space in this zone.

Committee Vote: Unanimous Support

Item No: Y4
Subject: **BERESFORD ROAD, ROSE BAY - LINEMARKING BETWEEN
NEW SOUTH HEAD ROAD AND POWELL ROAD**
Author: Sanchit Kapoor, Traffic & Transport Engineer
Approver: Aurelio Lindaya, Manager Engineering Services
File No: 18/60276
Reason for Report: To seek approval to implement a channelisation treatment (line marking).
Recommendation:

That, subject to community support, Council install delineation linemarking as identified in Annexure 1, titled *Beresford Road, Rose Bay between New South Head Road and Powell Road – Proposed Channelisation (Line Marking) Plan*.

Mr Mackay addressed the Committee.

Committee Vote: Unanimous Support

Item No: Y5
Subject: **GLENMORE ROAD, NORTH OF GURNER ST, PADDINGTON –
PEDESTRIAN CROSSING AUDIT**
Author: Frank Rotta, Traffic & Transport Engineer
Approver: Aurelio Lindaya, Manager Engineering Services
File No: 18/58636
Reason for Report: To audit pedestrian crossing in line with RMS Technical Directions.
Recommendation:

That the following alterations be carried out at the pedestrian crossing in Glenmore Road, north of Gurner Street, Paddington:

- A. The “No Stopping” distance on the western side of the pedestrian crossing south of the crossing be increased to 13 metres.
- B. The “No Stopping” distance on the eastern side of the pedestrian crossing north of the crossing be increased to 13 metres.
- C. The “No Stopping” distance on the western side of the pedestrian crossing north of the crossing be increased to 5 metres.

- D. The mountable kerb on the blisters at this pedestrian crossing be painted with thermo-reflective white paint.

Committee Vote: Unanimous Support

Item No: Y6
Subject: 20-26 CROSS STREET, DOUBLE BAY – CONSTRUCTION MANAGEMENT PLAN
Author: Frank Rotta, Traffic & Transport Engineer
Approver: Aurelio Lindaya, Manager Engineering Services
File No: 18/61131
Reason for Report: To seek approval of the Construction Management Plan (CMP) for the approved redevelopment of 20-26 Cross Street, a site within the Double Bay Commercial Centre
Recommendation:

That:

- A. The Construction Management Plan (CMP) for the redevelopment of 20-26 Cross Street, Double Bay, which was sent to Council on 23 April 2018 be approved subject to the Works Zones being implemented as follows:
1. *Demolition Stage (week 1 – 8) – Two, 6 metre long ‘Works Zone 8.30am – 5pm Mon – Fri and 8.30am – 1pm Sat’ at either end of the Cross Street frontage to this property to allow entry and exit of demolition vehicles.*
 2. *Excavation Stage 1 (week 9 – 19) – Two, 6 metre long ‘Works Zone 9am – 4pm Mon – Fri and 9am – 1pm Sat’ at either end of the Cross Street frontage to the development property to allow entry and exit of excavation vehicles. Removal of excavated material on school days will be restricted to between the hours of 9.30am – 2.30pm.*
 3. *Excavation Stage 2 (week 20 – 30) – A 30 metre long ‘Works Zone 9am – 4pm Mon – Fri and 9am – 1pm Sat’ on Cross Street only (adjacent to the western end of the site). Removal of excavated material on school days will be restricted to between the hours of 9.30am – 2.30pm.*
 4. *Construction “Structure” Stage (Week 31 – 60) – A 30 metre long ‘Works Zone 8am – 5pm Mon – Fri and 8am – 1pm Sat’ on Cross Street only (adjacent to the western end of the site).*
 5. *Construction “Fit-out” Stage (Week 61 – 84) – A 30 metre long ‘Works Zone 8am – 2pm Mon – Fri and 8am – 1pm Sat’ on Cross Street only (adjacent to the western end of the site).*
- B. The applicant be advised that Council reserves the right to withdraw this approval if a reasonable number of substantiated complaints are received by Council officers about the effect of these trucks on the amenity of the shopping district and the Works Zone lengths and durations would need to be adjusted accordingly.

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- C. The applicant must liaise with the other construction sites in this street to ensure that impact on the amenity of this shopping district is minimised. eg. Major concrete pours should not occur on more than 1 site on any particular day.
- D. The applicant must provide Council with a bond (amount to be determined by Council's asset Team Leader) to cover the cost of replacing any part of Council's infrastructure which may be damaged by trucks servicing this construction site.
- E. The applicant must ensure that any trucks required to attend this the site must not be marshalled, parked or queued in any street in the Woollahra LGA while awaiting their call to the site.
- F. The applicant be advised that although they have in principle approval for the construction activities outlined in the CMP, they will still be required to submit separate applications for temporary driveways, works zones, stand plant permits and pay all associated fees so that these matters can be dealt with by the appropriate council officer and suitably conditioned as part of the approval processes.

Mr Hiatt addressed the Committee.

Committee Vote: Unanimous Support

There being no further business the meeting concluded at 10.33am.

Aurelio Lindaya
Chair

Item No: D3 Delegated to Committee
Subject: **CULTURAL COMMITTEE MINUTES REPORT**
Author: Maria Lacey, Public Art Coordinator
Approver: Lynn Garlick, Director - Community Services
File No: 18/64976
Reason for Report: To table the Minutes from the Cultural Committee meeting held on Wednesday 18 April 2018.

Recommendation:

THAT the minutes of the Cultural Committee Meeting held on 18 April 2018 are noted.

Background:

This report outlines the Cultural Committee (CC) Meeting held on 18 April 2018, with the Minutes of this meeting provided as Annexure 1.

Cultural Committee key project briefings:

Traffic Signal Box Program 2018

The Committee viewed all design entries and selected three designs to be painted onto the boxes included in the 2018 program:

- ***Points and Passages* by Emma Anna** - box on corner of Jersey Road/Oxford Street, Paddington
- ***Pineapples* by Mulga** – corner of Wallis Street/Ocean Street, Woollahra.
- ***7 Rose Bay Ferries in Maritime flags* by Alexandra Connelley** - corner of O’Sullivan Road/New South Head Road, Rose Bay

The designs are to be painted onto the boxes by the artists in mid- to late May.

2018 Artist in Residence Program

The four 2018 Artists in Residence attended the meeting and introduced themselves, their art practices and their community engagement projects:

- Paula do Prado – to conduct community textile workshops to be held at EJ Ward Paddington Community Centre.
- Josee Vesely-Manning – to conduct a collage workshop using selected historical images of Paddington and exhibit the resulting works in a booklet/zine form.
- Tomas Maceiras Prego - to create a body of artworks relevant to the concerns and aspirations of the Woollahra community.
- Rone Waugh – to hold event talking about Chinese art and culture at the Woollahra Library.

Conclusion:

A range of arts and cultural projects were discussed and updates provided at the Cultural Committee meeting held on 18 April 2018, with the key projects for this meeting being the selection of the Traffic Signal Box designs and the introduction and meeting of the 2018 Artists in Residence.

Annexures

1. Cultural Committee - Minutes - 18 April 2018 [↓](#)

Woollahra Municipal Council Cultural Committee



Cultural Committee Minutes

**Council Chambers (upstairs)
Woollahra Council
Wednesday 18 April 2018
11.00AM-1.00PM**

**All correspondence to:
Cultural Development
PO Box 61
Double Bay NSW 1360**

**Phone: 02 9391 7102
Fax: 02 9391 7044
Email: cultural@woollahra.nsw.gov.au**

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Cultural Committee Minutes

**Minutes of the Meeting held on
Wednesday 18 April 2018**

1 PRESENT, WELCOME & APOLOGIES

Present:	Isabelle Shapiro	Councillor (Chair)
	Nick Maxwell	Councillor
	Maisy Stapleton	Community Representative
	Janis Lander	Community Representative
	Lulu Pinkus	Community Representative
	Simon Chan	Community Representative
Staff:	Jo Jansyn	Cultural Development Coordinator
	Lynn Garlick	Director Community Services
	Maria Lacey	Public Art Coordinator
Apologies:	Nicole Shrimpton	Community Representative
	Marlene Antico	Community Representative
	Ian Plater	Community Representative
	Deborah Thomas	Community Representative

2 MATTERS ARISING FROM PREVIOUS MINUTES

No matters arising from previous minutes.

Minutes moved: Lulu Pinkus Seconded: Nick Maxwell

Cr Shapiro officially welcomed the new Director of Community Services Lynn Garlick and the Committee members individually introduced themselves to her.

3 TRAFFIC SIGNAL BOX PROJECT – SELECTION OF DESIGNS

Three traffic signal boxes sites were included in the Traffic Signal Box Project 2018 and a total of 62 design entries by 37 artists were received this year. It is anticipated that the selected designs will be painted on the boxes by the artists in mid - to late May 2018. The Committee reviewed all entries and selected the following three designs for the following locations:

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Points and Passages by **Emma Anna** - box on corner of Jersey Road/Oxford Street, Paddington



Pineapples by **Mulga** –
corner of Wallis Street/Ocean Street, Woollahra.



7 Rose Bay Ferries in Maritime flags by
Alexandra Connelley - corner of O'Sullivan
Road/New South Head Road, Rose Bay

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4 UPDATES:

St Brigid's Community Gallery:

The Committee was informed that the Development Application has been submitted for the redevelopment of St Brigid's and that Council currently is responding to submissions received on the DA. It is anticipated that the gallery won't be opening and operating until 2019, pending the commencement of building works.

Public Art:

The Committee was advised that the Public Art Panel selected Lucy Irvine and Geoff Farquhar-Still sculpture *Embark* for the Lyne Park artwork commission in Rose Bay. The artwork is currently being fabricated and is projected to be installed by end June 2018.

Place-making (Reflections on Rose Bay):

Cr Shapiro gave some background on the event *Reflections on Rose Bay*, which is coordinated as a Placemaking Grant project through the Double Bay and Business Chamber. The event is to run between 8-15 June in Rose Bay and entails a number of visual projections at appropriate locations. There is an opportunity for a limited number of relevant Rose Bay related images to be displayed, as a complimentary event, organised by Library Staff. A possible location for this photographic display may be the Rose Bay RSL Clubhouse. A meeting will be held on 19 April with Council staff, Chamber representatives and Councillors to further discuss this project.

5 ANY OTHER BUSINESS

Notice of Motion Public Art - Cr Shapiro informed the Committee that she will put forward a Notice of Motion to have a condition that public art is included in any commercial, residential or Council funded Development Application.

Pop Up Posters Paddington - entries are now open for 2018/2019 designs and will close on 7 May. Simon Chan, Lulu Pinkus and Maisy Stapleton volunteered to be part of the selection panel together with library staff and cultural development staff in mid-May.

Cultural Grants program – one of the cultural grants recipients, Critical Path, will host a special performance of *Acknowledging Country* on 6 May and flyers were distributed to the Committee encouraging them to attend.

Up the Wall Mural project – the amenities block in Robertson Park, Watsons Bay, has been selected to be the site for a mural in 2018. The call for entries will open on 27 April and be open until 29 May. The mural is to be painted by the selected artist in June. Janice Lander volunteered to be a part of the selection panel for this project.

6 12.00PM - 2018 ARTIST IN RESIDENCE PROGRAM- INTRODUCTION OF ARTISTS AND BRIEF INTRODUCTION OF THEIR COMMUNITY ENGAGEMENT PROJECTS FOLLOWED BY LUNCH

The Cultural Development Coordinator introduced the 2018 Artists in Residents who commenced their residency on 1 March at the EJ Paddington Community Centre. Each artist will complete a community project in return for use of a room to work on their artistic practice. Residencies will continue until the end of 2018.

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Artist	Artistic Practice	Community Engagement Project
Paula do Prado	Practicing visual artist Working predominantly in textiles, craft, self-portraiture and artist zines/books Medium: Textile and mixed media with a focus on larger scale crochet/fibre artworks	Engage with fellow artists and broader community to obtain feedback and generate dialogue, particularly around craft and textile techniques being a tool through which to connect people. Community textile workshops to be held at EJ Ward Paddington Community Centre. Paula has already conducted a staff workshop as part of a Community Services Division Planning Day.
Josee Vesely-Manning	Multi-disciplinary artist Medium: Large-scale sculptural works and installations, collage, printmaking and painting	Conduct a collage workshop using selected historical images of Paddington and exhibit the resulting works in a booklet/zine form at Woollahra Municipal library, art book and zine fairs (e.g. MCA, Artspace) and specialist bookshops. A digital archive in the form of a blog will also be created.
Tomas Maceiras Prego	Painter Medium: painting and collage	To create a body of artworks relevant to the concerns and aspirations of the Woollahra community, that also enhances the sense of caring and belonging of its members. To produce a gallery of portraits of Woollahra notables and historic figures, encouraging participants to learn more about the subject.
Rone Waugh	Visual artist Medium: canvas paintings and 3-dimensional works based on figurative paintings	Chinese Art and Culture in the Woollahra Library at Double Bay. Possibility of conducting live streaming art classes.

Maisy Stapleton is keen to interview our resident artists for her Arts Thursday program on Eastside Radio.

Action: Cultural Development Coordinator to circulate artist details to Maisy Stapleton.

Woollahra Municipal Council Cultural Committee

7 DATE OF NEXT COMMITTEE MEETING: 15 AUGUST AT 10.30AM, WOOLLAHRA COUNCIL

The Committee reviewed the time and day of the Cultural Committee meetings and agreed to move the time to 10.30am and remain having these meetings on Wednesdays.

Item No: D4 Delegated to Committee
Subject: **PLAYGROUNDS ACROSS WOOLLAHRA**
Author: Caitlin Moffat, Team Leader Open Space & Rec Planning
Approvers: Paul Fraser, Manager - Open Space & Trees
Tom O'Hanlon, Director - Technical Services
File No: 18/33200
Reason for Report: Notice of Motion

Recommendation:

- A. THAT Council proceeds to engage a consultant to undertake a playground strategy for the Woollahra LGA.
- B. THAT as part of the strategy, a list of recommendations for immediate improvements to pocket park playgrounds in Paddington and Woollahra be prepared as a priority.

At Council's meeting of 30 October 2017, a Notice of Motion on playgrounds across Woollahra was considered. Council resolved the following;

THAT Council request staff to prepare a report on the provision of playgrounds across Woollahra, including but not limited to the following:

- 1. *An audit of all current playground equipment and outdoor recreation facilities across all Woollahra's parks and public open space;*
- 2. *Identification of gaps in the provision of facilities per age group, i.e. 0-5, 5-10 and 10-15 years old and all ages.*
- 3. *Identification of additional council land suitable for siting new playgrounds and small scale eco-play installations, including any road reserves, pocket parks or other available open space.*
- 4. *Outlining a process to deliver a Woollahra-wide playgrounds Master Plan to facilitate staged delivery of new age appropriate facilities across all identified locations, maintenance and upgrade of existing facilities and ongoing management plan for all.*
- 5. *Specific consideration of small scale play installations particularly in pocket parks in Paddington and Woollahra 2025 as an urgent priority.*
- 6. *Providing a list of childrens playground equipment built in the last 10 years and the cost of each site.*
- 7. *Identification of appropriate areas for care givers (i.e. parents, grandparents, nannies) including seats, shade, water fountains and update the Playground Policy March 2002 as part of the audit.*
- 8. *Addressing demands in areas for netball and basketball courts.*

Council has 25 playgrounds spread throughout the Municipality that cater to children from as young as 12 months to 12 years old. In 2002, Council adopted a Playground Strategy and Playground Policy. As these documents are 16 years old, they are outdated and require a review.

The Playground Policy sets Council's commitments and goals in the development and management of playgrounds. The document briefly details criteria that were used in the development and management of all existing and new playgrounds to ensure playgrounds comply with Australian Standards and allow the public to utilise playground facilities in a safe environment. These standards have now changed, however the goals and objectives are still relevant.

In order to maintain Council's existing playgrounds, Council has a contract with Playfix who undertake park asset inspection and testing services. Playfix undertake quarterly inspections and testing on all of Council's playgrounds and fitness stations. Playfix prepare a report on each of the pieces of equipment where issues are identified. The report includes a description of the issue, a photo and the recommended management action and time frame to rectify it. As part of this contract, an inventory is updated and provided to Council. The inventory includes the manufacturer, the equipment category, its description, the year of installation and an update on the condition of any piece. In addition to this contract, Council's operational staff are qualified Level 1 Playground Inspectors. Staff inspect each playground weekly, any issues identified during the inspection are reported for repair by a qualified playground repairer.

Annexure 1 includes a summary of the playgrounds owned and managed by Woollahra Council as detailed in the December 2017 quarterly inspection. The summary shows the number of pieces of equipment and a priority rating for replacement. As explained in the Annexure, a safety rating of priority 5 needs to be removed and a Priority 1 has no safety issues. The following playgrounds are nearing the end of their expected useful life;

- Lyne Park, Rose Bay (the original playground, not the extension);
- Plumb Reserve, Woollahra;
- Soudan Street, Paddington;
- Spring St, Paddington.

Council has spent approx. \$1.4m over 10 years on capital upgrades to children's playgrounds. This includes the provision of shade structures and replacement of wet pour rubber (softfall). This is detailed in the table below;

Playgrounds	Equipment	Wetpour rubber	Shade Structure	Total
Bellevue Park	\$54,060.00		\$29,355.60	\$83,415.60
Foster Park	\$85,478.04			\$85,478.04
Holdsworth Community Centre	\$135,119.00	\$69,324.00	\$41,394.66	\$245,837.66
James Cook Reserve	\$22,399.20			\$22,399.20
Lyne Park (Extension)	\$91,440.00	\$17,908.00		\$109,348.00
Robertson Park		\$114,400.00	\$80,319.90	\$194,719.90
Rose Bay Park	\$47,508.54			\$47,508.54
Rushcutters Bay Park	\$186,322.38	\$145,901.28		\$332,223.66
Steyne Park	\$131,310.72	\$83,200.00		\$214,510.72
Thorton Reserve (Shade sail only)		\$23,892.48		\$23,892.48
Trumper Park (Shade sail only)		\$23,892.48		\$23,892.48
Yarranabbe Park (Shade sail only)		\$11,995.20		\$11,995.20
Total over 10 years				\$1,395,221.48

Proposal:

In order to identify gaps in the provision of facilities per age group, an analysis needs to be undertaken to identify the facilities we have in line with the demographics of the areas surrounding them. It is important to ensure the distribution of facilities is in line with the needs of the community. This analysis would also inform Council on where new playgrounds may be required and the age group that the playground needs to cater for. This information can inform the size and style of playground required. A Woollahra-wide playgrounds Master Plan would address these points.

Council staff recommend that a planned approach to the playgrounds is required to provide a framework for the future and the relevant associated upgrades.

Council staff have researched other Council's strategic approaches to playgrounds and have found the Children's Play Implementation Plan for City of Ryde (<http://www.ryde.nsw.gov.au/files/assets/public/publications/parks-open-space/childrens-play-implementation-plan.pdf>) to be an outstanding document. The Play Implementation Plan includes a detailed analysis of demographics, existing playgrounds and identification of gaps and provides a framework for the design of playgrounds. It also identifies locations where new playgrounds or improvements are required: the target age group and type of playground. Additionally, it recommends locations for removal of playgrounds to enable the Council to more appropriately allocate resources.

The Woollahra Council 2002 Playground Policy and Strategy are outdated and could be updated and combined into a Playground Strategy similar to the City of Ryde document. Council approached Park Management Consultants, Xyst to provide Council with a methodology to deliver such a plan.

The methodology has been summarised as follows;

- 1- Collate existing information;
- 2- Level of service framework and performance assessment criteria;
- 3- Playground assessment;
- 4- Potential new site assessment;
- 5- Community research;
- 6- Analysis of information;
- 7- Draft strategy;
- 8- Public exhibition;
- 9- Finalise strategy.

The detailed methodology has been included in Annexure 2 of this report. This methodology along with the information contained in Council's Asset Register and our Playfix contract will provide us with a well-researched document going forward.

In addition to the above mentioned tasks, it is recommended that the document include a LGA Playground Framework that identifies what the requirements are for each facility, including the provision of appropriate areas for care givers.

Consultation:

In late 2017, Council undertook an Intercept Survey to ascertain the opinions of park users in relation to their experience in the park, in which there was a component that focussed on playgrounds. 103 park users were interviewed across 12 parks in Woollahra. The report from this survey has been included in Annexure 2. It found that 71% of respondents were satisfied with the playground range in Woollahra and only 14% were not. Of those surveyed, 72% lived in the local area.

The main outcomes of the survey were in regards to the lack of shade and shelter in our parks. The surveys in the Paddington area were conducted in Dillion Street, James Cook Reserve and Union Street. The response to the survey noted the lack of shade facilities but made no mention of the playground equipment.

This survey was only a snap shot of what park users are expecting from their parks and playgrounds, however the information collected will be included in the proposed strategy.

Identification of Income & Expenditure:

The attached methodology includes a quote for approximately \$60,000-\$70,000, however this would need to be re-evaluated in line with the outcomes of this report and the inclusion of design guidelines for the various playgrounds hierarchies. It should be noted that the City of Ryde document cost in excess of \$120,000.

Council staff have included \$100,000 in the draft 2018/2019 Open Space and Trees budget for the preparation of such a document. Additionally, staff have included \$200,000 in the draft Capital Works budget for playgrounds in pocket parks. During the development of the strategy we will request that the consultants outline the possible improvements to playgrounds in Paddington and Woollahra for which these funds will be allocated.

Conclusion:

Due to the complexities of providing playgrounds, it is recommended that Council staff proceed to quote for a relevant consultant to prepare a playground strategy for the Woollahra LGA. This will provide a strategic framework to inform and guide the future of Woollahra's playgrounds.

As part of this strategy, a list of recommendations for immediate improvements to Paddington and Woollahra Pocket Park Playgrounds will be prepared as a priority.

Annexures

1. WMC Summary of Playgrounds - December 2017 - Playfix Quarterly Inspection [↓](#)
2. Methodology to deliver playground strategy - Xyst Consultants [↓](#)
3. Woollahra Municipal Council ParkScape User Survey Report - December 2017 [↓](#)

WOOLLAHRA MUNICIPAL COUNCIL
Park Summary Exclude Exercise Equipment
Order By Priority

Site Name	Ward	Park Type	Customer #	Priority					Average Age	Asset Present Value	Replacement Value	Maintenance Cost	Maintenance Vandalism Cost
Lyne Pk Foreshore				7	17	2	2	1	13	\$114,798	\$176,727	\$1,155	
Robertson Pk				4	8	1	6	1	11	\$105,244	\$147,370	\$1,033	
Parsley Bay Res				4	6	2			18	\$28,800	\$61,681	\$3,386	
Plumb Res				3	14	1	1	1	12	\$51,350	\$99,041	\$10,247	
Woollahra Pre School				2	9		8		7	\$92,500	\$115,278	\$1,103	
Trumper Pk				2	6		3	11		\$60,444	\$109,971	\$4,828	
Rushcutters Bay Pk				2	5		9	8		\$48,400	\$67,016	\$2,249	
Cooper Pk Nth				1	8			12		\$36,050	\$50,277	\$1,364	
Union St Res				1	7	1		13		\$12,050	\$25,888	\$1,767	
Steyne Pk				1	6	1	5	6		\$48,850	\$50,770	\$165	\$993
Dillon St Res				1	6	1	1	12		\$21,750	\$35,364	\$132	
Cooper Pk				1	5		3	12		\$55,300	\$72,839	\$1,651	
Soudan St Res				1	5			13		\$9,800	\$20,443	\$6,410	
Samuel Pk				1	3			14		\$5,700	\$12,833	\$404	
Lyne Pk				1	2			6		\$60,500	\$66,212		
Holdsworth St Com Ctr				1	1		7	2		\$91,000	\$91,520		
Elms Res					8			12		\$30,500	\$41,148	\$443	
Harbourview Pk					5		1	13		\$9,940	\$24,253	\$945	
Bellevue Pk					5			7		\$82,000	\$85,409	\$651	
Thornton Res					4		4	14		\$36,800	\$77,669	\$467	
Cambridge St Res					3			13		\$8,200	\$24,026	\$132	
Yarrabee Pk					2	1	5	10		\$33,100	\$40,283	\$481	
Cook's Paddock Res						1		10		\$5,603	\$10,089	\$682	
Rose Bay Pk					1	2		8		\$19,150	\$19,684	\$1,324	
Spring St Res					1		2	10		\$33,500	\$56,855		
Site Quantity	25			33	139	13	57	11		\$1,101,329	\$1,582,646	\$41,018	\$993

Batch No. 65

Inspection On: 27/12/2017 - 29/12/2017

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WOOLLAHRA MUNICIPAL COUNCIL

Priority

Priority #	Safety Rating Key	Time To Action
5	Unservicable - To be Removed	1 Day
4	Major Repairs Improvements Required	3 Month
3	Minor Repairs Improvement WITH SAFETY issues attached	12 months
2	Superficial Deterioration with No Work Required	24 months
1	Minor Repairs Improvements with NO SAFETY issues attached	OK

Asset

Average Age	The average of the equipment in the park at the time of inspection
Present Value	The total present value of the equipment in the park at the time of inspection
Replacement Value	The total replacement value of the equipment in the park at the time of inspection

Maintenance To maintain equipment to the current standard and repair the equipment to the original manufacturers design

Maintenance	The cost to repair the equipment to operate effectively, does not include softfall or relocation costs
Vandalism	The cost to repair the equipment that was damaged by vandalism

Batch No. 65

Inspection On: 27/12/2017 - 29/12/2017



Report: February 2018

Playground Strategy Development

Woollahra Municipal
Council

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1.0 Introduction

Woollahra Municipal Council has identified the need for the development of a Playground Strategy to address the long-term needs and provision of an effective playground network across the municipality.

The purpose of this report is to identify the scope and methodology required for the development of the Strategy.

2.0 Background

The following is the background to this project and the Notice of Motion to action this proposal.

Feedback from families during the Council election campaign indicated that parents are dissatisfied with the provision of age appropriate playgrounds across the Woollahra LGA.

In its last term Council identified a deficiency in recreational spaces for 8-12 year olds in the Paddington Ward which led to the proposal being put forward for youth recreation spaces at Rushcutters Bay Park. This proposal has prompted community feedback about the provision of appropriate outdoor play areas for children of all age groups and highlighted a potential oversupply of playgrounds for children aged up to 4 years old, at the expense of facilities for older children.

It is not clear what other deficiencies exist in relation to playgrounds in the LGA.

In particular, it is not clear what age groups do not have age-appropriate equipment in each Ward and whether parks and other available land exist that would make suitable locations for new playground equipment.

A municipality-wide strategy will allow for a more cost effective approach to upgrading play spaces as required.

Resolved:

THAT Council request staff to prepare a report on the provision of playgrounds across Woollahra, including but not limited to the following:

1. An audit of all current playground equipment and outdoor recreation facilities across all Woollahra's parks and public open space;
2. Identification of gaps in the provision of facilities per age group, i.e. 0-5, 5-10 and 10-15 years old and all ages.
3. Identification of additional council land suitable for siting new playgrounds and small scale eco-play installations, including any road reserves, pocket parks or other available open space.
4. Outlining a process to deliver a Woollahra-wide playgrounds MasterPlan to facilitate staged delivery of new age appropriate facilities across all identified locations, maintenance and upgrade of existing facilities and ongoing management plan for all.



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5. Specific consideration of small scale play installations particularly in pocket parks in Paddington and Woollahra 2025 as an urgent priority.
6. Providing a list of children's playground equipment built in the last 10 years and the cost of each site.
7. Identification of appropriate areas for care givers (i.e. parents, grandparents, nannies) including seats, shade, water fountains and update the Playground Policy March 2002 as part of the audit.

3.0 Methodology

The following methodology is proposed for the development of the Playground Strategy.

This methodology involves a combination of asset management practices and traditional planning techniques that includes the following elements:

- Research and assess the current provision
- Benchmarking
- Performance and condition assessment
- Identify opportunities
- Assess community expectations
- Playground hierarchy and levels of service framework
- Implementation plan

This approach ensures a comprehensive and sustainable approach is developed to enable proactive and informed decision making to be undertaken. It ensures a balanced and effective delivery of playgrounds across the municipality that links with other open space objectives.

Task 1 - Collate existing information

- List of existing playgrounds and locations
- Existing play equipment safety assessment report
- Play equipment asset inventory including age
- Open Space Strategy, park management or maintenance plans
- Operational service specifications related to playgrounds
- Up to date population projections, particularly for the under 15 age group (20yrs projections) for the municipality
- Any other existing asset information relating to the playgrounds

Task 2 – Level of service framework and performance assessment criteria

- Undertake a workshop with council staff involved in playground delivery
- Develop overall goals, objectives and play values for playground provision
- Develop playground categories to be used
- Develop design, location and construction levels of service
- Identify age group needs
- Identify ancillary site facilities to be provided eg shade, drinking fountains, seating
- Identify linkages with corporate and other plans (Open Space Strategy in particular)



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- Review and refine playground assessment criteria to meet desired levels of service and outcomes

Task 3 – Playground assessment

- Visit each site and undertake a performance assessment of each playground using a range of criteria (developed in Task 2) to assess and score features such as location, play value and ancillary facilities. This assessment is then to be converted into a percentage score for each feature, plus a total score for each playground. These results are then collated and ranked in order of performance to assist with prioritising improvement and renewal work. (Refer to Appendix 1 for an example of performance assessment criteria)
- The performance assessment is to include an assessment of age range that the current facilities cater to
- Assess condition of each playground to determine its likely remaining life, based on the playgrounds/parks category and desired level of service. Condition to be assessed based on 0-5 condition grading approach as described in IPWEA Parks Practice Note: 10.1
- Collate the performance scores, condition scores and age of each playground to produce a ranking each playground to enable priorities to be identified objectively and strategically

Task 4 – Potential new site assessment

- Undertake a workshop (as part of workshop in Task 2) with Council staff to identify potential future sites for new playgrounds
- Develop criteria for assessing potential new sites (discuss as part of staff workshop)
- Visit each potential site and undertake an assessment of each site using a range of criteria to assess and score features such as location, access, size, visibility, and topography. This assessment is then to be converted into a percentage score for each site, so that they can be ranked in order of suitability.

Task 5 – Community Research

5.1 – Intercept survey

- Identify 12 playgrounds (50% sample) at which to undertake user intercept surveys. These will be higher use sites, to assist with maximising the number of users available to be surveyed.
- Prepare an intercept survey questionnaire that will measure importance and satisfaction, and identify associated service level gaps – questionnaire length to be limited to ensure surveying time will be kept to approximately 5 minutes per survey to reduce customer survey fatigue and improve accuracy of responses. (Alternative is to use a general open space intercept user survey, such as that provided by the IPWEA Yardstick program. This will provide other information about the municipalities parks in addition to playgrounds, so potentially provides better value than a specific playground focused survey).
- Undertake a minimum of 15 surveys at each playground.
- Undertake analysis of intercept surveys and prepare separate report, with summary results included in the Strategy



5.2 – Household Survey

- Develop a set of questions for inclusion in a survey of households/residents. This will collect information from both users and non-users. See Appendix 2 for an example of survey questions.
- Undertake an electronic survey of households/residents.
- Mail out to residents with known email addresses and invite participation through website and other Council community communications

Task 6 – Analysis of information

- Undertake an analysis of community demographics and trend data
- Analyse current playground provision against industry benchmarks and develop draft provision level of service appropriate for Woollahra. (The IPWEA Yardstick Benchmark program provides open space industry benchmark information).
- Analyse customer research information from intercept and household survey
- Map the location of current playgrounds and assess distribution
- Identify gaps/over supply in provision
- Identify additional location options in conjunction with Council staff

Task 7 - Draft strategy

Prepare a draft strategy document that will:

- Identify levels of service of playgrounds, including a category hierarchy and addresses age range's to be provided for
- Identify, from information available, current and future needs and demand
- Ide
- Provide an analysis of the current situation
- Discuss impact of strategic direction, for example more centralised locations versus local provision
- Have clearly defined long term strategic outcomes addressing the issues, which include both generic objectives and levels of service and site specific solutions
- Be written in a way which easily integrates, where possible, into existing documents such as asset management plans
- Provide an implementation plan identifying actions for individual playgrounds and potential new sites
- Include an executive summary
- Format document with graphic design support to produce high quality document consistent with other council public documents

Present the key findings and outcomes to project team/council and lead a discussion that strives to identify clear outcomes and actions.

Task 8 – Public Exhibition

Undertake a public exhibition process to seek formal feedback and submissions on the strategy.

Tasks will include:

- Prepare summary information of key outcomes and proposed actions suitable for quick reference
- Review and summarise submissions received



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- Discuss submissions with Council staff to determine any required changes to the draft strategy
- Update strategy as required

Task 9 – Finalise strategy

- Communication and amendments as required to produce the final Playground Strategy.
- Review meeting/communication with the Council staff to finalise the strategy
- Amendments as required
- Present to Council for final approval
- Provide electronic copies in MS Word and pdf format

4.0 Estimate

The total cost estimate to develop the Playground Strategy is **\$60,000 - \$70,000**.

The following breakdown of estimates for each task is provided in the table below:

Task	Description	Internal	External Cost	
		Hours	Low	High
	Project management, reporting and meetings and reviews	24	\$3,000	\$4,000
1	Collate existing information	12	\$1,500	\$2,000
2	Level of service framework and performance assessment criteria	24 (Workshop 6 staff)	\$4,500	\$5,500
3	Playground assessment	-	\$10,000	\$12,000
4	Potential new site assessment	-	\$3,000	\$4,000
4.1	Community research - Intercept survey	-	\$10,000	\$12,000
4.2	Community research - Household survey	16	\$3,000	\$4,000
5	Analysis of information	-	\$6,000	\$7,500
6	Draft strategy	-	\$10,000	\$12,000
7	Public exhibition	16	\$3,000	\$3,500
8	Finalise strategy	8	\$3,000	\$3,500
Total		100	\$60,000	\$70,000

5.0 Timeframe for Completion

It is anticipated that the preparation of the Playground Strategy will take 6-8 months from inception to completion.



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Appendix One

Playground performance assessment criteria example

Site Description
Playground/park category
Description of site and its surroundings (which aspects of the site are being assessed?)
What fencing is provided
Location
Informal oversight
Personal safety, lighting and security
Potential for meeting other children
Accessibility in getting there
Designed for the site/landscaping
Lack of hazards present (e.g. water/high volume road)
Play Value
Enticing to children to play
Play needs of different ages
Movement
Provision for children with disabilities
Imaginative play
Loose parts
Space for ball games
Added play value
Access to the natural environment
Places for children to sit/socialise
Ancillary facilities
Seating for adults
Drinking fountains
Litter Bins
Toilet facilities
Shade
Summary
Judgements for planning (what needs to be considered for this site when making future decisions and site potential)



Appendix Two

Household survey example

1. Where do you live?
 - Suburb 1
 - Suburb 2
 - etc
2. Do you regularly care for children under the age of 15
 - Yes
 - No
- 2A. If yes, what is their age group and number of children

Age group	Number of children
0-5	
6-11	
12+	

3. How do you typically travel to playgrounds
 - Walk
 - Drive
 - Public transport
 - Cycle
4. How frequently do your children use a playground in the Municipality (on average)
 - Every day
 - Several times a week
 - About once a month
 - About twice a month
 - About 2-6 a year
 - About once a year
 - Not sure/don't know/irregular

5. How should playgrounds be provided?

One a scale of 1 to 5, record your preference for the approach to playground provision in the Shire

- 1 Fewer, centrally located, high quality playgrounds, with supporting facilities such as toilets, shelters, landscaping, shade, and a large number and variety of play equipment for different age groups
- 2
- 3
- 4
- 5 A large number of locally provided small playgrounds with little or no supporting facilities

6. If there was 1 change or improvement you could make in regards to playgrounds in the Municipality, what would it be?

Free text response



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December 2017



Woollahra Municipal Council

**SCAPE
DATA**

PARKSCAPE

New South Wales

Participating Government Authorities – 2016/2017:

Sydney:

Blue Mountains City Council
Parramatta City Council
Sydney City Council
Sydney Olympic Park Authority
Woollahra Municipal Council

Brisbane, Melbourne, Adelaide Councils include:

City of Banyule
Baw Baw Shire Council
City of Bayside
City of Boroondara
City of Glen Eira
City of Hobsons Bay
City of Kingston
City of Knox
City of Manningham
Greater Metropolitan Cemeteries Trust
City of Maribyrnong
City of Monash
City of Moonee Valley
City of Moreland
Mornington Peninsula Shire Council
City of Onkaparinga
City of Port Phillip
Redland City Council
City of Whitehorse
City of Yarra

Data Audit & Entry	<i>Petra Bamford</i>
Data Analysis	<i>Petra Bamford</i>
Report Compilation	<i>Petra Bamford</i>
Report Check	<i>David Vial</i>
Report Sign-off	<i>David Vial</i>
Quality Control	<i>Michelle Prior</i>



Introduction to Scape Data

Scape data is a suite of research products which provide robust information for planners and managers about the use of public outdoor spaces.

Operating as an invaluable conduit between the users of public spaces, and the planners, designers and managers, **Scape data** obtains pertinent information to assist in the planning and management of quality community spaces.

A major key to the success of **Scape data**, is the pivotal linkage of a multi-disciplinary approach (planning, design, management), a thorough knowledge of community aspirations, and the integration of contemporary research.

Scape data is an evolution of Integrated Open Space Services (IOSS) User Survey Programs in operation since 1998. **Scape data** is the product of regular review, adaptation and technological upgrades.

Scape data operates across the broad spectrum of public outdoor spaces. The spectrum is divided into several categories, with each product offered separately, including:

- ⊕ ParkScape : urban parks
- ⊕ StreetScape : outdoor shopping centres
- ⊕ BushScape : conservation areas

Scape data obtains user data via:

- ⊕ User intercept (face-to-face) surveys

Surveys within each category are undertaken in regions on a regular basis.



About ParkScape

Commencing in 1998 as the Benchmark Park User Satisfaction Survey program, **ParkScape** has undertaken over 75,000 park user interviews around Australia - iconic, regional, district, neighbourhood (local), conservation, botanic gardens, passive/active parks.

Over 100 Government Authorities have been involved.

Information obtained includes park visitation, park access, satisfaction with park maintenance and provision of facilities/services, park experience, and user profiles.

Trend data and data relating to topical issues are also provided.

ParkScape:

- ✚ Informs open space, recreational and asset strategic planning and management.
- ✚ Informs park master and management planning.
- ✚ Tracks trend data.
- ✚ Provides information about park users and park usage.
- ✚ Provides information relating to topical issues, such as mode of transport, inter-relationship between dwelling type and use of public open space.
- ✚ Tracks changes in park usage due to changing urban environments.
- ✚ Tracks changes in accessibility and modes of transport due to societal changes.
- ✚ Provides valuable research regarding the use of public open spaces and developing trends.
- ✚ Obtains park user's requirements for facility and service provision.
- ✚ Identifies specific maintenance and facility provision issues.
- ✚ Measures park user's satisfaction with the level of park maintenance.
- ✚ Monitors specific maintenance regimes.
- ✚ Assists in determining maintenance specifications that align with park user requirements.
- ✚ Assists in integrating park user satisfaction with operational performance.
- ✚ Assists in developing in-house performance indicators for landscape facility maintenance.
- ✚ Provides quantifiable justification for resource allocation for current levels of facility and maintenance provision, and lobbying of further resources.
- ✚ Provides a confidential means for comparison of results on an intra-regional and inter-regional basis.

Further details about the program can be found in the Appendix.



Scape data

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IOSS

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Summary of Key Findings

Park Survey Data

103 park user intercept interviews were conducted in 12 parks during December 2017 within the Woollahra Municipal Council area.

Community Audit

Satisfaction with Authority Parklands

83% of participants regularly visited other parks in the Woollahra Municipal Council area. Overall satisfaction with Woollahra Municipal Council parklands was 7.9.

Satisfaction with Park

Participants' satisfaction with all aspects of the park they were interviewed in was 8.2.

Satisfaction with Maintenance

The overall mean score for satisfaction with the level of maintenance was 7.7.

Provision / Improvement of Facilities and Services

Shade & Shelter, Soft Landscape, and Seats / Tables, and recorded the most comments for improvement or provision.

Satisfaction with Playgrounds

71% were satisfied with the range of playgrounds in the Woollahra Municipal Council area, and 77% did not feel that there were any existing playground facilities that were not required.



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Community Profile

Frequency of Visitation

35% visited the park weekly, and 17% visited a few days per week.

Length of Stay

40% visited the park for one to two hours, 26% visited for half to one hour, and 22% visited for less than half an hour.

Reasons for Visiting

47% were visiting the park for Passive Health & Well-being Activities, 34% for Active Health & Well-being Activities, 16% for Social / Dining Activities, 3% for Access Activities, and 0.4% for Other Activities.

Group Size

56% visited the park by themselves, 22% visited with another person, and 15% visited in a group of 3-5 people.

Group Profile

47% of pairs/groups were adults and children, and 38% of pairs/groups were all adults.

Initial Knowledge

70% first came to know of the park due to local knowledge.

Transport Mode

63% travelled to the park by Non-Motorised Transport, 29% by Private Motorised Transport, and 8% by Public Transport.

Transport Mode Selection

Convenience (33% of responses), and distance (21%) were the main reasons for selecting mode of transport to the park.

Median Distance Travelled

The median distance travelled to the park was 1.0 km.

Median Travel Time

The median time taken to travel to the park 10 minutes.

Place of Residence

72% lived within the local area.

Dwelling and Private Outdoor Space

45% lived or were staying in a dwelling with a private backyard.

Age

31% participants were aged between forty and forty-nine years, and 27% between thirty and thirty-nine years.

Gender

54% of participants were females and 46% were males.



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Park Survey Data

103 park user intercept interviews were conducted in 12 parks within the Woollahra Municipal Council area during December 2017.

57% of interviews were undertaken on a weekday, and 43% were undertaken on a weekend.

Table 1. Interviews – Woollahra Municipal Council

Park	Location	Category 1	Category 2	# Surveys	Date	Time
Bellevue Park	Bellevue Hill	Local	Passive	10	08.12.17	7:10 am – 10:45 am
Cooper Park (Tennis Courts)	Bellevue Hill	District	Passive	10	07.12.17 10.12.17	5:40 pm – 6:45 pm 3:55 pm – 5:00 pm
Dillion St Playground	Paddington	Neighbourhood	Passive	8	07.12.17	1:30 pm – 3:10 pm
James Cook Reserve (Cook's Paddock)	Paddington	Neighbourhood	Passive	5	09.12.17	10:30 am – 12:05 pm
Lough Playing Fields	Double Bay	Local	Active / Passive	5	07.12.17	4:25 pm – 5:20 pm
Lyne Park	Rose Bay	District	Passive	10	07.12.17 10.12.17	3:15 pm – 4:00 pm 12:10 pm – 1:10 pm
Robertson Park	Watsons Bay	District	Passive	10	07.12.17	1:15 pm – 4:40 pm
Royal Hospital for Women Park	Paddington	Local	Passive	10	07.12.17 09.12.17	3:15 pm – 4:45 pm 8:25 am, 8:40 am
Rushcutters Bay Park	Darling Point	District	Passive	10	07.12.17 09.12.17	11:30 am – 1:10 pm 8:05 am, 8:15 am
Steyne Park	Double Bay	District	Passive	10	10.12.17	1:40 pm – 3:35 pm
Trumper Park	Paddington	District	Active	10	09.12.17 10.12.17	1:00 pm – 1:55 pm 5:15 pm – 6:00 pm
Union St Playground	Paddington	Neighbourhood	Passive	5	09.12.17	9:10 am – 10:10 am



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Community Audit

1. Satisfaction with Authority Parklands

83% of participants regularly visited other parks in the Woollahra Municipal Council area and were invited to rate the satisfaction with Council's parklands overall.

Overall satisfaction with Woollahra Municipal Council parklands was 7.9.

Table 2. Satisfaction with Authority Parklands

WMC Mean Score	National Mean Score	National Highest Mean Score
7.9	8.2	8.6

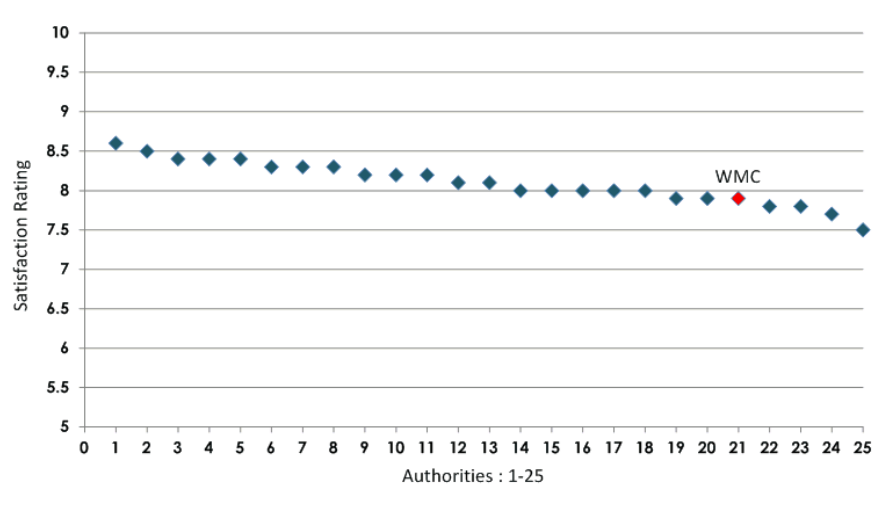


Figure 1. Satisfaction with Authority Parklands

Participants were invited to comment on their rating with the satisfaction of Council parklands overall.

Table 3. Satisfaction with Authority's Parklands Comments - Woollahra Municipal Council

Park	Comments
Bellevue Park	They are not up to standard and not maintained.
Cooper Park (Tennis Courts)	-
Dillion St Playground	Peaceful, open parks.
James Cook Reserve (Cook's Paddock)	-
Lough Playing Fields	Need a better range of facilities including BMX and running tracks.
Lyne Park	Most parks are small and underdeveloped with few facilities.
Robertson Park	-
Royal Hospital for Women Park	-
Rushcutters Bay Park	Need more trees, sheltered areas, tables, seats and the public bathroom hygiene is imperative. Green atmosphere, dog friendly but more shade needed. Need to upgrade facilities, needs more planning, needs more shade e.g. tents, man-made cover, trees. Need balance between open space and shade in parks.
Steyne Park	They need more facilities and toilets.
Trumper Park	Need a skatepark at Rushcutters Bay Park.
Union St Playground	-

Participants were invited to identify facilities and services they would like to see provided or improved in parks in the Woollahra Municipal Council Areas.

Table 4. Satisfaction with Authority's Parklands Comments - Woollahra Municipal Council

Provision/ Improvement
More modern amenities
Most parks are small and need more services like playground, paths, toilets, etc.
More bins in parks generally
More bins, toilets, seats, shade, parking
More rubbish bins between Point Piper and Double Bay
More drinking fountains
More variety of play equipment
More play equipment including climbing walls
More play equipment suitable for 0-2 years
More playground suitable for 5-11 year olds
More slides and variety of play equipment
More shade
More shade throwing trees to sit under, protection of trees
More shelter
Public toilets, shade, rain protection, seating, mediation spaces
More toilets and better maintained, more showers (with solar hot water)
BBQ facilities, upgrades to cafes, more shade, more seats and tables, more seats in general
Improved BBQ facilities
Skateparks, basketball courts, dog poo bins
Skateparks, BMX tracks, mountain biking tracks
Outdoor gyms/exercise equipment
Off-leash for dogs
More off-leash dog parks
More times for off-leash for dogs
Parking
Parking, more shaded seating
Improve bus access to parks - more frequent, user friendly and visible to make them accessible
Access for prams, grass, need to be kept clean
Cleaner toilets, flying fox with/without chair, larger playgrounds, canteens/cafes (food)
Better maintenance is needed
More maintenance, tree pruning, more proactive maintenance, playgrounds for all ages
Take care of grass in parks, Royal Hospital for Women Park needs swings
Trees need to be maintained, parks in general could do with more maintenance
Parks need investment and maintenance
I would like to see water catchment in parks to harvest rain water
Meditation spaces
More affordable parks which can be booked for sports
More peace and quiet
Preserve natural bushland in parks
We need to retain the nature and old growths of bushland
Royal Hospital for Women Park need facilities for children
Rushcutters Bay Park - waterway/sand bed contains deposited refuse, I appreciate a clean environment



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2. Satisfaction with Park

Participants' satisfaction with all aspects of the park they were interviewed in was 8.2; compared with 7.9 for the overall satisfaction of Woollahra Municipal Council parklands.

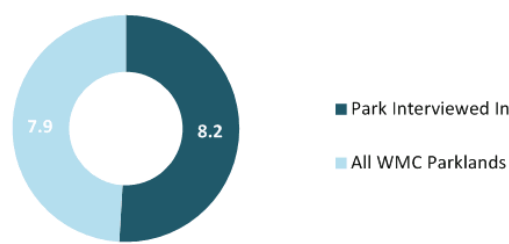


Figure 2. Satisfaction with Authority Parklands and Individual Parks - Woollahra Municipal Council

3. Satisfaction with Maintenance

The overall mean score for satisfaction with the level of maintenance within the Woollahra Municipal Council area was 7.7.

Table 5. Satisfaction with Maintenance

	WMC Mean Score	National Mean Score	National Highest Mean Score
Garden Beds	7.1	8.0	8.8
Grass Length	7.4	8.1	8.6
Grass Quality	7.5	7.8	8.4
Tree Health	8.2	8.4	9.0
Boardwalks, Bridges & Piers	*8.0	8.0	8.7
Internal Roads & Carparks	7.9	8.0	8.8
Fences & Barriers	7.7	8.1	8.6
Signs	7.6	8.0	8.9
Pathways & Trails	7.6	8.3	8.6
Sport & Recreation Facilities	7.6	8.3	9.0
Play Equipment	7.9	8.4	8.9
P/E Under Surfacing	7.9	8.4	9.0
Shelters	7.7	8.0	8.7
Tables & Seats	7.6	7.9	8.4
BBQs	-	8.1	8.9
Taps & Drinking Fountains	7.7	7.5	8.2
Toilets & Change Rooms	7.4	7.2	8.2
Rubbish Bins	7.6	7.8	8.6
Ground Litter Removal	7.7	8.2	8.7
Graffiti Removal	8.3	8.4	9.2
Banks of Watercourses	8.1	7.8	8.6
Quality of Watercourses/bodies	7.8	7.4	8.4
Land Drainage	7.8	7.8	8.6
Health of Bushland Vegetation	7.9	8.4	8.8
Mean	7.7	8.1	8.5

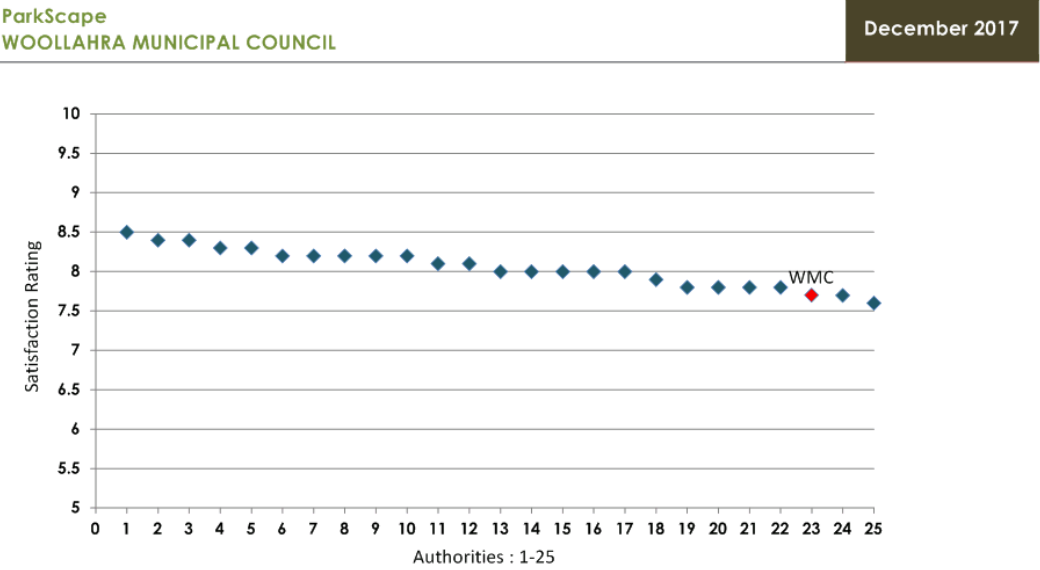


Figure 3. Satisfaction with Park Maintenance



Average scores for each region over the life of the Program provide inter-regional comparisons.

Table 6. Seven Year Averaged Regional Scores - Satisfaction with Landscape Maintenance

	Sydney /CC	Melbourne / Region	Perth	South East Queensland	Tropical Australia*
Garden Beds	7.9	7.7	7.9	7.8	8.2
Grass Length	8.0	7.9	8.2	8.0	8.5
Grass Quality	7.8	7.6	7.9	7.9	8.1
Tree Health	8.4	8.2	8.2	8.5	8.6
Boardwalks, Bridges & Piers	8.1	8.0	8.1	8.2	8.7
Internal Roads & Carparks	7.8	7.8	7.7	7.9	8.1
Fences & Barriers	7.8	7.7	7.5	8.0	8.2
Signs	7.9	7.6	7.3	7.9	8.2
Pathways & Trails	8.2	7.9	8.0	8.2	8.5
Sport & Recreation Facilities	8.2	7.9	7.8	8.0	8.1
Play Equipment	8.1	8.2	7.8	8.2	8.2
P/E Under Surfacing	7.9	8.1	7.5	7.8	8.1
Shelters	7.8	7.7	7.5	8.1	8.4
Tables & Seats	7.7	7.6	7.2	7.9	8.2
BBQs	7.7	7.7	7.6	8.1	8.3
Taps & Drinking Fountains	7.3	7.2	6.5	7.4	7.7
Toilets & Change Rooms	6.7	6.6	6.3	6.9	7.0
Rubbish Bins	7.7	7.4	7.3	7.9	8.0
Ground Litter Removal	7.9	7.8	7.8	8.1	8.5
Graffiti Removal	8.2	7.9	7.8	8.2	8.6
Banks of Watercourses	7.8	7.5	7.5	8.0	8.2
Quality of Watercourses / bodies	7.4	7.0	6.9	7.6	8.0
Land Drainage	7.6	7.5	7.3	7.4	7.9
Health of Bushland Vegetation	8.2	8.0	8.1	8.4	8.3
Mean	7.9	7.8	7.6	8.0	8.3

* Surveys were mainly undertaken in higher profile regional parklands

4. Provision / Improvement of Facilities and Services

Shade & Shelter, Soft Landscape, and Seats / Tables recorded the most comments for improvement or provision within the Woollahra Municipal Council.

Table 7. Provision / Improvement of Facilities & Services – Woollahra Municipal Council

Provision / Improvement	# Comments
Shade & Shelter	25
Soft Landscape	20
Seats / Tables	19
Bins	10
Dog Facilities & Management	10
Potable Water	10
Amenity Blocks	8
Signs	8
Food & Beverage Outlets	7
Playgrounds	7
BBQs	6
Circulation	6
General Maintenance	6
Sport	5
Access	4
Community Involvement / Consultation	2
Exercise Facilities	2
Extreme Recreation	2
General Recreation	2
Safety & Security	2
Art	1
Bird Management	1
Buildings	1
Disabled Facilities	1
Events	1
General Landscape	1
General Park Facilities	1
Information & Interprets	1
Insect Management	1
Waterbodies / Waterways	1



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Table 8. Provision / Improvement of Facilities & Services – Woollahra Municipal Council's Parks

Park	Category	Provision / Improvement
Bellevue Park	SOFT LANDSCAPE	Maintain the grass x 2 Mow the grass more often x 2 Improve soil quality
	DOG FACILITIES & MANAGEMENT	Allow dogs to be off-leash Allow dog to be off-leash outside school hours Install a water tap for dogs Supply dog waste bags
	SEATS / TABLES	Install more seats especially near the playground x 2 Install more seats and tables Install more tables
	POTABLE WATER	Install more taps and drinking fountains x 3
	AMENITY BLOCKS	Provide toilets
	BINS	Provide more bins
	CIRCULATION	Build a track around the perimeter of the fence
	DISABLED FACILITIES	Improve disability access
	GENERAL RECREATION	Provide a meditation space which is peaceful and quiet
	SIGNS	Install more signs to exit

Park	Category	Provision / Improvement
Cooper Park (Tennis Courts)	CIRCULATION	Repair the pathways x 2 Make the walking tracks even Clear the pathways
	SIGNS	Improve signage Install more signs re: park rules Update the signs
	COMMUNITY INVOLVEMENT / CONSULTATION	Consult with the community more regarding the park Create a community garden
	DOG FACILITIES & MANAGEMENT	Supply dog waste bags Install a water tap/bowl for dogs
	GENERAL MAINTENANCE	Remove litter Remove rubbish left in caves from people sleeping there
	SEATS / TABLES	Fix the dangerous tables Install more seats at the top section of the park
	SOFT LANDSCAPE	Remove lantana Remove wondering jew weed which is a risk to dogs
	SPORT	Improve the tennis courts i.e. poor drainage Ensure tennis facilities are cheap and accessible to the public
	BINS	Provide more bins
	GENERAL LANDSCAPE	Use natural materials which are keeping with the park for the waterfall development
	INSECT MANAGEMENT	Treat for mosquitoes
	PLAYGROUNDS	Lay a rubber surface under the playground
	WATERBODIES / WATERWAYS	Clean up the river area



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Park	Category	Provision / Improvement
Dillion St Playground	SHADE & SHELTER	Provide more shade x 6 Build more shelters
	BBQs	Install BBQs x 3
	SOFT LANDSCAPE	Plant more trees
	FOOD & BEVERAGE OUTLETS	Open a café
	POTABLE WATER	Install more drinking fountains

Park	Category	Provision / Improvement
James Cook Reserve (Cook's Paddock)	SHADE & SHELTER	Provide more shade x 3
	DOG FACILITIES & MANAGEMENT	Install water taps for dogs
	POTABLE WATER	Install more drinking fountains
	SOFT LANDSCAPE	Plant more trees

Park	Category	Provision / Improvement
Lough Playing Fields	BINS	Provide more bins
	ACCESS	Stop people speeding along the roads surrounding the park
	DOG FACILITIES & MANAGEMENT	Supply dog waste bags
	EXTREME RECREATION	Build a BMX track and/or skatepark
	PLAYGROUNDS	Build a playground
	POTABLE WATER	Install more drinking fountains
	SEATS / TABLES	Install more seats
	SIGNS	Install more signs re: dog off-leash times

Park	Category	Provision / Improvement
Lyne Park	SEATS / TABLES	Install more tables x 2 Install tables in the playground area for kid's parties Install more wooden seats
	ACCESS	Provide more parking Provide more parking especially during soccer training times Build a multistorey carpark
	SHADE & SHELTER	Build shelters Fix the hole in the shade cloth over the playground
	SOFT LANDSCAPE	Improve grass quality Trim the trees
	AMENITY BLOCKS	Upgrade the toilets near the water fountain
	CIRCULATION	Build more pathways for pram etc. access
	EVENTS	Hold more activities in the park
	EXERCISE FACILITIES	Install outdoor gym/exercise equipment
	POTABLE WATER	Install more drinking fountains including in the playground area
	SIGNS	Install more signs to toilets
	SPORT	Repair the tennis court surface



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Park	Category	Provision / Improvement
Robertson Park	SEATS / TABLES	Install more seats Install more tables
	SOFT LANDSCAPE	Plant more trees Protect the trees
	ART	Install a statue of Bob Dwyer
	BBQs	Install BBQs
	BIRD MANAGEMENT	Address seagull numbers (too many)
	GENERAL PARK FACILITIES	Improve the park facilities in general
	PLAYGROUNDS	Paint the poles in the playground
	POTABLE WATER	Install more drinking fountains along walking paths
	SHADE & SHELTER	Provide more shade

Park	Category	Provision / Improvement
Royal Hospital for Women Park	SHADE & SHELTER	Provide more shade x 4 Provide more shade especially over seats Build more shelters
	AMENITY BLOCKS	Provide toilets x 2
	FOOD & BEVERAGE OUTLETS	Open a café x 2
	ACCESS	Provide more street parking
	INFORMATION & INTERPRETS	Provide historical information about the park
	POTABLE WATER	Install more drinking fountains
	SOFT LANDSCAPE	Plant more trees

Park	Category	Provision / Improvement
Rushcutters Bay Park	SHADE & SHELTER	Provide more shade x 4 Build more shelters x 3 Provide more shade over the playground x 2
	BBQs	Install BBQs x 2
	SEATS / TABLES	Install more seats Install more seats and tables
	SOFT LANDSCAPE	Plant more trees Improve tree management e.g. taller branching trees more spaced apart



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Park	Category	Provision / Improvement
Steyne Park	BINS	Provide more bins x 6 Provide recycling bins x 2 Provide bottle recycling facilities Empty the bins more often especially on weekends
	PLAYGROUNDS	Extend the playground Install more climbing and balancing type play equipment Install more play equipment suitable for 0-2 years Repair the uneven surface under the playground (tripping hazard) Assess the safety of the rock ledge in the playground;
	SOFT LANDSCAPE	Plant more flowers Plant native flowering plants Water the gardens Maintain the trees
	AMENITY BLOCKS	Provide more toilets x 2 Restock toilet paper especially on weekends
	FOOD & BEVERAGE OUTLETS	Open a café x 2 Open a canteen
	DOG FACILITIES & MANAGEMENT	Provide a dog off-leash park Provide dog waste bins
	SEATS / TABLES	Install more seats Install more seats and tables
	GENERAL MAINTENANCE	Improve park maintenance
	GENERAL RECREATION	Create areas suitable for meditation
	SAFETY & SECURITY	Provide first aid equipment near the playground
	SHADE & SHELTER	Provide more shade
	SIGNS	Install more signs re: dog rules
	SPORT	Reconsider the cricket pitch which dominates the park and disturbs the space

Park	Category	Provision / Improvement
Trumper Park	GENERAL MAINTENANCE	Improve litter removal x 2 Improve litter removal especially around the outer cricket oval fence
	SEATS / TABLES	Install more seats and tables Upgrade the old grandstand
	AMENITY BLOCKS	Improve the toilet facilities Keep the toilets unlocked
	SOFT LANDSCAPE	Mow and maintain the patchy grass Maintain the patchy grass especially in winter
	SPORT	Provide information about the use of the field/oval Reduce the cost of tennis court booking
	BUILDINGS	Upgrade the sheds
	CIRCULATION	Maintain the walking trails
	DOG FACILITIES & MANAGEMENT	Stop dogs going onto the cricket oval (poo issue)
	EXERCISE FACILITIES	Install outdoor gym/exercise equipment
	EXTREME RECREATION	Build a BMX track
	FOOD & BEVERAGE OUTLETS	Open a café
	PLAYGROUNDS	Lay a synthetic surface under the playground
	POTABLE WATER	Install more taps and drinking fountains
	SAFETY & SECURITY	Improve security at night - the park attracts young people at night
	SIGNS	Install more signs on the walking trails - easy to get confused and lost
Park	Category	Provision / Improvement
Union St Playground	SHADE & SHELTER	Provide more shade



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5. Satisfaction with Playgrounds

71% of participants in the Woollahra Municipal Council area were satisfied with the range of playgrounds offered in the LGA area.

Table 9. Satisfaction with Playground Range – Woollahra Municipal Council

Satisfaction with Playground Range WMC	Response
Yes	71%
No	14%
Unsure	16%

Table 10. Provision & Improvement of Playground Facilities – Woollahra Municipal Council

Category	Comment
Provision	<p>Water play features x 2 More play equipment Climbing equipment Colourful play equipment and new swing sets Very colourful pleasant looking play equipment Colourful, safe and appealing facilities More upgrades with new, clean, safe playground facilities Upgrade play facilities with a colour scheme Upgrade with new fancy play equipment Upgraded and safe/child friendly Need upgrade to features - more colour, safety, attractiveness, invitingness of playground facilities (kid friendly) They need to be safe and have diverse and interesting activities. Need more facilities for all ages, prefer more space, community events Areas that are suitable for very young children (<18 months) Play equipment suitable for 0-3 year olds Play equipment suitable for 0-6 years olds and 3-6 year olds In Double Bay we need playgrounds suitable for 5-11 year olds Large see-saw for 7+ age group More baby swings, see-saws, rubber surfaces are important for safety Longer tube slides, shade and shelter over playgrounds, rubber surfaces instead of bark Spinning play equipment, climbing walls Playground facilities are amply but maybe upgraded play equipment e.g. new swings, mazes etc. Flying fox, basketball courts More volleyball and basketball courts Basketball courts and skate areas Skateparks, BMX tracks Bike and scooter tracks Variety for older kids, skateparks Just playground with open space, the parks in Woollahra Council are too cramped and have a 'concrete jungle' feel need to use space a bit more wisely and remove congested feeling. Shelter - children's skin is sensitive Improved railings for elderly access</p>
Maintenance	<p>Could be better maintained, cleaner, safety is an important feature Keep clean and well maintained Well maintained equipment More maintained</p>



77% of participants in the Woollahra Municipal Council area did not feel that there were any existing playground facilities that were not required in the LGA area.

Table 11. Existing Playground Facilities Not Required – Woollahra Municipal Council

Existing Playground Not Required	Response
Yes	1%
No	77%
Unsure	22%

Table 12. Existing Playground Facilities Not Required Comments – Woollahra Municipal Council

Category	Comment
Provision	Parks that are not accessible with prams are not relevant



Scape data



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6. General Comments

Table 13. General Comments – Woollahra Municipal Council

Park	Comments	Comments
Bellevue Park	Best view going. Great sunny park, I come here every day to jog and enjoy the view. I walk through here every day.	The school has taken over the park to the detriment of the public, this park should be a meditation park, it is important to preserve the history of the park. This park is a missed opportunity, the Council does not spend enough attention on maintenance, the park needs to be made more accessible. Underutilised space. We like the park but hopefully the lawn gets mowed. Great little park, not many people know about it, some seating might help more elderly people use the park.
Cooper Park (Tennis Courts)	Incredibly beautiful place to bring friends. It is perfect, I love the place. I like this park and want to keep it as it is. Like that it is quiet and a good place to have a party, it's an undiscovered magical park. Really great park. This park has been here since the great depression, it has the potential to be a truly great park. This park is exceptionally good. We need to retain the natural beauty of the valley, the volunteers are doing good work removing weeds.	Good park but more signage explaining the rules of the park would be helpful.
Dillion St Playground	Nice and secluded, nice trees. Open park, nice trees. Peaceful park, good for recreation. Tranquil park. Good for recreation, sports, fitness activities. Good for walking and jogging.	
James Cook Reserve (Cook's Paddock)	(No Comments)	
Lough Playing Fields	One of the best parks around. Perfectly fine park. Decent park. Good park. I like this park.	
Lyne Park	I love this park it is beautiful. Very nice park. Very nice park, we are lucky to have this place. Nice place to spend a weekend. Nice to have it close to home. Good place to picnic. Good place to relax and walk through. Nice trees, nice basketball courts that are free to the public The playground is fantastic, we like the open space for sport.	



Scape data

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ParkScape
WOOLLAHRA MUNICIPAL COUNCIL

December 2017

Park	Comments	Comments
Robertson Park	Good parks to visit and sightsee. Great place to relax in the sun. Great place to visit and have lunch with friends. Chilled relaxed vibe, I visit the park with my students who study English. I like to bring the kids here. View, range of experiences.	The park needs some BBQ areas. The park use to have old trees but they have been removed which is bad.
Royal Hospital for Women Park	Good for walking, good facilities. Tranquil park, good location, very restful and effective. Wonderful landscaping and open area, surrounded by greenery, very pleasant and well located park.	
Rushcutters Bay Park	Ambient atmosphere, trees are elegant, nice greenery around. Nice trees, sporting oval a great facility for sports and fitness training. Nice, clean, really enjoy the bay front, though the weather is too hot in summer and the park is glarey. The facilities of the park down on you after a while - great facilities, the park is like a nice oasis especially near the trees, quiet, nice peaceful zen feeling to the park, good for relaxing. Good park for jogging in, fellow exercisers are good company. The park is good for walking and playing with the dog.	Against the skatepark facility to be put into the park it will be visually unappealing, the park is small and does not need a skatepark.
Steyne Park	We love this park. We really like it here. Lovely park. Nice park. This is a great park to visit, we have been coming here for years. I've been coming to this park since I was a kid. Beautiful park, well used, I come here on Christmas. This is a very popular park, we come here every year for our family Christmas gathering, wonderful park.	I like this park, some quiet space for meditation would make it even better.
Trumper Park	Good park, close to home, very good for kids. I like the natural bushland. I like to jog through here. The play equipment in this park is good, commendable. We come here for cricket matches.	Good park but security is becoming an issue. Good park but need to be having lighting for night use. Park definitely lacks facilities.
Union St Playground	Nice that dogs are prohibited, gives children the chance to play, nice, secluded, really colourful play equipment.	



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Community Profile

1. Park Usage

1.1 Frequency of Visitation

In the Woollahra Municipal Council area, 35% visited the park weekly, and 17% visited a few days per week.

Table 14. Frequency of Visitation

Frequency of Visitation	WMC n = 103	National n = 3,578
Daily	12%	18%
Few Days per Week	17%	24%
Weekly	35%	16%
Fortnightly	9%	7%
Monthly	3%	7%
Every Few Months	4%	6%
Twice Yearly	5%	4%
Yearly	4%	2%
< Once per Year	1%	3%
First Time	11%	12%

76% of participants in the Woollahra Municipal Council area were regular visitors to the park – visiting at least once a month.

72% of participants nationally were regular visitors to the park.

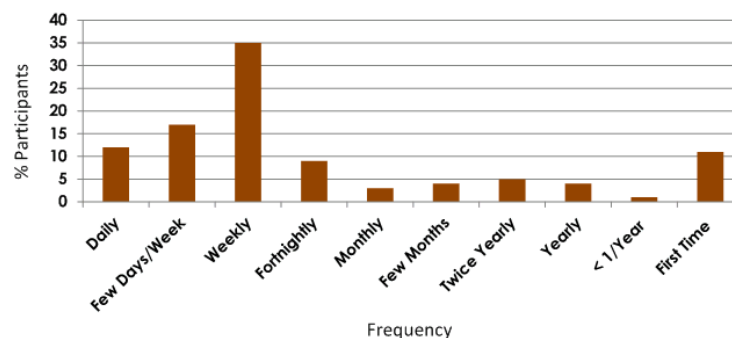


Figure 4. Frequency of Visitation – Woollahra Municipal Council



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Table 15. Frequency of Visitation : Park Category - Woollahra Municipal Council

Frequency of Visitation	WMC Local <i>n</i> = 25	WMC Neighbourhood <i>n</i> = 18	WMC District <i>n</i> = 60
Daily	28%	-	8%
Few Days per Week	28%	11%	15%
Weekly	36%	44%	32%
Fortnightly	4%	28%	5%
Monthly	-	-	5%
Every Few Months	-	-	7%
Twice Yearly	-	6%	7%
Yearly	-	-	7%
< Once per Year	4%	-	-
First Time	-	11%	15%



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1.2 Length of Stay

In the Woollahra Municipal Council area, 40% visited the park for one to two hours, 26% visited for half to one hour, and 22% visited for less than half an hour.

Table 16. Length of Stay

Length of Stay	WMC n = 103	National n = 3,578
< ½ hour	22%	32%
½ : 1 hour	26%	34%
1 : 2 hours	40%	20%
2 : 4 hours	10%	9%
> 4 hours	2%	6%

48% of participants in the Woollahra Municipal Council area visited the park for one hour or less.

66% of participants nationally visited the park for one hour or less.

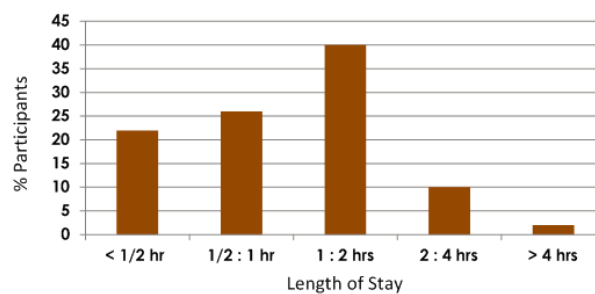


Figure 5. Length of Stay – Woollahra Municipal Council

Table 17. Length of Stay : Park Category – Woollahra Municipal Council

Length of Stay	WMC Local n = 25	WMC Neighbourhood n = 18	WMC District n = 60
< ½ hour	40%	22%	15%
½ : 1 hour	24%	22%	28%
1 : 2 hours	36%	56%	37%
2 : 4 hours	-	-	17%
> 4 hours	-	-	3%

1.3 Reasons for Visiting

A number of survey participants gave two or more reasons for visiting the park on the day they were interviewed.

47% of responses by participants interviewed in the Woollahra Municipal Council area were visiting the park for Passive Health & Well-being Activities, 34% for Active Health & Well-being Activities, 16% for Social / Dining Activities, 3% for Access Activities, and 0.4% for Other Activities.

Within these categories, 13% of responses by participants were visiting the park to enjoy the environment, 11% to walk, and 10% to relax.

Table 18. Reasons for Visiting – Woollahra Municipal Council

Reasons for Visiting the Park	WMC n = 279	National n = 7,037	Reasons for Visiting the Park	WMC n = 279	National n = 7,037
PASSIVE HEALTH & WELL-BEING	47%	28%	ACTIVE HEALTH & WELL-BEING	34%	47%
Be Alone	4%	1%	Boat / Canoe / Kayak / Sail	-	0.04%
Beach Activities	-	0.1%	Children's Play / Visit Playground	6%	11%
Camping	-	-	Cycle	0.4%	1%
Enjoy Environment	13%	9%	Dog Exercise / Recreation	6%	11%
Enjoy Peace & Quiet	4%	2%	Exercise	1%	2%
Feed Ducks / Birds	-	0.1%	Hike/Bushwalk	-	0.1%
Fish	-	0.1%	Jog	3%	1%
Fly Kite	-	-	Other Aquatic Activities	-	0.1%
Meditate / Spiritual Practices	1%	0.1%	Play / Train Sport	4%	2%
Read / Study	3%	1%	Play Ball / Social Games	0.4%	1%
Relax	10%	6%	Recreate / Play	2%	2%
Sightsee	6%	2%	Ride BMX / Stunt Bike	-	0.1%
Spectate Sport	1%	2%	Ride Mountain Bike	-	0.1%
Sunbathe	1%	0.5%	Rollerblade	-	0%
Take a Break	3%	2%	Skateboard / Scooter	0.4%	1%
Take Photos	1%	0.5%	Swim	0.4%	1%
Undertake Arts & Crafts	-	0.1%	Undertake Martial Arts / Tai Chi	-	0.04%
Use Model Boat / Aircraft / Car	-	0.2%	Walk	11%	13%
Watch Wildlife	0.4%	1%			
SOCIAL / DINING	16%	16%	ACCESS	3%	6%
Attend Social / Family Function	0.4%	2%	Access other Locations – pass thru park	1%	4%
Have Meal Break	3%	2%	Access Public Transport	0.4%	0.3%
Have Picnic / BBQ	4%	3%	Park is Convenient	0.4%	1%
Meet Friends / Socialise	2%	3%	Wait / Pick Up / Drop Off	0.4%	1%
Spend Time with Children / Family	4%	5%			
Visit Café / Restaurant	3%	1%			
COMMUNITY	-	1%	VOCATIONAL	-	1%
Participate in Community Event	-	1%	Vocational Purposes	-	1%
Participate in Community Program	-	0.1%	OTHER	0.4%	1%
Visit Markets	-	-	Other	0.4%	1%

The following table outlines survey participants' reasons for visiting the individual parks in the Woollahra Municipal Council area.

Table 19. Reasons for Visiting – Woollahra Municipal Council's Parks

Park	Reasons for Visiting	# Part.	Park	Reasons for Visiting	# Part.
Bellevue Park	Walk	7	Robertson Park	Sightsee	7
	Dog Exercise / Recreation	4		Enjoy Environment	5
	Pass through park	3		Have Picnic / BBQ	3
	Relax	3		Spend Time with Children / Family	3
	Children's Play / Playground	1		Children's Play / Playground	2
	Jog	1		Walk	2
	Meditate / Spiritual Practices	1		Be Alone	1
	Read / Study	1		Enjoy Peace & Quiet	1
	Take a Break	1		Meet Friends / Socialise	1
	Wait / Pick Up / Drop Off	1		Read / Study	1
Cooper Park (Tennis Courts)	Walk	7		Relax	1
	Play / Train Sport	4	Royal Hospital for Women Park	Enjoy Environment	7
	Visit Café / Restaurant	4		Relax	7
	Dog Exercise / Recreation	3		Be Alone	5
	Children's Play / Playground	2		Sightsee	3
	Exercise	1		Have Meal Break	2
	Recreate / Play	1		Take a Break	2
	Skateboard / Scooter	1		Take Photos	2
				Cycle	1
Dillion St Playground	Enjoy Environment	5		Dog Exercise / Recreation	1
	Sightsee	3		Enjoy Peace & Quiet	1
	Be Alone	2		Have Picnic / BBQ	1
	Have Picnic / BBQ	2		Meet Friends / Socialise	1
	Read / Study	2		Read / Study	1
	Enjoy Peace & Quiet	1		Sunbathe	1
	Jog	1		Walk	1
	Meet Friends / Socialise	1		Watch Wildlife	1
	Play / Train Sport	1	Rushcutters Bay Park	Relax	5
	Take Photos	1		Enjoy Environment	4
James Cook Reserve (Cook's Paddock)	Enjoy Environment	2		Enjoy Peace & Quiet	4
	Relax	2		Take a Break	3
	Dog Exercise / Recreation	1		Be Alone	2
	Exercise	1		Dog Exercise / Recreation	2
	Have Picnic / BBQ	1		Jog	2
	Jog	1		Sightsee	2
				Sunbathe	2
				Visit Café / Restaurant	2
				Children's Play / Playground	1
				Exercise	1
				Have Meal Break	1
				Park is Convenient	1
				Play / Train Sport	1
				Read / Study	1
				Spend Time with Children / Family	1
			Steyne Park	Children's Play / Playground	5
				Enjoy Environment	3
				Have Picnic / BBQ	3
				Relax	3
				Spend Time with Children / Family	2
				Walk	2
				Attend Social / Family Function	1
				Dog Exercise / Recreation	1
				Have Meal Break	1
				Meditate / Spiritual Practices	1
				Meet Friends / Socialise	1
				Recreate / Play	1
				Take a Break	1



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WOOLLAHRA MUNICIPAL COUNCIL

December 2017

Park	Reasons for Visiting	# Part.
Lough Playing Fields	Dog Exercise / Recreation	4
	Walk	3
	Have Meal Break	1
	Play / Train Sport	1
	Spend Time with Children / Family	1
Lyne Park	Enjoy Environment	5
	Walk	4
	Children's Play / Playground	3
	Dog Exercise / Recreation	2
	Enjoy Peace & Quiet	2
	Have Picnic / BBQ	2
	Recreate / Play	2
	Relax	2
	Visit Café / Restaurant	2
	Access Public Transport	1
	Play / Train Sport	1
	Sightsee	1

Park	Reasons for Visiting	# Part.
Trumper Park	Walk	4
	Play / Train Sport	3
	Spectate Sport	3
	Spend Time with Children / Family	3
	Children's Play / Playground	2
	Enjoy Environment	2
	Relax	2
	Exercise	1
	Have Meal Break	1
	Jog	1
	Meet Friends / Socialise	1
	Pass through park	1
	Play Social Games (inc Ball)	1
Union St Playground	Recreate / Play	1
	Take a Break	1
	Enjoy Environment	3
	Relax	3
	Be Alone	2
	Have Meal Break	2
	Enjoy Peace & Quiet	1
	Jog	1
	Read / Study	1
	Sightsee	1
	Sunbathe	1
	Take a Break	1



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1.4 Group Size

In the Woollahra Municipal Council area, 56% visited the park by themselves, 22% visited with another person, and 15% visited in a group of 3-5 people.

Table 20. Group Size

Group Size	WMC n = 103	National n = 3,578
By Themselves	56%	40%
Another Person	22%	30%
3 – 5 People	15%	23%
6 – 10 People	5%	3%
> 10 People	2%	4%

56% of participants in the Woollahra Municipal Council visited the park by themselves.

40% of participants nationally visited the park by themselves.

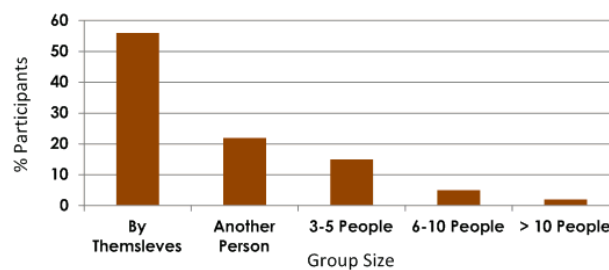


Figure 6. Group Size – Woollahra Municipal Council

Table 21. Group Size : Park Category – Woollahra Municipal Council

Group Size	WMC Local n = 25	WMC Neighbourhood n = 18	WMC District n = 60
By Themselves	76%	89%	38%
Another Person	24%	-	28%
3 – 5 People	-	-	25%
6 – 10 People	-	11%	5%
> 10 People	-	-	3%

1.5 Group Profile

In the Woollahra Municipal Council area, 47% of pairs/groups were adults and children, and 38% of pairs/groups were all adults.

Table 22. Group Profile

Group Profile *	WMC n = 45	National n = 2,159
Seniors	4%	6%
Adults	38%	30%
Teens	-	2%
Seniors & Adults	-	4%
Seniors, Adults, Teens & Children	-	1%
Seniors, Adults & Teens	-	1%
Seniors, Adults & Children	2%	3%
Seniors, Teens & Children	-	0.05%
Seniors & Teens	-	-
Seniors & Children	2%	3%
Adults, Teens & Children	2%	2%
Adults & Teens	4%	3%
Adults & Children	47%	43%
Teens & Children	-	0.2%

KEY: * Survey participants who visited the park with one or more other people
Seniors 60+ yrs, Adults 18-59 yrs, Teens 13-17 yrs

47% of pairs/groups in the Woollahra Municipal Council area were adults and children.

43% of pairs/groups nationally were adults and children.

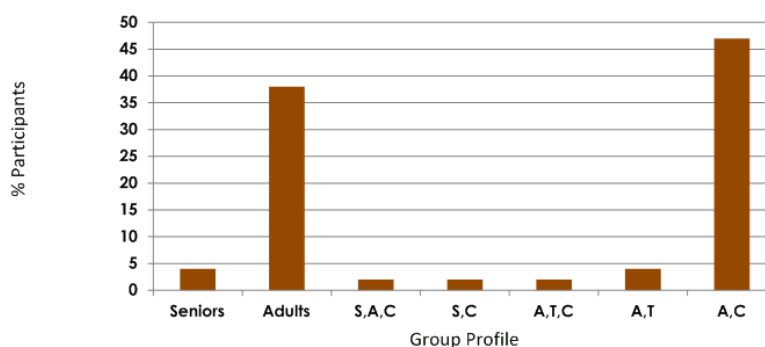


Figure 7. Group Profile – Woollahra Municipal Council



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Table 23. Group Profile : Park Category – Woollahra Municipal Council

Group Profile *	WMC Local n = 6	WMC Neighbourhood n = 2	WMC District n = 37
Seniors	-	-	5%
Adults	17%	50%	41%
Teens	-	-	-
Seniors & Adults	-	-	-
Seniors, Adults, Teens & Children	-	-	-
Seniors, Adults & Teens	-	-	-
Seniors, Adults & Children	-	-	3%
Seniors, Teens & Children	-	-	-
Seniors & Teens	-	-	-
Seniors & Children	-	-	3%
Adults, Teens & Children	-	-	3%
Adults & Teens	17%	-	3%
Adults & Children	67%	50%	38%
Teens & Children	-	-	-

Table 24. Group Profile by Age & Gender – Woollahra Municipal Council

Group Profile by Age & Gender	# Female	# Male	# Total
0 – 3 yrs	3	6	9
4 – 6 yrs	4	4	8
7 – 9 yrs	5	6	11
10 – 12 yrs	2	3	5
13 – 15 yrs	2	-	2
16 – 19 yrs	-	1	1
20 – 29 yrs	5	5	10
30 – 39 yrs	13	10	23
40 – 49 yrs	12	13	25
50 – 59 yrs	7	7	14
60 – 69 yrs	5	2	7
70+ yrs	-	-	-
Total	58	57	115



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2. Access to the Park

2.1 Initial Knowledge

70% of participants in the Woollahra Municipal Council area first came to know of the park due to local knowledge.

Table 25. Initial Knowledge of the Park – Woollahra Municipal Council

Park	Local Knowledge	Word of Mouth	Going Past	Website	Sport Club Activity
Bellevue Park	6	1	3	-	-
Cooper Park (Tennis Courts)	8	1	1	-	-
Dillon St Playground	5	1	1	1	-
James Cook Reserve (Cook's Paddock)	3	2	-	-	-
Lough Playing Fields	4	-	1	-	-
Lyne Park	6	1	2	1	-
Robertson Park	4	6	-	-	-
Royal Hospital for Women Park	9	1	-	-	-
Rushcutters Bay Park	8	-	1	-	1
Steyne Park	8	2	-	-	-
Trumper Park	7	-	3	-	-
Union St Playground	4	1	-	1	-
TOTAL	72	16	12	2	1

2.2 Transport Mode

In the Woollahra Municipal Council area, 63% travelled to the park by Non-Motorised Transport, 29% by Private Motorised Transport, and 8% by Public Transport.

60% walked to the park, and 29% travelled by private motor vehicle.

Table 26. Transport Mode

Mode of Transport	WMC n = 103	National n = 3,578
Non-Motorised	63%	48%
Cycle *	2%	3%
Jog	1%	1%
Skate/Rollerblade/Scooter	-	0.4%
Walk	60%	44%
Wheelchair**	-	-
Motorised - Private	29%	47%
Boat	-	0.03%
Motor Vehicle	29%	47%
Private Bus	-	0.2%
Public Transport	8%	5%
Land (bus, train)	-	4%
Water (ferry, taxi)	8%	0.6%
Taxi	-	0.1%

KEY:

* Includes electric cycles

** Includes motorised wheelchairs

29% of participants in the Woollahra Municipal Council area travelled to the park via private motorised transport.

47% of participants nationally travelled to the park via private motorised transport.

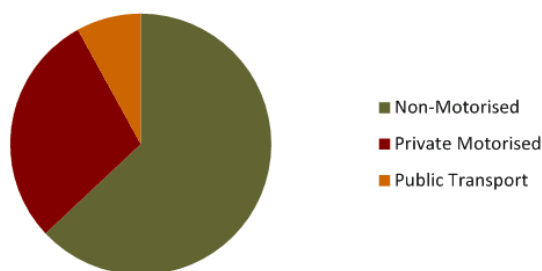


Figure 8. Mode of Transport – Woollahra Municipal Council

Table 27. Transport Mode : Park Category – Woollahra Municipal Council

Mode of Transport	WMC Local n = 25	WMC Neighbourhood n = 18	WMC District n = 60
Non-Motorised	84%	67%	54%
Cycle *	4%	-	2%
Jog	-	-	2%
Skate/Rollerblade/Scooter	-	-	-
Walk	80%	67%	50%
Wheelchair **	-	-	-
Motorised - Private	16%	33%	33%
Boat	-	-	-
Motor Vehicle	16%	33%	33%
Private Bus	-	-	-
Public Transport	-	-	13%
Land (bus, train)	-	-	-
Water (ferry, taxi)	-	-	13%
Taxi	-	-	-



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2.3 Reasons for Selecting Transport Mode

Participants in the Woollahra Municipal Council area selected their mode of transport to the park based on convenience (33% of responses), and distance (21%).

Table 28. Reasons for Using Transport Mode – Woollahra Municipal Council

Reasons for Mode of Transport	Mode of Transport			Overall WMC n = 154	Overall National n = 4,337
	Motorised - Private n = 42	Non Motorised n = 101	Public Transport n = 11		
Convenience	24%	40%	9%	33%	14%
Time	-	1%	-	1%	3%
Cost	-	-	-	-	1%
Distance	29%	21%	-	21%	42%
Weather	14%	15%	-	14%	4%
Safety	2%	3%	-	3%	0.3%
On Way to/from Somewhere	7%	1%	-	3%	7%
Lack of Physical Ability	-	-	-	-	0.4%
Carrying Load	7%	-	-	2%	3%
Accompanied Others	-	-	-	-	0.5%
Accompanied Children	2%	-	-	1%	4%
Accompanied Elderly	-	-	-	-	0.3%
Accompanied Disabled	-	-	-	-	0.2%
Exercise (inc dog walking)	-	11%	-	7%	8%
Prefer to Drive	14%	-	-	4%	2%
Don't have Access to a Car	-	-	9%	1%	1%
Good Vehicle Parking	-	-	-	-	0.4%
Poor Vehicle Parking	-	-	-	-	0.2%
Good Cycle Parking	-	-	-	-	0.1%
Poor Cycle Parking	-	-	-	-	-
Enjoy/Prefer Cycling	-	-	-	-	1%
Enjoy/Prefer Walking	-	9%	-	6%	4%
Prefer Public Transport	-	-	9%	1%	0.4%
Don't have a Bicycle	-	-	-	-	0.02%
Good Walkability	-	-	-	-	2%
Poor Walkability	-	-	-	-	0.05%
Good Cycling Environment	-	-	-	-	0.3%
Poor Cycling Environment	-	-	-	-	-
Good Public Transport	-	-	9%	1%	0.2%
Poor Public Transport	-	-	-	-	0%
Other	-	-	64%	5%	1%

Note: A number of survey participants gave two or more reasons for using their mode of transport on the day they were interviewed.



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2.4 Travel Distance

The median distance travelled to the park within the Woollahra Municipal Council area was 1.0 km.

The median distance travelled to the park nationally was 2.0 km.

Table 29. Median Travel Distance – Woollahra Municipal Council

Category	Park	Median Distance Travelled (km)
District Active	Trumper Park	0.7
District Passive	Cooper Park (Tennis Courts)	1.3
	Lyne Park	2.3
	Robertson Park	15.5
	Rushcutters Bay Park	0.7
	Steyne Park	0.8
Neighbourhood Passive	Dillion St Playground	0.5
	James Cook Reserve (Cook's Paddock)	0.5
	Union St Playground	1.5
Local Active/Passive	Lough Playing Fields	2.0
Local Passive	Bellevue Park	0.1
	Royal Hospital for Women Park	0.4

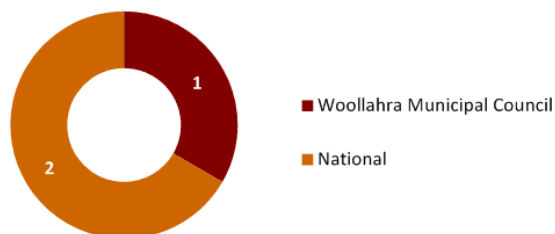


Figure 9. Median Travel Distance

2.5 Travel Time

The median time taken to travel to the park within the Woollahra Municipal Council was 10 minutes.

The median time taken to travel to the park nationally was 10 minutes.

Table 30. Median Travel Time – Woollahra Municipal Council

Category	Park	Median Time Travelled (mins)
District Active	Trumper Park	9
District Passive	Cooper Park (Tennis Courts)	9
	Lyne Park	15
	Robertson Park	30
	Rushcutters Bay Park	10
	Steyne Park	8
Neighbourhood Passive	Dillion St Playground	10
	James Cook Reserve (Cook's Paddock)	10
	Union St Playground	5
Local Active/Passive	Lough Playing Fields	5
Local Passive	Bellevue Park	1
	Royal Hospital for Women Park	5

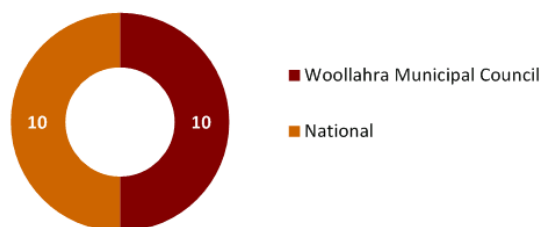


Figure 10. Median Travel Time

3. Demographics

3.1 Place of Residence

72% of participants within the Woollahra Municipal Council area lived within the local area.

64% of participants nationally lived within the local area.

Table 31. Place of Residence

Place of Residence	WMC n = 103	National n = 3,518
Within Authority Area	72%	64%
Outside Authority Area	28%	36%

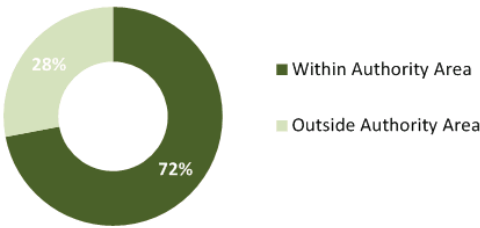


Figure 11. Place of Residence – Woollahra Municipal Council

Table 32. Place of Residence – Woollahra Municipal Council

Parks	Place of Residence	Participants
Bellevue Park	Bellevue Hill	8
	Bondi	1
	United Kingdom	1
Cooper Park (Tennis Courts)	Woollahra	5
	Darling Point	1
	Double Bay	1
	Elizabeth Bay	1
Dillion St Playground	Neutral Bay	1
	Randwick	1
	Paddington	5
	Darling Point	1
James Cook Reserve (Cook's Paddock)	Woollahra	1
	Randwick	1
	Paddington	3
Lough Playing Fields	Woollahra	1
	Edgecliff	1
	Darling Point	1
	Waverley	1
Lyne Park	Redfern	1
	Double Bay	2
	Rose Bay	2
	Bellevue Hill	1
	Point Piper	1
	Kellyville	1
	Lane Cove	1
	Waverley	1
Robertson Park	United Kingdom	1
	Paddington	1
	Watsons Bay	1
	Blacktown	2
	Avalon Beach	1
	Darlinghurst	1
	Haymarket	1
	Newtown	1
Royal Hospital for Women Park	St Ives	1
	The Rocks	1
Rushcutters Bay Park	Paddington	9
	Bellevue Hill	1
	Darling Point	2
	Woollahra	2
	Double Bay	1
	Edgecliff	1
	Paddington	1
	Vaucluse	1
	Elizabeth Bay	1
	Kings Cross	1



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Parks	Place of Residence	Participants
Steyne Park	Double Bay	5
	Vaucluse	1
	Bondi	1
	Drummoyne	1
	Rushcutters Bay	1
Trumper Park	Ultimo	1
	Paddington	7
	Woollahra	2
	Kings Cross	1
Union St Playground	Woollahra	2
	Paddington	1
	Rose Bay	1
	Kings Cross	1



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3.2 Dwelling and Private Outdoor Space

In the Woollahra Municipal Council area, 45% of participants lived or were staying in a dwelling with a private backyard, and 25% lived or were staying in a dwelling without grounds or communal recreational facilities.

Nationally, 66% of participants lived or were staying in a dwelling with a private backyard.

Table 33. Dwelling and Outdoor Space

Outdoor Space	WMC n = 103	National n = 3,372
Acreage / Farm	-	1%
Private Yard	45%	66%
Private Yard & Communal Recreational Facilities	1%	0.1%
Private Courtyard & Communal Recreational Facilities	1%	1%
Private Courtyard & No Communal Recreational Facilities	16%	11%
Communal Grounds & Communal Recreational Facilities	2%	3%
Communal Grounds & No Communal Recreational Facilities	11%	3%
Communal Recreation Facilities & No Grounds	-	2%
No Grounds & No Communal Recreational Facilities	25%	13%
No Dwelling	-	0.03%

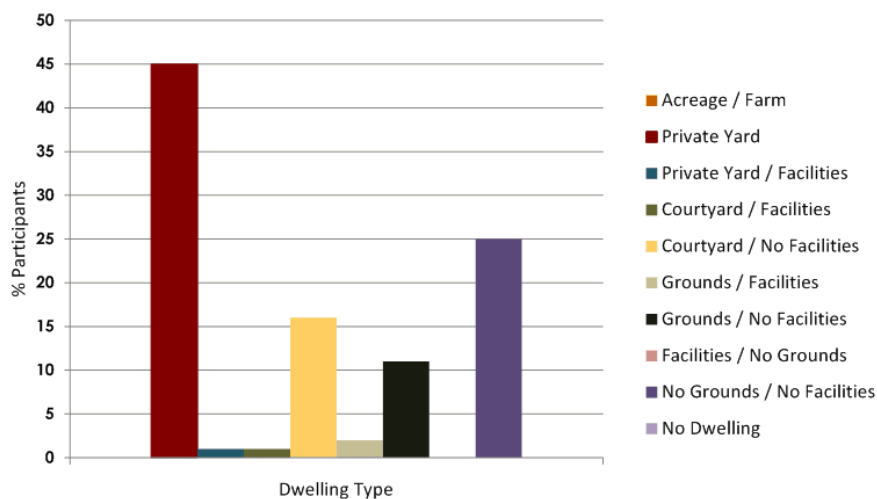


Figure 12. Dwelling and Outdoor Space – Woollahra Municipal Council



Scape data



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3.3 Age

In the Woollahra Municipal Council area, 31% of participants were aged between forty and forty-nine years, and 27% between thirty and thirty-nine years.

Nationally, 26% of participants were aged between thirty and thirty-nine years, and 20% between forty and forty-nine years.

Table 34. Age

Age Cohort	WMC n = 103	National n = 3,578
14 – 16 yrs	-	2%
17 – 19 yrs	-	3%
20 – 29 yrs	19%	17%
30 – 39 yrs	27%	26%
40 – 49 yrs	31%	20%
50 – 59 yrs	10%	12%
60 – 69 yrs	10%	12%
Above 70 yrs	1%	6%
Not Specified	2%	2%

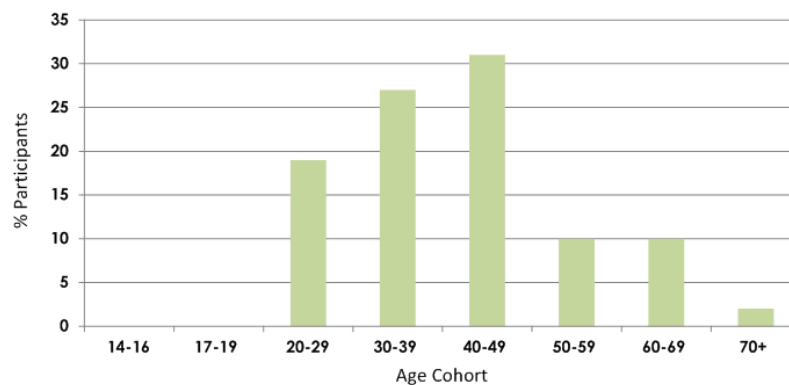


Figure 13. Age – Woollahra Municipal Council

3.4 Gender

In the Woollahra Municipal Council area, 54% of participants were females and 46% were males.

Nationally, 50% of participants were females and 50% were males.

Table 35. Gender

Gender	WMC n = 103	National n = 3,578
Females	54%	50%
Males	46%	50%



Figure 14. Gender – Woollahra Municipal Council

Appendix - Introduction to ParkScape

Methodology

ParkScape involves conducting a generic park user intercept survey in parks and reserves within participating Government Authorities. ParkScape is conducted regularly within a region, with many regions participating annually. Supplementary questions can be included as Authorities require.

Range of Park Users

Park users are chosen at random in proportion to the range of activities being undertaken within the parkland. Some active users, such as cyclists, joggers or those playing sport, are difficult to interview and therefore may be under represented in the user sample. The proportional range of activities should, therefore, be reviewed in conjunction with park user observation studies.

Parkland Categories

The survey process involves conducting park user intercept interviews within parklands of a nominated category or mix of categories. Individual parks are chosen by each Authority which are representative of the category of parks being surveyed in that region.

The parklands are divided into categories based on level of amenity, level and type of infrastructure, usage levels, usage types and user catchment. Park user interviews within a region are conducted within a single category or a combination of categories, depending on the requirements of the local park managers within the region. The parkland categories are:

- **Iconic Parklands**
Highly developed parkland that fulfils a very significant role in recreational and tourism amenity.
- **Botanic Gardens**
Areas which set aside for the preservation of plant varieties, plant education and botanical research.
- **Passive High Profile Parklands (Passive Regional Parklands)**
Developed parklands that offer a high level of amenity (either facilities or natural attraction), have high usage levels and attract a significant proportion of users from outside the immediate area.
- **Passive Low & Medium Profile Parklands (Passive Local & District Parklands)**
Developed parklands that offer a low / medium level of amenity (either facilities or natural attraction), have low / medium usage levels and primarily attract users within the immediate area / adjoining areas.
- **Active High Profile Parklands (Active Regional Parklands)**
Developed parklands that are predominantly designated sporting areas, offer a high level of facilities (either number, quality or type), have high usage levels and attract a significant proportion of users from outside the immediate area.
- **Active Medium Profile Parklands (Active District Parklands)**
Developed parklands that are predominantly designated sporting areas, offer a medium level of facilities (either number, quality or type) and have medium usage levels.
- **Conservation Parklands**
Natural areas that are set aside for environmental conservation and recreation.



Scape data

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Timing of Interviews

Interviews are conducted during the range of park usage times - from dawn to dusk; weekdays and weekends - with the majority of interviews conducted during peak usage times to reflect actual park usage.

Collection of Data

In collecting data, the following important objectives are pursued:

- Ensuring maximum park user participant rates in the survey, through the utilisation of a user-friendly survey, survey techniques, and interviewers. Participation rates are generally 80% or higher.
- Data accuracy and integrity, through interviewer training, field supervision and survey audits.
- Data which is reflective of actual park usage (ie times and activities).

All interviewers employed by IOSS undergo specific park user intercept interview training prior to field work and are fully supervised once in the field. On-site induction is also undertaken for each Authority. All interview questionnaires are fully audited by experienced supervisors for accuracy and integrity of data. Interviewers are chosen on the basis of personal presentation, oral communication skills, written communication skills, inter-personal skills, ability to work independently, confidence, enthusiasm, personal motivation, interest in the work being undertaken, education, and comparable/relevant work experience. IOSS utilises multi-lingual staff in areas with a high proportion of park users from non-English speaking backgrounds.

Confidence in Using the Survey Data

Confidence levels can be used to determine the reliability of survey results in relation to the expected responses from a total population. The confidence intervals either side of an average score can be calculated when the sample size and standard deviation are known. The sample size needs to be large enough to demonstrate a satisfactory interval of confidence. For example, in a program of 60 surveys, the range of confidence levels for the various mean scores is likely to be:

- +/- 3% to 10%, at a 95% confidence level:
for Individual Authority Mean Scores on Individual Maintenance Elements
(confidence levels do not fall within this range when there is less than 20 responses for an element).
- +/- 1% to 7%, at a 95% confidence level:
for Regional Mean Scores on Individual Maintenance Elements.
- < +/- 2%, at a 95% confidence level:
for Individual Authority Overall Mean Score & Regional Overall Mean Score.

Statistically, 60 survey participants per Authority give a minimal measure of confidence in the results. However, utilizing a larger sample size per Authority understandably strengthens confidence levels.

Data

The survey is designed to be flexible and provide relevant and useful information to park planners and managers. Consequently, the format and content of the questionnaire is under constant review, with survey questions added or deleted based on feedback from park managers and planners. The following data is obtained from survey participants regarding the park in which they are interviewed:



Scape data

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PARK USAGE

- Frequency of park visitation.
- Length of park visit.
- Reasons for visiting the park.
- Group size.
- Group profile.

PARK ACCESS

- Mode of transport to the park.
- Reasons for mode of travel.
- Distance travelled to reach the park.
- Time taken to travel to the park.

PARK MAINTENANCE AND PROVISION OF FACILITIES / SERVICES

- Satisfaction with standard of maintenance of 24 park elements.
- Requirements regarding provision of facilities and services within the park.

SATISFACTION WITH THE PARK

- Satisfaction with the park.

EXPERIENCE OF THE PARK

- Perception of safety within the park.
- General comments.

OVERALL SATISFACTION WITH COUNCIL'S PARKLANDS

- Regular visitation to other parks in Council area.
- Overall satisfaction with Council's parklands.

USER PROFILE

- Location of residence.
- Type of dwelling and outdoor space.
- Age of survey participant.
- Gender of survey participant.

Participating Authorities also have the option to add further questions to the base survey questionnaire for use within their jurisdiction.

Note on Report Usage

The information in the survey report is presented to assist park planners and managers in aligning their strategies with users' requirements. It is not recommended as a sole source for strategic decision-making, or for showcase purposes.

Participating Authorities

Since 1997, the Program has involved 100 Local and State Government Authorities and approximately 70,000 park user intercept interviews.



Scape data



Table 36. Authorities that have Participated in the ParkScape Program

NEW SOUTH WALES	MELBOURNE & REGIONAL VICTORIA	PERTH
Ashfield City Council The Hills Shire Council Blacktown City Council Blue Mountains City Council Botany Bay Council Canada Bay Council Centennial Park & Moor Park Trust Fairfield City Council Gosford City Council Hornsby Shire Council Hunters Hill Municipal Council Ku-ran-gai City Council Liverpool City Council Manly City Council Mosman Council Newcastle City Council Parramatta City Council Parramatta Park Trust Pittwater City Council Rockdale City Council Ryde City Council Sydney City Council Sydney Olympic Park Authority Warringah Council Waverley Municipal Council Western Sydney Parklands Trust Willoughby City Council Woollahra Municipal Council Wyong Shire Council NSW REGIONAL Lismore City Council Tweed Shire Council	City of Banyule Baw Baw Shire Council City of Bayside City of Boroondara City of Brimbank Cardinia Shire Council City of Darebin City of Frankston City of Glen Eira City of Greater Geelong City of Greater Shepparton City of Hobsons Bay City of Hume City of Kingston City of Knox City of Manningham City of Maribymong City of Maroondah City of Melbourne City of Melton City of Monash City of Moonee Valley City of Moreland Mornington Peninsula Shire Council City of Port Phillip City of Stonnington City of Wyndham City of Whitehorse City of Yarra Shire of Yarra Ranges Greater Metropolitan Cemeteries Trust	City of Armadale Town of Bassendean City of Bayswater City of Belmont City of Canning City of Freemantle City of Gosnells City of Joondalup City of Melville Town of Mosman Park City of Nedlands City of Perth City of Rockingham City of Subiaco City of Swan

SOUTH EAST QUEENSLAND	TROPICAL AUSTRALIA	TASMANIA
Brisbane City Council Caboolture City Council * Caloundra City Council * Fraser Coast Regional Council Gold Coast City Council Hervey Bay City Council * Ipswich City Council Logan City Council Maroochy Shire Council * Moreton Regional Council Pine Rivers Shire Council * Redland City Council Sunshine Coast Regional Council Toowoomba City Council	Bundaberg City Council (QLD) Cairns City Council (QLD) Calliope Shire Council * Darwin City Council (NT) Gladstone Regional Council (QLD) Mackay City Council (QLD) Rockhampton City Council (QLD) Thuringowa City Council * Townsville City Council (QLD) Whitsunday Regional Council (QLD)	Devonport City Council Glenorchy City Council Launceston City Council

* Since amalgamated within larger Regional/City Councils



Scape data



IOSS

Item No: D5 Delegated to Committee
Subject: **MULTI USE SPORTS GROUNDS - TO REPORT ON AN ADOPTED NOTICE OF MOTION**
Author: Paul Fraser, Manager - Open Space & Trees
Approver: Tom O'Hanlon, Director - Technical Services
File No: 18/47671
Reason for Report: To respond to an adopted Notice of Motion relating to Multi Use Sports Grounds.

Recommendation:

- A. THAT Council proceed with community consultation and upgrade to the Christison Park Basketball Court to cater for multi-use sports including netball. That the upgrade also include for the provision of low level floodlighting.
- B. THAT Lough Playing Fields be further investigated as the location of a possible multi-court facility. Upon completion of the investigations a further report be presented to the Finance, Community & Services Committee that entails all design elements and/or issues including detailed costings.

Background:

A Notice of Motion was adopted on the 13 November 2017 relating to Multi Use Sports Grounds. The resolution was as follows;

'THAT Council requests staff to prepare and submit a report to Council's Community and Environment Committee by March 2018 (or the best date to align with budget preparations) investigating the cost, timing, benefits, disadvantages (if any) and budgetary consideration of introducing and/or upgrading current Woollahra Municipality facilities (available playing fields / greens) to hard surfaced multi-purpose courts (for use as basketball / netball / handball / multi-purpose courts) and specifically in relation to Christison Park and Lough Playing Fields.'

In 2012, staff were ask to report on youth facilities including basketball courts throughout the Municipality. It was reported that the courts facilities we provide are quite low in quality and condition which does not attract people to utilise them. Following this report and extensive community consultation we constructed the Lyne Park Basketball Court which has been an overwhelming success for the users and community.

Council's **Recreational Needs Assessment and Strategy 2006** states that provision should be made for a multi-court facility to allow for informal use. It notes the importance of the provision of these facilities to address the regional demand, population growth, demographic characteristics and sporting trends to effectively meet future needs. Community consultation in preparation for a review of the Strategy was undertaken in 2015 but progress on the Strategy was delayed pending consideration of Council mergers. Some important points from this review and consultation were as follows:

- The importance of informal active recreational facilities including multi-courts.
- A gap and need for the provision of netball courts in Woollahra.
- The importance of multi-use facilities to provide increased sport options in one location.
- Increasing demand for older children's facilities.

Staff are currently reviewing the consultation data and will prepare a report for council in the near future.

Existing Facilities

Council currently has no multi-purpose courts within the Municipality. The closest multi-court facility for public use is within the Waverley Municipality at Waverley Park. The facility is suitable for netball, basketball and tennis. This project cost in the vicinity of \$1M and includes 3 multi-courts, fencing and floodlighting. This land was previously under utilised and had an old asphalt court adjacent to a major water facility owned by Sydney Water. Waverley Council advised that this location was the only location available for this type of facility however the cost of the build increased due to Sydney Water regulations relating to accessibility to the water storage facility. They further advised that the facility is a major success and is fully booked throughout the year during the booking periods and always occupied during the casual public usage times.



It should be noted that a high percentage of schools in Woollahra are private schools that provide their own well equipped court facilities, including indoor and outdoor basketball/netball courts and tennis facilities. We have previously made representation to these schools to allow for general public use, however we had received no response.

Publicly available facilities in the Woollahra LGA are;

- Lyne Park Basketball Court, Rose Bay – full sized basketball court in excellent condition with lighting.



- Christison Park, Vaucluse – full sized court in fair condition, no lighting.



- Harbourview Park, Woollahra – Basketball ring in poor condition, recently installed a concrete pad (not pictured) to increase usability.



- Moncur Reserve, Woollahra – basketball ring and concrete slab in good condition.



- Lough Playing Fields, Double Bay – netball rings on grassed area.



Potential for new or upgraded facilities:

Staff have considered options for upgrading of existing facilities or constructing new facilities on existing open space assets. In assessing sites, staff gave consideration to the following essential criteria;

1. The overall size of land required is approximately 40m x 35m.
2. The success of a multi-court facility requires floodlighting and access to a water facility and toilets.
3. The installation of floodlights is important for the facility to be fully utilised after school hours. During the winter season, an unlit facility will only be available for approximately one hour after school hours and not at all after standard work hours.

The following potential sites have been identified;

Christison Park, Old South Head Road, Vaucluse – We propose that this facility is upgraded as a priority to cater for varied users including basketball and netball. There are 2 options that could be considered for this area;

Option 1; An urgent upgrade of the existing facility including a new surface and court markings, investigation into swing posts that allow for netball and basketball use and the provision of low level floodlighting. An approximate cost of these works would range between \$100,000 (asphalt based) and \$140,000 (coloured concrete). We believe that if the facility was upgraded with the inclusion of lighting it would be more accessible and patronized.

Option 2; Remove the existing facility and redesign a 2 court multi facility in the current area taking into consideration the coastal pathway and cricket field. This would be a more expensive option and the usability would be dependent on the installation of floodlighting. An approximate cost of these works would be in the vicinity of \$250,000.

Constraints

Floodlighting - It should be noted that the installation of sports floodlighting may receive some negative feedback from neighboring residents and users of the park. The inclusion of lighting would increase the accessibility and usability of the facility. Low level lighting has been a success at the Lyne Park Basketball Court whereby the lights are turned on by users (time limited) and can't be turned on after 9pm. Christison Park already has a small floodlight that lights a section of one of the rugby fields. It is therefore proposed that prior to any works that we undertake a community consultation within the park and neighboring landholders.

Location – The current location is a harsh environment being in close proximity to the cliff edge and ocean winds. It is subject to high coastal winds, cold temperatures and salt spray at times. Although convenient to walkers along the Coastal Pathway, the distance from the main parking area along New South Head Road is approximately 120m and the facility is not easily visible from the road.

Christison Park – aerial view of basketball court and additional court location.



Lough Playing Fields, Manning Road, Double Bay – Lough Playing Fields consists of a relatively unused area where we currently have two netball posts with a turfed area acting as the court (closest cross street is Epping Road). The space required for a 2 court facility is achievable depending on discussions and review of Sydney Water land and the major infrastructure that runs under the playing fields. The location has access to public toilets and drinking water.

Constraints

Sydney Water Infrastructure – There is a major Sydney Water pipeline under this proposed location that may result in some restrictions on the development of this land. This is required to be resolved prior to proceeding with consultation on this location.

Car parking – The proposed location is adjacent to Manning Road. Historically, this road has had concerns raised by local residents and Sydney Buses about the traffic flow of the road due to its width with parking on both sides. Any planning of this facility and subsequent additional usage of the park may require us to investigate feasible car parking solutions that may include utilising some of the Sydney Water Land or investigation in to reconfiguration of parking along the park side of Manning Road (e.g. 90 degree parking).

Location – The location as illustrated in the below image is approximately 30m from the residents to the west (Manning Road) and east (Suttie Road). It is expected that we would receive some negative feedback from local residents due to the close proximity of the facilities to residential properties and the noise generated from the use of the facility. We have recently experienced this with some increased organised usage of the playing fields for formalised sport.

Any new development in this location would need extensive community consultation, design and investigation of the feasibility of car parking provision. The estimated cost would range between \$350,000-\$500,000. The higher cost estimate and range is due to foreseeable construction requirements with existing Sydney Water infrastructure and car parking provisions. If this location is adopted as a potential site than it is recommended that a feasibility study be undertaken.



Lower Cooper Park, Bunna Place, Woollahra – The recommended area in this location is the land adjacent to the Suttie Road where the current cricket nets sit. This area is relatively unused for sport (apart from cricket net users) but is well utilised by dog walkers and people walking through to Lough Playing Fields. It is possible with some reconfiguration that a multi-court facility could be constructed in this area while keeping the cricket nets. Due to some space constraints this facility could be designed as a smaller facility. Again any new development in this location would require extensive community consultation. Due to the space constraints we do not recommend this site for a multi court facility but would recommend the site for a future upgrade to activate this space.



Identification of Income & Expenditure:

In the 2018/19 draft Capital Works Budget we have included \$500K to be allocated to the upgrade and/or new multi-court facility at an agreed location. We would also investigate possible external funding opportunities from the State Government to assist to undertake the works.

Conclusion:

It is recommended that Council proceed with community consultation and upgrade of the Christison Park Basketball Court (Option 1) to cater for multi sports including netball. To increase the usability of the court the provision of low level lighting is recommended similar to that of the Lyne Park Basketball Court.

As discussed in the report we recommend that Lough Playing Fields be further investigated to construct a multi-court facility. Due to the change in the usage and the constraints identified with this location, an extensive community consultation process would be required.

Annexures

Nil

Item No: D6 Delegated to Committee
Subject: **MONTHLY FINANCIAL REPORT - MARCH 2018 AND INVESTMENTS HELD AS AT 30 APRIL 2018 (FY259-03)**
Author: Toby Andreassen, Financial Accountant
Approvers: Trang Banfield, Senior Corporate Accountant
Don Johnston, Chief Financial Officer
File No: 18/50035
Reason for Report: To present the monthly financial report for March 2018.

Recommendation:

THAT the Committee:

- A. Receive and note the Monthly Financial Report – March 2018.
- B. Note that Council's 12 month weighted average return for March 2018 on its direct investment portfolio of 2.67% exceeds the benchmark 90 day AusBond Bank Bill Index of 1.75%.
- C. Note that the interest earned year-to-date March 2018 of \$1,490k is running in line with our revised forecast for the same period of \$1,468k.
- D. Receive and note the list of investments held as at 30 April 2018.

Background:

Clause 212 of the Local Government (General) Regulation 2005 (the Regulation) requires the Responsible Accounting Officer (RAO) (Council's Chief Financial Officer) to provide the Council with a monthly report setting out details of all money that the Council has invested. This report must be made up to the last day of the month immediately preceding the meeting it is presented to.

The Monthly Financial Report for March 2018 is submitted to the Committee for consideration and includes the following:

- Investment Transactions for the month.
- 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.

The report also includes a list of investments as at 30 April 2018 as required by the Regulation.

Investment Transactions for the Month of March 2018

Date	Investment Description	Term	Rate	Transaction	Amount
Opening Balance as at 1 March 2018					80,659,260.91
13/03/2018	Westpac Banking Corporation TD	365	2.69	Purchase	5,000,000.00
14/03/2018	Bananacoast Community Credit Union TD	365	2.83	Maturity	-2,000,000.00
14/03/2018	Members Equity Bank TD	365	2.65	Maturity	-2,000,000.00
31/03/2018	Commonwealth Bank FRN			Fair Value Adjustment	-26,500.00
31/03/2018	Newcastle Permanent Bldg Soc FRN			Fair Value Adjustment	-1,440.00
31/03/2018	ANZ Bank FRN			Fair Value Adjustment	-8,220.00
31/03/2018	AMP Online movement			Deposit	44.88
31/03/2018	CBA Online At Call movement			Withdrawal	-5,202,441.25
31/03/2018	National Australia Bank Online at Call movement			Maturity	3,359,490.51
Net movement in Portfolio for the month					-879,065.86
Closing Balance as at 31 March 2018					79,780,195.05

Commentary:

Our investment portfolio dropped by \$0.9m during March which is common for a non-rates instalment month.

Our Floating Rates Notes saw a mark-to-market write down of \$36k during March against a combined face value of \$14m.

Summary of Receipts, Payments and Bank Balance

Cash Book Balance as at 28 February 2018 1,372,256.54

General Fund Acct 256,188.09
Kiaora Bank Acct 1,116,068.45

Receipts

Rates	2,608,827.32
Investment Maturities	4,000,000.00
Transfers In from At Call Accounts	12,500,000.00
Other	5,240,427.27
Total Receipts	24,349,254.59

Description	This month	Current YTD	Previous YTD
Kiaora Place	881,364.67	7,835,037.71	7,790,181.26
Deposits & Bonds	672,317.52	5,909,055.45	4,039,025.49
Sundry Debtors	566,118.37	5,160,041.73	7,977,951.58
Capital Grants - General	491,872.00	928,979.01	238,059.00
Parking Fines	476,293.89	4,802,400.00	4,432,753.26
S94A Contributions	207,962.02	2,004,065.37	1,839,614.02
Parking Meter Charges	169,716.86	1,547,386.67	1,535,602.09
Trade Waste Debtors	155,523.19	1,464,504.57	1,531,170.08
GST Refund	123,195.00	1,881,414.00	2,466,893.00
Roads & Local Govt Act Fees	67,760.00	79,799.07	7,659.80
	3,812,123.52	31,612,683.58	31,858,909.58

Payments - Cheque

Cheque Payments	-574,402.01
Cancelled Cheques	3,722.95
Total Cheque Payments for period	-570,679.06

Cheque No	Cheque Date	Payee	Description	Amount
227901	15/03/2018	Electoral Commission	Council election expenses	-370,474.50
227925	19/03/2018	Withheld	Refund of security deposit	-17,614.31
227930	19/03/2018	Withheld	Refund of security deposit	-14,544.78
227873	6/03/2018	Withheld	Refund of security deposit	-13,134.38
227929	19/03/2018	Withheld	Refund of security deposit	-12,000.24
227871	6/03/2018	Withheld	Refund of security deposit	-10,446.85
227863	1/03/2018	The City of Newcastle	Transfer of employee leave entitlements	-9,782.60
227841	1/03/2018	Platinum Painting Company Pty Ltd	Painting and cleaning Trumper Park grandstand	-8,030.00
227928	19/03/2018	Withheld	Refund of security deposit	-7,038.39
227933	19/03/2018	Withheld	Refund of security deposit	-7,006.81

Payments - EFT

EFT Payments	-4,298,727.47
Returned EFT Payments	0.00
Total EFT Payments for period	-4,298,727.47

Reference	EFT Date	Payee	Description	Amount
Loan 138	26/03/2018	National Australia Bank*	Loan repayment	-998,000.00
280318	28/03/2018	Office of State Revenue	Fire Levy - 3rd qtr	-531,380.00
302601	2/03/2018	BGIS Pty Ltd	Kiaora Place float top-up	-291,648.31
65160	22/03/2018	Turf One Pty Ltd	General works - synthetic sports field	-251,404.89
64946	12/03/2018	Local Government Super	Employer/employee super - Feb'18	-224,101.92
Loan 137	22/03/2018	National Australia Bank*	Loan repayment	-181,423.94
Loan 136	16/03/2018	National Australia Bank*	Loan repayment	-169,710.32
65135	22/03/2018	Ozpave (Aust) Pty Ltd	Gen works - Duxford/Stafford Sts, Suffolk Lane	-145,028.20
64963	15/03/2018	Building & Construction Industry LSL	LSL levy payment - Feb'18	-94,172.40
64947	12/03/2018	Local Government Super	Employer/employee super - Feb'18	-94,132.47

* Direct debit from NAB online at-call account

Payments - Direct Debits From Bank A/c

Payroll	-1,767,089.59
PAYG Tax	-456,873.00
Bank Charges	-27,449.87
Investment Purchases	-5,000,000.00
Transfers to At Call Accounts	-11,995,000.00
Council Rates	-33,411.00
Credit cards	-5,342.72
Total Direct Debits for period	-19,285,166.18
Total Payments	-24,154,572.71

Cash Book Balance as at 31 March 2018 1,566,938.42

General Fund Acct 611,154.42
Kiaora Bank Acct 955,784.00

Unpresented Cheques Count: 158 Value: 85,927.01

Outstanding Deposits & Miscellaneous Items -263,704.43

Reconciled Cash Book Balance as at 31 March 2018 **1,389,161.00**

Bank A/c Balances as at 31 March 2018 **1,389,161.00**

General Fund Acct 433,377.00
Kiaora Bank Acct 955,784.00

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 2018. The top ten receipt and payment items are provided. Excluding investment transactions, payments exceeded receipts by \$0.5m.

Investment Portfolio as at 31 March 2018

RATING	BANK & SECURITY	PURCHASE DATE	MATURITY DATE	TOTAL TERM (DAYS)	REMAINING DAYS TO MATURITY	%	FACE VALUE \$	BOOK VALUE \$
	1. OAKVALE CAPITAL Limited							
	Emerald Reverse Mortgage Backed Security						1,000,000.00	610,000.00
	2. WMC DIRECT INVESTMENTS							
AA	<u>NATIONAL AUSTRALIA BANK</u>							
	TERM DEPOSIT	19/04/2017	19/04/2018	365	19	2.62	4,000,000.00	4,000,000.00
AA	<u>COMMONWEALTH BANK</u>							
	TERM DEPOSIT	19/05/2017	18/05/2018	364	48	2.55	1,000,000.00	1,000,000.00
BBB	<u>BANK OF QUEENSLAND</u>							
	TERM DEPOSIT	19/05/2017	21/05/2018	367	51	2.65	1,000,000.00	1,000,000.00
A	<u>AMP BANK</u>							
	TERM DEPOSIT	19/05/2017	21/05/2018	367	51	2.60	2,000,000.00	2,000,000.00
AA	<u>NATIONAL AUSTRALIA BANK</u>							
	TERM DEPOSIT	23/05/2017	23/05/2018	365	53	2.50	2,000,000.00	2,000,000.00
A	<u>SUNCORP</u>							
	TERM DEPOSIT	11/12/2017	12/06/2018	183	73	2.50	1,000,000.00	1,000,000.00
A	<u>AMP BANK</u>							
	TERM DEPOSIT	13/06/2017	13/06/2018	365	74	2.60	1,000,000.00	1,000,000.00
A	<u>SUNCORP</u>							
	TERM DEPOSIT	5/12/2017	3/07/2018	210	94	2.61	2,000,000.00	2,000,000.00
AA	<u>NATIONAL AUSTRALIA BANK</u>							
	TERM DEPOSIT	10/07/2017	10/07/2018	365	101	2.55	3,000,000.00	3,000,000.00
A	<u>ING DIRECT</u>							
	TERM DEPOSIT	17/08/2017	17/08/2018	365	139	2.61	3,000,000.00	3,000,000.00
A	<u>AMP BANK</u>							
	TERM DEPOSIT	31/08/2017	31/08/2018	365	153	2.60	1,000,000.00	1,000,000.00
AA	<u>NATIONAL AUSTRALIA BANK</u>							
	TERM DEPOSIT	5/09/2017	5/09/2018	365	158	2.60	1,000,000.00	1,000,000.00
A	<u>AMP BANK</u>							
	TERM DEPOSIT	5/09/2017	5/09/2018	365	158	2.60	1,000,000.00	1,000,000.00
A	<u>ING DIRECT</u>							
	TERM DEPOSIT	18/09/2017	18/09/2018	365	171	2.65	1,000,000.00	1,000,000.00
NR	<u>POLICE CREDIT UNION (SA)</u>							
	TERM DEPOSIT	9/01/2018	9/10/2018	273	192	2.72	3,000,000.00	3,000,000.00
A	<u>ING DIRECT</u>							
	TERM DEPOSIT	27/10/2017	29/10/2018	367	212	2.58	1,000,000.00	1,000,000.00
AA	<u>NATIONAL AUSTRALIA BANK</u>							
	TERM DEPOSIT	27/10/2017	29/10/2018	367	212	2.55	2,000,000.00	2,000,000.00
A	<u>ING DIRECT</u>							
	TERM DEPOSIT	21/11/2017	21/11/2018	365	235	2.56	3,000,000.00	3,000,000.00
AA	<u>WESTPAC BANKING CORPORATION</u>							
	TERM DEPOSIT	30/01/2018	30/01/2019	365	305	2.64	2,000,000.00	2,000,000.00
AA	<u>WESTPAC BANKING CORPORATION</u>							
	TERM DEPOSIT	13/02/2018	13/02/2019	365	319	2.60	6,000,000.00	6,000,000.00
AA	<u>WESTPAC BANKING CORPORATION</u>							
	TERM DEPOSIT	15/02/2018	15/02/2019	365	321	2.60	5,000,000.00	5,000,000.00
AA	<u>COMMONWEALTH BANK</u>							
	TERM DEPOSIT	16/02/2018	18/02/2019	367	324	2.60	1,000,000.00	1,000,000.00
AA	<u>WESTPAC BANKING CORPORATION</u>							
	TERM DEPOSIT	19/02/2018	19/02/2019	365	325	2.61	2,000,000.00	2,000,000.00
AA	<u>WESTPAC BANKING CORPORATION</u>							
	TERM DEPOSIT	26/02/2018	26/02/2019	365	332	2.60	2,000,000.00	2,000,000.00
AA	<u>WESTPAC BANKING CORPORATION</u>							
	TERM DEPOSIT	13/03/2018	13/03/2019	365	347	2.69	5,000,000.00	5,000,000.00
BBB	<u>NEWCASTLE PERMANENT</u>							
	FLOATING RATE NOTE	22/03/2016	22/03/2019	1095	356	3.31	2,000,000.00	2,013,220.00
AA	<u>COMMONWEALTH BANK</u>							
	FLOATING RATE NOTE	18/01/2016	18/01/2021	1827	1024	2.85	10,000,000.00	10,129,000.00
AA	<u>ANZ BANK</u>							
	FLOATING RATE NOTE	7/03/2017	7/03/2022	1826	1437	2.74	2,000,000.00	2,013,300.00
AT CALL:								
AA	<u>COMMONWEALTH BANK</u>							
	ONLINE SAVER A/C					0.50	2,350,049.99	2,350,049.99
A	<u>AMP BANK</u>							
	31DAY NOTICE ACCT					2.15	27,258.49	27,258.49
	BUSINESS SAVER ACCT					-	14.69	14.69
AA	<u>NATIONAL AUSTRALIA BANK</u>							
	PROFESSIONAL FUNDS ACCT					1.90	6,587,351.88	6,587,351.88
AA	<u>ANZ BANK</u>							
	11AM CALL ACCT					1.50	50,000.00	50,000.00
	Total WMC Direct Investments						79,014,675.05	79,170,195.05
Weighted Average Days to Maturity of WMC Direct Investments					361.76			
Weighted Average Return of WMC Direct Investments					2.67			
PORTFOLIO TOTALS							80,014,675.05	79,780,195.05

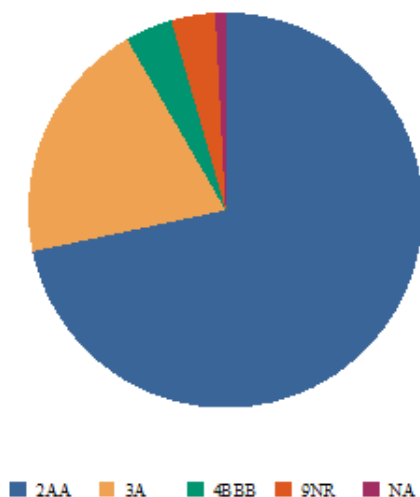
I hereby certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's investment policy.
D. Johnston
CHIEF FINANCIAL OFFICER

Investment Policy Compliance Report as at 31 March 2018

Acct	Bank	Rating Cat.	%	Policy Limit \$	Current Holding	% of Total	Compliance
Counterparty Limits:							
AMP	AMP Bank	A	15%	11,967,029	5,027,273	6%	Complies - \$ 6,939,756 available
ANZ	ANZ Bank	AA	30%	23,934,059	2,063,300	3%	Complies - \$21,870,758 available
CBA	Commonwealth Bank	AA	30%	23,934,059	14,479,050	18%	Complies - \$ 9,455,008 available
ING	ING Direct	A	15%	11,967,029	8,000,000	10%	Complies - \$ 3,967,029 available
NAB	National Australia Bank	AA	30%	23,934,059	18,587,352	23%	Complies - \$ 5,346,706 available
NEW	Newcastle Permanent Blg Soc	BBB	10%	7,978,020	2,013,220	3%	Complies - \$ 5,964,799 available
OAK	Oakvale Capital	NA		0	610,000	1%	Grandfathered - Complies
POL	Police Credit Union Ltd (SA)	NR	5%	3,989,010	3,000,000	4%	Complies - \$ 989,009 available
QLD	Bank of Queensland	BBB	10%	7,978,020	1,000,000	1%	Complies - \$ 6,978,019 available
SUN	Suncorp	A	15%	11,967,029	3,000,000	4%	Complies - \$ 8,967,029 available
WBC	Westpac Banking Corporation	AA	30%	23,934,059	22,000,000	28%	Complies - \$ 1,934,058 available
					79,780,195		

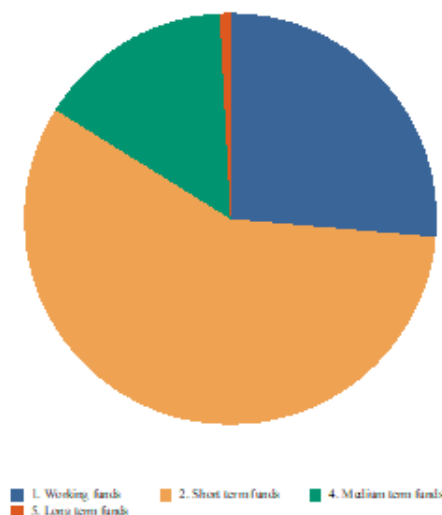
Credit Quality Limits:

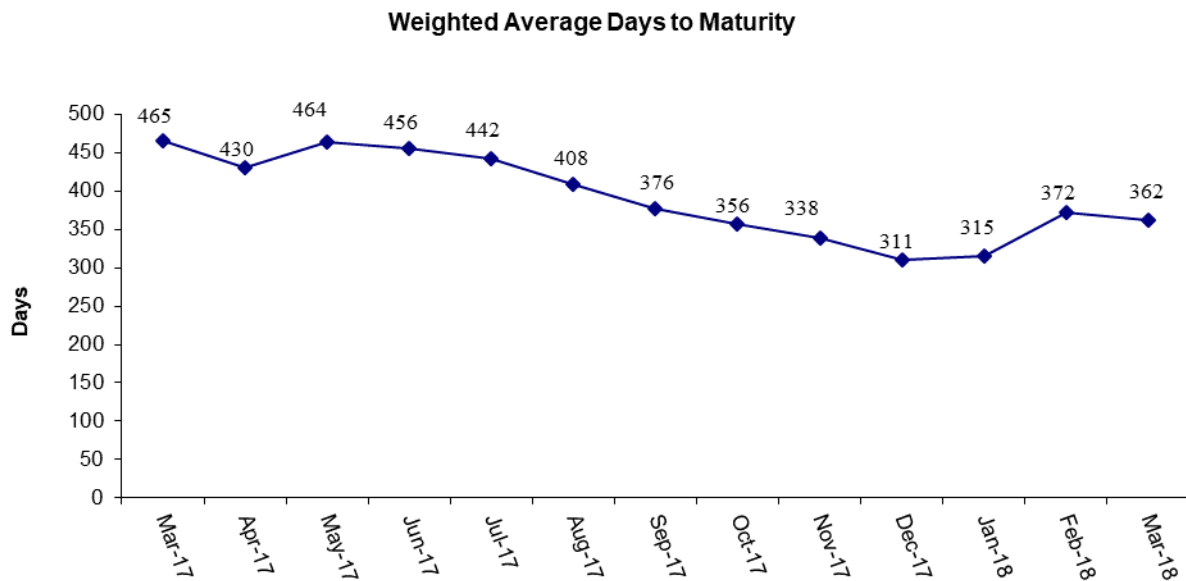
Rating Cat.	Limit	\$	%	
AA	100%	57,129,702	72%	Complies
A	45%	16,027,273	20%	Complies
BBB	15%	3,013,220	4%	Complies
NR	10%	3,000,000	4%	Complies
NA		610,000	1%	Grandfathered
		79,780,195		



Term to Maturity Limits:

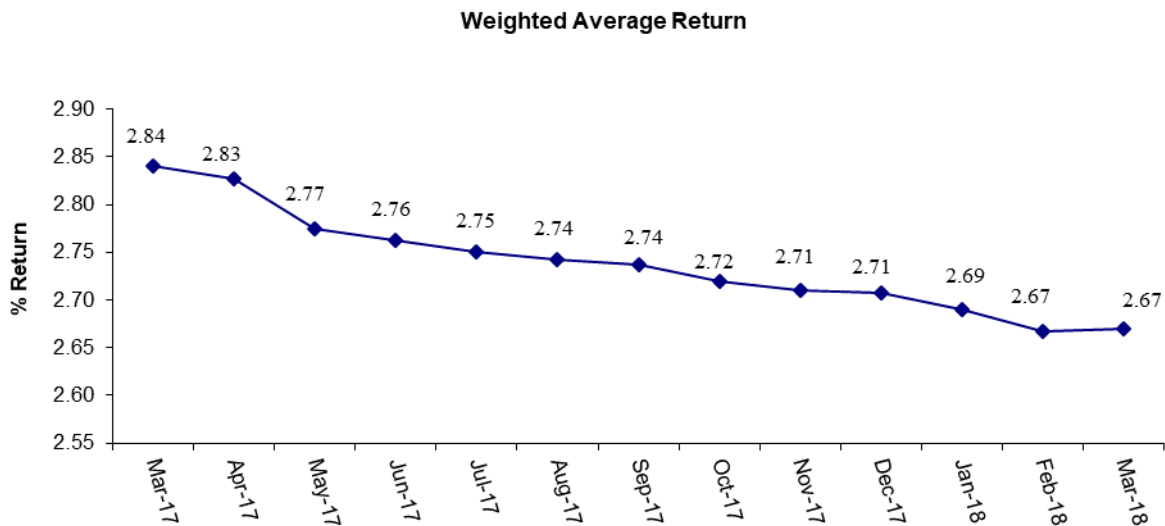
Term	Limit	\$	%	
1. Working funds	10-100	21,014,675	26%	Complies
2. Short term funds	20-100	46,013,220	58%	Complies
4. Medium term funds	0-50	12,142,300	15%	Complies
5. Long term funds	0-20	610,000	1%	Complies
		79,780,195		





Commentary:

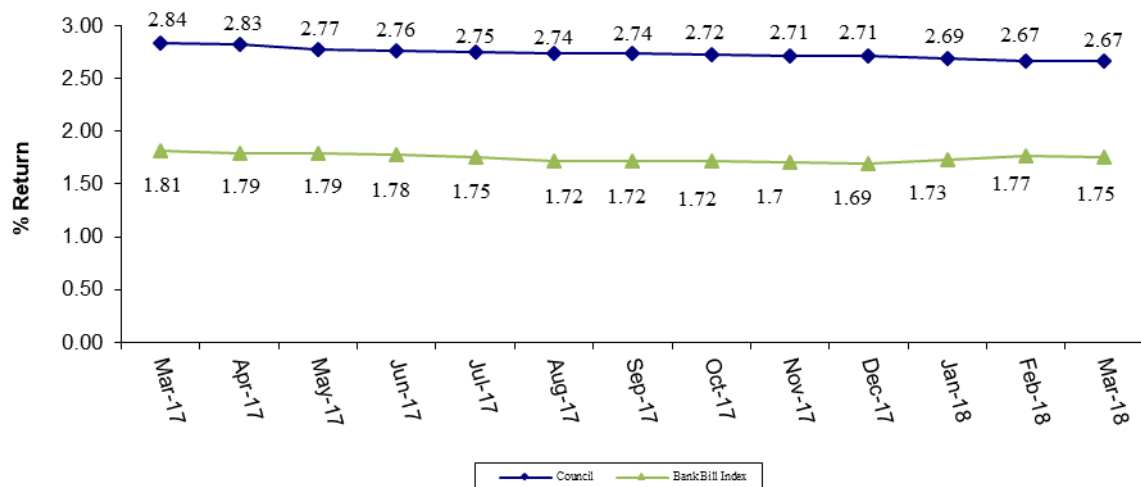
March saw a slight drop in the weighted average days as the bulk of the investment portfolio moves closer to maturity.



Commentary:

There was no change in our weighted average return for the month with new investments placed on terms comparable with the existing weighted average.

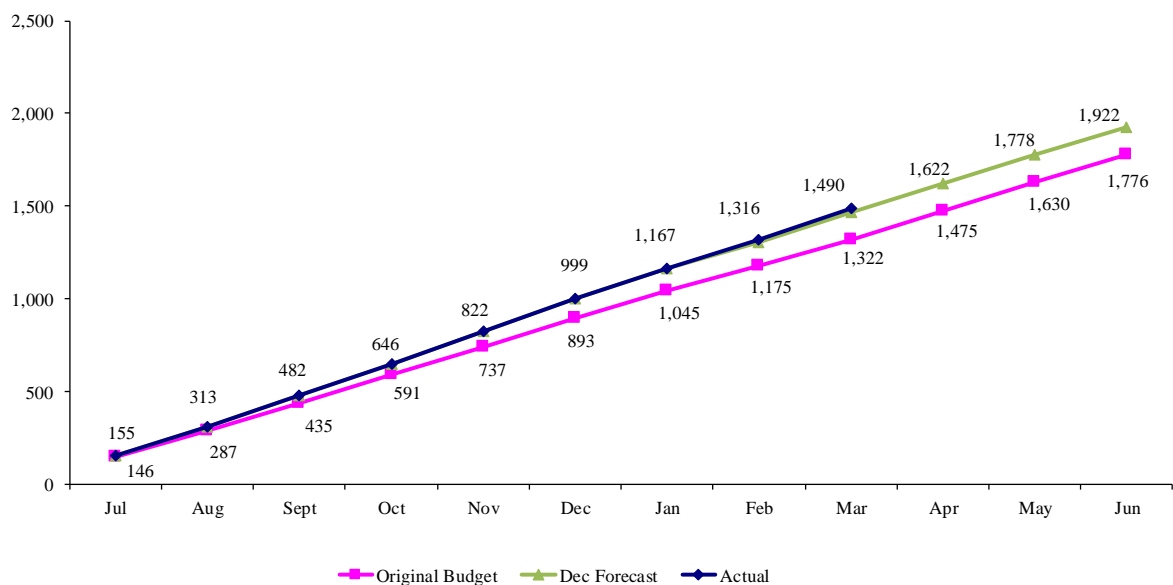
Weighted Average Return v Bank Bill Index



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 return remained unchanged from the previous month at 2.67% with the AusBond index falling two basis points over the same period.

**Actual Interest Earned v Budget
\$'000**



Commentary:

The chart shows the original budget, actual and revised forecast figures. The actual interest earned to 31 March of \$1,490k is tracking according to the revised forecast for the same period of \$1,468k.

Movements in Book Value (Fair Value) of Investments

Formerly managed by Oakvale Capital

		Securities	Total Book Value
30/06/2017	Balance brought forward	610,000.00	610,000.00
		610,000.00	

Direct Investments

		Securities	Book Value
30/06/2017	Balance brought forward	14,168,380.00	
31/07/2017	Revalue to Market Value - ANZ FRN	3,240.00	14,171,620.00
31/07/2017	Revalue to Market Value - Ncastle Perm FRN	4,880.00	14,176,500.00
31/07/2017	Revalue to Market Value - CBA FRN	11,800.00	14,188,300.00
31/08/2017	Revalue to Market Value - ANZ FRN	(560.00)	14,187,740.00
31/08/2017	Revalue to Market Value - Ncastle Perm FRN	(800.00)	14,186,940.00
31/08/2017	Revalue to Market Value - CBA FRN	(2,100.00)	14,184,840.00
30/09/2017	Revalue to Market Value - ANZ FRN	2,340.00	14,187,180.00
30/09/2017	Revalue to Market Value - Ncastle Perm FRN	(140.00)	14,187,040.00
30/09/2017	Revalue to Market Value - CBA FRN	(4,100.00)	14,182,940.00
31/10/2017	Revalue to Market Value - ANZ FRN	5,520.00	14,188,460.00
31/10/2017	Revalue to Market Value - Ncastle Perm FRN	(540.00)	14,187,920.00
31/10/2017	Revalue to Market Value - CBA FRN	9,600.00	14,197,520.00
30/11/2017	Revalue to Market Value - ANZ FRN **	0.00	14,197,520.00
30/11/2017	Revalue to Market Value - Ncastle Perm FRN **	0.00	14,197,520.00
30/11/2017	Revalue to Market Value - CBA FRN	1,600.00	14,199,120.00
31/12/2017	Revalue to Market Value - ANZ FRN	(1,260.00)	14,197,860.00
31/12/2017	Revalue to Market Value - Ncastle Perm FRN	2,440.00	14,200,300.00
31/12/2017	Revalue to Market Value - CBA FRN	(7,300.00)	14,193,000.00
31/01/2018	Revalue to Market Value - ANZ FRN	(360.00)	14,192,640.00
31/01/2018	Revalue to Market Value - Ncastle Perm FRN	360.00	14,193,000.00
31/01/2018	Revalue to Market Value - CBA FRN	12,300.00	14,205,300.00
28/02/2018	Revalue to Market Value - ANZ FRN	(2,360.00)	14,202,940.00
28/02/2018	Revalue to Market Value - Ncastle Perm FRN	40.00	14,202,980.00
28/02/2018	Revalue to Market Value - CBA FRN	(11,300.00)	14,191,680.00
31/03/2018	Revalue to Market Value - ANZ FRN	(8,220.00)	14,183,460.00
31/03/2018	Revalue to Market Value - Ncastle Perm FRN	(1,440.00)	14,182,020.00
31/03/2018	Revalue to Market Value - CBA FRN	(26,500.00)	14,155,520.00
	** Reval information not available in time		
		14,155,520.00	

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.

Council's FRNs were revalued for March month-end with a mark-to-market reduction in value of \$36,160 against a face value of \$14m.

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 2018. 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 (17/18 Revenue + Arrears)	> 30 days			> 60 days			> 90 days		
		Mar'18	Dec'17	Mar'17	Mar'18	Dec'17	Mar'17	Mar'18	Dec'17	Mar'17
General	5,558,758	133,621	67,542	60,214	65,029	25,634	17,395	198,693	311,189	269,517
% of Total Collectible		2.4%	1.8%	0.7%	1.2%	0.7%	0.2%	3.6%	8.3%	3.2%
Environmental Health	142,943	2,958	2,958	1,785	261	19,778	680	63,620	42,644	49,386
% of Total Collectible		2.1%	2.2%	1.5%	0.2%	14.8%	0.6%	44.5%	32.0%	40.6%
Preschool	702,800	0	43,733	0	0	0	0	0	0	6,521
% of Total Collectible		0.0%	10.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.7%
Trade Waste	1,506,272	46,878	53,932	46,558	12,930	13,423	36,481	14,467	31,923	21,186
% of Total Collectible		3.1%	5.1%	2.9%	0.9%	1.3%	2.3%	1.0%	3.0%	1.3%
Total	7,910,772	183,456	168,165	108,557	78,221	58,835	54,556	276,779	385,756	346,609
% of Total Collectible		2.3%	3.2%	1.0%	1.0%	1.1%	0.5%	3.5%	7.2%	3.2%

The ageing in the above table is based on invoice date.

Outstanding Rents and Fees Debts greater than \$50,000 as at 31 March 2018.

Amount (\$'000s)	Debtor	Nature of Debt
52	Sydney Water	Road/footpath restoration charges

Action to recover the outstanding debt is being taken.

List of Investments as at 30 April 2018

RATING	BANK & SECURITY	PURCHASE DATE	MATURITY DATE	TOTAL TERM (DAYS)	REMAINING DAYS TO MATURITY	%	FACE VALUE \$
	1. OAKVALE CAPITAL Limited						
	Emerald Reverse Mortgage Backed Security						1,000,000.00
	2. WMC DIRECT INVESTMENTS						
AA	COMMONWEALTH BANK						
	TERM DEPOSIT	19/05/2017	18/05/2018	364	18	2.55	1,000,000.00
BBB	BANK OF QUEENSLAND						
	TERM DEPOSIT	19/05/2017	21/05/2018	367	21	2.65	1,000,000.00
A	AMP BANK						
	TERM DEPOSIT	19/05/2017	21/05/2018	367	21	2.60	2,000,000.00
AA	NATIONAL AUSTRALIA BANK						
	TERM DEPOSIT	23/05/2017	23/05/2018	365	23	2.50	2,000,000.00
A	SUNCORP						
	TERM DEPOSIT	11/12/2017	12/06/2018	183	43	2.50	1,000,000.00
A	AMP BANK						
	TERM DEPOSIT	13/06/2017	13/06/2018	365	44	2.60	1,000,000.00
A	SUNCORP						
	TERM DEPOSIT	5/12/2017	3/07/2018	210	64	2.61	2,000,000.00
AA	NATIONAL AUSTRALIA BANK						
	TERM DEPOSIT	10/07/2017	10/07/2018	365	71	2.55	3,000,000.00
A	ING DIRECT						
	TERM DEPOSIT	17/08/2017	17/08/2018	365	109	2.61	3,000,000.00
A	AMP BANK						
	TERM DEPOSIT	31/08/2017	31/08/2018	365	123	2.60	1,000,000.00
AA	NATIONAL AUSTRALIA BANK						
	TERM DEPOSIT	5/09/2017	5/09/2018	365	128	2.60	1,000,000.00
A	AMP BANK						
	TERM DEPOSIT	5/09/2017	5/09/2018	365	128	2.60	1,000,000.00
A	ING DIRECT						
	TERM DEPOSIT	18/09/2017	18/09/2018	365	141	2.65	1,000,000.00
NR	POLICE CREDIT UNION (SA)						
	TERM DEPOSIT	9/01/2018	9/10/2018	273	162	2.72	3,000,000.00
A	ING DIRECT						
	TERM DEPOSIT	27/10/2017	29/10/2018	367	182	2.58	1,000,000.00
AA	NATIONAL AUSTRALIA BANK						
	TERM DEPOSIT	27/10/2017	29/10/2018	367	182	2.55	2,000,000.00
A	ING DIRECT						
	TERM DEPOSIT	21/11/2017	21/11/2018	365	205	2.56	3,000,000.00
AA	WESTPAC BANKING CORPORATION						
	TERM DEPOSIT	30/01/2018	30/01/2019	365	275	2.64	2,000,000.00
AA	WESTPAC BANKING CORPORATION						
	TERM DEPOSIT	13/02/2018	13/02/2019	365	289	2.60	6,000,000.00
AA	WESTPAC BANKING CORPORATION						
	TERM DEPOSIT	15/02/2018	15/02/2019	365	291	2.60	5,000,000.00
AA	COMMONWEALTH BANK						
	TERM DEPOSIT	16/02/2018	18/02/2019	367	294	2.60	1,000,000.00
AA	WESTPAC BANKING CORPORATION						
	TERM DEPOSIT	19/02/2018	19/02/2019	365	295	2.61	2,000,000.00
AA	WESTPAC BANKING CORPORATION						
	TERM DEPOSIT	26/02/2018	26/02/2019	365	302	2.60	2,000,000.00
AA	WESTPAC BANKING CORPORATION						
	TERM DEPOSIT	13/03/2018	13/03/2019	365	317	2.69	5,000,000.00
BBB	NEWCASTLE PERMANENT						
	FLOATING RATE NOTE	22/03/2016	22/03/2019	1095	326	3.31	2,000,000.00
BBB	BANK OF QUEENSLAND						
	TERM DEPOSIT	20/04/2018	23/04/2019	368	358	2.75	4,000,000.00
AA	COMMONWEALTH BANK						
	FLOATING RATE NOTE	18/01/2016	18/01/2021	1827	994	2.85	10,000,000.00
AA	ANZ BANK						
	FLOATING RATE NOTE	7/03/2017	7/03/2022	1826	1407	2.74	2,000,000.00
AT CALL:							
AA	COMMONWEALTH BANK						
	ONLINE SAVER A/C					0.50	1,742,253.47
A	AMP BANK						
	31DAY NOTICE ACCT					2.15	27,308.26
	BUSINESS SAVER ACCT					-	14.69
AA	NATIONAL AUSTRALIA BANK						
	PROFESSIONAL FUNDS ACCT					1.90	4,597,377.78
AA	ANZ BANK						
	11AM CALL ACCT					1.50	50,000.00
	Total WMC Direct Investments						76,416,954.20
	Weighted Average Days to Maturity of WMC Direct Investments				352.84		
	Weighted Average Return of WMC Direct Investments				2.67		
	PORTFOLIO TOTALS						77,416,954.20

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.

D. Johnston
CHIEF FINANCIAL OFFICER

Annexures

Nil

Item No: D7 Delegated to Committee
Subject: **CAPITAL WORKS PROGRAM - QUARTERLY PROGRESS REPORT MARCH 2018**
Author: Trang Banfield, Senior Corporate Accountant
Approver: Tom O'Hanlon, Director - Technical Services
File No: 18/52700
Reason for Report: To provide the Committee with an update on the status of projects in the 2017/18 Capital Works Program, for the quarter ended 31 March 2018

Recommendation:

THAT the Capital Works Program – Quarterly Progress Report for the quarter ended 31 March 2018 be received and noted.

Background:

As part of Council's quarterly reporting under Council's Integrated Planning and Reporting Framework, this report is presented to the Corporate & Works Committee detailing the status of projects in the Capital Works Program.

Consistent with the approach adopted for quarterly 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 2018 is attached as **Annexure 1**. It includes, in the introductory pages, a snapshot of the Capital Works Program with a high level summary according to project status including a comparison from last quarter, Budget, Actual and Budget Remaining, statistics and charts.

Any projects over expended at 31 March, 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.

Conclusion:

It is recommended the March 2018 Quarterly Capital Works Program Progress Report be received and noted.

Annexures

1. Capital Works Program progress report - March 2018 [↓](#)



Delivery Program 2013—2018 & Operational Plan 2017/18



Finance, Community & Services Committee – 7 May 2018

Item - ANNEXURE 1

Capital Works Program Quarterly Progress Report (March 2018)

Link to Community Strategic Plan – Woollahra 2025

Goal 5 : Liveable places

Goal 6 : Getting around

Goal 8 : Sustainable use of resources

Goal 9 : Community focused economic development

Goal 11: Well managed council



Delivery Program 2013–2018 & Operational Plan 2017/18



What is our Delivery Program & Operational Plan?

Our Delivery Program 2013 to 2018 outlines the Priorities Council will pursue to meet the Goals and Strategies in our Community Strategic Plan 'Woollahra 2025 - our community, our place, our plan'. These Goals and Strategies were developed in consultation with the Woollahra community. The Delivery Program presents a statement of commitment to the community from the Council during its term.

Supporting the Delivery Program is Council's annual Operational Plan which identifies the specific actions, programs and projects Council proposes to undertake each year. The Operational Plan 2017/18 also includes details of Council's Budget for 2017/18, along with the Rating Structure and Fees and Charges. The Operational Plan is prepared each year in response to changing community needs and expectations.



Progress reports for each of the five (5) Themes and eleven (11) Goals from our Delivery Program and Operational Plan are reported to the most appropriate Standing Committees on a quarterly basis, being to the Community & Environment Committee, the Corporate & Works Committee and/or the Urban Planning Committee.

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 to the Corporate & Works 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 2013 to 2018 and Operational Plan 2017/18.



Delivery Program 2013–2018 & Operational Plan 2017/18

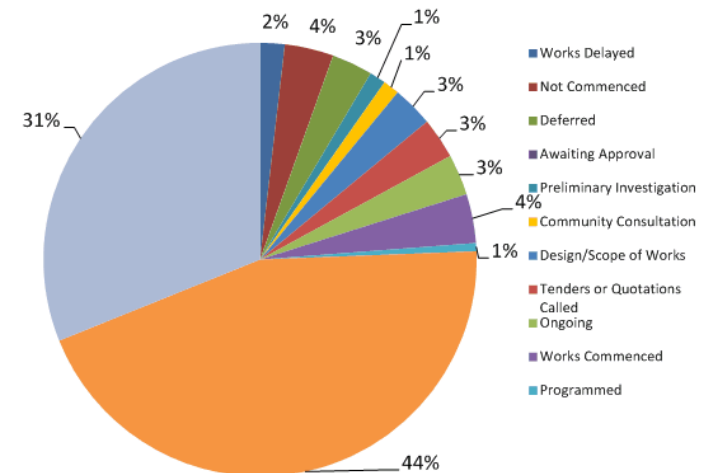


Capital Works Program Quarterly Progress Report Statistics to end of March 2018

The Capital Works Program includes project Actions under Goal 5: Liveable places, Goal 6: Getting around, Goal 8: Sustainable use of resources, Goal 9: Community focused economic development and Goal 11: Well managed Council. The following provides a snapshot of the status of the progress of Actions.

Goal / Project Status	Current Quarter		Budget	Actual	Budget Remaining
	# of Projects	%			
Works Delayed	3	1.9	484,373	1,410	482,963
Not Commenced	6	3.7	336,486	66	336,420
Deferred	5	3.1	37,036	0	37,036
Awaiting Approval	0	0.0	0	0	0
Preliminary Investigation	2	1.2	1,728,725	13,690	1,715,035
Community Consultation	2	1.2	1,267,361	52,834	1,214,527
Design/Scope of Works	5	3.1	453,728	166,764	286,964
Tenders or Quotations Called	5	3.1	1,276,501	260,135	1,016,366
Ongoing	5	3.1	440,799	126,120	314,679
Works Commenced	6	3.7	433,164	349,193	83,971
Programmed	1	0.6	20,000	5,094	14,906
In Progress	73	45.1	17,958,084	8,207,491	9,750,593
Completed	51	31.5	3,657,213	3,483,067	174,146
Total	164	100	28,073,470	12,646,693	15,426,777

Capital Works Program - Action status as at 31 March 2018





CAPITAL WORKS PROGRAM 2017/18



Summary (by Goal)

Goal / Project Status	No. of Projects	%	Budget	Actual	Budget Remaining
Goal 5 - Liveable places					
Not Commenced	3	2.3	320,000	66	319,934
Deferred	4	3.1	0	0	0
Design/Scope of Works	3	2.3	257,131	18,414	238,717
Community Consultation	1	0.8	344,584	43,760	300,824
Ongoing	3	2.3	290,799	126,120	164,679
Preliminary Investigation	1	0.8	1,498,725	1,725	1,497,000
In Progress	57	43.5	13,191,634	6,042,026	7,149,608
Programmed	1	0.8	20,000	5,094	14,906
Tenders or Quotations called	5	3.8	1,276,501	260,135	1,016,366
Works Commenced	6	4.6	433,164	349,193	83,971
Works Delayed	3	2.3	484,373	1,410	482,963
Completed	44	33.6	3,361,345	3,214,393	146,952
Sub total	131	100.0	21,478,256	10,062,336	11,415,920
Goal 6 - Getting around					
Completed	1	12.5	20,000	19,171	829
Deferred	1	12.5	37,036	0	37,036
In Progress	4	50.0	467,595	216,977	250,618
Not Commenced	2	25.0	6,486	0	6,486
Community Consultation	1	12.5	922,777	9,074	913,703
Sub total	8	100.0	1,433,894	226,051	1,207,843
Goal 8 - Sustainable use of resources					
In Progress	4	100.0	306,740	174,133	132,607
Sub total	4	100	306,740	174,133	132,607
Goal 9 - Community focussed economic development					
Preliminary Investigation	1	11.1	230,000	11,965	218,035
Completed	3	33.3	152,713	143,288	9,425
In Progress	5	55.6	1,828,432	1,367,898	460,534
Sub total	9	100.0	2,211,145	1,523,151	687,994
Goal 11 - Well managed Council					
Awaiting Approval		0.0			0
Design/Scope of Works	2	18.2	196,597	148,350	48,247
Programmed		0.0			0
Not Commenced	1	9.1	10,000	0	10,000
In Progress	3	27.3	2,163,683	406,457	1,757,226
Ongoing	2	18.2	150,000	0	150,000
Completed	3	27.3	123,155	106,215	16,940
Sub total	11	100.0	2,643,435	661,022	1,982,413
TOTAL	164	100	28,073,470	12,646,693	15,426,777



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Woollahra Municipal Council

March 2018

Quarterly Progress Report - Capital Works Program

THEME : Goal 5 QUALITY PLACES AND SPACES: Liveable places.

Strategy 2025: 5.1 Enhance local community, cultural and recreation facilities to become more attractive, integrated, safe and accessible.

Priority: 5.1.1 Plan for community, cultural and recreational facilities to ensure they reflect community needs and aspirations.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.1.1.9 Woollahra Library - air conditioning changes (01372)	Design/Scope of Works	Scope of works for a small additional air-conditioning unit in the staff office is being prepared.	✓	Completed	10,000	0	10,000
5.1.1.10 Watsons Bay Library - install external blinds (01373)	Completed	Scope changed as requested by Director Community Services in consultation with library branch staff. Air conditioner installed.	✓	Completed	8,640	8,640	0
5.1.1.11 Woollahra Library Post Project Construction Works (01380)	In Progress	Funds withheld until outstanding defect works have been completed.	✓	Completed	34,379	5,854	28,525
				Total (\$)	53,019	14,494	38,525

* 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.

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Priority: 5.1.3 Implement a prioritised program of capital improvements to community and recreation facilities.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.1.3.1 Playgrounds - Replace existing - Parsely Bay Reserve (00782)	Tenders or Quotations Called	The tenders for the Parsely Bay Playground design and construct were received in March 2018. The tender panel have reviewed the tenders and a report will be brought to Council's Finance, Community and Services Committee on 7 May. Construction is expected to commence in winter when there are less users to minimise inconvenience.	✓	Commenced	289,998	12,132	277,866
5.1.3.3 Cooper Park Garage - structural works (01348)	Works Commenced	Works commenced. Additional structural works identified and verified by Structural Engineer. Additional costs to be funded by savings from Trumper Park Grandstand and Amenities (5.1.3.12).	✓	Completed	20,000	63,960	-43,960
5.1.3.4 RANSA - replace external metal sheeting (01349)	Works Commenced	Works in accordance with specification are underway.	✓	Completed	135,000	104,916	30,084
5.1.3.5 RANSA - replace floor coverings (01350)	Deferred	Pre-works scoping inspection noted that the floor coverings do not need replacing. Savings transferred to project 5.1.3.4 RANSA - replace external metal sheeting (01349) RANSA refurbishment project.	✓	Not Commenced	0	0	0
5.1.3.6 Lyne Park Tennis Courts Repairs (00973)	Completed	Works completed. Defects rectified by contractor. Savings to be transferred to Property Reserve.	✓	Completed	211,847	178,856	32,991
5.1.3.7 Chiswick Gardens - reinstate old amenities block (01036)	Completed	Works completed.	✓	Completed	91,698	91,698	0
5.1.3.8 Steyne Park Amenities - replace skylights (01351)	Completed	Works Completed.	✓	Completed	5,899	5,899	0

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.1.3.9 Steyne Park Rotunda - roof, gutters and downpipes (01352)	Completed	Works completed. Savings to be transferred to Property Reserve.	✓	Completed	75,000	72,303	2,697
5.1.3.10 Grimley Pavillion - Deck replacement (01353)	In Progress	Funds to be used for upgrade to decking which requires replacement. Scope of works to upgrade decking underway.	✓	Not Commenced	80,000	200	79,801
5.1.3.11 Grimley Pavillion - replace hot water (01354)	In Progress	Quotations have been invited. Works will be completed by March 2018.	✓	Completed	5,000	665	4,335
5.1.3.12 Trumper Park Grandstand and Amenities - refurbishment (01355)	Completed	Works completed. \$12,500 required for contribution towards canteen upgrade by club. Savings to be transferred to Cooper Park Garage project (5.1.3.3) to fund unforeseen structural works.	✓	Completed	100,000	46,834	53,166
5.1.3.13 Parsley Bay Amenities - internal re-tile and refurbishment, roof replacement, electrical upgrade and painting (01356)	Completed	Works completed.	✓	Completed	88,518	88,518	0
5.1.3.14 Christison Park - renovate male and female toilets to include facilities for people with disabilities (01357)	Works Commenced	Scope to refurbish amenities being finalised. Traffic Committee approval for disabled parking at Old South Head road obtained.	✓	Completed	130,000	4,900	125,100
5.1.3.15 Rushcutters Bay Workshed - upgrade facilities (01358)	Not commenced	Scope for refurbishment works to be prepared.	✓	Completed	20,000	0	20,000
5.1.3.16 Rose Bay Toilet - new toilet block in Rose Bay (01360)	In Progress	Design for installation of a new toilet facility at Percival Park near the beach is awaiting approval from Sydney Water as it is their land. DA is ready to be submitted when this is received.	✓	Commenced	250,000	45,949	204,051

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.1.3.17 Redleaf - Upgrade BMS air conditioning (01255) BMS= building management system	Completed	Main Works completed. Minor works outstanding	✓	Completed	35,811	17,422	18,389
5.1.3.18 Sir David Martin Reserve Cottage (01049) Replace flooring - Asbestos Management Plan	Completed	Works completed.	✓	Completed	8,000	7,955	45
5.1.3.19 Rose Bay Cottage - Replace Ceilings - Asbestos Management Plan (01145)	Completed	Works complete	✓	Completed	5,599	5,599	0
5.1.3.20 EJ Ward Centre - Install cupboards (01261)	Completed	Works complete	✓	Completed	7,711	7,711	0
5.1.3.21 Holdsworth Street Community Centre - refurbishment works (01262 and 01264)	Completed	Works completed.	✓	Completed	35,232	35,232	1
5.1.3.22 Sherbrooke Hall - replace carpet (01361)	Completed	Carpet replaced last financial year to get ready for the Returning Officer for Local Government elections. Surplus funds to be transferred to Property Reserve.	✓	Completed	1,833	0	1,833
5.1.3.23 Sherbrooke Hall - replace air conditioning (01362)	In Progress	Scope finalised. Quotations being obtained.	✓	Commenced	40,000	1,833	38,167
5.1.3.24 Rose Bay Cottage - replace floor coverings (01363)	Completed	Works completed.	✓	Completed	8,352	8,352	0
5.1.3.25 Gaden Reserve - upgrade lighting (01364)	Completed	Electrical lighting works completed.	✓	Completed	4,142	4,142	0
5.1.3.26 Canonbury Cottage - upgrade kitchen (01365)	Deferred	Deferred to 2020. The kitchen is still in good condition.	✓	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.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.1.3.27 Canonbury Cottage - replace hot water (01366)	Completed	Works completed.	✓	Completed	3,872	3,872	0
5.1.3.28 EJ Ward Centre - access upgrade including lift (01367)	Not commenced	Scope for the installation of lift is in progress. Additional required works have been identified i.e. to install an accessible toilet which will require significant additional funding. Once the scope of works have been finalised and the extent of works costed a decision on how to progress the project will be made. One option may be to defer the project and include the revised project estimate in next years draft Capital budget for consideration with all the other Council priorities.	✓	Not Commenced	250,000	66	249,934
5.1.3.29 The Bay Room - replace air conditioning (01369)	Completed	Works completed.	✓	Completed	13,813	13,813	0
5.1.3.30 The Bay Room - replace flooring (01370)	Completed	Carpet stretched and works successful. Due to the nature of these works, they were costed to the maintenance budget.	✓	Completed	0	0	0
5.1.3.31 St Brigid's Redevelopment (01371)	In Progress	Development Application submitted in December 2017. Tender documentation for the refurbishment works being prepared to expedite the completion of the project.	✓	Commenced	2,835,134	373,379	2,461,755
5.1.3.32 Watsons Bay Tea Rooms - replace fan motors on mechanical exhaust (01346)	Deferred	The exhaust fan was due for replacement but inspection showed that the motors are still in good condition, so the replacement has been deferred until 2020.	✓	Not Commenced	0	0	0
5.1.3.33 Dunbar House Roof / Gutters (01347)	Deferred	The roof is in good condition and works are not required.	✓	Not Commenced	0	0	0

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.1.3.34 The Gonyah - replace kitchen joinery (01368)	Programmed	Works programmed and purchase order issued. Works scheduled to be undertaken in July as requested by tenant.	✓	Commenced	20,000	5,094	14,906
5.1.3.35 Woollahra Cottage sewer works (01381)	Not commenced	Scope being finalised. Quotations will be invited in late April for the works.			50,000	0	50,000
				Total (\$)	4,822,459	1,201,300	3,621,161

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Strategy 2025: 5.3 Provide attractive, accessible, connected and safe parks, sportsgrounds, foreshore areas and other public spaces.

Priority: 5.3.2 Implement a prioritised program of capital improvements to public open spaces.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.1 Project management & administration (00054)	Ongoing	Capital projects are managed via the Capital projects team. All projects have a project brief detailing the necessary information. Meetings are held fortnightly with project managers and the asset owner. This budget is for project management and administration. For details on individual projects, please refer to specific project updates.	✓	Completed	105,454	0	105,454
5.3.2.2 Bore Water : Expand and upgrade bore water availability at various parks (00665).	Completed	Works completed.	✓	Completed	20,000	20,000	0
5.3.2.4 Park furniture rollout - various park furniture identified in asset register. (00450)	In Progress	Contractor awarded contract to install concrete pads for furniture in 10 sites. This will be for seat, picnic settings and benches to replace existing furniture as identified in the Asset Register.	✓	Completed	75,924	23,788	52,136
5.3.2.5 Park lighting upgrade - Chiswick Gardens (00667)	In Progress	Bollard lights and the uplights in the harbour and beneath the palm trees have been installed. The existing concrete light poles have been transferred to Council ownership, however approval of the lighting design for these poles are required from Ausgrid prior to the installation of the fixings. Approval is expected in late April. Upon approval the lights can be installed and the project will be complete.	✓	Completed	109,357	70,027	39,330

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** Actual Expenditure to end of quarter, including commitments.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.6 Yarranabbe Plan of Management Actions - northern plaza construction and harbour stairs. (00652)	Community Consultation	The notes from the full briefing to the Councillors and the Steering Committee were presented to Council's Community and Environment Committee on 26 February 2018. It was resolved that Council proceed with community consultation on the northern plaza area including the harbour access stairs. Consultation is expected to begin in late April.	✓	Commenced	344,584	43,760	300,824
5.3.2.7 Park Signage, resheet regulatory signs (00777)	In Progress	Some new dinghy storage signs are being installed at Steyne Park and Marine Parade to better communicate how the facilities can be used. Due for completion in March 2018.	✓	Completed	6,554	915	5,639
5.3.2.9 Harbourview Park Plan of Management - actions from PoM (01082)	Works Delayed	Council's Engineering Services are undertaking work on the stormwater trash racks and works to the retaining wall on Bathurst St in early 2018. Both projects were identified in the Action Plan of the PoM. During this time, construction access for both projects will be through and in Harbourview Park. Once works have been completed, staff will review the actions in the Plan of Management to identify where to allocate the funds against PoM items.	✓	Not Commenced	68,996	0	68,996

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.10 Gap Park Self Harm Minimisation project (01083 and 01344)	Completed	One of the two workstations in the Rose Bay Police Station was relocated to the headquarters of the newly amalgamated Eastern Suburbs Police Area Command at Waverley. This will assist Police to reduce the response time to attend to people in distress at Gap Park. Budget under-expenditure will be reallocated to fund over-expenditure on other projects.	✓	Completed	72,100	64,390	7,710
5.3.2.11 Softfall Renewal - various sites identified in Assets register (01086)	Tenders or Quotations Called	Currently working on the prioritisation of softfall renewals with Plumb Reserve and Trumper Park Playground identified for renewal. Quotations for renewal will be sought.	✓	Commenced	104,739	5,284	99,455
5.3.2.12 Rose Bay Pedestrian Trail - Stage 3 (01185).	Works Delayed	Stage 3 of the Rose Bay Pedestrian Trail consists of the O'Sullivan Road section from the entrance to Rose Bay Golf Club to Old South Head Road. The works consist of various footpath treatments to co-exist with the existing trees and tree roots. This project has been put on hold pending the outcome of the Notice of Motion for the Separated Off Road Bicycle Path route from Rose Bay Wharf to Bondi Beach (Council Meeting of 23 October 2017).	✓	Commenced	265,377	1,410	263,967
5.3.2.13 Cooper Park Pathways - Stage 3 (01279)	Completed	Works complete.	✓	Completed	6,960	6,960	0

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Quarterly Progress Report - Capital Works Program

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.14 Johnstons Lookout - Landscaping (01186).	In Progress	There are two maintenance services by the Contractor over the next 6 months. Remaining funds to be allocated to further plantings and maintenance work in mid 2018 once the maintenance period is complete. Further investigation relating to some additional tree removals is scheduled to open up view corridors to the harbour.	✓	Completed	6,701	0	6,701
5.3.2.15 Cooper Park Amphitheatre - Landscaping (01187).	Completed	This project is complete and we are currently in the maintenance period for the new plantings. Budget under-expenditure will be reallocated to fund over-expenditure on other projects.	✓	Completed	57,895	54,783	3,112
5.3.2.16 North Cooper Park Community Garden construction and implementation (01188).	Completed	The Community Garden landscape works have been completed which included weed removal, fencing, soil and mulching of the site. The site has been opened and has been handed over to the Community group. We have received positive feedback from the community.	✓	Completed	23,558	23,197	361
5.3.2.17 Rushcutters Bay Park Youth Skate Facility (01190).	In Progress	A report on possible locations to locate the Youth Recreation Facility within Rushcutters Bay Park was presented to the Community and Environment Committee in February 2018. It was resolved that a concept plan be prepared for a Youth Recreation Facility at the location identified as Option 3 in the report and be placed on public exhibition. It is anticipated that the concept plan will be on public exhibition in June / July 2018.	✓	Commenced	638,337	0	638,337

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.18 Redevelopment of Guilfoyle Park Plaza - stage 2 (01191)	Tenders or Quotations Called	A report on the tender will be presented at Council's Finance, Community and Services on 9 April 2018. Works are scheduled for the winter period to minimise disturbance and ensure the plaza works are constructed prior to the commencement of the Summer festivities.	✓	Commenced	582,304	137,766	444,538
5.3.2.19 Irrigation general - various sites identified in Assets register. (00666)	In Progress	Remaining funds to be allocated to Stage 2 of the upgrade at Steyne Park which is the dog off-leash area. Works will begin in late April at the conclusion of the sailing season.	✓	Completed	150,279	137,629	12,650
5.3.2.20 Park & street tree planting: New and replacement (00443)	In Progress	We have been able to plant 75 street trees in this quarter. The autumn planting will commence in early May.	✓	Completed	90,000	55,723	34,277
5.3.2.21 McKell Park pond refurbishment (00065)	Completed	McKell Park pond cleaning and planting complete. Overspend due to removal of silt from the pond.	✓	Completed	4,307	5,973	-1,666
5.3.2.22 Synthetic Sportsfield (01085)	In Progress	The synthetic field works are complete and the field is opened for play. All reports have been positive. The remaining budget will be allocated to some works outside the field including fencing and adjoining carpark and driveway works.	✓	Completed	1,224,155	1,107,309	116,846
5.3.2.23 Chiswick Gardens Boundary Walls (01189)	Completed	In 2016/2017, 40% of the boundary wall was replaced with like for like. The 2017/2018FY budget was for the works on the remaining sections of wall. Works are complete. Budget under-expenditure will be reallocated to fund over-expenditure on other projects.	✓	Completed	70,000	51,495	18,505

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.24 Tree Surrounds - Upgrades (01192)	Completed	This was a rollover from 2016/2017FY and works now complete. Sites included Fiveways, Victoria Road and Mona Road, Darling Point.	✓	Completed	9,616	8,850	766
5.3.2.25 Blackburn Gardens Ramp Replacement (01288)	Completed	Works complete.	✓	Completed	151,619	150,119	1,500
5.3.2.26 Redleaf Plan of Management - actions (01336)	In Progress	The retaining walls on the Murray Rose Beach frontage are failing and require replacement. This area was redesigned as part of the Plan of Management and Master Plan. Staff are currently preparing a request for quotation for a consultant to provide detailed design on the Beach Frontage area and the concrete pathway from Blackburn Gardens.	✓	Commenced	221,930	612	221,318
5.3.2.27 Robertson Park landscaped viewing area. (01337 and 01342)	In Progress	The proposal for the area in front of Dunbar House was on public exhibition from December 2017 - January 2018. Three submissions relating to this project were received and were reviewed in line with the design. There were no changes required to the design and detailed documentation is now underway with the intention to commence construction in March 2018. Council staff are finalising the Review of Environmental Factors.	✓	Commenced	185,000	123,735	61,265

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.28 Fencing Upgrade - various sites including Yarranabbe, Signal Hill Reserve, Steyne Park and Lough Playing field (01338)	Tenders or Quotations Called	A list of the fencing upgrades has been developed based on our Asset Register and Asset Management Plan. Fences at Cooper Park, Goomerah Reserve and Duff Reserve are being replaced like with like. Quotations were called for and are to be awarded in April. It is anticipated works will commence in May.	✓	Completed	200,000	13,417	186,583
5.3.2.29 Sayonara Slipway Improvements - actions from Plan of Management(01340)	Works Delayed	This project is on-hold until the Sir David Martin Reserve Plan of Management is updated. This review of the plan is currently being undertaken with community consultation the next step.	✓	Not Commenced	150,000	0	150,000
5.3.2.30 Military Road walkway - relocation of turning circle and pedestrianisation (01341)	In Progress	The proposal to relocate the turning circle at Military Rd was on public exhibition from December 2017 - January 2018. 40 submissions relating to this project were received, 37 were in support and 3 expressed concerns. A report on the public exhibition period was presented to Council's Community and Environment Committee on 26 February 2018. The committee resolved to proceed with detailed design. A further report was presented to Council's Traffic Committee and the concept was approved. Council staff will finalise the Review of Environmental Factors and go to tender to construct in July.	✓	Commenced	300,000	23,305	276,695

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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5.3.2.31 Gurner Street Reserve - landscaping works (01343)	In Progress	Construction began in February 2018 and all hardscape works are complete. The sandstone walls have been reused from salvaged stone from other projects. We are currently investigating the implementation of irrigation to the site. The planting of vegetation is planned for April 2018. The types of plants will be determined once we can confirm the availability of water to the site. This project has received positive feedback.	✓	Completed	60,000	52,492	7,508
5.3.2.32 Bellevue Hill Park Landscaping - improvements to playground landscaping (01345)	Design/Scope of Works	Council has received a concept plan for the Park that takes into account the capping of the playground and sloped areas. The possibility of installing a half court facility in the park was considered however this location is not appropriate due to the large volume of cut and fill required. Staff are working with the consultant to refine the concept and provide a staging plan to construct the works. Due to the large scope of work additional budget has been sought in the 18/19 Capital Works Budget.	✓	Commenced	150,000	17,770	132,230
5.3.2.34 Sunshine Wattle Population Protection (01287)	In Progress	This is a grant funded through Office of Environment and Heritage. Quotations have been sought and a Contractor engaged. Works to commence in April.			15,000	0	15,000

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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5.3.2.35 Trumper Park Pond - Vegetation Improvements (01384)	Works Commenced	This is a new project due to the necessity to improve the pond. To be funded from savings on other capital works via the quarterly budget review. Scope of works was identified and quotations sought. We have engaged a contractor to commence the works in April.	✓	Completed	0	13,490	-13,490
				Total (\$)	5,470,746	2,214,199	3,256,547

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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Priority: 5.3.3 Complete annual maintenance programs for public spaces.

<i>Actions</i>	<i>Status</i>	<i>Progress Comments</i>	<i>Comment Updated</i>	<i>Projected Status 30th June</i>	<i>Budget (\$)*</i>	<i>YTD Expenditure (\$)**</i>	<i>Budget Remaining (\$)</i>
5.3.3.2 Major turf renovations (00785).	In Progress	Major turf renovations works complete at Woollahra 2 & 3 playing fields and Lyne Park. These fields over the winter were used heavily due to the delay in delivering Woollahra Oval No. 1 Synthetic sportsfield. Remaining funds to be allocated to the topdressing of Steyne Park to further improve the turf coverage and playability for sports.	✓	Completed	106,038	96,640	9,398
5.3.3.3 Replacement of sports floodlights (00676)	Completed	The Lyne Park Basketball court has now been lit with a spotlight. Council has received numerous positive comments about the installation. Overspend will be funded from savings from other projects.	✓	Completed	8,105	14,078	-5,973
Total (\$)					114,143	110,718	3,425

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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Strategy 2025: 5.6 Reduce impacts of local flooding and improve floodplain risk management.

Priority: 5.6.1 Develop and implement a five year capital renewal program for stormwater drainage infrastructure and Environmental Works Program for water quality improvements.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.6.1.1 Stormwater harvesting projects (00162 and 00855)	In Progress	Following the completion of concept plans for an additional stormwater harvesting tank at Christison Park, soil testing was undertaken. This showed there was some contamination present. As such, a Remediation Action Plan (RAP) has been completed and quotations are being sought to determine the likely cost of the project if implemented. The estimated project cost will then be assessed and a decision made as to whether to continue with the project in the new financial year, or to pursue alternative stormwater harvesting options for the site.	✓	Commenced	118,214	13,128	105,086
5.6.1.3 Inlet Capacity Increase Program (00980) Upgrading and improving stormwater inlets to improve the capacity of the stormwater network.,	Ongoing	This is an ongoing project that involves various kerb inlet upgrade works at various locations across the municipality to improve the efficiency of Council's overall stormwater network. Most of the inlet works have been undertaken, and some kerb inlet improvement works are still to occur.	✓	Completed	77,345	70,837	6,508

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.6.1.4 WSUD investigation (01091)	In Progress	Design and conceptual plans are currently underway for Military Road Watson Bay. The plans include a Gross Pollutant Trap (GPT) to be installed near the ferry wharf to stop rubbish entering the harbour. This project is currently in detailed design and funds will be allocated to Military Road walkway project (5.3.2.30) to complete the GPT in conjunction with the project works. A brief is also in development for design of a GPT at Caledonian Road, Rose Bay.	✓	Completed	12,095	1,172	10,924
5.6.1.5 Trumper Park at Cecil Street Flood Mitigation Works (00713 and 01200)	In Progress	This project is in planning and design stage. Community consultation has been delayed due to significant challenges that have arisen during the design phase. An application to the Office of Environment and Heritage for funding assistance to deliver the project has been approved. This project builds on the flood mitigation work completed at Trumper Oval and Cecil Lane. It involves the construction of stormwater infrastructure between Cecil Street and Trumper Oval. Staff are reviewing design options and reviewing the benefits and costs of each option.	✓	Commenced	733,809	72,521	661,288
				Total (\$)	941,463	157,658	783,806

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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Priority: 5.6.2 Develop a Floodplain Risk Management Plan for the various catchments in Woollahra.

<i>Actions</i>	<i>Status</i>	<i>Progress Comments</i>	<i>Comment Updated</i>	<i>Projected Status 30th June</i>	<i>Budget (\$)*</i>	<i>YTD Expenditure (\$)**</i>	<i>Budget Remaining (\$)</i>
5.6.2.1 Paddington Floodplain Study (00981)	In Progress	Draft Paddington Flood Risk Management Study and Plan is complete and has been referred to the Woollahra Floodplain Risk Management Committee on 18 April 2018 for endorsement.	✓	Completed	38,884	26,210	12,674
				Total (\$)	38,884	26,210	12,674

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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Strategy 2025: 5.7 Renew and upgrade ageing infrastructure including roads, footpaths, stormwater drains and seawalls.

Priority: 5.7.2 Implement the Infrastructure Capital Works Programs for renewal for all classes of public infrastructure.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.7.2.1 Stormwater small works (00888). Minor stormwater works across the municipality to improve the stormwater network.	In Progress	Project is in implementation phase and involves a number of small stormwater projects across the municipality, usually items informed by investigations or customer requests, and includes stormwater pipe renewal, pipe relining etc.	✓	Completed	130,000	113,204	16,796
5.7.2.2 Condition assessment for the stormwater network (00820).	In Progress	Project is in implementation phase and involves undertaking CCTV of Council's stormwater network in known problem areas or in critical locations. This data is considered when developing Council's future capital and maintenance drainage budgets and is also incorporated in Council's Asset and Defects Register.	✓	Completed	50,000	14,808	35,192
5.7.2.3 Minor Capital Works : Various road infrastructure renewal (00164).	In Progress	Most of the project works are complete. The remaining locations are in construction stage. This program involves minor infrastructure renewal works including kerb and gutter, road pavement, nature strip and footpath repairs. This program is also utilised for Emergency Repair works, as required.	✓	Completed	243,381	229,341	14,040
5.7.2.4 Implement the Infrastructure Renewal Capital Works Program. (00163).	Ongoing	This program is underway and all projects approved by Council in the 2017/18 Delivery Program are in investigation, planning, design, procurement or construction phase.		Completed	108,000	55,283	52,717

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.7.2.5 Rosemont Avenue Road Infrastructure Renewal - Trelawney Street to Edgecliff Road (01104 and 01220)	Completed	Project Complete. The project involved resurfacing the road pavement, repairs to the footpaths and stormwater drainage upgrades.	✓	Completed	601,983	601,983	0
5.7.2.6 Petrarch Ave - Olola Ave to Hopetoun Ave (Walkway repair, Landscape and upgrade works) (01122)	Completed	Project complete. Project involves repairs to the walkway, landscaping and associated infrastructure upgrade works. The savings from this project will be used to fund the over-expenditure in other Renewal projects.	✓	Completed	250,082	242,131	7,951
5.7.2.7 Bathurst St - Retaining Wall Repair Works (00898)	In Progress	This project involves repairing a retaining wall which is owned by both private property owners and Council. Legal agreement is now in place between Council and private property owners of the retaining wall. Contractor has been engaged to carry out the work and works are in progress.	✓	Completed	157,110	145,594	11,516
5.7.2.8 The Crescent, Vaucluse - Stormwater Pit Upgrade Stage 3 (01197)	Completed	Project complete. Over-expenditure on this project will be funded from the under-expenditure on other projects in the next quarterly budget review. The project involved upgrading a stormwater pit to improve the efficiency of the drainage network.	✓	Completed	9,519	21,336	-11,817

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.7.2.9 Bellevue Road Conduit Scheme Stage 2 (01198)	Design/Scope of Works	<p>Project is in planning and design stage.</p> <p>The project involves the construction of a new stormwater pipeline and pits to the tunnel entry under Carlotta Road.</p> <p>Once the design is finalised the community will be consulted prior to advertising the works for tender and construction.</p>	✓	Commenced	97,131	644	96,487
5.7.2.10 Harris Street, Paddington - Stormwater Pit Upgrade - Stage 3 (01199).	In Progress	<p>Project is in planning and design stage. Once the design is finalised the community will be consulted. Purchase orders have been raised committing the funds (expenditure) for this project.</p> <p>The works include the upgrade and relocation of a main stormwater pipe in Harris Street to the Council Stormwater Drainage Reserve and the construction of a large stormwater pit at the cul-de-sac end of Harris Street.</p>	✓	Commenced	77,991	52,641	25,350

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.7.2.11 Watsons Bay Flood Diversion Wall Stage 1 - Design (01201)	In Progress	Project is in planning and design stage. Council has received grant funding to design and construct a flood diversion wall in Watsons Bay which was the highest ranked mitigation measure in the draft Watsons Bay Flood Risk Management Study and Plan. Council intends to prepare designs for community consultation in the 2017/2018 financial year. Subject to community and stakeholder support, funds will be made available in the 2018/2019 financial year to commence construction.	✓	Commenced	20,000	0	20,000
5.7.2.12 Design Infrastructure in advance. Design of selected renewal projects in 2018/2019. (01202)	In Progress	Designs for future works program has commenced and includes designs for Road Infrastructure Renewal works for George Street and Elizabeth Street, in Paddington.	✓	Completed	60,000	53,915	6,085
5.7.2.13 Victoria Road at Bellevue Road junction Road Resheeting Works - RTR (01209)	Completed	Project Complete.	✓	Completed	153,343	153,342	1
5.7.2.14 Ginahgulla Road, Fairfax Road to 18 Ginahgulla Road Road Resheeting Works (01215)	Completed	Project Complete.	✓	Completed	226,526	226,526	0
5.7.2.15 Kent Road Resheeting Works from Golf course entrance to the end (01216).	Completed	Project Complete.	✓	Completed	316,977	316,977	0

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5.7.2.16 Cutler footway and bridge repair works with Sydney City Council (01229)	Preliminary Investigation	This project is being managed by the City of Sydney (CoS) in consultation with Woollahra Municipal Council. Early works to the bridge deck and drainage system are complete and a Deed of Contribution for the permanent repair works for the Burton Street Bridge and replacement of the Cutler Footway is currently being finalised. Construction is scheduled for mid 2018.	✓	Commenced	1,498,725	1,725	1,497,000
5.7.2.17 Bell Street Road Infrastructure Renewal Works (01230)	Completed	Project complete. Project involved road pavement and footpath reconstruction works. Some variations arose during the construction phase which included drainage works and additional pavement works.	✓	Completed	257,365	257,365	0
5.7.2.18 Derby Street Vaucluse streetscape renewal (01231 and 01324)	In Progress	Project involves road pavement renewal, kerb and gutter, footpath and nature strip works. Community consultation has been undertaken and the feedback was considered in the final designs. Tender has been awarded and works to commence mid May 2018.	✓	Commenced	452,201	140,389	311,812

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5.7.2.19 Cooper Park and Northland Road - storm damage repair and footpath replacement (01167, 01169 and 01339)	In Progress	Works to stabilise Northland Road and the embankment to Cooper Park are complete. The footpath has been reconstructed and opened, and the landscaping of the gabion walls have also been completed. Minor landscaping works to soften the necessary stabilising structures are complete. The remaining budget related to Cooper Park pathway works within the park. These works are in planning and design stage.	✓	Commenced	978,704	722,176	256,528
5.7.2.20 New South Head Road, at Victoria Road - Pedestrian Facility Upgrade Works (01285)	In Progress	Construction works are underway. This project involves footpath and traffic signal upgrades to improve pedestrian safety and amenity at this location. A signalised pedestrian crossing across Victoria Road, at New South Head Road, is proposed as part of the project.	✓	Completed	186,039	128,173	57,866
5.7.2.21 Laneway Upgrade, between Wallaroy Crescent and Manning Road (01296) Pathway resurfacing works	In Progress	Primary infrastructure works have been completed. Works involved resurfacing the pathway between Wallaroy Crescent and Manning Road. Handrail is to be installed in 4th Quarter.	✓	Completed	93,552	85,552	8,000

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5.7.2.22 Manion Avenue, Rose Bay - Road Infrastructure Renewal Works (01306)	Works Commenced	Primary infrastructure works (footpath reconstruction) completed. Purchase orders have been raised committing the funds (expenditure) for road resheeting works. Resheeting works scheduled for mid-end April 2018. The over-expenditure of this project will be funded from the under-expenditure from other projects in the quarterly budget review.	✓	Completed	134,210	147,296	-13,086
5.7.2.23 Chiswick Lane Road Infrastructure Renewal Works - Wellington St to End (01307)	In Progress	Project is practically complete apart from road pavement resheeting works. Resheeting works is scheduled for fourth quarter 2018. The project involves road pavement renewal and footpath repair works.	✓	Completed	130,000	110,602	19,398
5.7.2.24 Carlotta Rd Stage 2 - Glendon to Suttie. Reconstruction of kerb and gutter and footpath, stormwater upgrade. (01308)	In Progress	Project is in planning and design stage. Surveys are currently underway. Once the designs are complete the community will be consulted prior to construction. The project involves the renewal of the road pavement, upgrading the stormwater system and reconstructing the footpaths.	✓	Commenced	380,000	27,268	352,732
5.7.2.25 Edgecliff Road - Junction St to Vernon St - Road Works. (01309)	In Progress	Project is in procurement stage with purchase orders raised committing the funds (expenditure) for this project. The project involves road pavement renewal works.	✓	Commenced	100,869	386	100,483

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5.7.2.26 Ranfurley Street Road Infrastructure Renewal Works - 8 Ranfurley St - Suttie Road (01311)	In Progress	Primary infrastructure works completed. Purchase orders have been raised committing the funds (expenditure) for road resheeting works and this will be carried out in the 4th quarter of 2017/2018. Project involves road pavement renewal works.	✓	Completed	32,800	32,547	253
5.7.2.27 Bathurst Street Road Infrastructure Renewal Works - at the bend in front No. 16. (01312)	In Progress	Contractor engaged and works are scheduled for mid-end April 2018. Over-expenditure on this project will be funded from the under-expenditure on other projects in the next quarterly budget review. The project involves pavement reconstruction and stormwater drainage improvements.	✓	Completed	95,000	116,643	-21,643
5.7.2.28 Darling Point Rd, Mitchell to Eastbourne Rd - road pavement resheeting. (01313)	In Progress	Contractor engaged and works are scheduled for mid-end April 2018. Purchase orders have been raised committing the funds (expenditure).	✓	Completed	93,855	93,856	-1
5.7.2.29 Cooper St - Ocean Ave to Henrietta St - road pavement resheeting, reconstruction of kerb and gutter and footpath. (01314)	In Progress	Road resheeting works complete. Infrastructure works (footpaths and kerb & gutter) have been deferred pending further discussions with NBN. Project involves renewing the road pavement and footpath repairs.	✓	Commenced	130,000	24,218	105,782
5.7.2.30 Cranbrook Lane, No. 11 to Aston Pl - road pavement resheeting, reconstruction of kerb and gutter and footpath. (01315)	In Progress	Contractor engaged and works have commenced. Project involves renewal of road pavement and footpath works.	✓	Commenced	120,000	40,156	79,844

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5.7.2.31 Prospect St, Gipps St to End - road pavement resheeting. (01316)	In Progress	Project complete. Project involves road pavement renewal works.	✓	Completed	49,824	51,634	-1,810
5.7.2.32 Unnamed Laneway - between Liverpool Street and McDonald Street, Paddington - road pavement resheeting (01317)	In Progress	Primary infrastructure works completed. Purchase orders have been raised committing the funds (expenditure) for road resheeting works and works are scheduled for 4th quarter 2017/2018. Project involves road pavement renewal works.	✓	Completed	29,024	29,024	0
5.7.2.33 Suffolk Lane, Paddington - road pavement resheeting. (01318)	Completed	Project complete. Over-expenditure on this project will be funded from the under-expenditure on other projects in the next quarterly budget review.	✓	Completed	39,571	46,723	-7,152
5.7.2.34 Suffolk Street, Paddington streetscape renewal (01319 and 01116)	Completed	Project complete.	✓	Completed	64,032	64,031	1
5.7.2.35 Sutherland Street Stage 2, Jersey Rd - Elizabeth St - road pavement resheeting. (01320)	Completed	Project Complete. This project involved the road pavement renewal works.	✓	Completed	79,488	79,488	0
5.7.2.36 Underwood Street, Elizabeth Street to William Street - Stage 5 (01321) Road Infrastructure Renewal Works - footpath reconstruction, road pavement resheeting and kerb and gutter reconstruction.	In Progress	Contractors have been engaged and works are underway.	✓	Completed	265,000	197,808	67,192

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5.7.2.37 Broughton St, White Ln to Suffolks St - road pavement resheeting, reconstruction of footpath. (01322)	Completed	Project complete. Over-expenditure on this project will be funded from the under-expenditure on other projects in the next quarterly budget review.	✓	Completed	110,000	123,327	-13,327
5.7.2.38 Newcastle St, Norwich Ln to OSH Rd - road pavement resheeting (01325)	In Progress	Contractors engaged and works are underway.	✓	Completed	281,000	243,860	37,140
5.7.2.39 Cambridge Ave, OSH Rd to Palmerston St - road pavement resheeting. (01326)	In Progress	Primary infrastructure works completed. Purchase orders have been raised committing the funds (expenditure) for road resheeting works and works are scheduled for 4th quarter 2017/2018.	✓	Completed	100,020	117,267	-17,247
5.7.2.40 Lyne Park Seawall - Stage 4 - reconstruction of Lyne Park Seawall. (01327)	In Progress	Tender awarded, contractor engaged and works are underway. The project follows on from previous stages which involves the reconstruction of the Lyne Park seawall.	✓	Completed	560,000	521,647	38,353
5.7.2.41 Retaining Wall Works - minor works on various retaining walls. (01328)	In Progress	Project is in planning and construction stage and involves repairing and reconstructing a number of retaining walls which have been identified as requiring work and emergency repair works.	✓	Completed	100,000	61,311	38,689
5.7.2.42 Ray Avenue, Rose Bay - Nulla St to End - road pavement resheeting, reconstruction of kerb and gutter and footpath. (01329)	In Progress	Primary works are complete. Orders have been raised for pavement re-sheeting works which is scheduled for 4th Quarter 2018. Over-expenditure on this project will be funded from the under-expenditure on other projects in the next quarterly budget review.	✓	Completed	224,971	232,005	-7,034

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5.7.2.43 Stafford Ln, Duxford St to 42 Union Street - road pavement resheeting (01330)	Completed	Project complete.	✓	Completed	32,000	28,491	3,509
5.7.2.44 Fletcher Lane, Woollahra - road pavement resheeting. (01331)	In Progress	Project is practically complete. Minor defects need to be addressed prior to project completion.	✓	Completed	44,100	36,263	7,837
5.7.2.45 Churchill Rd, Chamberlain to Rawson Rd - road pavement resheeting, reconstruction of kerb and gutter and footpath. (01332)	In Progress	Primary infrastructure works completed. Road pavement re-sheeting temporarily on hold pending further examination into the developments occurring in close proximity to Churchill Road.	✓	Commenced	85,000	76,924	8,076
5.7.2.46 William St, Bay St to Pierce St - road pavement resheeting. (01333)	In Progress	Project is in procurement stage. Purchase orders have been raised committing the funds (expenditure) for this project. Resheeting works scheduled for 4th quarter 2018.	✓	Completed	36,333	36,333	0
5.7.2.47 Ocean St (East), Queen St to Oxford St - road pavement resheeting, reconstruction of kerb and gutter. (01334)	In Progress	Project is in planning stage and involves road pavement renewal works. Nearby development works are complete and works will be scheduled 4th quarter 2017/2018. .	✓	Completed	140,000	1,955	138,045
5.7.2.48 Kings Road, Vaucluse - road and footpath renewal (01335 and 01232)	In Progress	Project is in design stage and involves renewing the road pavement and kerb, gutter and footpath works.	✓	Commenced	308,070	71,440	236,630
5.7.2.49 Henrietta Street (West) Double Bay, Cooper St to Holt St - RTR (01208)	Completed	Project complete.	✓	Completed	3,230	3,230	0
Road Infrastructure Renewal Works							

* 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.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.7.2.50 Suttie Road - Manning Road to Bunna Place (01378) Road Renewal Works	Tenders or Quotations Called	Primary works are complete and road resheeting works to occur in 4th quarter 2017/2018. This project is funded by Federal Roads to Recovery (RTR) grants and involves road pavement renewal works.	✓	Completed	99,460	91,536	7,925
5.7.2.51 Underwood St, George St to Jersey Road - Stage 4 (01228) Road Infrastructure Renewal Works	Completed	Project complete.	✓	Completed	6,701	6,701	0
5.7.2.52 Victoria Road b/w March Street to Rivers Street (01103) Kerb, gutter and stormwater works	Completed	Project complete.	✓	Completed	5,401	5,400	1
5.7.2.53 Dillon Lane retaining wall works outside 13 to 17 (01377) Emergency Retaining Wall Works	Works Commenced	A section of retaining wall in Dillon Lane, behind No. 13, 15 and 17 Dillon Street, failed in 2017. The wall is owned by both private property owners and Council. Emergency Temporary repairs works were required to stabilise the wall and discussions with private property owners are on-going with regards to the permanent repair works.		Not Commenced	13,954	14,631	-677
5.7.2.54 Wentworth Street, Point Piper - Stage 2 - Wolseley Road to 17 (01223) Road Infrastructure Renewal Works	Completed	Project complete.		Not Commenced	75,000	40,651	34,349

* 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.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$) **	Budget Remaining (\$)
5.7.2.55 Drumalbyn Road emergency stormwater drainage repairs (01383)	In Progress	Investigation works are complete and involve repairing Council's stormwater line in the drainage reserve adjacent to 93 Drumalbyn Road. Pipe relining material has been ordered and will be installed by contractors once they have been received.			100,000	0	100,000
				Total (\$)	10,037,542	6,337,757	3,699,786

* 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.

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THEME : Goal 6 QUALITY PLACES AND SPACES: Getting around.

Strategy 2025: 6.1 Facilitate an improved network of accessible and safe alternate transport options.

Priority: 6.1.1 Provide for sustainable, safe convenient and efficient local movement of pedestrians and vehicles.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
6.1.1.4 Traffic Signage Audit - Update Traffic Signage Information (01071)	Deferred	Project deferred as project is now being undertaken as part of the Asset Condition Assessment for Transport Assets in 2018/19 financial year. Funds to be reallocated to operating budget to fund Contract Traffic Engineer as part of the quarterly budget review.	✓	Not Commenced	37,036	0	37,036
6.1.1.5 Jersey Rd, Paddington at Holdsworth St - Stage 2 (00959) Traffic Works	Not commenced	Project abandoned due to further traffic investigations. The funds will be reallocated to other projects identified in 2017/2018 Traffic Capital Works program as part of the quarterly budget review.	✓	Not Commenced	6,486	0	6,486
6.1.1.6 Bellevue Road, Bellevue Hill - local traffic projects (01174, 01175 and 01301)	In Progress	Project involves installing a number of traffic calming devices in Bellevue Road, at Fairfax Road and Rosslyn Street. The traffic calming device in Bellevue Road, at Rosslyn Street, is complete. The pedestrian refuge works in Bellevue Road, at Fairfax Road, are scheduled to commence mid April 2018.	✓	Completed	73,262	40,225	33,037

* 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.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
6.1.1.7 Halls Lane, Woollahra - Shared Zone (01180)	In Progress	Road resheeting and stamping works complete. The road surface will need to be coloured grey to meet RMS requirements. Remaining works are scheduled to occur and be completed in fourth quarter.	✓	Completed	58,185	58,006	179
6.1.1.8 Spencer Lane, Rose Bay - Shared Zone (01182)	Completed	Project practically complete. RMS audit complete. RMS will need to install shared zone signage. The project involved installing a Shared Zone in Spencer Lane, Rose Bay using stamped brick pattern asphalt treatment and signage.	✓	Completed	84,335	85,125	-790
6.1.1.9 New South Head Road between Newcastle Street and Dover Road - Black Spot Programme (01156)	In Progress	This project is 100% funded by the RMS as part of Federal Blackspot Program and involves footpath widening, traffic signal works and streetscape upgrades to improve pedestrian amenity and safety along New South Head Road, Rose Bay. Tender has been awarded and Council is waiting for final approval on civil design plans prior to community notification and construction. Purchase orders have been raised committing the funds (expenditure) for this project. Additional funds will be required to complete this project and the RMS have been advised of the total project costs to date and they have advised that they will be increasing the grant funding to address the funding shortfall.	✓	Commenced	451,095	451,095	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.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
6.1.1.10 New South Head Road, Double Bay to Rose Bay - shared cycle / pedestrian path (01160 and 01304)	Community Consultation	Project is in design and community consultation stage. A number of design options are currently being developed for consideration. A Councillor Briefing will be organised prior to the report being referred to Council's Finance, Community & Services Committee for approval. An application has been made to the NSW Roads and Maritime Services for 100% grant funding as part of the 2018/2019 Active Transport Grant Funding.	✓	Commenced	922,777	9,074	913,703
6.1.1.11 Edgecliff Road, Woollahra - local traffic projects (01299 and 01300)	In Progress	Project is in planning and design stage. The project involves traffic calming in Edgecliff Road at Wallis Street, Leswell Street and Magney Street. Designs are underway for road narrowing treatments which accommodate bike lanes. Concept designs are complete and project has been approved by the Woollahra Traffic Committee. Detailed designs to occur prior to construction.	✓	Commenced	150,000	23,930	126,070
6.1.1.12 Forth Street, Woollahra - raise existing pedestrian crossing (zebra). (01302)	In Progress	The project has been approved by the Traffic Committee and involves raising the existing flush pedestrian crossing. Contractor engaged and constructions works are underway.	✓	Completed	109,333	75,205	34,128

* 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.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
6.1.1.13 Old South Head Road, New South Head Road to The Gap - Bike Route Implementation (01303) Implementation of cycling facilities as per the Woollahra Bike Plan.	Not commenced	Project has been abandoned due to advice from the RMS of unsuccessful grant funding. The project involved the implementation of on-road cycle routes on Old South Head Road, Vaucluse.	✓	Not Commenced	0	0	0
6.1.1.14 Attunga Street, Woollahra - carriageway widening (01305)	Completed	Project Complete.	✓	Completed	20,000	19,171	829
6.1.1.15 Moncur Street & Wallis Street - install single lane roundabout (01379)	In Progress	This project involves the construction of a single lane roundabout at the intersection of Moncur Street and Wallis Street, Woollahra. This project is 100% funded by the RMS as part of Federal Blackspot Program. Contractors have been engaged and construction works have commenced.	✓	Completed	135,000	77,617	57,383
				Total (\$)	2,047,509	839,448	1,208,061

* 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.

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THEME : Goal 8 A HEALTHY ENVIRONMENT: Sustainable use of resources.

Strategy 2025: 8.1 Reduce greenhouse gas emissions and ecological footprint.

Priority: 8.1.2 Provide programs and projects to reduce local greenhouse gas emissions and ecological footprint.

<i>Actions</i>	<i>Status</i>	<i>Progress Comments</i>	<i>Comment Updated</i>	<i>Projected Status 30th June</i>	<i>Budget (\$)*</i>	<i>YTD Expenditure (\$)**</i>	<i>Budget Remaining (\$)</i>
8.1.2.3 Environmental Works Program: energy conservation and carbon reduction (00638).	In Progress	<p>Council is a participant in SSROC's energy saving program known as Our Energy Future. Our Energy Future provides an energy information hotline which is available to the Woollahra Community. An Energy Savings workshop targeting home owners was held in March, with another targeting apartment owners planned for April. The workshops provide residents with the opportunity to learn about installing solar, and other methods to make their home more energy efficient. The workshop held in March received positive feedback from attendees, who found the session informative and useful.</p> <p>Council has signed up to the SSROC Program for Energy and Environmental Risk Solutions (PEERS) and is in the process of negotiating a Renewable Energy Power Purchase Agreement (PPA) due to be signed in April which will reduce Council's carbon emissions and decrease our reliance on non-renewable energy sources. Council is also undertaking a project to retrofit all Council amenities blocks with LED lighting. The brief is in draft stage and should go to market in May.</p>	✓	Completed	87,794	54,588	33,206

* 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.

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Total (\$)	87,794	54,588	33,206
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* 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.

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Strategy 2025: 8.2 Monitor and strategically manage environmental risks and impacts of climate change.

Priority: 8.2.1 Participate in projects that respond to the effects of climate change, including the effects of sea level rise.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
8.2.1.3 Biodiversity Projects (01282)	In Progress	Biodiversity Projects underway include Cooper Park Pond Restoration and Trumper Park Pond Restoration. The Cooper Park Pond Restoration project is underway. A contractor has been engaged and community consultation has been carried out. Works will commence in April and be completed by the end of May.	✓	Completed	49,285	38,884	10,401
				Total (\$)	49,285	38,884	10,401

* 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.

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Strategy 2025: 8.3 Encourage and assist our community to be leaders in waste management and resource recycling.

Priority: 8.3.1 Encourage greater community participation in waste reduction, recycling and composting initiatives.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
8.3.1.3 Better Waste & Recycling Fund (00974)	In Progress	The 2017-18 round of Better Waste & Recycling funding has been fully allocated and all projects are completed or in progress including the Compost Revolution, two e-Waste collection days (one completed and one occurring in May), 2017 Garage Sale Trail (completed), and the installation of water refill stations in key park sites (quotes received, locations currently in negotiation).	✓	Completed	123,625	65,000	58,625
				Total (\$)	123,625	65,000	58,625

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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Strategy 2025: 8.5 Promote and carry out water sensitive urban design.

Priority: 8.5.1 Integrate water sensitive urban design into local infrastructure and development.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
8.5.1.1 Water Sensitive Urban Design - Implementation (01092)	In Progress	To further reduce Council's potable water use, Rainwater tanks have been installed at the following locations: -Rushcutters Bay Park Café -Steyne Park Toilet block -Robertson Park Toilet Block A Gross Pollutant Trap is also planned as part of the Military Road Walkway upgrade project. Detailed design plans for the Gross Pollutant Trap will be developed in April (01341).	✓	Completed	46,036	15,661	30,375
				Total (\$)	46,036	15,661	30,375

* 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.

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THEME : Goal 9 LOCAL PROSPERITY: Community focused economic development.

Strategy 2025: 9.3 Maintain a high quality public domain to support and promote local business.

Priority: 9.3.2 Provide street furniture maintenance services.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
9.3.2.2 Double Bay Lighting Scheme (01088)	In Progress	Tree bud lights in Knox Street, Bay Street, and Steyne Park uplighting have been completed. Cosmo Centre is currently being installed and lighting for two additional trees will be completed in the fourth quarter.	✓	Completed	327,139	320,632	6,507
9.3.2.3 Queen Street - Seats (01194).	Completed	<p>Project complete.</p> <p>The project involved replacing the seven (7) city plaza seats in Queen Street with four (4) wrap around heritage style bench seats with rounded corners and three (3) heritage (Emerdyn) style benches.</p> <p>The condition of the pavers, tree pits and footpaths in the vicinity of the seats will be reviewed now that the seats have been installed and will be repaired, replaced and/or upgraded as part the Queen Street Masterplan Implementation Works (9.3.2.5)</p>	✓	Completed	68,378	58,163	10,215

* 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.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
9.3.2.4 NSH Road, Edgecliff - Streetscape Upgrade Stage 3. New South Head Road, south side, east of Glenmore Road. (01195).	Preliminary Investigation	Project is in design phase. The works involve upgrading the concrete footpath along New South Head Road, at Glenmore Road (outside Cadrys) with Edgecliff centre public domain treatment which is brick pavers. Some NBN works have recently been completed in the area which will also need to be taken into consideration as part of the design.	✓	Commenced	230,000	11,965	218,035
9.3.2.5 Queen Street, Woollahra - Masterplan implementation (01281).	In Progress	Project is underway. The tree pit works along Queen Street are complete. Painting/ staining of the tree pit surrounds will be considered once the plantings are more established. A number of options identified in the Queen Street Masterplan are being costed for further consideration. Once these options have been developed, community engagement and notification will commence prior to procurement and construction.	✓	Commenced	546,920	155,163	391,757
9.3.2.6 Double Bay Business Centre - CCTV installation (01196)	In Progress	Cameras have been installed however there has been an approval issue with Ausgrid due to the earthing of 5 cameras. Ongoing work to resolve issue - expect this to be completed within the fourth quarter.	✓	Completed	445,093	383,002	62,091

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$) **	Budget Remaining (\$)
9.3.2.7 New South Head Road Stage 2 - Streetscape Improvements (01087)	Completed	Project Complete.	✓	Completed	17,506	17,505	1
				Total (\$)	1,635,036	946,430	688,606

* The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations.

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THEME : Goal 11 COMMUNITY LEADERSHIP AND PARTICIPATION: Well managed Council.

Strategy 2025: 11.4 Maintain Council's strong financial position.

Priority: 11.4.3 Implement the outcomes of the Property Assets Study.

<i>Actions</i>	<i>Status</i>	<i>Progress Comments</i>	<i>Comment Updated</i>	<i>Projected Status 30th June</i>	<i>Budget (\$)*</i>	<i>YTD Expenditure (\$)**</i>	<i>Budget Remaining (\$)</i>
11.4.3.1 Asset Management System : Corporate asset management system requested by Technical Services (00931).	In Progress	Project is in investigation and planning phase and involves developing a corporate Asset Management System. The system will allow Council to collect and store asset data and to better manage its Infrastructure Renewal and Maintenance Programs.	✓	Commenced	159,074	0	159,074
11.4.3.2 Undertake the second phase of the redevelopment of the Rose Bay public car parks in Wilberforce Avenue and Ian Street. This phase of the project includes detailed design, review of planning controls, community consultation and commencement of procurement (01276).	In Progress	Planning Proposal report is scheduled to be submitted to Council's Environmental Planning Committee in May 2018. A report regarding the procurement process will be submitted to the Finance, Community & Services Committee following this report.		Commenced	1,047,004	52,764	994,240

* 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.

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Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
11.4.3.3 Cross St Car Park - redevelopment (01275)	In Progress	In principle commercial terms agreed and will be finalised once the designs have developed further. These will be submitted to Council for adoption. Concurrently detail designs are underway for Planning Proposal. A confidential briefing for Councillors was held on 14 February where concept plans were presented by the proponent's architect and draft commercial terms considered in consultation with Council's specialist advisers CBRE. Prior to submitting the draft commercial terms to council for consideration, the proponents requested additional time to undertake further geotechnical investigations. The results of those investigations are currently being reviewed by council staff in consultation with consultant advisers.	✓	Commenced	957,605	353,693	603,912
11.4.3.4 Grafton St Car Park - upgrade/replace roller shutters and motors (01374)	Completed	Works completed. Surplus funds to be transferred to Property Reserve.	✓	Completed	30,000	19,260	10,740
11.4.3.5 Kiaora Place - Landscaping (01239)	Completed	Rain garden works in front of Bake Bar completed and additional seats installed.	✓	Completed	63,155	63,155	0
				Total (\$)	2,256,838	488,872	1,767,966

* 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.

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Strategy 2025: 11.5 Deliver high quality services that meet customer expectations.

Priority: 11.5.2 Provide for the effective planning and delivery of information technology services to enable efficient services to the community.

Actions	Status	Progress Comments	Comment Updated	Projected Status 30th June	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
11.5.2.10 Enquiry Tool - Online DA and Property enquiries (01241)	Not commenced	No actions required during the 3rd quarter.	✓	Completed	10,000	0	10,000
11.5.2.11 Halls Park & Events Booking System (01130)	Completed	The bookings system has been migrated to a cloud based system called Priava. The system provides online bookings for the community and enable staff to better service customers interested in booking various venues.	✓	Completed	30,000	23,800	6,200
11.5.2.12 Mobility Application for Smart Phones & Tablets (01242)	Ongoing	Website and all associated services design have been changed to work on mobile devices.	✓	Commenced	70,000	0	70,000
11.5.2.13 Online and mobile services improvements (01375)	Ongoing	Completed a prototype for online parking permits. The online service is undergoing testing and will be demonstrated to Manex in the near future.	✓	Commenced	80,000	0	80,000
11.5.2.14 3D Modelling (01376)	Design/Scope of Works	Council was successful in securing a smart cities federal government grant for the implementation of a 3D modelling system for strategic planning and development applications assessment. The 3D modelling project is the last major project in the IT Strategy will be completed by Dec 2018.	✓	Commenced	110,000	148,350	-38,350
11.5.2.15 Printers Replacement (04581)	Design/Scope of Works	Obtained quotations and currently assessing the possibility of rationalising printing and copying devices.	✓	Completed	86,597	0	86,597
				Total (\$)	386,597	172,150	214,447

* 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.

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Item No: D8 Delegated to Committee
DELIVERY PROGRAM 2013 - 2018 AND OPERATIONAL PLAN 2017/18 QUARTERLY PROGRESS REPORT - MARCH 2018 - GOAL 1-A CONNECTED & HARMONIOUS COMMUNITY, GOAL 2-A SUPPORTED COMMUNITY, GOAL 3-A CREATIVE & VIBRANT COMMUNITY, GOAL 5-LIVEABLE PLACES, GOAL 6-GETTING AROUND, GOAL 10-WORKING TOGETHER, 11-A WELL MANAGED COUNCIL (FY230)

Subject:

Authors: Helen Tola, Manager - Governance & Council Support
Don Johnston, Chief Financial Officer

Approvers: Don Johnston, Chief Financial Officer
Tom O'Hanlon, Director - Technical Services
Lynn Garlick, Director - Community Services

File No: 18/52779

Reason for Report: To review the status of the Priorities and Actions in Council's Delivery Program 2013 to 2018 and Operational Plan 2017/18 for the three months ending 31 March 2018.

Recommendation:

THAT the March 2018 Quarterly Progress Report on Goal 1 - A connected & harmonious community, Goal 2 - A supported community, Goal 3 - A creative & vibrant community, Goal 5 - Liveable places, Goal 6 - Getting around, Goal 10 - Working together and Goal 11 - A well managed Council of Council's Delivery Program 2013 to 2018 and Operational Plan 2017/18 be received and noted.

Background:

Council adopted its Delivery Program 2013 to 2018 and Operational Plan 2017/18 (DPOP) in June 2017 in accordance with the Integrated Planning and Reporting (IPR) Legislation for NSW Local Government. The Delivery Program and Operational Plan are two of the key strategic planning documents that comprise Council's IPR Framework.

It is a requirement under the IPR Legislation that Council report on the progress of its Delivery Program at least every six months. In response to this requirement, and in order to ensure that Council's reporting to the community is transparent, timely and manageable under the legislation, progress reports on the DPOP are presented to Council quarterly for the periods ending 30 September, 31 December, 31 March and 30 June each year.

The framework for quarterly progress reports is consistent with the structure of the Delivery Program and Operational Plan which have been developed around the following interrelated themes and supporting goals:

Theme: Community well-being

Goal 1: A connected and harmonious community
Goal 2: A supported community
Goal 3: A creative and vibrant community

Theme: Quality places and spaces

Goal 4: Well planned neighbourhoods
Goal 5: Liveable places
Goal 6: Getting around

Theme: A healthy environment

Goal 7: Protecting our environment
Goal 8: Sustainable use of resources

Theme: Local prosperity

Goal 9: Community focused economic development

Theme: Community leadership & participation

Goal 10: Working together
Goal 11: A well-managed Council

Council's Quarterly DPOP Progress Report as at 31 March 2018 for Goals 1, 2, 3, 5, 6, 10 and 11, being the goals most relevant to the Finance, Community and Services Committee, is provided as **Annexure 1**.

Progress comments for all DPOP Actions are provided in the tables of Annexure 1. Council officers provide updates on these comments on an ongoing basis for internal management purposes, with the comments collated at the end of the quarter for reporting to Council and the community.

A tick in the final column of the table in Annexure 1 headed "Updated Comments" indicates the comments relating to that action have been updated since the previous quarterly report to Council. The purpose of the tick is to enable Councillors and other readers of the report to easily identify where an action status has been updated.

Statistics summarising the status of DPOP Actions are included in the introductory pages of **Annexure 1**.

Adopted Notices of Motion (NOM):

With the introduction of the new Committee Structure a re-alignment of the reporting of Goals occurred. Goals 1, 2, 3, 5, 6, 10 & 11 being reported to the Finance, Community & Services Committee, and Goals 4, 7, 8 & 9 being reported to the Environmental Planning Committee.

During the period 1 January to 31 March 2018, four (4) new NOMs were adopted by Council which best aligns with Finance, Community & Services Committee. To assist with tracking progress in relation to NOMs, **Annexure 2** to this Quarterly Progress Report provides progress comments for all Finance, Community & Services Committee related NOMs.

The following table presents a summary of the status of all NOM as at 31 March 2018 and includes reference to NOMs from the previous financial years which are incomplete by relevant Committee:

	Finance, Community & Service Committee	
	New NOM (1 January to 31 March 2018)	Old (incomplete) NOM (prior to 1 January 2018)
Total NOM as at 31 March 2018	4	19
Reported as 'Completed'	2	7
Reported as 'In Progress'	0	12
Reported as 'Not Commenced'	2	0

Conclusion:

The March 2018 Quarterly Progress Report of Council's Delivery Program 2013 to 2018 and Operational Plan 2017/18 on Goal 1 - A connected & harmonious community, Goal 2 - A supported community, Goal 3 - A creative & vibrant community, Goal 5 - Liveable places, Goal 6 - Getting around, Goal 10 - Working together and Goal 11 - A well managed Council is attached.

This report draws together progress comments from the respective Council officers. It is presented to inform the Committee and community of Council's progress in implementing the actions in its Delivery Program and Operational Plan.

Annexures

1. FCS Quarterly DPOP quarterly report - March 2018 [↓](#)
2. Notice of Motion (NOM) Status Report as at 31 March 2018 (Finance, Community & Services Committee) [↓](#)



Finance, Community & Services Committee – 7 May 2018

Item - ANNEXURE 1

Quarterly Progress Report (March 2018)

Link to Community Strategic Plan – Woollahra 2025

Goal 1 : A connected & harmonious community
Goal 2 : A supported community
Goal 3 : A creative & vibrant community

Goal 5 : Liveable places
Goal 6 : Getting around
Goal 10 : Working together

Goal 11 : A well managed Council

Delivery Program 2013–2018 & Operational Plan 2017/18



What is our Delivery Program & Operational Plan?

Our Delivery Program 2013 to 2018 outlines the priorities Council will pursue to meet the Goals and Strategies in our Community Strategic Plan 'Woollahra 2025 - our community, our place, our plan'. These Goals and Strategies were developed in consultation with the Woollahra community. The Delivery Program presents a statement of commitment to the community from the Council during its term.

Supporting the Delivery Program is Council's annual Operational Plan which identifies the specific actions, programs and projects Council proposes to undertake each year.

The Operational Plan 2017/18 also includes details of Council's Budget for 2017/18, along with the Rating Structure and Fees and Charges.

The Operational Plan is prepared each year in response to changing community needs and expectations.

Progress reports for each of the five (5) Themes and eleven (11) Goals from our Delivery Program and Operational Plan are reported to the most appropriate Standing Committees on a quarterly basis, being to the Community & Environment Committee, the Corporate & Works Committee and/or the Urban Planning Committee. The Priorities and Actions contained in the Delivery Program and Operational Plan are presented by Theme, Goal and Strategy.



What are Quarterly Progress Reports and what is our reporting structure?

Our Quarterly Progress reports are designed to provide a snapshot to the Council and the community on the progress against the Priorities outlined in our Delivery Program and annual Actions contained in our adopted *Delivery Program 2013 to 2018 and Operational Plan 2017/18*.

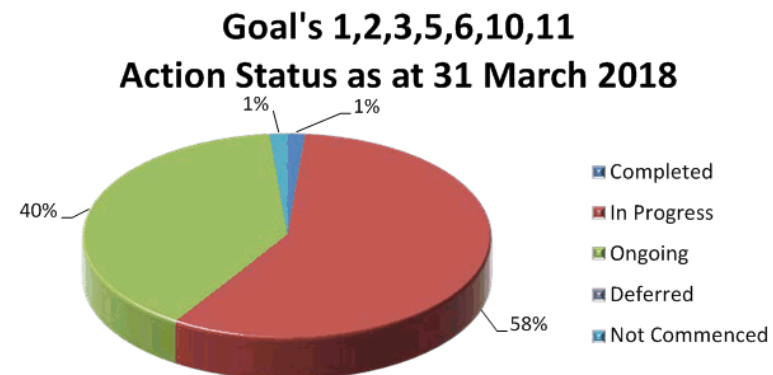


Quarterly Progress Report Status to end of March 2018

This report includes Actions included under Goal 1: A connected and harmonious community, Goal 2: A supported community, Goal 3: A creative and vibrant community, Goal 5: Liveable places, Goal 6: Getting around, Goal 10: Working together and Goal 11: A well managed Council.

A snapshot of the Action status by quarter is provided below:

Status	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Completed	1	2	1	
In Progress ¹	37	39	41	
Ongoing	24	28	28	
Deferred	0	0	0	
Not Commenced	9	2	1	
Total Number of Actions	71	71	71	



1.

Status of 'In Progress' also includes: 'Preliminary Investigation', 'Works Commenced', 'Tenders or Quotations Called' and 'Design/Scope of Works'. Status of 'Deferred' also includes: 'Works Delayed'.



Delivery Program 2013–2018 & Operational Plan 2017/18



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Delivery Program 2013–2018 & Operational Plan 2017/18



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Delivery Program 2013–2018 & Operational Plan 2017/18



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Quarterly Progress Report

THEME : Goal 1 COMMUNITY WELL-BEING: A connected and harmonious community.

Strategy 2025: 1.1 Further foster and build community partnerships and networks.

Priority: 1.1.1 Promote and facilitate community participation and partnerships.

Priority Progress Comments :

During this quarter several projects funded under Council's 17/18 Community and Cultural Grants program took place, including the WAYS Safe Summer Survival program and new projects such as the first meeting of the 'Suicide Impacting Me' group on 6 March 2018 and the commencement of the new Woollahra Singing group in February 2018. Applications opened on 1 March 2018 for the first round of the 18/19 Community and Cultural Grants program. Submissions will be received until 18 May 2018.

Responsible Person :
Manager Community Development

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
1.1.1.4 Facilitate an International Women's Day event.	In Progress	To celebrate International Women's Day 2018, Council hosted an evening celebrating women's achievements on Thursday 8 March. Salam Zreika-Drennan, the first female hijab-wearing Muslim police officer in both NSW and the ACT provided an inspirational and well received speech to an audience of 60 attendees. Council also hosted a networking brunch attended by 12 participants from local services providing support to women and children.	Manager Community Development	31/03/2018	✓
1.1.1.5 Provide grants to community organisations to support community and cultural services and activities.	Ongoing	Of the \$100,000 available budget for the Community and Cultural Grants program in 2017/18, \$91,344 was allocated in the first round approved by Council at its meeting on 10 July 2017. A further \$2,000 has been returned from unspent grant funding from a recipient last financial year. As such, \$10,656 remained for the second grants allocation this quarter. Round two was advertised from 1 September to 23 October 2017 for small grants (up to \$2,000). A total of fifteen applications totalling \$26,359 were received. At its meeting on 27 November 2017, Council approved the selection panel's recommendations, funding seven projects for a total of \$10,500.	Manager Community Development	30/06/2018	✓

Priority: 1.1.2 Continue to work in partnership with Holdsworth Community Centre and Services (HCC&S).

Priority Progress Comments :

Council's ongoing relationship with Holdsworth Community continues with Council's Community and Environment meeting of 13 June 2017 considering a report outlining the 2015/16 annual report and highlights as well as the organisation's 2017/18 Business Plan and Budget. Approximately 71% of participants in Holdsworth programs are from the Woollahra Local Government Area. The next Holdsworth Community report will be presented to the May Finance, Community and Services meeting.

Responsible Person :
Manager Community Development

30 April, 2018



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Priority: 1.1.3 Work collaboratively with other government and non-government local, regional and State organisations.

Priority Progress Comments :

Council continues to participate in networks at a local and regional level, including the Eastern Region Local Government Aboriginal and Torres Strait Islander Forum.

Responsible Person :
Manager Community Development

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
1.1.3.2 Implement cultural initiatives identified in the Double Bay Place Plan and the Oxford Street Place Plan, in collaboration with local businesses.	Ongoing	<p>Facilitation to bring together UNSW Art and Design, the Perry Lane Art Project and the Manager of Placemaking was led by Cultural Development. The project culminated in a student driven project called Seeing and Being Seen that took place in Perry Lane on 21 October 2017.</p> <p>Liaison took place in March 2018 with Head On Festival staff in relation to the upcoming Head On Festival scheduled for May 2018. The Cultural Development Coordinator facilitated an additional Head On Festival activity during the Festival to be held in the Paddington Library. The Cultural Development Department were also involved on consultation regarding the Placemaking Grant funded project 'Reflections on Rose Bay' which is due to be staged in June 2018.</p> <p>The Cultural Development Coordinator represents the Division as part of the monthly Placemaking Team meetings where other initiatives are discussed.</p>	Cultural Development Coordinator	30/06/2018	✓

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Strategy 2025: 1.2 Increase engagement in community activities.

Priority: 1.2.1 Provide and facilitate a range of community projects and programs.

Priority Progress Comments :

Council continues to provide a range of community programs in response to identified community interest.

Responsible Person :
Manager Community
Development

Priority: 1.2.2 Provide access to multipurpose and flexible meeting places within improved community facilities and libraries.

Priority Progress Comments :

On Monday 30 October, 2017 the Community & Environment Committee considered the Community Venue Usage report 2016/17 which provided detailed information on the usage of Council's 10 unstaffed venues for hire in 2016/17 and opportunities for the future. Pleasingly, many of the venues are operating at capacity at peak times. Following a minor make-over in 2017, staff commenced the hire of Sherbrooke Hall during this quarter, which will alleviate some of the unmet demand.

Responsible Person :
Manager Community
Development

Priority: 1.2.3 Develop, support and promote activities that encourage cohesive neighbourhoods.

Priority Progress Comments :

During this quarter, Council encouraged local groups to host their own Neighbour Day in March with support, advice and encouragement provided to the Cooper Park Community Garden Neighbour Day and Garden launch on Saturday 10 March 2018 and the Waverley Woollahra SES Open Day on Saturday 24 March 2018.

Responsible Person :
Manager Community
Development

Priority: 1.2.4 Provide support for volunteers.

Priority Progress Comments :

Council offers volunteering opportunities across the functional areas of Library, Bushcare and Cultural Development and continues to provide support for volunteers through promotion and provision of information and services for the volunteering sector and support to voluntary organisations and networks.

Responsible Person :
Manager Community
Development

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
1.2.4.3 Manage the Library volunteer program to support the operations of the Woollahra Libraries.	In Progress	During Quarter 3, January to March 2018, the Library Volunteer program undertook the following actions: - A new Library Volunteer Coordinator commenced in February 2018 for a 2 year placement period. Due to the change over in staff, the quarterly Volunteer's meeting was not held but will be celebrated during the upcoming National Volunteer Week in May 2018, with a tentative date scheduled for Wednesday 23 May 2018. - 7 new volunteers were recruited during this period. Currently	Manager Library & Information Services	30/06/2018	✓

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Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
		there are 68 volunteers listed with Woollahra Libraries and 21 Duke of Edinburgh students. - On 29 March, 2018, Trish Honeyfield, who has been a Library volunteer for over 15 years, was recognised at the Woollahra Citizenship Awards for her contribution to the local community.			

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Strategy 2025: 1.3 Improve access to information.

Priority: 1.3.1 Provide high quality information to promote community organisations, events, services and activities.

Priority Progress Comments :

Information provision is ongoing via marketing support, graphic design services, template development, website updates, newsletter production, social media management, banner management, maintenance of Service Listings, the Community Information Database and other contact lists.

Responsible Person :
Marketing & Projects
Coordinator

30 April, 2018



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Quarterly Progress Report

Strategy 2025: 1.4 Encourage respect and support for social and cultural diversity and inclusion.

Priority: 1.4.1 Encourage and promote inclusive multicultural and cross-cultural events and activities.

Priority Progress Comments :

Council's annual Cultural Day celebration 'Festa Italiana' was held on Sunday 19 November 2017 from 4pm to 8.30pm in Glenmore Road, Paddington. Approximately 3,000 participants enjoyed Italian food, beverages and entertainment including a children's and adult dance performance, opera singer, accordion player, a 3 piece band and an Italian DJ. Children's educational and craft activities were also provided by staff from Woollahra Libraries. The Cultural Day Steering Committee met this quarter to plan a further Cultural celebration of Latin American culture in the latter part of 2018.

Responsible Person :
Manager Community
Development

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
1.4.1.2 Plan for and undertake Cultural Day celebrations.	In Progress	<p>Festa Italiana was held on Sunday 19 November 2017 from 4pm to 8.30pm in Glenmore Road, Paddington.</p> <p>The event was comprised of 16 Italian food and beverage market stalls coordinated by 2 Principal Contractors who also provided power, lighting and a stage with a sound technician. Other subcontractors coordinated the provision of portaloos, waste management control, and the traffic management plan.</p> <p>Authentic Italian entertainment included a children's and adult dance performance, opera, accordion player, a 3 piece band and an Italian DJ. Children's educational and craft activities were also provided by staff from the library.</p> <p>The event was attended by approximately 3,000 people. This is fewer than attended previous Cultural Day celebrations but Festa Italiana is the first Cultural Day event where it rained. Feedback from those attending was overwhelmingly positive and subsequent feedback from local residents has also been complimentary.</p> <p>The Cultural Day Steering Committee met 12 March 2018 to determine the date, location and culture to be celebrated for the Financial Year 2018/19. The Committee resolved that a Latin American festival titled 'Viva - America Latina' will be held in Lyne Park Rose Bay on Saturday 27 October 2018. The Vice President of the Australia-Brazil Chamber of Commerce has joined the Committee, and relevant Consulate Generals will be invited to future planning meetings in an advisory capacity.</p> <p>Terms of Reference have been developed and agreed to by the Committee.</p> <p>The proposed culture and location are the subject of a report for endorsement by the Finance, Community and Services Committee at the meeting 9 April 2018, along with the Term of Reference and</p>	Manager Community Development	30/06/2018	✓

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Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
		Minutes from the meeting.			

Priority: 1.4.2 Recognise and promote reconciliation.

Priority Progress Comments :

NAIDOC Week is held in July each year. This year Council celebrated with activities for children at Woollahra Libraries and a Bush Tucker planting workshop in partnership with Rose Bay Community Garden. Reconciliation Week will next be held in May 2018 and local primary and high schools have been invited to participate in the Eastern Region Local Government Aboriginal Forum hosted Primary Schools Art and High Schools Film Making competitions.

Responsible Person :
Manager Community Development

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
1.4.2.1 Conduct Reconciliation and NAIDOC week activities.	In Progress	NAIDOC Week is celebrated during the first week of July. The 2017 theme was 'Our Languages Matter'. On 5 July 2017 Woollahra Library at Double Bay hosted a NAIDOC cartooning and cultural incursion presented by Toonword; 24 participants enjoyed a fun workshop telling the story of an Aboriginal boy from the Larrakia Nation in Darwin called 'Bunji' (Bunji means friend and was originally created by cartoonist and author Shane Stringer with the guidance of the Larrakia people in Darwin). Participants were also given the chance to sample native bush tucker. Heartdancers performed Guwing Bayabuba during Saturday Story Time on 8 July 2017. This performance featured Aboriginal songs, stories, language, dance and craft that engaged and promoted Indigenous ways of knowing. 40 children, primarily aged 3-5 years attended. Council also hosted a Bush Tucker planting workshop 'Seeds of Reconciliation' on 9 July 2017 in partnership with Rose Bay Community Garden attended by over 50 community members. Reconciliation Week next occurs in May 2018. Staff have contacted schools during this quarter to encourage participation in the Pauline McLeod Awards for Reconciliation primary schools art competition and high schools short film competition. Planning has also commenced for NAIDOC 2018 which will occur in July 2018.	Manager Community Development	30/06/2018	✓

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Priority: 1.4.3 Encourage good citizenship.

Priority Progress Comments :

We delight in hosting monthly citizenship ceremonies for members of our community , their families and friends. For our new Australian citizens this event is an important milestone event. We aim to deliver a friendly and special event , with an engaging keynote speaker. The feedback we receive from our citizenship ceremonies is always very positive and we take great pride in our work in this area.

Responsible Person :
Manager Communications

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
1.4.3.1 Conduct the annual Woollahra Citizenship Awards.	In Progress	The 2018 Woollahra Citizenship awards opened for nominations in September and closed on 31 October 2017. 15 nominations were received across a range of categories. The Citizenship Awards Committee met on 19 February 2018 to determine the winners of the 2018 Awards. The Community Leaders' Reception, hosted by the Mayor, was held on Thursday 29 March 2018. Seven Woollahra Citizenship Awards were presented on the evening, including to the 2018 Citizen of the Year, Michael Ryan.	Manager Community Development	31/03/2018	✓

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March 2018

Quarterly Progress Report

THEME : Goal 2 COMMUNITY WELL-BEING: A supported community.

Strategy 2025: 2.1 Increase access to services and information to support the community.

Priority: 2.1.1 Encourage and promote the increased provision of children's services.

Priority Progress Comments :

Council continues to provide a high quality education and care service at Woollahra Preschool . Other Children's Services are promoted through Council's website.

Responsible Person :

Manager Community Development

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
2.1.1.1 Manage the Woollahra Preschool Service.	Ongoing	During this quarter, the Preschool welcomed back the 45 children returning for their second year of preschool education and supported the successful induction of 75 new children including the design and implementation of educational programs for 4 children with additional support needs. The staff continued to work towards maintaining a cohesive and effective "whole centre" focused team, including supporting the induction of new casual staff. Special activities this term included parent/teacher meetings with all Mon-Wed families to discuss their child's developmental summaries, a well-attended reunion BBQ for 2017 families and 2 well-attended Grandparents mornings. Recruitment of members for the 2018 Parent Advisory Committee (PAC) and planning of events for 2018 including an end of term BBQ to be held on 12 April 2018. Other planned events include a Disco and Christmas in July, Movie Night and Garage Sale. The Preschool has also commenced planning for the replacement of the fixed Play Equipment for Foster Park playground in partnership with the PAC and Parks department.	Manager Community Development	30/06/2018	✓
2.1.1.2 Monitor and report on growth in operating child care places across Woollahra Municipality.	Ongoing	October 2017 update Since the April 2014 Child Care Needs Study was undertaken 5 new centres have opened, 3 have expanded, 1 has reduced places and 2 have closed, resulting in a net increase of 275 places. The deficit of 361 places identified in April 2014 has reduced to 86 places. The forecast gap (2021) of 653 places, assuming no additional supply has been reduced to 378. Compared to 2014, there are 140 extra places in Double Bay, 125 extra places in Rose Bay, 22 extra places in Woollahra, 3 extra	Manager Community Development	30/06/2018	✓

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Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
		places in Edgecliff and 15 less places in Paddington. As the number of children has also changed since the 2011 census, the supply and demand figures will be reviewed in 18/19.			
Priority: 2.1.2 Fund Holdsworth Community Centre and Services (HCC&S) to provide appropriate services for the Woollahra community.					
Priority Progress Comments : Woollahra Council has had a longstanding partnership with Holdsworth Community Ltd to provide direct services to the local community , in particular for families with young children, seniors, people living with disability and their carers. Council has financially supported Holdsworth for over 40 years. Most recently through an annual subsidy as well as leasing two premises to Holdsworth, namely Gaden (the former Woollahra Seniors and Community Centre), corner Edgecliff Rd and Queens St and the general community centre facility at 64 Holdsworth St, Woollahra.				Responsible Person : Director Community Services	
Priority: 2.1.3 Provide information and resources to support families.					
Priority Progress Comments : During this quarter several activities were provided to support families including: A Sticky Beak Brunch at Woollahra Library at Double Bay on 1st March 2018 attended by 50 parents and their children which included presentations by Woollahra Pre-school and Woollahra Libraries. This event still proves to be still popular among the community and another brunch will therefore be organised later in the year. 46 people attended Dads with Daughters, an information session by clinical psychologist Ariana Elias held on 28 February 2018 at Woollahra Library. This is a very high attendance for a group of males who have been historically difficult to target . 65 people attended Promoting Positive Body Image and Self-Esteem in Young People on Thursday 22 March 2018, an event held in partnership with JewishCare at 3 Saber Street Woollahra. It consisted of two speakers and a panel Q&A and was aimed at supporting parents of children and young people. A child car seat checking day and the annual Transition to School Forum are also planned for Q4.				Responsible Person : Manager Community Development	

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Strategy 2025: **2.2** **Support opportunities to participate in active and healthy recreational activities.**

Priority: **2.2.1** **Promote healthy recreational activities to residents.**

Priority Progress Comments :

The Rose Bay and Rushcutters Bay walking groups continue each week on Wednesday and Friday mornings . Attendances range from 5-15 participants aged 50+ each session with both groups having a steady flow of new and interested walkers. The Men's Chat Group convened their monthly meetings at Woollahra Library at Double Bay with average attendances of 6-8 participants.

Responsible Person :
Manager Community
Development

Priority: **2.2.2** **Encourage and support increased recreation programs for people with limited mobility.**

Priority Progress Comments :

Council continues to support Miroma and Holdsworth with subsidised premises and funding to provide programs for people with limited mobility.

Responsible Person :
Manager Community
Development

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Strategy 2025: 2.3 Encourage independent living for older people and people with special needs.

Priority: 2.3.1 Encourage services and support for older people and people with special needs to live independently.

Priority Progress Comments :

Our partnership with Ascham school continues to be successful providing free beginner computer course to the older adults . In 2018, beginners computer classes, with capacity for 13 participants will take place for 1 hour each week for 6 weeks each term. Term 1 was successful with 13 participants and near full attendance. Term 2 registrations are also good. Tech Connect - BYO course will run at the Double Bay library during T2 & T3 for 6 weeks each for 1 hour 15 mins delivered by the Ascham students. Term 2 registrations for this course are also good. Council has also planned a range of activities as part of NSW Seniors Festival (April).

Responsible Person :
Manager Community Development

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
2.3.1.4 Monitor supply of services, supported accommodation, programs and recreational activities for seniors, people with disabilities and carers and report on findings.	Ongoing	Council continues to monitor the supply of services, supported accommodation, programs and recreational activities for seniors, people with disability and their carers. Community development staff are reviewing the range of activities provided to ensure they are as accessible as possible. Council maintains a searchable Community Information Database that includes information on community groups, services and facilities in the local area. Printable lists of summary information from the database include: adult education; disability services; galleries; seniors accommodation; seniors practical support and services; and the arts.	Manager Community Development	30/06/2018	✓
2.3.1.5 Implement the Disability Inclusion Action Plan.	Ongoing	Following the adoption of Council's Disability Inclusion Action Plan (DIAP) on 26 June 2017, both the full and easy read version are available on Council's website and a copy lodged with the Disability Council of NSW. Ongoing and annual tasks arising from the DIAP have been allocated to staff across Council. Community Development tasks include: <ul style="list-style-type: none"> continuing to provide the Preschool Inclusion Support program so as to deliver high quality services that meet customer expectations; continuing to fund Holdsworth who provide community transport and offer accessible programs and activities for the community; and continuing to provide mental health information sessions and skills development / awareness raising workshops covering a range of access barriers. 	Manager Community Development	30/06/2018	

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Quarterly Progress Report					
Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
		<p>Staff will also enhance their efforts to:</p> <ul style="list-style-type: none"> • promote the accessibility features of Council owned buildings and venues where community development activities are held; • review the range of community development projects and programs available and, where possible, make them more accessible and inclusive. <p>An inaugural event for International Day of People with Disability was held 3 December 2017 in partnership with Miroma, Holdsworth, Jewish House and Ability Links. Approximately 40 people attended and participated in music, craft and gardening activities.</p>			
2.3.1.8 Develop a seniors strategy for the Library service	In Progress	<p>In preparing the Senior's Strategy a survey has been drafted to define the activities, policies and services needed in the Woollahra LGA. This survey will be distributed to Home Library Service members, library members who fall in to the appropriate age category and clients of Holdsworth and local aged care facilities. Results from the survey will assist in designing a program for Ageing Actively as part of the new Library Strategic Plan.</p>	Manager Library & Information Services	31/03/2018	✓
Priority: 2.3.2 Encourage increased supported accommodation and community transport to be located in the Woollahra Local Government Area (LGA).					
Priority Progress Comments : Council continues to fund Holdsworth to provide community transport in the Woollahra area and also supported the Sir Roden and Lady Cutler Foundation with a community grant for their 'Pick Me Up' service which provides free door to door medical related transport to people in the Woollahra LGA who are physically, mentally, socially or financially disadvantaged.				Responsible Person : Manager Community Development	

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Strategy 2025: 2.4 **Protect the health and well-being of residents and visitors to our area.**

Priority: 2.4.1 **Manage the Public Health and Safety Program, the Childhood Immunisations Program, and the Pollution Control Program.**

Priority Progress Comments :

Council's Environmental Health Officers undertake routine inspections of food and health premises , in addition to responding to customer requests on public health and pollution related issues.

Responsible Person :
Manager Compliance

At the Council meeting of 27 March 2017 Council resolved to cease providing a monthly childhood immunisation clinic, effective immediately.

Priority: 2.4.2 **Promote healthy lifestyles to support good physical and mental health.**

Priority Progress Comments :

During this quarter, Council provided 'Getting Better Sleep', a Skill Up workshop attended by 66 participants. Mental Health First Aid will next be provided in July 2018 in partnership with South East Sydney Local Health District.

Responsible Person :
Manager Community Development

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
2.4.2.1 Provide Skill Up sessions that focus on physical health and mental well being.	Ongoing	66 people attended Getting Better Sleep, a Skill Up workshop led by psychologist Harriet Scriberras on 14 March 2018 at Woollahra Library at Double Bay.	Manager Community Development	30/06/2018	✓

Priority: 2.4.3 **Work in partnership with groups and organisations to reduce suicide.**

Priority Progress Comments :

ESSPN launched a new program on 6 March called 'Suicide Impacting Me' - a peer support group for people affected by suicide being offered in partnership with Jewish Care and the Haymarket Foundation. This program is the first of its kind for the Eastern suburbs and was attended by 6 people. In 2018 the network will focus on the support group roll out, coordinating suicide prevention training for local GPs, the distribution of family support packs and the annual awareness walk in September.

Responsible Person :
Manager Community Development

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Strategy 2025: 2.5 Improve community safety and reduce crime in Woollahra.

Priority: 2.5.1 Work with local communities to promote local community safety.

Priority Progress Comments :

Over 250 students attended the Respectful Relationships Breakfast at Redleaf on 23 November, 2017 to mark White Ribbon Day and raise awareness about violence against women.

Responsible Person :
Manager Community
Development

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
2.5.1.2 Plan activities and events to raise awareness about domestic violence.	Ongoing	The Respectful Relationships Breakfast was held on Thursday 23 November 2017 from 8:00-9:30am in partnership with the Community of Schools in the Eastern Suburbs. The event was a huge success with over 250 students in attendance. We received lots of positive feedback on the morning, and will continue this partnership.	Manager Community Development	30/06/2018	

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Strategy 2025: 2.6 Increase opportunities for young people.

Priority: 2.6.1 Support programs and spaces for young people.

Priority Progress Comments :

46 people attended Dads with Daughters, an information session by clinical psychologist Ariana Elias held on 28 February at Woollahra Library. 65 people attended Promoting Positive Body Image and Self-Esteem in Young People on Thursday 22 March 2018, an event held in partnership with JewishCare at 3 Saber Street Woollahra. It consisted of two speakers and a panel Q&A and was aimed at supporting parents of children and young people.

Responsible Person :
Manager Community
Development

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
2.6.1.2 Celebrate Youth Week.	In Progress	Woollahra Council have again partnered with Waverley Council and WAYS Youth and Family Services to host the annual Bondi Blitz Music Festival on Sunday 15 April 2018. This partnership will be reviewed after Bondi Blitz 2018. Youth Committee meetings are under way to consult with young people as part of the planning process. Through the Safe Summer Survival grant from Council, WAYS will also be coordinating a schools forum in conjunction with youth week. This forum will take place at Council Chambers on the 5th April and the theme will be "Risky Behaviour". All schools in the Woollahra Council area will be invited to attend.	Manager Community Development	30/06/2018	✓
2.6.1.5 Develop a youth strategy for the Library service	In Progress	During the quarter staff completed an online course, titled "YA Why Not" presented by ALIA which addressed topics such as youth and social media, current Library and information trends and other ideas which will be considered in the draft Youth Engagement Strategy and Plan. This document will also inform the development of the new Library Strategic Plan.	Manager Library & Information Services	31/03/2018	✓

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THEME : Goal 3 COMMUNITY WELL-BEING: A creative and vibrant community.

Strategy 2025: 3.1 Preserve and promote local history and heritage.

Priority: 3.1.1 Collect local history and heritage information and improve its accessibility to the public.

Priority Progress Comments :

Since the re-inclusion of the Local History collection into the new Woollahra Library at Double Bay, there has been a significant increase in awareness and usage of Local History resources. This collection is now available 7 days per week and with the ongoing development of the Local History Digital Archive, many parts of the collection are becoming available 24/7. Local History staff have introduced a new service where they are available for 20 minute consultation sessions, between 10am-12noon Monday to Friday and 10am-1pm on Saturdays. The Library has also introduced monthly 'Discover your Local History' sessions as well as history walks of the local area, which are held in Spring and Autumn.

Responsible Person :
Manager Library &
Information Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
3.1.1.1 Continue to deliver the Local History program.	In Progress	During Quarter 3, January to March 2018, the following initiatives were undertaken in the Local History program: - 'Discover your Local History' program resumed in February, 2018 and included House Histories – What's new in the Digital Archive – February (7 attendees) and Vexillology explained- March (23 attendees). - A total of 93 requests were handled by Local History staff – either by providing assistance to researchers who were visiting the Library in person (28) or by undertaking research (65). - Training sessions continued in the use of Local History materials for all library staff. The most recent session was held on 14 February 2018.	Manager Library & Information Services	30/06/2018	✓
3.1.1.2 Improve accessibility and preservation of the Local History collection through the continuation of the digital archive project.	In Progress	During Quarter 3, the following actions were taken to further develop the Local History Digital Archive. The Archive is a database which provides access to photographs and other historic Council documents relating to the local area including building and development applications. - 230 catalogue records and associated digitised photographs along with 870 scanned Heritage Reports and Archival recordings were transferred to the Local History Digital Archive. - There were 6,846 searches on the Local History webpage with 500 searches on the Local History Digital archive and 135 searches performed on the Council Minutes database. - Seven new local history volunteers were trained to prepare	Manager Library & Information Services	30/06/2018	✓

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Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
		research files for digitisation. This has greatly sped up the process with 148 new files ready for scanning.			

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Strategy 2025: 3.2 Support the celebration of local people, places and cultural heritage.

Priority: 3.2.1 Provide, support, and promote community cultural celebrations, programs and venues.

Priority Progress Comments :

The Community and Cultural Grants Program continues to support and facilitate community and cultural partnerships in events and activities. The grants are intended to support initiatives that have identified the benefit to the local community in line with Council's Delivery Program and Operational Plan. Cultural Grant recipients for the 2017/18 financial year were announced in July 2017 and include Critical Path, Woollahra Philharmonic Orchestra, Waverley Woollahra Arts Centre, Miroma Art Exhibition and Art Month Sydney. Council's relationships are ongoing with grant recipients during their projects.

Funded projects announced in July 2017 and delivered in this quarter include Art Month Sydney in March as well as the commencement of Critical Path's Acknowledging Country in Woollahra, which is an artist led project that explores what it means to acknowledge country.

Responsible Person :
Cultural Development
Coordinator

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
3.2.1.1 Provide grants to cultural organisations to support cultural celebrations and activities.	Ongoing	The Cultural Development Coordinator contributes to the assessment and selection of the of the Community and Cultural Grants. Applications opened in March and will close on Friday 18 May 2018. Recipients of the Cultural Grants Program that had activity in this quarter included Art Month Sydney (an annual celebration of Sydney galleries and programs - focusing on the Woollahra and Paddington area) in March. Critical Path also commenced their grant funded project "Acknowledging Country Woollahra" which will have a public showing in May 2018.	Cultural Development Coordinator	30/06/2018	✓
3.2.1.5 Deliver the Woollahra Digital Literary Award.	In Progress	During the quarter, the following actions were undertaken in the delivery of the Woollahra Digital Literary Award: - The call for 2018 entries opened on 11 December 2017 and closed on 12 March 2018. 99 entries received over three categories: Non Fiction, Fiction and Flash and Short Fiction. - Entries were processed by Woollahra Libraries staff in March and sent to judges Sam Twyford-Moore, Pip Smith and Julie Koh for judging. - The Judging period will occur over April and May 2018, with the Awards night planned for 31 May 2018.	Manager Library & Information Services	30/06/2018	✓

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Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
3.2.1.6 Provide a program of learning and networking opportunities for the local business community	In Progress	During the quarter, a Business Bites workshop was held on 2 February 2018 with Bev Luck teaching participants how to strategically use Linked In to network and improve business relationships (10 attendees).	Manager Library & Information Services	30/06/2018	✓
Priority: 3.2.2 Support opportunities for appreciation and promotion of local Aboriginal and Torres Strait Islander cultural and natural heritage.					
Priority Progress Comments : The 2017/2018 season of Bush Tucker Walks continued this quarter with full registrations and waitlists for walks on 7 January 2018 and 4 February 2018. On 3 March 2018 there were 25 participants booked in with a waitlist however only 7 participants attended. A Bush Tucker tasting is planned for Wednesday 4 April 2018 from 2:00pm - 4:00pm at Double Bay Library as part of Seniors Festival 2018, registrations are good.				Responsible Person : Manager Community Development	

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Strategy 2025: 3.3 Provide innovative and enhanced library services that encourage lifelong learning.

Priority: 3.3.1 Provide a high quality library and information service for the Woollahra community.

Priority Progress Comments :

Woollahra Libraries operates from three library locations at Double Bay , Paddington and Watsons Bay. The Library provides a Local History program, Home Library service, Volunteer program and a wide range of cultural programs for children , young people and adults. The extensive Library collection is available in hard copy as well as electronic resources such as eBooks, eAudiobooks, eMagazines, eMusic and we are currently working on digitising core elements of the Local History collection, to make it available 24/7. The Library's exciting events program provides opportunities for people to meet, connect and have fun as well as to develop a love of literacy and life-long learning.

Responsible Person :
Manager Library &
Information Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
3.3.1.5 Implementation of the new Paddington Library Agreement with City of Sydney.	In Progress	In accordance with the Paddington Library Agreement , 1 July 2017- 30 June 2019, the Paddington Library Working Party which includes both Woollahra and City of Sydney representatives , met on 14 February 2018.	Manager Library & Information Services	30/06/2018	✓
3.3.1.8 Report and review the benchmarks determined by the new Woollahra Library at Double Bay Operational Plan, on a quarterly basis.	In Progress	Statistics for Quarter 3, January to March 2018 show that Woollahra Library at Double Bay continues to be well utilised and is performing above the identified benchmarks of the Double Bay Operational Plan. Visitation : 121,600, representing approximately 1,500 people per day. The benchmark was 564 people on weekends and 1,034 people visiting on weekdays; Circulation : 108,998, representing 1,282 loans per day. The benchmark was 858 loans on weekends and 1,573 loans on weekdays; and Membership : 15,248 new members have joined Woollahra Library at Double Bay since its opening on 28 May 2016. Woollahra Libraries now has a total active membership of 29,363 which surpasses the benchmark of total Library membership of 21,000.	Manager Library & Information Services	30/06/2018	✓
3.3.1.10 Develop a 5 year Library strategic plan	In Progress	A consultant's brief has been prepared. It is anticipated that consultation will commence in late April 2018 with the final strategy document completed by June 2018.	Manager Library & Information Services	30/06/2018	✓

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Strategy 2025: 3.4 Support and promote arts, artists and cultural development within the local community.

Priority: 3.4.1 Provide support for, and promotion of, accessible local arts and cultural activities.

Priority Progress Comments :

Projects of the 2017 Artist in Residence Program continued through to September 2017. The 2018 Artist in Residence Program guidelines were reviewed and a call for submissions was issued in September 2017. In November 2017, the Cultural Committee agreed to offer the following four artists a residency to commence in 2018; Paula do Prado, Josee Vesely-Manning, Tomas Maceiras Prego and Rone Waugh. Resident artists moved into the studio rooms at EJ Ward Paddington Community Centre in March 2018. In return for use of the space, each artist will complete a community project before their residency concludes in December 2018.

The 2017 Youth Photographic Award and Short Film Prize exhibition was on view at the Woollahra Library at Double Bay, 8-17 September 2017. 260 photos and 40 short films were submitted to the competition. One photography workshop was completed in Quarter 2 in relation to the Award. During the quarter January to March 2018, planning commenced for the 2018 Youth Photographic Award and Short Film Prize.

The second quarter exhibition of eight new artworks for 'Pop Up Posters' was on view from September 2017 to end of November 2017 at the Paddington Library. This was followed by the installation in November 2017 of another eight new works. In March, poster images from the new group of Woollahra's resident artists were hung as part of Pop Up Posters and will remain until May 2018.

A site was secured for the next Up the Wall Mural Project with submissions to be opened in April 2018. The site is the wall of the toilet block located in Robertson Park at Watson's Bay.

Responsible Person :
Cultural Development
Coordinator

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
3.4.1.1 Implement an annual Artist in Residence Program for the Woollahra area and facilitate the completion of the artists' community engagement projects	Ongoing	2018 Woollahra Artist in Residence Program Guidelines and Application Form were reviewed in preparation for the call for submissions process that commenced at the end of September 2017. At the Cultural Committee meeting in November 2017, the Committee agreed to accept four residency proposals for the 2018 Program. Four artists moved into the studio rooms at EJ Ward Paddington Community Centre at the start of March. Resident artists include Paulo do Prado, Tomas Maceiras Preg, Josee Vesely-Manning and Rone Waugh. Each artist will undertake a community project in return for use of the studio space.	Cultural Development Coordinator	30/06/2018	✓
3.4.1.3 Implement the 2017 Youth Photographic Award and Film Prize.	In Progress	The planning for the 2018 Awards has commenced with locking in the dates: Youth Photographic Award and Short Film Prize Awards night to occur on 13 September 2018 and the exhibition to be on display from 14 - 23 September 2018. The awards night and	Public Art Coordinator	30/06/2018	✓

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Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
		exhibition will occur at the Woollahra Library in Double Bay . The call for entries will be open from 1 May 2018.			
Priority: 3.4.2 Produce the Woollahra Small Sculpture Prize (WSSP).					
Priority Progress Comments : The 2017 Woollahra Small Sculpture Prize exhibition was launched on Friday 13 October, 2017 with growing interest in the opening event and a larger numbers of RSVPs, confirming the function has become a major affair on the local social/arts calendar. Forty seven (47) shortlisted finalists were selected for exhibition from 667 entries by three judges: artist/writer/activist Djon Mundine OAM, gallerist/arts benefactor Roslyn Oxley OAM, and Alexie Glass-Kantor, the Executive Director of Artspace and Curator of Encounters, Art Basel. Seven finalists' works were sold during the exhibition. The number of Viewers Choice votes submitted was 1065, which included 514 in-person votes and 548 online votes. Winners were announced as: -Sanné Mestrom (VIC), Self Portrait (Sleeping Muse), - winner of the 2017 Woollahra Small Sculpture Prize -Madeleine Preston (NSW), Smoker Series - After Guston - the Special Commendation Award -Abdul-Rahman Abdullah (WA), Black Dog - the Mayor's Award -Sergio Hernandez (NSW), Impotence - the Plinth Prize & Viewers' Choice Award Exhibition attendances increased in 2017 with approximately 3,047 visitors attending the exhibition over the three week/four weekend period including the launch night. Interest in the weekend interactive family workshops and artist talks was particularly strong, while some 500 guests also attended the launch event. A detailed evaluation report on the 2017 Woollahra Small Sculpture Prize was presented to Council's Community and Environment Committee on 18 December, 2017. From January 2018, planning was undertaken for the 2018 Woollahra Small Sculpture Prize. Judges were researched and contacted with Michael Lynch AO CBE, international Arts Administrator, former Director of Sydney Opera House and former CEO of West Kowloon Cultural District Authority , Hong Kong, and Amanda Love, Director Loveart, independent Art Advisory specialist both confirmed. Due to the growing profile of the Prize, a new online awards entry system was research and implemented prior to the 1 April 2018 Call for Entries. Sponsorship packages were developed and potential sponsors/benefactors were identified and contacted with sponsorship targets on track.			Responsible Person : Cultural Development Coordinator		

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Strategy 2025: 3.5 Improve the accessibility of arts to the broader community.

Priority: 3.5.1 Coordinate public art and public art opportunities across the Local Government Area (LGA).

Priority Progress Comments :

The Public Art Panel selected three artists to develop their initial design submissions for a public artwork in Lyne Park . The stage 2 design proposals were assessed in October 2017 and following a site visit in mid December 2017, the artwork, Embark by Lucy Irvine and Geoff Farquhar - Still was selected. The artists are finalising the design and have commenced the fabrication of some artwork components. The commissioned artwork will be installed by end June 2018.

Responsible Person :
Public Art Coordinator

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
3.5.1.1 Implement the installation of public art and public art programs throughout the Municipality.	In Progress	The Public Art Panel selected Lucy Irvine and Geoff Farquhar-Still's artwork proposal Embark for the Lyne Park artwork commission . The artists has finalised the design and commenced fabrication of the artwork. It is anticipated that the commission will be completed and installed on site by the end June 2018.	Public Art Coordinator	30/06/2018	✓
3.5.1.2 Develop and implement a mural program for the Woollahra area.	In Progress	At the November meeting of the Cultural Committee, it was actioned that staff investigate locations for two possible murals to be completed by the end of the financial year. A possible site includes the Paddington RSL. An audit was conducted by Cultural Development Coordinator and Public Art Coordinator for suitable mural sites. The toilet block wall in Robertson Park, Watsons Bay was identified as a suitable location for the next Up the Wall Mural Project. An call for submissions by artists will be announced in April 2018.	Cultural Development Coordinator	30/06/2018	✓

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THEME : Goal 5 QUALITY PLACES AND SPACES: Liveable places.

Strategy 2025: 5.1 Enhance local community, cultural and recreation facilities to become more attractive, integrated, safe and accessible.

Priority: 5.1.1 Plan for community, cultural and recreational facilities to ensure they reflect community needs and aspirations.

Priority Progress Comments :

Council has continued to consult and seek valuable input from the local community to ensure that our community, cultural and recreational facilities meet local needs. Micromex and Cred consultants were employed to conduct focus groups and consultations with service providers in the area to provide additional data alongside the 2017 Community Capacity Survey to inform the development of a new Social and Cultural Plan.

Responsible Person :
Director Community Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
5.1.1.1 Progress actions of the Property Asset Working Party decisions for community facilities.	Ongoing	Staff are continuing with planning for the upgrade of St Brigid's as per the resolution of 22 May 2017. Design development is progressing for the upgrades and modifications required to enable the first floor to be a Council managed community art gallery/cultural space and the ground floor for a complementary hospitality use. The DA was submitted to Council in December, 2017.	Manager Community Development	30/06/2018	
5.1.1.3 Progress planning for a community centre in Rose Bay within the Rose Bay car parks project.	Ongoing	A Planning Proposal is being prepared for the redevelopment of both the Ian St and Wilberforce Ave car parks. A 750m2 community centre is included in the proposal. A well attended consultation was undertaken with local groups on 24 May 2017 to gain feedback about the types of activities and programs that could happen in this new space. Information gained through this process will be considered along with best practice research to inform the requirements for the space. Detailed designs will be prepared once the Planning Proposal is finalised.	Manager Community Development	30/06/2018	
5.1.1.4 Plan and implement a community art gallery at St Brigid's as part of the redevelopment of the whole facility.	Ongoing	A workshop was facilitated by Cultural Development and Manager Community Development on 30 August 2017 to receive further feedback from the community in regards to the proposed St Brigid's community art gallery. Council submitted a DA for St Brigid's in December 2017. Both the Cultural Development Coordinator and Public Art Coordinator attended further meetings on the proposed gallery in this quarter. The Cultural Development Coordinator undertook	Cultural Development Coordinator	30/06/2018	✓

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Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
		some research on options for climate control.			
5.1.1.5 Undertake the second phase of the St Brigids redevelopment into a community art gallery and cafe/restaurant/hospitality space.	In Progress	Development Application was submitted in December 2017. In order to expedite the project, tender documentation is being prepared.	Manager Property & Projects	30/11/2018	
Priority: 5.1.2 Consider issues of access and disability in all designs for infrastructure renewal.					
Priority Progress Comments : Access and disability is considered in designs for all infrastructure renewal projects. Australian Standards, Council's Infrastructure Specifications and the Disability Discrimination Act is taken into consideration during the planning and design phase of all projects .				Responsible Person : Manager Engineering Services	
Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
5.1.2.2 During development of the project brief and detailed design for all infrastructure renewal projects, ensure the following DDA compliant standards are used: - Australian standards - Council's infrastructure specification - RMS design guidelines	Ongoing	This is a standard requirement for all Engineering Services Projects and is incorporated into the Project Brief to ensure it is addressed and reviewed through the design development / review. Designs are prepared by suitably qualified and experienced designers and endorsed by Council's Engineers.	Manager Engineering Services	30/06/2018	
Priority: 5.1.3 Implement a prioritised program of capital improvements to community and recreation facilities.					
Priority Progress Comments : Budgeted capital works are undertaken in a timely manner, within budget and to a high standard				Responsible Person : Manager Property & Projects	
Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
5.1.3.2 Implement programs of capital improvements for community & recreation facilities as approved by Council in the 2017/18 Capital Budget.	In Progress	This program is underway and all projects approved by Council in the 2017/18 Delivery Program in investigation, planning, design, procurement or construction phase. For details on individual projects, please refer to specific Capital	Manager Engineering Services	30/06/2018	

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Quarterly Progress Report					
Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
		Works project updates.			

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Strategy 2025: 5.2 Provide and maintain safe, clean, serviceable public infrastructure including roads, footpaths, bicycle facilities, parks, open spaces, stormwater drains and seawalls.

Priority: 5.2.1 Implement the infrastructure maintenance programs for all classes of public infrastructure.

Priority Progress Comments :

Maintenance program for Council's Civil Infrastructure ongoing and completed as programmed.

Responsible Person :

Manager Civil Operations

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
5.2.1.1 Implement the infrastructure maintenance programs including restoration following utility works.	Ongoing	Maintenance programs for all asset types are in place. Restorations of utility works are undertaken in accordance with set procedures.	Manager Civil Operations	30/06/2018	
5.2.1.2 Undertake scheduled maintenance and cleaning of stormwater pits and pipes, and stormwater quality improvement devices.	Ongoing	All stormwater pits and pipes are maintained in accordance with set schedules.	Manager Civil Operations	30/06/2018	
5.2.1.3 Undertake scheduled cleaning of smart poles, parking meters and new paved areas within all business centres and cleaning of porous inlets in Rose Bay.	Ongoing	Smart poles are cleaned on an as needed basis. Parking meters are cleaned weekly. Porous pavers along Rose Bay promenade are cleaned bi-annually.	Manager Civil Operations	30/06/2018	

Priority: 5.2.2 Undertake regular reviews of street lighting.

Priority Progress Comments :

Street lighting reviews are prioritised and undertaken regularly by Council's Engineers. Faulty streetlights are reported to Ausgrid and/or Council's Electrical contractors for urgent repair.

Responsible Person :

Manager Engineering Services

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Strategy 2025: 5.3 Provide attractive, accessible, connected and safe parks, sportsgrounds, foreshore areas and other public spaces.

Priority: 5.3.1 Ensure Plans of Management for public open spaces are updated periodically and reflect community needs and aspirations.

Priority Progress Comments :
Currently reviewing the status of our Plans of Management in line with the new Crown Lands legislation. Sir David Martin Reserve PoM is currently being reviewed.

Responsible Person :
Manager Open Space and Trees

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
5.3.1.1 Finalise Plan of Management for Sir David Martin Reserve.	In Progress	Sir David Martin Reserve Plan of Management is currently being reviewed. All internal stakeholders have been consulted with. The next phase will be community consultation.	Team Leader Open Space & Rec Planning	30/06/2018	
5.3.1.2 Finalise the Recreational Needs Analysis and advertise to the community.	In Progress	Community consultation for the Recreational Needs Analysis was undertaken in mid 2015. The project was put on hold during the merger discussions. Council staff will now review the feedback from the consultation to ensure relevance and move forward with the project. Council also participated in the ParkScape survey in December 2017 which included 103 park user intercept interviews conducted in 12 parks. We are currently reviewing the data.	Team Leader Open Space & Rec Planning	30/06/2018	

Priority: 5.3.2 Implement a prioritised program of capital improvements to public open spaces.

Priority Progress Comments :
A program of open space renewals and upgrades is developed annually for approval by Council . Progress is reported quarterly in the Capital Works progress report.

Responsible Person :
Manager Open Space and Trees

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
5.3.2.3 Implement the funded Public Open Space Capital Works Program in line with Parks Asset Management Plan.	Ongoing	The Capital Works program is developed in line with the Council's Asset Management Plan and Asset Register.	Manager Open Space and Trees	30/06/2018	

Priority: 5.3.3 Complete annual maintenance programs for public spaces.

Priority Progress Comments :
Currently behind in our schedules for maintenance due to the March hot weather. There has been a lot of out of schedule mowing required due to this. Out of schedule work has included: Woollahra Oval No.1 outside renovations, Lyne Park renovations to sporting field, and Gurner St Reserve planting.

Responsible Person :
Manager Open Space and Trees

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Quarterly Progress Report					
Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
5.3.3.1 Implement maintenance programs with up to date schedules to ensure proper servicing and improvement for public open spaces.	Ongoing	Schedules are updated regularly to ensure currency and adequate service levels.	Coordinator Assets & Parks Maintenance	30/06/2018	
5.3.3.4 Improve the Business Centres horticultural sites through the municipality	Ongoing	The new Business Centre gardener has commenced. The main aim of this position is to improve the green assets throughout the business centres. The rollout of flowers within the planter boxes at FiveWays, Paddington has been completed. The rollout of the new planter boxes throughout the Double Bay Business Centre with the manicured fig tree balls and flowering plants has been complete. Although we have had issues with people stealing the flowers we have received positive comments.	Coordinator Assets & Parks Maintenance	30/06/2018	
Priority: 5.3.4 Support and promote public safety in public open spaces through local law enforcement officers.					
Priority Progress Comments : Rangers undertake routine patrols throughout the LGA, in addition to responding to customer requests.				Responsible Person : Manager Compliance	
Priority: 5.3.5 Provide lifeguard services to Camp Cove Beach.					
Priority Progress Comments : Lifeguard services commenced at Camp Cove beach during the 2nd quarter, on the last weekend in October 2017. The service operated every weekend and during school holidays everyday - weather permitting.				Responsible Person : Manager Compliance	

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Strategy 2025: 5.4 Protect trees, streetscapes and landscapes.

Priority: 5.4.1 Implement adopted policy for public and private tree management throughout Woollahra.

Priority Progress Comments :

The Tree Management Policy is implemented and applied to all applications for tree works for private trees or scheduled tree works for public trees .

Responsible Person :

Manager Open Space and Trees

<i>Actions</i>	<i>Status</i>	<i>Progress Comments</i>	<i>Responsible Person</i>	<i>Target Date</i>	<i>Comment Updated</i>
5.4.1.1 Tree asset inspections to include live data capabilities to improve tree data collection.	Ongoing	The upgrade to Council's tree database has been commissioned. The new software and hardware has been purchased and is currently being installed with transfer of data. The new system will allow staff to update data in the field improving data collection and efficiencies.	Coordinator Tree Maintenance	30/06/2018	

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Strategy 2025: **5.5** **Enhance the physical environment of our local suburbs, neighbourhoods and town centres.**

Priority: **5.5.1** **Maintain and improve accessibility to public places for all user groups.**

Priority Progress Comments :

Staff have had input into the accessibility document prepared by Council's Community Services team. Access and disability is considered in designs for all capital improvements. Australian Standards, Council's Infrastructure Specifications and the Disability Discrimination Act is taken into consideration during the planning and design phase of all projects, and is incorporated in the Project Brief to ensure it is addressed and reviewed through the design development / review.

Responsible Person :
Manager Open Space and
Trees

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Strategy 2025: 5.6 Reduce impacts of local flooding and improve floodplain risk management.

Priority: 5.6.1 Develop and implement a five year capital renewal program for stormwater drainage infrastructure and Environmental Works Program for water quality improvements.

Priority Progress Comments :

Stormwater Drainage Infrastructure Program has been developed and is based on various Council Flood Studies and Flood Risk Management Studies and Plans.

Responsible Person :
Manager Engineering Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
5.6.1.2 Implement the Stormwater Capital Works Program.	In Progress	This program is underway and all projects approved by Council in the 2017/18 Delivery Program in investigation, planning, design, procurement or construction phase. For details on individual projects, please refer to specific Stormwater Capital Works project updates.	Manager Engineering Services	30/06/2018	

Priority: 5.6.2 Develop a Floodplain Risk Management Plan for the various catchments in Woollahra.

Priority Progress Comments :

Floodplain Risk Management Plans are progressively being developed for various catchments within the Woollahra Municipality . Once these Floodplain Risk Management Plans have are completed they are referred to the Woollahra Flood Risk Management Committee and Council 's Community and Environment Committee for adoption.

Responsible Person :
Manager Engineering Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
5.6.2.2 Progressively complete Flood Risk Management Plans for all catchments in Woollahra and refer to the Floodplain Risk Management Committee for Council adoption.	Ongoing	Council is currently completing the Paddington Flood Risk Management Study and Plan. Once this Plan have been adopted by the Floodplain Risk Management Committee and subject to funding being made available by the Office of Environment and Heritage, the Vaucluse Flood Study and Flood Risk Management Study and Plan will commence.	Manager Engineering Services	30/06/2018	

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Strategy 2025: 5.7 Renew and upgrade ageing infrastructure including roads, footpaths, stormwater drains and seawalls.

Priority: 5.7.1 Complete annual condition surveys and prepare 5 year and annual Capital Works Program for all classes of public infrastructure.

Priority Progress Comments :

Council's Infrastructure Assets are reviewed every five years and this information is used to develop Council's five year Infrastructure Renewal Capital Works Forward Program. The program is reviewed annually and informs the annual Delivery Program and Operational Plan (DPOP).

Responsible Person :
Manager Engineering
Services

Priority: 5.7.2 Implement the Infrastructure Capital Works Programs for renewal for all classes of public infrastructure.

Priority Progress Comments :

Projects are delivered to Capital Projects to implement via Project Briefs from Asset Management.

Responsible Person :
Manager Capital Projects

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
5.7.2.4 Implement the Infrastructure Renewal Capital Works Program. (00163).	Ongoing	This program is underway and all projects approved by Council in the 2017/18 Delivery Program are in investigation, planning, design, procurement or construction phase.	Manager Engineering Services	30/06/2018	

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THEME : Goal 6 QUALITY PLACES AND SPACES: Getting around.

Strategy 2025: 6.1 Facilitate an improved network of accessible and safe alternate transport options.

Priority: 6.1.1 Provide for sustainable, safe convenient and efficient local movement of pedestrians and vehicles.

Priority Progress Comments :

Council's transport networks are reviewed on an on-going basis to ensure that they provide for the sustainable, safe and convenient movement of people and vehicles. The Woollahra Integrated Transport Strategy is currently being developed and will consider the provision of safe and efficient transport networks.

Responsible Person :
Manager Engineering
Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
6.1.1.1 Implement projects arising from recommendations of the Woollahra Local Traffic Committee (LTC).	Ongoing	<p>The recommendations made by the Woollahra Traffic Committee are programmed for implementation once they are endorsed by Council's Community and Environment Committee.</p> <p>For standard signs and lines projects, works are prioritised and sent to Council's Civil Works Team for implementation.</p> <p>For larger traffic projects (such as pedestrian refuges, roundabouts, raised pedestrian crossings etc), these projects are included and considered as part of the future traffic capital works program.</p>	Manager Engineering Services	30/06/2018	

Priority: 6.1.2 Convene and service the Woollahra Local Traffic Committee and implement actions arising from this Committee's recommendations as adopted by Council.

Priority Progress Comments :

The Woollahra Traffic Committee is held on a monthly basis and operates in accordance with RMS Guidelines and legislation . The actions arising from the Traffic Committee are prioritised and implemented once they are endorsed by Council 's Community and Environment Committee.

Responsible Person :
Manager Engineering
Services

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Strategy 2025: 6.2 Improve the management of public parking on-street and off-street.

Priority: 6.2.1 Maintain public parking infrastructure and parking across the municipality.

Priority Progress Comments :

Parking is reviewed by Council's Traffic Section on an on-going basis. Parking Reports are prepared for the consideration of the Woollahra Traffic Committee and Council's Community and Environment Committee.

Responsible Person :
Manager Engineering
Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
6.2.1.1 Review of parking restrictions, including resident parking areas.	Ongoing	<p>Parking restrictions are reviewed regularly on an on-going basis.</p> <p>Parking around Council's primary business centres have been reviewed and have informed the last Parking Development Control Plan update.</p> <p>Resident Parking restrictions in Darling Point and Double Bay have been reviewed and reported to the Woollahra Traffic Committee .</p> <p>Paddington and Edgecliff, near Bondi Junction, are the next areas to be prioritised for Resident Parking review.</p>	Manager Engineering Services	30/06/2018	

Priority: 6.2.2 Provide parking enforcement services.

Priority Progress Comments :

Routine street and carpark parking patrols are undertaken across the LGA, in addition to responding to customer specific requests.

Responsible Person :
Manager Compliance

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Strategy 2025: 6.3 Promote provision of better, more integrated public and community transport.

Priority: 6.3.1 Provide services and programs to support improved and accessible public transport.

Priority Progress Comments :

The Woollahra Integrated Transport Strategy is currently being developed and will include strategies and plans on how Council can work with the NSW Government in providing improved and accessible public transport systems.

Responsible Person :
Manager Engineering
Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
6.3.1.1 Develop a transport feasibility study for Woollahra which considers services and programs to improve public transport.	In Progress	Transport Consultants have been engaged to develop and deliver the Woollahra Integrated Transport Strategy. Initial Councillor Briefing/ Workshop complete. Councillor Workshop/Briefing for Stage 1 - Vision is complete. Community Workshop for the Transport Strategy is scheduled for 11 April 2018 at 6pm. A series of pop-up display sessions are also planned for Edgecliff Train Station, Rose Bay Ferry Wharf and Kiaora Lane Double Bay.	Manager Engineering Services	30/06/2018	

Priority: 6.3.2 Maintain and upgrade where possible, public transport facilities.

Priority Progress Comments :

Council advocates for the NSW Government to upgrade public transport infrastructure. Council has advocated for improved access for mobility impaired people at Edgecliff Station and is considering pedestrian infrastructure improvements to and from the Double Bay and Watsons Bay Ferry Wharf .

Responsible Person :
Manager Engineering
Services

Priority: 6.3.3 Fund Holdsworth Community Centre and Services to conduct individual and community transport services throughout the Municipality.

Priority Progress Comments :

Holdsworth continues to conduct individual and community transport throughout the Municipality with support from Council.

Responsible Person :
Manager Community
Development

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Strategy 2025: 6.4 Reduce traffic congestion, noise and speeding.

Priority: 6.4.1 Reduce vehicle speed and traffic congestion through the introduction of traffic management facilities.

Priority Progress Comments :

Traffic management facilities are implemented as part of the Annual Traffic Capital Works Program which is based on Council's adopted Traffic Management Strategy. The strategy provides a framework for the installation of traffic calming on key roads within the municipality aimed at reducing speed and traffic congestion and improving road safety.

Responsible Person :
Manager Engineering
Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
6.4.1.1 Implement the funded annual Traffic Capital Works Program.	In Progress	This program is underway and projects approved by Council in the 2017/18 Delivery Program are in investigation, planning, design, procurement or construction phase. For details on individual projects, please refer to specific project updates in the Capital Works Program Quarterly Progress Report.	Manager Engineering Services	30/06/2018	

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THEME : Goal 10 COMMUNITY LEADERSHIP AND PARTICIPATION: Working together.
Strategy 2025: 10.1 Improve communication with the community and increase awareness of Council's activities.

Priority: 10.1.1 Provide professional publications, promotional material and media releases.

Priority Progress Comments :

Our team works closely with staff in other work areas to help with the preparation of media releases that promote who we are and what we do . We conduct training and induction for other departments (new staff) to build their awareness about communication, what makes news and how to develop a media story. This helps create an understanding of the value of communication. Media releases are approved by the Communications Manager, the Mayor and the GM, following consultation with the relevant Director (depending on the issue/project/initiative). We conduct an induction module for new staff on Communications protocol and remind staff through our bulletin board that there is a central unit for communication coordination . We have a Style Guide that assists in protecting the use of our logo and corporate branding and all promotional material needs to go through Communications. Our procedure on writing and distributing media releases guides staff on our protocols . Regular communication with relevant department staff help with compliance.

We have received excellent feedback on the upgrade of our website which is continuing to service the information needs of our community .

Quarter review statistics for January to March 2018 are as follows: Page views: 489,311. The website is a popular source of information and our website team are working closely with staff to ensure information is current , engaging and easy to find.

Responsible Person :
Manager Communications

Priority: 10.1.2 Provide educational tours for school children and community groups on local government processes and Council's role in the community.

Priority Progress Comments :

We regularly host very successful school tours for local students at Council Chambers . These excursions provide students with the opportunity to learn about local government and sustainability. We also work closely with local schools to promote their participation in the Environmental School Sculpture Prize and the Woollahra Youth Photographic and Short Film Awards – both initiatives encourage creative engagement on local issues, people and places. Typically school tours take place in the middle of each year.

Responsible Person :
Manager Communications

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Strategy 2025: 10.2 Plan for the future for Woollahra.

Priority: 10.2.1 Maintain a long term Community Strategic Plan for Woollahra.

Priority Progress Comments :

Council's Community Strategic Plan "Woollahra 2025: Our community, our place, our plan" was adopted by Council in June 2013. A review of the Plan scheduled for 2016/17 was deferred due to the State Government's forced merger proposal for Woollahra with Randwick and Waverley Councils. The Office of Local Government provided advice at the time that the existing Community Strategic Plan remains in place as a valid reference document for 2017/18 for councils that were still subject to merger proposals. With the merger not proceeding, Council now needs to review its Community Strategic Plan for adoption of a new Plan prior to 30 June 2018. A number of Actions have been included in the 2017/18 Delivery Program & Operational Plan relating to the review of the Community Strategic Plan and Council's other Integrated Planning & Reporting documents.

Responsible Person :
Director Corporate
Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
10.2.1.1 Provide timely reports to Council and the Community on developments arising from the State Government's Local Government Reform program that impact Council's long term community and strategic planning processes.	In Progress	Council received written confirmation from the Minister for Local Government on 27 July 2017 advising that she had decided not to recommend to the Governor of New South Wales that the proposal to merge the Randwick, Waverley and Woollahra local government areas be implemented. This means that Woollahra Council will continue to stand alone with the Council Election having taken place on 9 September 2017. During the December quarter the Council considered a report on the mandatory introduction of Independent Hearing & Assessment Panels (IHAPs) for all councils in the Greater Sydney Region and resolved to seek nominations for community representative IHAP members (and alternates) for each of Woollahra's five Wards. A selection panel of Councillors and chaired by the Mayor reviewed nominations with recommendations for the appointment of IHAP members adopted in February 2018. The Woollahra Local Planning Panel held its inaugural meeting to consider procedural matters on 26 March 2018 and its first meeting to determine Development Applications on 29 March 2018.	Director Corporate Services	30/06/2018	✓
10.2.1.2 Undertake a Community Capacity Survey to determine levels of community capacity and connection to inform a review of the Woollahra Social and Cultural Plan.	In Progress	Micromex Research was engaged to undertake the Community Capacity Survey. In partnership with Council, the benchmark survey tool was refined to remove ambiguous or unnecessary questions and add 2 brief questions about social justice. The booster number harvesting (face-to-face invitation to participate) took place the week starting 2 October 2017 and the White Pages sampling and undertaking of the telephone survey with 500 residents took place the week starting 9 October 2017 for 2 weeks.	Manager Community Development	30/06/2018	✓

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Quarterly Progress Report					
Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
		The final report was received 23 January 2018 and findings from the survey will be used to inform the Social and Cultural Plan 2018 - 2028.			
10.2.1.3 Undertake a review of the Woollahra Social and Cultural Plan.	In Progress	Micromex and Cred have been appointed to assist with developing Council's Social and Cultural Plan 2018 - 2028. To date, the Working Party has collated desktop research of relevant Council policies, procedures and action plans to inform development of the Plan. In depth interviews with 23 local service providers resulted in the identification of potential goals. A focus group with 9 local service providers (representing arts, police, schools, mental health, disability and aged care services) and a focus group with 18 Council staff (representing community development, cultural development, library services, venue hire, preschool, communications, strategic planning and open space planning) were held on 14 March 2018 to further refine these goals and identify potential strategies. A further workshop scheduled for 11 April 2018 will identify actions and tasks, with the final draft Plan expected to go on public exhibition in May 2018 for adoption by Council in June 2018.	Manager Community Development	30/06/2018	✓
10.2.1.4 Undertake a review of Council's Community Strategic Plan in consultation with the community and the newly elected council following the 2017 Local Government Election.	In Progress	A report was presented to the Corporate & Works Committee in December 2017 detailing the requirement for Council to review its Community Strategic Plan and other Integrated Planning & Reporting (IP&R) documents following the September 2017 Council election. The report presented a proposed program of community engagement to inform the review of the IP&R document and a draft timetable that will see Council adopt its new suite of IP&R documents prior to 30 June 2018. A further update was presented to the Finance, Community & Services Committee in April 2018. Separate reports will be presented to the Finance, Community & Services Committee in May to consider the results of the Community Capacity Survey and Community Satisfaction Survey.	Director Corporate Services	30/06/2018	✓

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Strategy 2025: 10.3 Build and foster relationships, strategic networks and work collaboratively with all levels of government, non-government organisations, the private sector and community groups.

Priority: 10.3.1 Work closely with the Southern Sydney Regional Organisation of Councils (SSROC) and other appropriate regional bodies to improve service efficiency and effectiveness and to promote Council's position on matters of common interest.

Priority Progress Comments :

Council continues to work closely with SSROC and other appropriate regional bodies in all areas including ordinary meetings, standing committees and working parties, and will monitor any impacts on the operations of SSROC under the State Government's local government reform program.

Responsible Person :
General Manager

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
10.3.1.1 Continue to actively contribute to the effective operations of SSROC.	In Progress	The Mayor has appointed himself and Cr Maxwell as Council's delegates to the Southern Sydney Regional Organisation of Councils (SSROC) with Cr Wynne as the alternate delegate. Additionally, the Mayor has appointed Cr McEwin as Council's representative on SSROC - Standing Committee 1 (Asset management, public works, waste management and SSROC financial reports) and Cr Silcocks on SSROC Standing Committee 2 (Regional planning, environmental management, transport planning and management and community development). Council staff also participate in a range of SSROC working parties. The SSROC Annual General meeting was held on 16 November 2017 confirming the election of the following Executive for 2017/18 - President: Cr John Faker, Mayor Burwood Council, Senior Vice President: Councillor Kent Johns, Sutherland Shire Council, Junior Vice President: Cr Khal Asfour, Mayor Canterbury-Bankstown Council.	Director Corporate Services	30/06/2018	✓
10.3.1.22 Report to Council on any implications on the operations of SSROC arising from the State Government's Local Government Reform program.	In Progress	With the State Government announcement of no further council mergers, membership of the South Sydney Regional Organisation of Councils (SSROC) is now: Bayside, Burwood, Canterbury-Bankstown, City of Canada Bay, City of Sydney, Georges River, Inner West, Randwick, Sutherland, Waverley and Woollahra Councils. There are no matters arising from the State Government's Local Government Reform Program impacting on SSROC to report on for the March quarter.	Director Corporate Services	30/06/2018	✓

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THEME : Goal 11 COMMUNITY LEADERSHIP AND PARTICIPATION: Well managed Council.

Strategy 2025: 11.1 Facilitate community led decision-making that is open, honest and ethical and benefits the broad community.

Priority: 11.1.1 Undertake community consultation and engagement processes in Council decision-making and the delivery of projects.

Priority Progress Comments :

Council regularly consults with our community on a broad range of issues and programs. Communications staff assists with promoting the engagement process through media, our website, advertising and other promotional opportunities as requested. The extent of promotion is largely guided by the scope and reach of the project, objectives and budget. Engagement planning has commenced to meet legislated requirements for Integrated Planning and Reporting.

Responsible Person :
Manager Communications

Priority: 11.1.2 Provide organisational support systems that facilitate transparent and democratic decision-making.

Priority Progress Comments :

The Governance team continues to provide open access information to meeting files. This is supported by an open meeting process where members of the public can attend Committee meetings and address the Councillors on any matter on the agenda. Council also has a Public Forum session at Council Meetings for anyone to give a three minute address to the Councillors on any matter affecting local government or the local area , except for matters currently being considered by Council. This promotes open transparent decision making. Council's well established and documented processes are continually under review to ensure legislative compliance and to maintain customer focus. Council promotes its decision making activities through the timely availability of meeting agendas and minutes on its website and at Council's Customer Information Centre.

Responsible Person :
Manager Governance &
Council Support

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
11.1.2.6 Provide ongoing reporting to Council and the community on matters arising from the State Government's review of the Local Government Act.	In Progress	The Office of Local Government is reviewing the Local Government Act 1993 in several phases. Phase 1 amendments were introduced and implemented in 2016/17. During the December quarter Council forwarded a submission to the Office of Local Government on the draft new Code of Conduct. Submissions in response to the Office of Local Government's consultation draft new Model Code of Meeting Practice and Guidelines for Councillor Induction and Professional Development were adopted by Council in March and forwarded by the closing date of 16 March 2018.	Director Corporate Services	30/06/2018	✓
11.1.2.7 Report to Council on matters arising from IPART's review of Rating legislation.	In Progress	IPART's website states that its Final Report on the Review of the NSW Local Government Rating System was presented to the Minister for Local Government in December 2016. Qs at 16 April 2018 there has still been no release of information from the State Government regarding IPART's Final Report.	Director Corporate Services	30/06/2018	✓

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Strategy 2025: 11.2 Develop and maintain effective reporting systems that enable Council to measure and report on performance.

Priority: 11.2.1 Ensure Council maintains a transparent and integrated planning and reporting framework that is legislatively compliant and facilitates effective decision-making.

Priority Progress Comments :

Council's current Community Strategic Plan was adopted by Council in June 2013, with the 2017/18 Delivery Program and Operational Plan adopted in June 2017. Following the September 2017 Council Election, Council is now reviewing all of its Integrated Planning & Reporting (IP&R) documents. A number of Actions have been included in the 2017/18 Delivery Program & Operational Plan to ensure a new suite of IP&R documents are adopted prior to 30 June 2018. A report was presented to the Corporate & Works Committee in December detailing a program of community engagement and draft timetable for the required statutory review of Council's IP&R documents following the September 2017 Council Election. A further update was provided to the Finance, Community & Services Committee in April 2018.

Responsible Person :
Director Corporate
Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
11.2.1.1 Monitor Council's compliance with the Integrated Planning & Reporting legislation and Guidelines having regard to the State Government's Local Government Reform Program and review of the Local Government Act.	In Progress	Council's 2016/17 Annual Report was published on our website before the 30 November 2017 deadline. The December quarter progress reports on the Delivery Program & Operational Plan were submitted to the Urban Planning Committee and Community & Environment Committee on 13 February 2018 and the Corporate & Works Committee on 20 February 2018. The March quarter progress reports will be presented to the relevant Committees on 7 May 2018.	Chief Financial Officer	30/06/2018	✓
11.2.1.2 Prepare a new four year Delivery Program in consultation with the community and the newly elected council following the 2017 Local Government Election.	In Progress	The Integrated Planning and Reporting (IP&R) program has continued to progress the development of Council's future plans taking into account Council's plans, and past and ongoing community engagement. An update on the Community Satisfaction Survey and the Community Capacity Study was provided to the Finance, Community and Services Committee in April and will be reported to Council. These reports are now being considered in the development of the new plans including the development of a Social and Cultural Plan which will inform the Community Strategic Plan, three year Delivery Plan and annual Operating Plan (DPOP). Council has also implemented an online engagement website, https://yoursay.woollahra.nsw.gov.au to provide a platform for engaging the community in the development of the Community	Director Corporate Services	30/06/2018	✓

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Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
		Strategic Plan – Our Woollahra vision and aspirations to inform the plan. The Community Satisfaction Survey has been extended to 30 April 2018 to provide additional opportunity for participation. The engagement in April and May will target key issues and opportunities that require community input prior to placing draft plans on exhibition.			
Priority: 11.2.2 Ensure council maintains a strong governance framework by continually reviewing Council policies and procedures for adequacy and currency.					
Priority Progress Comments : The review of corporate and governance policies and procedures is an ongoing process. Policies and procedures are reviewed and where required updated to reflect current legislative and operational changes and best practice processes.				Responsible Person : Manager Governance & Council Support	
Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
11.2.2.45 Conduct an updated internal review of Council's policies, procedures and processes against the Office of Local Government's Promoting Better Practice self-assessment checklist.	Ongoing	The Office of Local Government's Promoting Better Practice Self-Assessment checklist is utilised by Council to ensure continuous improvement and in the review of Policies and Procedures. An internal review of Policies and Procedures in Council's document management system HPE-CM commenced in June 2017. The projects continues in 2017/18 with regular reports provided to Management Executive.	Manager Governance & Council Support	30/06/2018	
Priority: 11.2.3 Report regularly on Council's activities and achievements to the community.					
Priority Progress Comments : Council's activities and events are regularly communicated through a range of mediums including media stories and advertising, social media and direct mail. We are actively engaged with all Council departments to work with them on how best to communicate their activities and achievements . Our website is a popular source of information for residents and visitors to the area and allows us to share dynamic and current content with our community. Council's annual report provides a detailed and public account of what we do and our service priorities.				Responsible Person : Manager Communications	

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Strategy 2025: 11.3 Maintain community access and effective participation in Council committees.

Priority: 11.3.1 Provide effective support to manage the efficient operation of Council and other Committee meetings.

Priority Progress Comments :

Support to Council and Committee meetings includes the preparation of meeting agendas, publishing of agendas and minutes, delivery to the Councillors and to members of the public. Agendas and Minutes are published onto Council's HUB and Council's website within service standards. Post meeting support continues to be provided and includes the distribution of the meeting decisions to staff for the implementation of the decisions of Council and /or Committee Meetings.

Responsible Person :
Manager Governance &
Council Support

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
11.3.1.1 Develop an induction program for newly elected and returning Councillors.	Completed	A Councillor induction program was developed for newly elected Councillors which included a Meet n Greet Session held on 18 September 2017 and Induction Session held on 27 September 2017. Further induction training and briefing sessions were organised for October 2017 which included Code of Conduct Training. The induction program has been supported by the development and rollout of HUB (iPad application) for Councillors for the distribution of Council & Committee business papers, meeting minutes and other documents and information.	Manager Governance & Council Support	30/09/2017	

Priority: 11.3.2 Encourage community representation on subject based sub-committees.

Priority Progress Comments :

The level of community representation on sub-committees is determined by each sub-committee's Terms of Reference. The activities to maximise the benefit of community participation includes a periodic review of the promotion of each sub-committee through Council's website, reviewing the operation of each sub-committee to their adopted Terms of Reference to ensure the conduct of meetings provide the best opportunities for community participation and reviewing the reporting mechanisms of each sub-committee to Council and the community.

Responsible Person :
Manager Governance &
Council Support

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Strategy 2025: 11.4 Maintain Council's strong financial position.

Priority: 11.4.1 Effective management of Council's finances.

Priority Progress Comments :

Council's Financial Statements for the year ended 30 June 2017 were prepared and informally referred for audit. The Statements were considered by the Corporate & Works Committee (C&W) on 21 August 2017, adopting management's recommendation which was subsequently adopted by Council on 28 August 2017. The Financial Statements, together with the Auditor's Reports, will be formally presented to the public at the C&W Committee at the earliest opportunity.

The final results for 2016/17 were very positive with Council achieving an operating surplus of \$14.7m and surplus budget result of \$1.5m. All financial indicators were above benchmark at 30 June 2017.

Revotes and rollovers of incomplete 2016/17 projects and activities were considered by C&W on 7 August 2017 and adopted by Council on 14 August 2017. They were updated into the 2017/18 Budget following adoption by Council.

The December Quarterly Review was presented to the Corporate & Works Committee on 5 February 2018. The Review reported a small reduction in Council's forecast surplus budget result for the year and continues to forecast a satisfactory financial position as at 30 June 2018.

The March Quarterly Budget Review will be presented to the Finance, Community & Services Committee on 7 May 2018.

The March Quarter also saw the preparation of the draft 2018/19 Budget which was presented to the Finance, Community & Services Committee on 9 April 2018.

Responsible Person :
Chief Financial Officer

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
11.4.1.59 Update Council's Long Term Financial Plan to ensure it supports the Strategies and Priorities identified through the review of Council's Community Strategic Plan and the preparation of a new Delivery Program.	In Progress	Council's Long Term Financial Plan has been updated based on the draft 2018/19 budget and will be further updated when the 2018/19 Budget is adopted and presented for consideration by Council in conjunction with the review of Council's Community Strategic Plan and the development of a new Delivery Program based on the draft 2018/19 Budget.	Chief Financial Officer	30/06/2018	✓

Priority: 11.4.2 Manage the leasing and licensing of Council buildings.

Priority Progress Comments :

Property Officers manage the leasing & licencing of Council buildings and ensure that all agreements are attended to in a timely manner.

Responsible Person :
Manager Property & Projects

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Priority: 11.4.3 Implement the outcomes of the Property Assets Study.

Priority Progress Comments :

Property Asset Working Party meetings are held as required and recommendations reported to the Corporate & Works Committee.

Responsible Person :
Manager Property &
Projects

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
11.4.3.2 Undertake the second phase of the redevelopment of the Rose Bay public car parks in Wilberforce Avenue and Ian Street. This phase of the project includes detailed design, review of planning controls, community consultation and commencement of procurement (01276).	In Progress	Planning Proposal report is scheduled to be submitted to Council's Environmental Planning Committee in May 2018. A report regarding the procurement process will be submitted to the Finance, Community & Services Committee following this report.	Manager Property & Projects	30/06/2018	

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Strategy 2025: 11.5 Deliver high quality services that meet customer expectations.

Priority: 11.5.1 Provide the best practice customer services in a timely and professional manner.

Priority Progress Comments :

Customer information activities and initiatives this quarter include the continuation of monthly team meetings and the implementation of the agreed team mission statement. Call monitoring has continued on a regular basis.

Responsible Person :
Executive Coordinator
Customer Information

Statistics March quarter 17/18: Statistics March Quarter 16/17: Statistics Year to Date: 17/18:

- | | | |
|---------------------------|--------------------------|--------------------------|
| • DA's & CDC's - 213 | • DA's & CDC's – 222 | • DA's & CDC's - 730 |
| • Calls - 18, 953 | • Calls – 22,789 | • Calls - 60,370 |
| • Service level – 92.75 % | • Service level – 84 .5% | • Service level - 89.5% |
| • Visitor Permits – 191 | • Visitor permits – 195 | • Visitor permits - 666 |
| • Parking Permits – 1507 | • Parking permits – 1495 | • Parking Permits - 4064 |

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
11.5.1.23 Investigate opportunities to provide Council-wide customer service response at the new Double Bay Library.	In Progress	A draft scope for this project and has been discussed with the new Director of Community Development.	Executive Coordinator Customer Information	30/06/2018	✓

Priority: 11.5.2 Provide for the effective planning and delivery of information technology services to enable efficient services to the community.

Priority Progress Comments :

NA

Responsible Person :
Chief Information Officer

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
11.5.2.8 Review Council's 5 year Information Technology Strategy to ensure our electronic business systems continue to meet operational needs and community expectations.	Ongoing	A formal review of the Information Technology Strategy is scheduled for later in the financial year. Information technology activity for the March quarter setting up new projects, specifically 3D modelling for planning purposes and the completion of mobile carrier changeover.	Chief Information Officer	31/03/2018	✓
11.5.2.9 Continued staged implementation of Council's EDRMS to integrate with other corporate systems.	Not commenced	No project initiatives were scheduled for the 3rd quarter.	Chief Information Officer	30/06/2018	✓

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Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
Priority: 11.5.3 Maintain a highly skilled, productive, committed and customer focused workforce.					
Priority Progress Comments : During the quarter the department returned to full strength allowing a number of important programs to be started or refreshed. In L&D we developed new programs addressing workplace supervision and mental health awareness (the latter in conjunction with Risk). A major project to replace our existing HRMIS was commenced. We completed the 4 Year Workforce Plan in draft. The payroll annual audit proceeded without qualification. On the industrial relations front we continue to enjoy a stable workplace with few issues. We recruited 25 new starters from 321 applications for 29 vacancies. Staff turnover continues to be at a satisfactory level.			Responsible Person : Manager Organisational Development & Human Resources		
Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
11.5.3.1 Continue to promote customer service excellence across all areas of Council's operations.	In Progress	Regular meetings are attended and feedback provided to all departments.	Executive Coordinator Customer Information	30/06/2018	✓
11.5.3.2 Promote and coordinate the Best Service Program as an integral part of council's approach to business, by strengthening the capacity of all departments to integrate continuous improvement techniques in their ongoing business operations.	Ongoing	The presentation on Best Service at induction has been reviewed and updated. We are updating our promotional material.	Manager Organisational Development & Human Resources	30/06/2018	✓
11.5.3.6 Ongoing monitoring and review of Council's Best People Program as part of our 4 Year Workforce Management Plan and promote initiatives in line with the plan's four objectives - Staff Engagement, Skills and Productivity, Best use of Resources and Corporate Brand.	In Progress	Workforce planning was completed during the quarter as was the draft 4 Year Workforce Plan.	Manager Organisational Development & Human Resources	30/06/2018	✓

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March 2018

Quarterly Progress Report

Strategy 2025: 11.6 Minimise risk for Council and the community.

Priority: 11.6.1 *Maintain a risk management framework that achieves best practice in managing risks associated with Council's business activities.*

Priority Progress Comments :

The Council has in place a Risk Management Framework for 2016 to 2021. In responding to this Framework each Council Department is required to have its own Risk Management Plan which is reviewed annually and progress is reported on a quarterly basis.

Responsible Person :
Manager Business
Assurance & Risk

Priority: 11.6.2 *Maintain a corporate wide Business Assurance Framework to manage our systems/processes and risks to improve and protect Council's current and future performance.*

Priority Progress Comments :

Council maintains an industry leading Business Assurance and Risk Management Framework that includes the operation of a high functioning Audit & Assurance Committee and a comprehensive Internal Audit Program. The five lines of defence that comprise Council's Business Assurance Framework are: (1) Management; (2) Strategic Framework; (3) Audit Services; (4) Audit & Assurance Committee; (5) Corporate & Works Committee/Council. Council has an Audit Management Software System to monitor our progress on the implementation of audit recommendations, to plan for future audits and to provide executive reports to management and the Audit & Assurance Committee.

Responsible Person :
Director Corporate
Services

Actions	Status	Progress Comments	Responsible Person	Target Date	Comment Updated
11.6.2.39 Develop in consultation with Council's consulting Internal Auditor a rolling three year internal audit program 2018 to 2021 for approval by the Audit & Assurance Committee.	In Progress	Draft Plan prepared and was submitted to Audit & Assurance Committee meeting in February 2018.	Manager Business Assurance & Risk	30/06/2018	✓

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Goals:	1, 2, 3, 5, 6, 10 & 11			
Issue	Action	Date of NOM	Status	Comments
Skate Park	A report on possible implementation of skate boarding facilities in Paddington to cater for 8-14 y/o.	22 Apr 2013	<u>In progress</u>	On 26 February 2018, the Community and Environment Committee resolved the following resolution; A. That a concept plan be prepared for a Youth Recreation Facility at the location identified as Option 3 in this report. B. That the proposal for a Youth Recreation Facility based on the draft concept plan be placed on public exhibition for comment. C. A further report on the public exhibition be presented to Council. We have engaged Convic designers to undertake a concept plan at the new resolved location. Once this has been completed we will go out to further consultation on the design. (Paul Fraser)
Free Wi-Fi in the Rose Bay Commercial Centre and Watsons Bay (including all tourist areas, parks and commercial areas).	A. That Woollahra Municipal Council investigate the implementation of free Wi-Fi in the Rose Bay Commercial Centre and Watsons Bay (including all tourist areas, parks and commercial areas). B. A report outlining an implementation strategy and costs to be provided to a Community and Environment Committee meeting by the end of June 2016 (This report can utilise the findings and strategy used for the roll out of free Wi-Fi in Double Bay).	9 May 2016	<u>Completed</u>	Refer to comments outlined in NOM Free Wi-Fi In Commercial Hubs below. (Nabil Saleh)
Bin in Foster Park	That Council installs a bin on the New South Head Road side of Foster Par, Woollahra to support the ongoing cleanliness and enjoyment of the park.	29 May 2017	<u>Completed</u>	The Foster Park bin has been installed and Council's Redleaf Gardener is emptying throughout the week. Since installation we have been having some issues with residential waste being dumped into and around



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				the bin requiring additional workload. We will continue to monitor the situation. (Paul Fraser)
Marriage Equality	<p>THAT the Council:</p> <ol style="list-style-type: none"> 1. Acknowledges the contribution of the lesbian, gay, bisexual, transgender & intersex (LGBTI) community to Woollahra; 2. Commends Federal Liberal Party Senator Dean Smith's work to progress with marriage equality through a parliamentary vote; 3. Notes the importance of all citizens being treated equally and fairly by the Commonwealth Marriage Act; 4. Notes the importance of all members of Commonwealth parliament being able to vote freely and according to their conscience on this matter; 5. Affirms Council's commitment to fly the Pride flag during Mardi Gras Celebrations. 	24 Jul 2017	Completed	<p>Letter signed by the Mayor and emailed off to the Prime Minister and also Opposition Leader on 8 August 2017.</p> <p>(Patricia Vella)</p>
Marriage Equality	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. Notes its longstanding and ongoing support for marriage equality in Australia; and 2. Resolves to fly the Rainbow Flag at Council chambers throughout any postal plebiscite ballot voting period. 	28 Aug 2017	Completed	<p>The Rainbow Flag is being flown at Council Chambers and will continue to be flown during the Postal Plebiscite Ballot Voting Period (i.e. from Tuesday 12 September 2017 to Tuesday 7 November 2017).</p> <p>(Helen Tola)</p>
Northland Road	<p>THAT Council Requests staff to prepare a report exploring the possibility of closing a portion of Northland Road where it adjoins Cooper Park Road, including but not limited to consideration of the following:</p> <ol style="list-style-type: none"> 1. Traffic impacts and traffic safety in all surrounding streets; 	24 Jul 2017	In progress	<p>A report will be presented to Council's Community and Environment Committee on 12 February 2018.</p>



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	2. Any benefits to increasing public open space; 3. Options to survey local residents to certain support for any proposal for permanent closure; and 4. Any other relevant matters.			(Aurelio Lindaya)
Youth Facilities At Rushcutters Bay	THAT Council: 1. Notes its decision of 1 May 2017 regarding Youth Facilities at Rushcutters Bay and progress to date towards providing facilities through collaboration with Centennial Park. 2. Requests staff to prepare a report, based on the needs analysis and survey data contained in the CONVIC report presented to Community & Environment Committee on 10 April 2017, to provide options to council to progress the provision of facilities for Woollahra's young people aged 8-14 years old, with respect to the following: a. Identify multiple further options within Rushcutters Bay Park, including the south-western portion of the park adjacent to New South Head Road, to locate youth facilities, including for scooters and skaters; b. ensure all identified locations require the removal of no established trees nor the removal of excessive green open space; c. ensure all identified locations have capacity for soft landscaping around the siting of youth facilities; and	16 Oct 2017	In progress	A follow up report will be presented to the Community & Environment Committee on the 26 February 2018. (Paul Fraser)



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Issue	Action	Date of NOM	Status	Comments
	d. provide options to council to progress a proposal once a suitable location is selected.			
Andrew Petrie	THAT in recognition of 26 years as a Councillor and 5 terms as Mayor, Woollahra Council express its thanks and appreciation to former Councillor Andrew Petrie for his service and contribution to the Council and to the community with an appropriate function to be hosted by the Mayor at a time and location early in 2018.	16 Oct 2017	Completed	Event organised for 9 March 2018. (Patricia Vella)
Free Wi-Fi In Commercial Hubs	THAT Council investigate introducing free Wi-Fi in commercial hubs in the Woollahra Municipality and prepares a report outlining the benefits and costs, priorities in relation to the unique circumstances and needs of each of the areas and consequential implementation strategy to be presented to a Community and Environment Committee meeting by the end of December 2017. Areas for specific investigation include, but not limited to: a. Bellevue Hill shops between Riddell Street and Victoria Road, Bellevue Hill; b. Plumer Road, Rose Bay; c. Queen Street from Oxford Street to Kilminster Lane, Woollahra; d. Edgecliff Road between Bathurst Street and Adelaide Street, Woollahra; and e. Five Ways, Paddington.	16 Oct 2017	Completed	Report presented to Corporate & Works Committee in December 2017. Currently in the process of preparing tender documents for the provision of WIFI in commercial centres. (Nabil Saleh)
Constables Cottage, Camp Cove	THAT Council resolve to request a meeting of staff, the Mayor and Councillor Cullen meet with Gabrielle Upton, MP for Vaucluse and Minster for the Environment to discuss future management options for Constables Cottage, Camp Cove. Options to be discussed should include;	13 Nov 2017	In progress	In progress.



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	<ol style="list-style-type: none"> 1. The transfer of Management of the Constables Cottage site from National Parks and Wildlife Service to Woollahra Council; 2. Operation of the site as a low intensity kiosk/café to service users of Camp Cove Beach; and 3. Removal and replacement of the existing toilet block. 			(Patricia Vella)
Darling Point Ferry at McKell Park	That Council staff prepare a report assessing whether access points to the Darling Point ferry at McKell Park comply with the Disability Discrimination Act (DDA) specifically ensuring that in the event of the assessment finding there is non-compliance at the access points that the report identifies means by which compliance can be achieved and the costs associated with such.	13 Nov 2017	<u>In progress</u>	<p>Council has engaged an all-ability access consultant to assess McKell Park. A site meeting has been held and we are awaiting their report and recommendations. Once we have reviewed the report we will present a follow up report to the relevant committee.</p> <p>(Paul Fraser)</p>



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Issue	Action	Date of NOM	Status	Comments
Grafton Street Car Park	To evaluate the feasibility of retaining the Grafton Street Car Park	24 Nov 2014	<u>In progress</u>	A report will be submitted to the Property Assets Working Party once the necessary information has been collated. We have commenced this action and are in the process of inviting quotations from consultants. (Zubin Marolia)
Councillor Fees	That Council: A. Notes its decision of 25 May 2015 to allocate savings from Councillor fees and expenses made available due to the resignations of Cr Anthony Boskovitz and Cr Elena Wise, to the wards of Vacluse and Paddington for expenditure on local projects determined in consultation with the Mayor and remaining ward Councillors. B. Confirms that this arrangement was intended to extend for the remainder of the Council term, and thus beyond the budget year 2015-16.	14 Aug 2017	<u>Completed</u>	Actioned in September 2017 budget review. (Don Johnston)
Possibility of closing a portion of James Street where James Street intersects with Moncur Street.	THAT staff prepare a report exploring the possibility of closing a portion of James Street where James Street intersects with Moncur Street (the one way direction would need to change so that the entry to James Street is from Victoria Avenue), including but not limited to consideration of the following: 1. Traffic impacts and traffic safety in all surrounding streets; 2. Any benefits to increasing public open space; 3. Options to survey local residents to ascertain support for any proposal for permanent closure; and	16 Oct 2017	<u>In progress</u>	Investigations are underway. A meeting with local residents was held in January 2018. Traffic Intersection Counts were undertaken at the end of March and is being analysed by Council's Traffic Engineers. Once the investigations are complete, a report will be prepared for the Woollahra Traffic Committee. (Aurelio Lindaya)



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	4. Any other relevant matters including increased parking and the provision of street trees.			
Vaucluse Bowling Club Greens And Adjacent Areas	<p>THAT Woollahra Council investigate and report to the Corporate & Works Committee on the viability of Council making a submission to the NSW Government for Council to manage by way of long term lease or ownership the Vaucluse Bowling Club greens and adjacent areas (including the tennis courts and gardens).</p> <p>This report is to consider:</p> <ol style="list-style-type: none"> 1. that Council recognises the importance in protecting Vaucluse Bowling Club as a community asset; 2. the viability of long term leasing or accepting a transfer of ownership of this Crown Land to Woollahra Council; 3. the suitability of this Crown Land to provide economic, social and cultural benefits for the local community including the potential for an upgrade to make 4 to 6 multi-use courts (tennis/basketball/handball/netball courts) and an upgrade of the built structures for further community use, and 4. any short term and long term budgetary issues. 	16 October 2017	<u>In progress</u>	<p>As previously reported, the Director Technical Services commenced discussions with representatives of Department of Primary Industries – Crown Lands and the Vaucluse Bowling Club in late 2017. These discussions were suspended through early 2018 as the Club was seeking written confirmation from the Department that discussions with Council could proceed. This confirmation has now been received and discussions have re-commenced. It is anticipated that a report on the matter will be brought to FC&S Committee in the next quarter.</p> <p>(Tom O'Hanlon)</p>
New Sub-Committee Focussing On Small Business	<p>A. THAT a new sub-committee be formed that focusses on 'small business' and 'start-ups'.</p> <p>B. THAT The Mayor, in consultation with the General Manager, is charged with determining the Terms of Reference, scope and constitution of this new sub-committee so that it is able to convene as soon as possible.</p>	30 October 2017	<u>In progress</u>	<p>A response is being formulated with regard to the Terms of Reference, scope and constitution for the sub-committee.</p> <p>(Peter Kauter)</p>



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Management of Dockless Share Bikes	<p>That Council:</p> <ol style="list-style-type: none"> Notes the progress of the SSROC working group on the development of a regional response to the management of dockless share bikes, noting in particular that a set of guidelines is being developed for consideration by SSROC Mayors at the end of November. Resolves that, if no resolution on the regional approach is achieved at the November meeting, Council staff move quickly to develop an interim set of guidelines which will serve the Woollahra LGA until such time as a regional response is agreed by the SSROC Mayors. 	27 November 2017	In progress	<p>An agreement has not yet been reached via SSROC. However, a standard set of guidelines for the management of Dockless Bike Share has been developed by a group of six Councils, including Woollahra, Waverley, Randwick, Inner West, Canada Bay and City of Sydney.</p> <p>These guidelines set out minimum standards and expectations for dockless bike share operations in Sydney and have been in place from 22 December 2017. SSROC are continuing with the development of a set of regional guidelines, which will potentially incorporate the standards already developed by the six-Council group.</p> <p>The effectiveness of the guidelines are being monitored by all six Council's and discussions continue with the six inner Sydney Councils and SSROC.</p> <p>(Aurelio Lindaya)</p>
Double Bay and Districts Business Chamber - Business Plan and funding submission for 2017/2018	<p>A. THAT the Council, in response to the Double Bay and Districts Chamber (Chamber) request for funding for 2017/18, agree to provide the \$80,000 of funding to assist the Chamber in carrying out the 2017/2018 Actions identified in the Double Bay and Chamber of Commerce Business Plan 2015 to 2018 and update 2017/2018.</p> <p>B. THAT Council provides \$72,000, being 90% of the approved funding now to the Chamber, with the remaining \$8,000, being 10%, withheld pending the</p>	18 December 2017	In progress	<p>In accordance with part B of the resolution \$72,000 was provided to the Double Bay & Districts Business Chamber on 19 December 2017.</p> <p>A satisfactory mid-stream report has been submitted. Payment of the remaining \$8,000 pending receipt of a tax invoice.</p> <p>The Business Plan referred to in part C has been submitted.</p>



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	<p>Chamber submitting a satisfactory mid-stream report on its activities.</p> <p>C. THAT Council notes the intention of the Double Bay and Districts Business Chamber to prepare a longer term Business Plan that will include ways to reduce funding and delivery of proposed activities in Double Bay.</p> <p>D. THAT in response to part C above, the Double Bay and Districts Business Chamber be advised Council requests that the Business Plan be submitted to Council before 31 March 2018 to enable the Council to consider its position in relation to funding of the Chamber for 2018/19 and future years having regard to community benefits demonstrated in the plan.</p>			(Peter Kauter)
30 Minute Free Parking within The Double Bay	<p>A. THAT staff prepares a report on the potential of 15 or 30 minutes free parking within the Double Bay Town Centre and surrounding residential streets where applicable.</p> <p>B. THAT in preparing the report, consideration of the following matters be included:</p> <ol style="list-style-type: none"> Determine the loss to Council from a reduction in revenue associated with the introduction of 15 or 30 minute free parking and compare this with the potential economic enhancement to the Double Bay Town Centre that may occur from the change. Undertake a survey of stakeholders in the Double Bay Town Centre, including business 	12 Feb 2018	Completed	<p>The matter was reported to Council's Finance, Community and Services Committee on 9 April 2018 and a recommendation to introduce a 15 minute free ticket parking trial at all metered parking areas in Double Bay was endorsed by Council at its meeting on 23 April 2018.</p> <p>(Aurelio Lindaya)</p>



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	owners (and the Double Bay Chamber of Commerce) and residents, to gain feedback of the introduction of 15 or 30 minute free parking.			
Woollahra Business Chamber	<p>A. THAT staff expedite the preparation of guidelines (by 31 March 2018) to ensure transparency and consistency in the delivery of funding for our Woollahra Business Chambers, that provide a standardised approach to funding requests, which should include timing, KPIs, reporting and acquittals etc. The guidelines are to be submitted to the Corporate & Works Committee for consideration and outline how and when funding should be requested, and what is required in regard to reporting back to Council.</p> <p>B. THAT a request form be prepared for use by the various Woollahra Business Chambers which seeks the to identify the level of funding sort and other support or other requirements being sort (e.g. in kind support) from the chambers to standardised the process.</p>	12 Feb 2018	Completed	<p>A report was prepared for the Corporate & Works Committee meeting scheduled for 19 March 2018, together with draft guidelines. The report is now scheduled to be on the agenda of the Finance, Community & Services Committee meeting to be held on 7 May 2018, due to changes to the committee structure.</p> <p>(Peter Kauter)</p>
Bees	<p>THAT Council:</p> <ol style="list-style-type: none"> Note the vital role bees play in our ecosystem and food chain. Support the establishment and existence of both domesticated and wild beehives within the Woollahra LGA. Adopt as policy the following, in relation to beehives: 	26 Feb 2018	Completed	<p>Staff have contacted the Amateur Beekeepers Association and local Apiarists so that we have a list of people to ask advice regarding local beehives. A procedure for when a beehive presents a risk to public safety is in place.</p> <p>(Paul Fraser)</p>



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Issue	Action	Date of NOM	Status	Comments
	<ul style="list-style-type: none"> i) acknowledge the establishment of beehives in the local area as being a vital part of our ecosystem and a positive sign that our ecosystem is healthy and able to support bee populations. ii) encourage local residents to plant plants that will support both European honey bees and native bees, cease using pesticides that harm local bee populations and build and host bee hotels (housing for native bees) iii) establish ties with local apiarists and/or the Amateur Beekeepers Association of NSW Inc so that the Council has a list of apiarists it can call in the event of requiring advice regarding local beehives; iv) a procedure for when bee hives are reported to Council and staff are of the opinion that the beehive presents a risk to public safety - being that staff will, except in exceptional circumstances, first contact local apiarists and/or the Amateur Beekeepers Association of NSW Inc. to give effect to options for hive relocation or removal; v) destruction of beehives is an option of last resort and the use of poison to kill bees is only carried out after the Council has received advice from an apiarist that the bees cannot be relocated. 			
Single-Use Plastics	<p>THAT Council:</p> <ol style="list-style-type: none"> Notes the public forum presentation at the Council meeting of 26 February 2018, made by Climate Action 	12 Mar 2018	In progress	Plastic bags and other soft plastic packaging can be taken to Woolworths or Coles – serviced by REDcycle who cannot take further customers and encourage use of their existing network.



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	<p>Eastern Suburbs on the impacts of single-use plastics and marine pollution.</p> <p>2. Notes progress in the United Kingdom towards reducing single-use plastics, in particular the advocacy of Her Majesty the Queen, His Royal Highness the Prince of Wales and Sir David Attenborough.</p> <p>3. Adopts as Council policy that all local festivals and events that Council sponsors, endorses and/or participates in, be free of single-use plastic.</p> <p>4. Request staff to prepare guidelines for event organisers around what constitutes single use plastic items, including but not limited to plastic drink bottles, glasses, cutlery and plastic bags.</p> <p>5. Request staff to investigate and implement at all appropriate Council assets and properties a receptacle or depot, for the collection of single use plastic and investigates means by which this plastic can be forwarded to those companies or organisations who recycle it.</p>			<p>REPLAS who manufacture items from plastic – park bench, fencing, council furniture etc buy plastic for their operations, but do not offer a service for collection.</p> <p>Mark Ramsay</p>

Item No: D9 Delegated to Committee
Subject: **CLOSING AND SALE OF ROAD RESERVE - 22A VAUCLUSE ROAD, VAUCLUSE (SC3777)**
Author: Anthony Sheedy, Senior Property Officer
Approvers: Zubin Marolia, Manager - Property & Projects
Tom O'Hanlon, Director - Technical Services
File No: 18/28096
Reason for Report: To consider the closing and sale of road reserve adjoining 22A Vaucluse Road, Vaucluse

Recommendation:

- A. THAT the subject portion of road reserve adjoining 22A Vaucluse Road, Vaucluse be valued by a registered valuer for its current 'add on' sale price value to the adjoining owner.
- B. THAT the sale to be subject to the owner of 22A Vaucluse Road, entering into a height limiting covenant for the trees; and a drainage easement for Council's access to the storm water pipe infrastructure.
- C. THAT a further report be submitted to Council.

Background:

The owner of 22A Vaucluse Road, Vaucluse has made a request to purchase a portion of the road reserve adjoining their property. The subject road reserve of approximately 75sqm comprises a deep ravine and creek bed/ watercourse adjoining No 22, which is connected to the existing Vaucluse Road storm water drainage system. Adjacent to the road level boundary fence, there is a sheer drop in excess of 2m to the creek bed and this land cannot be accessed by the public. Another portion of the same road reserve but on more level ground; contains Council trees, and encroaching structures of low rise retaining walls, part block sandstone boundary wall and landscape gardening (see Annexures 1, 2, and 3).

Council's Team Leader of Infrastructure Asset Management has inspected the subject road reserve; and advised that this land includes an encroaching wall structure and below the land is Council's storm water infrastructure, which is active. The Team Leader is satisfied that this portion of Vaucluse Road can be sold and is surplus to Council's requirements. However, this sale is on the condition that the portion of land to be sold also includes the encroaching wall in its entirety and Council having full access to service its storm water pipe infrastructure.

A large section of the block sandstone boundary wall is also on the owner's private land. Because the boundary wall as a whole was crumbling and in need of repair, the owner lodged a Development Application DA 317/2013 in late 2013 for its reconstruction; including proposed improvement of the storm water drainage in the creek bed / watercourse, and associated garden landscaping. Improved storm water drainage in this area of road reserve will benefit both the Community and the private landowner; as the proposed works include the laying of new pipelines at the adjoining owner's cost in the creek bed, to better control the heavy storm water flows experienced in this part of Vaucluse.

Consent for the works was initially refused by Council, but on appeal to the Land & Environment Court, consent was granted subject to conditions on 6 May 2015. Following the successful appeal by the owner, an initial report was submitted to the Corporate & Works Committee, which resolved on 19 June 2017 as follows:

- A. *That the proposal to sell a section of road reserve adjoining 22A Vacluse Road, Vacluse be advertised and notified to adjoining properties.*
- B. *That a further report be submitted to the Committee.*

Consultation:

Pursuant to Council's resolution, an advertisement was placed in the Wentworth Courier on 17 July 2017, calling for any submissions to be made in regards to the proposed road closure and sale. Neighbours surrounding the subject land were also advised by letter, including a plan, detailing Council's proposal to close and sell the portion of road reserve to the adjoining 22A Vacluse Road.

At the close of the advertising period, Council received one letter of conditional objection to the proposal from the adjacent and previous owner of No. 15 Vacluse Road. This previous owner had also objected to the Development Application, DA 317/2013/1 submitted by the owner No. 22A. The Land & Environment Court recognised their issues in 2015, where a tree height restriction of RL 41.490m was set in the DA consent condition C.1 (a) by Court Order, as follows:

- (a) *The proposed hedge Ficus Hilli as indicated on Landscape Plans MB_22A_01 and MB_22A_05 Issue E by Miles Baldwin Design dated 04/2015 shall have a maximum height of RL 41.490.*

The previous owner of No.15 in their letter to Council dated 15 August 2017 expressed concerns regarding the loss of views from their property. Their objection was in regard to the maintenance of tree heights on the road reserve so that their harbour views would be preserved. They stated that should the road closure and sale proceed, it would reduce Council's control over the land. They want the trees to be regularly trimmed, so they do not exceed the prescribed maximum height and that failure of the owner to maintain the tree heights would result in the Council undertaking the trimming at the owner No. 22 A's cost.

The footpath level adjoining No 22A has an RL height of 35m; so given the tree height limit of RL 41.49m, this would result in an estimated maximum tree height of 6.49m for privacy screening to the owner (see Annexure 4).

The objection of the previous owner of No. 15 was conditional and would be withdrawn if their requirement was met for any plants and trees existing on the land or planted in the future not exceeding a maximum height relative level (RL) being RL 41.490 m above sea level. If any existing plant or trees exceed that height they need to be trimmed, so they don't exceed that maximum RL. Also an additional condition is required; that failure to maintain the trees will result in the Council undertaking the trimming at the owner No 22A's cost.

Because of the recent ownership change of No. 15, Council's Property staff wrote to the new owner on 12 April 2018, attaching a plan of the subject road reserve and explaining the proposal to close and sell a portion of Vacluse road reserve adjoining 22A Vacluse Rd. The owner No 15 was informed in the letter that the owner 22A has agreed to enter into a height limiting covenant in regards to the subject road reserve tree height. We requested their comments and any requirements in relation to the proposal. To date we have not received a response from the new owner.

Proposal:

The owner of 22A Vacluse Road is required to formalise the encroachment of the subject road reserve in accordance with Council's Policy on Encroachments, so that they may reconstruct the boundary wall, and undertake necessary drainage works including garden landscaping in accordance with DA 317/2013.

Notwithstanding the above development assessment issues regarding DA 317/2013, the Finance, Community and Services Committee determines only land ownership matters. Council practice is to control land use through development consent conditions. In exceptional cases where that is not possible, a covenant which transfers with the land ownership may be included as a condition of the sale.

When all the site factors are considered we believe that it is better to sell the road reserve portion, but subject to a covenant controlling the tree height.

This land is surplus to Council requirements and it is considered appropriate that the Council sells this subject road reserve, at the 'add on' sale price to the adjoining owner as determined by an independent registered Valuer.

The owner of 22A Vacluse Road, Vacluse has agreed to enter into a covenant that would limit the tree height on the subject land to a maximum of RL 41.49m, including that failure by the owner to perform the maintenance obligations of such covenant would result in the Council undertaking the trimming at the owner No 22A's cost. They have also agreed to pay all Council's costs in connection with the purchase of the subject road reserve portion.

Conclusion:

The owner of 22A Vacluse Road, Vacluse has made a request to Council to purchase an estimated 75sqm road reserve parcel, subject to a final survey. The proposal was publically advertised on 17 July 2017 and one conditional objection was received in regards to limiting the tree height on the subject reserve for harbour view preservation.

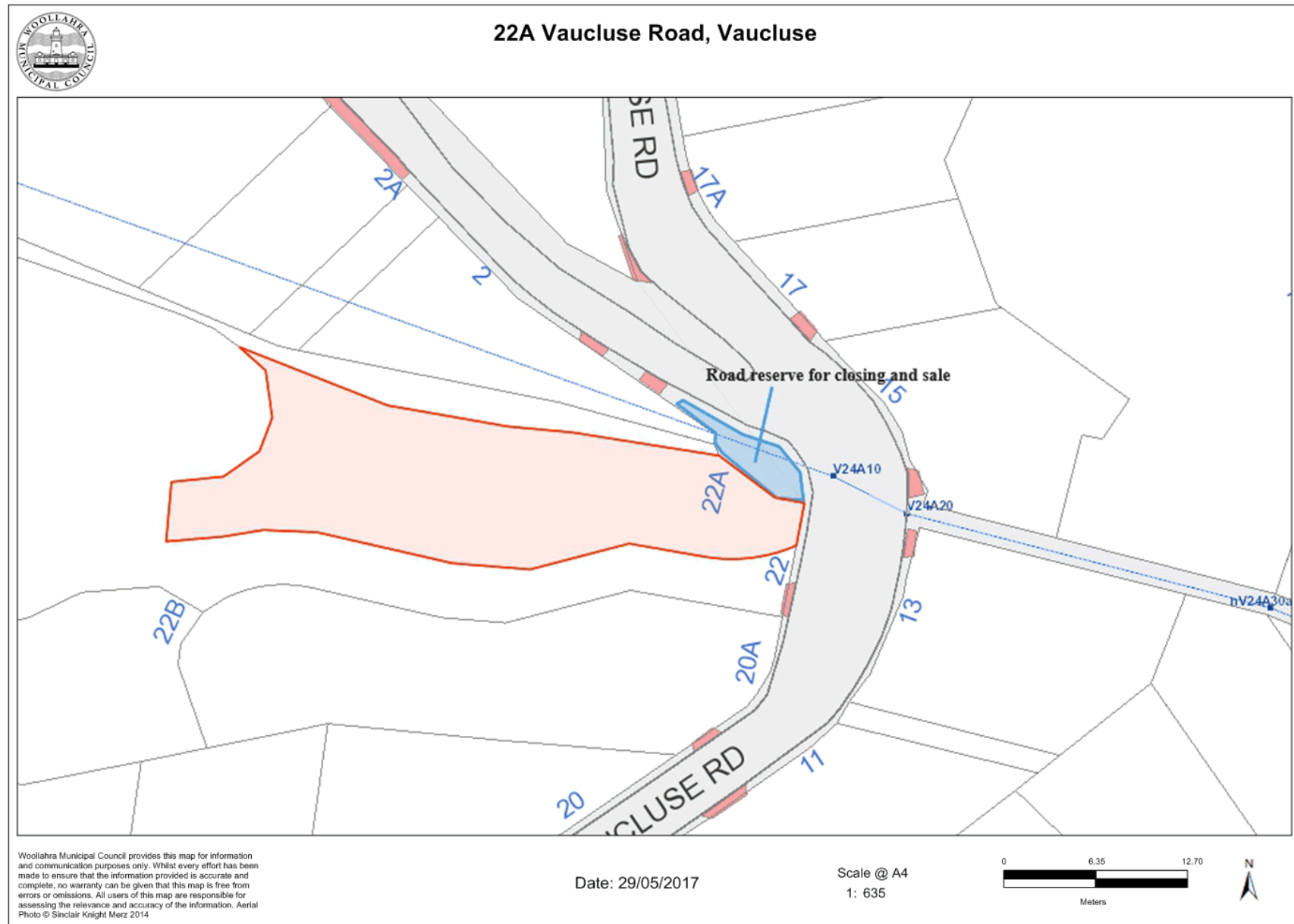
Property staff recommend that this sale be conditional upon the owner entering into a height limiting covenant for the trees on the subject road reserve, being limited to a height of RL 41.49m; and including the maintenance obligations of the owner. The owner has agreed to enter into a Covenant with these conditions. The owner must also enter into an easement with Council allowing for access to the storm water pipe infrastructure.

It is recommended that the proposed existing and new encroachment comprising the reconstructed boundary wall, improved drainage works in the creek bed, and garden landscaping in accordance with DA 317/2013 are formalised by the owner purchasing the subject road reserve at the current 'add on' value to the adjoining owner as determined by an independent registered Valuer.

In accordance with Council's policy and procedure for the Sale of Council Land, the next step is to arrange a valuation of the proposal and a further report be submitted.

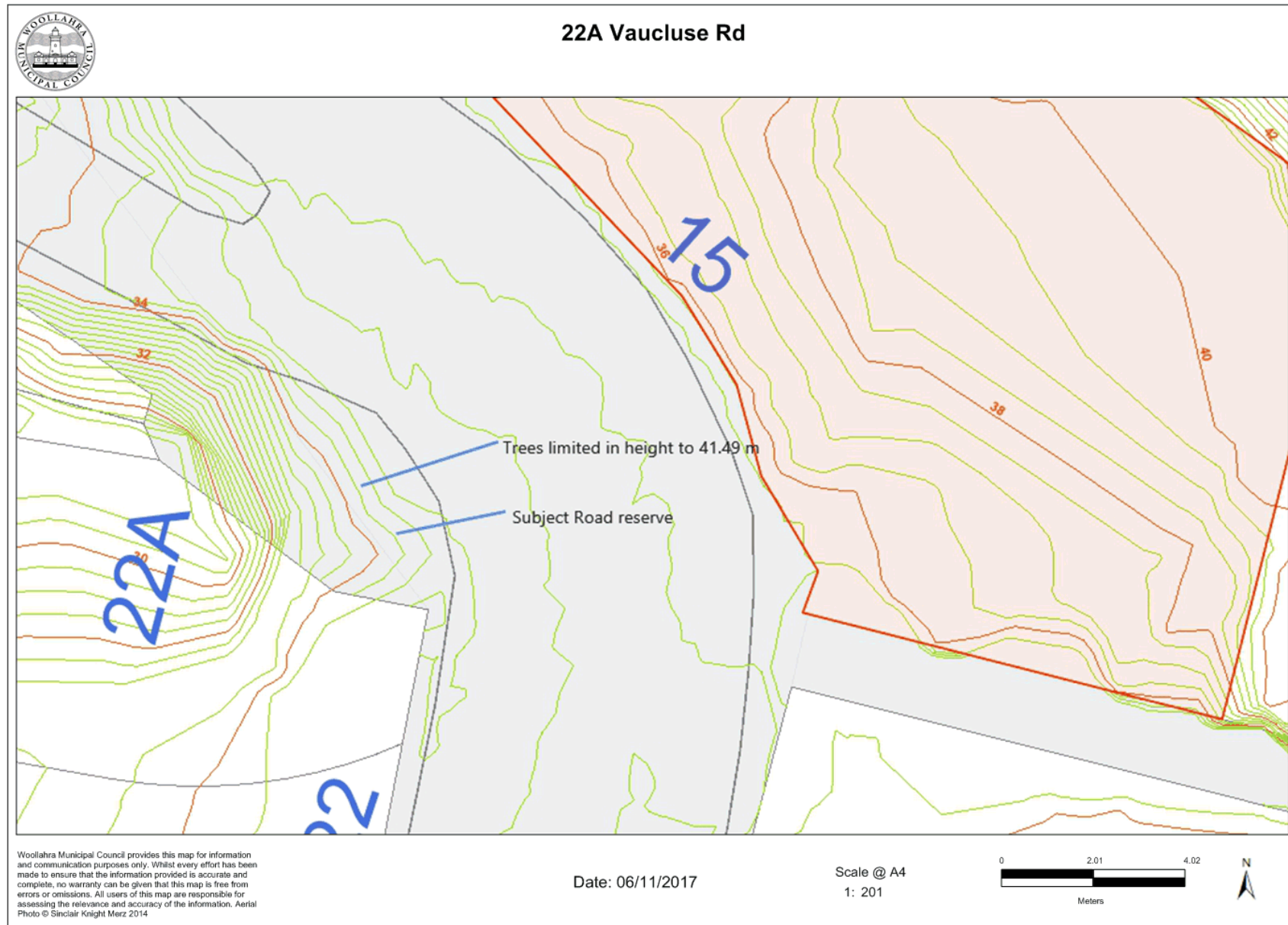
Annexures

1. Cadastral plan of road reserve for closing and sale [↓](#)
2. Aerial view of road reserve for closing and sale [↓](#)
3. Site photos of subject road reserve [↓](#)
4. Contour map showing relative levels within the road reserve [↓](#)









Item No: D10 Delegated to Committee
Subject: **CLOSING AND SALE OF ROAD RESERVE ADJOINING 42 CRANBROOK ROAD , BELLEVUE HILL**
Author: Anthony Sheedy, Senior Property Officer
Approvers: Zubin Marolia, Manager - Property & Projects
Tom O'Hanlon, Director - Technical Services
File No: 18/63855
Reason for Report: To consider the closing and sale of road reserve adjoining 42 Cranbrook Road, Bellevue Hill.

Recommendation:

- A. THAT the site be inspected prior to the Finance, and Community Services Committee meeting of 4 June 2018.
- B. THAT a further report be submitted to the Committee.

Background:

The owner of 42 Cranbrook Road has a road lease with Council, in regards to their alienation of the adjoining road reserve for private use and for encroaching structures. They have recently made a request to purchase the said portion of the Cranbrook Road reserve adjoining their property.

The subject road reserve area is rectangular in shape, being some 18m wide and depth of 7m. It is an estimated 120 sqm in size subject to final survey (see Annexure 1 & 2). An owner of No 42 has placed encroaching structures on the land comprising a 1.8m high timber boundary fence, part of a masonry double garage, two gates including a gatehouse, stairs, and landscape vegetation.

Council's Team Leader of Infrastructure Asset Management inspected the subject road reserve, and in their email dated 9 March 2018 noted that the subject land contained private structures upon Council land. There are no Council infrastructure assets within the subject parcel of road reserve, and no road widening is planned. They were satisfied that there is no engineering impediment to the sale of this portion of Cranbrook Road.

Proposal:

The owner wants to purchase the subject road reserve area to provide for secure private access and motor vehicle garaging (see site photos).

There is significant precedent in this street for road reserve sales as Council has previously sold or is in the process of selling road reserve to the adjoining owners of 6-8, 12A, 18, 20, 22, 30, 38, 44, 48, and 50 Cranbrook Road, Bellevue Hill (see Annexure 4).

Because the land has been leased from Council for many years and provides for private access and is surplus to Council requirements; it is considered appropriate that the owner purchase the subject road reserve at the current 'add on' sale price as determined by valuation.

The owner of 42 Cranbrook Rd, Bellevue Hill has agreed to pay all Council's costs in connection with the purchase of the subject road reserve portion.

Conclusion:

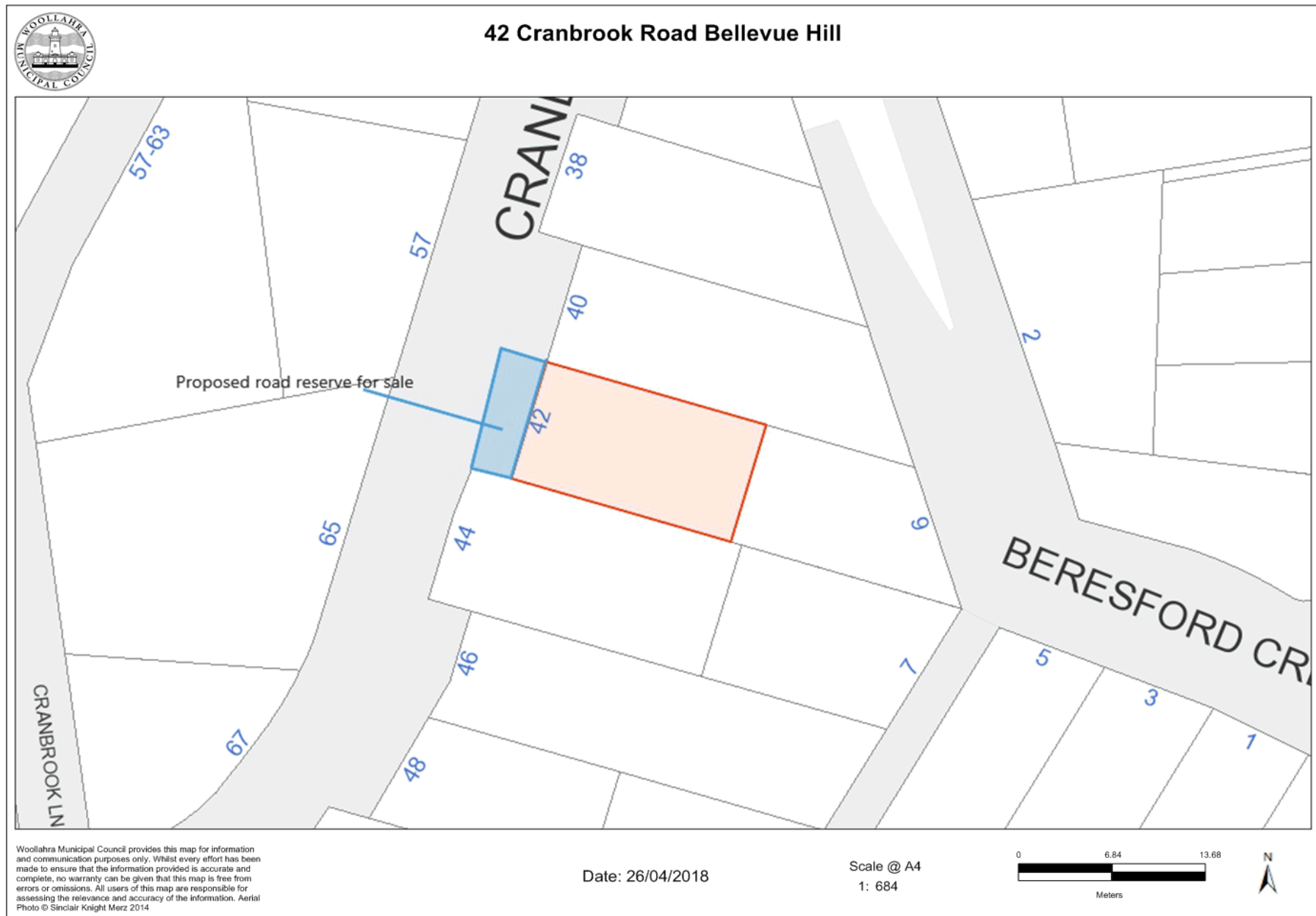
The owner of 42 Cranbrook Road, Bellevue Hill has made a request to Council to purchase an estimated 120 sqm land parcel.

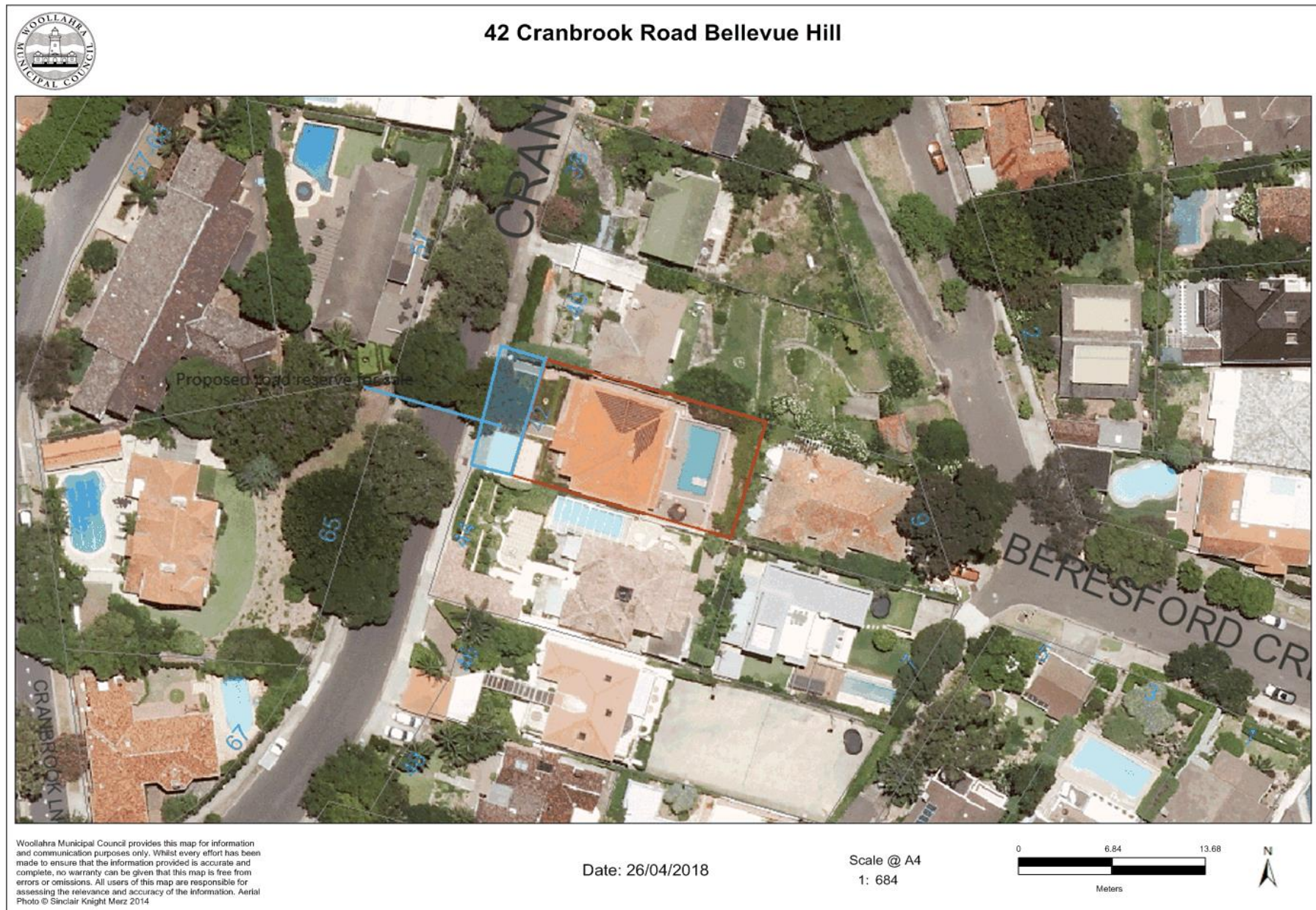
It is recommended that the encroachments in the subject road reserve are formalised by the owner purchasing the subject road reserve the current 'add on' sale price as determined by valuation.

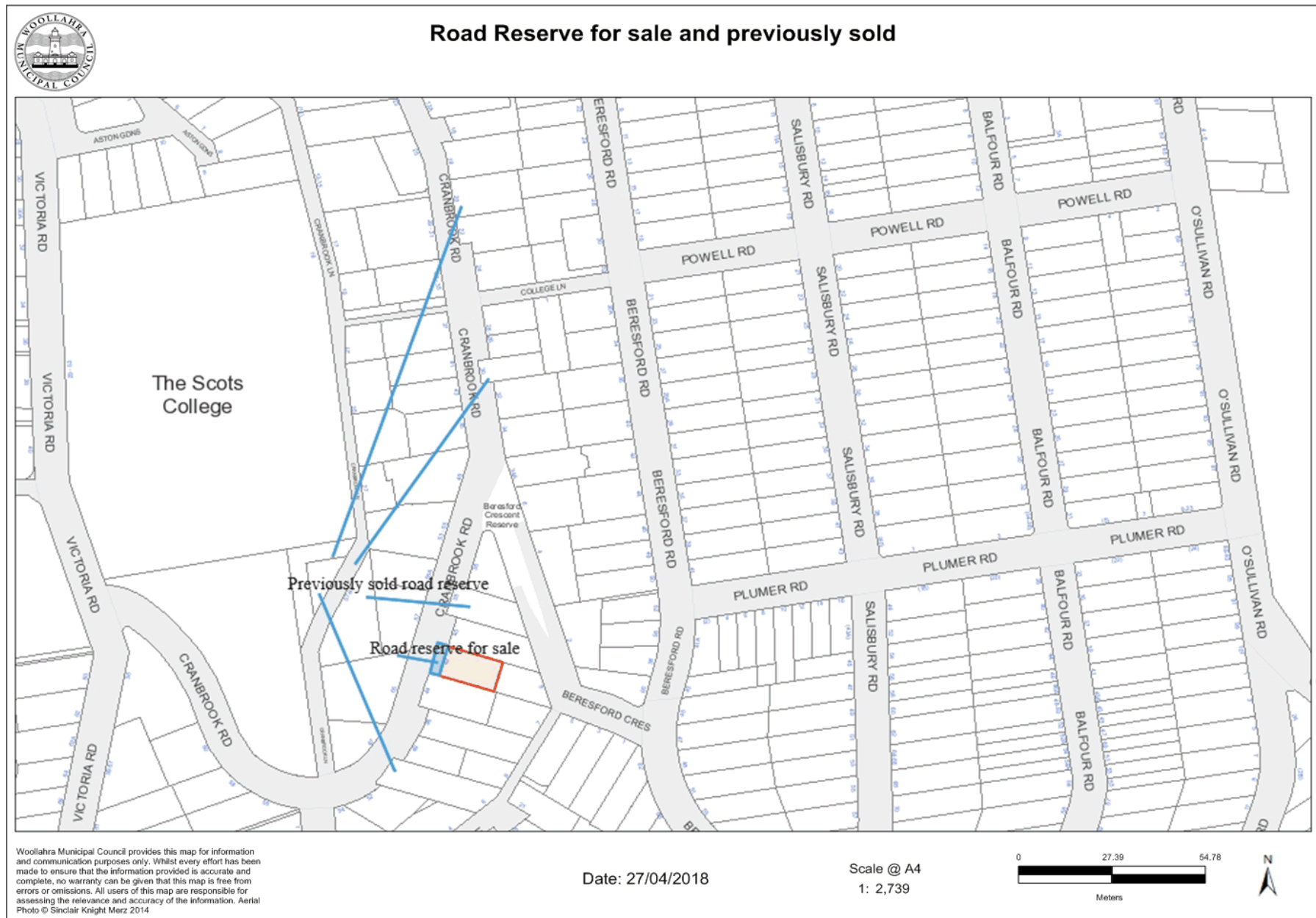
In accordance with Council's Policy and procedure for the sale of Council Land, the next step is to arrange for Councillor's inspection of the subject road reserve portion prior to the next Finance and Community Services Committee meeting of 4 June 2018, and a further report be submitted to the Committee.

Annexures

1. Cadastre map of subject road reserve for closing and sale [↓](#)
2. Aerial view of subject road reserve for closing and sale [↓](#)
3. Cadastral map of road reserve for sale and previously sold [↓](#)
4. Site photos [↓](#)









Item No: R1 Recommendation to Council
Subject: **LICENCE AGREEMENT FOR CRITICAL PATH AT SIR DAVID MARTIN RESERVE 1C NEW BEACH RD RUSHCUTTERS BAY - (SC365)**
Author: Anthony Sheedy, Senior Property Officer
Approvers: Zubin Marolia, Manager - Property & Projects
Lynn Garlick, Director - Community Services
Tom O'Hanlon, Director - Technical Services
File No: 18/56422
Reason for Report: To consider the granting of a further Licence agreement to Critical Path Incorporated for occupation of the Drill Hall, Sir David Martin Reserve.

Recommendation:

THAT Council agrees to grant a licence to Critical Path Incorporated for the use of the Drill Hall at Sir David Martin Reserve, Rushcutters Bay for a 2-year term, subject to the Ministers consent.

Background:

Sir David Martin Reserve is Crown Land (see Annexures 1 and 2) located along New Beach Road, Rushcutters Bay. Woollahra Council has been appointed the Reserve Trust Manager of the Rushcutters Bay Maritime Reserve Trust No 10007 being the Sir David Martin Reserve.

Expressions of Interest (EOIs) for the use of the buildings and facilities at Sir David Martin Reserve were invited in November/ December 2001. A report on the assessment of the EOIs was submitted to the Corporate & Works Committee on 16 September 2002, which, under its delegated authority, resolved that Council explore a mix of uses for the use of all buildings and facilities on the Sir David Martin Reserve. The mix of uses outlined in the report provided both maritime and community and cultural benefits to the site. This was incorporated into the Plan of Management for the Sir David Martin Reserve and approved by Crown Lands.

At its meeting on 16 December 2002, Council approved use for the Drill Hall by 'Ausdance International Choreographic Laboratory and other choreographic uses, plus various "artists in residence in some of the smaller rooms". The Ausdance International Choreographic Laboratory (now Critical Path Incorporated) originally occupied the main Drill hall spaces on a casual hire agreement.

In 2003 a DA was approved for this use. The approved development application (DA 191/2003/1) for The Drill Hall sets out the conditions of consent for the facility with usage as follows:

"The 'Drill Hall' is only to be used for dance, theatre and other art forms as well as workshops associated with these uses to protect the amenity of neighbouring residents and to ensure that the use is one consistent with the terms of the reservation of the land under the Crown Lands Act 1989."

On 19 December 2005, Critical Path were granted a licence for the use of parts of the ground floor area and an office on the first floor of the Drill Hall for a 39 week per year for a 3 year term with a 3 year option to renew. The current agreement with Critical Path commenced on 1 November 2009 and comprises a 3-year initial term with two further option periods of 3 years. This agreement will expire on 31 October 2018.

Critical Path is Australia's leading centre for choreographic enquiry, research and development. They are a not for profit organisation, and a registered charity and are supported through multi-year funding by Create NSW, the NSW Government's arts and cultural driver.

Critical Path works with independent practitioners opening up the Drill Hall to a large number of artists and different activities. In 2017, Critical Path recorded participation of 656 artists in their program (NSW and beyond) with an audience for public events of 1061. This included 62 different artist groups / projects coming through the Drill Hall for Critical Path program alongside community and cultural hires of the main hall space by 16 different groups. International presentations and events for the public at the Drill Hall in 2017 were held by artists from UK, Sweden, Switzerland, Japan, New Zealand, France and the US. This year, Critical Path has already hosted practitioners from the New Zealand, Croatia, Germany, the US and Hong Kong to connect with our local community. A key supporter of Critical Path is internationally renowned choreographer Meryl Tankard.

An open letter addressed to 'Council Members' is attached in Annexure 3 which details the organisation's activities and significant contribution to the Community, Council's rental income, and to the Drill Halls maintenance. During times between scheduled programme activities, Critical Path offer the Dance Hall area to other community groups.

The ongoing support provided by Council to Critical Path Incorporated gives Council not only significant local exposure but wider exposure in the cultural sector as a supporter of a unique national program.

The continued occupation of the Drill Hall by Critical Path is acceptable. However, Council needs to be mindful that since 2001, no Expressions of Interest or other avenues have been explored to investigate the interest for this site by any other cultural or maritime users.

Proposal:

Critical Path are supported through multi-year funding by Create NSW, and receive \$280,000 annually. They are applying for a new multi-year funding in 2018 for the 2019-2021 period, and securing the licence for the Drill Hall is part of this. Critical Path request a further 3 year term Licence with two further option periods of 3 years having regard to their significant contribution to the Community, Council 's revenues, and capital investment in the building. This would extend their potential occupation to 2027.

Critical Path understand that Council may wish to consider its position in regards to this request, and state that they are open to discussing a shorter occupancy period. However, they note that less than an 18-month period would have serious implications on their operation, and affect their position with other key stakeholders.

Because major Capital Works are proposed in the next financial year (see section below), it is proposed that in addition to the 18 month period, a further 6 months is approved, for a total 2 year Licence term to compensate Critical Path for the impact on their activities due to disruption of these works.

Critical Path have sought approval for the licence renewal ahead of the licence expiration to provide support for their funding Application to CREATE (NSW).

Capital Works:

Major Capital works are included in the draft 2018/2019 Capital budget. Two of these projects are subject to grant funding and include installation of fire sprinkler system and refurbishment of the external fabric including painting. Grant applications have been submitted for these works and we are awaiting the outcome. In addition, the draft capital Budget includes works to upgrade the passenger lift and internal refurbishment. These works will cause disruption and we will engage with Critical Path to ensure minimal disruption and any compensation in accordance with the licence.

Consultation:

In accordance with the Crown Lands Act the consent of the Minister of Lands is not required for licence agreements of less than 1 year term; being considered “temporary” and may be granted by the Council as Reserve Trust Manager in relation to the reserve. The Minister has been consulted for their approval ‘in-principle’ of a 2 year renewal of the Critical Path licence agreement. We are currently awaiting their response.

Council’s Community Services staff support a 2 to 3 year licence term. The Community Facility Study (2011) recommended broadening the use of the facility for appropriate community uses. Next year a new strategy for all community facilities will be developed.

Council has been preparing an updated Plan of Management for Sir David Martin Reserve and consulting key stakeholders of this community reserve and facilities. We cannot quarantine the Drill Hall until 2027, in case there are proposed changed circumstances, which Council may wish to pursue. We have received a number of requests for the use of this space from other community as well as private organisations, for cultural as well as maritime use. The continued grant of a licence for occupation of the Drill Hall is expressly authorised in the draft of the updated Plan of Management.

Identification of Income & Expenditure:

The current rent is \$41,531.28 per annum (incl GST). Council also recovers an estimated \$16,000 per annum from Critical Path in outgoings. This amounts to approximately \$58,000 per annum in income to Council.

Having regard to the short licence term and the not for profit status of the community group, it is proposed that the commencing rent of the Licence not be reviewed to market, but for annual CPI increase closer to the licence expiration in October 2018.

Conclusion:

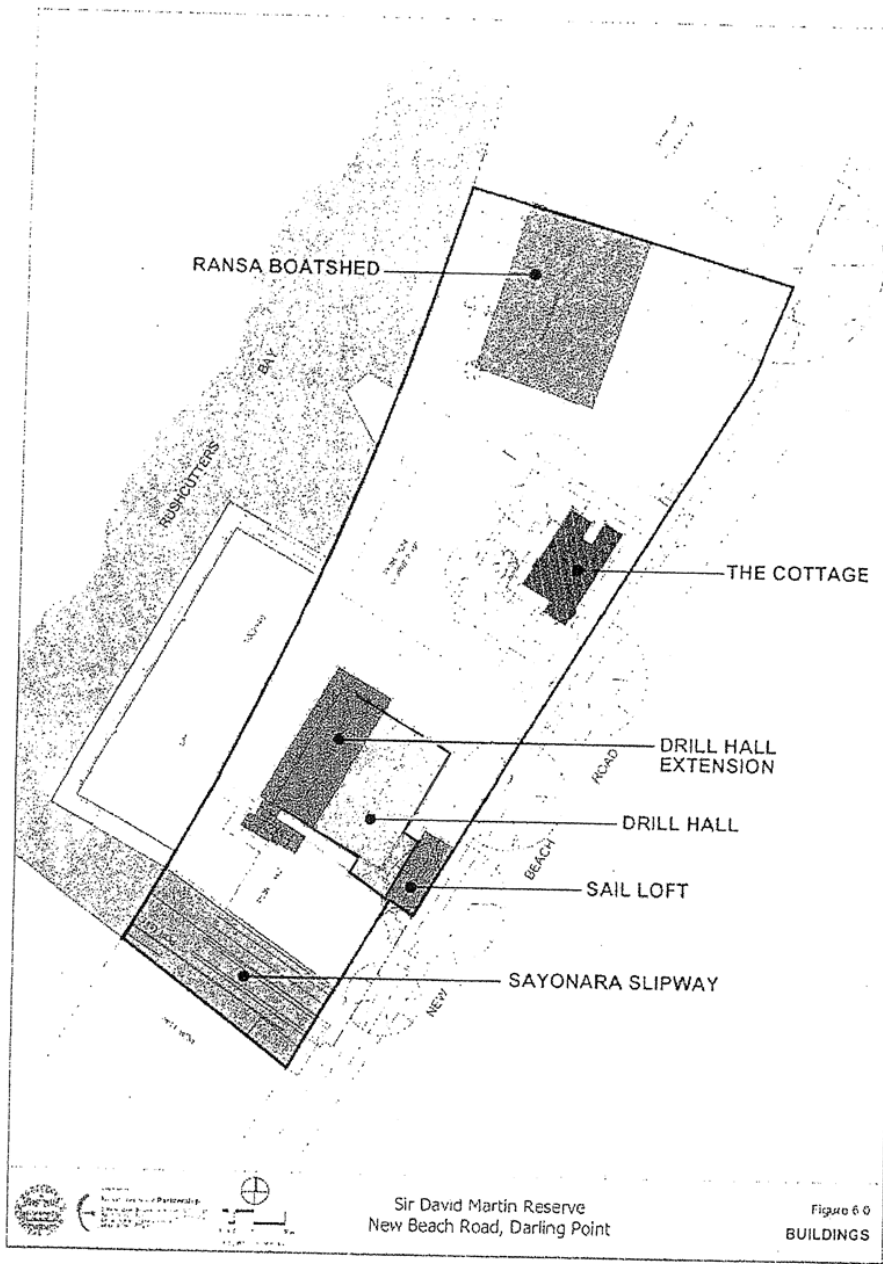
Critical Path incorporated is a not for profit organisation, and registered charity funded by CREATE (NSW). They make a valuable contribution to the independent dance sector as a national leading centre for choreographic enquiry, research and development.

The continued use of the Drill Hall by community groups like Critical Path Incorporated is supported by Council’s Community Services and the Community Facilities study.

It is clearly beneficial for Council to agree to the grant of a further licence agreement term, however 2 years is recommended on the basis of requests for this space from other organisations, allowing for public consultation during the Plan of Management process and Community needs study, as well as considering that Council has not invited public tender of the Drill Hall space since 2001.

Annexures

1. Location Plan of Drill Hall and Sir David Martin reserve [↓](#)
2. Aerial view of Drill Hall and Sir David Martin reserve [↓](#)
3. 2018 Critical Path open letter to Council members [↓](#)





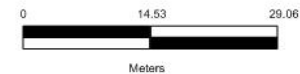
Drill Hall, Sir David Martin Reserve



Woollahra Municipal Council provides this map for information and communication purposes only. Whilst every effort has been made to ensure that the information provided is accurate and complete, no warranty can be given that this map is free from errors or omissions. All users of this map are responsible for assessing the relevance and accuracy of the information. Aerial Photo © Sinclair Knight Merz 2014

Date: 23/04/2018

Scale @ A4
1: 1,453





Dear Council Members

Critical Path is Australia's leading centre for choreographic enquiry, research and development. We are a not for profit organisation, and a registered charity.

We nurture and support independent Australian choreographers, to push the boundaries of existing contemporary practice. We do this through a program of activities for Australian choreographers and dance makers, nurturing diversity and excellence in a supportive critical environment which fosters creative risk-taking. Since the organisation's beginning, 12 years ago, we have been based at the Drill Hall. Now working out of our office, research room and dance studio space (in the main hall).

Our current lease agreement initiated in 2009 has given us three- year use of facilities at the Drill Hall, with two options for further use of three years each, taking us from **1 November 2009 to 31 October 2018**. We would like to request a similar arrangement to be made from 1 November 2018. We think this would be to the advantage of both Critical Path and WMC.

From 2016 we have had the use of the hall for the full year, matching our previous tenure in the office and research room. We regularly report to WMC on the use of the hall. Whilst we are a single organisation using the space, as we work with independent practitioners this opens up the Drill Hall to a large number of artists and different activities. Our base here also facilitates work more broadly across the state and the country. Woollahra Municipal Council is acknowledged on all our extensive marketing materials (including website, social media, e-cards and print).

In **2016** we recorded participation of 496 artists in our program (NSW and beyond) with an audience for public events of 2709. This included **48 different artist groups / projects coming through the Drill Hall for our own program alongside community and cultural hires of the main hall space by 14 different groups**. In 2016 we partnered with Sydney Biennale to host two international artists. In **2017** we forecast **63 artist groups and projects** in our program and **13 community and cultural hires** in the main hall space. Our international presentations and events for the public at the Drill in 2017 have been by artists from UK, Sweden, Switzerland, Japan, France and the US. We are currently finalizing our 2017 figures.

T +61 2 9362 9403
E admin@criticalpath.org.au
W criticalpath.org.au

Critical Path
The Drill, 1c New Beach Rd,
Rushcutters Bay, Sydney

Postal
PO Box 992, Edgecliff,
NSW 2027

As the resident company in the building, we keep an eye on the Drill and keep the Council team up to date on any issues that arise, with the building, the resources and any external users (ie. those who use the upstairs rooms directly hired from WMC).

During our lease we have worked with WMC to secure funds for capital works on the hall. These were to install 3 phase power & dimmer in the hall with a rigging structure (allowing projectors, curtains/screens and 'theatre' lighting to be used in the hall), a semi-sprung floor for the hall making it suitable for dance and physical/movement practice, and heating to allow year round use of the hall. Additionally Arts NSW granted funds to address the sound proofing/noise insulation factor through acoustic curtaining, and to purchase a sound system with noise limiter on it so it doesn't affect residents across road and acoustic timber flooring upstairs. This has been a total capital investment of \$44,643 (including the contribution from WMC of \$17,790). Critical Path has recently received pro bono support to assess the cooling of the building which we have shared with Alan Croker, the heritage architect working with WMC.

We are supported through multi-year funding by Create NSW, the NSW Government's new arts and cultural driver, which brings together arts, screen and culture functions, and previously by Arts NSW. We receive \$280,000 annually. We are requesting a new multi-year agreement in 2018 and securing our future at the Drill is part of this. In 2017 our rental for the Drill Hall spaces was \$37,619 (13% of our annual state funding) plus GST and overheads. The total figure paid to WMC is forecast \$58,000 for the year.

If Critical Path is able to secure a new lease, we are in a position to work to raise funds or pro bono support for future improvements of the building. We would welcome the opportunity to discuss what ongoing maintenance and improvements are priorities for WMC.

Accordingly we wish to agree a new lease, similar to the one we have had previously, with an initial 3 year agreement from **1 November 2018 to 31 October 2021**, with options to renew. We understand that the Council may wish to consider its position and we would be open to discussing a shorter period. We would wish to note however that less than an 18 month period would have serious implications for our operations and impact upon our position with other key stakeholders.

We look forward to being able to continue to call the Drill Hall the home of Critical Path as we serve our local community and make connections across Australia and internationally.

Yours sincerely,



Claire Hicks
Director, Critical Path

Item No: R2 Recommendation to Council
Subject: **WOOLLAHRA PLAQUES ADVISORY COMMITTEE - MINUTES - 4 APRIL 2018**
Author: Joan Ruthven, Library Community Programs Team Leader
Approvers: Vicki Munro, Manager - Library & Information Services
Lynn Garlick, Director - Community Services
File No: 18/59573
Reason for Report: To table the minutes of the Woollahra Plaques Advisory Committee meeting held on Wednesday 4 April 2018.

Recommendation:

- A. THAT the minutes of the Woollahra Plaques Advisory Committee meeting held on Wednesday 4 April 2018 be noted and endorsed.
- B. THAT the recommendations of the Woollahra Plaques Advisory Committee regarding the selection of nominations for the 2018 Woollahra Council Plaque Scheme be adopted - Dr Max Herz, Alan Kippax, Elizabeth Macarthur, Sir Percival Halse Rogers KBE, Peter Sculthorpe AO MBE OBE and the World Heavy Weight Boxing Championship title fight held in 1908.

Background:

This report outlines the outcomes of the meeting held by the Woollahra Plaques Advisory Committee (WPAC) on Wednesday 4 April 2018 (see Annexure 1).

The key matters discussed at the meeting included the selection of the following six nominations for the 2018 Woollahra Council Plaque Scheme:

1. **Dr Max Herz** - Orthopaedic surgeon
Preferred wording for plaque:
Dr Max Herz
1876-1948
Pioneering Orthopaedic surgeon
Lived here
2. **Alan Kippax** - NSW and National Cricketer
Preferred wording for plaque:
Alan Falconer Kippax
1897-1972
Australian Cricketer
Was born here
3. **Elizabeth Macarthur** - Instrumental in establishing the Australian wool industry
Preferred wording for plaque:
Elizabeth Macarthur
1766-1850
Pioneer of the Australian fine wool industry
Died here at the house Clovelly
(demolished)

4. **Percival Halse Rogers** - NSW Chief Justice
Preferred wording for plaque:
Sir Percival Halse Rogers KBE
1883-1945
Judge, and Chancellor, University of Sydney
Lived at 28 Etham Ave
(demolished)
5. **Peter Sculthorpe** - Composer
Preferred wording for plaque:
Peter Sculthorpe AO MBE OBE
1929-2014
Australian Composer
Emeritus Professor of Composition, University of Sydney
Lived here
6. **World Heavy Weight Boxing Championship title fight 1908**
Preferred wording for plaque:
World Heavyweight Championship Title Fight was held here at the Sydney Stadium
(demolished) between Tommy Burns and Jack Johnson 26 December 1908

Launch dates:

At the meeting the unveiling schedule of the Woollahra Council Plaque Scheme 2018 was discussed and recommended by Committee members that it be staged during the 2018/19 financial year at dates significant to the successful nominations.

Conclusion:

The Woollahra Plaques Advisory Committee had a successful meeting in short-listing nominations for the 2018 Woollahra Council Plaque Scheme. The date for the next Committee meeting is Wednesday 28 November 2018.

Annexures

1. Woollahra Plaques Advisory Committee - Minutes - 4 April 2018 [↓](#)

Woollahra Municipal Council



Plaques Advisory Committee Agenda

Tech Room – 2nd floor
Woollahra Library at Double Bay
Wednesday 4 April 2018 at 6pm

All correspondence to:
Joan Ruthven
Library Community Programs Team Leader
PO Box 61
Double Bay NSW 1360

Phone: 02 9391 7932

Email: joan.ruthven@woollahra.nsw.gov.au

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Chair – Councillor Anthony Marano

- 1. PRESENT & APOLOGIES**
- 2. MATTERS ARISING FROM PREVIOUS MINUTES 22 NOV 2017**
- 3. SELECTION OF SIX SUCCESSFUL NOMINATIONS FOR PLAQUES FOR 2018**
- 4. DETERMINE PLAQUE LAUNCH DATES OVER THE COMING 12 MONTHS FOR SUCCESSFUL NOMINATIONS**
- 5. DISCUSSION OF NEXT STEPS**
 - Inform all nominees of outcomes of applications
 - Advise Engineering services of all plaque inlays
 - Obtain quotes from Cuneen Signs for six plaques
- 6. OTHER BUSINESS**
 - Launch of the plaque for EK & WS Harkness 9 April 11-12pm near the corner of Manning Rd and Edward St
 - Launch of the plaque for Thomas Sutcliffe Mort 9 May, 11-12pm 11 Greenoaks Ave, Darling Point

NEXT MEETING – WEDNESDAY 28 NOVEMBER 2018 AT 6PM, TECHNOLOGY ROOM - 2ND FLOOR, WOOLLAHRA LIBRARY AT DOUBLE BAY

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Woollahra Plaques Advisory Committee Minutes

**Minutes of the Meeting held on
Wednesday 4 April 2018 at 6pm**

PRESENT & APOLOGIES

Present:	Councillor Anthony Marano (Chair)	
	Councillor Peter Cavanagh	
	Adrian Gruzman	Community Representative
	Sophia Hart	Community Representative
	Graham Humphrey	Community Representative
	Camilla Strang	Community Representative
Staff:	Vicki Munro	Manager, Woollahra Libraries
	Joan Ruthven	Team Leader, Community Programs
	Jane Britten	Local History Librarian
	Elizabeth Hartnell	Local History Librarian

Absent: Christopher Dawson, Chris Howe

MATTERS ARISING FROM PREVIOUS MINUTES

- 1.1 The following matters arising from the previous Minutes held on 22 November 2017 were resolved as follows:
 - It was established that a plaque for Dorothea Mackellar exists in Chiswick Gardens, Woollahra making this nomination ineligible under the terms of the selection criteria:
Unless a case is deemed exceptional, suggestions for a plaque will not be considered where the person is already commemorated by a plaque within the Woollahra Local Government area.
 - The location of a plaque for E.K. & W.S. Harkness was determined. The plaque is to be placed in the footpath near the intersection of Edward and Bathurst Streets, Woollahra with the unveiling to occur on 9 April 2018.
 - Local History staff liaised with Community Services Marketing and Projects team and Communications Website team to repackage the web content relating to the Woollahra Council Plaque Scheme. Council website staff will demonstrate the new plaques webpages at the next plaques meeting 28 November 2018.
- 1.2 The Minutes were moved by Councillor Cavanagh and seconded by Adrian Gruzman to accept the Minutes of the previous meeting.

SELECTION OF SIX SUCCESSFUL NOMINATIONS FOR PLAQUES FOR 2018

The six short listed nominations which included Percival Halse Rogers, Alan Kippax, Peter Sculthorpe, Elizabeth Macarthur, Max Herz and the World Heavy Weight Boxing Championship title fight 1908 were discussed by the Committee. The Committee resolved that these six plaque nominations be recommended to Council for implementation in the 2018 plaque scheme:

- **Dr Max Herz** - Orthopaedic surgeon
Preferred wording for plaque:
Dr Max Herz
1876-1948

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Pioneering orthopaedic surgeon
Lived here

- **Alan Kippax** - NSW and National Cricketer

Preferred wording for plaque:

Alan Falconer Kippax

1897-1972

Australian Cricketer

Was born here

- **Elizabeth Macarthur** - Instrumental in establishing the Australian wool industry

Preferred wording for plaque:

Elizabeth Macarthur

1766-1850

Pioneer of the Australian fine wool industry

Died here at the house Clovelly

(demolished)

- **Percival Halse Rogers** - NSW Chief Justice

Preferred wording for plaque:

Sir Percival Halse Rogers, KBE

1883-1945

Judge, and Chancellor, University of Sydney

Lived at 28 Etham Ave

(demolished)

- **Peter Sculthorpe** - Composer and conductor

Preferred wording for plaque:

Peter Sculthorpe AO MBE OBE

1929-2014

Australian Composer

Emeritus Professor of Composition, University of Sydney

Lived here

- **World Heavy Weight Boxing Championship title fight 1908**

Preferred wording for plaque:

World Heavyweight Championship Title Fight in Australia was held here at the Sydney

Stadium (demolished) between Tommy Burns and Jack Johnson

26 December 1908

Actions: Local History staff to confirm details before ordering of 2018 plaques.

DETERMINE PLAQUE LAUNCH DATES OVER THE COMING 12 MONTHS FOR SUCCESSFUL NOMINATIONS

At the meeting, the unveiling schedule of the 2018 Woollahra Council Plaque Scheme was discussed and recommendation made that it be staged over the ensuing 12 month period as follows:

- **Peter Sculthorpe**

Proposed date of unveiling: Wednesday 8 August 2018, the anniversary of the death of Peter Sculthorpe.

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Placement of the plaque: on the footpath outside his home at 91 Holdsworth St, Woollahra.

- **Percival Halse Rogers**

Proposed date of unveiling: Friday 5 October 2018, close to the anniversary of the death of Percival Halse Rogers on 7 October 1945.

Placement of the plaque: on the footpath outside his home at 28 Etham Ave, Darling Point.

- **Dr Max Herz**

Proposed date of unveiling: Monday 17 December 2018, the anniversary of the death of Dr Max Herz.

Placement of the plaque: on the footpath outside his home at 3 Greenoaks Ave, Darling Point

- **Elizabeth Macarthur**

Proposed date of unveiling: Friday 8 February 2019, close to the anniversary of the death of Elizabeth Macarthur on 9 February 1850.

Placement of the plaque: near the site of "Clovelly" Watsons Bay, the home in which she died.

- **Alan Kippax**

Proposed date of unveiling: Friday 24 May 2019, close to the anniversary of the birth of Alan Kippax on 25 May 1897.

Placement of the plaque: on the footpath outside his home at 133 Windsor Street, Paddington.

- **World Heavy Weight Boxing Championship title fight 1908**

Proposed date of unveiling: Tuesday 11 June 2019, close to the anniversary of the death of Jack Johnson, 10 June 1946.

Placement of the plaque: Councillor Marano to determine the siting of the plaque for the World Heavy Weight Boxing Championship title fight 1908, in the vicinity of the former Sydney Stadium.

OTHER BUSINESS

- The Chair reported on the successful event held to unveil a plaque for the Wintergarden Theatre on the 19 March with 51 people in attendance.
- The Chair reminded Committee members of the upcoming unveiling of the plaque for E.K. & W.S. Harkness on the 9 April 2018 and the unveiling of the plaque for Thomas Sutcliffe Mort 9 May 2018.

DATE OF NEXT MEETING

It was agreed that the next meeting should be held at 6pm on Wednesday 28 November 2018

The meeting closed at 7:35 pm.

Item No: R3 Recommendation to Council
Subject: **FUNDING OF BUSINESS CHAMBERS - GUIDELINES**
Author: Peter Kauter, Manager Placemaking
Approver: Allan Coker, Director - Planning & Development
File No: 18/50453
Reason for Report: To respond to a Notice of Motion on funding guidelines for business chambers

Recommendation:

- A. THAT Council adopt the Woollahra Business Chambers Funding Guidelines as contained in the Annexure to this report.
- B. THAT upon the Funding Guidelines referred to in Part A being adopted staff prepare a Woollahra Business Chamber Funding Guidelines application form that is based on those Funding Guidelines

Background:

At its meeting on 12 February 2018 the Council adopted the following notice of motion (NOM):

- A. *THAT staff expedite the preparation of guidelines (by 31 March 2018) to ensure transparency and consistency in the delivery of funding for our Woollahra Business Chambers, that provide a standardised approach to funding requests, which should include timing, KPIs, reporting and acquittals, etc. The guidelines are to be submitted to the Corporate & Works Committee for consideration and outline how and when funding should be requested, and what is required in regard to reporting back to Council.*
- B. *THAT a request form be prepared for use by the various Woollahra Business Chambers which seeks to identify the level of funding sought and other support or other requirements being sought (e.g. in kind support) from the chambers to standardise the process.*

This report is in response to the above NOM and in particular part A which requires the preparation of guidelines by 31 March 2018 and for their submission to the former Corporate & Works Committee (now the Finance, Community & Services Committee) for consideration.

Part B relates to the preparation of a request form for use by Business Chambers. The request form should reflect the contents of the guidelines and it is therefore appropriate that it be prepared after the guidelines have been agreed.

Funding of Business Chambers Guidelines:

Draft guidelines have been prepared for the funding of business chambers in response to this NOM, see **Annexure**.

The Draft Guidelines have 10 parts:

1. Overview
2. About these guidelines
3. What will we fund
4. Who is eligible for funding
5. How much funding will be provided
6. What information should be included
7. How should funding requests be made
8. How will funding decisions be made
9. Exemptions
10. Enquiries

They also include an 'At a Glance' table as a quick reference to the content of the guidelines.

1. Overview

The guidelines seek to link the activities of our business chambers with our organisational themes, in particular **local prosperity**. They talk about the role of Business Chambers, the need for partnering to achieve good placemaking outcomes, the challenges they confront and the need and benefit of providing support. Lastly, they refer to the commitment of parties, the relevance of activities and measureable outcomes.

2. About these guidelines

This part refers to why these guidelines have been developed; to ensure transparency, consistency and standardisation. There is recognition that the detail required with applications can be proportionate to the amount of funding being sought. The resources involved in putting together an application of a smaller amount of funding should not be a deterrent. Conversely, the preparation of applications for larger requests need to ensure that any allocation of public funds will be fully and properly accounted.

They also state the purpose of the guidelines in assisting applicants, guiding Council's assessment and in evaluating outcomes.

3. What will we fund

The range of activities eligible for funding has been kept consistent with those activities contained in placemaking plans, where they exist. The placemaking plans for Double Bay and Oxford Street reflect the outcomes, needs and aspirations evolved during a consultative process.

In other areas the emphasis is on activities Business Chambers are best placed to deliver and which show creativity, are inclusive and sustainable.

The period of funding is clarified, i.e. based on the financial year. The possibility for multiple year funding is included. This is not to rule out funding that may match the period of a Business Chamber's long term business plan, should it be considered appropriate.

4. Who is eligible for funding

This makes it clear that these guidelines apply to and allow funding requests from Business Chambers.

5. How much funding will be provided

The amount of funding will be a merit based decision. Five influencing factors are included to guide both Business Chambers in putting together funding applications and Council in assessing them. They place an emphasis on the Business Chambers to look at other sources of revenue raising and not rely solely on Council funding. However, it intentionally does not require dollar for dollar funding. This is because that model has proved to be unviable.

6. What information should be included

The emphasis here is on the preparation of a Business Plan and the need to demonstrate economic responsibility and accountability. It includes recognition of volunteered time as a valuable indicator of a Business Chamber's commitment. There is a strong focus on outcomes and how they are measured. A March 31 deadline is stipulated to help Council with budget preparation and the timely allocation of any approved funds.

7. How should funding requests be made

This covers the administrative aspects of physically making and submitting an application. On-line applications are included.

8. How will funding decisions be made

This explains the transparent assessment and decision making process. As is presently the case it allows for the Manager – Placemaking to report on applications to the Finance Community & Services Committee which in turn will make a recommendation to be considered at a meeting of the full Council.

9. Exemptions

This has been included to allow some funding requests to be excluded from the Guidelines. This acknowledges the current arrangements for the Queen Street and West Woollahra Association (and previously the Rose Bay Chamber of Commerce) where more modest allocations have been allowed for in our budget. Historically this amount has been \$8,000. The increased amount of \$10,000 would only apply if that is what was provided for in the budget.

10. Enquires

This is to assist Business Chambers in preparing applications and to clarify aspects of the Guidelines if necessary.

Consultation:

Our main Business Chambers will be advised that this report is on the agenda for consideration and that they may attend and address the Finance, Community & Services Committee. The main Business Chambers are:

- Double Bay and Districts Business Chamber (now incorporating the former Rose Bay Chamber of Commerce)
- Paddington Business Partnership
- Queen Street & West Woollahra Association

Identification of Income & Expenditure:

The handling of applications from Business Chambers under the new Guidelines will not generate extra income or expenditure. This is because the assessment process will be similar. There may be administrative time savings with more structured and consistent applications.

Conclusion:

Business Chambers play an important part in the local prosperity of our retail and commercial centres. They, like retail and commercial centres, face ever changing challenges that are mostly beyond their control. For them to be effective they need support and we can play a significant part in this. At the same time the allocation of public funds needs to be properly accounted for and managed.

The draft Guidelines have been prepared in response to the NOM. They are considered to incorporate the intent of the NOM. There is emphasis on Business Chambers being financially accountable and responsible in the way they plan and execute initiatives. Outcomes and measurement of outcomes is a clear focus.

Part B of the NOM is about the preparation of a request form for use by Woollahra Business Chambers. The form will reflect the content of the Guidelines and can be prepared once Council is satisfied about the Guidelines.

The annexed draft guidelines show the contents only. The adopted version will included Council branding, art work, colours and formatting.

Annexures

1. Draft Woollahra Business Chambers Funding Guidelines [↓](#)



Woollahra Business Chambers Guidelines for funding requests

1. Overview

Our vision for the future and the guiding principles of our planning and policy decisions centre around five themes, one of which is local prosperity. Business Chambers play a pivotal role in the prosperity of our commercial and retail areas. We are committed to assisting business and a big part of this is responsibly supporting our Business Chambers. We value their role in partnering with us to build strong commercial and retail areas through the application of placemaking principles.

Good placemaking outcomes are achieved by the community and government working together. This relies on mutual recognition that there are some things that the other is better placed to do while there are other things where responsibilities are best shared

Business Chambers rely on dedicated and community focused people who largely volunteer their time, energy and enthusiasm or are part-time. Expectations on what they do are increasing as businesses are confronted with new and complex challenges. To remain efficient and relevant they need support. At the same time their options for raising the resources needed to meaningfully tackle these challenges are limited.

We have supported Business Chambers in a variety of ways. The level of that support has varied depending mainly on the size of the area they represent and the nature of the challenges they are confronting. These guidelines refine the approach, recognising that circumstances influencing future sustainability can vary from area to area and from Business Chamber to Business Chamber.

These Guidelines recognise the need for public, private and resident interests to collaborate and cooperate in the delivery of placemaking programs and initiatives. Therefore, the allocation of public funds will depend on the commitment of parties and whether proposed funded activities properly align with the current and future needs. Also, that the cost of proposals have been properly estimated and that outcomes are reasonably measureable.

2. About these Guidelines

These Guidelines have been developed to ensure transparency, consistency and a standardised approach to how we support our business and retail areas through funding of Business Chambers.

They recognise that the information submitted with requests and the terms of approvals, including measurement of outcomes and acquittals, are proportionate to the value of the funding.

These guidelines are to:

- a. Assist applicants in the preparation of funding requests
- b. Guide Council in the assessment and determination of funding requests
- c. Assist in the evaluation and outcomes of funded activities upon completion

3. What will we fund

Under these guidelines Business Chambers can apply for funding of activities that are consistent with any of our relevant placemaking programs. In areas not covered by placemaking programs consideration will be given to activities that will enliven and activate our commercial and retail areas and which support small businesses.

Areas presently covered by placemaking programs are:

- Double Bay - [Double Bay Place Plan](#)
- Oxford Street, Paddington - [Oxford Street Roadmap Report](#)

The types of activities will be those which Business Chambers are best placed to deliver. Priority will be given to activities that show creativity, are inclusive and sustainable.

Funding granted will be based on the financial year. Consideration may be given to requests for multiple year funding.

4. Who is eligible for funding

Not-for-profit, member based organisations which represent business interests are eligible for funding under these guidelines. A business chamber or industry association are examples of eligible organisations.

5. How much funding will be provided

The amount of funding provided will depend on the individual merits of the funding request. Funding will be provided in cash and/or in-kind. The merits of funding requests will be influenced by:

- a. the Business Chamber's overall budget compared to the amount of funding requested
- b. initiatives by the Business Chamber to raise funds from other sources, e.g. other government grants, memberships, sponsorships, crowd sourcing, income from activities, etc.
- c. initiatives by the Business Chamber to operate in an economically efficient manner
- d. potential economic benefits of intended activities
- e. for cash funding, the funds available in our budget for Business Chambers, either collectively or individually

6. What information should be included

Information can be proportionate to the value of the funding requested.

Business Chambers need to demonstrate **economic responsibility and accountability** in how they will carry out their activities. Budgets need to clearly and unambiguously show income sources and expenditure categories and values for each. Quotes, invoices, commitments from sponsors, volunteered time and the like are encouraged to verify values.

Budgets will likely encompass both administrative and project categories of expenditure. A breakdown of categories into cost of materials, goods, fees & charges and wages should be shown. Project details and costings should be shown individually.

Financial statements - Profit and loss statements and bank statements need to be provided showing actual income and expenditure for the previous financial period.

Business plans – these need to form the basis of the funding request.

Business Plans and funding requests must be submitted to Council no later than the 31st March preceding the start of the financial year for which funding is being sought. This is to assist Council with its budget preparation and so that decisions can be made as early as possible in the financial year. It is also to encourage Business Chambers to plan ahead. Information submitted with a funding application should not be confidential. Any information submitted as confidential needs to be accompanied by a proper reasoning.

Business Plans need to contain all the information that the organisation intends to rely on for their funding requests. The information it contains will be used to make a decision whether or not to grant funding and if so under what terms. The information needs to include:

1. **The organisation**
 - a. Details of its articles of association and status as a not-for-profit
 - b. ABN number, whether or not it is registered for GST, banking details and public liability insurance details
 - c. Any vision statement or the like
 - d. Who it represents including the number of financial members
 - e. What the organisation does to reduce costs and to raise funds from other sources

2. Activities

- a. What activities are proposed
- b. Explain how they relate to the criteria contained in part 3, including how they implement relevant actions in place plans (for Double Bay and Oxford Street)
- c. Demonstrate the capacity of the organisation to carry out the activities
- d. The estimated cost of individual activities
- e. The amount of funding to be apportioned to the activity and its overall cost
- f. Expected outcomes and how they will be measured

3. Budget

- a. Sources of income – funding and other sources
- b. Expenditure items with a breakdown of costs into materials, goods, fees and charges and wages
- c. Profit & loss statement as at 31st March
- d. Bank statements as at 31st March

4. Acquittal (if funding was previously provided)

- a. Details of activities undertaken including all those that were set out in item 3 for the previous funding period and any other funding
- b. The amount spent on the activities
- c. The outcome of activities
- d. Evaluation against the criteria in response to 2(f) supported by evidence, e.g. receipts, surveys, customer feedback, data collected via electronic and social media, improved business capacity, reduced vacancy rates, increase in activity, stronger advocacy
- e. An estimate of activities to be undertaken by the end of the financial year including expenditure, outcomes and evaluation

7. How should funding requests be made

Funding requests may be made on-line or by e-mail to records@woollahra.nsw.gov.au and to the attention of the Manager-Placemaking using the Woollahra Business Chambers Funding application form.

Complete applications need to be received no later than 31st March preceding the start of the financial year for which funding is being sought.

8. How will funding decisions be made

Decisions on funding requests will require a resolution of Council. A report will first be prepared by Placemaking staff on the merits of the application for consideration by the Finance, Community & Services Committee. Applicants will have the opportunity to speak at the Committee meeting in support of their application. Reports will be publicly available prior to the Committee meeting. Council and Committee meetings are open to the public and are conducted in an open and transparent manner.

Decisions to approve funding may be subject to terms and conditions considered appropriate by Council. Decisions will be communicated to applicants as soon as possible following the Council meeting.

Payment of approved funding will be made following receipt of a tax invoice.

9. Exemptions

Exemptions may be made to these guidelines, or some of these guidelines, in circumstances where a specific allocation has been made in the Council's budget for a particular Business Chamber and where the total funding requested in a financial year does not exceed either the amount allocated in the budget or in any case \$10,000, whichever is the lesser. Business Chambers who feel they may be exempt need to contact our Manager-Placemaking.

10. Enquiries

For more information contact:

Placemaking Woollahra
Telephone: 9391 7156
Email: peterk@woollahra.nsw.gov.au

FUNDING OF BUSINESS CHAMBERS AT A GLANCE	
Funded activities	<ul style="list-style-type: none"> • Covered by a placemaking plan • That will enliven, activate and support small businesses • See part 3
Eligibility	<ul style="list-style-type: none"> • Business Chambers, see part 4
Amount of funding available	<ul style="list-style-type: none"> • On merit • Financial year • Multiple year option • See part 5
Supporting information	<ul style="list-style-type: none"> • Business plan including links to relevant place plans (for Double Bay and Oxford Street) • Budget • Financial statements • See part 6
Funding applications	<ul style="list-style-type: none"> • On-line • Electronically • By 31st March • See part 7
Decisions	<ul style="list-style-type: none"> • Reporting to Council • By Council • See part 8
Exemptions	<ul style="list-style-type: none"> • Budget allocation • \$10,000 max • See part 9

Item No: R4 Recommendation to Council
Subject: **2017/18 BUDGET REVIEW FOR THE QUARTER ENDED
31 MARCH 2018**
Author: Trang Banfield, Senior Corporate Accountant
Approvers: Don Johnston, Chief Financial Officer
Gary James, General Manager
File No: 18/57734
Reason for Report: To report on the review of the 2017/18 Budget for the quarter ended
31 March 2018

Recommendation:

- A. THAT the report on the Budget Review for the quarter ended 31 March 2018 be received and noted.
- B. THAT Council note the statement from the Responsible Accounting Officer, Council's Chief Financial Officer, that the projected financial position at 30 June 2018, based on the forecasts outlined in this report, will remain satisfactory.
- C. THAT the recommended variations to the 2017/18 budget outlined in the report be adopted.

Background:

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 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 takes into consideration the quarterly reviews of actions and priorities in Council's Delivery Program and Operational Plan. These reviews are presented by relevant Goals to the Environmental Planning and Finance, Community & Services Committees.

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 4)
- **Capital Budget**
(contained in the body of the report – page 13)
- **Cash and Investments position**
(contained in the body of the report – page 16)
- **Key Performance Indicators**
(see Overall Financial Position – pages 2-3)
- **Contracts and Other Expenses**
(Annexure 4)

In addition to these Statements, the Committee also receives a Balance Sheet forecast to 30 June 2018 (Annexure 1).

Discussion:

Overall Financial Position

The March 2018 quarterly review forecasts an increase in Council's working funds position for 2017/18 of \$22,797 comprising of the original budget surplus including rollovers of \$39,615, a surplus at the September review of \$4,930, a deficit at the December review of \$28,790 and a surplus in this review of \$7,042. This forecast movement in Council's 2017/18 working funds position is outlined in the following table:

	Budget Result (Surplus) / Deficit \$
Original 2017/18 Budget	(39,615)
September 2017 Review	(4,930)
December 2017 Review	28,790
March 2018 Review	(7,042)
Forecast to 30 June 2018	(22,797)

The revised forecast movement in working funds will result in a Working Funds balance of \$2,920,868 at 30 June 2018. At this level it will remain above Council's benchmark level (Arrears of Rates + Inventory) of \$2,471,772.

A summary of major or notable budget variations proposed in the March Review are provided below while full details of the recommended variations giving rise to the change in working funds are provided later in the report.

Budget Variations	(Favourable)/ Unfavourable \$
New South Head Rd - shared cycle / pedestrian path (grant not approved) (An application has been made for a \$1m grant which has been included in the 2018/19 Draft Budget)	450,000 (450,000)
Road sales contract rescinded Transfer from Property Reserve (The contract value was recognised as income on exchange and transferred to the Property Reserve. It was rescinded this year due to Council's road closing application being refused by Department of Industry-Crown Land & Water. The Reserve transfer has been reversed)	381,600 (381,600)

Budget Variations	(Favourable)/ Unfavourable \$
Additional s94a funding for Cutler Footway & Bridge Repairs with City of Sydney <i>(s94a contribution have been higher than anticipated. Additional funding provided for Cutler Footway project to release general revenue back in this budget review to offset various unfavourable budget variations)</i>	(250,000)
New South Head Rd – Pedestrian facility upgrade – grant approved	(144,215) 144,215
3D Modelling – grant approved	120,000 (115,000)
Kiaora Place budget net changes	(142,396)
Transfer to Kiaora Place Reserve	142,396
Domestic Waste Tipping Charges	100,000
Transfer from Domestic Waste Management Reserve	(100,000)

The recommended variations to the 2017/18 Budget for the March quarter, sees a minor decrease in the forecast unrestricted current ratio from 3.14:1 to 3.13:1.

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 3.13:1 remains sound.

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 2018 remains satisfactory.

Income & Expenses Budget Review Statement

Woollahra Council

Budget review for the quarter ended 31 March 2018

Income & Expenses

	ORIGINAL	Approved Changes				REVISIED Budget (000's)	Recommended changes for Council Resolution (000's)	PROJECTED year end result 17/18 (000's)	ACTUAL YTD (000's)	% of REVISED Budget
	17/18 Budget (000's)	Revotes (000s)	Sept Review (000's)	Dec Review (000's)	Mar Review (000's)					
Income										
Rates & Annual Charges	52,105	0	2	14	0	52,121	0	52,121	52,177	100.1%
Fees & Charges	10,822	0	42	124	0	10,988	22	11,009	8,420	76.6%
Interest	1,936	0	0	137	0	2,072	1	2,073	1,578	76.1%
Grants & Contributions	3,400	65	-789	-3	0	2,673	-2	2,671	1,551	58.0%
Capital Grants & Contributions	3,702	790	345	328	0	5,165	-126	5,039	2,805	54.3%
Other Revenue	23,607	0	50	230	0	23,887	101	23,988	17,589	73.6%
Total Income from continuing operations	95,572	855	-350	829	0	96,907	-5	96,902	84,120	86.8%
Expenses										
Employee Costs	39,511	0	-69	-129	0	39,312	-206	39,106	28,514	72.5%
Materials & Contracts	18,272	704	848	544	0	20,368	317	20,685	14,902	73.2%
Borrowing Costs	3,283	0	0	0	0	3,283	0	3,283	2,383	72.6%
Depreciation	13,047	0	4	0	0	13,051	2	13,053	9,527	73.0%
Other Costs	16,910	0	-51	82	0	16,941	-9	16,932	12,676	74.8%
Net Gain/(Loss) on Sale of Assets	2,745	-3	-110	47	0	2,678	242	2,921	447	16.7%
Total Expenses from continuing operations	93,769	701	621	544	0	95,635	346	95,980	68,449	71.6%
Net Operating Result from continuing operations	1,803	154	-971	286	0	1,272	-351	921	15,671	
Net Operating Result before Capital Grants & Contributions	(1,899)	(636)	(1,316)	(42)	0	(3,893)	(225)	(4,117)	12,866	
Working Funds Reconciliation:										
Net Operating Result from continuing operations							-351			
LESS:										
Forecast increase in Capital Expenditure							-78			
Transfers to Reserve from Operating							-236			
Transfers to Reserve from Capital										
Reduction in Incentive Amortisation										
Increase in Rent Free Incentives							-27			
Reduction in utilisation of Reserves							-20			
Increase in Principal Repaid on Loans										
Decrease in Depreciation										
ADD:										
Transfers from Reserves for Operating							381			
Transfers from Reserves for Capital							336			
Reduction in Rent Free Incentives										
Forecast reduction in Capital Expenditure										
Increases in BV of Assets Sold										
Increase in Depreciation							2			
Working Funds Movement							7			

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 operating result for 2017/18 of \$921,354, a decrease arising from this review of \$350,533 from various changes noted later in this report. A reconciliation between the working funds movement and operating result is provided with the Income & Expenses Statement above.

Details of recommended changes to operating income and expenses is provided below. Generally, minor variations to budget line items, or variations within functional areas that do not affect the overall budget, do not warrant specific reference in the table.

Details of Recommended Changes

The following table details, by Division and Manager, the variations recommended in the Income & Expenses Budget Review Statement.

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
OPERATING BUDGET		
COMMUNITY SERVICES:		
<i>Director Community Services (101):</i>		
<ul style="list-style-type: none"> - Salaries & Wages - Temporary Staff 	(33) 15	Budget transfer to various departments in Community Services to cover higher-grade pay during recruitment of Director Community Services (\$18k) and increase in Temporary Staff budget \$15k.
<ul style="list-style-type: none"> - Material Goods & Services - Transfer from Woollahra Public Art Reserve 	86 (86)	Additional budget required for the commission of Lyne Park artwork, funding from Woollahra Public Art Reserve.
<i>Community Liaison Coordinator (103):</i>		
<ul style="list-style-type: none"> - Salaries & Wages 	5	Budget transfer from Director Community Services.
<i>Library Services (104):</i>		
<ul style="list-style-type: none"> - Overtime - Salaries & Wages 	4 (4)	Temporary Staff budget required to cover vacant positions, funded from savings from vacant positions.
<ul style="list-style-type: none"> - Higher Grade Pay 	12	Budget transfer from Director Community Services to cover higher grade pay covering vacant position.
<ul style="list-style-type: none"> - Contributions to Other Organisations - Furniture & Fittings < \$3k - Recurrent Contract 	8 (6) (2)	Budget transfer to Contributions to Other Organisations to cover additional budget required for glass wall project at Paddington Library.
<ul style="list-style-type: none"> - Council Building Hire 	(5)	Budgets revised based on year to date income.
<i>Family & Community Development (105):</i>		
<ul style="list-style-type: none"> - Council Building Hire Income 	13	Budget changes to various premises based on current trend resulting in a net budget decrease.
<ul style="list-style-type: none"> - Preschool Budget Changes - Transfer to Preschool Reserve 	(42) 42	Various changes & movements in the Preschool Budget resulted in a net budget surplus of (\$42k) with the major change being an increase to Preschool Fees

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
		budget (\$40k) due to less enrolments paying reduced rates and more 3 years old being enrolled. Transfer to Preschool Reserve \$42k.
<i>Small variations within Community Services:</i>	2	
<i>Total variation for Community Services:</i>	9	
CORPORATE SERVICES:		
<i>Director Corporate Services (201):</i>		
- General Consultants	(15)	Savings identified.
<i>Business Assurance & Risk Management (202):</i>		
- General Consultants	30	Additional budget required for matters in progress, Public Liability \$20k and Council Property \$10k. Reduce Transfer to Insurance Reserve (\$30k)
- Transfer to Insurance Reserve	(30)	
- Sundry Income	(77)	StateCover favourable performance rebate for 2016/17 financial year, first payment. Transfer to Insurance Reserve.
- Transfer to Insurance Reserve	77	
<i>Governance (203):</i>		
- Material Goods & Services Community Functions	13	Additional budget required for Community Christmas Party and an additional function per NOM 16 Oct 2017.
- Election Expenses	(20)	Election expenses less than budgeted, return funding to Reserve.
- Transfer from Election Reserve	20	
- Local Planning Panel Fees	50	Budget added for Woollahra Local Planning Panel fees to cover March to June 2018.
- Advertising (WLPP)	4	
- Overtime	5	Net increase in overtime due to an increase in out of hours work.
- Laundry	(4)	Savings identified.
- Printing & Stationery	(10)	
- Operating Lease Contract	(11)	
- Postage	(3)	
- Catering	(5)	
<i>Finance (205):</i>		
- Ex Gratia Rates	8	Budget revised down based on actual
- Credit Card Usage	(10)	Budget increased based on current trend since the credit card surcharge fee was reduced.

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<i>Organisational Development & Human resources (206):</i>		
- General Consultants	17	Budget added for Human Resources Management Information System project \$15k and additional budget required Employee Assistance Program \$2k.
- Pre Employment Medicals	9	Additional budget required due to current trend.
- Advertising	(3)	Savings through more cost effective advertising.
<i>Information Technology (207):</i>		
- Telephone Rental & Call Charges	(2)	Savings identified.
- Recovered Costs	(6)	Budget added for Recovered Costs from staff & budget increase for Material Goods & Services for purchases of portable electronic devices.
- Material Goods & Services	6	
- Sundry Income	(3)	Budget revised based on current trend on visitors parking permits. Additional printing required for parking permits.
- Printing & Stationery	6	
<i>Small variations within Corporate Services:</i>	0	
<i>Total variation for Corporate Services:</i>	46	
TECHNICAL SERVICES:		
<i>Engineering Services (302):</i>		
- Work Zones Charges	(47)	Various budgets revised based on current trend.
- Crane Permits	(60)	
- Temporary Rock Anchors	(18)	
- Builders Restorations	20	
- Salaries & Wages	30	Budget transfer from General Consultants to Salaries & Wages to cover staff contracted to cover vacancies during recruitment.
- General Consultants	(25)	
- Internal Plant Charge	2	Net change to various plant items.
- Street Lighting Charges	(50)	Budget revised based on year to date actual.
- General Contracts	(15)	Budgets revised based on year to date actuals for Parking Meters.
- Collection Charges	10	
<i>Open Space and Trees (304):</i>		
- Temporary Staff	101	Additional budget required for Temporary Staff to cover vacancies & staff on extended leave in the various areas. Budget transfer from Salaries & Wages.
- Salaries & Wages	(101)	

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<ul style="list-style-type: none"> - Synthetic Sportsfield Income - Sportsfield Leases - Sportsfield Casual Hire - Internal Plant Charges - General Contracts Users Pay Tree Pruning - Tree Pruning Income - General Contracts - Material Goods & Services - Legal Expenses - Tipping Charges - General Consultants - Cleaning Contracts 	<ul style="list-style-type: none"> 80 (22) (10) 5 10 (10) 111 (2) (5) (5) 11 5 	<ul style="list-style-type: none"> Budget revised due to the delay in the opening of Woollahra Synthetic Sportsfield. Budgets revised based on current trend. Net change to various plant items. Additional budget required for General Contracts, funded from contracted works income. Net change to budgets across various areas major changes being: <ul style="list-style-type: none"> - Trees Maintenance \$50k, emergency works at Ocean Ave & O'Sullivan Road - Parks Area Team East \$25k, unexpected repairs required to Union St playground and actions from quarterly inspections - Horticultural Projects \$22k, unexpected repairs required to Union St playground fence, repairs to Gap Park CCTV, works required to sandstone pillar at McKell Park and additional bench oiling - Parks Area Team West \$14k, additional Sunday wicket preparation due to finals and repairs to shade cloth North Cooper Park. Savings identified. Additional budget required in Parks & Street Trees Management \$6k and Tree Management \$5k to assist with tree preservation orders. Budget increase required due to asbestos monitoring at Bellevue Hill park.
<i>Property and Projects (306):</i>		
<ul style="list-style-type: none"> - Road Sales - Transfer from Property Reserve - Car Park Income - Recurrent Contract Car Park - Collection Charges 	<ul style="list-style-type: none"> 382 (382) 123 (45) (3) 	<ul style="list-style-type: none"> Road sales contract rescinded due to the Department of Industry-Crown Land & Water, refusal of road closing application. Income was transferred to Property Reserve on recognition, transfer reversed. Car Park income budgets revised based on current trend, Cross Street \$83k and Cosmopolitan \$40k. Accordingly, revise budget down for Car Park Recurrent Contracts (\$45k) and Collection Charges (\$3k).

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
- Recurrent Contracts	(54)	Net changes & savings identified in various budget items with the major change being a reduction Woollahra Library (\$50k).
- Commercial Property Leases	32	Budget revised based on lower sales turnover.
- Tennis Court Leases	(38)	Budget revised to reflect actual rent for the year as a new lease contract has not been signed.
- Material Goods & Services	(51)	Net changes identified in various budget items resulting in net savings.
- Graffiti Removal	(10)	
- Electricity	(6)	
- Water Rates	(2)	
- General Contracts	38	Net change to various budget items with the major change being Council Chambers due to unexpected waterproofing and water pipe renewal required.
- Lifecycle Maintenance	(94)	Various Lifecycle Maintenance budgets transferred Property & Projects Capital Works.
- Occupying Council Footpath Application Fees	(7)	Various budgets revised to reflect actual income year to date & new leases.
- Footpath Licences	(13)	
- Sportsfield Building Leases	(24)	
- Road Leases	(4)	
- Cleaning Contracts	13	Additional budget required for functions cleaning.
- Furniture & Fittings < \$3k	8	Additional budget required.
- General Consultants	3	Net change to various budget items resulting additional budget required of \$3k.
- Internal plant Charge	(4)	Net savings from various plant items.
- Salaries & Wages	(24)	Budget transfer from Salaries & Wages to Temporary Staff to cover vacant position.
- Temporary Staff	24	
- Kiaora Place Budget Changes	(142)	Various changes & movements in the Kiaora Place Budget resulted in a net increase in forecast budget surplus of \$142k, increase transfer to Kiaora Place Reserve (\$142k).
- Transfer to Kiaora Reserve	142	Major changes being; - Budget increase for turnover rent (\$60k) - Budget increase for sales of fitout (\$53k) - Budget increase for Kiaora Place carpark income (\$38k)

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
		<ul style="list-style-type: none"> - Budget increase for lease incentive due to new tenant, non-cash item (\$27k) - Various budget transfers within expenses resulting in a net budget increase of \$17k
<i>Civil Operations (307):</i>		
<ul style="list-style-type: none"> - Domestic Waste Management Budget Changes 	3	<p>Various changes resulting in a \$3k deficit change to the DWM budget with major changes being;</p> <ul style="list-style-type: none"> - Domestic Waste Tipping Charges requiring additional budget of \$100k due to more tonnage collected than budgeted - Budget transfer from General Contracts (\$73k) to Temporary Staff \$73k for Household Dry waste Collection, return to DWM Reserve (\$145k) - Alexandria Integrated Facility Recurrent Contracts year to date actual is less than budgeted, revise budget down (\$50k), partial funding returned \$30k - Various changes to Material Goods & Services across the DWM budget \$46k - Net change to various plant items \$25k - Temporary staff budget added for Stores to cover staff on paternity leave \$14k
<ul style="list-style-type: none"> - Internal Plant Charge 	36	<p>Net change to various plant items with major changes being;</p> <ul style="list-style-type: none"> - Additional \$18k budget for repairs to two road sweepers - Additional \$6k budget for repairs to a compactor
<ul style="list-style-type: none"> - Commercial Paper Service - Tipping Charges Trade Waste - Sale of Recycling Material 	5 (30) (3)	<p>Tipping Charges Trade Waste revised down, less tonnages collected. Other budgets revised based on current trend.</p>
<ul style="list-style-type: none"> - Tipping Charges 	(76)	<p>Less tonnage collected for Street Cleaning (\$50k), Road Pavement Maintenance (\$14k) and Business Centre Maintenance (\$12k).</p>
<ul style="list-style-type: none"> - General Contracts - Material Goods & Services 	117 (104)	<p>Net increase to General Contracts across various budgets in Civil Operations, mostly offset by budget transfer from Material Goods & Services.</p>
<ul style="list-style-type: none"> - Temporary Staff 	(32)	<p>Savings identified.</p>
<ul style="list-style-type: none"> - Contract Plant Hire 	10	<p>Additional budget required for Drainage Maintenance.</p>
<ul style="list-style-type: none"> - Utilities Restorations Budget Changes 	(40)	<p>Various changes within the Utilities Restorations budget with the major changes being;</p>

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
		- Restoration income budget increased (\$60k) due to unexpected order from Ausgrid - Material Goods & Services requiring additional budget \$20k
<i>Small variations within Technical Services:</i>	(5)	
<i>Total variation for Technical Services:</i>	(215)	
PLANNING and DEVELOPMENT:		
<i>Director Planning & Development (401):</i>		
- Internal Plant Charge	3	Net change to plant item.
<i>Strategic Planning (402):</i>		
- Salaries & Wages	(34)	Temporary staff required to cover vacant position and undertake NOM to carry out heritage assessment on properties. Budget transfer from Salaries & Wages.
- Temporary Staff	34	
- s149 Certificates	22	Budgets revised down based on current trend.
- s603 Certificates	7	
- Outstanding Orders & Notices	10	
- Policy Change Requests Fee	91	
<i>Development Control (404):</i>		
- s.96 Amendment Applications Fees	15	Budgets revised down based on current trend.
- Pre-Lodgement Advice Fees	10	
- Appeal Consultants	15	Additional budget required due to higher number of appeals.
- Legal Fees	80	
- Temporary Staff	75	Additional temporary staff budget required, offset by budget transfer from Salaries & Wages.
- Salaries & Wages	(75)	
<i>Compliance (406):</i>		
- Building Certificates	(9)	Various income budgets revised based on current trend with the major change being Fines in Fire Safety Management due to increased compliance.
- Fines	30	
- Fire Safety Statement Lodgement	(8)	
- Miscellaneous Sales (Impounded Items)	(2)	
- Dog Licences	(2)	
- Dog Fines	(1)	
- Recovered Costs	5	
- Legal Expenses	16	Changes in various areas for legal fees resulted in a net budget increase required.
- Recurrent Contracts	(15)	Savings identified in various areas with the major saving in Ranger Services Parking Enforcement (\$12k) due to

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
- Infringement Processing Charges	(20)	software upgrade undertaken in this financial year. Infringements issued less than anticipated.
- Impounding Expenses	(3)	Annual impounding charges below estimate.
<i>Placemaking (406):</i>		
- Contributions to Other Organisations	5	Shakespeare by the Bay grant approved.
- Other Specific Purpose Grant	5	Back to Business program did not occur this year.
<i>Small variations within Planning and Development:</i>	(3)	
<i>Total variation for Planning and Development:</i>	251	
GENERAL MANAGER:		
<i>General Manager (501):</i>		
- General Consultant	25	Budget required for staff recruitment.
<i>Communications (503):</i>		
- Temporary Staff	25	Temporary staff budget required to cover staff on maternity leave, partially offset from savings identified in Salaries & Wages.
- Salaries & Wages	(13)	
<i>Small variations within General Manager:</i>	(2)	
<i>Total variation for General Manager:</i>	35	
<i>Total Variance in Operating Budget</i>	125	

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 \$78k, which is offset by a total funding increase of (\$210k), resulting in the net improvement to general revenue of \$132k.

Woollahra Council
Budget Review for the quarter ended 31 March 2018
Capital Budget

	ORIGINAL						Recommended changes	PROJECTED year end result 17/18 (000's)	ACTUAL YTD 17/18 (000's)	% of REVISED Budget
	17/18 Budget (000's)	Revotes (000's)	Sept Review (000's)	Dec Review (000's)	March Review (000's)	REVISED Budget (000's)				
Capital Funding										
Rates and other untied funding	-5,237	0	95	-1	0	-5,144	132	-5,011	-7,584	147.4
Capital Grants & Contributions	-1,402	-790	-345	-198	0	-2,734	126	-2,608	-763	27.9
Transfer from Property Reserve	-3,150	-978	70	39	0	-4,019	0	-4,018	-891	22.2
Transfer from Open Space & Community Facilities	-2,000	-3,086	-850	-275	0	-6,211	0	-6,211	-2,162	34.8
Transfer from Kiaora Reserve	0	-109	0	11	0	-98	0	-98	-73	74.6
Transfer from Section 94A Levies	-2,795	-1,256	-111	0	0	-4,162	-250	-4,412	-816	19.6
T/fr from Environmental & Infrastructure Levy	-3,787	-740	0	-47	0	-4,573	0	-4,573	-2,095	45.8
T/fr from Stormwater management Charge	-480	-241	0	-9	0	-730	0	-730	-151	20.7
T/fr from Preschool Reserve	0	0	0	0	0	0	0	0	0	100.0
Transfer from Computer Reserve	0	-80	0	0	0	-80	0	-80	0	0.0
Transfer from General Reserve	-275	-359	0	0	0	-634	0	-634	-29	4.6
Transfer from Grant Reserve	0	-129	0	0	0	-129	0	-129	-110	84.8
Transfer from Section 94	0	-30	0	0	0	-30	0	-30	-7	24.6
Transfer from Kiaora Place Reserve	0	0	0	0	0	0	0	0	0	100.0
Transfer from DWM Reserve	-531	0	-4	188	0	-347	0	-347	0	0.0
T/fr from Revotes/Rollovers Reserve	0	-1,568	0	18	0	-1,550	0	-1,550	-866	55.9
Computer Equipment Sales	0	-3	-22	0	0	-26	0	-26	-22	86.5
Passenger Vehicles Sales	-650	0	-11	-27	0	-687	-90	-777	-420	61.1
Light Commercial Vehicle Sales	-83	0	-34	-6	0	-122	3	-119	-109	89.4
Heavy Vehicles Sales	-317	0	35	80	0	-202	0	-202	0	0.0
Misc.Plant/Equip Sales	-25	0	0	0	0	-25	0	-25	0	0.0
Total Capital Funding	-20,934	-9,370	-1,176	-226	0	-31,706	-78	-31,784	-16,101	50.8
Capital Expenditure										
Business Centres Capital	55	0	26	10	0	90	-10	81	63	69.9
Traffic Infrastructure	1,272	592	170	13	0	2,048	-457	1,590	839	41.0
Flood Plain Management	50	66	0	0	0	116	0	116	97	83.5
Open Space Project Management	150	0	-44	-1	0	105	-92	14	0	0.0
Parks & Reserves	2,531	2,068	895	290	0	5,784	146	5,930	2,609	45.1
Playgrounds	450	95	0	0	0	545	0	545	35	6.5
Sportsfields	75	15	23	1	0	114	10	124	115	101.2
Streetscapes	580	1,038	18	0	0	1,635	7	1,642	946	57.9
Infrastructure Renewal Program	7,110	1,756	25	-12	0	8,879	145	9,024	5,718	64.4
Environmental Works Program	180	132	96	29	0	437	0	437	188	43.1
Stormwater Levy Works	780	227	11	200	0	1,218	0	1,218	275	22.6
Computers & Office Equipment	190	356	22	0	0	568	120	688	174	30.6
Commercial/Leased Properties	240	0	-85	0	0	155	45	200	169	109.0
Investment Properties	0	74	0	-11	0	63	0	63	63	100.0
Parks / Ovals Buildings	815	248	3	-8	0	1,058	-16	1,042	536	50.6
Council Offices	0	36	0	0	0	36	27	63	25	68.9
Community Facilities	2,705	613	14	-48	0	3,284	66	3,350	468	14.2
Library Buildings	20	34	0	-1	0	53	0	53	21	39.2
Car Parks	30	2,005	0	0	0	2,035	-10	2,025	426	20.9
Library General	382	5	0	0	0	387	0	387	345	89.1
Library - Paddington	108	11	0	0	0	119	0	119	97	81.8
Plant Replacement Program	3,211	0	1	-236	0	2,977	96	3,073	2,864	96.2
Total Capital Expenditure	20,934	9,370	1,176	226	0	31,706	78	31,784	16,101	50.8

Details of Recommended Changes

The following table details by Division and Manager the variations recommended in the Capital Budget Review Statement.

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
CAPITAL BUDGET		
CORPORATE SERVICES:		
TECHNICAL SERVICES:		
<i>Information Systems</i>	5	Additional budget added for 3D Modelling project based on final costings \$120k, grant approved (\$115k).
<i>Engineering Services & Infrastructure Renewal Program</i>	0	<p>Project variations and transfers include the following:</p> <ul style="list-style-type: none"> New South Head Rd Shared Cycle Pedestrian Path grant declined \$450k, budget adjusted down (\$450k) Note - \$1m grant application has been made for 2018/19 which has been included in the draft budget New South Head Rd at Victoria Rd pedestrian facility upgrade works additional grant approved (\$144k), budget revised up \$144k Projects with budget reduced to be transferred to other projects: <ul style="list-style-type: none"> Carlotta Rd Stage 2 costing less than budgeted (\$65k) Cooper St Ocean Ave to Henrietta St scope reduced (\$60k) Bellevue Rd conduit scheme stage 2 design cost less than budgeted (\$50k) Plan & Control E&IRL program (\$29k) Wentworth St Point Piper project completed requiring additional budget due to variation \$21k Projects in progress requiring budget increases due to additional works identified: <ul style="list-style-type: none"> Harris St Stormwater Pit upgrade \$50k Manion Ave road infrastructure renewal works \$28k Minor Capital Works \$28k Bathurst St road infrastructure renewal works \$22k New South Head RD streetscape upgrade stage 3 \$18k Cambridge Ave road pavement resheeting \$17k <p>A number of other minor reallocations have been made between projects.</p>
<i>Open Space and Trees</i>	(250)	Project variations and transfers include the following:

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
		<ul style="list-style-type: none"> Guilfoyle Park Plaza budget increase of \$70k to reflect cost estimate, grant funding approved (\$20k) and budget transfer from Open Space Management (\$50k) Additional funding provided to Cutler footway & bridge repair works from s.94a (\$250k) Chiswick Gardens Boundary Walls project completed with savings (\$19k), new project added, Trumper Park Pond \$19k Grant approved for Military Road Walkway (\$45k), additional budget added \$45k Budget transfer from Open Space Management (\$30k) to Marine Parade Walkway \$30k <p>A number of other minor reallocations have been made between projects.</p>
<i>Property and Projects</i>	113	<p>Project variations and transfers include the following:</p> <ul style="list-style-type: none"> Budget transfer from Property Operating Budget Lifecycle Maintenance for the following projects: <ul style="list-style-type: none"> Grimley Pavilion deck replacement \$5k EJ Ward access upgrade \$30k The Gunyah replace kitchen joinery \$36k Rangers Offices Renovations \$27k Additional structural works identified for Cooper Park Garage structural works \$45k, budget transfer from savings from completed projects. Trumper Park Grandstand & Amenities project completed with savings (\$41k) Budget added for Redleaf Pool Changerooms unexpected retaining wall reconstruction required \$15k Grafton Street Car Park replace roller shutters project completed with savings (\$9k) <p>A number of other minor reallocations have been made between projects.</p>
<i>Civil Operations</i>	0	A net deficit of less than \$1k resulted from various plant purchased and sold.
<i>Total Variance in Capital Funds</i>	(132)	
TOTAL CHANGE IN WORKING FUNDS	(7)	

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 **Annexures 1 and 2** respectively. **Annexure 3** provides a report of the proposed variations to forecasts by Manager and Cost Centre.

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, also on tonight's agenda, Council's total investment portfolio is invested in accordance with Council's Investment Policy and the bank reconciliation to 31 March 2018 had been completed.

Woollahra Council
Budget review for the quarter ended 31 March 2018
Cash & Investments

	ORIGINAL	Approved Changes					Recommended changes	PROJECTED	ACTUAL
	17/18 Budget (000's)	Revotes (000's)	Sept Review (000's)	Dec Review (000's)	March Review (000's)	REVISED Budget (000's)	for Council Resolution (000's)	year end result 17/18 (000's)	YTD (000's)
Unrestricted	2,147	0	5	-29	0	2,123	7	2,130	13,555
Externally Restricted									
Section 94 Contributions	1,427	-30	45	-16		1,426	0	1,426	1,435
Section 94A Contributions	2,012	-1,256	-111	193		838	-250	588	2,774
Unexpended Grants	185	-135	0	0		49	0	49	75
Environmental & Infrastructure Levy	822	-821	0	-17		-17	0	-17	2,055
Stormwater Levy	241	-241	0	-9		-9	0	-9	488
Domestic Waste	4,025	0	-351	227		3,901	6	3,906	2,770
Total Externally Restricted	8,712	-2,484	-417	377	0	6,188	-244	5,944	9,597
Internally Restricted									
Employee Leave Entitlements	2,465	0	0	0		2,465	0	2,465	2,465
Plant Replacement	103	0	17	22		142	0	142	301
Insurance	712	0	53	-130		635	47	682	712
Computer	180	-80	22	0		122	0	122	250
Library IT	132	0	0	0		132	0	132	0
Election	0	0	0	0		0	20	20	363
Deposits	16,225	0	0	0		16,225	0	16,225	16,225
Kindergarten	345	0	0	-13		332	42	374	317
Property	22,546	-1,098	70	39		21,557	-381	21,176	25,033
Open Space & Community Facilities	6,211	-3,086	-850	-275		2,000	0	2,000	8,066
Kiaora Place Reserve	3,637	-109	-40	72		3,560	142	3,702	2,021
Loan Funds	0	0	0	0		0	0	0	3
Revotes & Rollovers	2,096	-2,000	0	18		115	0	115	1,230
Oxford Street	250	0	0	0		250	0	250	252
Open Space Projects	359	-359	0	0		0	0	0	634
Property Development	119	0	0	0		119	0	119	119
Future Judgement Costs	85	0	-85	0		0	0	0	0
General Reserve	1,283	0	-880	0		403	-86	317	440
Total Internally Restricted	56,748	-6,732	-1,692	-266	0	48,057	-216	47,841	58,430
Total Restricted	65,460	-9,216	-2,109	111	0	54,245	-461	53,785	68,026
Total cash and investments	67,607	-9,216	-2,104	82	0	56,369	-454	55,915	81,582
Available Cash	2,147	0	5	-29	0	2,123	7	2,130	13,555

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.

Budget Review Contracts and Other Expenses Statement

The Budget Review Contracts and Other Expenses Statement, provided in **Annexure 4**, requires Council to disclose ‘Contracts’ and ‘Consultancy and Legal Expenses’ as part of the Quarterly Budget Review. Councillors are currently made aware of tenders of \$120,000 or more. This statement makes Councillors aware of other contracts that meet the reporting guidelines.

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.

Conclusion:

The March 2018 quarterly review forecasts an increase in Council’s working funds position for 2017/18 of \$22,797 comprising the original budget surplus including rollovers of \$39,615, a surplus at the September review of \$4,930, a deficit at the December review of \$28,790 and a surplus in this review of \$7,042.

Following the review of the estimates of expenditure and income made in the original budget, the Income and Expenses Statement shows a decrease in our operating result of \$350,533.

The Capital Budget Review Statement shows an increase in capital expenditure of \$78,387 and an increase in funding of \$210,649. Changes giving rise to these variations have been detailed in the report.

The Balance Sheet (**Annexure 1**) shows liquidity at 3.13:1 with working funds position at \$2,920,868.

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 2018.

Annexures

1. Forecast Balance Sheet for the year ending 30 June 2018 [↗](#)
2. Forecast 30 June 2018 Reserve Levels as at 31 March 2018 [↗](#)
3. Revised Forecasts of Expenditure and Income by Manager and Cost Centre [↗](#)
4. Budget Review Contracts and Other Expenses Statement [↗](#)

BUDGET 2017/18											
Balance Sheet											
	Actual 16/17	16/17 Revotes	Revote & Rollovers into 17/18	17/18 Budget	Original Budget & Revotes	September Review 17/18	September Review 17/18	December Review 17/18	December Review 17/18	March Review 17/18	March Review 17/18
Current Assets											
Cash & Investments	72,004,616	-9,215,800	62,788,816	-4,397,847	58,390,969	-2,104,299	56,286,670	82,073	56,368,743	-453,572	55,915,171
Receivables	7,152,847		7,152,847		7,152,847		7,152,847		7,152,847		7,152,847
Inventories	254,104		254,104		254,104		254,104		254,104		254,104
Other	505,929		505,929		505,929		505,929		505,929		505,929
	79,917,496	-9,215,800	70,701,696	-4,397,847	66,303,849	-2,104,299	64,199,550	82,073	64,281,623	-453,572	63,828,051
Current Liabilities											
Payables	27,876,319		27,876,319		27,876,319		27,876,319		27,876,319		27,876,319
Interest Bearing Liabilities	3,350,925		3,350,925	-803,925	2,546,999		2,546,999		2,546,999		2,546,999
Provisions	11,600,566		11,600,566	866,417	12,466,983		12,466,983		12,466,983		12,466,983
	42,827,810	0	42,827,810	62,491	42,890,301	0	42,890,301	0	42,890,301	0	42,890,301
NET CURRENT ASSETS	37,089,686	-9,215,800	27,873,886	-4,460,338	23,413,548	-2,104,299	21,309,249	82,073	21,391,322	-453,572	20,937,750
Non-Current Assets											
Receivables	91,590		91,590		91,590		91,590		91,590		91,590
Inventories & Other Assets	1,940,500		1,940,500	-339,455	1,601,045		1,601,045		1,601,045	26,528	1,627,573
Investment Properties	154,020,000	74,298	154,094,298		154,094,298		154,094,298	-11,143	154,083,155		154,083,155
Property, Plant & Equipment	725,396,125	9,295,720	734,691,845	4,067,222	738,759,067	1,133,067	739,892,134	214,902	740,107,036	76,511	740,183,547
	881,448,215	9,370,018	890,818,233	3,727,767	894,546,000	1,133,067	895,679,067	203,759	895,882,826	103,039	895,985,865
Non-Current Liabilities											
Interest Bearing Liabilities	66,982,619		66,982,619	-2,546,999	64,435,620		64,435,620		64,435,620		64,435,620
Provisions	221,699		221,699	11,359	233,058		233,058		233,058		233,058
	67,204,317	0	67,204,317	-2,535,640	64,668,677	0	64,668,677	0	64,668,677	0	64,668,677
NET ASSETS	851,333,584	154,218	851,487,802	1,803,069	853,290,871	-971,232	852,319,639	285,832	852,605,471	-350,533	852,254,938
EQUITY											
Opening Equity	521,575,823		536,272,080		536,272,080		536,272,080		536,272,080		536,272,080
Asset Revaluation Reserves	315,061,504		315,061,504		315,061,504		315,061,504		315,061,504		315,061,504
Operating Result	14,696,257		154,218		1,957,287		986,055		1,271,887		921,354
Closing Equity	851,333,584	0	851,487,802	0	853,290,871	0	852,319,639	0	852,605,471	0	852,254,938
Working Funds											
Current Assets	37,089,686		27,873,886		23,413,548		21,309,249		21,391,322		20,937,750
ADD:											
Current Prov'n for ELE	11,600,566		11,600,566		12,466,983		12,466,983		12,466,983		12,466,983
Current Deposits	20,400,191		20,400,191		20,400,191		20,400,191		20,400,191		20,400,191
Current Loan Liability	3,350,925		3,350,925		2,546,999		2,546,999		2,546,999		2,546,999
LESS:											
External Restrictions	-8,100,468		-5,616,738		-5,632,382		-5,215,359		-5,592,423		-5,348,053
Internal Restrictions	-61,442,830		-54,710,760		-50,257,654		-48,565,448		-48,299,247		-48,083,003
	2,898,070	0	2,898,070	0	2,937,686	0	2,942,616	0	2,913,826	0	2,920,868
Movement in Working Funds			0		39,615		4,930		-28,790		7,042
Unrestricted Current Ratio	3.87		3.51		3.25		3.16		3.14		3.13
Current Assets - External Restrictions	70,681		63,949		59,535		57,848		57,553		57,344
Current Liabilities - Restricted Liabilities	18,241		18,241		18,304		18,304		18,304		18,304

WOOLLAHRA MUNICIPAL COUNCIL
Forecast Restricted Cash Balances - 30th June 2018

Externally Restricted Cash		REVOTES		ORIGINAL BUDGET				SEPTEMBER REVIEW				DECEMBER REVIEW				MARCH REVIEW			
Purpose	Restricted Cash Balance Jun 17	Transfers From	Closing Balance Jun 18	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 18	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 18	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 18	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 18
Section 94 Contributions	1,442,422	30,027	1,412,395		30,000	45,000	1,397,395			-45,000	1,442,395		-16,000		1,426,395				1,426,395
Section 94A Contributions	2,987,291	1,256,300	1,730,991	2,300,000	45,000	3,320,000	755,991			110,715	645,276	200,000	-7,500		837,776			250,000	587,776
Unexpended Grants	184,773	135,051	49,722				49,722			238	49,484				49,484				49,484
Environmental & Infrastructure Levy	842,610	821,211	21,399	4,057,092		4,056,999	21,492				21,492			17,256	4,236				4,236
Stormwater Levy	244,798	241,141	3,657	485,620		480,000	9,277				9,277			9,277	0				0
Domestic Waste:																			
General Reserve	2,061,630		2,061,630	763,500		531,000	2,294,130	-347,070		4,000	1,943,060	39,097		-188,000	2,170,157	5,630			2,175,787
Employee Leave Entitlements	336,943		336,943	767,431			1,104,374				1,104,374				1,104,374				1,104,374
	8,100,468	2,483,730	5,616,738	8,373,643	75,000	8,432,999	5,632,382	-347,070	0	69,953	5,215,359	239,097	-23,500	-161,467	5,592,423	5,630	0	250,000	5,348,053
Internally Restricted Cash																			
Purpose	Restricted Cash Balance Jun 17	Transfers From	Closing Balance Jun 18	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 18	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 18	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 18	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 18
Employee Leave Entitlements	2,465,313		2,465,313				2,465,313				2,465,313				2,465,313				2,465,313
Plant Replacement	300,643		300,643			198,000	102,643	16,818			119,461	22,409			141,870				141,870
Insurance	737,131		737,131			25,000	712,131	53,106			765,237			130,000	635,237	46,620			681,857
Computer	250,000	80,000	170,000			70,000	100,000	22,191			122,191				122,191				122,191
Library IT	0		0	132,000			132,000				132,000				132,000				132,000
Election	362,500		362,500			362,500	0				0				0			-20,436	20,436
Deposits	16,224,844		16,224,844				16,224,844				16,224,844				16,224,844				16,224,844
Preschool																			
General Reserve	243,880		243,880	24,866			268,746				268,746	-12,842			255,904	41,708			297,612
Employee Leave Entitlements	73,199		73,199	17,393			90,592				90,592				90,592				90,592
Property	25,924,181	1,098,482	24,825,699			3,150,000	21,675,699			-70,235	21,745,934			-39,300	21,785,234			381,404	21,403,830
Open Space & Community Facilities	8,210,809	3,086,274	5,124,535			2,000,000	3,124,535			850,000	2,274,535			275,000	1,999,535				1,999,535
Kinora Place Reserve	2,163,554	108,677	2,054,877	1,755,966		282,713	3,528,130	-39,869			3,488,261	60,456		-11,143	3,559,860	142,396			3,702,256
Loan Funds	4,118		4,118			4,118	0				0				0				0
Revotes & Rollovers	2,096,111	1,999,931	96,180				96,180				96,180			-18,333	114,513				114,513
Oxford Street	250,000		250,000				250,000				250,000				250,000				250,000
Open Space Projects	633,706	358,706	275,000			275,000	0				0				0				0
Property Development	119,000		119,000				119,000				119,000				119,000				119,000
Future Judgement Costs	84,613		84,613				84,613			84,613	0				0				0
General Reserve																			
Public Art Gallery	198,872		198,872				198,872				198,872				198,872			86,000	112,872
FAG Prepayment	828,174		828,174				828,174			828,174	0				0				0
Old Section 94	240,706		240,706			20,000	220,706				156,906				156,906				156,906
General	31,477		31,477	4,000			35,477	11,900			47,377				47,377				47,377
	61,442,830	6,732,070	54,710,760	1,934,225	0	6,387,331	50,257,654	64,146	0	1,756,352	48,565,448	70,023	0	336,224	48,299,247	230,724	0	446,968	48,083,003
Total Restricted Cash	69,543,298	9,215,800	60,327,498	10,307,868	75,000	14,820,330	55,890,036	-282,924	0	1,826,305	53,780,807	309,120	-23,500	174,757	53,891,670	236,354	0	696,968	53,431,056

Budget Review by Manager and Cost Centre
as at 31 March 2018

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
OPERATING BUDGET						
101 Director Community Services						
502 Community Services Management						
Expenditure	1,217,204	1,177,119	1,061,764	90	68,095	1,245,214
Income	-124,610	-124,610	-11,916	10	-86,000	-210,610
103 Community Liaison Coordinator						
504 Community Liaison						
Expenditure	207,260	218,225	160,503	74	5,500	223,725
Income	0	-12,465	-12,465	100	0	-12,465
104 Library Services						
512 Library Information Services						
Expenditure	416,576	415,576	325,767	78	1,200	416,776
Income	-5,000	-4,000	-610	15	0	-4,000
513 Library - Paddington Service						
Expenditure	616,582	640,482	485,992	76	1,000	641,482
Income	-250,425	-285,953	-144,110	50	0	-285,953
515 Library Admin. Collection Support						
Expenditure	1,025,111	1,033,726	784,469	76	8,205	1,041,931
Income	-189,480	-194,480	-192,036	99	-6,023	-200,503
516 Library Lending Services						
Expenditure	1,140,394	1,110,484	786,804	71	-1,300	1,109,184
Income	-121,561	-126,561	-92,599	73	1,000	-125,561
517 Community Learning						
Expenditure	734,269	789,129	560,033	71	2,500	791,629
Income	-12,500	-11,500	-4,382	38	500	-11,000
518 Resource Management						
Expenditure	876,126	895,106	688,897	77	0	895,106
Income	-19,053	-18,553	-13,546	73	0	-18,553
105 Family & Community Development						
505 Venue Hire						
Expenditure	208,577	208,577	168,260	81	0	208,577
Income	-322,270	-335,200	-235,528	70	12,800	-322,400
521 Community Development						
Expenditure	915,169	951,219	802,111	84	1,450	952,669
Income	-46,690	-46,690	-35,013	75	125	-46,565
523 Preschool						
Expenditure	1,102,049	1,107,607	860,527	78	41,708	1,149,315
Income	-1,089,719	-1,095,277	-997,923	91	-41,708	-1,136,985
107 Cultural Development						
503 Cultural Development						
Expenditure	308,536	308,877	264,326	86	0	308,877
Income	-55,000	-56,907	-61,631	108	0	-56,907
201 Director Corporate Services						
771 Corporate Services Management						
Expenditure	503,942	504,032	356,806	71	-15,000	489,032
Income	-21,217	-21,217	-17,563	83	0	-21,217
202 Business Assurance & Risk Management						
731 Risk Management						
Expenditure	784,931	786,291	524,720	67	650	786,941
Income	-33,360	-33,360	-25,020	75	0	-33,360

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
732 Public Liability/Professional Indemnity						
Expenditure	1,038,000	1,275,651	886,049	69	0	1,275,651
Income	-49,730	-235,381	-64,868	28	0	-235,381
733 Workers' Compensation						
Expenditure	1,179,000	1,152,000	694,573	60	76,620	1,228,620
Income	-582,421	-558,186	-426,003	76	-76,620	-634,806
734 Motor Vehicle Insurance						
Expenditure	395,000	395,320	321,826	81	0	395,320
Income	-108,476	-108,476	-87,391	81	0	-108,476
735 Council's Property Insurance						
Expenditure	401,000	436,455	317,486	73	0	436,455
Income	-228,161	-260,616	-52,534	20	0	-260,616
203 Governance						
711 Elected Officials						
Expenditure	1,010,978	1,044,019	846,783	81	2,065	1,046,084
Income	-362,500	-362,500	0	0	20,436	-342,064
712 Governance						
Expenditure	920,176	931,699	682,827	73	16,702	948,401
Income	-16,643	-16,643	-12,182	73	0	-16,643
205 Finance						
721 Finance						
Expenditure	1,442,404	1,532,702	978,300	64	298	1,533,000
Income	-129,905	-129,905	-98,781	76	0	-129,905
722 Rates						
Expenditure	751,797	755,860	527,064	70	126	755,986
Income	-569,615	-535,052	-446,359	83	-1,727	-536,779
729 Employment Overheads						
Expenditure	-765,118	-765,118	-639,022	84	0	-765,118
Income	0	0	0	-	0	0
800 Statutory Contributions						
Expenditure	4,980,800	5,026,047	2,785,251	55	0	5,026,047
Income	-2,300,000	-2,500,000	-2,046,611	82	0	-2,500,000
801 Untied Grants						
Expenditure	0	0	0	-	0	0
Income	-1,745,500	-1,776,103	-1,566,219	88	0	-1,776,103
802 Interest on Investments						
Expenditure	85,000	61,500	8,500	14	0	61,500
Income	-1,935,870	-2,072,400	-1,577,854	76	-1,000	-2,073,400
803 General Rate Income						
Expenditure	4,542,712	4,542,712	3,701,250	81	0	4,542,712
Income	38,442,264	38,456,264	38,486,048	100	0	38,456,264
804 Debt Servicing						
Expenditure	1,233,574	1,233,574	606,578	49	0	1,233,574
Income	-195,571	-195,571	-70,706	36	0	-195,571
206 Organisational Development & Human Resources						
741 Organisational Development & Human Resources						
Expenditure	1,218,041	1,205,101	818,372	68	16,076	1,221,177
Income	-147,763	-147,763	-112,929	76	0	-147,763
742 Corporate Training						
Expenditure	320,000	320,000	297,046	93	0	320,000
Income	-16,123	-23,867	-19,990	84	0	-23,867

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
743 Recruitment						
Expenditure	67,000	67,000	52,705	79	6,000	73,000
Income	-6,252	-6,252	-4,726	76	0	-6,252
207 Information Technology						
611 Customer Service						
Expenditure	1,336,476	1,341,476	1,014,107	76	4,500	1,345,976
Income	-433,603	-439,603	-333,026	76	-3,000	-442,603
713 Records Management						
Expenditure	729,428	741,938	561,012	76	0	741,938
Income	-15,063	-27,573	-24,002	87	0	-27,573
751 Information Technology Management						
Expenditure	1,329,888	1,329,568	1,043,736	79	250	1,329,818
Income	-147,004	-147,004	-109,900	75	-1,000	-148,004
752 Information Systems						
Expenditure	1,029,000	1,049,854	824,925	79	0	1,049,854
Income	-184,428	-184,428	-86,350	47	0	-184,428
753 Network - Telecommunications						
Expenditure	469,000	486,728	432,808	89	6,000	492,728
Income	-49,402	-55,302	-48,039	87	-6,000	-61,302
301 Director Technical Services						
781 Technical Services Management						
Expenditure	342,405	342,495	261,994	76	126	342,621
Income	-114,515	-114,515	-86,265	75	0	-114,515
302 Engineering Services						
142 Infrastructure Development Assessment						
Expenditure	310,802	311,302	258,900	83	10,633	321,935
Income	0	0	0	-	0	0
313 Infrastructure Assets Depreciation						
Expenditure	7,501,000	7,501,000	4,864,920	65	0	7,501,000
Income	0	0	0	-	0	0
321 Traffic Investigation & Reports						
Expenditure	340,120	551,820	323,129	59	-5,524	546,296
Income	-670,000	-955,500	-832,882	87	-46,500	-995,500
322 Builders Restorations						
Expenditure	181,918	183,418	127,262	69	0	183,418
Income	-220,000	-221,500	-141,814	64	20,000	-201,500
333 Parking Meters						
Expenditure	275,000	275,000	199,235	72	-5,000	270,000
Income	-2,100,000	-2,100,000	-1,536,875	73	0	-2,100,000
341 Street Lighting						
Expenditure	1,380,000	1,387,000	846,631	61	-50,000	1,337,000
Income	-357,000	-360,400	-2,818	1	0	-360,400
782 Engineering Services Management						
Expenditure	252,740	253,240	199,621	79	0	253,240
Income	-405,000	-487,000	-415,099	85	-77,760	-564,760
784 Engineering Design						
Expenditure	110,075	110,465	82,118	74	900	111,365
Income	0	0	0	-	0	0
785 Asset Management						
Expenditure	326,034	326,924	253,802	78	509	327,433
Income	-85,000	-85,000	-56,177	66	0	-85,000

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
303 Capital Projects						
350 Capital Projects Management						
Expenditure	259,834	260,572	158,486	61	-870	259,702
Income	0	0	0	-	0	0
304 Open Space & Trees						
231 Trees Maintenance						
Expenditure	1,043,226	1,054,536	713,410	68	45,744	1,100,280
Income	-4,000	-2,000	-1,975	99	0	-2,000
235 User Pays Tree Pruning Services						
Expenditure	89,468	89,468	90,369	101	10,000	99,468
Income	-90,000	-90,000	-88,239	98	-10,000	-100,000
411 Public Open Space Management						
Expenditure	327,582	328,192	245,298	75	0	328,192
Income	-722,000	-740,000	-603,619	82	47,000	-693,000
412 Tree Management						
Expenditure	422,043	439,958	325,778	74	672	440,630
Income	-55,250	-55,250	-38,290	69	-1,000	-56,250
413 Public Open Space Planning & Asset Management						
Expenditure	1,444,491	1,525,042	1,084,712	71	0	1,525,042
Income	0	-50,551	0	0	0	-50,551
426 Quarry Street Depot Operations						
Expenditure	266,700	267,450	220,723	83	6,000	273,450
Income	0	0	0	-	0	0
427 Parks and Street Trees Management						
Expenditure	816,162	818,732	657,450	80	854	819,586
Income	-2,400	-2,400	-1,418	59	1,000	-1,400
431 Bush Regeneration						
Expenditure	644,313	644,613	428,162	66	300	644,913
Income	0	-1,743	-1,743	100	0	-1,743
452 Parks Area Team East						
Expenditure	789,883	804,927	709,417	88	41,000	845,927
Income	0	0	0	-	0	0
454 Parks Area Team West						
Expenditure	846,911	869,905	626,818	72	-16,422	853,483
Income	0	0	0	-	0	0
455 Horticultural Projects						
Expenditure	1,031,574	1,042,016	861,706	83	43,923	1,085,939
Income	0	0	0	-	0	0
783 Sustainability Projects						
Expenditure	441,035	585,409	404,490	69	100	585,509
Income	-270,000	-414,956	4,434	-1	0	-414,956
306 Property and Projects Management						
331 Property Maintenance - Carparks						
Expenditure	1,327,303	1,342,926	1,045,349	78	-65,000	1,277,926
Income	-2,119,000	-2,137,000	-1,425,100	67	123,000	-2,014,000
441 Parks/Ovals Buildings Maint & Repairs						
Expenditure	415,662	420,394	584,798	139	-2,300	418,094
Income	-9,000	-9,000	-4,765	53	0	-9,000
442 Property Maintenance - Tennis Courts						
Expenditure	23,682	23,682	3,163	13	-10,000	13,682
Income	-900	-900	-359	40	0	-900
443 Property Maintenance - Public Toilets						
Expenditure	85,527	85,527	83,415	98	1,000	86,527

Income	0	0	0	-	0	0
	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
514 Property Maintenance - Libraries						
Expenditure	1,003,827	987,327	464,742	47	-67,000	920,327
Income	-282,713	-283,952	-142,595	50	0	-283,952
524 Property Maintnce - Community Facilities						
Expenditure	684,909	690,970	564,820	82	-68,265	622,705
Income	-34,000	-70,206	-4,639	7	0	-70,206
761 Property Services						
Expenditure	368,115	418,595	372,599	89	-10,000	408,595
Income	0	0	0	-	0	0
762 Property Projects						
Expenditure	312,620	312,620	186,094	60	15,455	328,075
Income	0	0	0	-	0	0
763 Property Maintenance - Depots						
Expenditure	88,314	85,814	49,649	58	-5,000	80,814
Income	0	0	0	-	0	0
764 Restaurants/Other Commercial						
Expenditure	148,103	144,673	100,250	69	-8,000	136,673
Income	-40,000	-40,000	-19,670	49	0	-40,000
765 Property Maintenance - Council Offices						
Expenditure	1,183,520	1,178,497	955,842	81	3,945	1,182,442
Income	0	0	0	-	0	0
767 Property Maintenance - Trades Support						
Expenditure	451,865	427,055	210,136	49	-28,805	398,250
Income	0	0	0	-	0	0
768 Property Management						
Expenditure	516,770	546,770	492,960	90	40,780	587,550
Income	-2,763,992	-2,753,050	-1,930,999	70	-57,292	-2,810,342
769 Property Mtce - Street Furniture & Fence						
Expenditure	210,628	210,628	155,595	74	0	210,628
Income	0	0	0	-	0	0
775 Kiaora Place						
Expenditure	10,220,276	10,355,601	6,194,589	60	163,396	10,518,997
Income	-	-	-	-	-	-
Income	11,220,276	11,355,601	-8,459,517	74	-136,868	11,492,469
307 Civil Operations						
221 Drainage Maintenance						
Expenditure	396,232	396,732	307,148	77	5,000	401,732
Income	0	0	0	-	0	0
241 Waste Services Domestic						
Expenditure	14,267,075	14,267,075	9,882,846	69	0	14,267,075
Income	-	-	-	-	-	-
Income	14,010,477	14,010,477	13,994,112	100	0	14,010,477
242 Waste Services Trade						
Expenditure	1,622,349	1,572,349	1,102,792	70	-23,910	1,548,439
Income	-2,095,000	-1,995,000	-1,305,857	65	2,000	-1,993,000
246 Waste Services Recycling						
Expenditure	2,135,000	2,195,000	1,615,090	74	20,000	2,215,000
Income	-2,135,000	-2,195,000	-1,638,750	75	-20,000	-2,215,000
247 Waste Services Garden Refuse						
Expenditure	1,178,301	1,176,301	816,820	69	5,000	1,181,301
Income	-1,120,169	-1,120,169	-840,465	75	-3,000	-1,123,169
248 Waste Services Supervision						
Expenditure	424,880	425,060	317,124	75	361	425,421
Income	-348,435	-348,435	-261,326	75	-361	-348,796

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
<u>249 Waste Projects</u>						
Expenditure	294,469	332,229	266,139	80	10,559	342,788
Income	-274,862	-311,932	-229,315	74	-10,559	-322,491
<u>251 Street Cleaning General</u>						
Expenditure	2,601,706	2,613,353	1,971,207	75	-65,100	2,548,253
Income	-1,099,392	-1,106,156	-840,448	76	-3,400	-1,109,556
<u>311 Road Pavement Maintenance</u>						
Expenditure	518,837	517,837	355,925	69	500	518,337
Income	0	0	0	-	0	0
<u>312 Kerb & Gutter Maintenance</u>						
Expenditure	98,427	98,427	49,409	50	0	98,427
Income	0	0	0	-	0	0
<u>314 Footpath Maintenance</u>						
Expenditure	754,828	754,398	424,054	56	-865	753,533
Income	0	0	-116	-	0	0
<u>315 Traffic Devices - Signs</u>						
Expenditure	105,404	105,763	89,339	84	4,000	109,763
Income	-86,350	-86,350	-51,250	59	0	-86,350
<u>316 Utilities Restorations</u>						
Expenditure	234,263	211,113	157,995	75	20,500	231,613
Income	-310,000	-310,000	-220,995	71	-60,000	-370,000
<u>319 Civil Works Management & Admin</u>						
Expenditure	463,473	463,563	338,214	73	-10,800	452,763
Income	-63,150	-63,150	-44,000	70	0	-63,150
<u>421 Business Centres Streetscape Maintenance</u>						
Expenditure	2,638,763	2,649,823	1,983,709	75	310	2,650,133
Income	0	0	0	-	0	0
<u>444 Harbour Facilities</u>						
Expenditure	98,426	177,526	129,162	73	800	178,326
Income	0	0	0	-	0	0
<u>723 Purchasing/Stores</u>						
Expenditure	242,609	252,729	202,808	80	22,359	275,088
Income	-58,899	-59,799	-48,327	81	-6,300	-66,099
<u>791 Fletcher Street Depot Operations</u>						
Expenditure	193,295	193,546	125,977	65	1,383	194,929
Income	0	0	0	-	0	0
<u>792 Depot & Waste Services Management & Admin</u>						
Expenditure	207,903	208,303	155,000	74	0	208,303
Income	-106,031	-106,031	-79,997	75	0	-106,031
<u>793 AIF Depot Operations</u>						
Expenditure	587,878	519,578	346,238	67	-50,000	469,578
Income	-299,807	-258,827	-208,463	81	30,000	-228,827
<u>794 Plant Workshop</u>						
Expenditure	353,676	373,450	291,605	78	21,000	394,450
Income	-105,219	-112,067	-81,653	73	-7,350	-119,417
<u>795 SES</u>						
Expenditure	60,000	60,000	0	0	0	60,000
Income	0	0	0	-	0	0
<u>796 Plant Operations</u>						
Expenditure	43,562	43,562	36,169	83	-1,876	41,686
Income	-443,562	-443,562	-342,741	77	0	-443,562

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
401 Director Planning & Development						
171 Planning & Development Management & Admin						
Expenditure	399,087	509,862	323,377	63	2,738	512,600
Income	-12,650	-18,210	-15,637	86	0	-18,210
402 Strategic Planning						
111 Environmental Planning						
Expenditure	879,637	882,273	585,478	66	406	882,679
Income	-182,350	-279,690	-24,710	9	90,870	-188,820
121 Heritage Planning						
Expenditure	265,024	265,024	164,715	62	393	265,417
Income	-20,000	-27,000	-6,554	24	-1,000	-28,000
131 Urban Design						
Expenditure	124,806	124,996	87,047	70	-1,000	123,996
Income	0	0	0	-	0	0
161 Certificates Processing						
Expenditure	89,998	89,998	72,599	81	0	89,998
Income	-500,000	-500,000	-325,839	65	39,600	-460,400
404 Development Control						
141 Development Control						
Expenditure	3,317,032	3,473,622	2,811,539	81	94,209	3,567,831
Income	-1,562,000	-1,718,291	-1,257,255	73	25,000	-1,693,291
406 Compliance						
151 Building & Compliance						
Expenditure	1,396,133	1,396,563	1,036,685	74	-642	1,395,921
Income	-858,320	-895,320	-706,591	79	-4,500	-899,820
152 Fire Safety Management						
Expenditure	201,232	201,635	151,235	75	-11,250	190,385
Income	-181,000	-182,100	-123,876	68	22,000	-160,100
332 Ranger Services Parking Enforcement						
Expenditure	2,372,958	2,374,764	1,658,978	70	-30,500	2,344,264
Income	-6,470,000	-6,450,000	-4,295,466	67	0	-6,450,000
530 Immunisation						
Expenditure	9,100	0	0	-	0	0
Income	-6,000	0	-44	-	0	0
531 Environment & Public Health Services						
Expenditure	427,047	431,317	336,673	78	8,500	439,817
Income	-101,800	-106,900	-82,097	77	0	-106,900
532 Ranger Services						
Expenditure	505,583	506,695	384,911	76	10,961	517,656
Income	-290,980	-288,402	-203,526	71	-2,000	-290,402
533 Animal Control						
Expenditure	142,917	132,947	105,351	79	1,025	133,972
Income	-32,000	-26,000	-24,396	94	-3,000	-29,000
407 Placemaking						
175 Placemaking						
Expenditure	693,640	818,486	534,686	65	4,500	822,986
Income	-5,000	-129,846	0	0	5,000	-124,846
501 General Manager						
621 Business Centre Support						
Expenditure	58,600	58,600	34,122	58	0	58,600
Income	0	0	0	-	0	0

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
770 Executive						
Expenditure	626,584	837,509	671,563	80	26,000	863,509
Income	-23,302	-107,915	-105,210	97	-3,500	-111,415
503 Communications						
612 Communications						
Expenditure	829,575	891,506	673,946	76	12,000	903,506
Income	-21,154	-33,664	-20,036	60	0	-33,664
Operating Budget Total Variation					125,220	
CAPITAL BUDGET						
104 Library Services						
950 Library General						
Expenditure	382,225	387,070	345,052	89	0	387,070
Income	0	-4,845	0	0	0	-4,845
953 Library - Paddington						
Expenditure	108,080	118,858	97,187	82	0	118,858
Income	0	-10,778	0	0	0	-10,778
207 Information Technology						
981 Computers & Office Equipment						
Expenditure	190,000	567,862	23,800	4	120,000	687,862
Income	0	-377,862	-149,491	40	-115,000	-492,862
302 Engineering Services						
933 Traffic Infrastructure						
Expenditure	1,272,000	2,047,509	839,448	41	-457,157	1,590,352
Income	-916,000	-1,640,280	-63,892	4	456,822	-1,183,458
935 Flood Plain Management						
Expenditure	50,000	116,229	97,047	83	0	116,229
Income	0	-66,229	-24,955	38	0	-66,229
945 Streetscapes						
Expenditure	580,000	1,635,036	946,429	58	6,551	1,641,587
Income	0	-1,055,036	-759,004	72	-6,082	-1,061,118
968 Stormwater Levy Works						
Expenditure	780,000	1,218,450	275,154	23	0	1,218,450
Income	-780,000	-1,207,456	-144,118	12	0	-1,207,456
969 Infrastructure Renewal Program						
Expenditure	7,110,311	8,879,224	5,718,275	64	145,132	9,024,356
Income	-5,301,428	-7,243,279	-3,008,313	42	-395,266	-7,638,545
304 Open Space & Trees						
938 Open Space Capital Works Project Mgmt						
Expenditure	150,000	105,454	0	0	-91,666	13,788
Income	-150,000	-105,454	0	0	91,666	-13,788
939 Parks & Reserves						
Expenditure	2,530,510	5,784,230	2,608,896	45	146,213	5,930,443
Income	-2,230,510	-5,484,230	-2,280,414	42	-146,213	-5,630,443

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
<u>941 Playgrounds</u>						
Expenditure	450,000	544,737	35,186	6	0	544,737
Income	-450,000	-544,737	-29,902	5	0	-544,737
<u>942 Sportsfields</u>						
Expenditure	75,000	114,143	115,468	101	10,000	124,143
Income	-75,000	-114,143	-104,745	92	-10,000	-124,143
306 Property and Projects Management						
<u>980 Investment Properties</u>						
Expenditure	0	63,155	66,955	106	0	63,155
Income	0	-63,155	-63,155	100	0	-63,155
<u>982 Commercial/Leased Properties</u>						
Expenditure	240,000	155,000	168,876	109	45,000	200,000
Income	-240,000	-155,000	-25,529	16	-45,000	-200,000
<u>984 Parks / Ovals Buildings</u>						
Expenditure	815,000	1,057,962	535,822	51	-15,696	1,042,266
Income	-815,000	-1,057,962	-488,673	46	35,696	-1,022,266
<u>986 Council Offices</u>						
Expenditure	0	35,811	24,672	69	27,000	62,811
Income	0	-35,811	-17,422	49	0	-35,811
<u>987 Community Facilities</u>						
Expenditure	2,705,000	3,283,688	467,595	14	66,161	3,349,849
Income	-2,705,000	-3,281,548	-396,359	12	0	-3,281,503
<u>988 Library Buildings</u>						
Expenditure	20,000	53,019	20,766	39	0	53,019
Income	-20,000	-53,019	-13,974	26	0	-53,019
<u>989 Car Parks</u>						
Expenditure	30,000	2,034,609	425,717	21	-9,500	2,025,109
Income	-30,000	-2,034,609	-239,407	12	9,500	-2,025,109
307 Civil Operations						
<u>910 Depot & Waste Services Capital</u>						
Expenditure	0	0	0	-	0	0
Income	0	0	0	-	0	0
<u>915 Business Centres Capital</u>						
Expenditure	54,700	90,405	63,234	70	-9,600	80,805
Income	0	0	0	-	0	0
<u>990 Plant Replacement Program</u>						
Expenditure	3,211,000	2,976,588	2,864,087	96	95,949	3,072,537
Income	-1,803,500	-1,589,998	-537,455	34	-86,772	-1,676,770
707 Environmental Works Program						
<u>959 Environmental Works Program</u>						
Expenditure	180,000	437,049	188,433	43	0	437,049
Income	-180,000	-437,049	-178,428	41	0	-437,049

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
Capital Budget Total Variation					-132,262	
TOTAL PROPOSED VARIATION					-7,042	

Woollahra Council

Budget review for the quarter ended - 31 March 2018

Contracts

Contractor	Contract detail & purpose	Contract value (\$) (Incl. GST)	Commencement date	Duration of contract	Budgeted (Y/N)	Explanation if not included in the budget
AAM Pty Ltd	3D Data Acquisition, Modelling & 3D Service Set up (50% funded by Smart Cities grant, proposal required partnership with AAM Pty Ltd)	230,000	23/02/2018	12 months	Y	Budget increased by grant funding amount in the March 18 budget review
The Trustee for the EVI Consulting Trust	IP&R Consulting services	90,200	2/01/2018	6 months	Y	
Melhemcorp Pty Ltd	Newcastle Street - kerb & gutter	62,590	9/04/2018	2 weeks	Y	
Planet Civil Pty Ltd	Moncur and Wallis Street Roundabout	63,718	19/03/2018	5 weeks	Y	
Planet Civil Pty Ltd	Forth Street Pedestrian crossing	68,281	16/04/2018	2 weeks	Y	
Civeco Pty Ltd	Victoria Road at NSH RD civil works	90,123	7/03/2018	6 weeks	Y	
Starcon Group Pty Ltd	Bathurst Street civil works	113,262	16/04/2018	4 weeks	Y	
State Civil Pty Ltd	Cranbrook Rd and Land civil works	110,113	16/04/2018	4 weeks	Y	
Northcliffe Construction Group Pty Ltd	RANSA boatshed - external refurbishment	109,450	12/02/2018	10 weeks	Y	
Clayton Utz	Cross Street Car Park Redevelopment - legal services	220,000	11/01/2018	2 years	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.

Woollahra Council

Budget review for the quarter ended - 31 March 2018

Consultancy and Legal expenses

Expense	Budget YTD \$	Expenditure YTD \$	Budgeted (Y/N)
Consultancies	1,571,978	1,762,474	N
Legal Fees	918,626	1,038,243	N
Total Consultancies & Legal Fees	2,490,604	2,800,717	

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:

Various changes to budget items with the major variation being Legal Fees for Development Control due to a higher number of appeals than originally budgeted.

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.

Item No: R5 Recommendation to Council
Subject: **STATUTORY REVIEW OF COUNCIL'S INTEGRATED PLANNING AND REPORTING DOCUMENTS**
Author: Cate Trivers, Project Manager - IP&R Review
Approvers: Don Johnston, Chief Financial Officer
Gary James, General Manager
File No: 18/66146
Reason for Report: To provide an update on the review of Council's integrated planning and reporting documents and outline the key dates for further consideration by Council and public exhibition of the documents prior to adoption.

Recommendation:

THAT

- A. The progress report on the statutory review of Council's Integrated Planning and Reporting (IP&R) documents to be noted.
- B. The draft Community Strategic Plan, *Our Woollahra 2030*, and Delivery Program 2018 to 2021 and Operational Plan 2018/19 be circulated to Councillors on 14 May 2018 for feedback to staff prior to the Council meeting 21 May 2018.
- C. Subject to B above, and any consequential changes, the draft Community Strategic Plan, *Our Woollahra 2030*, and Delivery Program 2018 to 2021 and Operational Plan 2018/19 be placed on public exhibition for 28 days from 22 May 2018.
- D. The relevant Goals from the draft Delivery Program 2018 to 2021 and Operational Plan 2018/19 be further considered by the Environmental Planning and Finance, Community & Services Committees on the 4 June 2018 together with any community submissions received.
- E. Any matters arising from the Committees' consideration on 4 June, together with any additional community submissions received be reported to Council on 18 June 2018 in an Officer's Report for final consideration and adoption of the Community Strategic Plan, *Our Woollahra 2030*, and Delivery Program 2018 to 2021 and Operational Plan 2018/19.
- F. The Mayor, in consultation with the Chairs of Committees and the General Manger, determine the need for a briefing session or Strategic & Corporate Committee meeting in the week prior to the Council meeting on 21 May 2018.

Background:

In accordance with the requirements of the Local Government Act 1993 (the Act) for Integrated Planning and Reporting (IP&R) Council is required to develop and adopt before 30 June 2018 a Community Strategic Plan (CSP), Delivery Program and Operational Plan (DPOP).

Earlier progress reports have been considered by the Finance, Corporate & Services Committee, most recently on 9 April 2018. Community engagement and internal staff planning workshops have continued since. Council has also launched its Your Say online engagement tool with a specific focus on Our Woollahra 2030.

We are writing a creative CSP and DPOP in plain English and through use of meaningful information graphics and visual aids.

This progress report provides an update on the community engagement, the process of developing the updated plans and how they will be considered by the Environmental Planning and Finance, Community & Services Committees concurrently with public exhibition prior to their adoption by Council on 18 June 2018.

Statutory requirements:

Sections 402 to 406 of the Local Government Act 1993 outline the requirements to develop and maintain a suite of IP&R documents.

Following the September 2017 ordinary Council election the Council is required to adopt a suite of IP&R documents by 30 June 2018.

For 2018/19 this has presented a number of challenges:

- Council election 12 September 2017

The shortened timeframe for development of the plans with Council between: the 2017 election; the induction of Councillors in October – November; and the deadline of 30 June 2018 for the development and 28 days of public exhibition for the CSP and DPOP.

- CSP is to be for a minimum 10 year timeframe

Given Council's existing CSP only runs to 2025 this has resulted in a requirement for Council to also adopt a new CSP by 30 June 2018 that covers the 10 year minimum, the draft *Our Woollahra – 2030*. The CSP is the highest plan and sets the structure and direction for the DPOP.

- Focus and resources on the proposed forced merger / amalgamations of Council

As background, under normal timeframes Council would have commenced the CSP preparation in early 2017 and would have undertaken extended community engagement. However at that stage Council was still in the process of defending a potential merger and amalgamation.

During that process Council actively engaged with the community to understand the community's views and how the community felt about this issue – and the community responded with a desire to maintain its unique character. This process re-confirmed the community's vision for the CSP.

These issues, together with changes to the frequency and timing of Committee meetings, have created some difficulties in relation to timing. To meet the statutory deadline of 30 June 2018 will necessitate some overlap between Council's continuing review of the CSP and DPOP while it is on public exhibition.

Structure of the CSP & DPOP – Planning, monitoring and reporting

Overall the current structure of the CSP & DPOP have stood the test of time and been validated through their ongoing quarterly monitoring and reporting processes.

The original and continuing structure of the IP&R framework was developed in 2009/10 after extensive consultation with the community with Council preparing and adopting the first Community Strategic Plan – *Woollahra 2025*. To support this Council developed a reporting framework structured around the following 5 themes and 11 goals in accordance with the statutory requirements to prepare integrated plans reflected the focus areas of; Social, Economic, Environment and Civic Leadership:

- Theme 1 Community well-being
- Theme 2 Quality Places and Spaces
- Theme 3 A healthy environment
- Theme 4 Local prosperity
- Theme 5 Community leadership and participation

This structure provides a reporting hierarchy around which Council has develop 11 Goals to guide Council's planning; from which Council establishes the DPOP Priorities and Actions that will contribute to the achievement of the community goals.

The existing goals are not time bound and continue to be relevant to the future of Woollahra. Similarly the Strategies and Priorities are relatively constant and relevant, unless an issue has been resolved. Overall, there is no significant change, with the CSP & DPOP structure being retained. The wording of a number of Strategies and Priorities has been updated to reflect linkages to other plans and contemporary terminology.

This reporting structure is supported by a corporate performance reporting system (Interplan) within Council which aligns business unit service plans to the DPOP priorities and the CSP Goals and Strategies. This monitoring and reporting system has also been set up to link to Council's other plans and strategies. For example, Council maintains the Disability Inclusion Action Plan, the Oxford Street Place Plan, and Double Bay Place Plans in the system. This allows information to be recorded once, but reported to various committees or external parties as required. The new Eastern City District Plan Priorities and Actions relevant to Council will also be able to be monitored and reported on through this system.

This framework ensures alignment and integration of Council's actions to the CSP.

Progress Report:

Community engagement

Council is committed to ongoing community engagement and providing opportunities for community participation in Council's decision making and future planning.

The Community Strategic Plan is Council's highest level plan that sets out the aspirations of the community which informs the strategies, priorities and actions set out in the Delivery Plan and Operational Plan (DPOP). As such, community engagement is essential to the success of the plan to enable Council's priorities and actions to support the achievement of these community goals.

In updating the CSP and DPOP Council has integrated goals, strategies, priorities and actions of many of Council's other relevant plans. Council has also aligned relevant State Plans including the NSW State Government Priorities, the Greater Sydney Commission's Sydney Eastern City District Plan, and various other planning documents. Importantly, these strategic plans have involved different levels of community engagement over time. In addition, Council has engaged and continues to engage with individuals and many groups. These consultations are at different stages in their development – from concept to drafts for community consultation.

A number of specific community engagements over the last six months have supported the review of Council's plans and are now reflected in the IP&R documents to be placed on public exhibition. These include:

- Community engagement to on community well-being including focus groups – Feb/Mar-18
- Independent Community Satisfaction Survey (Micromex) – 604 residents – Dec-17
- Independent Community Capacity Study (Micromex) – 500 residents – Jan/Feb-18
- Integrated Transport Strategy workshop, survey and pop-ups – Mar/Apr-18
- Internal planning workshops with staff in each Division – Mar/Apr-18
- Implementation of online community engagement hub, Our Woollahra Your Say – Apr-18
- Analysis of existing and new plans and strategies – Ongoing:
 - State Plan 2021 - State Priorities
 - Eastern City District Plan 2018
 - *Our Woollahra – 2025*
 - Woollahra DPOP – 2013-2018 (*update June 2017*)
 - Resourcing Strategies
 - Local Environment Plans
 - Development Control Plans
 - Section 94 Contribution Plans
 - Place plans
 - Asset Management Plan/s
 - Recreational Needs Assessment and Strategy (2006)
 - Environmental Sustainability Action Plan 2013 – 2025
 - Social and Cultural Plan 2013 -2023
 - Disability Inclusion Action Plan 2017
 - Woollahra Ageing and Disability Strategy
 - Library studies and plans
 - Various Council Policies and other plans

Many other engagement opportunities are being planned and actioned that will inform Council over the future years. Many of these show as priorities and actions within the DPOP. Examples include the Woollahra LEP and Recreational Needs Assessment and Strategy.

Council resolutions, including Notices of Motion, have informed the review and will continue to be a valuable way of integrating community feedback into our priorities and actions in both the short and long term.

Next steps

The draft CSP and DPOP will be circulated to Councillors by 14 May 2018 prior to Council the following week (21 May 2018) before placing the documents on public exhibition for 28 days and

inviting public submissions. Submissions received will be reported to Council for consideration in finalising the CSP & DPOP.

As part of our ongoing commitment to engaging the community, Council will be actively seeking community participation during the exhibition period. An interim update on any community submissions will be reported to the Environmental Planning and Finance, Community and Services Committee meetings on the 4 June 2018 for consideration of impacts on the relevant Goals in the DPOP.

Any matters arising from the Committees' consideration, together with any additional community submissions, which will be received up to 18 June 2018, will be presented in an Officer's Report to Council for final consideration and adoption of the Community Strategic Plan, *Our Woollahra 2030*, and the Delivery Program 2018 to 2021 and Operational Plan 2018/19.

Key focus areas of the Community Strategic Plan (CSP) – Our Woollahra 2030

Listening to the Community

i. Community Survey

As part of the Community Strategic Planning process Council engaged an independent research firm, Micromex Research, to conduct a Community Satisfaction Survey. This survey has been conducted bi-annually for the last 6 years. The Community Satisfaction survey explored community attitudes and perceptions towards Council's provision of both current and future services and facilities. 604 resident interviews were completed and a complementary online survey was also made available for the public to participate. The report recommendations were reported to the Finance, Community and Services Committee (9 April 2017) and are being reflected in the CSP and DPOP.

Overall the community's satisfaction with Council remained in line with past performances with an 86% satisfaction rate achieved. Priority issues identified were:

- Large scale residential development
- Development applications
- Housing affordability

ii. Community well-being: Social and Cultural Plan

The Social and Cultural Plan is no longer a statutory requirement however Council has elected to continue to prepare a Social and Cultural Plan. To this end and to inform 2018/19 IP&R plans there has been community engagement through:

- Independent Community Capacity Study - 500 residents
- Community service providers workshop
- Internal inter-department workshops
- The 2016 Woollahra Aged and Disability Needs Study

The initial findings of this engagement have resulted in some minor changes and has been used to develop the CSP and DPOP, in particular refreshing the CSP Community well-being theme. As further engagement occurs any changes will be reported back to Council and if approved will be reflected in future updates to the IP&R plans.

iii. Council priorities

Since the September 2017 election a number of priority matters have been raised by the Council. These Notices of Motion, and other relevant Council resolutions, have been responded to, and where appropriate have been incorporated into the DPOP and / or Department Service Plans (DSP's) for action.

A number of significant initiatives are continuing from previous years and will continue to be progressed over the 3 year Delivery Program.

iv. Your Say Woollahra

Initial responses through the online engagement hub are being considered by relevant Departments for how they can contribute to the CSP and DPOP. Council will continue to promote this channel as an ongoing engagement channel for future projects.

Managing future challenges and opportunities

In developing the CSP and DPOP the following significant change drivers have been identified from recent engagement which may impact on the community and / or on Council's service delivery and ways of operating in the future. Council is considering these as both challenges and opportunities and identifying strategies and priorities to address them.

The following is a summary of some of the challenges identified which are being covered off within the updated CSP and DPOP. The majority of these are consistent with the past but reflect emerging trends and are included for information. These challenges permeate across the community and across Council's service delivery. Whilst the future impacts may not yet be clear they represent some of the key considerations that can be taken into account in planning for the future, making investment decisions and in decision making.

- **Population changes**
 - Aging population, healthy aging and managing access and isolation
 - Transiency / turnover in community impacting community connections
- **Social changes**
 - 30 minute cities with focus on liveability
 - Changing face of work force and work places e.g. working from home / remotely
 - Changing social issues
 - Changes in consumer behaviour, shopping online
 - Increased demand on open spaces and recreation / sporting facilities
- **Cities**
 - Increasing density of living
 - Large scale residential developments
 - Increasing challenge in balancing resident and developer requirements
 - Affordable housing
 - Smarter Cities
 - Risk of cyber and physical terrorism
 - Integrated transport, traffic and parking management

- Managing heritage assets and infrastructure against increasing demand and creating access and safety for people with disabilities
- Maintaining open spaces and providing recreation facilities
- Aligning to State Plan priorities and the Greater Sydney Commission Sydney Eastern City District Plan
- **Environment**
 - Increased pressure on the environment
 - Drainage management
 - Waste management and need to develop national domestic recycling solutions
 - Energy targets
 - Sustainable business practices
- **Digital disruption and technological innovation**
 - The potential effects on the way people communicate and engage with each other and on lifestyles
 - Increasing rate of change in technologies, affordability and shifting of consumer and community's customer experience expectations for online services
 - Impact of automation and artificial intelligence on community and workplaces
 - Managing cyber security and information security
 - Adoption of smart technologies to inform decision making
 - Driverless vehicles
- **Changing customer / community expectations**
 - Focus on community engagement, consultation and communication
 - Increase level of community participation
 - Increased online services
 - Self service
 - Real time service
- **Increased transparency and data sharing**
 - Data sharing / data mining
 - Protection of privacy
- **Financial sustainability of Council**
 - Managing growth and inter-generational equity
 - Meeting costs of maintaining and renewing infrastructure
 - Meeting community expectations on levels of service within our existing budget
 - Managing corporate governance

Financial implications

In developing the 3 year Delivery Program Council has considered the existing strategies and plans that are in place, as well as emerging priorities. Funding decisions or implications have been considered by Council through the Corporate & Works Committee (11 December 2017) and the Finance, Community & Services Committee (9 April 2018).

In setting priorities for funding Council has considered the mix of services and capital investment in light of revenue and other funding options in a manner that is financially responsible and aims to balance the community needs with long term financial sustainability.

It is Council's Resourcing Strategy that tests the community's aspirations against available resources – time, money, assets and people. Council's long term financial plan, based on its Asset Management Strategy and Plans and Workforce Plan will be presented to the next Finance, Community & Services Committee.

The 2018/19 Budget has been incorporated into the DPOP for public exhibition.

Conclusion:

The CSP and DPOP are in the final stages of drafting. Exhibition copies of the updated plans will be circulated to Councillors on 14 May 2018 for feedback to staff prior to the Council meeting on 21 May 2018. There will be further consideration of community submissions received and relevant Goals of the DPOP by the Environmental Planning and Finance, Community & Services Committees on 4 June during the 28 day public exhibition period. There is also an opportunity for a briefing session or Strategic & Corporate Committee meeting to be held in the week prior to the Council meeting on 21 May. This will be determined by the Mayor in consultation with the Chairs of Committees and the General Manager.

Any matters arising from the Committees' consideration, with the balance of community submissions, will be reported to Council on 18 June 2018 for final consideration and adoption of the updated plans, *Our Woollahra 2030* and the Delivery Program 2018 to 2021 and Operational Plan 2018/19.

It is important to note that Council is in a continuous process of community engagement, undertaking studies and research, strategic planning, responding to legislative change, and identifying community concerns. In this sense, the IP&R is not set in stone but is dynamic and Council can update these plans based on future learnings by resolution at any stage.

Annexures

Nil

Political Donations: Matters to be considered by Councillors at Council and/or Committee Meetings

