



# Finance, Community & Services Committee

Monday 5 February 2024  
6.30pm

## Agenda



## Finance, Community & Services Committee (FC&S)

Woollahra Council will be holding Committee meetings (i.e. Environmental Planning (EP), Finance, Community & Services (FC&S) and Strategic & Corporate (S&C) with The Mayor, Councillors and staff will be participating in person. Members of the public are invited to attend the Committee meeting in person or watch and/or listen to meetings live (via Council's website).

A copy of the Agenda is available on Council's website:

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

To register to address the Committee, please email your name, phone number and Item number to [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au) by **10.00am on the day of the meeting**, indicating if you will be attending in person or wish to address the meeting via teleconferencing technology. Please note, instructions on how to join the meeting will be forwarded to person who have pre-registered to make a submission/address the Committee, via email on the day of the meeting via email.

Late correspondence may be submitted for consideration by the Committee. All late correspondence must be received by **10.00am on the day of the meeting**. Late correspondence is to be emailed to [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au).

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

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

The audio recording and late correspondence consider at the meeting will be uploaded to Council's website by 5.00pm on the next business day.

### Outline of Meeting Protocol & Procedure:

- The Chairperson will call the Meeting to order and ask the Committee Members and/or Staff to present apologies and/or late correspondence.
- The Chairperson will commence the Order of Business as shown in the Index to the Agenda.
- At the beginning of each item the Chairperson will invite member(s) of the public who registered to speak to address the Committee.
- Members of the public who have registered to address the Committee, will be allowed four (4) minutes in which to address the Committee. One (1) warning bell will be rung at the conclusion of three (3) minutes and two (2) warning bells rung at the conclusion of four (4) minutes. Please direct comments to the issues at hand.
- If there are persons representing both sides of a matter (e.g. applicant/objector), the person(s) against the recommendation speak first.
- At the conclusion of the allocated four (4) minutes, the speaker will take no further part in the debate unless specifically called to do so by the Chairperson.
- If there is more than one (1) person wishing to address the Committee from the same side of the debate, the Chairperson will request that where possible a spokesperson be nominated to represent the parties.
- After considering any submissions the Committee will debate the matter (if necessary), and arrive at a recommendation
- (R items which proceed to Full Council) or a resolution (D items for which the Committee has delegated authority).

### Disclaimer:

Councillors, staff and members of the public are advised that meeting are being lived streamed, accessible via a link from Council's website.

By speaking at a Committee Meeting members of the public consent to their voice, image and personal information (including name and address) being recorded and publicly available on Council's website. Accordingly, please ensure your address to Council is respectful and that you use appropriate language and refrain from making any defamatory statements or discriminatory comments.

Woollahra Council **does not** accept any liability for statements, comments or actions taken by individuals during a Committee meeting. Any part of the meeting that is held in closed session will not be recorded.

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

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

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

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

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

### Delegated Authority to be determined at Committee level ("D" Items):

- General financial and corporate management of the Council, except those specifically excluded by statute, by Council direction or delegated specifically to another Committee.  
Note: This is not to limit the discretions of nominated staff members exercising Delegated Authorities granted by the Council.
- Statutory reviews of Council's Delivery Program and Operational Plan.
- Finance Regulations, including:
  - Authorisation of expenditures within budgetary provisions where not delegated;
  - Quarterly review of Budget Review Statements;
  - Quarterly and other reports on Works and Services provision; and
  - Writing off of rates, fees and charges because of non-rateability, bad debts, and impracticality of collection.
- Auditing.
- Property Management.
- Asset Management.
- Works and Services - Monitoring and Implementations.
- Legal Matters and Legal Register.
- Parks and Reserves Management.
- Infrastructure Management, Design and Investigation.
- Community Services and Programs.
- Cultural Programs.
- Library Services.
- Health.
- Licensing.
- Liquor Licences.
- 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.
- Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive change.

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

# Woollahra Municipal Council

## Notice of Meeting

1 February 2024

To: His Worship the Mayor, Councillor Richard Shields ex-officio  
Councillors Toni Zeltzer (Chair)  
Mary-Lou Jarvis (Deputy Chair)  
Peter Cavanagh  
Luise Elsing  
Nicola Grieve  
Harriet Price  
Mark Silcocks

Dear Councillors,

### Finance, Community & Services Committee – 5 February 2024

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 5 February 2024 at 6.30pm.**

Members of the Public may:

- Register to address the meeting (via Zoom or in Person) by completing the relevant form available on Council's website: [https://www.woollahra.nsw.gov.au/council/meetings\\_and\\_committees/having\\_your\\_say\\_at\\_meetings](https://www.woollahra.nsw.gov.au/council/meetings_and_committees/having_your_say_at_meetings) and email the completed form to [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au) **by 10.00am on the day of the meeting.**
- Submit late correspondence for consideration by Councillors by emailing [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au) **by 10.00am on the day of the meeting.**

Watch and listen to the meeting live via Council's website:

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

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

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

Regards,

Craig Swift-McNair  
General Manager



# Finance, Community & Services Committee

## Agenda

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**Item No:** D1 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF MEETING HELD ON 4 DECEMBER 2023**  
**Author:** Sue O'Connor, Governance Officer  
**File No:** 23/224500  
**Purpose of the Report:** The Minutes of the Finance, Community & Services Committee of 4 December 2023 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**Recommendation:**

THAT the Minutes of the Finance, Community & Services Committee Meeting of 4 December 2023 be taken as read and confirmed.

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**Executive Summary:**

This report presents the Finance, Community & Services Committee Minutes of 4 December 2023 for confirmation.

The minutes of the meeting are presented as **Attachment 1** for adoption by the Finance, Community & Services Committee.

**Options:**

Submission of minutes to the Finance, Community & Services Committee is a procedural matter for the adoption of the minutes.

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

No internal or external consultation has taken place in the preparation of this report.

**Policy Implications:**

There are no direct policy implications as a result of this report.

**Financial Implications:**

There are no direct financial implications as a result of this report.

**Resourcing Implications:**

There are no direct resourcing implications as a result of this report.

**Conclusion:**

The minutes are presented for confirmation by the Finance, Community & Services Committee.

**Attachments**

1. Unconfirmed FC&S Minutes - 4 December 2023 [↓](#) 



# Finance, Community & Services Committee

Monday 4 December 2023  
6.30pm

## Minutes



## Finance, Community & Services Committee Minutes of the Meeting held on

Monday 4 December 2023

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**Finance, Community & Services Committee  
Minutes of the Meeting held on  
Monday 4 December 2023 at 6.30pm.**

Present: Councillors: Toni Zeltzer (Chair)  
Mary-Lou Jarvis  
Luise Elsing  
Nicola Grieve  
Harriet Price (via Zoom)  
Mark Silcocks

Staff Emilio Andari (Manager – Engineering Services)  
Anthony Crimmings (Manager – Customer Experience)  
Rhys Johnson (Coordinator Governance)  
Maria Lacey (Public Art Coordinator)  
Zubin Marolia (Manager – Property & Projects)  
Alison McNamee (Meeting Support Officer)  
Sue Meekin (Director – Corporate Performance)  
Patricia Occelli (Director – Community & Customer Experience)  
Tom O’Hanlon (Acting General Manager) (via Zoom)  
Paul Ryan (Chief Financial Officer) (via Zoom)  
Anthony Sheedy (Senior Property Officer)

Also in Attendance: Nil

## 1. Opening

The Chair declared the Finance, Community & Services Committee of 4 December 2023 open and welcomed Councillors, staff and members of the public who are watching and listening to this evenings meeting.

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

The Chair read the following Acknowledgement of Country:

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

## 3. Acknowledgement of the Sovereign of the Day (King Charles III)

The Chair read the following Acknowledgement of the Sovereign of the Day (King Charles III):

*I also acknowledge the King of Australia, King Charles III.*

## 4. Apologies and Applications for a Leave of Absence or Attendance by Audio-Visual Link by Councillors

Apologies were received from and accepted from Councillor Cavanagh and leave of absence granted.

**General Item No:** 4.1 Audio-Visual Link

**(Grieve/Jarvis)**

**Resolved:**

THAT in accordance with clause 5.23 of Council's Code of Meeting Practice, Council approves the following Councillors participation in the Finance, Community & Services Committee of 4 December 2023 via Audio-Visual Link:

- Councillor Price

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Silcocks  
Councillor Zeltzer

**Against the Motion**

*Nil*

**6/0**

**5. Late Correspondence**

Late Correspondence was submitted to the Committee in relation to item R3.

**6. Disclosures of Interest**

Nil

Unconfirmed

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

4 December 2023

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

**Item No:** D1 Delegated to Committee  
**Subject:** **CONFIRMATION OF FC&S MINUTES - 6 NOVEMBER 2023**  
**Author:** Sue O'Connor, Governance Officer  
**File No:** 23/219332  
**Purpose of the Report:** The Minutes of the Finance, Community & Services Committee of 6 November 2023 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**(Jarvis/Silcocks)**

**Resolved:**

THAT the Minutes of the Finance, Community & Services Committee Meeting of 6 November 2023 be taken as read and confirmed.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Silcocks  
Councillor Zeltzer

**6/0**

**Against the Motion**

*Nil*

**Item No:** D2 Delegated to Committee  
**Subject:** **WOOLLAHRA LOCAL TRAFFIC COMMITTEE MINUTES – 7 NOVEMBER 2023**  
**Author:** Emilio Andari, Manager Engineering Services  
**Approver:** Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 23/218767  
**Purpose of the Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**(Silcocks/Grieve)**

**Resolved:**

THAT the Recommendations Y1-Y3 contained in the minutes of the Woollahra Local Traffic Committee held on Tuesday 7 November 2023 be adopted.

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

4 December 2023

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Silcocks  
Councillor Zeltzer

*Nil*

**6/0**

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**Item No:** Y1  
**Subject:** **BALFOUR ROAD, ROSE BAY - FORMALISE EXISTING BUS ZONE**  
**Author:** Frank Rotta, Traffic & Transport Engineer  
**Approvers:** Ever Fang, Traffic & Transport Engineer  
Emilio Andari, Manager Engineering Services  
**File No:** 23/195436  
**Purpose of the Report:** To respond to a request from local residents  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**(Silcocks/Grieve)**

**Resolved without debate:**

THAT:

- A. A Bus Zone be installed on the western side of Balfour Road, south of its intersection with Plumer Road, Rose Bay, to emphasise the existing bus stop and deter illegal parking at this location; and
- B. The Bus Zone will extend from 20 metres south of the existing bus stop in a northerly direction to the bus stop where it will convert into 'No Stopping' restrictions to the prolongation of the southern kerb line in Plumer Road as shown in Attachment 1.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Silcocks  
Councillor Zeltzer

*Nil*

**6/0**

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

4 December 2023

**Item No:** Y2  
**Subject:** **DARLING POINT ROAD, DARLING POINT - MOBILITY PARKING SPACE**  
**Author:** Frank Rotta, Traffic & Transport Engineer  
**Approvers:** Ever Fang, Traffic & Transport Engineer  
Emilio Andari, Manager Engineering Services  
**File No:** 23/195458  
**Purpose of the Report:** To create reasonable access for a Mobility Permit holder to their residence  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**(Silcocks/Grieve)**

**Resolved:**

THAT:

- A. A 6 metre 'Mobility Parking' space be installed on the eastern side of Darling Point Road, Darling Point, immediately south of the existing driveway to property No. 105A Darling Point Road, as indicated in Attachment 1; and
- B. The applicant be advised of Council's Procedure and Conditions for Mobility Parking Zones, including the requirement to renew these zones annually.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Silcocks  
Councillor Zeltzer

Nil

6/0

**Item No:** Y3  
**Subject:** **CALEDONIA STREET, PADDINGTON - MOTOR BIKE ONLY PARKING RESTRICTIONS**  
**Author:** Frank Rotta, Traffic & Transport Engineer  
**Approvers:** Ever Fang, Traffic & Transport Engineer  
Emilio Andari, Manager Engineering Services  
**File No:** 23/195517  
**Purpose of the Report:** To respond to a request from a local resident  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**(Jarvis/Elsing)**

**Resolved:**

That the existing '2P 8am-11pm Permit Holders Excepted PGTN2' parking restrictions on the southern side of Caledonia Street, opposite property No.68B Caledonia Street, Paddington, be reduced by 1.4 metres at its western end to introduce 'Motor Bike Only' parking restrictions at this location to deter illegal parking and improve access, as shown in Attachment 1.

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Finance, Community & Services Committee Minutes

4 December 2023

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Silcocks  
Councillor Zeltzer  
**6/0**

*Nil*

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**Item No:** D3 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF PUBLIC ART PANEL - 24 NOVEMBER 2023**  
**Author:** Maria Lacey, Public Art Coordinator  
**File No:** 23/219081  
**Purpose of the Report:** The Minutes of the Public Art Panel of 24 November 2023 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.  
**Alignment to Delivery Program:** Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.

**Note:** Councillor Jarvis left the meeting, the time being 6.47pm.

**Note:** Councillor Jarvis returned to the meeting, the time being 6.49pm.

**(Jarvis/Grieve)**

**Resolved:**

THAT the Minutes of the Public Art Panel Meeting of 24 November 2023 be taken as read and noted.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Silcocks  
Councillor Zeltzer  
**6/0**

*Nil*

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

4 December 2023

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

**Item No:** R1 Recommendation to Council  
**Subject:** **ROAD LEASE FOR RENEWAL AT 11 QUEENS AVENUE, VAUCLUSE  
(SC6948)**  
**Author:** Anthony Sheedy, Senior Property Officer  
**Approvers:** Luigi Signorelli, Building Facilities & Projects Officer  
Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 23/202782  
**Purpose of the Report:** To further consider the renewal of a Road Lease for a road reserve portion at 11 Queens Avenue, Vaucluse  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

**(Jarvis/Grieve)**

**Recommendation:**

THAT Council:

- A. In accordance with Section 157 of the Roads Act, 1993 grant the owner 11 Queens Avenue, Vaucluse a Road Lease for occupation of an estimated 30 sqm portion of Council's road reserve adjoining 11 Queens Avenue; subject to the following terms and conditions:
- i. Lease term of 5 years.
  - ii. Payment of a lease commencement rent of \$3,000 per annum excl GST; with an annual review to CPI.
  - iii. Public Liability insurance of minimum \$20 Million.
  - iv. The Applicant agreeing to pay all Council's costs not limited to valuation and legal fees associated with the lease preparation.
- B. Resolve that the General Manager be authorised to execute all documents required to finalise this matter.

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Silcocks  
Councillor Zeltzer

**Against the Motion**

*Nil*

**6/0**

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

4 December 2023

**Item No:** R2 Recommendation to Council  
**Subject:** **DRAFT CUSTOMER EXPERIENCE STRATEGY**  
**Author:** Anthony Crimmings, Manager Customer Experience  
**Approver:** Patricia Occelli, Director Community & Customer Experience  
**File No:** 23/220650  
**Purpose of the Report:** To endorse the Draft Customer Experience Strategy  
**Alignment to Delivery Program:** Strategy 11.1: Build an efficient organisation that places customers and the community at the heart of service delivery.

**(Silcocks/Jarvis)**

**Recommendation:**

THAT Council:

- A. Notes the Draft Customer Experience Strategy was placed on public exhibition for a period of 28 days with 4 submissions received.
- B. Notes no changes are recommended based on the submissions.
- C. Endorse the Draft Customer Experience Strategy.

*Note:* In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.

**For the Motion**

**Against the Motion**

Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Silcocks  
Councillor Zeltzer

Nil

6/0

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**Item No:** R3 Recommendation to Council  
**Subject:** **MONTHLY FINANCIAL REPORT - 31 OCTOBER 2023  
INVESTMENTS HELD AS AT 30 NOVEMBER 2023**  
**Author:** Abdullah Rayhan, Team Leader Financial Services  
**Approvers:** Paul Ryan, Chief Financial Officer  
Sue Meekin, Director Corporate Performance  
**File No:** 23/211620  
**Purpose of the Report:** To present the monthly financial report for October 2023 and to present a list of investments held as of 30 November 2023.  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

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

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Finance, Community & Services Committee Minutes

4 December 2023

**(Price/Grieve)**

**Recommendation:**

THAT Council:

- A. Receive and note the Monthly Financial Report – October 2023.
- B. Note that the Council's 12-month weighted average return for October 2023 on its direct investment portfolio of 4.79% (LM: 4.70%, LY: 2.64%) exceeds the benchmark 90-day AusBond Bank Bill Index of 4.19%.
- C. Note that the interest revenue for the year to date October is \$1.67M, exceeding our revised budget of \$762K for the same period.
- D. Receive and note the list of Council's investments held as of 30 November 2023 (provided as late correspondence).

*Note: In accordance with Council's Code of Meeting Practice a Division of votes is recorded on this matter.*

**For the Motion**

**Against the Motion**

Councillor Elsing  
Councillor Grieve  
Councillor Jarvis  
Councillor Price  
Councillor Silcocks  
Councillor Zeltzer

*Nil*

**6/0**

There being no further business the meeting concluded at 7.10pm.

**We certify that the pages numbered 938 to 948 inclusive are the Minutes of the Finance, Community & Services Committee Meeting held on 4 December 2023 and confirmed by the Finance, Community & Services Committee on 5 February 2024 as correct.**

\_\_\_\_\_  
**Chairperson**

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



**Item No:** D2 Delegated to Committee  
**Subject:** **WOOLLAHRA LOCAL TRAFFIC COMMITTEE MINUTES - 5 DECEMBER 2023**  
**Author:** Emilio Andari, Manager Engineering Services  
**Approver:** Tom O'Hanlon, Director Infrastructure & Sustainability  
**File No:** 24/14532  
**Purpose of the Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**Recommendation:**

THAT the Recommendations Y1-Y4 contained in the minutes of the Woollahra Local Traffic Committee held on Tuesday 5 December 2023 be taken as read and confirmed.

---

**Executive Summary:**

This report presents the Woollahra Local Traffic Committee Minutes – 5 December 2023 for consideration by the Committee. The minutes are presented as **Attachment 1**.

**Options:**

Nil.

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

There is no community engagement and/or internal review on this report.

**Policy Implications:**

There is no policy implications on this report.

**Financial Implications:**

There is no financial implications on this report.

**Resourcing Implications:**

There is no resourcing implications on this report.

**Conclusion:**

The minutes are presented for consideration by the Committee.

**Attachments**

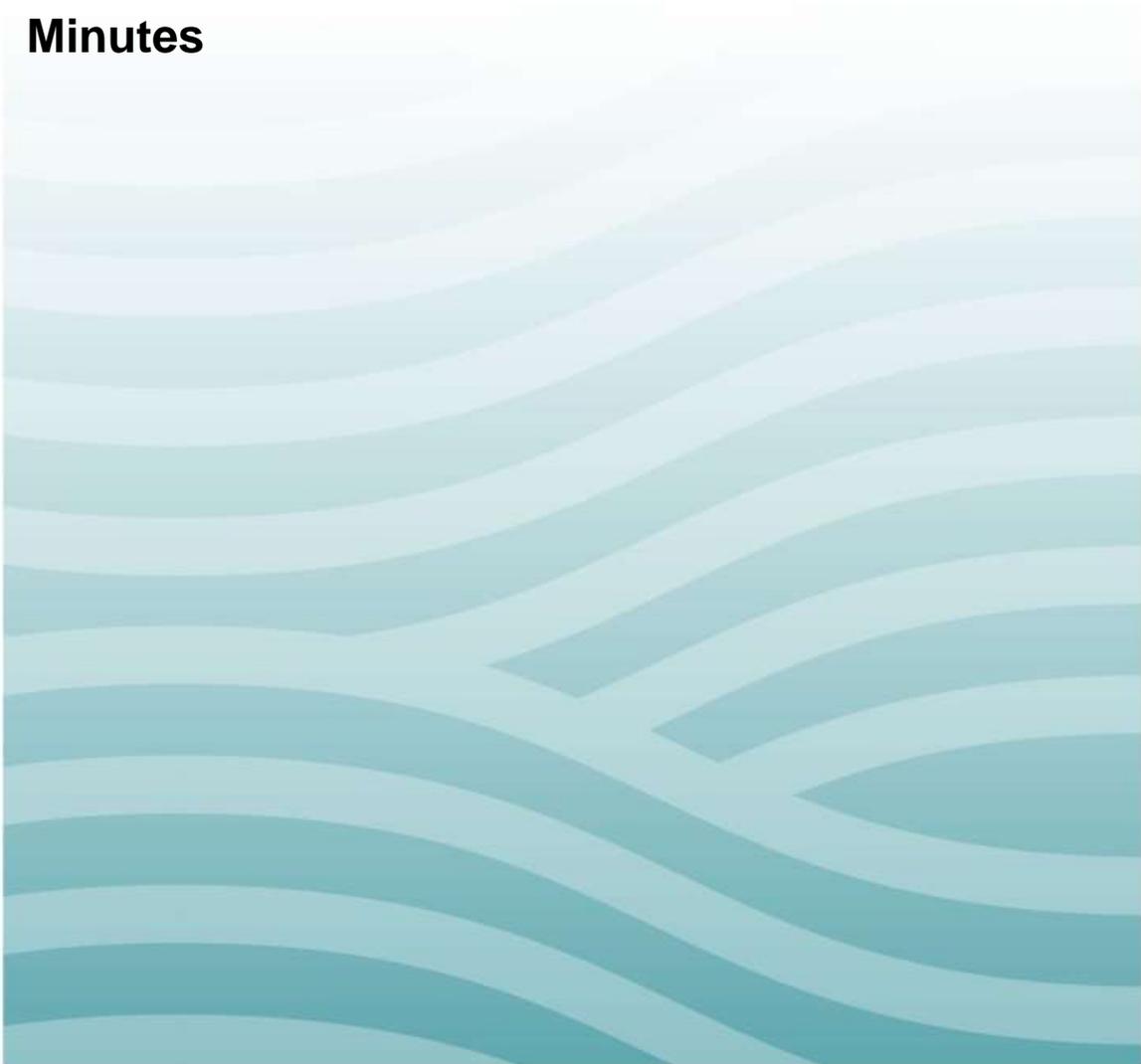
1. Woollahra Local Traffic Committee Minutes - 5 December 2023 [↓](#) 



# Woollahra Local Traffic Committee

Tuesday 5 December 2023  
10.00am

## Minutes



## Woollahra Local Traffic Committee Minutes

Tuesday 5 December 2023

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3.	Leave of Absence and Apologies	
4.	Confirmation of Minutes of Meeting held on 7 November 2023	
5.	Matters arising from Minutes of Previous Meeting	
6.	Woollahra Local Traffic Committee recommendations not adopted or amended by Woollahra Council Finance, Community & Services Committee	
7.	Extraordinary Meetings	
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#### Items to be Recommended to the Finance, Community and Services Committee by the Woollahra Local Traffic Committee for Consideration

Item	Subject	Pages
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## Woollahra Local Traffic Committee Minutes

The meeting of the Woollahra Local Traffic Committee was held in the Tarralbe Room (Committee Room), 536 New South Head Road, Double Bay, on 5 December 2023 at 10.00am.

### Attendance

#### Committee Members:

Present:	Emilio Andari Daniel Davidson Sgt Anthony Leeson	(Woollahra Municipal Council) (Chair) (Transport for NSW) (Eastern Suburbs Police)
Staff:	Ever Fang Frank Rotta Jonas Manalang	(Woollahra Municipal Council) (Woollahra Municipal Council) (Woollahra Municipal Council)
Observer:	Stella Cimarosti	(Transport for NSW)

### 1. Opening

The Manager Engineering Services declared the Woollahra Local Traffic Committee of 5 December 2023 open and welcomed Committee Members.

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

The Manager Engineering Services read the following Acknowledgement of Country:

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

### 3. Leave of Absence and Apologies

<b>Apologies:</b>	Alex Greenwich MP Kellie Sloane MP Taskira Islam	(Member for Sydney) (Member for Vaucluse) (Transport for NSW)
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### 4. Confirmation of Minutes of Previous Meeting

The minutes of Meeting No. 12/23 held in Tarralbe Room (Committee Room), 536 New South Head Road, Double Bay, and via teleconference on Tuesday, 7 November 2023 confirmed by Sgt Anthony Leeson.

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

Nil.

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

Nil.

Woollahra Municipal Council  
Woollahra Local Traffic Committee Minutes

5 December 2023

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**7. Extraordinary Meetings**

Nil.

**8. Late Correspondence**

Nil.

Woollahra Municipal Council  
Woollahra Local Traffic Committee Minutes

5 December 2023

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

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**Item No:** Y1  
**Subject:** **DARLING POINT ROAD, DARLING POINT - REMOVAL OF  
REDUNDANT BUS STOP**  
**Author:** Ever Fang, Traffic & Transport Engineer  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 23/218760  
**Purpose of the Report:** To seek approval to adjust parking restrictions adjacent to a redundant bus stop.  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**Recommendation:**

THAT:

- A. The existing bus stop (J-stem) on the western side of Darling Point Road, near property No.56 Darling Point Road, Darling Point, be removed; and
- B. The existing 'No Stopping' restrictions at this location, be reduced to a 10 metre distance on approach to the existing pedestrian refuge islands, as shown in Attachment 1, and as per the TfNSW Technical Directions TDT 2011/01a, in order to improve car parking opportunities in this area.

**Committee Vote:** Unanimous Support

---

**Item No:** Y2  
**Subject:** **VICTORIA ROAD, BELLEVUE HILL - BICYCLE ROUTE SAFETY  
TREATMENTS AT MARCH STREET**  
**Author:** Ever Fang, Traffic & Transport Engineer  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 23/219341  
**Purpose of the Report:** To improve traffic conditions and cyclist safety  
**Alignment to Delivery Program:** Strategy 6.1: Facilitate an improved network of accessible and safe active transport options.

**Recommendation:**

THAT the design plan for the proposed bicycle route safety treatments including installation of a median island and realignment of the existing bicycle lane in Victoria Road, Bellevue Hill, at March Street (as per attached Attachment 1 – Design Plan) be approved.

**Note:** Daniel Davidson from TfNSW addressed the Committee to ensure that reflective paint was applied to the kerb face of the median island and signage installed on the island must be contained within its boundaries and not overhang.

**Committee Vote:** Unanimous Support

Woollahra Municipal Council  
Woollahra Local Traffic Committee Minutes

5 December 2023

**Item No:** Y3  
**Subject:** **VICTORIA ROAD, BELLEVUE HILL - BICYCLE ROUTE SAFETY TREATMENTS AT FOSTER AVENUE**  
**Author:** Ever Fang, Traffic & Transport Engineer  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 23/219357  
**Purpose of the Report:** To improve traffic conditions and cyclist safety  
**Alignment to Delivery Program:** Strategy 6.1: Facilitate an improved network of accessible and safe active transport options.

**Recommendation:**

THAT the design plan for the proposed bicycle route safety treatments including installation of a median island and realignment of the existing bicycle lane in Victoria Road, Bellevue Hill, at Foster Avenue (as per attached Attachment 1 – Design Plan) be approved.

**Note:** Daniel Davidson from TfNSW addressed the Committee to ensure that reflective paint was applied to the kerb face of the median island and signage installed on the island must be contained within its boundaries and not overhang.

**Committee Vote:** Unanimous Support

**Item No:** Y4  
**Subject:** **FLETCHER STREET, WOOLLAHRA - MOBILITY PARKING SPACE**  
**Author:** Frank Rotta, Traffic & Transport Engineer  
**Approvers:** Ever Fang, Traffic & Transport Engineer  
Emilio Andari, Manager Engineering Services  
**File No:** 23/219951  
**Purpose of the Report:** To create reasonable access for a Mobility Permit holder to their residence  
**Alignment to Delivery Program:** Strategy 6.2: Management of public parking on-street and off-street.

**Recommendation:**

THAT:

- A. A 'Mobility Parking' space be installed on the northern side of Fletcher Street, Woollahra, from 5.4 metres east of the existing driveway to property No.3 Fletcher Street for a distance of 6 metres in an easterly direction, as shown in Attachment 1.
- B. The applicant be advised of Council's Procedure and Conditions for Mobility Parking Zones, including the requirement to renew these zones annually.

**Note:** Daniel Davidson from TfNSW addressed the Committee to confirm that the statutory 'No Stopping' distance at an intersection should apply to the east of the proposed 'Mobility Parking Space' on Fletcher Street.

**Committee Vote:** Unanimous Support

Woollahra Municipal Council  
Woollahra Local Traffic Committee Minutes

5 December 2023

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**Items for Discussion by Committee Members**

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**Item No:** Z1  
**Subject:** **TRANSPORT FOR NSW FUNDED PROJECTS STATUS**  
**Author:** Ever Fang, Traffic & Transport Engineer  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 23/219812  
**Purpose of the Report:** Monthly Update on Transport for NSW Funded Projects  
**Alignment to Delivery Program:** Strategy 6.1: Facilitate an improved network of accessible and safe active transport options.

**Recommendation:**

THAT the information be received and noted.

**Committee Vote:** Unanimous Support

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**11. General Business**

Nil.

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There being no further business the meeting concluded at 10:16am.

**We certify that the pages numbered 1 to 7 inclusive are the Minutes of the Woollahra Local Traffic Committee Meeting held on 5 December 2023.**

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**Chairperson**

---

**Secretary of Committee**

**Item No:** D3 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF ARTS AND CULTURE ADVISORY COMMITTEE MEETING HELD ON 21 NOVEMBER 2023**  
**Author:** Maya Jankovic, Coordinator Community & Culture  
**File No:** 24/1660  
**Purpose of the Report:** The Minutes of the Arts and Culture Advisory Committee of 21 November 2023 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**Recommendation:**

THAT the Minutes of the Arts and Culture Advisory Committee Meeting held on 21 November 2023 be taken as read and confirmed.

---

**Executive Summary:**

This report presents the Minutes of the inaugural meeting of the new Arts and Culture Advisory Committee held on 21 November 2023 for review and confirmation by the Finance, Community & Services Committee. See **Attachment 1**.

In considering the reports presented to the Arts and Culture Advisory Committee, the main points to note include:

1. The Advisory Committee noted and supported the presentation on the overview of Council's response to arts and culture within the Woollahra LGA for the period 2000 to date, which included an update on current projects to be implemented December 2023 to end June 2024. Presentation slides are presented as **Attachment 2**.
2. The Advisory Committee noted and supported the Draft Arts & Culture Project Brief. The Committee were asked to provide feedback on the draft Brief by Monday 4 December, 2023 and advice of any suitable consultants for the project. The Request for Quotation (RFQ) was circulated on 10 January and closes 7 February 2024.
3. The Committee noted and supported the expansion of the Woollahra Gallery at Redleaf Artist in Residence Program as defined in the report, with key changes to include:
  - a. Increase in the number of Artists in Residents from one to two per session, supporting a total of six residents per year;
  - b. Lengthening the residency from 12 weeks to 16 weeks;
  - c. Increase the Artist stipend from \$1,000 to \$1,600 per residency ( dependent on adoption of 2024/25 budget); and
  - d. Provide an opportunity to exhibit in the Gallery post their Residency.

**Options:**

Submission of Minutes to the Finance, Community & Services Committee is a procedural matter for the confirmation of the minutes.

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

No internal or external consultation has taken place in the preparation of this report.

**Policy Implications:**

There are no direct policy implications as a result of this report.

**Financial Implications:**

There are no direct financial implications as a result of this report.

**Resourcing Implications:**

There are no direct resourcing implications as a result of this report.

**Conclusion:**

The Minutes of the 21 November 2023 meeting of the Arts and Culture Advisory Committee are presented for confirmation.

**Attachments**

1. Arts and Culture Advisory Committee Minutes of meeting held 21 November 2023 [↓](#) 
2. Presentation Slides - Art and Culture in Woollahra (2000 to date) [↓](#) 



# Arts and Culture Advisory Committee

Tuesday 21 November 2023  
4.00pm

## Minutes

Unconfirmed

## Arts and Culture Advisory Committee Minutes

Tuesday 21 November 2023

**Present: Councillors:** Isabelle Shapiro (Chair)  
Merrill Witt

**Community**

**Representatives:** Graham Humphrey (Community Representative)  
Christoph Muecher (Community Representative)  
Simon Chan (Industry Representative)  
Prof. Ian Howard (Industry Representative)  
Elizabeth Lewin (Industry Representative)  
Amanda Love (Industry Representative)  
Lulu Pinkus (Industry Representative)  
Alison Renwick (Industry Representative)

**Staff:**

Justine Henderson (Manager, Communications & Engagement)  
Maya Jankovic (Coordinator, Community & Culture)  
Maria Lacey (Public Art Coordinator)  
Jenn Martin (Library Experience Coordinator)  
Vicki Munro (Manager, Community & Culture)  
Pippa Mott (Director, Woollahra Gallery at Redleaf)  
Patricia Occelli (Director, Community & Customer Experience)  
Jody Rodas (Manager, Woollahra Libraries)  
Denise Syme (Library Resource Management Coordinator)

**Meeting opened:** 4:02pm held in person at Woollahra Library at Double Bay

## 1. Opening

The Chair welcomed everyone and as this was the inaugural meeting of the new Advisory Committee asked that everyone introduce themselves and explain why they nominated for membership of the Committee.

## 2. Acknowledgement of Country

The Chair acknowledged the traditional custodians of the land, the *Gadigal* and *Birraborragal* people and the traditional custodians of the various lands upon which we meet virtually and in person.

## 3. Apologies

Apologies were received from Deputy Mayor, Councillor Swan and Eliana Gamboa, Executive Assistant, Community & Customer Experience.

## 4. Declarations of Interest

Nil

## 5. Late Correspondence

Nil

## 6. Confirmation of Minutes

Nil

## 7. Items for Discussion

<b>Item No:</b>	7.1
<b>Subject:</b>	<b>OVERVIEW OF ARTS AND CULTURE IN THE WOOLLAHRA LGA</b>
<b>Authors:</b>	Vicki Munro, Manager Community & Culture Jody Rodas, Manager Woollahra Libraries
<b>Purpose of the Report:</b>	To provide an overview of Council's response to arts and culture within the Woollahra LGA for the period 2000 to date and an update on key current projects to be implemented December 2023 to end June 2024.

### Discussion:

The Manager Woollahra Libraries and Manager Community & Culture gave a presentation on the overview of arts and culture in the Woollahra LGA. As a result the Committee requested that further information on Australian Art Prize Awards be circulated to the Committee.

### (Chan/Renwick)

### Resolved:

THAT the Advisory Committee:

- A. Received and noted the report.

- B. Requested further information on Australian Art Prize Awards for circulation to the Committee.

---

**Item No:** 7.2  
**Subject:** **THE DRAFT ARTS AND CULTURE STRATEGY PROJECT BRIEF**  
**Authors:** Vicki Munro, Manager Community & Culture  
Jody Rodas, Manager Woollahra Libraries  
**Purpose of the Report:** To provide an update on the draft Arts and Culture Strategy and to seek feedback on the draft project brief.

**Discussion:**

The Manager Community & Culture spoke to the report and requested feedback on the draft Arts and Culture Strategy Project Brief including any ideas on potential consultants for the project by Monday 4 December, 2023.

(Renwick/Chan)

**Resolved:**

THAT the Advisory Committee:

- A. Provide feedback on the draft Arts and Culture Strategy Project Brief including any ideas on potential consultants for the project by Monday 4 December, 2023.
- B. Noted that the information contained in this report is of 'commercial in confidence nature' and not to be shared with any other third party/ies beyond the Advisory Committee.

---

**Item No:** 7.3  
**Subject:** **WOOLLAHRA GALLERY AT REDLEAF ARTIST IN RESIDENCE PROGRAM UPDATE REPORT**  
**Author:** Pippa Mott, Director Woollahra Gallery at Redleaf, Community & Culture  
**Purpose of the Report:** To provide an update on the expansion of the Woollahra Gallery at Redleaf Artist in Residence Program.

**Discussion:**

The Gallery Director spoke to the report. The Committee noted and supported the expansion of the Woollahra Gallery at Redleaf Artist in Residence Program, with key changes to include:

- Increase in the number of Artists in Residents from one to two per session, supporting a total of six residents per year;
- Lengthening the residency from 12 weeks to 16 weeks;
- Increase the Artist stipend from \$1,000 to \$1,600 per residency ( dependent on adoption of 2024/25 budget); and
- Provide an opportunity to exhibit in the Gallery post their Residency.

(Howard/Lewin)

**Resolved:**

THAT the report presented be received and noted.

## **8. General Business**

Nil

## **9. Advisings**

Nil

## **10. Next Meeting**

The next meeting will be scheduled for March, upon appointment of the consultant for the Arts & Culture Strategy and Action Plan. It was agreed that 4pm to 5.30pm is the preferred time for future meetings, with the option of rotating venues for the meeting.

There being no further business the meeting concluded at 5.30pm.

Unconfirmed



Woollahra Council has a long and positive history in supporting arts in culture across the Woollahra LGA.

- Woollahra Small Sculpture Committee
- Public Art Panel
- Cultural Committee\*
- Woollahra Plaques Advisory Committee\*

\*Now part of ACAC



“Sea’s Nest”, Professor Zhang Yangen, Yarranabbe Park, Darling Point

# ACAC – Key objectives

- Strategic focus
- Support for Arts and Culture Strategy
- Guidance of events and festivals
- Donation and Sponsorship
- Facilitate partnerships
- Be Champions of Art and Culture for Woollahra



"411 King Street", Mylyn Nguyen 2023



## Council Awards

## Woollahra Youth Photographic Award & Short Film Prize



*"The Things We Hide Behind a Smile"*, Cynthia Baker Barden,  
Yr. 11, Kincoppal Rose Bay

Established in 1993.

This annual competition and exhibition is a local celebration of creative expressions by our young and talented high school students.

Now exhibited in Woollahra Gallery at Redleaf each year.



2023 Junior category, *"Shadows of Light"*,  
Tennyson Wheeler, Yr. 8, Emanuel School

Woollahra Arts and Culture Overview

# Woollahra Small Sculpture Prize

Established in 2001.

The Woollahra Small Sculpture Prize (WSSP) is Australia's pre-eminent award for small sculpture and is the first national acquisitive prize for an original sculpture of up to 80cm in any dimension.

Woollahra Arts and Culture Overview

Woollahra Municipal Council

The Woollahra Sculpture Prize

Entries close:  
Monday 9 July 2001

Enquires:  
9391 7000  
0410 431 810

Prizes totalling  
\$13,000

# Woollahra Small Sculpture Prize



This year, the Prize celebrated its 22<sup>nd</sup> anniversary and the third instalment of the exhibition of finalists at the Woollahra Gallery at Redleaf.

The Woollahra Small Sculpture Prize has become both a national and international Prize, with the winning Prize being an acquisitive Prize of \$25,000.

*"Pippin Drysdale Breakaway Series III ", Knox Gorge Meridian Group*

# Woollahra Digital Literary Award



Woollahra Arts and Culture Overview

Established in 2016, National literary award supporting innovation in Australian Literature and publishing, encouraging writers producing work in a digital medium.



# Cultural Assets

## Woollahra Library at Double Bay - opened May, 2016



Woollahra Arts and Culture Overview



## Woollahra Gallery at Redleaf and Cultural Hub - opened November 2021



St Brigid's Double Bay C.1913-1919



## Public Art

Council has a current public art collection of 21 works. There are also a number of mural projects, signal box artworks and a digital art screen.



"Viewfinder", Joel Adler

Woollahra Arts and Culture Overview



## Public Art



Lindy Lee, *"One Bright Pearl"*, Woollahra Gallery at Redleaf.

Woollahra Arts and Culture Overview

## Other key initiatives

- Two endorsed Deductible Gift Recipient (DGR) funds for the Woollahra Public Art Gallery and Woollahra Libraries
- Adoption of the Woollahra Creative Hoardings Policy on 9 March 2020;
- Programming at the Cultural Hub i.e. establishment of Poetica Petit, Plein Air painting workshops etc., operating since 2022.
- Events Review completed 2023
- Council held its first Cultural Day celebration in 2014 with Greek Day Out. This year we worked in partnership with the Goethe-Institut Sydney to host German Cultural Day on 1 April 2023;



## Current Projects

- Woollahra Arts and Culture Strategy
- Bay Street Pedestrian Upgrade
- EOI for Gallery exhibition and Artists in Residence
- Events Strategy
- Woollahra Plaques Scheme



Woollahra Arts and Culture Overview

**Thank you**



**Item No:** D4 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF THE INCLUSION (DISABILITY, AGED & CARERS) ADVISORY COMMITTEE MEETING HELD 27 NOVEMBER 2023**  
**Author:** Grant Cummins, Development Officer, Community & Culture  
**File No:** 24/12275  
**Purpose of the Report:** The Minutes of the Inclusion (Disability, Aged & Carers) Advisory Committee of 27 November 2023 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.  
**Alignment to Delivery Program:** Strategy 11.3: Ensure effective and efficient governance and risk management.

**Recommendation:**

THAT the Minutes of the Inclusion (Disability, Aged & Carers) Advisory Committee Meeting held on 27 November 2023 be taken as read and confirmed.

---

**Executive Summary:**

This report presents the Minutes of the Inclusion (Disability, Aged & Carers) Advisory Committee meeting held on 27 November, 2023 for review and confirmation by the Finance, Community & Services Committee. See **Attachment 1**.

In considering the reports presented to the Inclusion (Disability, Aged & Carers) Advisory Committee, the main points to note include:

1. The Latrobe Community Health Service presented the recent changes to the National Disability Insurance Agency (NDIA) processes. The systematic changes to the National Disability Insurance Scheme (NDIS) launched in October 2023, will take 18 months to be implemented nationally.
2. Team Leader Open Space and Recreation Planning provided an update on Woollahra Council's Capital Works program. Key projects addressed were the Bay Street upgrade, Cooper Park Pan of Management and Master plan and the preferred sites for accessible coastal binoculars.

**Options:**

Submission of minutes to the Finance, Community & Services Committee is a procedural matter for the confirmation of the minutes.

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

No internal or external consultation has taken place in the preparation of this report.

**Policy Implications:**

There are no direct policy implications as a result of this report.

**Financial Implications:**

There are no direct financial implications as a result of this report.

**Resourcing Implications:**

There are no direct resourcing implications as a result of this report.

**Conclusion:**

The Minutes of the 27 November 2023 meeting of the Inclusion (Disability, Aged & Carers) Advisory Committee are presented for confirmation.

**Attachments**

1. Inclusion (Disability, Aged & Carers) Advisory Committee meeting minutes 27 November, 2023 [↓](#) 



# Inclusion (Disability, Aged & Carers) Advisory Committee

Monday 27 November 2023  
3.00pm

## Minutes



## Inclusion (Disability, Aged & Carers) Advisory Committee Minutes

Monday 27 November 2023

**Present: Community**

**Representatives:** Nessa Joseph (Community Representative)  
Mervyn Levine (Community Representative)  
Jason Malone (CEO Holdsworth Community) – via Zoom  
Gabi Simpson (Community Representative) – via Zoom

**Staff:**

Jamie Adams (Development Officer, Community & Culture)  
Grant Cummins (Development Officer, Community & Culture)  
Roger Faulkner (Team Leader, Open Space & Recreation Planning)  
Maria Lacey (Acting Manager, Community & Culture)  
Patricia Ocelli (Director Community & Customer Experience) – via Zoom

**Others:**

Robbie Meldrum (Latrobe Community Health Service)

**Meeting opened:**

3.02pm held using teleconferencing technology and in person.

Woollahra Municipal Council

Inclusion (Disability, Aged & Carers) Advisory Committee Minutes

27 November 2023

## 1. Opening

Maria Lacey (Acting Manager, Community & Culture) as Acting Chair, declared the meeting open and welcomed all those in attendance.

## 2. Acknowledgement of Country

The Acting Chair acknowledged the traditional custodians of the land, the *Gadigal* and *Birrabirragal* people and the traditional custodians of the various lands upon which we meet virtually and in person.

## 3. Apologies

Apologies were received from the Mayor, Councillor Shields, Councillor Robertson, Councillor Wynne, Vicki Munro (Manager Community & Culture), and Ruark Lewis (Community representative).

## 4. Declarations of Interest

Nil

## 5. Late Correspondence

Nil

## 6. Confirmation of Minutes

<b>Item No:</b>	6.1
<b>Subject:</b>	<b>CONFIRMATION OF MINUTES OF INCLUSION (DISABILITY, AGED &amp; CARERS) ADVISORY COMMITTEE MEETING 11 SEPTEMBER 2023</b>
<b>Author:</b>	Grant Cummins, Development Officer, Community & Culture
<b>Purpose of the Report:</b>	To present the Minutes of 11 September 2023 for confirmation by the Inclusion (Disability, Aged & Carers) Advisory Committee.

(Joseph/Levine)

### Resolved:

THAT the Minutes of the Inclusion (Disability, Aged & Carers) Advisory Committee meeting held on 11 September, 2023 were confirmed and received.

Woollahra Municipal Council

Inclusion (Disability, Aged & Carers) Advisory Committee Minutes

27 November 2023

## 7. Items for Discussion

**Item No:** 7.1  
**Subject:** **LATROBE COMMUNITY HEALTH SERVICE PRESENTATION ON NDIS PROCESSES**  
**Author:** Grant Cummins, Development Officer, Community & Culture  
**Purpose of the Report:** To provide a presentation about improvements being made to National Disability Insurance Agency (NDIA) processes.

### Discussion:

A presentation was made to the Committee on the impending changes to the National Disability Insurance Agency (NDIA) launched on 30 October 2023 and will take 18 months to be implemented nationally. These changes centered on participants, processes and the implementation of the new National Disability Insurance Scheme (NDIS) computer platform (PACE).

(Simpson/Levine)

### Resolved:

THAT the Committee notes the recent changes in the National Disability Insurance Agency (NDIA) processes presented by Latrobe Community Health Service.

## 8. General Business

**Item No:** 8.1  
**Subject:** **UPDATE ON CAPITAL WORK PROGRAMS FOR INCLUSION (DISABILITY, AGED & CARERS) ADVISORY COMMITTEE**  
**Author:** Grant Cummins, Development Officer, Community & Culture  
**Purpose of the Report:** To provide an update on Council's future Capital Works projects.

### Discussion:

The Team Leader, Open Space & Recreation Planning provided the Committee with an update on the following:

- The Cooper Park Plan of Management and Master Plan, which is open for community comments through the Your Say Woollahra webpage. Community consultation will be open until 4 February 2024 with 'pop ups' to be held December 2023 and February 2024 at Cooper Park.
- Preferred sites for coastal binoculars, noting that wheelchair accessible binoculars will be installed at the coastal pathway at Lighthouse Reserve at Vacluse.
- Rollout of park furniture as part of the new Bay Street and Ferry Terminal Upgrade which is scheduled to open December 2023.

(Levine/Joseph)

### Resolved:

Page 4

Woollahra Municipal Council

Inclusion (Disability, Aged & Carers) Advisory Committee Minutes

27 November 2023

THAT the update on Council's planned Capital Works program be received and noted.

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## 5. Next Meeting

The next meeting is scheduled for Wednesday 21 February 2024, 3pm to 4pm.

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There being no further business the meeting concluded at 4.05pm.

Unconfirmed



**Item No:** D5 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF THE PUBLIC ART PANEL MEETING HELD ON 22 JANUARY 2024**

**Author:** Maria Lacey, Public Art Coordinator  
**Approvers:** Vicki Munro, Manager Community & Culture  
Patricia Occelli, Director Community & Customer Experience

**File No:** 24/13456  
**Purpose of the Report:** The Minutes of the Public Art Panel of 22 January 2024 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and noted.  
**Alignment to Delivery Program:** Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.

**Recommendation:**

THAT the Minutes of the Public Art Panel Meeting of 22 January 2024 be taken as read and confirmed.

---

**Executive Summary:**

This report outlines the Minutes of the Public Art Panel meeting held on 22 January 2024. The Minutes of the meeting are provided as **Attachment 1** for notation by the Finance, Community & Services Committee.

In considering the reports presented to the Public Art Panel, the main points to note include:

**1. Bay Street public art commission in Double Bay.**

The Public Art Panel has an aspiration for this to be Woollahra Councils' first permanent public artwork by a First Nations artist. A presentation was provided by First Nations Curator Dakota Dixon and representatives from UAP on possible First Nations Artists for the project. Four First Nations Artists were selected to progress to the artwork design proposal stage for the Bay Street public art commission. The artists included:

- Lucy Simpson (pending availability)
- Dennis Golding
- Penny Evans
- Maddison Gibbs

**2. The revised Public Art Plan for the 19-27 Cross Street, Double Bay development 'Ode'.**

The Public Art Panel considered the revised Public Art Plan for the 19-27 Cross Street development including the Heritage plaque for Transvaal Avenue with the comment that the reference source needs to be corrected to 'Woollahra Libraries Local History Collection'.

**Options:**

This report is for notation only.

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

No internal or external consultation has taken place in the preparation of this report.

**Policy Implications:**

There are no direct policy implications as a result of this report.

**Financial Implications:**

Funding of \$250,000 for the Bay Street public art commission is from a grant from the NSW Government's Public Spaces Legacy Program. It is concurrent with the upgrade of the Double Bay ferry wharf being delivered by Transport for NSW.

The Panel supported the use of the Grant allocated funds of \$250,000, as well as additional funds, if required, from the Public Art Gallery Reserve for the Bay Street public art commission in Double Bay to ensure that the artwork commission is of the highest standard. Council has currently over \$350,000 of funds available in the Public Art Gallery Reserve.

**Resourcing Implications:**

There are no direct resourcing implications as a result of this report.

**Conclusion:**

The Public Art Panel met on 22 January 2024 to discuss and provide recommendations on the Presentation of shortlisted First Nations Artists for the Bay Street public art commission in Double Bay. The Panel recommends to progress with four (4) Artists for the Design Development Stage. The Panel also reviewed the revised Public Art Plan for the 19-27 Cross Street development 'Ode' and supported the Public Art Plan.

**Attachments**

1. Public Art Panel Minutes 22 January 2024 [↓](#) 



# Public Art Panel

Monday 22 January 2024  
4.00pm

## Minutes



## Public Art Panel Minutes Monday 22 January 2024

- Present: Councillors:** Toni Zeltzer (Chair)
- Community Representatives:** Michael Brand  
Jillian Broadbent  
David Gonski  
Elizabeth Lewin  
Scott Perkins
- Staff:** Maria Lacey (Public Art Coordinator)  
Vicki Munro (Manager – Community & Culture)  
Patricia Occelli (Director Community and Customer Experience)
- Others:** Marissa Bateman (UAP Project Management Bay Street public art commission)  
Anna Bellotti UAP (UAP Project Management Bay Street public art commission)  
Dakota Dixon (Curator Bay Street public art commission)
- Meeting opened:** 4pm held using teleconferencing technology.

## 1. Opening

The Chair welcomed everyone to the Public Art Panel meeting held on 22 January 2024.

## 2. Acknowledgement of Country

The Chair acknowledged the traditional custodians of the land, the *Gadigal* and *Birraborragal* people and the traditional custodians of the various lands upon which we meet virtually and in person.

## 3. Apologies

Apologies were received from the Mayor, Councillor Shields.

## 4. Declarations of Interest

Nil

## 5. Late Correspondence

Nil

## 6. Confirmation of Minutes

**Item No:** 6.1  
**Subject:** CONFIRMATION OF MINUTES OF PUBLIC ART PANEL MEETING 24 NOVEMBER 2023  
**Author:** Maria Lacey, Public Art Coordinator  
**Purpose of the Report:** To present the Minutes of 24 November 2023 for confirmation by the Panel.

(Broadbent/ Gonski)

### Resolved:

THAT the Minutes of the Public Art Panel meeting held on 24 November 2023 be noted and confirmed.

---

## 7. Items for Discussion

**Item No:** 7.1  
**Subject:** BAY STREET PEDESTRIAN UPGRADE PUBLIC ART COMMISSION  
**Author:** Maria Lacey, Public Art Coordinator  
**Purpose of the Report:** To present First Nations Artists to be shortlisted for the Bay Street public art commission

### Discussion:

First Nations Curator Dakota Dixon was appointed in December 2023 to work together with appointed Public Art Specialist, UAP to select and commission an Artist for the Bay Street public art commission. Curator Dakota Dixon presented to the Panel a shortlist of potential artists for the commission and assisted the Panel to shortlist First Nations Artists to progress to the artwork

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Public Art Panel Minutes

22 January 2024

design proposal stage.

**(Perkins/ Gonski)**

**Resolved:**

THAT the Panel:

- A. Noted the presentation of First Nations Artists by Curator Dakota Dixon and UAP.
- B. Recommends to progress with four (4) First Nations Artists from the shortlist to the artwork design proposal stage for the Bay Street public art commission:
  - Lucy Simpson (pending availability)
  - Dennis Golding
  - Penny Evans
  - Maddison Gibbs.
- C. Recommends to allocate additional funds if needed from the Public Art Gallery Reserve to fund the additional inclusion of a fourth artist to the design proposal stage.

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<b>Item No:</b>	7.2
<b>Subject:</b>	<b>PUBLIC ART IN DEVELOPMENTS 19 - 27 CROSS STREET, DOUBLE BAY, REVISED PUBLIC ART PLAN</b>
<b>Author:</b>	Maria Lacey, Public Art Coordinator
<b>Purpose of the Report:</b>	To provide an update on the public art in development at 19-27 Cross Street Double Bay and to consider the revised Public Art Plan.

**Discussion:**

Following the Public Art Panel meeting on 13 September 2023, the Panel resolved to:

*Support the artwork proposal in the submitted Public Art Plan but recommends further discussions with UAP in regards to some design elements and scale of the artwork in relation to the development.*

Public Art Adviser Holly Williams and Public Art Coordinator Maria Lacey met with UAP on 18 September 2023 to discuss design elements and scale.

UAP advised that any adjustments would need to be in keeping with the concept designs' form and proportion. Otherwise, it would become a process of re-designing the concept. There could also be budget implications to changing scale.

**(Gonski/ Perkins)**

**Resolved:**

THAT the Panel:

- A. Reviewed the revised Public Art Plan for 19-27 Cross Street, Double Bay as submitted by UAP.
- B. Considered and noted the response from UAP and Developer Top Spring Australia in regards to scale of the artwork.

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Public Art Panel Minutes

22 January 2024

- C. Supported the revised Public Art Plan for 19-27 Cross Street, Double Bay, including the Heritage plaque for Transvaal Avenue with the comment that the reference source needs to be corrected to 'Woollahra Libraries Local History Archive'.

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## 8. General Business

Nil

## 9. Advisings

Nil

## 10. Next Meeting

The next meeting will be scheduled for mid-March 2024.

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There being no further business the meeting concluded at 5.07pm.



**Item No:** D6 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF THE WOOLLAHRA SMALL SCULPTURE PRIZE COMMITTEE MEETING HELD ON 8 AUGUST 2023**  
**Author:** Pippa Mott, Director Woollahra Gallery at Redleaf, Community & Culture  
**File No:** 24/13799  
**Purpose of the Report:** The Minutes of the Woollahra Small Sculpture Prize Committee of 8 August 2023 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.  
**Alignment to Delivery Program:** Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.

**Recommendation:**

THAT the Minutes of the Woollahra Small Sculpture Prize Committee Meeting of 8 August 2023 be taken as read and confirmed.

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**Executive Summary:**

This report presents the Woollahra Small Sculpture Prize Committee Minutes of 8 August 2023 for review and confirmation by the Finance Community and Services Committee. See **Attachment 1**.

**Options:**

Submission of minutes to the Woollahra Small Sculpture Prize Committee is a procedural matter for the confirmation of the minutes.

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

No internal or external consultation has taken place in the preparation of this report.

**Policy Implications:**

There are no direct policy implications as a result of this report.

**Financial Implications:**

There are no direct financial implications as a result of this report.

**Resourcing Implications:**

There are no direct resourcing implications as a result of this report.

**Conclusion:**

The Minutes of the Woollahra Small Sculpture Prize Committee Meeting of 8 August 2023 are presented for confirmation.

**Attachments**

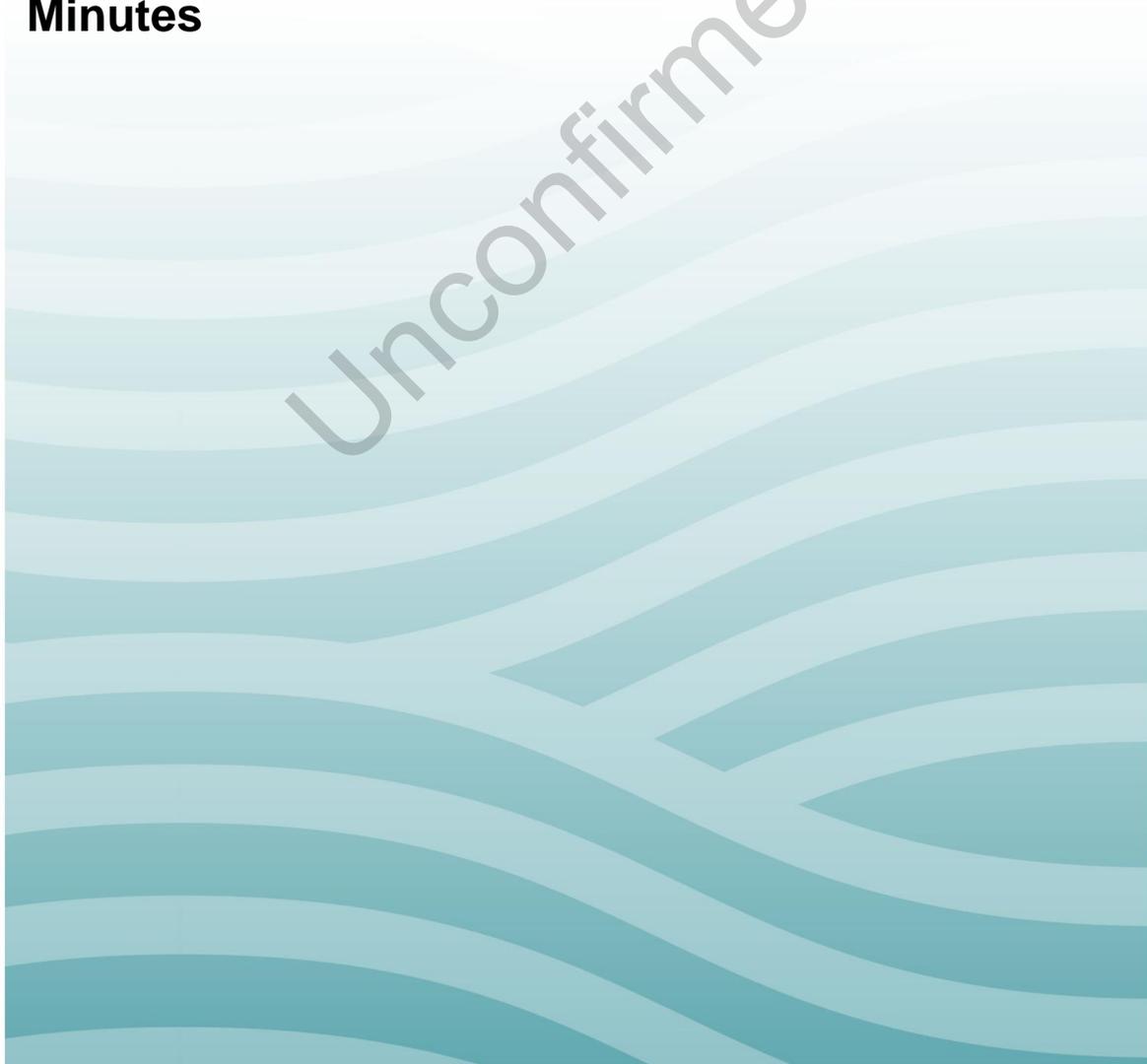
1. Woollahra Small Sculpture Prize Committee Minutes 8 August 2023 [↓](#) 



# Woollahra Small Sculpture Prize Committee

Wednesday 8 August 2023  
5.00pm

## Minutes



Woollahra Municipal Council  
Woollahra Small Sculpture Prize Committee Minutes

8 August 2023

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## Woollahra Small Sculpture Prize Minutes

Wednesday 8 August 2023

**Present: Councillors:** Councillor Grieves  
Councillor Shapiro (Chair)

**Community  
Representatives:** Stella Downer  
Karin Olah  
Alison Renwick

**Staff:** Pippa Mott (Director, Woollahra Gallery at Redleaf)  
Vicki Munro (Manager, Community & Culture)  
Patricia Occelli (Director Community & Customer Experience)

**Others:** Nil

**Meeting opened:** 5.00pm held in person at Woollahra Council Chambers.

Unconfirmed

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8 August 2023

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## 1. Opening

The Chair declared the meeting open and welcomed all those in attendance.

## 2. Acknowledgement of Country

The Chair acknowledged the traditional custodians of the land, the *Gadigal* and *Birrabirragal* people and the traditional custodians of the various lands upon which we meet virtually and in person.

## 3. Apologies

Apologies were received from Christopher Dawson, Prof. Ian Howard, Elizabeth Hastings and Ali Yeldham.

## 4. Declarations of Interest

Nil

## 5. Late Correspondence

Nil

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## 6. Confirmation of Minutes

**Item No:** 6.1  
**Subject:** CONFIRMATION OF MINUTES OF MEETING HELD 21 JUNE 2023  
**Author:** Pippa Mott, Director Woollahra Gallery at Redleaf, Community & Culture  
**Purpose of the Report:** To present the minutes of the Woollahra Small Sculpture Prize Committee meeting 21 June 2023

(Shapiro/Grieve)

**Resolved**

THAT the minutes of the Woollahra Small Sculpture Prize Committee meeting of 21 June 2023 be received and noted.

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## 7. Items for Discussion

**Item No:** 7.1  
**Subject:** UPDATE ON THE WOOLLAHRA SMALL SCULPTURE PRIZE 2023  
**Authors:** Pippa Mott, Director Woollahra Gallery at Redleaf, Community & Culture  
Shannon Lowrie, Gallery Administration Officer  
**Purpose of the Report:** This report aims to provide the Woollahra Small Sculpture Prize Committee with an update on the planning and coordination of the 2023 Woollahra Small Sculpture Prize.

**Discussion:**

The main points discussed were:

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8 August 2023

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Entries

- The call for entries was extended from the original closing date of Friday 30 June to Monday 17 July, 2023. After a slow start, the prize yielded a total of 609 entries both nationally and internationally, which was comparable to previous years.
- Promotion to NZ commercial galleries, remote art centres and boosted Instagram posts were all effective strategies, as well as reaching out to the original list of 7,000+ dedicated WSSP subscribers via e-news.

Judging

- The judging panel of Blak Douglas, Alex Seton and Dr Kate Harrison met on Friday 4 August, 2023 for deliberation of finalists.
- Pippa Mott provided an overview of the chosen 51 finalists. These included artists Jamie North, Juz Kitson, Maria Fernanda Cardoso, Kenny Pittock, Orson Heidrich, and Virginia Keft. They featured a good cross-section of mediums (glass, ceramic, wood, metal, assemblage etc) and contemporary concerns – climate, housing, reconciliation etc
- Finalists to be notified of outcome by Wednesday 9 August 2023, though this information is embargoed until press release is disseminated via Articulate PR.
- The judges will convene again during the week beginning 25 September, 2023 to determine the winning entry.

Promotion

- A media release announcing WSSP finalists will be disseminated in mid-August. Articulate PR will also be reaching out to their arts media contacts to promote the judges, finalists and the public exhibition.
- Street banners will be installed along New South Head Road Double Bay and outside Council and the Annex from mid-September until 5 November, 2023. Horizontal vinyl promotional banners will also be rotated at our Double Bay and Rose Bay locations (Foster Park, Blackburn Gardens fence and Lyne Park).
- Vault Magazine print ad has been booked to advertise the exhibition and it was agreed that digital advertisements represent better value for money. Digital advertisements will be placed with Artist Profile, Art Almanac, Artshub.
- In the lead up to the exhibition, key images of finalists' work will be featured on the Woollahra Gallery at Redleaf Instagram account.

Sponsorship

- The 2023 Woollahra Small Sculpture Prize Sponsorship call out was extended to 15 August 2023. This has been a difficult year to obtain sponsorship due to many previous sponsors having Development Applications in with Council and the tight fiscal environment.
- All committee members encouraged to contribute to final push for sponsors.

Event Planning

- The guest list has been drafted based on the previous year, with key categories including Councillors, WSSP Committee, Executive Leadership Team, current sponsors, Articulate PR representatives, Lindy Lee Donors, local gallerists, finalists, past WSSP prize winners, previous WSSP buyers and judges and past judges.
- Committee members were invited to provide further recommendations by Monday 14 August 2023 with invitations to be sent by Wednesday 6 September, 2023.

(Shapiro/Grieve)

**Resolved:**

THAT the report be received and noted.

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## 8. General Business

Nil.

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8 August 2023

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## **9. Advisings**

Nil.

## **10. Next Meeting**

The next meeting is scheduled for 13 February 2024 at 5.00pm.

Unconfirmed

**Item No:** R1 Recommendation to Council  
**Subject:** **WOOLLAHRA GRANTS PROGRAM 2024/25 ROUND**  
**Author:** Emma Rodgers-Wilson, Development Officer, Community & Culture  
**Approvers:** Maya Jankovic, Coordinator Community & Culture  
Vicki Munro, Manager Community & Culture  
Patricia Occelli, Director Community & Customer Experience  
**File No:** 23/227735  
**Purpose of the Report:** To endorse the Community and Cultural and Placemaking grant stream themes, to note the proposed dates for the 2024/25 Grants round and to provide feedback on School Citizenship Award program for 2023.  
**Alignment to Delivery Program:** Strategy 2.1: Build strong and respectful connections with partners so that we can enhance and protect our local area and quality of life.

**Recommendation:**

THAT Council:

- A. Endorse the themes relating to the 2024/25 Grants round for the Community and Cultural and Placemaking grant streams.
- B. Notes the proposed dates for the implementation of the 2024/25 Grants program.
- C. Notes the update on the School Citizenship Award Program for 2023.

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**Executive Summary:**

The purpose of this report is to seek endorsement for the 2024/25 Grants program themes so that the Woollahra Grants Program 2024/25 round can open to the community for 5 weeks from Monday 1 April until Sunday 5 May 2024. This report also provides Council with details of the proposed 2024/25 Grant round timeframe and feedback on the implementation of the School Citizenship Award program which was reintroduced in 2023 with Council making funding of \$75 available for the Award at 15 local primary schools.

**Discussion:**

**Themes for the 2024/25 Grants round:**

As stated in the adopted Grants Guidelines (pages 5 and 6 respectively), both the Community and Cultural and Placemaking grant streams need Council to endorse the identified themes on an annual basis.

*Community and Cultural Stream: Themes will be identified annually and endorsed through Council resolution to respond to specific community needs and listed under the Community and Cultural grants intended outcomes.*

*Placemaking Stream: Themes for the Events Category may be identified annually and endorsed through Council resolution to respond to identified event priorities and listed under the Placemaking grants intended outcomes.*

In the 2023/24 round, the themes for Community & Culture grants were Celebrating Diversity, reducing Social Isolation and promoting Community Connection with a strong emphasis on First Nations and Reconciliation. The Placemaking grant theme was Connecting People and Place. The following grant themes are proposed for the 2024/25 round. These themes are:  
For Community Grants:

- Projects that provide opportunities for people to socialise and participate in the community or active ageing that results in supported emotional wellbeing and reduces social isolation.
- Projects that support community participation and/or mental health or suicide prevention with an emphasis on young people.

These themes reflect the Community Needs Analysis collated in November 2023, as well as the recent consultation undertaken to inform the development of the Children, Youth and Families Strategy.

For Cultural Grants:

- Projects with an emphasis on performing arts.
- Projects that are interdisciplinary by incorporating different mediums to highlight community topics of interest with a focus on the environment, inclusion and diversity through collaborative works.

These themes reflect a preference for increased cultural performance events and activities as raised by members of the Arts and Culture Advisory Committee, and an appreciation for the potential that interdisciplinary projects have for community engagement.

For Placemaking Grants:

- Events and activations that create vibrant, liveable and connected places.

This theme has been prepared in accordance with the Placemaking Delivery Program Priority 9.1.1 to *encourage ongoing economic development across Woollahra* and is reflective of the various grant applications that Council has supported in previous rounds.

#### **Timeframe for the 2024/25 Grants round:**

The proposed timeframe for the 2024/25 Grants round is as follows:

- Report to Finance, Community and Services Committee on 5 February 2024 and to Council on 12 February 2024.
- Community Workshops (in person and via webinar) on Council's Grants program to be held in March 2024 (dates TBC).
- Funding round open for 5 weeks, from Monday 1 April to Sunday 5 May 2024.
- Staff to review applications in May 2024.
- Report on recommended applications to Finance, Community and Services Committee on 3 June 2024 and to Council 10 June 2024.
- Applicants are notified of the Grant outcome by late June 2024.
- Funding to be made available to successful applicants from 1 July 2024.
- Grants Presentation Ceremony to be held on Wednesday 24 July (TBC).
- Successful Grants projects are to be completed by 30 June 2025.

#### **School Citizenship Award Program Feedback:**

At the meeting of 24 April 2023, Council resolved:

*THAT Council:*

- C. *Supports the reintroduction of a Citizenship Award of \$75.00 per primary school, with a proposed budget of \$1,050.*

The School Citizenship program sits outside the Woollahra Grants program. It provides funding of \$75 per primary school, across the Woollahra LGA, to implement a Citizenship Award, which recognises students who contribute broadly through service to their school and/or general community. There are 15 local schools eligible for the funding.

The program is based on receipt of an application from each school in response to a Mayoral letter requesting that the school confirms their participation in the School Citizenship program and invites the Mayor/Councillors to attend the school's annual Award presentation.

In 2023, the program was reintroduced as described above, with 7 out of 15 schools participating. Of the 7 schools that made applications, 2 schools requested that the Mayor/Councillor give a short speech at their school Award presentation.

**Options:**

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

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

Representatives from each of Council's Grant streams met to determine suitable themes for the Grant streams and at a meeting held on 22 January 2024, developed the proposed timeframe for the implementation of the Grants program for the 2024/25 round.

All eligible schools for School Citizenship Awards Program have been invited to complete a survey on the 2023 program, however due to school holidays, Council has yet to receive any responses.

**Policy Implications:**

There are no policy implications as a result of this report.

**Financial Implications:**

In Council's draft 2024/25 budget, it is proposed that the 2024/25 Woollahra Grants Program budget be \$260,000 with the following breakdown:

- Community and Cultural Grants \$115,000
- Placemaking Grants \$65,000
- Environmental Grants \$50,000
- Business Sector Support Grants \$30,000

**Resourcing Implications:**

There are no resourcing implications as a result of this report.

**Conclusion:**

Once the themes for the Community and Cultural and Placemaking grant streams are endorsed, Council will proceed with promotion of the Woollahra Grants Program for 2024/25. It is proposed to open the Grant round from Monday 1 April to Sunday 5 May 2024, with Grant applicants to be notified of the outcome by late June 2024 and funding to be made available from 1 July 2024. The Grants Presentation Ceremony to be held on Wednesday 24 July (TBC).

Feedback from eligible schools will be considered in any refinement to the administration processes of the School Citizenship Award program for implementation in 2024.

**Attachments**

Nil



**Item No:** R2 Recommendation to Council  
**Subject:** **MONTHLY FINANCIAL REPORT - 30 NOVEMBER 2023**  
**Author:** Abdullah Rayhan, Team Leader Financial Services  
**Approvers:** Paul Ryan, Chief Financial Officer  
Sue Meekin, Director Corporate Performance  
**File No:** 23/233773  
**Purpose of the Report:** To present the monthly financial report for November 2023.  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

**Recommendation:**

THAT Council:

- A. Receive and note the Monthly Financial Report – November 2023.
- B. Note that the Council's 12-month weighted average return for November 2023 on its direct investment portfolio of 4.80% (LM: 4.79%, LY: 2.92%) exceeds the benchmark 90-day AusBond Bank Bill Index of 4.18%.
- C. Note that the interest revenue for the year to date November 2023 is \$2.12M, exceeding our revised year to date budget of \$1.06M for the same period.

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**Executive Summary:**

The purpose of this report is for the Responsible Accounting Officer (RAO), the Council's Chief Financial Officer to provide the Council with a written report for November 2023 as per the Local Government Regulation 2005 (Clause 212), setting out details of all money that the Council has invested.

This report presents the full monthly financial report for November 2023. A list of investments held as of 30 November 2023 was presented to the Committee at its meeting on 04 December 2023 as "late correspondence". No meetings of this Committee were held in January 2024.

The 12-month weighted average return for November 2023 rose by 0.01bps to 4.80% (last month: 4.79%; last year's same month 2.92%) on the back of rising deposit rates. The interest revenue is ahead of our revised budget and will be reviewed as part of our quarterly forecast.

**Discussion:**

The Monthly Financial Report for November 2023 is submitted to the Committee for consideration and includes the following:

- ◆ Investment Transactions for the month.
- ◆ Restricted Cash (Reserves).
- ◆ Summary of Receipts, Payments, and Bank Balance.
- ◆ Details of Investment Portfolio.
- ◆ Investment Policy Compliance Report.
- ◆ Charts: Weighted Average Days to Maturity, Weighted Average Return, Weighted Average Return v 90-day AusBond Bank Bill Index, Actual Interest Earned v Original Budget & Revised Forecast.
- Movements in Book Value (Fair Value) of Investments.

**Investment Transactions for November 2023**

Date	Investment Description	Term	Rate	Transaction	Amount
Opening Balance as at 1 November 2023					112,503,379.40
28/11/2023	Suncorp TD	366	5.47	Purchase	2,000,000.00
30/11/2023	CBA Online movement			Withdrawal	-1,500,000.00
30/11/2023	NAB Loan Repayment account		4.75	Monthly Interest	2,987.92
Net movement in Portfolio for the month					502,987.92
<b>Closing Balance as at 30 November 2023</b>					<b>113,006,367.32</b>

Commentary:

Council’s investment portfolio remains steady, and the total new investment for the month equates to \$2 million.

**Restricted Cash**

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

The breakdown below shows that of the Council’s total cash and investments of \$114.20M\* at the end of November’23, \$99.97M was restricted leaving \$14.23M in unrestricted cash.

	30/11/2023 \$'000
Total Cash, Cash Equivalents and Investments	114,198 *
Less: Restricted Cash:	
External Restrictions	27,018
Internal Restrictions	<u>72,954</u>
Unrestricted Cash	<u>14,226</u>

\*Includes on call cash in operating bank accounts not included in the investments balance above.

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

## Summary of Receipts, Payments, and Bank Balance

Cash Book Balance as at 31 October 2023		<b>1,419,158.21</b>
	General Fund Acct	793,931.74
	Kiaora Bank Acct	625,226.47

<b>Receipts</b>		
Rates		8,956,611.09
Transfers In from At Call Accounts		2,500,000.00
Other		8,062,582.99
<b>Total Receipts</b>		<b>19,519,194.08</b>

### 10 Largest Receipts during the month

Description	This month	Current YTD	Previous YTD
Kiaora Place	1,145,409	5,288,075	4,998,156
Sundry Debtors	2,298,785	10,119,810	4,693,757
Deposits & Bonds	1,014,384	4,337,030	4,499,135
Parking Fines	636,967	3,172,161	2,698,579
S7.21 Contributions	540,906	1,823,529	1,316,276
GST Refund	277,902	1,675,308	819,429
Parking Meter Charges	213,586	1,059,991	928,515
Work Zone Charges	190,466	956,006	958,093
Library Subsidy	152,438	152,438	166,668
Trade Waste	146,847	741,243	714,254
	6,617,691	29,325,590	21,792,862

### Payments

Cheque Payments	-1,047,305.88
EFT Payments	-11,792,273.91
Returned EFT Payments	918.90
Total Payments before Direct Debits	-12,838,660.89

### 10 Largest Payments during the month

Reference	Payment Date	Payee	Description	Amount
0000106082	16/11/2023	KOR Equipment Solutions	Heavy Plant replacement - Sweeper Truck	-1,149,225.00
0000106191	23/11/2023	Civeco Pty Ltd	General Works - Capital Projects	-941,564.87
0000106301	23/11/2023	Rogers Construction Group	General Works - Capital Projects	-642,801.28
0000105756	2/11/2023	Icare Workers Insurance	Insurance Premium adjustments	-573,957.58
0000106350	30/11/2023	Veolia Environmental Services	Tipping fees - Municipal/Commercial	-530,292.55
0000105777	2/11/2023	PayClear Services Pty Ltd	Superannuation Payment	-426,782.40
0000106190	23/11/2023	Citywide Asphalt Pty Ltd	General Works - R&M	-209,005.50
0000106373	30/11/2023	Enter Building Group	General Works - Capital Projects	-206,085.75
0000106156	16/11/2023	URM Environmental Services	Waste recycling collection	-186,607.58
0000106161	16/11/2023	Womens Housing Company	Community Support Contribution	-181,500.00

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

Payroll	-2,935,748.56
PAYG Tax	-1,046,520.00
Bank Charges	-1,433.23
Revenue Collection Charges	-18,707.65
Investment Purchases	-2,000,000.00
Transfers to At Call Accounts	-1,000,000.00
Credit cards	-5,820.90
Total Direct Debits for period	-7,008,230.34
<b>Total Payments</b>	<b>-19,846,891.23</b>

### Cash Book Balance as at 30 Nov 2023

	General Fund Acct	358,661.07
	Kiaora Bank Acct	732,799.99
Issued Cheques	Value:	553,515.41
Outstanding Deposits & Miscellaneous Items		1,160,956.02

**Reconciled Cash Book Balance as at 30 Nov 2023** **2,805,932.49**

**Bank A/c Balances as at 30 Nov 2023** **2,805,932.49**

	General Fund Acct	2,073,132.50
	Kiaora Bank Acct	732,799.99

### Unpresented Cheques > \$30,000.00

Cheque No.	Cheque Date	Payee	Description	Amount
230850	23/11/2023	Withheld	Security Bond Refund	-112,903.05
230866	30/11/2023	Withheld	Security Bond Refund	-112,127.41
230856	23/11/2023	Withheld	Security Bond Refund	-95,116.80
230853	23/11/2023	Withheld	Security Bond Refund	-44,361.55

### Commentary:

This statement presents Council's bank reconciliation as of 30 November 2023. The top ten receipts and payment items are provided. Excluding investment transactions, receipts exceeded payments this month by approximately \$64k and together with movements in cash at the bank resulted in the \$502k increase in our total portfolio value.

**DETAILS OF INVESTMENTS PORTFOLIO AS AT 30 NOVEMBER 2023**

RATING	BANK & SECURITY	PURCHASE DATE	MATURITY DATE	TOTAL TERM (DAYS)	REMAINING DAYS TO MATURITY	%	BOOK VALUE \$
	<b>1. OAKVALE CAPITAL Limited</b>						
	Emerald Reverse Mortgage Backed Security Face Value 1 Million						727,156.28
	<b>2. WMC DIRECT INVESTMENTS</b>						
AA	<b>WESTPAC BANKING CORPORATION</b>						
	TERM DEPOSIT	8/12/2022	12/12/2023	369	12	4.35	4,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	19/01/2021	15/12/2023	1060	15	0.68	1,000,000.00
AA	<b>WESTPAC BANKING CORPORATION</b>						
	TERM DEPOSIT	19/01/2021	15/12/2023	1060	15	0.53	1,000,000.00
A	<b>ING DIRECT</b>						
	TERM DEPOSIT	21/12/2022	19/12/2023	363	19	4.63	6,000,000.00
AA	<b>COMMONWEALTH BANK</b>						
	TERM DEPOSIT	21/12/2022	19/12/2023	363	19	4.65	6,000,000.00
AA	<b>COMMONWEALTH BANK</b>						
	TERM DEPOSIT	10/01/2023	10/01/2024	365	41	4.73	3,000,000.00
BBB	<b>BANKVIC</b>						
	TERM DEPOSIT	10/01/2023	10/01/2024	365	41	4.66	3,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	19/01/2021	19/01/2024	1095	50	0.70	2,000,000.00
A	<b>ING DIRECT</b>						
	TERM DEPOSIT	18/01/2023	23/01/2024	370	54	4.63	2,000,000.00
A	<b>ING DIRECT</b>						
	TERM DEPOSIT	24/01/2023	24/01/2024	365	55	4.50	2,000,000.00
AA	<b>WESTPAC BANKING CORPORATION</b>						
	TERM DEPOSIT	14/02/2023	14/02/2024	365	76	4.97	6,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	27/02/2023	27/02/2024	365	89	5.02	4,000,000.00
A	<b>ING DIRECT</b>						
	TERM DEPOSIT	9/03/2023	11/03/2024	368	102	4.98	3,000,000.00
AA	<b>WESTPAC BANKING CORPORATION</b>						
	TERM DEPOSIT	9/03/2023	11/03/2024	368	102	4.81	5,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	9/03/2023	11/03/2024	368	102	4.85	5,000,000.00
AA	<b>WESTPAC BANKING CORPORATION</b>						
	TERM DEPOSIT	29/03/2023	28/03/2024	365	119	4.39	4,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	13/04/2023	15/04/2024	368	137	4.50	3,000,000.00
BBB	<b>BENDIGO ADELAIDE BANK</b>						
	TERM DEPOSIT	27/04/2023	26/04/2024	365	148	4.70	5,000,000.00
BBB	<b>BANKVIC</b>						
	TERM DEPOSIT	29/05/2023	29/05/2024	366	181	5.11	5,000,000.00
BBB	<b>AMP BANK</b>						
	TERM DEPOSIT	8/06/2023	11/06/2024	369	194	5.45	4,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	19/07/2023	22/07/2024	369	235	5.44	5,000,000.00
BBB	<b>AMP BANK</b>						
	TERM DEPOSIT	19/07/2023	22/07/2024	369	235	5.75	3,000,000.00
AA	<b>COMMONWEALTH BANK</b>						
	TERM DEPOSIT	21/08/2023	20/08/2024	365	264	5.53	5,000,000.00
A	<b>SUNCORP BANK</b>						
	TERM DEPOSIT	21/08/2023	21/08/2024	366	265	5.21	5,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	20/09/2023	23/09/2024	369	298	5.30	8,000,000.00
AA	<b>WESTPAC BANKING CORPORATION</b>						
	TERM DEPOSIT	31/10/2023	31/10/2024	366	336	5.50	2,000,000.00
A	<b>SUNCORP BANK</b>						
	TERM DEPOSIT	28/11/2023	28/11/2024	366	364	5.47	2,000,000.00
<b>AT CALL:</b>							
AA	<b>COMMONWEALTH BANK</b>						
	ONLINE SAVER A/C					4.35	7,500,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	LOANS REPAYMENT A/C					4.75	779,211.04
	Total WMC Direct Investments						112,279,211.04
	<b>Weighted Average Days to Maturity of WMC Direct Investments</b>				<b>141</b>		
	<b>Weighted Average Return of WMC Direct Investments</b>					<b>4.80</b>	
	<b>PORTFOLIO TOTALS</b>						<b>113,006,367.32</b>

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

P. Ryan  
CHIEF FINANCIAL OFFICER

Commentary:

As of the end of November 2023, Council was within the policy limits for each individual ADI. Overall, the portfolio is well diversified across the entire credit rating spectrum. The majority of the portfolio is directed to fixed-term deposits and cash.

**Investment Policy Compliance Report  
as at 30 November 2023**

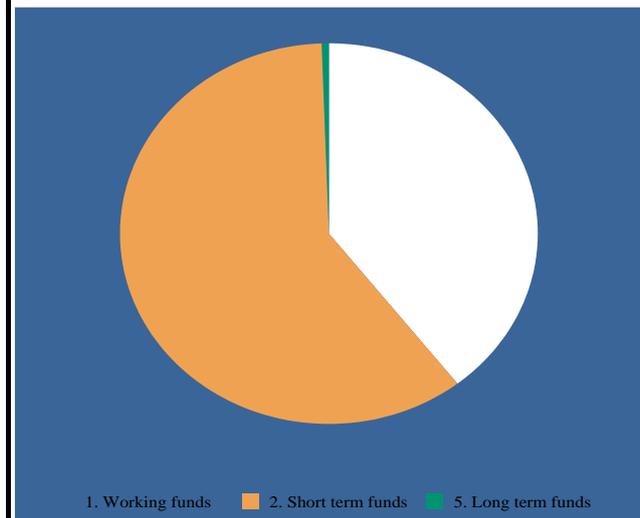
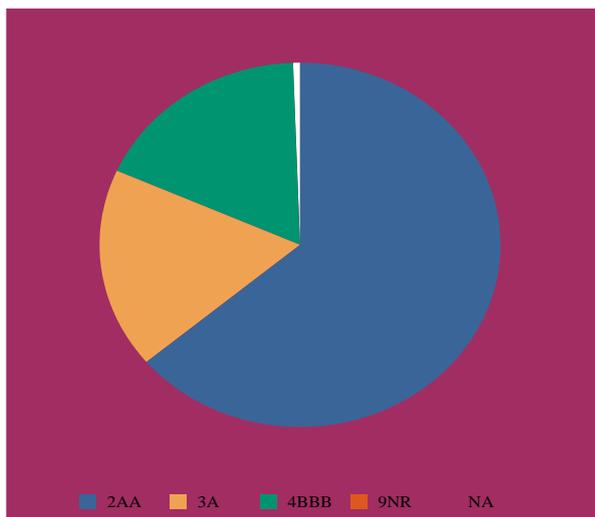
Acct	Bank	Rating Cat.	Policy Limit %	\$	Current Holding	% of Total	Compliance
<b>Counterparty Limits:</b>							
AMP	AMP Bank	BBB	10%	11,300,637	7,000,000	6%	Complies - \$ 4,300,636 available
BAB	Bendigo Adelaide Bank	BBB	10%	11,300,637	5,000,000	4%	Complies - \$ 6,300,636 available
CBA	Commonwealth Bank	AA	30%	33,901,910	21,500,000	19%	Complies - \$12,401,910 available
ING	ING Direct	A	15%	16,950,955	13,000,000	12%	Complies - \$ 3,950,955 available
NAB	National Australia Bank	AA	30%	33,901,910	28,779,211	25%	Complies - \$ 5,122,699 available
OAK	Oakvale Capital	NA		0	727,156	1%	Grandfathered - Complies
SUN	Suncorp	A	15%	16,950,955	7,000,000	6%	Complies - \$ 9,950,955 available
VIC	BankVic	BBB	10%	11,300,637	8,000,000	7%	Complies - \$ 3,300,636 available
WBC	Westpac Banking Corporation	AA	30%	33,901,910	22,000,000	19%	Complies - \$11,901,910 available
					113,006,367		

**Credit Quality Limits:**

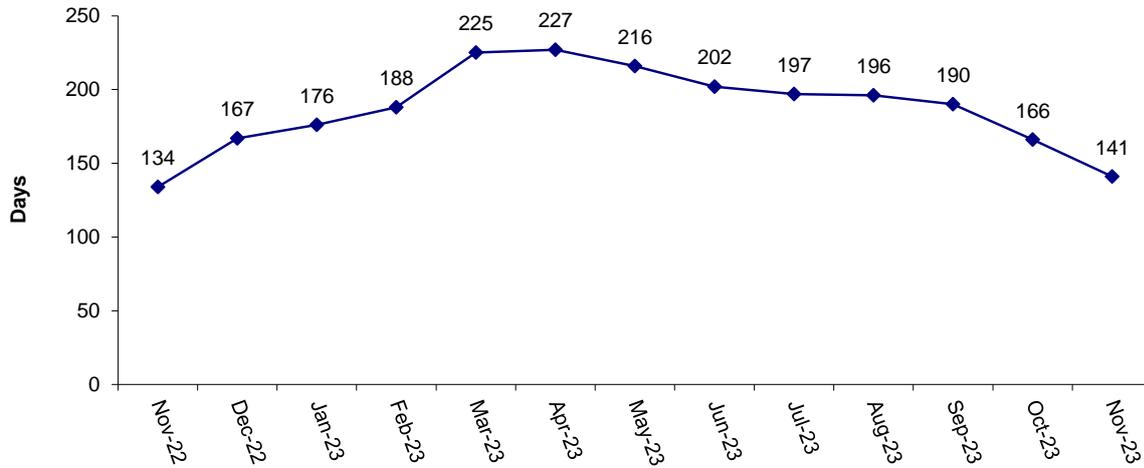
Rating Cat.	Limit	\$	%	
AA	100%	72,279,211	64%	Complies
A	60%	20,000,000	18%	Complies
BBB	40%	20,000,000	18%	Complies
NA		727,156	1%	Grandfathered
		113,006,367		

**Term to Maturity Limits:**

Term	Limit	\$	%	
1. Working funds	10-100	42,279,211	37%	Complies
2. Short term funds	20-100	70,000,000	62%	Complies
5. Long term funds	0-20	727,156	1%	Complies
		113,006,367		



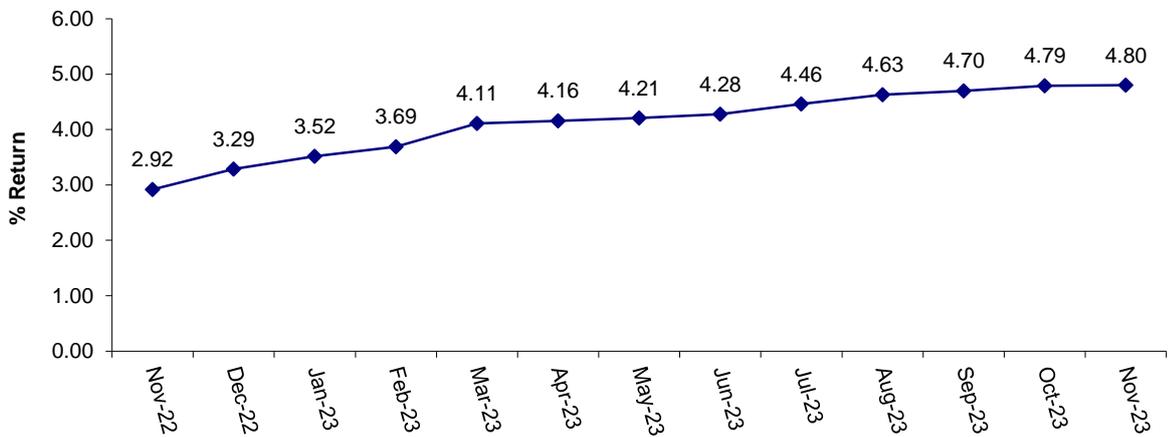
**Weighted Average Days to Maturity**



Commentary:

The weighted average days to maturity decreased by 25 days over the previous month with the portfolio moving towards maturity and new investments placed on terms no greater than 366 days.

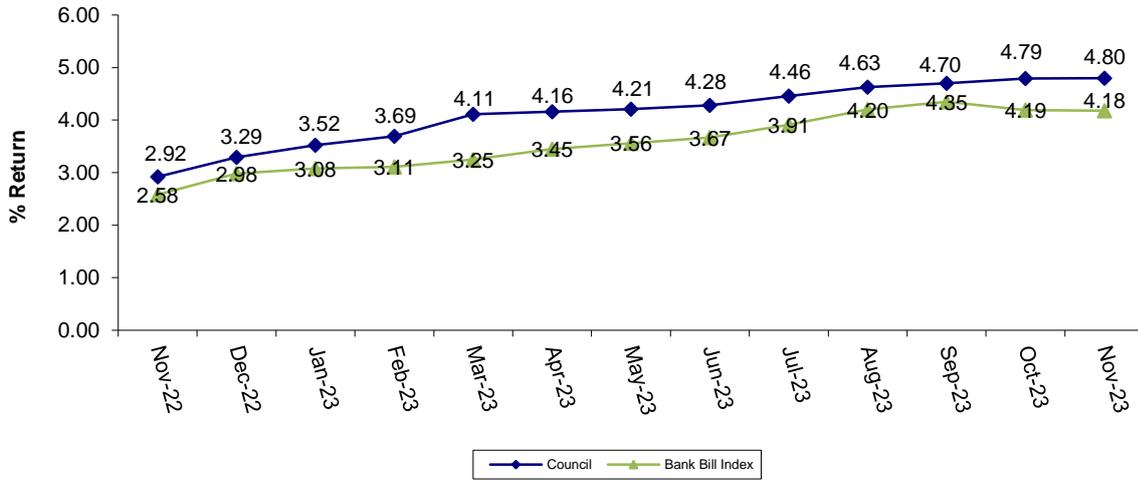
**Weighted Average Return**



Commentary:

The weighted average return for November 2023 saw an increase of 0.01bps with new investments placed on interest rate terms of 5.47% per annum.

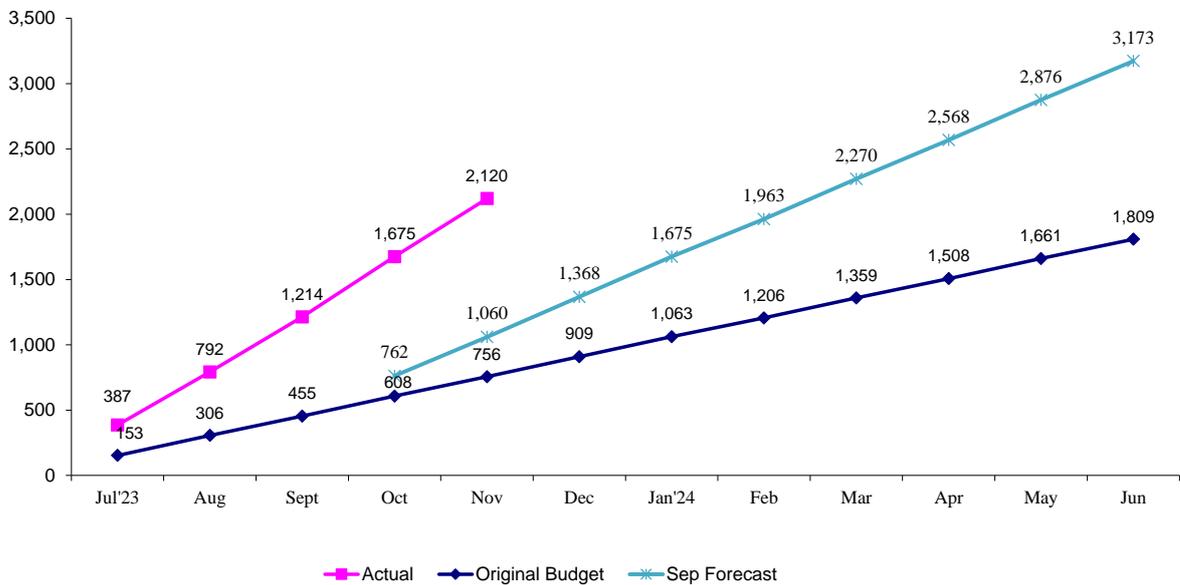
**Weighted Average Return v Bank Bill Index**



Commentary:

This chart tracks the Council’s weighted average return on its direct investment portfolio against a 90-day AusBond Bank Bill Index. The Council’s weighted average increased to 4.80% per annum with the 3mth AusBond Bank Bill Index of 4.18% per annum.

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



Commentary:

Council’s year to date November 2023 interest revenue came in at \$2.12M, ahead of our revised budget and will continue the trend.

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

### EMERALD MBS2007-1B

	Securities	Total Book Value
30/06/2023 Balance brought forward	727,156.28	727,156.28
	<b>727,156.28</b>	

#### Commentary:

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

#### **Options:**

This report is presented to the Committee for noting.

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

There has been no community engagement or internal consultation in the preparation of this report.

#### **Policy Implications:**

There are no Policy implications arising from this report.

#### **Financial Implications:**

Over the financial year depending on economic conditions and bank interest offerings, Council will continue to invest in the longer term by placing a slightly larger proportion of deposits across 12 months or more. Over a cycle and in a normal market environment, this may earn up to ¼-½% p.a. higher compared to investing in shorter terms.

#### **Conclusion:**

Despite more potential rate rises on the horizon, given an upward-sloping deposit curve, maintaining a slightly longer average duration position on deposits will continue to outperform shorter durations. The deposit market has largely already factored in the current rate hike cycle, reflected by the flattening of the curve demonstrated by the longer-term holdings over the past few months. Interestingly, amongst the major banks, 2 to 5-year deposit rates are now being offered slightly below 12-month rates. Therefore, Council continues to place new investments on terms no greater than 12 months with rates on offer continuing to increase along this part of the curve.

The November & December 2023 Monthly Financial Report will be tabled at the February 2024 FC&S Committee in line with the Committee resolution.

To meet the minimum investments reporting obligations under the Local Government (General) Regulation a list of investments held as of 31 January 2024 will be presented to the Committee at its meeting on 05 February 2024 as late correspondence.

#### **Attachments**

Nil

**Item No:** R3 Recommendation to Council  
**Subject:** **MONTHLY FINANCIAL REPORT - 31 DECEMBER 2023  
INVESTMENT HELD AS AT 31 JANUARY 2024**  
**Author:** Abdullah Rayhan, Team Leader Financial Services  
**Approvers:** Paul Ryan, Chief Financial Officer  
Sue Meekin, Director Corporate Performance  
**File No:** 24/9285  
**Purpose of the Report:** To present the monthly financial report for December 2023 and to present a list of investments held as of 31 January 2024.  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

**Recommendation:**

THAT Council:

- A. Receive and note the Monthly Financial Report – December 2023.
- B. Note that the Council's 12-month weighted average return for December 2023 on its direct investment portfolio of 4.98% (LM: 4.80%, LY: 3.29%) exceeds the benchmark 90-day AusBond Bank Bill Index of 4.26%.
- C. Note that the interest revenue for the year to date December 2023 is \$2.57M, exceeding our revised year to date budget of \$1.36M for the same period.
- D. Receive and note the list of Council's investments held as of 31 January 2024 (provided as late correspondence).

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**Executive Summary:**

The purpose of this report is for the Responsible Accounting Officer (RAO), the Council's Chief Financial Officer to provide the Council with a written report for December 2023 as per the Local Government Regulation 2005 (Clause 212), setting out details of all money that the Council has invested.

As previously noted by the Committee, due to the end of the month occurring after the closure of the meeting agenda and business papers, the full report for that month is unable to be prepared for the meeting and is instead presented at the following meeting. In order to meet the investments reporting obligations under the Local Government (General) Regulation noted above, a list of investments held at the end of the month will be presented to the Committee at its meeting as 'late correspondence'. Therefore this report presents the full monthly financial report for December 2023. A list of investments held as of 31 January 2024 will be presented to the Committee at its meeting on 05 Feb 2024 as "late correspondence".

The 12-month weighted average return for December 2023 rose by 0.18bps to 4.98% (last month: 4.80%; last year's same month 3.29%) on the back of rising deposit rates. The interest revenue is ahead of our revised budget and will be reviewed as part of our quarterly forecast.

**Discussion:**

The Monthly Financial Report for December 2023 is submitted to the Committee for consideration and includes the following:

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

- ◆ Details of Investment Portfolio.
- ◆ Investment Policy Compliance Report.
- ◆ Charts: Weighted Average Days to Maturity, Weighted Average Return, Weighted Average Return v 90-day AusBond Bank Bill Index, Actual Interest Earned v Original Budget & Revised Forecast.
- Movements in Book Value (Fair Value) of Investments.
- Arrears of Rents & Fees.

### Investment Transactions for December 2023

Date	Investment Description	Term	Rate	Transaction	Amount
Opening Balance as at 1 December 2023					113,006,367.32
12/12/2023	Westpac Banking Corporation	369	4.35	Maturity	-4,000,000.00
15/12/2023	National Australia Bank	1060	0.68	Maturity	-1,000,000.00
15/12/2023	Westpac Banking Corporation	1060	0.53	Maturity	-1,000,000.00
19/12/2023	Commonwealth Bank	363	4.65	Maturity	-6,000,000.00
19/12/2023	ING Direct	363	4.63	Maturity	-6,000,000.00
20/12/2023	Bank of Queensland	398	5.10	Purchase	1,000,000.00
20/12/2023	Suncorp	398	5.20	Purchase	7,000,000.00
20/12/2023	ING Direct	398	5.23	Purchase	7,000,000.00
7/12/2023	CBA Online movement			Withdrawal	-500,000.00
29/12/2023	NAB Loan Repayment account			Withdrawal	-348,571.13
Net movement in Portfolio for the month					-3,848,571.13
<b>Closing Balance as at 31 December 2023</b>					<b>109,157,796.19</b>

#### Commentary:

Council's investment portfolio remains steady, and the total new investment for the month equates to \$15 million.

#### Restricted Cash

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

The breakdown below shows that of the Council's total cash and investments of \$111.25M\* at the end of December'23, \$95.83M was restricted leaving \$15.42M in unrestricted cash.

	31/12/2023 \$'000
Total Cash, Cash Equivalents and Investments	111,247 *
Less: Restricted Cash:	
External Restrictions	23,867
Internal Restrictions	<u>71,966</u>
Unrestricted Cash	<u>15,414</u>

\*Includes on call cash in operating bank accounts not included in the investments balance above.

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

### Summary of Receipts, Payments, and Bank Balance

<b>Cash Book Balance as at 30 November 2023</b>		<b>1,091,461.06</b>
	General Fund Acct	358,661.07
	Kiaora Bank Acct	732,799.99

<b>Receipts</b>		
Rates		3,311,762.67
Investment Maturities		18,000,000.00
Transfers In from At Call Accounts		524,334.25
Other		7,232,186.56
<b>Total Receipts</b>		<b>29,068,283.48</b>

#### 10 Largest Receipts during the month

Description	This month	Current YTD	Previous YTD
Kiaora Place	966,105	6,254,180	6,046,397
Deposits & Bonds	883,331	5,220,361	5,346,489
Sundry Debtors	782,577	10,902,387	5,475,558
Parking Fines	578,766	3,750,927	3,300,709
S7.21 Contributions	316,801	2,140,329	1,675,154
DOCS Preschool Subsidy	202,332	975,958	881,163
Parking Meter Charges	170,462	1,230,453	1,145,763
Trade Waste Debtors	137,483	878,727	846,988
Work Zone Charges	101,955	1,249,419	1,268,166
Development Application Fees	95,484	531,211	695,277
	4,235,296	33,133,952	26,681,664

<b>Payments</b>		
Cheque Payments		-727,318.68
EFT Payments		-9,190,984.90
Returned EFT Payments		2,235.00
Total Payments before Direct Debits		-9,916,068.58

#### 10 Largest Payments during the month

Reference	Payment Date	Payee	Description	Amount
169503	7/12/2023	SES Fire & Safety	NSW/SES Fire Rescue Contribution 2nd Qtr	-803,879.42
0000106942	21/12/2023	Veolia Environmental Services	Tipping fees - Municipal/Commercial	-534,597.08
0000106832	14/12/2023	PayClear Services	Superannuation Payment	-526,683.44
0000106534	7/12/2023	Icare Workers Insurance	Insurance Premium adjustments	-412,774.71
0000107087	21/12/2023	State Civil	General Works - Capital Projects & R&M	-358,096.26
0000106926	21/12/2023	Civeco Pty Ltd	General Works - Capital Projects	-356,737.00
0000107004	21/12/2023	Hiretec Maintenance Pty Ltd	General Works - Capital Projects	-324,856.91
0000106479	7/12/2023	Corporation Sole EPA	Council contribution S7.42 EPA Act 1979	-261,306.67
0000106725	7/12/2023	URM Environmental Services	Waste recycling collection	-186,514.30
0000106510	7/12/2023	Enter Building Group	General Works - Capital Projects	-179,204.29

<b>Payments - Direct Debits From Bank A/c</b>		
Payroll		-2,329,083.20
PAYG Tax		-831,309.00
Bank Charges		-7,054.37
Revenue Collection Charges		-22,344.78
Investment Purchases		-15,000,000.00
Credit cards		-36,996.12
Total Direct Debits for period		-18,226,787.47
<b>Total Payments</b>		<b>-28,142,856.05</b>

<b>Cash Book Balance as at 31 Dec 2023</b>		<b>2,016,888.49</b>
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	General Fund Acct	1,260,559.93
	Kiaora Bank Acct	756,328.56
Issued Cheques	Value:	169,140.53

Outstanding Deposits & Miscellaneous Items		132,041.94
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<b>Reconciled Cash Book Balance as at 31 Dec 2023</b>		<b>2,318,070.96</b>
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<b>Bank A/c Balances as at 31 Dec 2023</b>		<b>2,318,070.96</b>
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	General Fund Acct	1,561,742.40
	Kiaora Bank Acct	756,328.56

#### Unpresented Cheques > \$50,000.00

Cheque No.	Cheque Date	Payee	Description	Amount
230890	7/12/2023	Withheld	Security Bond Refund	-123,643.36
230889	7/12/2023	Withheld	Security Bond Refund	-117,975.43
230882	7/12/2023	Withheld	Security Bond Refund	-67,442.79
230885	7/12/2023	Withheld	Security Bond Refund	-59,977.98

### Commentary:

This statement presents Council's bank reconciliation as of 31 December 2023. The top ten receipts and payment items are provided. Excluding investment transactions, payments exceeded receipts this month by approximately \$2.6M and together with movements in cash at bank and loan repayments resulted in a \$3.8M decrease in our total portfolio value.

**DETAILS OF INVESTMENTS PORTFOLIO AS AT 31 DECEMBER 2023**

RATING	BANK & SECURITY	PURCHASE DATE	MATURITY DATE	TOTAL TERM (DAYS)	REMAINING DAYS TO MATURITY	%	BOOK VALUE \$
	<b>1. OAKVALE CAPITAL Limited</b>						727,156.28
	Emerald Reverse Mortgage Backed Security Face Value 1 Million						
	<b>2. WMC DIRECT INVESTMENTS</b>						
AA	<b>COMMONWEALTH BANK</b>						
	TERM DEPOSIT	10/01/2023	10/01/2024	365	10	4.73	3,000,000.00
BBB	<b>BANKVIC</b>						
	TERM DEPOSIT	10/01/2023	10/01/2024	365	10	4.66	3,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	19/01/2021	19/01/2024	1095	19	0.70	2,000,000.00
A	<b>ING DIRECT</b>						
	TERM DEPOSIT	18/01/2023	23/01/2024	370	23	4.63	2,000,000.00
A	<b>ING DIRECT</b>						
	TERM DEPOSIT	24/01/2023	24/01/2024	365	24	4.50	2,000,000.00
AA	<b>WESTPAC BANKING CORPORATION</b>						
	TERM DEPOSIT	14/02/2023	14/02/2024	365	45	4.97	6,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	27/02/2023	27/02/2024	365	58	5.02	4,000,000.00
A	<b>ING DIRECT</b>						
	TERM DEPOSIT	9/03/2023	11/03/2024	368	71	4.98	3,000,000.00
AA	<b>WESTPAC BANKING CORPORATION</b>						
	TERM DEPOSIT	9/03/2023	11/03/2024	368	71	4.81	5,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	9/03/2023	11/03/2024	368	71	4.85	5,000,000.00
AA	<b>WESTPAC BANKING CORPORATION</b>						
	TERM DEPOSIT	29/03/2023	28/03/2024	365	88	4.39	4,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	13/04/2023	15/04/2024	368	106	4.50	3,000,000.00
BBB	<b>BENDIGO ADELAIDE BANK</b>						
	TERM DEPOSIT	27/04/2023	26/04/2024	365	117	4.70	5,000,000.00
BBB	<b>BANKVIC</b>						
	TERM DEPOSIT	29/05/2023	29/05/2024	366	150	5.11	5,000,000.00
BBB	<b>AMP BANK</b>						
	TERM DEPOSIT	8/06/2023	11/06/2024	369	163	5.45	4,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	19/07/2023	22/07/2024	369	204	5.44	5,000,000.00
BBB	<b>AMP BANK</b>						
	TERM DEPOSIT	19/07/2023	22/07/2024	369	204	5.75	3,000,000.00
AA	<b>COMMONWEALTH BANK</b>						
	TERM DEPOSIT	21/08/2023	20/08/2024	365	233	5.53	5,000,000.00
A	<b>SUNCORP BANK</b>						
	TERM DEPOSIT	21/08/2023	21/08/2024	366	234	5.21	5,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	TERM DEPOSIT	20/09/2023	23/09/2024	369	267	5.30	8,000,000.00
AA	<b>WESTPAC BANKING CORPORATION</b>						
	TERM DEPOSIT	31/10/2023	31/10/2024	366	305	5.50	2,000,000.00
A	<b>SUNCORP BANK</b>						
	TERM DEPOSIT	28/11/2023	28/11/2024	366	333	5.47	2,000,000.00
BBB	<b>BANK OF QUEENSLAND</b>						
	TERM DEPOSIT	20/12/2023	21/01/2025	398	387	5.10	1,000,000.00
A	<b>SUNCORP BANK</b>						
	TERM DEPOSIT	20/12/2023	21/01/2025	398	387	5.20	7,000,000.00
A	<b>ING DIRECT</b>						
	TERM DEPOSIT	20/12/2023	21/01/2025	398	387	5.23	7,000,000.00
<b>AT CALL:</b>							
AA	<b>COMMONWEALTH BANK</b>						
	ONLINE SAVER A/C					4.35	7,000,000.00
AA	<b>NATIONAL AUSTRALIA BANK</b>						
	LOANS REPAYMENT A/C					4.75	430,639.91
	Total WMC Direct Investments						108,430,639.91
	<b>Weighted Average Days to Maturity of WMC Direct Investments</b>				<b>173</b>		
	<b>Weighted Average Return of WMC Direct Investments</b>					<b>4.98</b>	
	<b>PORTFOLIO TOTALS</b>						<b>109,157,796.19</b>

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

P. Ryan  
CHIEF FINANCIAL OFFICER

Commentary:

As of the end of December 2023, Council was within the policy limits for each individual ADI. Overall, the portfolio is well diversified across the entire credit rating spectrum. The majority of the portfolio is directed to fixed-term deposits and cash.

**Investment Policy Compliance Report  
 as at 31 December 2023**

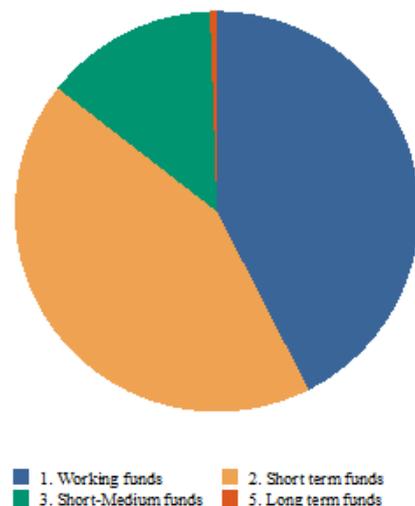
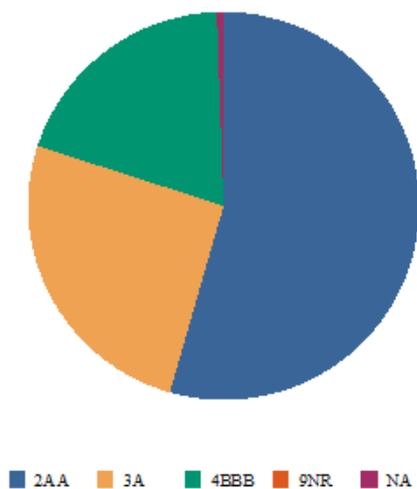
Acct	Bank	Rating Cat.	Policy Limit %	Policy Limit \$	Current Holding \$	% of Total	Compliance
<b>Counterparty Limits:</b>							
AMP	AMP Bank	BBB	10%	10,915,780	7,000,000	6%	Complies - \$ 3,915,779 available
BAB	Bendigo Adelaide Bank	BBB	10%	10,915,780	5,000,000	5%	Complies - \$ 5,915,779 available
CBA	Commonwealth Bank	AA	30%	32,747,339	15,000,000	14%	Complies - \$17,747,338 available
ING	ING Direct	A	15%	16,373,669	14,000,000	13%	Complies - \$ 2,373,669 available
NAB	National Australia Bank	AA	30%	32,747,339	27,430,640	25%	Complies - \$ 5,316,698 available
OAK	Oakvale Capital	NA		0	727,156	1%	Grandfathered - Complies
QLD	Bank of Queensland	BBB	10%	10,915,780	1,000,000	1%	Complies - \$ 9,915,779 available
SUN	Suncorp	A	15%	16,373,669	14,000,000	13%	Complies - \$ 2,373,669 available
VIC	BankVic	BBB	10%	10,915,780	8,000,000	7%	Complies - \$ 2,915,779 available
WBC	Westpac Banking Corporation	AA	30%	32,747,339	17,000,000	16%	Complies - \$15,747,338 available
					<u>109,157,796</u>		

**Credit Quality Limits:**

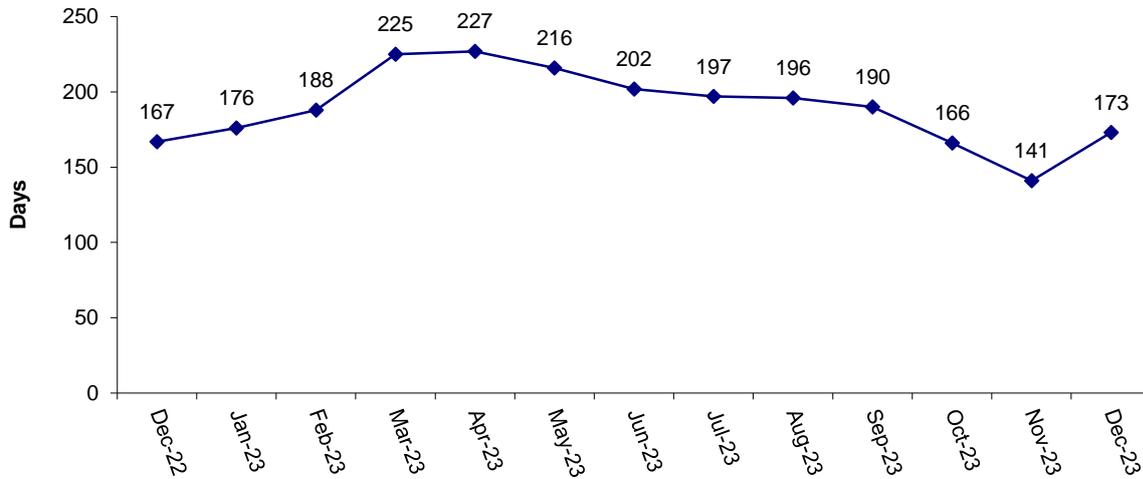
Rating Cat.	Limit	\$	%	
AA	100%	59,430,640	54%	Complies
A	60%	28,000,000	26%	Complies
BBB	40%	21,000,000	19%	Complies
NA		727,156	1%	Grandfathered
		<u>109,157,796</u>		

**Term to Maturity Limits:**

Term	Limit	\$	%	
1. Working funds	10-100	46,430,640	43%	Complies
2. Short term funds	20-100	47,000,000	43%	Complies
3. Short-Medium funds	0-70	15,000,000	14%	Complies
5. Long term funds	0-20	727,156	1%	Complies
		<u>109,157,796</u>		



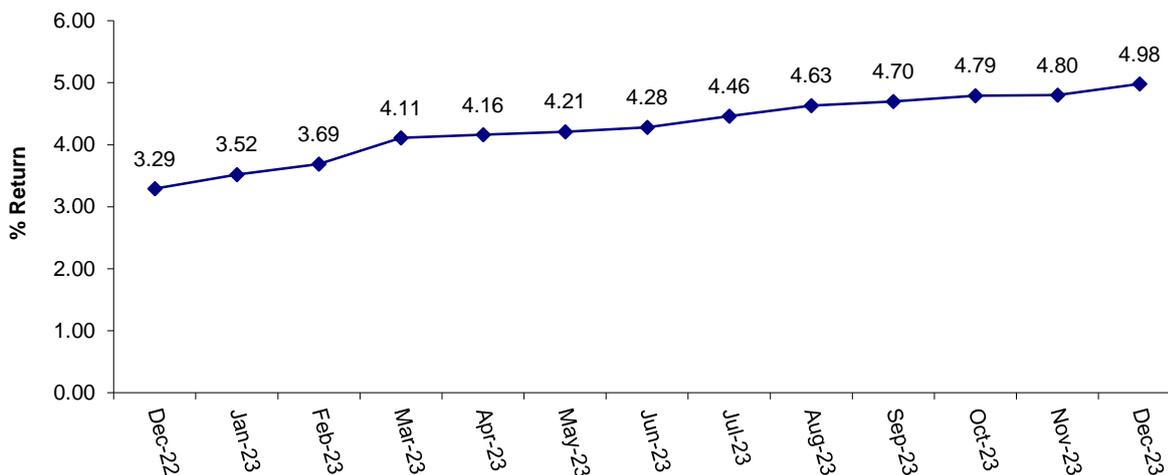
**Weighted Average Days to Maturity**



Commentary:

The weighted average days to maturity increased by 32 days over the previous month due to longer-term investments capturing better rates and new investments placed on terms no greater than 398 days.

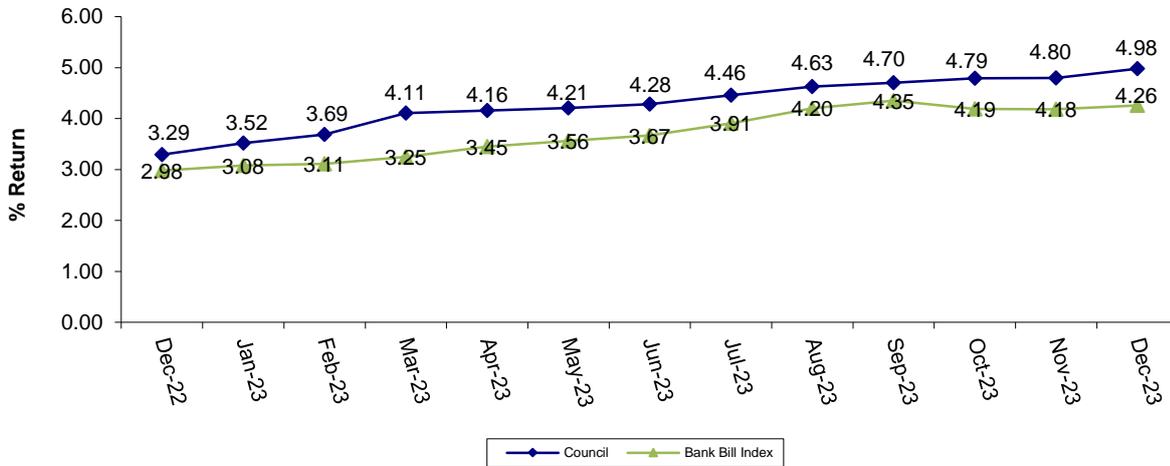
**Weighted Average Return**



Commentary:

The weighted average return for December 2023 saw an increase of 0.18bps with new investments placed on interest rate terms ranging from 5.10% to 5.23% per annum.

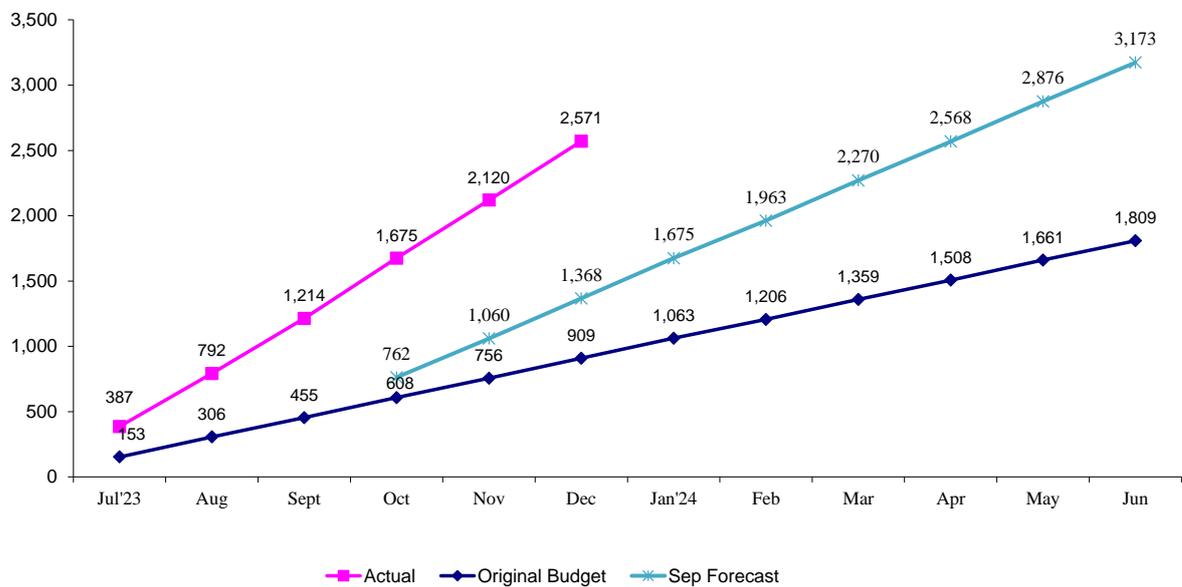
**Weighted Average Return v Bank Bill Index**



Commentary:

This chart tracks the Council’s weighted average return on its direct investment portfolio against a 90-day AusBond Bank Bill Index. The Council’s weighted average increased to 4.98% per annum with the 3mth AusBond Bank Bill Index of 4.26% per annum.

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



Commentary:

Council’s year to date December 2023 interest revenue came in at \$2.57M, ahead of our revised budget and will continue the trend.

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

### EMERALD MBS2007-1B

	Securities	Total Book Value
30/06/2023 Balance brought forward	727,156.28	727,156.28
	<b>727,156.28</b>	

#### Commentary:

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

### Arrears of Rent & Fees

The table below summarises the arrears (greater than 30 days) of rents and fees as of 31 December 2023. This information is provided quarterly along with details of any unpaid debts greater than \$50,000 outstanding over 60 days.

Type	Total Collectible (23/24 Revenue + Arrears)	> 30 days			> 60 days			> 90 days		
		Dec'23	Sep'23	Dec'22	Dec'23	Sep'23	Dec'22	Dec'23	Sep'23	Dec'22
General	11,409,407	90,513	243,452	286,184	25,890	40,673	61,979	149,423	287,064	589,487
% of Total Collectible		0.8%	2.8%	4.6%	0.2%	0.5%	1.0%	1.3%	3.3%	9.5%
Environmental Health	47,811	2,406	1,492	1,148	1,724	190	0	27,068	30,123	6,100
% of Total Collectible		5.0%	4.4%	21.7%	3.6%	0.6%	0.0%	56.6%	89.2%	115.1%
Trade Waste	927,884	36,629	500	34,727	16,288	9,437	4,447	9,822	4,886	0
% of Total Collectible		3.9%	0.1%	4.0%	1.8%	2.0%	0.5%	1.1%	1.0%	0.0%
Kiaora Place	5,980,798	23,425	26,984	85,443	20,736	11,147	26,417	185,533	214,672	281,361
% of Total Collectible		0.4%	1.0%	2.0%	0.3%	0.4%	0.6%	3.1%	7.8%	6.5%
<b>Total</b>	<b>18,438,603</b>	<b>152,973</b>	<b>272,428</b>	<b>407,502</b>	<b>64,638</b>	<b>61,447</b>	<b>92,843</b>	<b>371,847</b>	<b>536,746</b>	<b>876,949</b>
% of Total Collectible		0.8%	2.2%	3.5%	0.4%	0.5%	0.8%	2.0%	4.4%	7.6%

Name	Amount	Remarks
A Council Tenant	57,852.97	Deferred Rent Amount under the National Code of Conduct - COVID - Commercial & Retail Leases, General discussion continues and follow up action is currently being undertaken.

Comparative information is also provided for the previous quarter and the same quarter last year. Noting an improvement in all past due categories.

#### Options:

This report is presented to the Committee for noting.

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

There has been no community engagement or internal consultation in the preparation of this report.

#### Policy Implications:

There are no Policy implications arising from this report.

#### Financial Implications:

Over the financial year depending on economic conditions and bank interest offerings, Council will continue to invest in the longer term by placing a slightly larger proportion of deposits across 12 months or more. Over a cycle and in a normal market environment, this may earn up to ¼-½% p.a. higher compared to investing in shorter terms.

**Conclusion:**

Despite potential interest rate cuts on the horizon, given an upward-sloping deposit curve, maintaining a slightly longer average duration position on deposits will continue to outperform shorter durations. The deposit market has largely already factored in the potential rates cut cycle, reflected by the flattening of the curve demonstrated by the longer-term holdings over the past few months. Interestingly, amongst the major banks, 2 to 5-year deposit rates are now being offered slightly below 12-month rates. Therefore, Council continues to place new investments on terms no greater than 12 months with rates on offer continuing to increase along this part of the curve.

Due to the timing of the February 2024 FC&S Committee meeting being so close to January month end, the January 2024 Monthly Financial Report will be tabled at the March 2024 FCS Committee in line with the Committee resolution.

To meet the minimum investments reporting obligations under the Local Government (General) Regulation a list of investments held as of 31 January 2024 will be presented to the Committee at its meeting on 05 February 2024 as late correspondence.

**Attachments**

Nil



**Item No:** R4 Recommendation to Council  
**Subject:** **2023/24 BUDGET REVIEW FOR THE QUARTER ENDED 31 DECEMBER 2023**  
**Authors:** Henrietta McGilvray, Senior Corporate Accountant  
Esther Hii, Senior Corporate Accountant  
Paul Ryan, Chief Financial Officer  
**Approvers:** Sue Meekin, Director Corporate Performance  
Craig Swift-McNair, General Manager  
**File No:** 24/3565  
**Purpose of the Report:** To report on the review of the 2023/24 budget forecast position as at the quarter ended 31 December 2023  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

**Recommendation:**

THAT Council:

- A. Receive and note the report on the Budget Review for the quarter ended 31 December 2023.
- B. Note the statement from the Responsible Accounting Officer, Council's Chief Financial Officer that the projected financial position at 31 December 2023, based on the forecasts outlined in this report, will remain satisfactory.
- C. Adopt the recommended variations to the 2023/24 budget as outlined in this report titled 2023/2024 Budget Review for the Quarter Ended 31 December 2023, resulting in a net operating result before capital grants and contributions of \$4.470 million, a decrease of \$0.485 million from the Quarter Ended 30 September 2023 revised budget. The original approved 2023/24 budget after revotes for Net Operating Result before Capital Grants & Contributions was \$1.079m.

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**Executive Summary:**

The purpose of the report is to review the 2023/24 budget forecast for the Quarter Ended 31 December 2023 and present this revised forecast to the Committee for consideration.

**Discussion:**

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

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

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

- Income and Expenses Statement (contained in the body of the report)
- Capital Budget (contained in the body of the report)
- Cash and Investments position (contained in the body of the report)

- Key Performance Indicators (see Overall Financial Position)
- Contracts and Other Expenses

In addition to these Statements, the Committee also receives a 2023/24 Balance Sheet forecast as at December 2023 (**Attachment 1**).

The December Quarterly Budget Review is a forecast increase in Council's Net Operating Result from continuing operations of \$0.265m from \$15.892m to \$16.157m. When we exclude Capital Grants & Contributions (we exclude them because capital grants and contributions can only be used on capital projects, i.e. not on Council's day to day expenses) the net result is a decrease of \$0.485m from the September Quarterly Budget Review, in the Net Operating Result before Capital Grants & Contributions from \$4.955m to \$4.470m. The original approved 2023/24 budget after revotes for Net Operating Result before Capital Grants & Contributions was \$1.079m.

The table below shows the forecast Operating Performance Ratio, Debt Service Cover Ratio and Unrestricted Current Ratio for 2023/24 compared to 2022/23 and the OLG Benchmarks.

	<b>OLG Benchmark</b>	<b>2022/23 Actual</b>	<b>2023/24 Original Budget</b>	<b>2023/24 Forecast</b>
Operating Performance Ratio	> 0%	3.64%	0.86%	2.99%
Debt Service Cover Ratio	> 2.00x cover	3.63x	3.07x	5.01x
Unrestricted Current Ratio	> 1.50x cover	3.41x	2.73x	3.15x

This shows that the Operating Performance Ratio (OPR) for 2023/24 forecast of 2.99% is above the OLG Benchmark of 0%.

The December Quarterly Budget Review incorporates the Urban Forest Strategy costs for year 1 of the program. These are salary costs for three new positions, namely, Program Manager, Program Support Officer and a Stakeholder Communication/ Engagement Support Officer. These positions are expected to be on-boarded by mid-April 2024 and the costs total \$101k in this financial year. These roles were approved by Council on 27 November 2023.

The December Quarterly Budget Review also incorporates \$211k of costs related to the Service Reviews undertaken for the Open Space & Trees and Development Assessment services, namely:

- \$85k increase in General Contracts in Open Space & Trees for tree removals and stump grinding. This relates to the Open Space and Trees Review and backlog work.
- \$40k increase in General Contracts costs in Tree Management in Open Space & Trees related to the DA service review and Open Space & Trees service review
- \$86k for additional temporary staff in Development Assessment for 6 months from January to June 2024 as a result of the DA service review to improve DA processing times

The September Quarterly Budget Review also included \$154k of costs related to the Development Assessment Service Review for two temporary Development Engineers for 8 months from November 2023 to June 2024 to help reduce the current Development Assessment backlog.

### Overall Financial Position

The overall result for the December 2023 Quarterly Budget Review is an anticipated increase in Council's 2023/24 Net Operating Result from continuing operations (including capital grants & contributions) of \$0.265m to \$16.157m.

<b>Summary of Income &amp; Expense Changes for December Quarter forecast</b>	<b>December Quarter (Favourable)/ Unfavourable \$'000</b>
Grants & Contributions - Capital	(750)
Grants & Contributions - Operating	(903)
Other – Increases in Revenue	(1,032)
Other – Net Increase in Expenditure	2,419
<b>Change in Council's Net Operating Result</b>	<b>(265)</b>

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

The resulting forecast movement in Council's working funds position is a decrease for the December 2023 quarter of \$1.036m:

<b>Working Funds Changes for December Quarter forecast</b>	<b>December Quarter (Favourable)/ Unfavourable \$'000</b>
Increase in Council's Operating Result	(265)
Increase in Capital Works Budget	397
Transfers to/from Reserves	867
Decrease in Depreciation (non-cash expense)	37
<b>Working Funds Movement for Quarter</b>	<b>1,036</b>

This December 2023 quarterly review forecasts an increase in Council's working funds position for 2023/24 of \$2.817m comprising of the original budget working funds deficit of (\$1.143m) and a surplus in the September 2023 Quarterly Review of \$4.996m and a deficit of (\$1.036m) in the December 2023 Quarterly Review. This results in a forecast balance of working funds at 30 June 2024 of \$10.306m. At \$10.306m, working funds will be above benchmark level as at 30 June 2023 (Arrears of Rates + Inventory) of \$3.274m. It is important to remember that we maintain a level of working funds to allow us to respond to issues not foreseen in the budget.

A summary of other major or notable budget forecast variations proposed in this budget review are provided below:-

<b>Other Budget Forecast Variations from the December 2023 Quarter Forecast</b>	<b>December Qtr (Favourable)/ Unfavourable \$'000</b>
Operating Grants - Transport NSW's Regional and Local Roads Repair Grant income	(908)
General Contracts expenditure for Regional and Local Roads Repair program	908
User charges and fees Increased income predominantly due to higher activity in a number of areas, including Footpath & Road Restorations \$335k, Workzone charges \$250k and Crane permits \$110k	(790)
Grants and contributions provided for capital purposes – Increase in Section 7.12 Developer Contributions reflecting current actuals trend Transferred to the Section 7.12 Contributions Reserve	(475) 475
Capital Grants - Local Roads Community Infrastructure phase 4 Grant income Capital Project – 01646 - Reconophelt - Accelerated Program of Road re-sheeting	(275) 275
Other Revenue - Increase in Sale of Recyclables Income reflecting the current year actuals trend. Transfer to the Domestic Waste Management Reserve.	(150) 150

Further notable movements in capital works projects are detailed in the next section.

The recommended forecast variations to the 2023/24 Budget for the December quarter, result in a favourable increase in the forecast unrestricted current ratio from the original budget of 3.07:1 to 3.15:1 forecast for 30 June 2024.

The unrestricted current ratio provides an indication of the adequacy of working capital and the ability to satisfy obligations in the short term for the unrestricted activities of Council. The OLG benchmark is that the ratio should not fall below 1.5:1 on an ongoing basis. Council's forecast ratio of 3.15:1 is above the OLG benchmark.

Overall, based on projected levels of restricted cash and liquidity, and having regard to the projected estimates of income and expenditure, Council's Responsible Accounting Officer advises that Council's projected financial position at 30 June 2024 remains satisfactory, noting the continuing focus of Council on achieving long term financial sustainability.

Income & Expenses Budget Review Statement

Woollahra Council Budget review for the quarter ended 31 December 2023 Income & Expenses									
	ORIGINAL		Approved Changes		REVISIED Budget (000's)	Recommended changes for Council Resolution (000's)	PROJECTED year end		% of REVISED Budget
	23/24 Budget (000's)	Revotes (000's)	Sept Review (000's)				23/24 result (000's)	ACTUAL YTD (000's)	
<b>Income</b>									
Rates and annual charges	66,124	0	37		66,161	-21	66,141	66,266	100.2%
User charges and fees	13,201	0	27		13,228	790	14,018	7,907	59.8%
Other revenue	11,471	0	5,355		16,826	259	17,085	10,164	60.4%
Grants and contributions provided for o	4,384	412	211		5,007	903	5,910	2,428	48.5%
Grants and contributions provided for c.	2,900	7,652	385		10,937	750	11,687	7,241	66.2%
Interest and investment income	1,929	0	1,384		3,313	0	3,313	2,747	82.9%
Other income	17,370	0	-173		17,197	4	17,201	8,755	50.9%
Fair value increment on investment prop	1,150	0	0		1,150	0	1,150	0	0.0%
<b>Total Income from continuing operations</b>	<b>118,528</b>	<b>8,064</b>	<b>7,227</b>		<b>133,820</b>	<b>2,685</b>	<b>136,504</b>	<b>105,508</b>	<b>78.8%</b>
<b>Expenses</b>									
Employee benefits and on-costs	49,252	0	44		49,296	21	49,316	22,752	46.2%
Materials and services	42,811	1,012	1,755		45,578	2,491	48,069	23,825	52.3%
Borrowing costs	1,809	0	0		1,809	-2	1,806	556	30.8%
Depreciation, amortisation and impairm	14,834	0	1,130		15,964	-37	15,927	8,140	51.0%
Other expenses	4,792	0	45		4,837	10	4,847	2,569	53.1%
Net losses from the disposal of assets	1,229	-778	-7		445	-63	382	-46	-10.4%
<b>Total Expenses from continuing operations</b>	<b>114,726</b>	<b>234</b>	<b>2,967</b>		<b>117,928</b>	<b>2,419</b>	<b>120,347</b>	<b>57,795</b>	<b>49.0%</b>
<b>Net Operating Result from continuing operations</b>	<b>3,802</b>	<b>7,830</b>	<b>4,260</b>		<b>15,892</b>	<b>265</b>	<b>16,157</b>	<b>47,713</b>	
<b>Net Operating Result before Capital Grants &amp; Contributions</b>	<b>902</b>	<b>177</b>	<b>3,875</b>		<b>4,955</b>	<b>(485)</b>	<b>4,470</b>	<b>40,472</b>	
<b>Working Funds Reconciliation:</b>									
<b>Net Operating Result from continuing operations</b>						<b>265</b>			
<b>LESS:</b>									
Forecast increase in Capital Expenditure						-397			
Transfers to Reserve from Operating						-968			
Transfers to Reserve from Capital						-11			
Decrease in Depreciation						-37			
<b>ADD:</b>									
Transfers from Reserves for Operating						-10			
Transfers from Reserves for Capital						122			
<b>Working Funds Movement</b>						<b>-1,036</b>			

Notes:

ORIGINAL Budget +/- approved budget changes in previous quarters = REVISED Budget  
REVISED Budget +/- recommended changes this quarter = PROJECTED year end result

The Income & Expenses Budget Review Statement presents a revised forecast increase in Council's Net Operating Result from continuing operations of \$0.265m to \$16.157m. When we exclude Capital Grants & Contributions (we exclude them because capital grants and contributions can only be used on capital projects, i.e. not on Council's day to day expenses) the net forecast result is a surplus of \$4.470m in the Net Operating Result before Capital Grants & Contributions. This is a decrease of \$0.485m from the September Quarterly Budget Review of \$4.955m. A reconciliation between the working funds movement and operating result is provided within the Income & Expenses Statement above.

Recommended quarter forecast changes to the Revised Budget

Budget forecast variations being recommended this quarter include the following material items:

	Proposed variation		Details of the budget forecast variation
	Fav / (Unfav)		
	\$'000	%	
<b>Income</b>			
Rates & Annual Charges	(21)	0.0%	No material individual items to note.
User Charges & Fees	790	6.0%	Increases in User Charges and Fees are predominantly due to increased activity levels and include the following items of note: <ul style="list-style-type: none"> <li>• \$250k increase in Work Zone charges income</li> <li>• \$230k increase in Footpath restorations</li> <li>• \$110k increase in Crane permits</li> <li>• \$105k increase in Road restoration charges</li> <li>• \$50k increase in s4.55 Amendment applications</li> </ul>
Other Revenue	259	1.5%	Increase in Other Revenue is largely due to: <ul style="list-style-type: none"> <li>• \$150k increase in Sale of Recyclables reflecting the current year actuals trend. This has been transferred to the Domestic Waste Management Reserve.</li> <li>• \$40k increase in recovered costs income in Development Assessment</li> </ul>
Grants & Contributions provided for Operating Purposes	903	18.0%	Increases in Grants & Contributions provided for Operating Purposes include the following items of note: <ul style="list-style-type: none"> <li>• \$908k increase in the Regional and Local Roads Repair Grant income. This grant income is offset by a corresponding increase in General Contracts expenditure in Civil Operations for Road Pavement maintenance.</li> </ul>
Grants & Contributions provided for Capital Purposes	750	6.9%	The increase in Grants & Contributions provided for Capital Purposes is due to: <ul style="list-style-type: none"> <li>• \$475k increase in Section 7.12 Developer Contributions reflecting the current year actuals trend. This has been transferred to the Section 7.12 Developer Contributions Reserve.</li> <li>• \$275k for Local Roads and Community Infrastructure Phase 4 for Reconophelt – Accelerated Program of Road re-sheeting (with corresponding increase in grant funded expenditure)</li> </ul>
Other Income	4	0.0%	No material individual items to note.
<b>Total Income variations</b>	<b>2,685</b>	<b>2.0%</b>	

	Proposed variation		Details of the budget forecast variation
	Fav / (Unfav)		
	\$'000	%	
<b>Expenses</b>			
Employee benefits and on- costs	(21)	(0.0%)	<p>Increases in Employee benefits include the following items of note:</p> <ul style="list-style-type: none"> <li>\$133k increase in salary costs in People Safety and Performance for the utilisation of casuals.</li> <li>\$101k increase in salary costs in Open Space &amp; Trees for the three new positions related to the Urban Forest Strategy. These roles were approved by Council on 27/11/2023.</li> </ul> <p>Offset by:</p> <ul style="list-style-type: none"> <li>\$171k transfer to temporary staff within Materials &amp; Services in the following areas (Open Space &amp; Trees \$94k, Governance &amp; Risk \$47k, Strategic Planning &amp; Place \$30k).</li> <li>\$110k transfer to the Operating Capital budget to purchase two vehicles for the Additional Open Space and Maintenance team.</li> </ul>
Materials & Services	(2,491)	(5.5%)	<p>The increase in Materials &amp; Services include the following items of note:</p> <ul style="list-style-type: none"> <li>\$908k increase in General Contracts expenditure in Civil Operations for Road Pavement Maintenance, this is offset by Regional and Local Roads Repair Grant income.</li> <li>\$337k increase in Temporary staff, of which \$171k was transferred from salaries and wages noted above. The net increase was \$166k, which were predominantly in the following areas: (Building &amp; Compliance \$82k to cover staff on extended leave, Development Assessment \$86k related to additional temporary staff for the DA Service to improve DA processing times, Governance &amp; Risk \$33k).</li> <li>\$232k increase in Legal expenses across a number of areas including Open Space &amp; Trees, Engineering Services, Legal, Compliance and Enforcement, Regulatory and Governance.</li> <li>\$214k increase in General Contracts in Civil Operations, Footpath Maintenance relating to expenditure on Queen St Woollahra. A further \$100k has been transferred from the Engineering capital budget for works in Queen St.</li> <li>\$130k increase in General Contracts in Civil Operations, Restorations. This expenditure is offset by an increase in Footpath Restorations income.</li> <li>\$90k increase Material: Goods in Civil Operations, Restorations. This expenditure is offset by an increase in Footpath Restorations income.</li> <li>\$100k increase in General Contracts in Engineering Services for Builders Restorations. This expenditure is offset by an increase in Road restoration charges income.</li> </ul>

	Proposed variation Fav / (Unfav)		Details of the budget forecast variation
	\$'000	%	
			<ul style="list-style-type: none"> <li>\$85k increase in General Contracts in Open Space &amp; Trees for tree removals and stump grinding. This relates to the Open Space and Trees Review and backlog work.</li> <li>\$80k for General Consultants in Engineering Services for the ongoing rollout costs of bus shelter advertising</li> <li>\$50k increase in Appeal Consultants in Development Assessment</li> <li>\$42k increase in Insurance Premiums</li> </ul>
Borrowing Costs	2	0.1%	No material individual items to note.
Depreciation, amortisation and impairment for non-financial assets	37	0.2%	No material individual items to note.
Other expenses	(10)	(0.2%)	No material individual items to note.
Net losses from the disposal of assets	63	14.2%	The increase in Net losses from disposal of assets includes the following item of note: <ul style="list-style-type: none"> <li>\$63k income from Road Sales adjoining 22A Vaucluse. This income has been transferred to the Property Reserve.</li> </ul>
<b>Total Expenses variations</b>	<b>(2,419)</b>	<b>(2.1%)</b>	
<b>Total Recommended net change to forecast income and operating expenses</b>	<b>265</b>	<b>1.7%</b>	

Capital Budget Review Statement

The Capital Budget Review Statement below presents recommended changes to both capital expenditure and capital funding. The total increase in capital expenditure arising from recommended changes is \$0.397m, offset by a total funding increase of \$0.397m, resulting in no net change to general revenue required to fund the program of works.

**Woollahra Council**  
**Budget Review for the quarter ended 31 December 2023**  
**Capital Budget**

	ORIGINAL				Approved Changes	Recommended changes	PROJECTED		% of REVISED Budget
	23/24 Budget (000's)	Revotes (000's)	Sept Review (000's)	REVISED Budget (000's)			year end result 23/24 (000's)	ACTUAL YTD 23/24 (000's)	
<b>Capital Funding</b>									
Rates and other untied funding	(6,379)	0	(375)	(6,754)		0	(6,754)	(10,352)	153.3
Capital Grant	0	(7,652)	(510)	(8,162)		(275)	(8,437)	(5,130)	62.8
REPAIR Grant	(125)	0	125	0		0	0	0	100.0
Block Grant ROADS	(75)	0	0	(75)		0	(75)	0	0.0
Transfer from Property Reserve	(2,070)	(1,795)	195	(3,670)		(22)	(3,692)	(629)	17.2
Transfer from Open Space & Community Facilities	0	(654)	0	(654)		0	(654)	(44)	6.8
Transfer from Kiaora Reserve	(350)	0	(13)	(363)		0	(363)	(13)	3.6
Transfer from Section 7.12	(3,247)	(3,905)	(639)	(7,792)		7	(7,785)	(2,294)	29.4
T/fr from Environmental & Infrastructure Levy	(4,415)	(4,104)	259	(8,260)		0	(8,260)	(2,176)	26.3
T/fr from Stormwater management Charge	(455)	(449)	0	(904)		0	(904)	(165)	18.2
T/fer from Preschool Reserve	(60)	0	0	(60)		0	(60)	(2)	2.7
T/fer From Loan Funds	0	0	0	0		0	0	0	100.0
Transfer from Infrastructure Renewal Reserve	0	0	0	0		0	0	0	100.0
Transfer from Environmental Levy Reserve	0	0	0	0		0	0	0	100.0
Transfer from Computer Reserve	(73)	0	0	(73)		0	(73)	0	0.0
Transfer from General Reserve	(49)	(301)	0	(350)		0	(350)	(3)	0.8
Transfer from Grant Reserve	0	0	(17)	(17)		3	(14)	(17)	100.0
Transfer from Section 7.11	(500)	(20)	0	(520)		0	(520)	(33)	6.4
Transfer from DWM Reserve	(787)	(739)	0	(1,526)		0	(1,526)	0	0.0
T/fer from Revotes/Rollovers Reserve	0	(2,792)	(49)	(2,840)		0	(2,840)	(616)	21.7
Transfer from SRV Reserve	0	0	(100)	(100)		(110)	(210)	0	0.0
Computer Equipment Sales	0	0	0	0		0	0	0	100.0
Passenger Vehicles Sales	(437)	(231)	(27)	(695)		0	(695)	(155)	22.2
Light Commercial Vehicle Sales	(126)	(83)	0	(209)		0	(209)	0	0.0
Heavy Vehicles Sales	(300)	(454)	2	(752)		0	(752)	(283)	37.7
Misc.Plant/Equip Sales	(2)	(10)	18	6		0	6	(0)	-6.1
<b>Total Capital Funding</b>	<b>(19,450)</b>	<b>(23,225)</b>	<b>(1,131)</b>	<b>(43,806)</b>		<b>(397)</b>	<b>(44,203)</b>	<b>(21,912)</b>	<b>50.0</b>
<b>Capital Expenditure</b>									
Business Centres Capital	126	0	0	126		0	126	2	1.4
Traffic Infrastructure	460	877	(180)	1,157		0	1,157	231	20.0
Flood Plain Management	60	0	0	60		0	60	54	90.2
Open Space Project Management	75	0	(53)	22		0	22	11	51.2
Parks & Reserves	2,294	3,253	198	5,746		93	5,839	2,000	34.8
Playgrounds	401	1,214	1,006	2,621		0	2,621	1,859	70.9
Sportsfields	137	22	10	169		0	169	29	17.2
Streetscapes	100	3,788	0	3,888		(100)	3,788	2,973	76.5
Infrastructure Renewal Program	7,635	4,455	(198)	11,892		275	12,166	5,787	48.7
Environmental Works Program	620	1,090	(270)	1,440		0	1,440	255	17.7
Stormwater Levy Works	967	946	73	1,986		0	1,986	1,248	62.9
Computers & Office Equipment	96	0	0	96		0	96	14	14.9
Commercial/Leased Properties	265	191	0	456		0	456	69	15.0
Investment Properties	350	0	13	363		0	363	20	5.6
Parks / Ovals Buildings	310	495	(83)	722		0	722	134	18.5
Depots	55	0	0	55		0	55	0	0.0
Council Offices	160	639	47	846		62	908	677	80.0
Community Facilities	610	2,685	(133)	3,161		(40)	3,121	2,748	86.9
Library Buildings	10	0	49	59		(3)	56	46	78.0
Car Parks	870	839	0	1,709		0	1,709	1,035	60.6
Library IT Technology	26	0	100	126		0	126	0	0.0
Library General	331	0	(9)	321		0	321	163	50.8
Library - Paddington	98	0	(5)	92		0	92	42	46.0
Plant Replacement Program	3,395	2,732	566	6,693		110	6,803	2,516	37.6
<b>Total Capital Expenditure</b>	<b>19,450</b>	<b>23,225</b>	<b>1,131</b>	<b>43,806</b>		<b>397</b>	<b>44,203</b>	<b>21,912</b>	<b>50.0</b>

Details of Recommended Changes

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

Project No/ Project Name	Current Budget \$'000s	Budget Variation + INCR / (DECR) \$'000s	Revised Budget \$'000s	Detail	Funding Source
01646 - Reconophelt - Accelerated Program of Road re-sheeting	0	275	275	Local Roads and Community Infrastructure Phase 4 grant funding approved for this project	Grants & Contributions
01732 - Burrabirra Avenue , Vaucluse Fitzwilliam Road to Olola Aven	433	161	594	This project is in design phase and includes major design work and was completed in Q2 of FY2023/24. Community consultation will be undertaken in Q3 of FY2023/24 with a report to traffic committee in March 2024. Budget shortfall on this project will be funded from under-expenditure on other projects.	Externally Restricted - Environment & Infrastructure Levy Reserve
01723 - Mahoney Lane Edgecliff, new South head Road to Glenmore Road	227	131	359	Construction works are well underway and all civil works are complete with road pavement resurfacing to be undertaken in February 2024. Over expenditure on this project will be funded from under expenditure on other projects.	Externally Restricted - s.7.12 Developer Contributions
9453 & 9454 – Light Commercial Vehicle Purchases	0	110	110	Two new vehicles for the additional Open Space maintenance team which is an SRV funded project.	Internally Restricted – SRV Reserve
01731 - Olola Avenue Vaucluse, 13- 29 Olola Avenue Road Pavement res	275	100	375	Design phase is complete and procurement will be undertaken in Q3 of FY2023/24. Over-expenditure on this project will be funded from under-expenditure on other projects.	Working Funds
01678 – Trumper Park Pathway renewal	147	93	240	The Trumper Park pathway renewal is complete. Overspend on this project related to additional works on site for accessibility to Quarry Street that exceeded original cost estimates, but were considered essential to the completion of the project.	Externally Restricted - s.7.12 Developer Contributions

Project No/ Project Name	Current Budget \$'000s	Budget Variation + INCR / (DECR) \$'000s	Revised Budget \$'000s	Detail	Funding Source
01734 - Bayview Hill Road Rose Bay Road pavement and guardrail	242	75	317	Construction works are underway to install the new guardrail. Road pavement resurfacing is anticipated in Q4 of FY2023/24. Budget shortfall on this project will be funded from under-expenditure on other projects.	Externally Restricted - Environment & Infrastructure Levy Reserve
01784 - Redleaf Replace air conditioning chiller	344	60	404	Works commenced and scheduled to be completed in late January 2024. Additional funding will be required for electrical board replacement, portables and attenuator changes.	Internally Restricted - Property Reserve
01825 - Beresford Road Bellevue Hill, Salisbury Road to Balfour Lane	280	(50)	230	Quotations have been obtained and construction works are expected to commence in Q3 of FY2023/24. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Working Funds
01830 - Gilliver Avenue, Vaucluse, from No.4 Gilliver Avenue to Fish	120	(50)	70	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Working Funds
01733 - Rawson Rd to NSH Rd Rose Bay Stairway reconstruction	212	(60)	152	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Externally Restricted - Environment & Infrastructure Levy Reserve
01808 - Vista Lane Bellevue Hill, Latimer Road to End	120	(60)	60	Project is complete. The scope of the project was reduced noting that utility restorations are planned for this area. The under-expenditure on this project will be distributed to over-expenditure on other projects.	Externally Restricted - Environment & Infrastructure Levy Reserve
01814 - Fern Place Woollahra, Icasia Lane to End , and Icasia Lane	205	(60)	145	Footpath construction works are completed. Road pavement resurfacing is anticipated in Q4 of FY2023/24. The under-expenditure on this project will be distributed to over-expenditure on other projects	Externally Restricted - Environment & Infrastructure Levy Reserve

Project No/ Project Name	Current Budget \$'000s	Budget Variation + INCR / (DECR) \$'000s	Revised Budget \$'000s	Detail	Funding Source
01822 - Cove Street Watson Bay, Pacific Street to Victoria Street	210	(90)	120	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Externally Restricted - s.7.12 Developer Contributions
01803 - Queen Street, Woollahra, Oxford Street to Ocean Street	100	(100)	0	Transferred to Civil Operations - Footpath Maintenance budget for work undertaken on Queen St Woollahra	Externally Restricted - s.7.12 Developer Contributions

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

Cash and Investments Budget Review Statement

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

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

As reported in the Monthly Financial Report presented to the Finance, Community & Services Committee at this meeting, Council's total investment portfolio is invested in accordance with Council's Investment Policy and the bank reconciliation to 31 December 2023 has been completed.

**Woollahra Council**  
**Budget review for the quarter ended 31 December 2023**  
**Cash & Investments**

	ORIGINAL	Approved Changes			Recommended changes for Council Resolution (000's)	PROJECTED	ACTUAL YTD (000's)
	23/24 Budget (000's)	Revotes (000s)	Sept Review (000's)	REVISED Budget (000's)		year end result 23/24 (000's)	
<b>Unrestricted</b>	19,276	0	4,996	24,272	(1,036)	23,237	15,414
<b>Externally Restricted</b>							
Section 7.11 Contributions	993	(20)	0	973	40	1,013	1,480
Section 7.12 Contributions	6,042	(3,905)	(639)	1,497	582	2,079	6,942
Unexpended Grants	17	(17)	0	0	0	0	2,094
Environmental & Infrastructure Levy	4,155	(4,104)	(12)	40	11	51	6,674
Special Rate Variation: Environmental & Infrastructure Levy	0	0	460	460	(262)	199	310
Stormwater Levy	502	(449)	1	54	(0)	53	793
Domestic Waste	5,384	(739)	0	4,644	150	4,794	5,573
<b>Total Externally Restricted</b>	17,092	(9,234)	(189)	7,669	521	8,190	23,867
<b>Internally Restricted</b>							
Employee Leave Entitlements	2,278	0	0	2,278	0	2,278	2,278
Plant Replacement	0	0	0	0	0	0	0
Insurance	445	0	0	445	0	445	561
Workers Compensation Insurance	117	0	0	117	0	117	0
Computer	234	0	0	234	0	234	1,028
Library IT	687	0	9	696	0	696	0
Election	322	0	0	322	0	322	157
Deposits	41,561	0	0	41,561	0	41,561	43,465
Preschool	599	0	(10)	589	0	589	600
Property	8,736	(1,795)	(20)	6,921	41	6,963	10,177
Open Space & Community Facilities	654	(654)	0	0	0	0	611
Kiaora Place Reserve	4,577	0	(63)	4,514	0	4,514	4,467
Revotes & Rollovers	3,943	(3,412)	(49)	483	0	483	3,048
Oxford Street	206	0	0	206	0	206	206
Open Space Projects	299	(298)	0	1	0	1	299
Property Development	22	(3)	0	19	0	19	22
Special Rate Variation (SRV)	1,788	0	(429)	1,359	302	1,661	3,662
General Reserve	2,318	0	14	2,332	3	2,335	1,386
<b>Total Internally Restricted</b>	68,784	(6,161)	(548)	62,074	346	62,421	71,966
<b>Total Restricted</b>	85,876	(15,396)	(737)	69,743	867	70,610	95,833
<b>Total cash and investments</b>	105,152	(15,396)	4,259	94,015	(169)	93,847	111,247
<b>Available Cash</b>	19,276	0	4,996	24,272	(1,036)	23,237	15,414

**Notes:**

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

ORIGINAL Budget +/- approved budget changes in previous quarters = REVISED Budget  
REVISED Budget +/- recommended changes this quarter = PROJECTED year end result

**Budget Review Contracts and Other Expenses Statement**

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

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

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

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

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

#### **Options:**

Council can resolve to approve the budget changes recommended in this report or choose to resolve in some other manner.

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

This report has been compiled using information provided by Directors and Managers in relation to their area of budget responsibility.

#### **Policy Implications:**

There are no direct policy implications arising from this report.

#### **Financial Implications:**

The December 2023 quarterly review forecasts an increase in Council's working funds position for 2023/24 of \$2.817m, comprising of the original budget working funds deficit including rollovers of (\$1.143m), and a surplus of \$4.996m in the September 2023 quarterly review and a deficit of (\$1.036m) in this December 2023 quarterly review. This results in a forecast balance of working funds at 30 June 2024 of \$10.306m

The December Quarterly Budget Review is a forecast increase in Council's Net Operating Result of \$0.265m from \$15.892m to \$16.157m. When we exclude Capital Grants & Contributions (we exclude them because capital grants and contributions can only be used on capital projects, i.e. not on Council's day to day expenses) the net result is a surplus of \$4.470m in the Net Operating Result before Capital Grants & Contributions. This is a decrease of \$0.485m from the September Quarterly Budget Review of \$4.955m. The original approved 2023/24 budget after revotes for Net Operating Result before Capital Grants & Contributions was \$1.079m.

The Capital Budget Review Statement shows an increase in capital expenditure of \$0.397m and an offsetting increase in funding of \$0.397m. Changes giving rise to these variations have been detailed in the report.

The Balance Sheet (**Attachment 1**) shows Unrestricted Current Ratio of 3.15:1 with a working funds position at 30 June 2024 of \$10.306m.

#### **Resourcing Implications:**

Resourcing implications are outlined within the report. Budget changes recommended in relation to resourcing implications have been managed against other budget recommended changes.

## Conclusion:

As noted throughout this report, the December Quarterly Budget Review is a forecast increase in Council's Net Operating Result of \$0.265m from \$15.892m to \$16.157m. When we exclude Capital Grants & Contributions (we exclude them because capital grants and contributions can only be used on capital projects, i.e. not on Council's day to day expenses) the net result is a surplus of \$4.470m in the Net Operating Result before Capital Grants & Contributions. This is a decrease of \$0.485m from the September Quarterly Budget Review of \$4.955m. The Capital Budget Review Statement shows an increase in capital expenditure of \$0.397m and an offsetting increase in funding of \$0.397m. Changes giving rise to these variations have been detailed in the report.

Having regard to the original estimates of income and expenditure, and the proposed variations, the projected restricted cash levels and liquidity position indicate at this point in time that Council's overall forecast financial position will remain satisfactory at 30 June 2024.

## Attachments

1. Forecast Balance Sheet as at 31 December 2023 [↓](#) 
2. Forecast 30 June 2024 Reserve Levels as at 31 December 2023 [↓](#) 
3. Budget Review Contracts and Other Expenses Statement 31 December 2023 [↓](#) 
4. Capital Budget Proposed Project Variations as at 31 December 2023 [↓](#) 

**BUDGET 2023/24**  
**Balance Sheet**

	Actual 22/23	22/23 Revotes	Revote & Rollovers into 23/24	23/24 Budget	Original Budget & Revotes	September Review 23/24	September Review 23/24	December Review 23/24	December Review 23/24
<b>Current Assets</b>									
Cash & Investments	107,670,643	(15,395,521)	92,275,122	(2,518,637)	89,756,485	4,259,063	94,015,548	(168,175)	93,847,373
Receivables	7,234,296		7,234,296		7,234,296		7,234,296		7,234,296
Inventories	337,272		337,272		337,272		337,272		337,272
Other	2,305,820		2,305,820		2,305,820		2,305,820		2,305,820
	<b>117,548,032</b>	<b>(15,395,521)</b>	<b>102,152,511</b>	<b>(2,518,637)</b>	<b>99,633,874</b>	<b>4,259,063</b>	<b>103,892,937</b>	<b>(168,175)</b>	<b>103,724,762</b>
<b>Current Liabilities</b>									
Payables	56,075,554		56,075,554		56,075,554		56,075,554		56,075,554
Interest Bearing Liabilities	3,794,276		3,794,276	130,565	3,924,841		3,924,841		3,924,841
Provisions	12,384,734		12,384,734	856,921	13,241,656		13,241,656		13,241,656
Other	12,468,534		12,468,534		12,468,534		12,468,534		12,468,534
	<b>84,723,098</b>	<b>0</b>	<b>84,723,098</b>	<b>987,486</b>	<b>85,710,584</b>	<b>0</b>	<b>85,710,584</b>	<b>0</b>	<b>85,710,584</b>
<b>NET CURRENT ASSETS</b>	<b>32,824,933</b>	<b>(15,395,521)</b>	<b>17,429,413</b>	<b>(3,506,123)</b>	<b>13,923,290</b>	<b>4,259,063</b>	<b>18,182,353</b>	<b>(168,175)</b>	<b>18,014,178</b>
<b>Non-Current Assets</b>									
Receivables	152,261		152,261		152,261		152,261		152,261
Inventories & Other Assets	454,266		454,266	(261,770)	192,496		192,496		192,496
Investment Properties	191,420,000		191,420,000	1,149,500	192,569,500		192,569,500		192,569,500
Property, Plant & Equipment	1,056,284,624	23,225,033	1,079,509,657	2,648,137	1,082,157,794	880	1,082,158,674	433,272	1,082,591,946
	<b>1,248,311,151</b>	<b>23,225,033</b>	<b>1,271,536,184</b>	<b>3,535,867</b>	<b>1,275,072,051</b>	<b>880</b>	<b>1,275,072,931</b>	<b>433,272</b>	<b>1,275,506,203</b>
<b>Non-Current Liabilities</b>									
Interest Bearing Liabilities	56,520,634		56,520,634	(3,935,545)	52,585,089		52,585,089		52,585,089
Provisions	582,637		582,637		582,637		582,637		582,637
Other	18,893		18,893		18,893		18,893		18,893
	<b>57,122,165</b>	<b>0</b>	<b>57,122,165</b>	<b>(3,935,545)</b>	<b>53,186,620</b>	<b>0</b>	<b>53,186,620</b>	<b>0</b>	<b>53,186,620</b>
<b>NET ASSETS</b>	<b>1,224,013,920</b>	<b>7,829,512</b>	<b>1,231,843,432</b>	<b>3,965,289</b>	<b>1,235,808,721</b>	<b>4,259,943</b>	<b>1,240,068,664</b>	<b>265,097</b>	<b>1,240,333,761</b>
<b>EQUITY</b>									
Opening Equity	561,456,731		582,962,604		582,962,604		582,962,604		582,962,604
Asset Revaluation Reserves	641,051,316		641,051,316		641,051,316		641,051,316		641,051,316
Operating Result	21,505,873		7,829,512		11,794,801		16,054,744.1		16,319,841
Closing Equity	<b>1,224,013,920</b>	<b>0</b>	<b>1,231,843,432</b>	<b>0</b>	<b>1,235,808,721</b>	<b>0</b>	<b>1,240,068,664</b>	<b>0</b>	<b>1,240,333,761</b>
<b>Working Funds</b>									
Current Assets	32,824,933		17,429,413		13,923,290		18,182,353		18,014,178
ADD:									
Current Prov'n for ELE	12,384,734		12,384,734		13,241,656		13,241,656		13,241,656
Current Deposits	45,736,000		45,736,000		45,736,000		45,736,000		45,736,000
Current Loan Liability	3,794,276		3,794,276		3,924,841		3,924,841		3,924,841
LESS:									
External Restrictions	(18,277,981)		(9,043,749)		(7,857,889)		(7,668,501)		(8,189,690)
Internal Restrictions	(68,973,183)		(62,811,895)		(62,622,385)		(62,074,479)		(62,420,714)
	<b>7,488,779</b>	<b>0</b>	<b>7,488,779</b>	<b>0</b>	<b>6,345,511</b>	<b>0</b>	<b>11,341,868</b>	<b>0</b>	<b>10,306,269</b>
<b>Movement in Working Funds</b>			<b>0</b>		<b>(1,143,268)</b>		<b>4,996,357</b>		<b>(1,035,599)</b>
<b>Unrestricted Current Ratio</b>	<b>3.41</b>		<b>3.17</b>		<b>3.01</b>		<b>3.17</b>		<b>3.15</b>
<b>Current Assets - External Restrictions</b>	<b>90,018</b>		<b>83,857</b>		<b>82,524</b>		<b>86,972</b>		<b>86,283</b>
<b>Current Liabilities - Restricted Liabilities</b>	<b>26,417</b>		<b>26,417</b>		<b>27,404</b>		<b>27,404</b>		<b>27,404</b>

WOOLLAHRA MUNICIPAL COUNCIL  
Forecast Restricted Cash Balances - 30th June 2024

Externally Restricted Cash		REVOTES		ORIGINAL BUDGET & REVOTES				SEPTEMBER REVIEW				DECEMBER REVIEW			
Purpose	Restricted Cash Balance Jun 23	Transfers From	Closing Balance Jun 24	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 24	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 24	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 24
Section 7.11 Contributions	1,513,778	19,951	1,493,827	0	200	520,564	973,463				973,463		40,000		1,013,463
Section 7.12 Contributions	7,125,145	3,905,353	3,219,792	2,700,000	1,000	3,784,375	2,136,417			639,398	1,497,019	475,000	200,000	93,145	2,078,874
Unexpended Grants	16,749	16,749	0				0				0				0
Environmental & Infrastructure Levy	4,085,401	4,103,728	(18,327)	4,764,555		4,695,000	51,228			11,602	39,626	11,264			50,890
Special Rate Variation: Environmental & Infrastructure Levy	0		0				0	460,304			460,304	(11,804)		250,000	198,500
Stormwater Levy	464,065	449,251	14,814	492,500		455,000	52,314	1,308			53,622	(126)			53,496
Domestic Waste:															
General Reserve	4,038,944	739,200	3,299,744	1,000,000		787,000	3,512,744				3,512,744	150,000			3,662,744
Employee Leave Entitlements	1,033,900		1,033,900	97,824			1,131,724				1,131,724				1,131,724
	<b>18,277,981</b>	<b>9,234,232</b>	<b>9,043,749</b>	<b>9,054,879</b>	<b>1,200</b>	<b>10,241,939</b>	<b>7,857,889</b>	<b>461,612</b>	<b>0</b>	<b>651,000</b>	<b>7,668,501</b>	<b>624,334</b>	<b>240,000</b>	<b>343,145</b>	<b>8,189,690</b>
<b>Internally Restricted Cash</b>															
Purpose	Restricted Cash Balance Jun 23	Transfers From	Closing Balance Jun 24	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 24	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 24	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 24
Employee Leave Entitlements	2,277,726		2,277,726				2,277,726				2,277,726				2,277,726
Plant Replacement	128		128				128				128				128
Insurance	444,648		444,648				444,648				444,648				444,648
Workers Compensation Insurance	116,556		116,556				116,556				116,556				116,556
IT Reserve															
General Reserve	381,227		381,227			146,763	234,464				234,464				234,464
Library IT	646,778		646,778	66,000		26,000	686,778	9,000			695,778				695,778
Election	157,436		157,436	164,100			321,536				321,536				321,536
Deposits	41,560,762		41,560,762				41,560,762				41,560,762				41,560,762
Preschool															
General Reserve	438,079		438,079	22,679		60,000	400,758	(10,000)			390,758				390,758
Employee Leave Entitlements	163,561		163,561	34,234			197,795				197,795				197,795
Property	10,806,327	1,795,325	9,011,002			2,070,000	6,941,002			19,832	6,921,170	63,154		21,752	6,962,572
Open Space & Community Facilities	655,442	653,618	1,824			1,824	0				0				0
Kiaora Place Reserve	4,479,890		4,479,890	793,056		695,541	4,577,405	(50,124)		12,938	4,514,343				4,514,343
Revotes & Rollovers	3,943,167	3,411,569	531,599				531,599			48,578	483,021				483,021
Oxford Street Placemaking	205,529		205,529				205,529				205,529				205,529
Open Space Projects	298,861	298,093	768				768				768				768
Property Development	21,684	2,684	19,000				19,000				19,000				19,000
Special Rate Variation (SRV)	0		0	4,301,843		2,513,742	1,788,101	(429,262)			1,358,839	51,719		(250,000)	1,660,558
General Reserve															
Public Art Gallery	252,261		252,261				252,261				252,261				252,261
FAG Prepayment	1,972,866		1,972,866	852,664		852,664	1,972,866	1,134,030		1,120,202	1,986,694				1,986,694
Old Section 94	92,140		92,140				92,140				92,140				92,140
General	58,115		58,115	3,000		60,552	563				563			(3,114)	3,677
	<b>68,973,183</b>	<b>6,161,289</b>	<b>62,811,895</b>	<b>6,237,576</b>	<b>0</b>	<b>6,427,086</b>	<b>62,622,385</b>	<b>653,644</b>	<b>0</b>	<b>1,201,550</b>	<b>62,074,479</b>	<b>114,873</b>	<b>0</b>	<b>(231,362)</b>	<b>62,420,714</b>
<b>Total Restricted Cash</b>	<b>87,251,165</b>	<b>15,395,521</b>	<b>71,855,644</b>	<b>15,292,455</b>	<b>1,200</b>	<b>16,669,025</b>	<b>70,480,275</b>	<b>1,115,256</b>	<b>0</b>	<b>1,852,550</b>	<b>69,742,981</b>	<b>739,207</b>	<b>240,000</b>	<b>111,783</b>	<b>70,610,405</b>

Woollahra Council

Budget review for the quarter ended - 31 December 2023

Contracts

Contractor	Contract detail & purpose	Contract value (\$) (Incl. GST)	Commencement date	Duration of contract	Budgeted (Y/N)	Explanation if not included in the budget
Enter Building Group Pty Ltd	Bellevue Park – Bellevue Hill Stage 3 Infrastructure Improvements	\$550,732.60	16/10/2023	10 weeks	Y	
State Civil Pty Ltd	RLRRP Stage 7 – Vaucluse Roads Upgrade	\$229,350.28	13/11/2023	1 week	Y	
Ally Civil Pty Ltd	Reddy Street, Edgecliff Infrastructure Improvements	\$182,831.00	14/11/2023	6-8 weeks	Y	
State Civil Pty Ltd	RLRRP Stage 9 - Bellevue Hill Roads Upgrade	\$172,519.20	27/11/2023	1 week	Y	
Graffiti Clean	Graffiti Removal Services	\$174,350.00	1/12/2023	3 years + 1 +1 extensions	Y	
Melhemcorp Pty Ltd	Edgecliff Road GPT installation and associated works	\$101,088.35	20/12/2023	3 weeks	Y	
State Civil Pty Ltd	Bayview Hill Rd Rose Bay, Tivoli Ave to New South Head Rd - Road Works	\$290,257.00	1/12/2023	3 weeks	Y	
Dalski Pty Ltd	Trumper Park Oval - New pathway and retaining wall	\$179,858.14	1/12/2023	2 months	Y	
KK Civil Engineering Pty Ltd	Drainage Infrastructure	\$366,580.00	19/02/2024	10 weeks	Y	
GJ Landscapes Pty Ptd	Lyne Park Playground Renewal and Activity Trail Construction	\$1,423,147.00	15/01/2024	12 months	Y	
SPACKMAN MOSSOP MICHAELS PTY LTD	Appointed consultant - Prepare the Paddington Public Domain Strategy and Technical Manual.	\$118,277.50	14/11/2023	Approx 20 weeks	Y	
GML HERITAGE PTY LTD	Appointed consultant - Modern Buildings Priority Study (Significant Architects)	\$143,011.00	14/11/2023	Approx 6 months	Y	
ROBERTSON & HINDMARSH PTY LTD	SRV - Protecting Our Heritage: Significant Architects/Contemporary building study - Appointed consultant. Stages 1 and 2.	\$79,860.00	21/22/23	Approx 6 months	Y	

Notes

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

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

Woollahra Council

Budget review for the quarter ended - 31 December 2023

Consultancy and Legal expenses

Expense	Budget YTD \$	Expenditure YTD \$	Budgeted (Y/N)
Consultancies	1,412,677	935,387	Y
Legal Fees	1,106,099	1,059,785	Y
<b>Total Consultancies &amp; Legal Fees</b>	<b>2,518,776</b>	<b>1,995,172</b>	

Definition of consultant:

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

NOTES:

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

N/A

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

### Capital Budget Proposed Project Variations as at 31 December 2023

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

Project No	Project Name	Budget Variation + INCR / (DECR) \$'000s	Detail	s.7.12 Developer Cont'ns \$'000s	Externally Restricted \$'000s	Internally Restricted \$'000s	Grants & Cont'ns (Capital) \$'000s	Working Funds \$'000s	Vehicle Sales \$'000s
<b>BUDGET FUNDING REALLOCATION BETWEEN PROJECTS / FUNDING SOURCES</b>									
01723	Mahoney Lane Edgecliff, New South head road to Glenmore Road	131	Construction works are well underway and all civil works are complete with road pavement resurfacing to be undertaken in February 2024. Over expenditure on this project will be funded from under expenditure on other projects.	131	1				
01807	Bellevue Road Bellevue Hill, Kambala Road to Cooper Park Road	24	Project is complete. Over-expenditure on this project will be funded from under-expenditure on other projects.	24					
01513	Hampden Street Royston Lane to Royston Road Paddington	20	Project is complete. Over-expenditure on this project will be funded from under-expenditure on other projects.	20					
01822	Cove Street Watson Bay, Pacific Street to Victoria Street	(90)	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	(90)					
01829	Wunulla Road, Point Piper, opposite No.14A Wunulla Road	(25)	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	(25)					
01809	Birriga Road Bellevue Hill, O'Sullivan Road to Bundara Road	(25)	Construction works are complete for the footpath repairs and it is anticipated that the road pavement resurfacing will be undertaken in Q3 FY2023/24. Under-expenditure on this project will be distributed to over-expenditure on other projects.	(25)					

Project No	Project Name	Budget Variation + INCR / (DECR)	Detail	s.7.12 Developer Cont'ns	Externally Restricted	Internally Restricted	Grants & Cont'ns (Capital)	Working Funds	Vehicle Sales
00163	Plan and control the E&IR Program	(20)	Budget transferred to other Engineering projects.	(20)					
01823	Victoria Street, Watson Bay, Pacific Street to Cliff Street	(15)	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	(15)					
01732	Burrabirra Avenue , Vaucluse Fitzwilliam Road to Olola Aven	161	This project is in design phase and includes major design work and was completed in Q2 of FY2023/24. Community consultation will be undertaken in Q3 of FY2023/24 with a report to traffic committee in March 2024. Budget shortfall on this project will be funded from under-expenditure on other projects.		161				
01734	Bayview Hill Road Rose Bay Road pavement and guardrail	75	Construction works are underway to install the new guardrail. Road pavement resurfacing is anticipated in Q4 of FY2023/24. Budget shortfall on this project will be funded from under-expenditure on other projects.		75				
01604	Sutherland Avenue Paddington btw Royston Street and Cecil St	25	Project is complete. Over-expenditure on this project will be funded from under-expenditure on other projects.		25				
01733	Rawson Rd to NSH Rd Rose Bay Stairway reconstruction	(60)	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.		(60)				
01808	Vista Lane Bellevue Hill, Latimer Road to End	(60)	Project is complete. The scope of the project was reduced noting that utility restorations are planned for this area. The under-expenditure on this project will be distributed to over-expenditure on other projects.		(60)				
01814	Fern Place Woollahra, Icasia	(60)	Footpath construction works are completed. Road pavement resurfacing is anticipated in Q4 of FY2023/24. The		(60)				

Project No	Project Name	Budget Variation + INCR / (DECR)	Detail	s.7.12 Developer Cont'ns	Externally Restricted	Internally Restricted	Grants & Cont'ns (Capital)	Working Funds	Vehicle Sales
	Lane to End , and Icasia Lane		under-expenditure on this project will be distributed to over-expenditure on other projects						
01750	Bellevue Road Bellevue Hill, Arthur St to Streatfield Rd	(26)	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.		(26)				
01819	Chamberlain Avenue , Vaucluse Fernleigh Avenue to Dudley Road	(26)	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.		(26)				
01811	Jersey Road Woollahra, Trelawney Street to 113 Jersey Road	(25)	Road pavement resurfacing is complete. Footpath construction works are underway and it is anticipated that these works will be completed in January 2024. Under-expenditure on this project will be distributed to over-expenditure on other projects.		(25)				
01815	Lane way between Broughton Street and Norfolk Street Padding	(5)	Construction works are underway and are expected to be completed in February 2024. Under-expenditure on this project will be distributed to over-expenditure on other projects.		(5)				
01752	Yamba Road, Bellevue Hill Road to Kulgoa Road Road Pavement	0.1	Project is complete. Over-expenditure on this project will be funded from under-expenditure on other projects.			0.1			
01512	George Street Paddington b/w Underwood Street and Oxford St	(0.1)	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	(0.1)		(0.1)			
01731	Olola Avenue Vaucluse, 13- 29 Olola Avenue Road Pavement res	100	Design phase is complete and procurement will be undertaken in Q3 of FY2023/24. Over-expenditure on this project will be funded from under-expenditure on other projects.					100	
01825	Beresford Road Bellevue Hill, Salisbury Road to Balfour Lane	(50)	Quotations have been obtained and construction works are expected to commence in Q3 of FY2023/24. Under-expenditure on this project will be					(50)	

Project No	Project Name	Budget Variation + INCR / (DECR)	Detail	s.7.12 Developer Cont'ns	Externally Restricted	Internally Restricted	Grants & Cont'ns (Capital)	Working Funds	Vehicle Sales
			distributed to over-expenditure on other projects.						
01830	Gilliver Avenue, Vaucluse, from No.4 Gilliver Avenue to Fish	(50)	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.					(50)	
01409	Watsons Bay Flood Diversion Wall - new stormwater diversion	(1)	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.		(1)				
01492	Stormwater System Small Works - Identify and rectify Small s	(1)	Under-expenditure on this project will be distributed to over-expenditure on other projects.		(1)				
01720	George Street Paddington Stormwater Component of the works	1	Project is complete. Over-expenditure on this project will be funded from under-expenditure on other projects.		1				
01714	Plotter and Scanner Replacement Replace plotter and scanner	12	Works completed FY22-23. No further expenses expected in 2023/24. Budget transferred from PR04582			12			
01715	Network Switch Replacement	3	Works completed FY22-23. No further expenses expected in 2023/24. Budget transferred from PR04582			3			
04582	Mobile Phones Replacement	(14)	Budget transferred to PR01714 and PR01715			(14)			
<b>TOTAL BUDGET FUNDING REALLOCATION BETWEEN PROJECTS/ FUNDING SOURCES</b>		<b>0</b>	<b>Total increase funded through recovered funds.</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INCREASE IN CAPITAL WORKS BUDGET</b>									
01646	Reconophelt - Accelerated	275	LRCI Phase 4 grant funding obtained for this project.				275		

Project No	Project Name	Budget Variation + INCR / (DECR)	Detail	s.7.12 Developer Cont'ns	Externally Restricted	Internally Restricted	Grants & Cont'ns (Capital)	Working Funds	Vehicle Sales
	Program of Road re-sheeting								
9453 & 9454 –	Light Commercial Vehicle Purchases	110	Two new vehicles for the additional Open Space maintenance team which is an SRV funded project.			110			
01678	Trumper Park Pathway renewal	93	The Trumper Park pathway renewal is complete. Overspend on this project related to additional works on site for accessibility to Quarry Street that exceeded original cost estimates, but were considered essential to the completion of the project.	93					
01784	Redleaf Replace air conditioning chiller	60	Works commenced and scheduled to be completed in late January 2024. Additional funding will be required for electrical board replacement, portables and attenuator changes.			60			
01796	Redleaf Skylights	0.2	Works completed.			0			
01844	Fire Services Upgrade (General)	1.5	Works completed.			2			
<b>TOTAL INCREASE IN CAPITAL WORKS</b>		<b>540</b>		<b>93</b>	<b>0</b>	<b>172</b>	<b>275</b>	<b>0</b>	<b>0</b>
<b>DECREASE IN CAPITAL WORKS BUDGET</b>									
01803	Queen Street, Woollahra, Oxford Street to Ocean Street	(100)	Transferred to Civil Operations - Footpath Maintenance budget for work undertaken on Queen St Woollahra.	(100)					
01850	Hugh Latimer Centre - Roofing & Guttering	(25)	Contract awarded and works have commenced. Works due for completion in Q3. Under-expenditure on this project will be transferred back to the Property Reserve			(25)			
01854	E J Ward Centre - Install air-conditioning	(13)	Space has been investigated and an air conditioning unit is not currently required. Staff will reassess the space if			(15)			

Project No	Project Name	Budget Variation + INCR / (DECR)	Detail	s.7.12 Developer Cont'ns	Externally Restricted	Internally Restricted	Grants & Cont'ns (Capital)	Working Funds	Vehicle Sales
			the use of the space is changed in the future. Budget to be returned to property reserves.						
01802	Woollahra Library - Youth Space Upgrade	(3)	Project complete.				(3)		
<b>TOTAL DECREASE IN CAPITAL WORKS</b>		<b>(143)</b>		<b>(100)</b>	<b>0</b>	<b>(40)</b>	<b>(3)</b>	<b>0</b>	<b>0</b>
<b>TOTAL VARIATIONS</b>		<b>397</b>		<b>(7)</b>	<b>0</b>	<b>132</b>	<b>272</b>	<b>0</b>	<b>0</b>

**Item No:** R5 Recommendation to Council  
**Subject:** **CAPITAL WORKS PROGRAM - QUARTERLY PROGRESS REPORT  
DECEMBER 2023**  
**Authors:** Petrina Duffy, Coordinator Strategy & Performance  
Henrietta McGilvray, Senior Corporate Accountant  
**Approvers:** Tom O'Hanlon, Director Infrastructure & Sustainability  
Sue Meekin, Director Corporate Performance  
**File No:** 24/13265  
**Purpose of the Report:** To provide the Committee with an update on the status of the projects in the FY2023-24 Capital Works Program, for the quarter ended 31 December 2023  
**Alignment to Delivery Program:** Strategy 11.2: Secure Council's financial position.

**Recommendation:**

THAT the Capital Works Program – Quarterly Progress Report for the quarter ended 31 December 2023 be received and noted.

---

**Executive Summary:**

To provide the Committee with an update on the status of projects in the 2023/24 Capital Works Program, for the quarter ended 31 December 2023.

**Discussion:**

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

Consistent with the approach adopted for progress reporting on the Priorities and Actions contained in Council's Delivery Program and Operational Plan, the Capital Works Program Status Report is presented by Key Service Area, 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 December 2023 is attached as **Attachment 1**. It includes, in the introductory pages, a snapshot of the Capital Works Program with a high level summary according to project status, budget, actual expenditure to date and budget remaining, statistics and charts.

**Options:**

This report is for noting only.

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

This report has been compiled using information provided by Directors and Managers in relation to their area of budget responsibility.

**Policy Implications:**

There are no direct policy implications arising from this report.

**Financial Implications:**

Capital Works actions with budgets that were rolled over from last financial year have been consolidated with the current year 2023-24 budgets. This is a consolidation of existing budget and does not represent any increases or decreases in total funding.

Projects over expended at 31 December 2023 (those with a negative in the budget remaining column) have been addressed in the December 2023 Quarterly Budget Review which also appears on tonight's agenda.

**Resourcing Implications:**

Resourcing implications are outlined within the report.

**Conclusion:**

It is recommended the December 2023 Quarterly Capital Works Program Progress Report be received and noted.

**Attachments**

1. Capital Works FY2023/24 Progress Report - Q2 October - December 2023 [↓](#) 



# Contents

<b>Introduction</b>	<b>iii</b>
<b>Capital Works Actions July - September 2023/24 Progress</b>	<b>iv</b>
<b>Environment &amp; Climate Change</b>	<b>1</b>
<i>Includes Strategies:</i>	
5.4: Reduce impacts of local flooding and improve floodplain risk management	
7.1: Protect trees, streetscapes, natural landscapes and biodiversity including the protection and restoration of bushland areas.	
7.2: Support cleaner, healthier waterways including improved water quality and healthy water catchments, creeks and harbour.	
8.1: Reduce greenhouse gas emissions.	
8.5: Reduce potable water usage by Council and encourage reduced usage on private property.	
<b>Waste &amp; Cleansing</b>	<b>6</b>
<i>Includes Strategy:</i>	
5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.	
<b>Parks, Trees &amp; Recreation</b>	<b>7</b>
<i>Includes Strategy:</i>	
5.3 Provide and maintain clean, attractive, accessible, connected and safe parks, sportsgrounds, foreshore areas and other public spaces and infrastructure such as roads, footpaths, bicycle facilities, stormwater drains and seawalls.	
<b>Land &amp; Building Services</b>	<b>14</b>
<i>Includes Strategies:</i>	
5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.	
9.1: Collaborating to achieve great placemaking outcomes in our local centres which are hubs for jobs, shopping, dining, entertainment, and community activities.	
11.2: Secure Council's financial position.	

**Transport & Engineering**

*Includes Strategies:*

**18**

5.5: Renew and upgrade ageing infrastructure including roads, footpaths, stormwater drains and seawalls.

6.3: Reduce traffic congestion, noise and speeding.

9.1: Collaborating to achieve great placemaking outcomes in our local centres which are hubs for jobs, shopping, dining, entertainment, and community activities.

**Corporate Services**

*Includes Strategy:*

**30**

11.1: Build an efficient organisation that places customers and the community at the heart of service delivery.

**Community Services, Culture & Arts**

*Includes Strategy:*

**31**

5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.

**Library Services**

*Includes Strategy:*

**33**

5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.

Cover image: Bellevue Park pathway extension

# Introduction

## What is our Delivery Program & Operational Plan?

The Delivery Program 2022/23 to 2025/26 and Operational Plan 2023/24 are structured on the Goals and Strategies of our Community Strategic Plan *Woollahra 2032*. The Delivery Program identifies Priorities, whilst the Operational Plan outlines our deliverable projects for the year, including our Capital Works program.

Progress reports for each of Council's key service areas from our Delivery Program and Operational Plan are reported on a biannual basis. In addition a Capital Works Program report is presented quarterly to the Finance, Community & Services Committee.

## What is the Capital Works Program – Quarterly Progress Report?

This report provides progress comments against each project in the Capital Works Program. It is designed to provide a snapshot to the Council and the community on the progress against the Capital Works Program as adopted in the Delivery Program 2022/23 to 2025/26 and Operational Plan 2023/24.

## Capital Works Program Quarterly Progress Report Statistics to end of December 2023

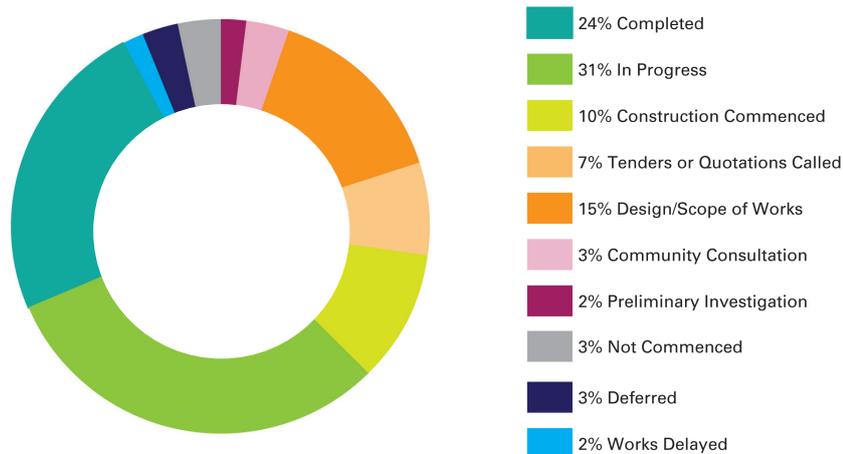
The Capital Works Program delivers actions which support the community priorities identified in our Community Strategic Plan, *Woollahra 2032*. This Capital Works Program progress report lists its project Actions under the key service area it supports:

- Environment & Climate Change
- Waste & Cleansing
- Parks, Trees & Recreation
- Land & Building Services
- Transport & Engineering
- Corporate Services
- Community Services, Culture & Arts
- Library Services.

The following table provides a snapshot of the status of the progress of all Actions as at 31 December 2023.

# Capital Works Actions

As at 31 December 2023



Status	Current Quarter		Budget (\$)	YTD Expenditure (\$)	Budget Remaining (\$)
	# of Projects	%			
Completed	43	24%	8,064,884	6,838,483	1,226,401
Community Consultation	6	3%	1,265,598	237,308	1,028,290
Construction Commenced	19	10%	6,302,844	5,218,398	1,084,446
Deferred	5	3%	240,000	41	239,959
Design / Scope of Works	27	15%	4,658,922	141,088	4,517,834
In Progress	57	31%	13,037,041	6,478,596	6,558,445
Not Yet Commenced	6	3%	649,550	4,800	644,750
Preliminary Investigation	4	2%	421,197	40,000	381,197
Tenders or Quotations Called	13	7%	1,305,339	198,426	1,106,913
Works Delayed	3	2%	502,165	59,754	442,411
<b>TOTAL</b>	<b>183</b>	<b>100%</b>	<b>36,477,540</b>	<b>19,216,893</b>	<b>17,230,646</b>

# Environment & Climate Change

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
<b>Strategy 5.4: Reduce impacts of local flooding and improve floodplain risk management.</b>							
<b>Priority 5.4.2: Develop and implement a five year capital renewal program for stormwater drainage infrastructure.</b>							
5.4.2.1 Stormwater Inlet Capacity Increase - Multiple jobs to improve stormwater capacity (01466) and to identify and rectify small stormwater system works (01492)	In Progress	The Stormwater Inlet Capacity Increase project and Stormwater Small Works Project are carried out concurrently and are on-going projects which involve improving/constructing stormwater kerb inlets or systems to improve overall stormwater capacity. The following works are scheduled for this financial year: <ul style="list-style-type: none"> <li>Stormwater pit upgrade in Underwood Street, Paddington (in progress);</li> <li>Pipe extension near property No.33 Cross Street, Double Bay (completed);</li> <li>Pipe system extension in Albert Street, Woollahra (in progress);</li> <li>Pipe extension rear of property No.16 Harris Street, Paddington (completed).</li> </ul>	Yes	Completed	504,709	410,010	94,669
5.4.2.2 Condition assessment for the stormwater network by using CCTV inspection (01493)	In Progress	This is an on-going project and involves undertaking CCTV inspections of Council's stormwater network in known problem areas or in critical locations to assess the condition of pipes across the LGA. Any defects identified are recorded and repair works are prioritised. This data is considered when developing Council's future capital and maintenance drainage budgets and is incorporated in Council's Asset and Defects Register. The CCTV inspections are continuing for FY2023/24.	No	Complete	109,551	34,875	74,676
5.4.2.3 Pringle Place at Bellevue Garden, Bellevue Hill - New stormwater pipe connection from Pringle Place to Bellevue Gardens (construction) (01663)	Construction Commenced	Contractors have been engaged to undertake site works for future stormwater improvements. Consultation with Council staff and local residents was undertaken and negotiations are now finalised. Maintenance works which includes removal of vegetation and scaling of rock slope are completed. Construction works which include stabilisation of the rock walls through anchoring are underway. These works are in conjunction with the Pringle Place rock face stabilisation works (#01664).	Yes	Complete	52,985	16,807	36,178

\*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	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.4.2.4 Bunyula Rd - New stormwater pipe and pit work (01804)	In Progress	Procurement has been undertaken and a contractor engaged. Construction is anticipated for Q3/Q4 of FY2023/24.	Yes	Complete	400,000	129,072	270,928
5.4.2.5 Queen Street corner Ocean Street, Woollahra - Stormwater pipe rehabilitation - Pipe relining and pit building works (01721)	Completed	Project is complete.	Yes	Complete	6,734	6,734	0
5.4.2.6 Ocean Street between William Street and Wiston Gardens - Stormwater pipe rehabilitation and road pavement reconstruction (01722)	In Progress	Pipe liner is on order and funds have been committed for the works. Civil works to the road pavement will be undertaken in Q3/4 FY2023/24 along with anticipated pipe liner installation.	Yes	Complete	77,088	77,088	0
5.4.2.7 Kiaora Road corner Forest Road, Double Bay - Stormwater improvement works (01662)	In Progress	Project involves augmenting two stormwater pits to improve stormwater drainage. The final design is complete and approval from Sydney Water for the connection to their stormwater channel is granted. Construction works are anticipated to be undertaken in Q4 of FY2023/24 in conjunction with project #01754. Overspend on this project is covered by funds available in #01754.	Yes	Complete	35,873	36,916	-1,043
5.4.2.8 George Street, Paddington - Stormwater component of the works (01720)	Completed	Project is complete. Over-expenditure on this project will be funded from under-expenditure on other projects.	Yes	Complete	154,102	155,597	-1,495
5.4.2.9 Paddington Street cnr Hopetoun corner Hopetoun Lane, Paddington - Threshold Treatment (01805)	Design / Scope of Works	Design phase is underway and will be completed in Q3 of FY2023/24. Construction works are expected to commence in Q4 of FY2023/24.	Yes	Complete	50,000	6,818	43,182
5.4.2.10 Cecil St Rushcutters Bay catchment area planning and design works (01806)	Design / Scope of Works	This project involves the design for a wide floodway connecting from the end of Cecil Street to Trumper Park Oval. The design phase is underway and it is anticipated that community consultation will be undertaken in Q4 of FY2023/24.	Yes	Complete	102,300	9,298	93,002

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

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.4.2.11 Watsons Bay Flood Mitigation Project (01409)	Completed	Project is complete.	Yes	Complete	418,731	417,893	838
5.4.2.12 Caledonian Road Rose Bay - Stormwater outfall upgrade on Rose Bay Beach (design and construct) (01661)	Design / Scope of Works	Project is in design phase. Community and stakeholder consultation will occur in Q3 FY2023/24 in order to conclude the design process. Funds have been included in the FY2023/24 budget for construction works and these works are anticipated to commence in the winter months following Collins Avenue project (#01818). These works will be in conjunction with the Caledonian Road footpath reconstruction and road resurfacing works (#01821). Construction works are anticipated in Q4 of FY2023/24 and Q1 FY2024/25.	No	In Progress	134,245	1,501	132,744
<b>Strategy 7.1: Protect trees, streetscapes, natural landscapes and biodiversity including the protection and restoration of bushland areas.</b>							
<b>Priority 7.1.2: Implement a prioritised program of capital improvements to natural areas.</b>							
7.1.2.1 Cooper Park Rehabilitation (01489)	Tenders or Quotations Called	Contractors have been appointed to supply and install an 'Ecosol' gross pollutant trap, which will capture gross pollutants, sediment and hydrocarbons. This GPT is located in Edgecliff Road and it will treat stormwater flowing from Bondi Junction catchment into Cooper Park Creek. Installation commencing 8 January 2024.	Yes	Complete	160,000	141,667	18,333
7.1.2.2 Trumper Park Bush Regeneration (01792)	N/A	This project has been transferred to the operational budget in the September 2023 quarterly review, as no capital assets result from this project.	N/A	N/A	35,000	17,385	17,615
<b>Priority 7.2.2: Implement a program of capital works for water quality improvement, including installation of stormwater quality improvement devices such as raingardens and Gross Pollutant Traps.</b>							
7.2.2.1 Water Quality Improvement - Implementation of Water Sensitive Urban Design projects including raingarden (01487) and (01706)	Preliminary Investigation	The raingarden at Watsons Bay which was part of the FY2022/23 budget is complete and all invoices paid. Preliminary investigations for another raingarden are underway.	No	In Progress	68,730	40,000	28,730

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

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
7.2.2.3 Water Quality Improvement - Gross Pollutant Trap (01795)	Design / Scope of Works	Consultant stormwater engineers are finalising the design of the GPT proposed for installation at Collins Avenue Rose Bay, with procurement for installation contractors due to commence in January. This project will be undertaken in conjunction with Project 01484.	Yes	Complete	160,000	0	160,000
7.2.2.4 Water Quality Improvement - Design and Construction of Gross Pollutant Trap to treat stormwater (01831)	Preliminary Investigation	A site survey has been completed to enable development of an RFQ. The next step is to appoint a stormwater design engineer which is planned for Q3.	Yes	In Progress	200,000	0	200,000
<b>Strategy 8.1: Reduce greenhouse gas emissions.</b>							
<b>Priority 8.1.1: Provide programs and projects to reduce local greenhouse gas emissions.</b>							
8.1.1.1 Energy Conservation & Carbon Reduction Projects (01490)	In Progress	An upgrade of lighting at the Redleaf Council Chambers has been completed. The works included upgrading 275 lights in the customer service level offices, hallways, meeting rooms, and kitchens with new LED lighting, which over the course of a year will reduce energy consumption for lighting by 51%, abate 15 tonnes of carbon emissions, and save roughly \$3,300 a year. Upgrade of hot water systems to energy efficient heat pumps was completed at three Council buildings. Upcoming projects include lighting upgrades, solar system installation and electrification of Council buildings.	Yes	Complete	250,734	72,592	178,142
8.1.1.2 Electric Vehicle Charging - Installation of two onstreet chargers and one charger at Ranger's depot (01703)	Preliminary Investigation	An application to the NSW Government for funding through the Electric Vehicle Kerbside Charging Grants has been submitted by the 3 Council Regional Environment Program. The funds allocated to this project have been included in the application as Council's contribution to the grant project. Once advice is received on the grant application outcome, a schedule of works will be developed.	Yes	Complete	116,467	0	116,467
<b>Strategy 8.5: Reduce potable water usage by Council and encourage reduced usage on private property.</b>							
<b>Priority 8.5.1 Integrate water sensitive urban design into local infrastructure and development and investigate stormwater re-use.</b>							
8.5.1.1 Stormwater Harvesting (01484)	Design / Scope of Works	This project is planned to be undertaken in Q3, in conjunction with the installation of the GPT (Project 01795)	Yes	Complete	202,850	588	202,262

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

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
8.5.2.1 Water Conservation - Projects to reduce potable water use (00162)	Design / Scope of Works	This project involves the installation of a second rainwater tank at Christison Park to increase the capacity of the existing stormwater harvesting system. This quarter (Q2) soil testing was undertaken to enable finalisation of design.	Yes	Complete	280,729	8,648	272,081
<b>ENVIRONMENT &amp; CLIMATE CHANGE TOTAL:</b>					<b>\$3,485,828</b>	<b>\$1,566,103</b>	<b>\$1,919,725</b>

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

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WOOLLAHRA MUNICIPAL COUNCIL  
Capital Works Progress Report - Q2 December 2023/24

# Waste & Cleansing

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
<b>Strategy 5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.</b>							
<b>Priority 5.1.2: Implement a prioritised program of capital improvements to community facilities.</b>							
5.1.2.1 Fletcher Street Depot – Amenities Refurbishment (01165)	Tenders or Quotations Called	Quotes for works have been requested. Works to be completed in Q3.	Yes	Complete	5,000	0	5,000
5.1.2.2 Fletcher St Depot - Roof box gutters replacement (01843)	Design / Scope of Works	Quotations to be invited in Q3. Works anticipated for Q4.	Yes	Complete	50,000	0	50,000
<b>WASTE &amp; CLEANSING TOTAL:</b>					<b>\$55,000</b>	<b>\$0</b>	<b>\$55,000</b>

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

# Parks, Trees & Recreation

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
<b>Strategy 5.3 Provide and maintain clean, attractive, accessible, connected and safe parks, sportsgrounds, foreshore areas and other public spaces and infrastructure such as roads, footpaths, bicycle facilities, stormwater drains and seawalls.</b>							
<b>Priority 5.3.2 Implement a prioritised program of capital improvements to public open spaces and recreation facilities.</b>							
5.3.2.1 Parks & Open Spaces Project Management (00054)	In Progress	This cost centre is used for consultancy fees on initial investigation works on various projects identified for the FY2023/24.	Yes	Complete	21,789	11,160	10,629
5.3.2.2 Park furniture roll-out (LGA-wide) (00450)	In Progress	Renewal of existing park furniture and new opportunity sites have been identified. Procurement has commenced and rollout will occur throughout FY2023/24.	Yes	Complete	175,000	168,386	6,614
5.3.2.3 Park lighting upgrades (00667)	Design / Scope of Works	The upgrade to the Marine Parade lighting is currently being designed and a scope of works developed. Installation anticipated for Q3.	Yes	Complete	132,597	22,391	110,206
5.3.2.4 Park Signage - Renewal and new park signage in parks (00777)	In Progress	A list of signage renewal is complete and procurement is underway. Installations to occur throughout FY2023/24. New interpretative signage is also currently being designed for Gugara Park (Dillion Street Reserve Playground).	Yes	Complete	169,312	111,626	57,686
5.3.2.5 Fencing Upgrade – Various sites (01338)	In Progress	Renewal fencing at Cooper Park is complete. Procurement of the Lough Playing field fence is underway with installation in Q4.	Yes	Complete	162,017	29,510	132,507
5.3.2.6 Park bin replacement (01472)	In Progress	The renewal list for park bins is complete and procurement commenced. Installation of new bins will occur throughout FY2023/24.	Yes	Complete	54,000	47,047	6,953
5.3.2.7 Multi-use sports facilities construction (01672)	Design / Scope of Works	The Review of Environmental Factors (REF) is nearing completion. As the proposal encroaches onto a small part of Sydney Water's land we are awaiting their comments about the design. Once the REF is complete and discussions with Sydney Water finalised, community consultation will commence. Additional funding required to undertake this project is provided in Project # 01396.	Yes	In Progress	308,000	9,172	298,828

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

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.8 New/additional street planter boxes in business centres throughout LGA (01682)	In Progress	This budget will be used for replacement plantings in the Woollahra Business Centre planters throughout FY23/24.	Yes	Completed	22,530	0	22,530
5.3.2.9 Accessible matting for beaches (01765)	In Progress	The accessible matting has been received and planning for rollout is underway for this summer.	Yes	Completed	36,000	34,340	1,660
5.3.2.10 Landscape improvements at various sites including Ian St embankment, Spring St laneway, Edward St steps (01866)	Tenders or Quotations Called	A scope of works for Spring Street steps is finalised and procurement commenced. Initial investigation is underway for landscape improvements for other sites.	Yes	Completed	79,000	10,223	68,777
5.3.2.11 Renewal of softfall at various sites (01086)	Tenders or Quotations Called	This budget will be utilised for softfall at the Lyne Park playground upgrade.	Yes	In Progress	152,688	0	152,688
5.3.2.12 Informal and non-traditional play elements at various locations (01771)	Design / Scope of Works	Planning and design options at Epping Reserve are being finalised with play suppliers for imaginative non-traditional play elements. Equipment to be ordered and installed in Q3 FY23/24, subject to availability with suppliers, which has become an ongoing issue.	Yes	Completed	150,000	0	150,000
5.3.2.13 Major sportsfield renovations - Drainage at sportsfields Woollahra 2 & 3 to improve usability during wet weather (01482)	Design / Scope of Works	A scope of works is currently being prepared for sportsfields renovations.	Yes	Completed	137,000	0	137,000
5.3.2.14 Installation of mulch pit at Woollahra 2 & 3 sportsfields for Council use (01873)	Design / Scope of Works	A design is complete for the installation of a mulch pit within Woollahra 2 & 3. Procurement will commence in Q2.	Yes	Completed	96,000	0	96,000

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

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.3.2.15 Bellevue Park extension of pathway and landscaping - Stage 2 Design and Consultation (01674) and continuation of pathway works - Stage 2 (01759).	Construction Commenced	Construction of the Bellevue Park pathway is complete and open for use. There are some minor additional works required which will occur in Q3. The overspend on this budget will be managed via savings on other projects.	Yes	Completed	513,225	532,897	-19,672
5.3.2.17 Thornton playground design and consultation (01875)	Design / Scope of Works	Initial community consultation, to seek ideas on the renewal design, is complete. Staff are now reviewing those submissions received and preparing a design brief for a suitable consultant to prepare a new concept design. Once the design is complete further community consultation will occur in Q4 seeking feedback.	Yes	In Progress	37,000	4,171	32,829
5.3.2.18 Multi-use sports facilities construction - Additional funding required for Lough Playing Fields multicourts (01396)	Design / Scope of Works	The Review of Environmental Factors (REF) is nearing completion. As the proposal encroaches onto a small part of Sydney Water's land we are awaiting their comments about the design. Once the REF is complete and discussions with Sydney Water finalised, community consultation will commence. This project relates to Project #01672.	Yes	In Progress	400,000	0	400,000
5.3.2.19 Cooper Park Creek Wall - Final stage of creek wall along Tennis Courts (01614)	Completed	This project is complete. Savings will be used on overspend on other projects.	Yes	Complete	5,474	3,672	1,802
5.3.2.20 Figtree Reserve landscaping - Landscaping works due to flood damage to Figtree Reserve overlooking Cooper Park (01681)	Completed	This project is complete.	Yes	Complete	40,298	40,297	1
5.3.2.21 Moncur Reserve landscaping and extension to basketball court (01763)	Completed	The construction of the half court basketball court at Spicer Lane is complete.	Yes	Complete	99,825	99,663	162
5.3.2.22 Harbourview Park basketball court relocation and improvement (01764)	Construction Commenced	The relocation of the Harbourview Park basketball half court is complete and open to the public. Linemarking was delayed and will be undertaken in Q3.	Yes	Complete	85,799	85,490	309

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

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.23 Upgrade and redesign Lower Cooper Park cricket nets (01864)	Tenders or Quotations Called	Design work for the upgrade of the Lower Cooper Park Cricket nets is complete. A grant application to Cricket Australia has also been submitted to complement funding. Works to commence in Q4 FY23/24.	Yes	In Progress	131,000	0	131,000
5.3.2.24 Cooper Park Pond upgrade (01766)	Tenders or Quotations Called	Removal of sediment from the lower Cooper Park ponds is complete. A scope of works is complete with quotations being sought from suitable contractors for the top pond at Cooper Park.	Yes	In Progress	84,599	47,584	37,015
5.3.2.25 Renewal of the historic sandstone weirs in Cooper Park Creek (01872)	Tenders or Quotations Called	A heritage report was commissioned and has been received for the historic sandstone weirs in Cooper Park Creek. A scope of works is being developed with emphasis on repairs to the Upper pond and weir. Procurement to commence in Q3.	Yes	In Progress	187,000	0	187,000
5.3.2.26 Redleaf Plan of Management - Retaining wall and pathway renewal (01336)	Tenders or Quotations Called	A design and scope of works are complete for the retaining wall leading down to Murray Rose Pool. Quotations have been called and works will be scheduled for Q4 FY23/24 (after Summer).	Yes	Complete	121,000	4,500	116,500
5.3.2.27 Sayonara Slipway improvements (01340)	Community Consultation	The Sir David Martin Reserve Plan of Management proposes to activate the Sayonara Slipway for water based recreation and related maritime purposes, whilst retaining and preserving the heritage fabric of the site. A survey of the site has been completed and a site analysis undertaken. The next stage of works will include community consultation to determine possible improvements and activations which is expected to occur in Q3. Any works to the site would require a Heritage Impact Statement.	Yes	In Progress	150,000	1,225	148,775
5.3.2.28 Yarranabbe Park - Northern Plaza and stairs construction (01399)	Works Delayed	GML Heritage have provided the final draft of the Conservation Management Strategy for the site. This project is included in that Strategy. Investigations are underway to determine the feasibility of the project in regards to its heritage impact on the State Heritage Listed park.	Yes	Not Yet Commenced	400,000	0	400,000
5.3.2.29 Rushcutters Bay Park landscaping improvements (01769)	Completed	Project complete.	Yes	Complete	12,913	12,913	0

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.30 Yarranabbe Fitness Station renewal (01877)	Community Consultation	Designs for the renewal of the Yarranabbe Park fitness stations are complete. Community consultation will commence in Q3, with construction to begin in Q4.	Yes	Complete	67,000	1,809	65,191
5.3.2.31 Synthetic Cricket wicket upgrades (01683)	Completed	Extension of the Woollahra 2&3 cricket nets is complete.	Yes	Complete	32,437	29,100	3,337
5.3.2.32 Major turfing renewal including Tingira Reserve, Guilfoyle Park (01869)	In Progress	Turf works at Tingira Reserve and Moncur Reserve are complete. A scope of works for turf improvements at Guilfoyle Park is complete with installation to occur in Q3.	Yes	Complete	72,000	58,391	13,609
5.3.2.33 Rushcutters Bay Park Youth Facility (01190)	In Progress	To proceed with the Rushcutters Bay Park Youth Facility a Section 60 application to Heritage NSW is required which is currently being prepared. Following a meeting with Heritage NSW for pre-lodgement advice, the Review of Environmental Factors (REF) and the Aboriginal cultural values assessment is being finalised and will be submitted as part of the S60 application. The S60 application is expected to be submitted to Heritage NSW in Q3 FY23/24.	Yes	In Progress	1,135,002	69,290	1,065,712
5.3.3.2.34 Trumper Park Pathway renewal - Pathway renewal from the Trumper Park Tennis Courts to Edgecliff Train Station (Bowes Avenue) (01678)	Completed	The Trumper Park pathway renewal is complete. Overspend on this project related to additional works on site for accessibility to Quarry Street that exceeded original cost estimates, but were considered essential to the completion of the project. The overspend will be managed via the quarterly budget review.	Yes	Complete	146,823	239,968	-93,145
5.3.2.35 Trumper Oval pathway including retaining walls and seating (01760)	Construction Commenced	Construction of the Trumper Oval pathway is progressing with likely completion in Q3.	Yes	Complete	218,330	177,557	40,774
5.3.2.36 Soudan Street reserve landscape upgrade to improve usability and accessibility (01867)	In Progress	Fencing renewal at Soudan Street Reserve playground is complete. Further fencing along the embankment is currently being procured and will be installed in Q3.	Yes	Complete	83,000	9,490	73,510
5.3.2.37 Pocket park upgrades including Comber St Reserve and Sutherland St Reserve (01868)	Tenders or Quotations Called	Concept designs for Comber St Reserve and Sutherland Street reserve are complete. Community consultation of Sutherland Street Reserve will occur in Q3 with upgrades to commence in Q4.	Yes	Complete	55,000	0	55,000

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.3.2.38 Royal Hospital for Women Park (RHWP) landscape improvements - terracing, weed matting and garden improvements (01871)	Tenders or Quotations Called	The scope of works and design for landscape improvements to Royal Hospital for Women Park are complete and procurement of contractors underway. Community consultation will commence in Q3 with works to commence in Q4.	Yes	In Progress	112,000	588	111,412
5.3.2.39 Spring Street Reserve playground renewal and landscaping (01876)	Design / Scope of Works	Initial community consultation to seek ideas for the new playground is complete. Staff are reviewing submissions and preparing an initial landscape design for the playground and will consult with the community. Installation to commence in Q4.	Yes	In Progress	212,000	2,150	209,850
5.3.2.40 Lyne Park landscape upgrade - Improved entry garden beds to Lyne Park off New South Head Rd (01676)	In Progress	The extension of concrete pathway near the disabled toilets is complete at the Lyne Park toilets. Further landscaping is scheduled in Q3. Overspend on this project related to additional works associated with the landscaping on site and will be managed via the quarterly budget review.	Yes	Complete	10,113	15,500	-5,387
5.3.2.41 Lifeline sign replacements (01709)	In Progress	This budget is grant funded from Lifeline. The finalisation of the new standard and formatting of content for these signs is finalised. We are awaiting approval from Lifeline to proceed with the installation.	Yes	Complete	12,600	0	12,600
5.3.2.42 Gap Park CCTV upgrades (01762)	In Progress	The upgrade of the CCTV cameras at Gap Park continue to be implemented. Orders have been placed for replacement cameras with installation to occur in Q3 and Q4.	Yes	Complete	129,000	77,191	51,809
5.3.2.43 Installation of Coastal Binoculars along Coastal Cliff Walk between Gap Park and Christison Park (01863)	In Progress	A suitable supplier has been engaged with three locations agreed upon. Notification on these locations will commence in Q3, with installation to occur in Q4, noting that there is a time delay in supply of binoculars which come from overseas.	Yes	Complete	57,250	39,294	17,956
5.3.2.44 Landscape improvements to Robertson Park toilet area including retaining walls and garden beds (01870)	In Progress	The landscape improvements to Robertson Park toilet area are progressing with the retaining wall complete. Further landscaping of garden beds and installation of irrigation to continue in Q3.	Yes	Complete	53,000	35,503	17,497
5.3.2.45 Lyne Park Playground upgrade (01770)	Construction Commenced	The construction of the Lyne Park Playground has commenced. It is estimated that the playground will be complete at the end of Q4.	Yes	Complete	2,002,190	1,850,401	151,789

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.3.2.46 Dinghy storage facility at various sites including Parsley Bay Reserve (01865)	Tenders or Quotations Called	Site investigations of possible sites for further dinghy storage is complete and quotations have been requested. Installation to occur in Q4.	Yes	Complete	121,000	3,875	117,125
5.3.2.47 Installation of further planter boxes and trees along New South Head Road, Rose Bay (01874)	Design / Scope of Works	The investigation of new tree pits in the Business Centre along New South Head Road, Rose Bay are underway. Discussions with Utility companies has commenced. Once these are complete and dependent on feasibility to construct, this will proceed in Q4.	Yes	Complete	75,000	0	75,000
<b>PARKS, TREES &amp; RECREATION TOTAL:</b>					<b>\$8,557,811</b>	<b>\$3,900,539</b>	<b>\$4,657,272</b>

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

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

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WOOLLAHRA MUNICIPAL COUNCIL  
Capital Works Progress Report - Q2 December 2023/24

# Land & Building Services

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
<b>Strategy 5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.</b>							
<b>Priority 5.1.2: Implement a prioritised program of capital improvements to community facilities.</b>							
5.1.2.6 Rushcutters Bay Toilets - Install accessible toilet (01780)	Completed	Works complete.	No	Complete	55,010	55,010	0
5.1.2.7 Install new staff workshed - Woollahra Oval 2/3 (01837)	Design / Scope of Works	Design being finalised for consultation with Parks Maintenance team. Anticipated completion in Q4.	Yes	Complete	30,000	0	30,000
5.1.2.8 Trumper Park Grandstand & Amenities - Upgrade roof (01838)	Design / Scope of Works	Quotations to be invited in Q3. Anticipated completion in Q4.	Yes	Complete	100,000	0	100,000
5.1.2.9 Colleagues - Upgrade for female friendly changerooms (01840)	Design / Scope of Works	Quotations to be invited in Q3. Anticipated completion in Q4.	Yes	Complete	40,000	0	40,000
5.1.2.25 Trumper Park - Female Friendly Facility Upgrade (01797)	Community Consultation	DA for works submitted in late December and awaiting consent. Based on timing of consent, construction is anticipated to commence in Q4.	Yes	In Progress	387,000	57,673	329,327
5.1.2.27 Christison Park - Replace Hot Water Systems (01839)	Deferred	In consultation with Sustainability & Open Space staff it was decided that hot water is not required at this location.	Yes	Complete	10,000	0	10,000
5.1.2.11 Cooper Park Workshed (old toilet block) - Refurbish redundant toilet block for staff/volunteers (01779)	Works Delayed	Workshed ordered, awaiting delivery and with anticipated installation in Q3.	Yes	Complete	55,000	20,780	34,220

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

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.1.2.12 Blackburn Gardens - Refurbishment of mens and womens toilets; Replacement of roof, gutters and down pipes; Improvements to pathway (00690)	In Progress	Quotes obtained. Awaiting Heritage Works Without Consent approval. Timing of the works is dependent on consent.	Yes	Complete	45,000	211	44,789
5.1.2.4 Property management system (01629)	Construction Commenced	Software installed and data being uploaded ready for testing in February 2024.	Yes	Complete	90,380	67,292	23,088
5.1.2.13 Redleaf - Audio visual upgrade (01564)	In Progress	Various updates have occurred to software during the second quarter of 2023/24 and will continue to be made in the coming months.	Yes	Complete	48,578	18,089	30,489
5.1.2.14 Redleaf - Refurbishment works (01641)	In Progress	Water-proofing around thermal vents is programmed to be undertaken in January 2024.	Yes	Complete	28,752	15,632	13,120
5.1.2.15 Redleaf - Replace air-conditioning chiller (01784)	Construction Commenced	Works scheduled to be completed in late January 2024. Additional funding of \$60,000 will be required for electrical board replacement, portables and attenuator changes.	Yes	Complete	344,000	370,452	-26,452
5.1.2.16 Redleaf - Upgrade air-conditioning management system (BMS) (01785)	Construction Commenced	Works scheduled to be completed in late January 2024.	Yes	Complete	157,450	152,590	4,860
5.1.2.17 Redleaf Skylights (01796)	Completed	Works completed. Over expenditure to be funded from savings on other projects.	Yes	Complete	23,207	23,444	-237
5.1.2.17 Fire Services Upgrade (General) (01844)	Completed	Works completed. Over expenditure to be funded from savings in other projects.	Yes	Complete	15,000	16,515	-1,515
5.1.2.19 Redleaf - Replacement of Print Room air-conditioning unit (01845)	Completed	Works completed.	No	Complete	3,920	3,920	0
5.1.2.20 Redleaf - Lower ground floor carpet replacement(01846)	Design / Scope of Works	Options for carpet replacement being investigated with engaged consultant. Works anticipated for Q4.	Yes	Complete	75,000	5,544	69,456

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

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.1.2.21 Redleaf - Replacement of vinyl flooring (01847)	Deferred	Inspection undertaken and vinyl replacement can be pushed back another 2 years. Funds to be transferred to Property reserves	Yes	Complete	25,000	0	25,000
5.1.2.22 Redleaf - Upgrade elevator control mechanisms (01848)	Tenders or Quotations Called	Request for Quotations underway and closes 25 January 2024. Quotes will be assessed and works scheduled Q3/Q4.	Yes	Complete	25,000	0	25,000
5.1.2.23 Hugh Latimer - Replacement of air-conditioning units in Regulatory office (01859)	Completed	Works completed. Remaining funds to be returned to the property reserves to fund overspend on other projects.	Yes	Complete	9,505	4,752	4,753
<b>Strategy 9.1: Collaborating to achieve great placemaking outcomes in our local centres which are hubs for jobs, shopping, dining, entertainment, and community activities.</b>							
<b>Priority 9.1.1 Encourage economic development in business and retail centres and implement Council's adopted Place Plans.</b>							
9.1.1.1 Wilberforce Car Park, Rose Bay redevelopment (01276)	In Progress	Development consent was granted in November 2023. Tenders for construction to be called in Q3/Q4. Loan facility for construction costs (as per SRV) currently being procured.	Yes	In Progress	1,054,888	640,098	414,790
9.1.1.6 Cross Street Car Park - Redevelopment (01275)	In Progress	Negotiations toward a non-binding Heads of Agreement are continuing with the preferred development partner, Pallas Group/Fortis Consortium. A report on the status of negotiations was tabled in Q2. A further report will be tabled in February 2024.	Yes	In Progress	653,775	394,754	259,021
<b>Strategy 11.2: Secure Council's financial position.</b>							
<b>Priority 11.2.3 Maximise return from Council's commercial premises.</b>							
11.2.3.1 Woollahra Golf Club - Replace roof, gutters and downpipes (01685)	Completed	Works completed. Remaining funds to be returned to the property reserves to fund overspend on other projects.	Yes	Complete	139,293	54,999	84,294
11.2.3.2 Lyne Park Tennis - Courts upgrade (01835)	Not Yet Commenced	To be reviewed in conjunction with the tender that is scheduled for Q4 FY23/24.	No	Not Yet Commenced	250,000	0	250,000
11.2.3.3 Cooper Park Garage - Replace windows (01834)	In Progress	Works to be completed in Q3.	Yes	Complete	15,000	8,811	6,189

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
11.2.3.4 Parsley Bay Kiosk - Replace pergola/paving and install waterproof membrane on flat roof (01777)	Not Yet Commenced	Scope of works has been included in Sydney Water Refresh Vaucluse tender. Works will be undertaken in conjunction with the amenities works upgrade.	Yes	In Progress	52,000	4,800	47,200
11.2.3.5 Kiaora Place - Various works (01530)	Completed	Works completed	No	Complete	12,938	12,938	0
11.2.3.6 Kiaora Place - External façade rendering of Building 2 (01862)	Design / Scope of Works	Engineer engaged to finalise scope of works in Q3, with a tender anticipated for Q3 and works in Q4.	Yes	Complete	350,000	7,500	342,500
<b>LAND &amp; BUILDING SERVICES TOTAL:</b>					<b>\$4,095,696</b>	<b>\$1,935,803</b>	<b>\$2,159,893</b>

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# Transport & Engineering

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
<b>Strategy 5.5: Renew and upgrade ageing infrastructure including roads, footpaths, stormwater drains and seawalls.</b>							
<b>Priority 5.5.2 Implement the Infrastructure Capital Works Programs for renewal for all classes of public infrastructure.</b>							
5.5.2.1 Plan and control the Environmental & Infrastructure Renewal Levy Program (00163)	In Progress	The project is ongoing and used to investigate, plan and design Council's Environmental & Infrastructure Renewal Program.	No	Complete	171,503	54,867	116,636
5.5.2.2 Design for Forward Program (01496)	In Progress	Design projects for this financial year include; <ul style="list-style-type: none"> <li>Kerb blister islands in Darling Point Road Darling Point (complete);</li> <li>Ramp design at Hargrave Street, corner of Cascade Street, Paddington (in progress);</li> <li>Gibson Reserve, Watsons Bay GPT design (not yet commenced);</li> <li>Retaining wall in Mitchell Road, Darling Point (not yet commenced);</li> <li>stairway at Goomerah Crescent, Darling Point (in progress).</li> </ul>	Yes	Complete	140,332	105,490	34,842
5.5.2.3 Retaining Wall Improvement Works - Retaining walls and safety rails (01523)	In Progress	This project involves retaining wall, handrails and/or fence improvement works across the Municipality. Projects scheduled for FY2023/24, include; <ul style="list-style-type: none"> <li>the installation of a pedestrian guard fence in Kambala Road, Bellevue Hill (completed);</li> <li>handrail in Carlisle Street near Hamilton Street, Rose Bay (completed);</li> <li>handrail in Cranbrook Lane, Bellevue Hill (completed).</li> </ul> Remaining funds will be retained for works at other locations this financial year.	Yes	Complete	200,000	74,271	125,729

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.5.2.4 Minor Capital Road Works - Minor road and footpath works (all wards) (01526)	In Progress	This project involves minor road work and/or footpath work improvements across the municipality. Projects include; <ul style="list-style-type: none"> <li>Suttie Road, Bellevue Hill, between Northland Road and Bunna Place (completed);</li> <li>Cooper Paddock from Underwood Street, Paddington (completed);</li> <li>Near property No.582 Old South Head Road, Rose Bay (construction expected in Q3 of FY2023/24 - funds committed);</li> <li>Loftus Street near Annandale Street, Darling Point (construction expected in Q3 of FY2023/24 - funds committed);</li> <li>Rose Bay Avenue, Rose Bay (completed);</li> <li>Adelaide Parade, Woollahra (in design stage);</li> <li>New South Head Road, at Ray Avenue, Vaucluse (completed);</li> <li>Kiaora Road, at New South Head Road, Double Bay (construction expected in Q3 of FY2023/24 - funds committed);</li> <li>Darling Point Road, at New South Head Road, Edgecliff (completed).</li> </ul>	Yes	Complete	360,000	353,348	6,652
5.5.2.6 Victoria Road between Rose Bay Avenue and New South Head Road, Bellevue Hill - Footpath widening, retaining wall movement and stormwater system extension (01736)	In Progress	Following Local Traffic Committee approval in April 2023, the proposal was presented for the consideration and approval of the Council subsequent to Finance, Community & Services Committee. Council in its meeting on 8 May 2023 recommended staff review design proposal to further minimise parking losses and report back to Finance, Community & Services Committee. This review is progressing into Q1 and Q2 of FY2023/24. It is anticipated that the final design will be completed and that the construction works to be commenced in Q4 and roll over to FY2024/25.	No	In Progress	322,553	34,592	287,961
5.5.2.7 Bellevue Road, Bellevue Hill, Authur Street to Streatfield Road - Road pavement resurfacing including stormwater system extension (01750)	Completed	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Yes	Complete	324,124	299,124	25,000

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
5.5.2.8 Yamba Road, Bellevue Hill Road to Kulgoa Road - Road pavement resurfacing including stormwater system extension (01752)	Completed	Project is complete.	Yes	Complete	223,657	223,801	-144
5.5.2.9 Bellevue Road Bellevue Hill, Kambala Road to Cooper Park Road - Road pavement resurfacing (01807)	Completed	Project is complete. Over-expenditure on this project will be funded from under-expenditure on other projects.	Yes	Complete	155,000	179,332	-24,332
5.5.2.10 Vista Lane Bellevue Hill, Latimer Road to End - road repairs and kerb and gutter repair (01808)	Completed	Project is complete. The scope of the project was reduced noting that utility restorations are planned for this area. The under-expenditure on this project will be distributed to over-expenditure on other projects.	Yes	Complete	120,000	29,365	90,635
5.5.2.11 Birriga Road Bellevue Hill, O'Sullivan Road to Bundara Road - Road pavement resurfacing and footpath repairs (01809)	Construction Commenced	Construction works are complete for the footpath repairs and it is anticipated that the road pavement resurfacing will be undertaken in Q3 FY2023/24.	Yes	Complete	480,000	351,260	128,740
5.5.2.12 Beresford Road Bellevue Hill, Salisbury Road to Balfour Lane - Road pavement resurfacing including kerb and gutter and footpath repair (01825)	In Progress	Quotations have been obtained and construction works are expected to commence in Q3 of FY2023/24.	Yes	Complete	280,000	46,844	233,156

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

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.5.2.13 6 Pringle Place - Stabilisation of a Council owned rock face as detailed in GHD geotechnical risk report (01664)	Construction Commenced	Contractors have been engaged to undertake site works for future stormwater improvements. Consultation with Council staff and local residents was undertaken and negotiations are now finalised. Maintenance works which includes removal of vegetation and scaling of rock slope are completed. Construction works which include stabilisation of the rock walls through anchoring are underway. These works are in conjunction with the Pringle Place rock face stabilisation works (#01663).	Yes	Complete	271,418	127,246	144,172
5.5.2.14 Edward Street Woollahra, Bathurst Street to Suttie Road - Footpath reconstruction and kerb and gutter repairs (01810)	Construction Commenced	Construction works are underway and it is anticipated that these works will be completed in January 2024.	Yes	Complete	150,000	95,735	54,265
5.5.2.15 Jersey Road Woollahra, Trelawney Street to 113 Jersey Road - Road pavement resurfacing and footpath repair (01811)	Construction Commenced	Road pavement resurfacing is complete. Footpath construction works are underway and it is anticipated that these works will be completed in January 2024	Yes	Complete	190,000	159,749	30,251
5.5.2.16 Edgecliff Road Woollahra, Adelaide Street to Magney Lan - Road reconstruction (01812)	Construction Commenced	Design and procurement phase is complete. Construction works are anticipated to be undertaken in Q3 of FY2023/24.	Yes	Complete	500,000	167,376	332,624
5.5.2.17 Bowden Street Woollahra, Dorhauer Lane to End and Bowden In - Road pavement resurfacing and footpath repair (01813)	Design / Scope of Works	Design phase for road regrading has commenced and is anticipated to be completed in Q3/Q4 of FY2023/24. Construction works are anticipated to commence in the new financial year.	Yes	In Progress	240,000	9,620	230,380
5.5.2.18 Fern Place Woollahra, Icasia Lane to End - Road pavement resurfacing and footpath repair (01814)	Construction Commenced	Footpath construction works are completed. Road pavement resurfacing is anticipated in Q4 of FY2023/24.	Yes	Complete	205,000	100,179	104,821

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.5.2.19 Ocean St, Forth Street to Wellington Street – Stormwater improvements (01827)	In Progress	Designs are completed for the stormwater works. Construction for the stormwater and road pavement resurfacing will be undertaken in Q3 of FY2023/24.	Yes	Complete	125,000	6,542	118,458
5.5.2.20 Double Bay Commercial Centre - Double Bay Lanterns (01481)	In Progress	Council has reached an agreement with Ausgrid to replace existing damaged decorative lights and maintain these at their cost. Installation is expected to commence in February 2024.	Yes	Complete	9,685	7,708	1,977
5.5.2.21 Kiaora Road, Double Bay, Forest Road and Carlotta Road - Road pavement reconstruction including stormwater system extension (01754)	In Progress	Design is finalised. Project will progress to construction phase in Q4 FY2023/24 in conjunction with project #01662, Kiaora Road corner Forest Road stormwater improvement works.	Yes	Complete	349,580	55,598	293,982
5.5.2.22 Murray Rose - Public bath/Swimming Enclosure (01826)	In Progress	Quotations are being obtained. Construction is expected to commence in Q4 of FY2023/24 during the winter months.	Yes	In Progress	600,000	5,818	594,182
5.5.2.23 Wunulla Road, Point Piper, opposite No.14A Wunulla Road (01829)	Completed	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Yes	Complete	60,000	31,476	28,524
5.5.2.24 George Street, Paddington between Underwood Street and Oxford Street - Kerb and gutter, road pavement, footpath and stormwater system upgrade works (01512)	Completed	Project is complete.	Yes	Complete	297,271	297,165	106
5.5.2.25 Hampden Street, Royston Lane to Royston Road, Paddington – Road pavement and footpath renewal works (01513)	Completed	Project is complete. Over-expenditure on this project will be funded from under-expenditure on other projects.	Yes	Complete	860,051	880,484	-20,433

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.5.2.26 Sutherland Avenue, Paddington between Royston Street and Cecil Street - Road pavement re-sheeting (01604)	Completed	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Yes	Complete	5,780	350	5,430
5.5.2.27 Mahoney Lane, Edgecliff, New South Head Road to Glenmore Road - Road pavement re-sheeting including kerb and gutter, dish drain, footpath and stormwater pit reconstruction (01723)	Construction Commenced	Construction works are well underway and all civil works are complete with road pavement resurfacing to be undertaken in February 2024.	Yes	Complete	227,235	328,603	-101,368
5.5.2.28 Liverpool Street, Paddington, Glenview Street to Macdonald Street - Road pavement re-sheeting including repair kerb and gutter, footpath and stormwater system upgrade (01724)	In Progress	Road pavement resurfacing will be undertaken in Q3 of FY2023/24 and funds have been committed.	Yes	Complete	25,000	18,182	6,818
5.5.2.29 Lane way between Broughton Street and Norfolk Street Paddington - Road pavement resurfacing (01815)	Construction Commenced	Construction works are underway and are expected to be completed in February 2024.	Yes	Complete	250,000	170,039	79,961
5.5.2.30 Elizabeth Street Paddington, Sutherland Street to Windsor Lane - Road pavement resurfacing and footpath repairs (01816)	Design / Scope of Works	Council staff have obtained approval from NSW Heritage to undertake works to the seawall. An on-going program of works will be scheduled to undertake the works in stages. The next stage of construction works for this financial year is expected to be undertaken in Q4 of FY2023/24.	Yes	In Progress	307,873	3,600	304,273
5.5.2.31 Rose Bay Promenade Seawall – Conservation/Rehabilitation (01525)	Completed	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Yes	Complete	5,780	350	5,430

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.5.2.33 Wharf Road Vaucluse, Hopetoun Avenue to End - Road pavement including kerb and gutter repairs as needed (01725)	Completed	Project is complete.	Yes	Complete	64,920	64,920	0
5.5.2.34 Olola Avenue, Vaucluse, Bombillee Avenue to Petrarch Avenue - Road pavement resurfacing including kerb and gutter and footpath repair (01729)	In Progress	Design phase is complete and procurement will be undertaken in Q3 of FY2023/24. Construction works are anticipated in Q4 of FY2023/24 and Q1 FY2024/25. This project will be delivered in conjunction with project #01731.	Yes	In Progress	306,158	28,663	277,495
5.5.2.35 Olola Avenue, Vaucluse, 13 - 29 Olola Avenue - Road pavement resurfacing including kerb and gutter and footpath repair (01731)	In Progress	Design phase is complete and procurement will be undertaken in Q3 of FY2023/24. Construction works are anticipated in Q4 of FY2023/24 and Q1 FY2024/25. This project will be delivered in conjunction with project #01729.	Yes	In Progress	275,351	202,209	73,142
5.5.2.36 Burrabirra Avenue, Vaucluse, Fitzwilliam Road to Olola Avenue - Road pavement resurfacing including stormwater system upgrade, kerb and gutter and footpath repair (01732)	Community Consultation	This project is in design phase and includes major design work and was completed in Q2 of FY2023/24. Community consultation will be undertaken in Q3 of FY2023/24 with a report to traffic committee in March 2024.	Yes	In Progress	433,151	77,439	355,712
5.5.2.37 Rawson Road to New South Head Road, Rose Bay - Stairway reconstruction (01733)	Completed	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Yes	Complete	211,996	137,342	74,654
5.5.2.38 Bayview Hill Road, Rose Bay - Road pavement and guardrail reconstruction (01734)	Construction Commenced	Construction works are underway to install the new guardrail. Road pavement resurfacing is anticipated in Q4 of FY2023/24.	Yes	Complete	241,681	160,849	80,832

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.5.2.39 Parsley Bay - Jetty rehabilitation works (01738) and swimming net replacement and associated works (01793)	In Progress	The scope of works for this project has been modified to incorporate Heritage staff feedback and is incorporated into the design. Construction works will be undertaken in Q4 of FY2023/24, subject to contractor availability.  Application for Development Consent for the net replacement works has been approved. Contractors have been appointed and construction works have commenced.	Yes	In Progress	431,921	303,877	128,044
5.5.2.41 Richmond Road, Rose Bay, Norwich Road to Newcastle Street - Road pavement resurfacing including kerb and gutter and footpath repair (01817)	In Progress	This project is in design phase with stormwater CCTV inspections completed. Construction works will be undertaken in Q3/Q4 of FY2023/24.	Yes	Complete	250,000	43,834	206,166
5.5.2.42 Collins Avenue , Rose Bay Caledonian Road to End - Road pavement resurfacing including kerb and gutter and stormwater improvements (01818)	Design / Scope of Works	This project is currently in design phase. It is expected to commence construction in Q4 of FY2023/24, following the summer months, with the works for Caledonian Road (#01661 and #01821) to be progress in association with this project.	Yes	In Progress	280,000	8,274	271,726
5.5.2.43 Chamberlain Avenue , Vaucluse Fernleigh Avenue to Dudley Road - Road pavement resurfacing including kerb and gutter and footpath repair (01819)	Completed	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Yes	Complete	160,454	134,531	25,923
5.5.2.44 Dover Road Rose Bay, Old South Head Road to Spencer Lane - Road pavement resurfacing and footpath repair (01820)	In Progress	This project is in design phase with stormwater CCTV inspections completed. Construction works will be undertaken in Q3/Q4 of FY2023/24.	Yes	Complete	360,000	84,298	275,703

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Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.5.2.45 Caledonian Road Rose Bay, New South Head Road to End - Footpath reconstruction and road pavement resurfacing (01821)	Design / Scope of Works	The scope of works includes upgrades to the footpath and road pavement, and improvements to the stormwater infrastructure near the harbour. This project is currently in design phase. Following the completion of the design, community consultation will be undertaken prior to construction. These works will be in conjunction with the Caledonian Road stormwater outfall upgrade (01661) following completion of the Collins Avenue works (#01818). Construction works are anticipated in Q4 of FY2023/24 and Q1 FY2024/25.	No	In Progress	700,000	35,182	664,818
5.5.2.46 Cove Street Watson Bay, Pacific Street to Victoria Street - Road pavement resurfacing including kerb and gutter and footpath repair (01822)	Completed	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Yes	Complete	210,000	118,398	91,602
5.5.2.47 Victoria Street, Watsons Bay, Pacific Street to Cliff Street - Road pavement resurfacing including kerb and gutter and footpath repair (01823)	Completed	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Yes	Complete	90,000	75,263	14,737
5.5.2.48 Tivoli Avenue Rose Bay, New South Head Road to End - Road pavement resurfacing including kerb and gutter repair (01824)	In Progress	Construction works are anticipated in Q4 of FY2023/24 during the school holidays.	Yes	Complete	255,000	48,255	206,745
5.5.2.49 Hopetoun Avenue, Vaucluse, near No.10-12 Hopetoun Avenue (01828)	Not Yet Commenced	Due to construction expected to be undertaken at a nearby site, this project has been postponed until Q4 of FY2023/24.	Yes	Complete	50,000	0	50,000
5.5.2.50 Gilliver Avenue, Vaucluse, from No.4 Gilliver Avenue to Fish (01830)	Completed	Project is complete. Under-expenditure on this project will be distributed to over-expenditure on other projects.	Yes	Complete	120,000	45,455	74,545

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

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

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
<b>Strategy 6.3: Reduce traffic congestion, noise and speeding.</b>							
<b>Priority 6.3.1: Maintain public parking infrastructure, manage parking across the municipality and reduce vehicle speed and traffic congestion through the introduction of traffic management facilities.</b>							
6.3.1.2 Woollahra Cycleways Project - Design - Priority 1 Project to be identified in Active Transport Plan (01660)	Not Yet Commenced	The Woollahra Active Transport Plan was adopted by Council on 15 November 2023. This design project will form part of the listed priority projects identified in the Active Transport Plan. This project will commence investigation and design phase in Q4 of FY2023/24.	Yes	In Progress	97,550	0	97,550
6.3.1.3 Federal Stimulus Road Safety Program – Pedestrian lighting upgrade (01710) and Road Safety Program School Zones (01653)	Completed	Projects are complete.	No	Complete	0	2,327	-2,327
6.3.1.4 Bike Parking Facilities - Upgrade across the LGA (01716)	Design / Scope of Works	This project includes the implementation of bicycle facilities such as bike parking and storage, pumping station and other equipment that would improve cycling use across Municipality. A plan to install various parking facilities at a number of locations is being developed. The plan will consider and prioritise recently constructed cycleways. The implementation plan will commence in Q4 FY2023/24.	No	Complete	30,000	0	30,000
6.3.1.5 Minor Capital Traffic Works - Urgent traffic capital works projects (01718)	In Progress	This budget is to cater for traffic facility improvements required in FY23/24. This includes upgrade works to existing traffic facilities and/or the installation of kerb blister islands, kerb extensions and other median islands to improve streetscape amenity and road safety. Traffic facility improvement works planned for FY23/24 include upgrades to speed humps in Hargrave Street, Paddington (completed).	No	Complete	100,000	61,890	38,110
6.3.1.6 O'Sullivan Road Cycleway - Separated cycleway Design (01574)	Community Consultation	The design phase is well underway, with concept designs completed. It is expected that public consultation will be undertaken in February 2024.	Yes	Complete	132,607	69,162	63,445

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

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

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
6.3.1.7 Victoria Road, Bellevue Hill - Bicycle route safety treatments (01717) and (01653)	In Progress	A revised design was reported to Traffic Committee in December 2023 for approval. Construction works are expected to be undertaken in Q3/Q4 of FY 2023/24.	Yes	Complete	8,272	3,234	5,038
6.3.1.8 Victoria Road at Bundara Street, Bellevue Hill - Intersection improvements (01794)	Design / Scope of Works	Project is in design phase. There is currently major private construction works underway at the corner of Victoria Road and Bundara Street (131A Victoria Road), therefore progress on other projects have taken precedence as construction will not be undertaken until completion of the private works. Construction is expected to be scheduled with Victoria Road project #1800.	No	Complete	171,328	4,401	166,927
6.3.1.9 Victoria Rd, Bundara to Rivers, Bellevue Hill - Cyclist Safety & Raised Threshold - Blackspot Grant Funding (01800)	Community Consultation	Funding has been obtained through Blackspot Funding (TfNSW) for this project. The design for this project is completed and it is expected that community consultation will be undertaken in February/March 2024. Construction is expected to be scheduled with Victoria Road project #1794.	Yes	Complete	95,840	30,000	65,840
6.3.1.10 New South Head Road, William Street - Norwich Road shared path (01304)	In Progress	All civil works completed and grant acquittal is submitted. The remaining funds will be used for a full landscaping of the Rose Bay Promenade, which has been deferred to Q3 due to plant availability.	No	Complete	186,174	54,636	131,538
6.3.1.11 Edgecliff Rd & Grosvenor St, Woollahra - Upgrade Control Signals - Blackspot Grant Funding (01799)	Completed	Funding was obtained through Blackspot Funding (TfNSW) for this project. The project includes the installation of a pedestrian-only phase (scramble) at the traffic signals at Edgecliff Road and Grosvenor Street, Woollahra. In November 2023, TfNSW advised Council Engineers that works to the control signals at this intersection were undertaken by State Government. The funding for this project has been withdrawn, noting that the project is complete.	Yes	Complete	150,000	0	150,000
6.3.1.13 O'Sullivan Road, Rose Bay - Threshold & Pedestrian Crossing (01798)	Completed	Project is complete.	No	Complete	5,062	5,215	-153

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

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

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
6.3.1.14 Wilberforce Avenue, Rose Bay, at Newcastle Street - Raised Pedestrian Crossing (01861)	Deferred	Noting the approval of the Wilberforce Car Park Redevelopment has now been approved, this project will be deferred until completion of the carpark.	Yes	In Progress	180,000	0	180,000
<b>Strategy 9.1: Collaborating to achieve great placemaking outcomes in our local centres which are hubs for jobs, shopping, dining, entertainment, and community activities.</b>							
<b>Priority 9.1.1 Encourage economic development in business and retail centres and implement Council's adopted Place Plans.</b>							
9.1.1.2 Plumer Road, Rose Bay - Streetscape upgrade (01404)	Completed	Project is complete.	No	Complete	28,046	25,360	2,686
9.1.1.3 Queen Street, Woollahra, Oxford Street to Ocean Street - High Pedestrian Activity Area and Streetscape Upgrade Design (01803)	Not Yet Commenced	The Woollahra Active Transport Plan was adopted by Council on 15 November 2023. This design project forms part of the walking priority project for Queen Street, Woollahra. This project will commence investigation and design phase in Q4 of FY2023/24.	Yes	In Progress	100,000	0	100,000
9.1.1.4 Bay Street Double Bay Pedestrian Plaza & Active Transport Link- Open Space Legacy Grant (formerly Knox Street Double Bay Pedestrianisation) (01649)	Completed	Stage 1 of this project was largely completed and opened in conjunction with the opening of the Double Bay Ferry Wharf on 21 December 2023. Stage 2, including new paving, road re-sheeting and installation of a new GPT, is due for completion at the end of January 2024.	Yes	Complete	3,659,679	2,947,842	711,837
9.1.1.5 Marine Parade, Watsons Bay - Shared zone and streetscape upgrade (01719)	Not Yet Commenced	The Woollahra Active Transport Plan was adopted by Council on 15 November 2023. This design project forms part of the walking priority project for Watsons Bay. The scope includes the introduction of a 10km/hr Shared Zone for Marine Parade with streetscape upgrades to improve pedestrian access and safety. This project will commence investigation and design phase in Q4 of FY2023/24.	Yes	In Progress	100,000	0	100,000
<b>TRANSPORT &amp; ENGINEERING TOTAL:</b>					<b>\$16,936,252</b>	<b>\$8,990,620</b>	<b>\$7,945,632</b>

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

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

# Corporate Services

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
<b>Strategy 11.1: Build an efficient organisation that places customers and the community at the heart of service delivery.</b>							
<b>Priority 11.1.2: Transform Council's business, by optimising the use of technology to support effective business processes and customer journeys.</b>							
11.1.2.1 Replace shared laptop fleet with fit for purpose devices (01577)	Preliminary Investigation	Device assessment and procurement planning to commence in Q3.	Yes	Complete	36,000	0	36,000
11.1.2.2 Replace large Flatbed Scanner (01714)	Completed	Works completed FY22-23. No further expenses expected in 2023/24.	Yes	Complete	0	11,843	-11,843
11.1.2.3 Replace spare network switch for redundancy (01715)	Completed	Works completed FY22-23. No further expenses expected in 2023/24.	Yes	Complete	0	2,500	-2,500
11.1.2.4 Replacing End of Life staff mobile phone fleet (04582)	In Progress	A Request for Quotation was issued in December 2023 with the assessment due to be completed in Q3.	Yes	Complete	60,000	0	60,000
<b>CORPORATE SERVICES TOTAL:</b>					<b>\$96,000</b>	<b>\$14,343</b>	<b>\$81,657</b>

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

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

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WOOLLAHRA MUNICIPAL COUNCIL  
Capital Works Progress Report - Q2 December 2023/24

# Community Services, Culture & Arts

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)**	Budget Remaining (\$)
<b>Strategy 5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.</b>							
<b>Priority 5.1.2: Implement a prioritised program of capital improvements to community facilities.</b>							
5.1.2.28 Disability Inclusion upgrades to Council buildings (01788) and (01630)	Tenders or Quotations Called	Quotations for wheelchair pathway at the Cottage in Sir David Martin Reserve to be finalised in Q3, works anticipated for Q4.	Yes	Complete	70,740	211	70,529
5.1.2.29 Rose Bay Cottage - Install new air-conditioning (01852)	In Progress	Purchase Order issued to engage contractor for works. Awaiting installation date from contractor.	Yes	Complete	10,000	6,760	3,240
5.1.2.30 Cooper Park Community Hall - Internal and external upgrades (01633)	Completed	Works completed. Some outstanding invoices are due to be finalised in Q3.	Yes	Complete	84,477	69,823	14,654
5.1.2.32 St Brigids (01371)	Completed	Upon completion of the defects liability period, the final payment due to the contractor is currently being negotiated. A further Council report will be provided in Q3 FY23/24 updating Council on the negotiations.	Yes	Complete	0	24,109	-24,109
5.1.2.33 Hugh Latimer Centre - External Windows refurbishment (01849)	In Progress	Quotations invited & awaiting second quote. Works to be undertaken in Q3.	Yes	Complete	25,000	0	25,000
5.1.2.34 Hugh Latimer Centre - Roofing & Guttering replacement (01850)	In Progress	Contract awarded and works have commenced. Works due for completion in Q3.	Yes	Complete	120,000	58,609	61,391
5.1.2.35 Kindergarten - Extend Staff Room into Kitchen; Install new toilet; Extend verandah roof over stairs; Refurbish kitchen (01851)	In Progress	Contract awarded. Works have commenced for bathroom. The verandah roof installation is due for completion in January 2024. Kitchen works will be completed in Q4.	Yes	Complete	60,000	30,270	29,730

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

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

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
5.1.2.36 McKell Park (Cannonbury Cottage) - Lighting upgrade (01853)	Completed	Works completed	No	Complete	8,680	8,680	0
5.1.2.37 Sir David Martin Reserve - Cottage - Replace stormwater pipe (01856)	Design / Scope of Works	Engineer engaged to undertake design in Q3. Anticipated completion in Q4.	Yes	Complete	30,000	2,230	27,770
5.1.2.38 Sir David Martin Reserve - Drill Hall & Sail Loft - Replace roof sheeting, gutters and downpipes (01857)	In Progress	Request for Quotations underway and closes 18 January 2024. Quotes will be assessed and works scheduled Q3.	Yes	Complete	50,000	0	50,000
5.1.2.39 Sir David Martin Reserve - Drill Hall & Sail Loft - Replace Hot Water Systems (01858)	Design / Scope of Works	Quotations have been invited to remove all gas appliances. Anticipated completion in Q4.	Yes	Complete	10,000	0	10,000
5.1.2.41 E J Ward Centre - External brick repairs and replacement of timber staircase (01786)	Works Delayed	Works delayed due to utility authorities. Works to commence on 10 January 2024. Works scheduled to be completed by Q3.	Yes	Complete	47,165	38,974	8,191
5.1.2.42 E J Ward Centre - Install new air-conditioning (01854)	Deferred	Space has been investigated and an air conditioning unit is not currently required. Staff will reassess the space if the use of the space is changed in the future. Budget to be returned to property reserves.	Yes	Complete	15,000	0	15,000
5.1.2.43 Vaucluse Bowling Club – Refurbishment and upgrade works to improve physical access and install new kitchen equipment & furniture (01711)	In Progress	Refurbishment works completed. Defects are being finalised. Awaiting Occupancy Certificate from the Private Certifier. Once this is provided, the final fit-out of furniture and equipment will be undertaken and the site will be ready for community use and hire.	Yes	Complete	2,630,414	2,523,415	106,999
<b>COMMUNITY SERVICES, CULTURE &amp; ARTS TOTAL:</b>					<b>\$3,161,479</b>	<b>\$2,763,081</b>	<b>\$398,395</b>

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

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

## Library Services

Actions	Current Status	Progress Comments	Comment Updated	Projected Status 30 June 2024	Budget (\$)*	YTD Expenditure (\$)***	Budget Remaining (\$)
<b>Strategy 5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.</b>							
<b>Priority 5.1.2: Implement a prioritised program of capital improvements to community facilities.</b>							
5.1.2.44 Woollahra Library - Youth Space Upgrade (01802)	Completed	Works completed.	Yes	Complete	26,750	23,636	3,114
5.1.2.45 Kiaora Place Library - Replace bench lamps (01860)	Deferred	Lamps have been assessed and are in good condition. Replacements pushed back for 2 years. Funds to be returned to Property Reserves	Yes	Complete	10,000	41	9,959
5.1.2.46 Computer room A/C replacement @ Woollahra Library (01878)	Completed	Works completed	No	Complete	22,727	22,727	0
<b>LIBRARY SERVICES TOTAL:</b>					<b>\$59,477</b>	<b>\$46,404</b>	<b>\$13,073</b>
<b>GRAND TOTAL CAPITAL WORKS:</b>					<b>\$36,447,540</b>	<b>\$19,216,893</b>	<b>\$17,230,647</b>

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

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

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WOOLLAHRA MUNICIPAL COUNCIL  
Capital Works Progress Report - Q2 December 2023/24

Woollahra  
Municipal  
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**Item No:** R6 Recommendation to Council  
**Subject:** **DELIVERY PROGRAM 2022/23 - 2025/26 & OPERATIONAL PLAN 2023/24 PROGRESS REPORT - DECEMBER 2023**  
**Author:** Petrina Duffy, Coordinator Strategy & Performance  
**Approvers:** Sue Meekin, Director Corporate Performance  
Tom O'Hanlon, Director Infrastructure & Sustainability  
Scott Pedder, Director Planning & Place  
Patricia Occelli, Director Community & Customer Experience  
**File No:** 24/13266  
**Purpose of the Report:** To review the status of the Priorities and Actions in Council's Delivery Program 2022/23 – 2025/26 and Operational Plan 2023/24 for the six months ending 31 December 2023.  
**Alignment to Delivery Program:** Strategy 11.1: Build an efficient organisation that places customers and the community at the heart of service delivery.

**Recommendation:**

THAT the December 2023 Progress Report on Council's Delivery Program 2022/23 to 2025/26 and Operational Plan 2023/24 be received and noted.

---

**Executive Summary:**

Council adopted its Operational Plan 2023/24 on 26 June 2023 and a revised Delivery Program 2022/23 to 2025/26 on 28 November 2022 in accordance with the Integrated Planning and Reporting (IPR) Legislation for NSW Local Government. The Delivery Program (DP) and Operational Plan (OP) are two of the 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. This progress report is for the six month period July 2023 to December 2023.

**Discussion:**

The progress report is attached as **Attachment 1**.

The framework for the progress report is presented by Key Service Areas:

- Environment & Climate Change
- Waste & Cleansing
- Parks, Trees & Recreation
- Land & Building Services
- Transport & Engineering
- Development Assessment
- Strategic Planning, Heritage Conservation & Place
- Compliance
- Governance
- Corporate Services
- Community Services, Culture & Arts
- Library Services
- Customer Experience & Engagement
- Woollahra Preschool.

The full progress report is being presented to both the Finance, Community & Services and the Environmental Planning Committees. The progress report is being tabled as an 'R' item i.e. a Recommendation to Council, with the same Recommendation being tabled at each of the above-mentioned Committees as follows:

THAT the December 2023 Progress Report on Council's Delivery Program 2022/23 to 2025/26 and Operational Plan 2023/24 be received and noted.

Once approved by Council the final document will then be uploaded to Council's website as a record of Council's achievements for the period July - December 2023.

The progress report refers to the 2023 Customer Satisfaction (CSAT) Survey. An overview of the results of the survey is attached as **Attachment 2**.

**Options:**

This report is for noting only.

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

This report has been compiled using information provided by Directors and Managers in relation to their area of budget responsibility. Once approved by Council the final document will be uploaded to Council's website as a record of Council's achievements for the period July to December 2023.

**Policy Implications:**

There are no direct policy implications arising from this report.

**Financial Implications:**

There are no direct financial implications arising from this report.

**Resourcing Implications:**

Resourcing implications are outlined within the report.

**Conclusion:**

This report draws together progress comments from the respective Council officers on the December 2023 progress of Council's Delivery Program 2022/23 to 2025/26 and Operational Plan 2023/24. It is presented to inform the Committee and community of Council's progress in implementing the actions in its Delivery Program and Operational Plan.

**Attachments**

1. Delivery Program 2022/23 - 2025/26 and Operational Plan 2023/24 Progress Report - July - December 2023 [↓](#) 
2. 2023 Customer Satisfaction (CSAT) Survey Overview [↓](#) 



# DELIVERY PROGRAM & OPERATIONAL PLAN PROGRESS REPORT

July - December 2023

### **Acknowledgement of Country**

Woollahra Council acknowledges the Gadigal and Birrabirragal people who are the Traditional Custodians of this land and we pay our respects to Elders past, present and emerging.



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Landscaping works and pathway extension at Bellevue Park



Feature poet Dai Moret at Poetica Petit event 14 September 2023

Cover image: Home Library Service members enjoyed a morning tea at Woollahra Library at Double Bay on 24 November 2023.

## Executive Summary



Welcome to the progress report for Council's Delivery Program 2022 - 2023 to 2025-2026 and Operational Plan 2023-2024, for the reporting period July - December 2023. As we are now

half way through our planned works for this financial year, I'd like to share a few highlights from this period below.

At the NSW Public Libraries Association Annual Conference held in November, Woollahra Libraries won the Innovation in Outreach Services Award for populations serving 30,000 – 100,000. This award provides recognition for the high-quality outreach programs and services provided by public libraries across New South Wales and we won this award for our WorldPride 2023 program. The goal of this program was to cement Woollahra Libraries as a place that welcomes, celebrates, recognises and supports our LGBTQIA+ community.

Our Libraries were also recognised with the Excellence in Innovation Award at the Knosys Libero User Group annual conference from a field of 112 organisations worldwide in September. The award was for implementing a service that has helped the library to improve the discoverability of and ease of access to our library collection, noting that we were one of the first libraries in Australia to do this work.

We acknowledge our shared responsibility to protect and grow our tree canopy so future generations can also enjoy the unique, leafy character of our area and the environmental and health benefits which trees bring. Our trees and landscaped areas – or urban forest – on public and private land clean our air, keep our streets cool and shade our schools, parks, playgrounds, homes and commercial areas in summer, and provide habitat for local wildlife. In November 2023, Council committed to a canopy cover target of 30% by 2050 through the adoption of our Urban Forest Strategy.

We have joined with Waverley and Randwick Councils in adopting a shared initiative, *Leading the Charge – Electric Vehicle Infrastructure Strategy*. For those with an EV, between July and December, we installed a new charger at Cooper Park Community Hall, Bellevue Hill; a 75kW fast charger at Dorhauer Lane, Woollahra; as well as seven streetpole EV chargers in Paddington, Woollahra and Vaucluse.

Among the capital projects recently completed and enhancing the amenity around the LGA are an extension to the pathway and other landscaping improvements at Bellevue Park, and a relocated and upgraded basketball and netball mini court installed at Harbourview Park, Woollahra.

In October we celebrated NSW Small Business Month 2023 with a Wellbeing Workshop and Business Networking Breakfast, with over 20 guests to talk about all things health and wellbeing.

It's been a busy time for our gallery with a total of 6,705 visitors between 1 July and 31 December 2023, including 200 people attending the September launch of the 2023 Woollahra Small Sculpture Prize which was won by Anita Johnson, for her work *Tenderness*. Celebrating its 30 year anniversary in 2023, Woollahra Council's Youth Photographic Award and Short Film Prize showcased the talent of young aspiring photographers and filmmakers with more than 180 photos and short film entries submitted by students from 13 different high schools for the annual competition in November.

On 9 November 2023, the Sydney Eastern City Planning Panel approved our Development Application (DA) for the Wilberforce Ave Rose Bay Car Park redevelopment project. This project has been many years in the making and includes the demolition of the existing car park at Wilberforce Ave Rose Bay, to be replaced by a mixed use building incorporating a new multi-storey car park, ground floor retail premises, a community centre, public toilets and landscaping works. This will be a transformative project for the heart of Rose Bay. Not only will we see an increased parking capacity, but the community centre is very likely to become a hub for all manner of community activities in the years to come and is a much needed addition for the Rose Bay community.

So, lots to celebrate at this half-way point, and a lot more to come before 30 June 2024.

**Craig Swift-McNair,**  
**General Manager**

### Understanding this report

We have used a traffic light system to indicate the



## Notices of Motion

A Notice of Motion (NOM) is a request for action adopted by Council during the financial year. Councillors can raise a NOM at formal Council meetings. NOMs are not resourced in the adopted Operational Plan and related Budget at the commencement of the financial year and therefore resources with which to undertake the actions from a NOM, will normally form part of the consideration by Council prior to adopting a NOM. Where resourcing is required to deliver a NOM action/s, this may lead to delayed delivery of already adopted Operational Plan actions. Council staff will keep Councillors informed of any potential delivery impacts to existing Operational Plan action as a result of a NOM or NOMs being adopted by Council.

In the following pages, NOMs are reported in three ways: New – being those NOMs received between July- December 2023; NOMs being actioned via the Council adopted 2023/24 Operational Plan and NOMs either Completed / In Progress / Not Yet Commenced.

In the period 1 July to 31 December 2023, new NOMs as listed below were received. This list reflects the status of the report as at 25 January 2024. Where a report has been tabled to the Finance, Community & Services Committee this is referred to as FC&S; where a report has been tabled to the Environmental Planning Committee this is referred to as EP; where a report has been tabled to the Strategic & Corporate Committee this is referred to as S&C.

NOM Date	NOM Subject & Brief Description	Status
<b>Parks, Trees &amp; Recreation</b>		
<a href="#">10-Jul-23</a> 	<b>AUSGRID Aerial Bundled Cabling (ABC)</b> Recommending that Council note its draft Urban Forest Strategy 2024-2050 and canopy cover target. Requesting the GM report on how much electricity will be converted to ABC, financial implications etc.	In Progress; Discussions with AusGrid have commenced with a future report detailing all items in Part B of the resolution to be presented in the Q4 of FY23/24.
<a href="#">27-Nov-23</a> 	<b>Marine Ladder at Yarranabbe Park Wharf</b> Prepare a report on the feasibility of attaching a marine grade ladder or stair to the public wharf at Yarranabbe Park, Darling Point.	Completed; Report presented to Council on 11 December 2023. Risk assessment for the installation has been undertaken. Once approved, procurement and installation will proceed in Q3 FY23/24.
<a href="#">27-Nov-23</a> 	<b>Dillon Street Reserve aka Gugara Park</b> Prepare a report on considering the need to provide toilet facilities in Gugara Park including costings and any funding requirements.	Not Yet Commenced; Initial investigation is underway with anticipated report in Q4 FY23/24.

NOM Date	NOM Subject & Brief Description	Status
<a href="#">11-Dec-23</a> 	<p><b>Landscaping and Public Seating on the Corner of Peaker Lane and Moncur Street</b></p> <p>Protect trees (other than Celtis trees) and remove hedging as required from the pocket park on the corner of Peaker Lane and Moncur Street, and install public seating in that pocket park.</p>	<p>In Progress; Park seating has been ordered and removal of hedge and celtis trees to be scheduled in February - March 2024.</p>
<b>Transport &amp; Engineering</b>		
<a href="#">10-Jul-23</a> 	<p><b>Pedestrian Safety near Corner Suttie Road, Attunga Street. Manning Road and Edward Street</b></p> <p>Requesting staff identify pedestrian safety opportunities in the areas of the nominated streets.</p>	<p>Not Yet Commenced; Council's Traffic Engineers will undertake an investigation in 2024 to identify the appropriate road safety measures for this intersection. Following investigation, a report will be presented to the Local Traffic Committee and Finance, Community and Services Committee for consideration before the end of FY2023/24.</p>
<a href="#">14-Aug-23</a> 	<p><b>Councils to Implement a Community Education Program on Road Rules for Bike Use</b></p> <p>Prepare a report detailing the likely costs and resourcing impacts of undertaking a joint community education program with Waverley and Randwick Councils around implementing a road rules for bikes program and undertake an assessment of the current NSW road rules for bike use.</p>	<p>In Progress; Discussions between neighbouring Councils have commenced. This task is delayed as staff are seeking to develop a common position with neighbouring Councils regarding a joint community education program which will include resourcing and cost implications. A report to Council will be presented in Q3-Q4 of FY2023/24.</p>
<a href="#">28-Aug-23</a> 	<p><b>Expansion of Park n Pay App to Unmetered Short Term Parking Areas</b></p> <p>Investigate and provide a report detailing the manner in which the Park n Pay app may be used to assist with turnover of car spaces in short term unmetered parking areas, for example areas with parking of 15 minutes or less that are often placed around childcare centres and schools, such report to consider where a trail for use of this app can be implemented as soon as possible.</p>	<p>Not Yet Commenced; A report outlining the feasibility of this initiative will be addressed before the end of FY2023/24 with the hope that the State Government will formally announce an end date to the scheme.</p>

NOM Date	NOM Subject & Brief Description	Status
<a href="#">15-Nov-23</a> 	<p><b>Parking Applications - Park n Pay or Similar</b>                      Prepare a report on the costings of continual use of Park n Pay or similar applications in the Municipality.</p>	<p>Not Yet Commenced; A report outlining the feasibility of this initiative will be addressed before the end of FY2023/24 with the hope that the State Government will formally announce an end date to the scheme.</p>
<b>Strategic Planning, Heritage Conservation &amp; Place</b>		
<a href="#">14-Aug-23</a> 	<p><b>Paddington Pub Project</b>                      Expedite the Paddington Pub Project giving consideration to exploring mechanisms available to ensure existing controls and protections that currently apply to pubs continue regardless of change of use. Write to the Minister for the Environment, Local Government and Heritage to raise community concerns over the loss of historic pubs and explore legislative changes and social value assessment to consider the significance of historic pubs to the community.</p>	<p>Completed; Resolution (as a consequence of a NOM) was rescinded by a decision of Council from <a href="#">11 September 2023</a>.</p>
<a href="#">28-Aug-23</a> 	<p><b>No Net Loss of Dwellings</b>                      Prepare a planning proposal to include objectives and controls in the Woollahra Local Environmental Plan 2014 to prevent the net reduction of dwellings on development sites; and; Amend the Woollahra Development Control Plan 2015 to require a Social Impact Statement (or similar documentation) to be provided where a reduction in dwelling numbers is proposed on a development site.</p>	<p>In Progress; After consulting with adjoining Councils and staff at the DPHI, Council staff will prepare a report with recommendations on potential controls to manage the loss of dwellings. This will be tabled at a meeting of Council in the first half of 2024.</p>

NOM Date	NOM Subject & Brief Description	Status
<a href="#">6-Nov-23</a> 	<p><b>Proposed Changes to the Housing SEPP and Planning System</b>            Submit this NOM to the Local Government Conference to welcome the State Government's renewed focus on affordable housing and that the GM prepare the necessary documentation and correspondence from this NOM along with correspondence for the Mayor to send to the NSW Premier, Minister of Planning and Alex Greenwich MP with concerns over the proposed reforms.</p>	<p>Completed; The NOM was lodged and supported at the Local Government Conference. Letters has been sent to the NSW Premier, Minister of Planning and Alex Greenwich MP.</p>
<b>Compliance</b>		
<a href="#">15-Nov-23</a> 	<p><b>Compliance With Housing SEPP in Respect of Independent Living Units for Seniors Housing</b>            Compile a register of all developments approved as independent living units for seniors or those living with a disability under the State Environmental Planning Policy (Housing) 2021 (Housing SEPP) in the municipality and monitor ongoing compliance with the Positive Covenant.</p>	<p>In Progress; will be completed by 30 June 2024.</p>
<a href="#">11-Dec-23</a> 	<p><b>Air Conditioning In Heritage Conservation Areas</b>            Prepare a report on Council's enforcement regime for unauthorised air conditioning installations in heritage areas, advancements in air conditioning technology and options for updating heritage controls.</p>	<p>In Progress; will be completed by 30 June 2024.</p>
<b>Community Services, Culture &amp; Arts</b>		
<a href="#">15-Nov-23</a> 	<p><b>Funding Portrait Painting of Brenda (Dutchie) Backhouse</b>            Commission a portrait painting of Brenda (Dutchie) Backhouse, being the first woman to become Mayor of Woollahra Council (1978-1979) with the portrait to be funded by Council's Public Art Reserve.</p>	<p>In Progress; Due to be unveiled at Council's International Women's Day event in March 2024.</p>

NOM Date	NOM Subject & Brief Description	Status
<a href="#">27-Nov-23</a> 	<b>The Voice Referendum</b> Requests the GM engage with the La Perouse Local Aboriginal Land Council, the Gujaga Foundation and the Gamay Rangers and any other relevant organisations: i. about ways Council could support the mental health of those affected by the Referendum campaign and result; and ii. on how best Council can listen to and be guided by Aboriginal and Torres Strait Islander people on matters relating to them. Requests that the Mayor write to the NSW Premier requesting that when he consults with First Nations communities on a Treaty process for NSW that he will ensure it involves local government.	Completed; i. A meeting was held with the La Perouse LALC and Gujaga Foundation on 11 December 2023 to discuss their involvement and guidance in the development of Woollahra's Innovate RAP. As part of this discussion, Council offered support to both organisations post the Yes referendum result and identify partnership opportunities for 2024. ii. A social media campaign commenced the week beginning 11 December 2023. A letter has been sent to the NSW Premier on 29 January 2024.

#### Notices of Motion actioned via the Operational Plan 2023/24

Resourcing has been allocated to address actions arising from the following open Notices of Motion in the current Operational Plan 2023/24. Progress comments will appear in this report under the relevant priorities.

NOM Date	NOM Subject	Priority	Page
<b>Parks, Trees &amp; Recreation</b>			
<a href="#">13-Feb-23</a> 	<b>A Swimmable Harbour</b> In Progress; refer to the action for details.	5.1.1	34
<b>Strategic &amp; Heritage Planning &amp; Place</b>			
<a href="#">14-Feb-22</a> 	<b>Substations &amp; Electrical Infrastructure</b> Completed; refer to the action for details.	4.1.1	50
<a href="#">14-Feb-22</a> 	<b>Strengthening Protections for Character Buildings</b> Completed; refer to the action for details.	4.2.1	51

**Previous Notices of Motion Completed, In Progress or Not Yet Commenced during this reporting period**

The below Notices of Motion were received prior to 1 July 2023. Resourcing has been allocated to prepare responses to the Notices of Motion during the reporting period. This list reflects the status of the report as at 25 January 2024. Where a report has been tabled to the Finance, Community & Services Committee this is referred to as FC&S; where a report has been tabled to the Environmental Planning Committee this is referred to as EP; where a report has been tabled to the Strategic & Corporate Committee this is referred to as S&C.

Note: Notices of Motion reported as completed in previous progress reports do not appear in this list.

NOM Date	NOM Subject & Brief Description	Status
<b>Environment &amp; Climate Change</b>		
<a href="#">27-Feb-23</a> 	<b>Solar Canopies For Car Parking Lots And Rooftop Car Parks</b> Prepare a report, subject to funding being considered and approved as part of the Council budget process, to investigate the feasibility of installing or providing a strategy to install raised solar canopies in parking lots owned or managed by Council.	In Progress; A review of Council carparks has been undertaken, there is limited opportunity to install solar canopies. Further investigation will be undertaken to determine whether this is possible at Kiaora Place.
<b>Waste &amp; Cleansing</b>		
<a href="#">28-Nov-22</a> 	<b>Soft Plastics</b> Writes to Woolworths, Coles and the Federal and State Environment Ministers expressing disappointment that the REDcycle Service has been suspended and urge that all stakeholders.	Completed; Letters from the Mayor covering parts 1.i. ii. & iii of the NOM were sent to the relevant parties on 19 December 2022. Resolved at Council Meeting on the <a href="#">13 March 2023</a> to table the NOM at the Australian Local Government Association Assembly in 2023. Reported to Council <a href="#">11 September 2023</a> .
<b>Parks, Trees &amp; Recreation</b>		
<a href="#">06-Apr-20</a> 	<b>Street Play Initiative</b> Report on feasibility of undertaking a 'Street Play Initiative' trial in Woollahra similar to the Waverley Council Street Play initiative.	In Progress; An action has been included in the new Play Space Strategy adopted by Council 24 July 2023. A report outlining the feasibility of this initiative is planned for Q3 FY23/24.

NOM Date	NOM Subject & Brief Description	Status
<p><a href="#">22-Jun-20</a></p> 	<p><b>Street Tree Management Plan for Figs in Municipality</b> Prepare a report setting out a detailed plan of management for the proper preservation, care and management of Council owned/public Fig trees.</p>	<p>Completed; A report was presented to the EP Committee on <a href="#">4 September 2023</a> endorsing public exhibition of the draft fig tree management plan. Following public exhibition, the plan was endorsed by Council <a href="#">11 December 2023</a>.</p>
<p><a href="#">28-Nov-22</a></p> 	<p><b>Urban Forest Strategy</b> Undertake a broad strategic review of Council's overall Open Space and Trees section of Council as part of the service review program for 2022-2023 (incorporating any work already undertaken with regard to maintenance operations of the Open Space &amp; Trees section) and that this review include a focus on consideration of how Council will best implement the objectives of its urban forest strategy. Provide a briefing to Councillors on the draft urban forest strategy in February/March 2023 with a view of tabling the Urban Forest Strategy to the Environmental Planning Committee. Give urgent consideration to remedying the high proportion of vacant street tree pits or dead trees in the Cooper Ward, and along Old South Head Road and New South Head Road.</p>	<p>Completed; A strategic review of Council's Open Space and Trees section was tabled to the Strategic &amp; Corporate Committee 15 November 2023 and noted by Council <a href="#">15 November 2023</a>. A Councillor Briefing on the Urban Forest Strategy was held on 20 March 2023. The Urban Forest Strategy was placed on public exhibition from 19/07/23 - 31/08/23 and adopted by Council on <a href="#">27 November 2023</a>.</p>
<p><a href="#">13-Mar-23</a></p> 	<p><b>Review Woollahra Street Tree Masterplan 2014</b> Review the Woollahra Street Tree Masterplan 2014 to consider opportunities and locations for the planting of Jacarandas both as avenue planting on street verges and on traffic islands and prepare a report to Council to identify locations where Jacaranda planting can take place and how the Woollahra Street Tree Masterplan 2014 can be amended to include this new street enhancement.</p>	<p>Completed; This NOM is included in the Urban Forest Strategy recommendation adopted <a href="#">27 November 2023</a>.</p>

NOM Date	NOM Subject & Brief Description	Status
<a href="#">11-Apr-23</a> 	<b>Synthetic Turf</b> Requests that staff give consideration to the findings and recommendations of the Department of Environment and Planning report of August 2021, and the Chief Scientist's progress report, when reviewing and reporting a final version of its Plans of Management for Woollahra's parks and its Recreation Strategy.	In Progress; The Chief Scientist has provided a summary report and is finalising findings. Once this report is made public staff will give consideration to the findings and recommendations.
<b>Transport &amp; Engineering</b>		
<a href="#">25-May-20</a> 	<b>Street Inlay Audit and Rectification</b> Undertake an audit of all 493 street inlays (set out in Annexure 1 of report to Urban Planning Committee on 23/02/2015).	In Progress; Audit and survey is complete. Internal staff discussions are ongoing in regard to the best method of remediating damaged/missing inlays. A report will be presented to Council in Q3-Q4 of FY2023/24.
<a href="#">27-Jul-20</a> 	<b>30km Speed Zone</b> Investigate and prepare a report regarding the potential to implement 30km/h zones or 40km/h zones in certain areas of the Woollahra Municipality.	Completed; A report on the Woollahra Active Transport Plan (ATP) post-public exhibition was presented to Council on <a href="#">15 November 2023</a> , where it was resolved to endorse the ATP, subject to any reference to 30km/h in the Walking Priority Projects be amended to 40km/h.
<a href="#">29-Sep-20</a> 	<b>Pedestrianisation and Traffic Calming Measures for Rose Bay</b> Prepare a report on opportunities to promote the better pedestrianisation of the Rose Bay area; traffic movement and traffic density in the area and the possibility of introducing lower speed limits in residential roads and laneways.	In Progress; Study is well underway and it is anticipated that a report on the draft study will be presented to the Local Traffic Committee and Finance, Community and Services Committee for consideration in Q4 FY2023/24.
<a href="#">5-Jul-21</a> 	<b>Truck Staging Area for Developments</b> Call for State Government to plan and designate Truck Staging Area for Developments in Eastern Sydney – Adopt as part of the development consent process for all development a designated truck staging area away from residential streets.	In Progress; This task is delayed as staff are seeking to develop a common position with neighbouring Councils regarding a suitable truck staging location for developments in the Eastern Suburbs. It is anticipated that a letter will be sent to the Planning Minister in Q3 of FY2023/24.

NOM Date	NOM Subject & Brief Description	Status
<p><a href="#">28-Mar-22</a></p> 	<p><b>Timed Parking in Watsons Bay</b> Investigate the introduction of timed parking for all or some streets in Watsons Bay to the north of Military Road.</p>	<p>Completed; Study has been undertaken and was reported to Woollahra Local Traffic Committee in August 2023. Council then endorsed a trial permit parking scheme on <a href="#">15 November 2023</a> and was implemented for the summer months.</p>
<p><a href="#">29-Sep-20</a> &amp; <a href="#">14-Jun-22</a></p> 	<p><b>Hydrogeological and geotechnical study for the Rose Bay/Lower Bellevue Hill Catchment Area</b> Undertake a hydrogeological and geotechnical study for the entire Rose Bay basin area from the Bellevue Hill ridgeline, similar to the study recently undertaken for the Double Bay region.</p> <p>&amp;</p> <p><b>Geotech expert study of Bellevue Hill below the ridgeline at Drumalbyn Road to begin immediately on 1 July 2022</b> Prepare a scope of works for hydrogeological and geotechnical study for the entire Rose Bay basin area from the Bellevue Hill ridgeline.</p>	<p>In Progress; GHD consultants have completed the study. A draft report is currently being reviewed with anticipation to present the report to Council in Q3-Q4 of FY2023/24.</p>
<p><a href="#">25-Jul-22</a></p> 	<p><b>Angled Rear To Kerb Car Parking In Double Bay</b> Investigate the feasibility (including costs) of implementing angled rear to kerb car parking in Double Bay, for the purpose of addressing the loss of parking and revenue in Knox Street due to the proposed pedestrianisation including consideration of any impact on building a safe cycle network.</p>	<p>Not Yet Commenced; Noting that Knox Street project is deferred and instead pedestrian upgrade works in Bay Street are in progress and on-street parking is temporarily impacted due to construction activity, the investigation into angle parking will be undertaken in Q4 of FY2023/24.</p>
<p><a href="#">31-Oct-22</a></p> 	<p><b>Kiosk Substations</b> Make inquiries of Ausgrid as to whether any areas in the Woollahra municipality have reached electrical grid capacity and as to why there are so many installations of kiosk substations in the municipality.</p>	<p>In Progress; Manager Engineering Services is having ongoing discussions with Ausgrid on the issue. Council staff plan to advocate through SSROC and State Government, to minimise the impact of electrical infrastructure on the public domain.</p>

NOM Date	NOM Subject & Brief Description	Status
<a href="#">12-Dec-22</a> 	<p><b>No Right Hand Turn Into Knox Street From New South Head Road</b> Liaise with Transport NSW as soon as reasonably practical to review the Knox Street intersection to improve vehicular safety by prohibiting right hand turns into Knox Street from New South Head Road, Double Bay.</p>	<p>In Progress; A Traffic Management Plan together with a design plan to restrict right turn movements from New South Head Road into Knox Street was approved by Transport for NSW in October 2022 as part of the proposed Knox Street Pedestrian Project. Noting that the Knox Street project is not proceeding at this time, Council's Engineers have commenced discussions with Transport for NSW (TfNSW) to seek their views on the proposal to proceed to restrict right turn movements from New South Head Road into Knox Street. Should TfNSW support in principle the proposed right turn restriction, Council's Engineers will then prepare a Traffic Management Plan and present a report to TfNSW for consideration and approval, before reporting to the Woollahra Local Traffic Committee meeting and Finance, Community Services committee meeting for endorsement.</p>
<a href="#">27-Feb-23</a> 	<p><b>Quarry Street, Paddington</b> Requests that a 10km/hr zone be marked at Quarry Street, Paddington.</p>	<p>Completed: Installation of new signage to enhance pedestrian and cyclist safety within Quarry Street, Paddington, is completed. New 10km/hr signs, 'slow point' signs, advisory cycling route signs and associated chevron arrow signs have been included as part of these works.</p>
<a href="#">26-Jun-23</a> 	<p><b>Road Safety New South Head Road</b> Requesting Council approach Transport for NSW to make New South Head Road consistent 50km/h speed limit.</p>	<p>Completed; Council's Traffic Engineers made formal representation to TfNSW via the Woollahra Local Traffic Committee on 1 August 2023, requesting that TfNSW reduce the speed limit on New South Head Road from 60km/hr to 50km/hr in Double Bay. TfNSW have advised that this matter is under investigation and a further update will be provided when completed. The minutes of this meeting was tabled at Council's Finance, Community and Services Committee on <a href="#">4 September 2023</a>.</p>

NOM Date	NOM Subject & Brief Description	Status
<b>Development Assessment</b>		
<a href="#">26-Jul-21</a> 	<b>Enforceable DA Conditions relating to footpaths</b> Prepare a report to investigate the feasibility of additional enforceable conditions of any Development Application (DA) which requires all footpaths to be maintained in a manner that provides a safe path.	Completed; Reported to Council on <a href="#">11 September 2023</a> .
<a href="#">6-Oct-21</a> 	<b>Protected wash areas</b> Prepare a report on the review our standard conditions of consent to determine how they can be strengthened with regards to managing run off from slurry and the requirements around Protected wash off areas and education can be done to educate builders and renovators on the importance of essential erosion and sediment controls to prevent run off from their building sites entering our waterways.	Completed; Reported to Council on <a href="#">11 September 2023</a> .
<b>Compliance</b>		
<a href="#">14-Feb-22</a> 	<b>Determination of Building Information Certificates by Council</b> Prepare a report that details proposed methods and processes (including any procedure for notification of a Building Information Certificates (BIC) to Councillors) for the calling of a BIC by a Councillor to Council, with a view to amending the Code of Meeting Practice to reflect this.	Completed; Reported to Council on <a href="#">11 September 2023</a> .
<a href="#">25-Jul-22</a> 	<b>Impacts Of Site Contamination</b> Prepare a report in relation to the impacts of site contamination to strengthen Council's planning controls regarding site contamination and disposal of contaminated site water during construction.	In Progress; will be completed by 30 June 2024.

NOM Date	NOM Subject & Brief Description	Status
<a href="#">26-Jun-23</a> 	<b>The Royal Hotel Paddington - Building Information Certificate</b> Requesting the GM prepare a report on the BIC to be presented to Council - The Royal Hotel Paddington - Building Information Certificate BIC 46/2022.	Completed; Resolved at Council meeting of <a href="#">9 October 2023</a> to approve the Building Information Certificate.
<b>Governance</b>		
<a href="#">26-Oct-20</a> 	<b>Councillor Indemnification</b> Prepare a report for consideration by Council on the merits of reviewing Council's current Payment of Expenses and Provision of Facilities Policy so that Councillors acting in good faith in their role as a Councillor are indemnified for reasonable expenses incurred by them in defending legal proceedings and/or obtaining medical services and/or relation to any property damage.	In Progress; A report on the Payment of Expenses & Provision of Facilities Policy is to be prepared and will include reference to Councillor Indemnification. The report is scheduled to be presented to Council's Finance, Community & Services Committee in March 2024.
<a href="#">26-Apr-21</a> 	<b>Legal Services Panel Review</b> Present a recommendation on a way forward to reconstitute the former Legal Services Review Panel.	In Progress; Legal advice has been received and an update provided to Clrs Robertson, Shapiro and Wynne. Further discussions to be held in the third quarter of 2023/24.
<b>Customer Experience &amp; Engagement</b>		
<a href="#">27-Mar-23</a> 	<b>DA Advertising In Wentworth Courier</b> Ensure that Council no longer advertises Development Applications (DAs) in the Wentworth Courier and that the Woollahra Community Participation Plan be amended to reflect this change.	Completed; Council ceased advertising DAs in the Wentworth Courier in August 2023. Our Mayoral Column page now contains a blurb which directs people to the website for DAs, including a QR code back to the page <a href="http://www.woollahra.nsw.gov.au/da-notifications">www.woollahra.nsw.gov.au/da-notifications</a>

# Environmental

July- December 2023 highlights



Harbourview Park mini multi use court



## Multi use court

Relocated and upgraded basketball and netball mini court installed at Harbourview Park, Woollahra.



Vaucluse Bowling Club is getting a sustainability upgrade



## Sustainability

Vaucluse Bowling Club renovations include sustainability features of rooftop solar, rainwater tanks and will be a fully electric building.



Fast EV Charger at Queen Street Carpark at Dorhauer Lane, Woollahra



## EV chargers

Installation of Dorhauer Lane 75kW fast charger and 7 new streetpole chargers. For location information visit: <https://www.woollahra.nsw.gov.au/Environment/sustainable-transport/electric-vehicle-charging-stations>

# Economic

July- December 2023 highlights



Arists' impression of the Double Bay Centre



## Double Bay Strategy

After considering the issues raised in over 200 submissions, at the meeting of 27 November 2023 Council resolved to adopt the Double Bay Strategy which sets a vision to guide the future development of the Double Bay Centre.



Keynote speaker Carli Phillips



## Small Business Month

Wellbeing Workshop & Networking Breakfast held 31 October 2023 for NSW Small Business Month 2023.



Historic image of the Sydney Chevra Kadisha

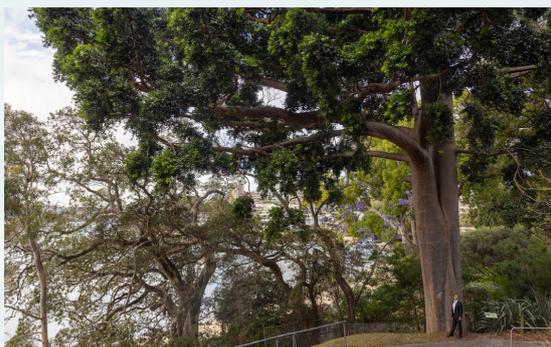


## Heritage

Following public exhibition, Council resolved to finalise the heritage listings for the Sydney Chevra Kadisha, Paddington Church of Christ, St Andrews Scots Presbyterian Church, and Vaucluse Uniting Church.

## Civic Leadership

July- December 2023 highlights

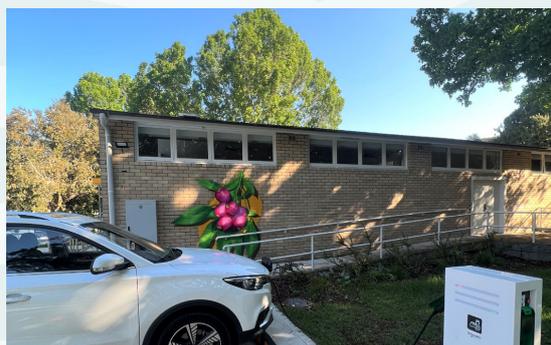


Kauri Pine at Redleaf, Double Bay



### Urban Forest

On 27 November 2023 Council adopted an *Urban Forest Strategy* with the target of planting 13,410 new trees across our local area over 25 years to create 30% tree canopy cover by 2050.



EV Charger at Cooper Park Community Hall, Bellevue Hill



### Partnerships

*Leading the Charge – Electric Vehicle Infrastructure Strategy* adopted by Woollahra, Waverley and Randwick Councils.



Staff uniform recycling collection



### Recycling

Staff uniform recycling program has collected 197kg of uniforms from Waverley and Woollahra staff at our shared Depot for recycling.

## Social

July- December 2023 highlights



Digital Literary Award ceremony held at Woollahra Library at Double Bay on 23 November 2023. Photo credit: Edoardo Capriotti



Heart In Art exhibition at Woollahra Gallery at Redleaf ran from 28 June to 23 July 2023



Home Library Service members enjoyed a morning tea with a performance by Woollahra Preschool students on 24 November 2023



### Recommended reading

Congratulations to the 2023 winners of our Digital Literary Award across fiction, non-fiction, poetry and digital innovation. Read the winning works here: <https://www.woollahra.nsw.gov.au/Library/Digital-literary-award>



### Collaboration

The Heart in Art exhibition collaboration between Woollahra Council and First Hand Solutions Aboriginal Corporation featured 40 works by artists representing the Ampilatwatja, Pirlangimpi, Wingellina, Kaltukatjara, Yuendumu, Yawuru Country, Gunbalanya and Angurugu communities.



### Connection

Some of our 81 Home Library Service members enjoyed a morning tea with a performance by Woollahra Preschool students at Woollahra Library at Double Bay. Council provides a monthly 'Bus to Books' service for more mobile Home Library Service customers.



## Environment & Climate Change

### Strategy 5.4: Reduce impacts of local flooding and improve floodplain risk management.

Ref	Priority	Progress Comments
5.4.1	Ensure appropriate Floodplain Risk Management Plans are in place for the various catchments in Woollahra.	Floodplain Risk Management Plans are progressively being developed for various catchments within the Woollahra Municipality. Once these Floodplain Risk Management Plans are completed they are referred to the Woollahra Flood Risk Management Committee and Council's Environmental Planning Committee for adoption. Floodplain risk management studies and plans have been completed for Rushcutters Bay, Double Bay, Rose Bay and Watsons Bay and Paddington. Funding applications have been made to the Department of Planning and Environment to develop flood studies and plans for Vaucluse, and Darling Point. These applications were not successful. The Flood studies and plans for Vaucluse and Darling Point are still the priorities. Staff will also commission these high priority studies through other resources and funding opportunities.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Complete Plans for Vaucluse and Darling Point catchments and refer to the Floodplain Risk Management Committee for Council adoption, subject to funding from the Dept. Planning & Environment.	Project is subject to successful grant funding being available from the Dept. Planning & Environment. Funding applications to be submitted once grant period is confirmed.	In Progress 	Preliminary investigation / Scope of works	Flood studies and plans for Vaucluse and Darling Point remain priorities. Funding applications will be submitted to Department of Planning and Environment to develop flood studies and plans for Vaucluse and Darling Point, subject to grant funding availability. Staff will also commission these high priority studies through other resources and funding opportunities.

Ref	Priority	Comments
5.4.2	Develop and implement a five year Capital Renewal Program for stormwater drainage infrastructure and management of stormwater pollutants.	Stormwater Drainage Infrastructure Program has been developed and is based on various Council Flood Studies and Flood Risk Management Studies and Plans. In June 2023 Council was advised by the Independent Pricing & Regulatory Tribunal (IPART) that our application for a Special Rate Variation was successful. This will provide \$13.9m in funding over 10 years to complete priority projects to expand the capacity of our stormwater network, as well as funding an increased level of drainage and pipe repair works across the LGA to ensure the network is functioning at optimum efficiency. As part of this financial year program and the inclusion of the SRV, design plans will be prepared for Cecil Street, Paddington, and Edgecliff Road, Woollahra

**Strategy 7.1: Protect and maintain trees, streetscapes, natural landscapes and biodiversity including the protection and restoration of bushland areas.**

Ref	Priority	Progress Comments
7.1.3	Educate and partner with the community on the protection of natural areas and waterways, including Bushcare.	Council has worked closely with community volunteers to protect a number of juvenile Powerful Owls over the spring period.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Support and promote Council's HarbourCare Program and other community engagement activities.	Volunteer groups supported on request, annual Clean Up Australia Day community activity held March 2024.	In Progress 	On schedule	Council supported 17 HarbourCare Clean-up events by community and corporate groups from July to December. In addition, Council supported local schools including The Scots College and Cranbrook School to undertake regular beach cleans over the six month period.
Support and promote Council's Bushcare Programs and other engagement activities, including support and coordination of Bushcare groups.	Ongoing, 30 June 2024.	In Progress 	On schedule	Council continued to coordinate the Bushcare program across 10 sites, including plant propagation at Council's Paddington nursery. Council held a community tree planting event at Christison Park for National Tree Day, which was attended by over 300 people who planted over 2,200 plants.

Ref	Priority	Progress Comments
71.4	Implement actions from the Biodiversity Conservation Strategy.	Consultants completed a review of Council's Biodiversity Conservation Strategy. Staff will now finalise the update of the Strategy and prepare a report to Council in the next quarter. A 'Habitat Gardening Guide' was developed to accompany the Backyard Habitat workshop series, and is available on Council's website.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Undertake biennial biodiversity and environmental monitoring program, with data collected and reported on Council's website.	30 June 2024.	Delays 	Deferred until FY24/25	A request for quote was distributed however no suitable quotes were received. As no ecological consultants were available to undertake the work at the required time of year, the monitoring will need to be postponed until the spring / summer period of 24/25.

**Strategy 72: Support cleaner, healthier waterways including improved water quality and healthy water catchments, creeks and harbour.**

Ref	Priority	Progress Comments
72.1	Implement a five year Capital Renewal Program for stormwater drainage infrastructure and management of stormwater pollutants.	Capital Renewal Program projects are incorporated into Council's future Capital Works program for renewal and/ or upgrade. As part of the Special Rate Variation funding, gross pollutant traps (GPTs) and water sensitive urban designs (WSUDs) will be incorporated where possible to mitigate and manage stormwater pollutants. This financial year we will be installing GPTs in Bay Street, Double Bay, and Edgecliff Road, Woollahra.
72.2	Implement a program of capital works for water quality improvement, including installation of stormwater quality improvement devices such as raingardens and Gross Pollutant Traps (GPT).	Capital Works projects are underway, including a gross pollutant trap to be installed in January 2024, and soil testing investigations for the Christison Park stormwater harvesting tank.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Implement the \$620,000 Environmental Capital Works Program with a target of 90% of projects to be completed or under construction by end of FY23/24.	30 June 2024.	In Progress 	On schedule	Eight capital works projects are programmed and are in various stages of investigation and design, as per the capital works report presented to Council in November. A lighting upgrade has been completed at Redleaf Council Chambers to improve energy efficiency. An electric vehicle charger has been installed at Redleaf Council chambers to enable charging of Council fleet vehicles.

Ref	Priority	Progress Comments
72.3	Collaborate with partners to develop and implement programs to improve water quality.	Collaboration with Beachwatch, Sydney Water, Transport for NSW, the Member for Vacluse and members of the local community continues through the Rose Bay Beach Working Party. Staff briefed the Member for Vacluse and community representatives were appointed following an expressions of interest process. Other collaboration on catchment-wide water quality issues has taken place with the Sydney Coastal Councils Group. This has included the development of the Greater Sydney Harbour Litter Prevention Roadmap and completion of an 'Own it and Act' checklist to enable application for an EPA litter prevention grant.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Support the development of the Greater Sydney Harbour Coastal Management Program and other collaborative projects such as the Rose Bay Beach Working Party.	Attend quarterly Greater Sydney Harbour CMP working group meetings.	In Progress 	On schedule	Staff continue to support the development of a Coastal Management Plan (CMP) for Sydney Harbour. Due to lack of NSW Government funding for project management of the Greater Sydney Harbour CMP, the Sydney Coastal Councils Group is working with member Councils to reduce the scope of the CMP to the outer harbour only. A grant application is in preparation to continue the development of the CMP on this smaller scale.

Ref	Priority	Progress Comments
72.5	Take appropriate and timely action in response to pollution incidents.	Staff assist with pollution incident response as required. Compliance staff participated in Sydney Coastal Councils Group 'Get the Site Right' erosion and sediment control inspection and education day in October. Nine construction sites were inspected across the LGA and no compliance issues were observed.

**Strategy 8.1: Reduce greenhouse gas emissions.**

Ref	Priority	Progress Comments
8.1.1	Provide programs and projects to reduce local greenhouse gas emissions.	Annual auditing of Council's carbon footprint for the FY2022/23 financial year has commenced, and application for our continued Climate Active certification of carbon neutral accreditation will be submitted in January. Programs to reduce community emissions continue to be implemented through the 3 Council Regional Environment Program, including supporting solar installations at the 18 Footers Club and CYCA through the Solar My Suburb program. A flyer was included in the last rates notice mail-out educating the community about the top 5 actions they can take to reduce emissions. A number of social media posts have been made with the same theme.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Expand the Electric Vehicle charging network with two additional public vehicle charging stations per annum.	30 April 2024.	Completed / Achieved 	On schedule	In the last six months public electric vehicle chargers have been installed at Dorhauer Lane, Woollahra, and Cooper Park Community Hall, Bellevue Hill. In addition, the installation of seven streetpole EV chargers in Paddington, Woollahra and Vaucluse has commenced.
Develop and implement initiatives aimed at achieving community carbon reduction, including providing information to assist transition to all electric homes.	Workshops held quarterly.	In Progress 	On schedule	Community workshops were held about energy efficient hot water systems and Council supported the Jewish Sustainability Initiative (JewSI) to run a 'Go Solar' community workshop. A flyer was sent to all rate-payers with information about reducing carbon emissions, including transitioning to all electric homes. A new web page was created to provide information to the community. Consultations were held to provide advice to apartment owners and strata bodies about EV charging and installing solar.
Participate in and implement projects arising from the Three Council Regional Environment Program including Solar My Suburb and Energy Smart Cafes.	Ongoing, 30 June 2024.	In Progress 	On schedule	The 3 Council Regional Environment Program has continued to roll-out the Solar My Suburb and Solar My School programs. Feasibility reports were prepared for The Scots College (176-267kW), Cranbrook School Junior and Senrio campuses (168-387kW). With the majority of schools in the East now complete, this program will wrap up in 2024. With support from the Solar My Suburb Program, the 18 Footers Sailing Club has installed a 75kW solar system and the CYCA has installed an additional 20kW. A number of community building partnership grants have been applied for to assist other community organisations to install solar. A regional electric vehicle charging strategy was adopted by all three Councils in November 2023.
Participate in the Resilient Sydney program.	Participate in activities as scheduled.	In Progress 	On schedule	Staff attended Resilient Sydney workshops, including the Resilient Sydney 2025-30 Agenda Setting Workshop to commence development of the second Resilient Sydney Strategy.

**Strategy 8.2: Provide support to the community to reduce their environmental impact.**

Ref	Priority	Progress Comments
8.2.1	Coordinate educational events and Council's Environmental Grants Program.	Council's Environmental Grants Program opened for applications in July. Nine grants were awarded, supporting a range of community and school environmental projects including creation of habitat gardens for pollinators, frogs and small birds, installation of solar panels, and improvements to community gardens.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Deliver Council's environmental grants program.	31 May 2024.	In Progress 	On schedule	Council's Environmental Grants Program opened for applications in July. Nine grants were awarded, supporting a range of community and school environmental projects including creation of habitat gardens for pollinators, frogs and small birds, installation of solar panels, and improvements to community gardens.

Ref	Priority	Progress Comments
8.2.2	Implement the Environmental Education Program for each year.	Over the last six months a range of education sessions have been held for the local community, schools, and Council staff, as detailed below.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Plan and implement a program of environmental education initiatives to address a range of issues relating to the natural environment and sustainability.	12 initiatives delivered by 30 June 2024.	In Progress 	On schedule	Community education: National Tree Day, whale watching tours, a series of three 'Backyard Habitat' workshops, energy efficient hot water workshop, Double bay Tree Trail walking tour, composting workshops, frog identification walk, bird identification walk, and a bike education day. Monthly Environment E-Newsletters were distributed to the database of subscribers and environmental content included in the hardcopy Woollahra newsletter. Schools education: Nature Connection training for staff at Vaucluse Public School, supporting Glenmore Road Public School with the EcoSchools framework, water quality workshop for The Scots College, provision of native habitat plants for local school gardens. Staff education: information session about Phytopthera, Double Bay tree trail walk, and internal workshops to improve whole of Council sustainability.

**Strategy 8.3: Prepare for and adapt to the impacts of climate change.**

Ref	Priority	Progress Comments
8.3.1	Develop and implement projects to enable climate change adaptation.	Climate change mitigation and adaptation has been included as a Priority Action Area in Council's draft Environmental Sustainability Action Plan. The most appropriate method of integrating climate risks into Council's operational risk register is under consideration.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Implement actions adopted by Council to address the climate emergency. Maintain Council's carbon neutral certification under the Climate Active Program.	Revised waste diversion targets, Carbon neutral auditing complete and submitted by 30 November 2023.	In Progress 	Preparations	Auditing of Council's carbon footprint for 2022-23 has been completed, and carbon offsets have been retired to ensure that carbon neutral status is maintained. The documentation will be submitted to Climate Active for certification in January 2024.
Finalise adoption of Council's Climate Change Risk Assessment and Adaptation Plan and commence planning for priority actions.	30 June 2024.	In Progress 	Preparations	Consultants have completed the Climate Change Risk Assessment and Adaptation Plan. Priority actions are being investigated, including the integration of climate risks into Council's operational risk register.

**Strategy 8.5: Reduce potable water usage by Council and encourage reduced usage on private property.**

Ref	Priority	Progress Comments
8.5.2	Implement projects to reduce Council's water usage.	Council's water use is monitored and any anomalies investigated. Rainwater tanks were installed as part of the upgrade of Vaucluse Bowling Club.
8.5.3	Work with neighbouring Council's to implement programs aimed at reducing community water use.	The 3 Council Regional Environment Program is developing content for Council's website to promote the SydneyWater 'WaterFix' Program, which offers water saving programs for residential, strata, commercial properties and schools.



## Waste & Cleansing

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

Ref	Priority	Progress Comments
5.2.1	Implement the infrastructure maintenance programs for all classes of public infrastructure.	During the reporting period, Council received 363 CRMs for footpath defects. Of these 307 were completed within this period. A further 238 were identified by Council inspectors, with 24 completed within this period. Many of these did not require works to be conducted, but were minor defects noted to monitor.

### Strategy 7.2: Support cleaner, healthier waterways including improved water quality and healthy water catchments, creeks and harbour.

Ref	Priority	Progress Comments
7.2.4	Provide street cleaning services to minimise litter and dirt entering the stormwater drainage system.	There were 9 CRMs received and actioned for the cleaning of Business Centres during the reporting period. Scheduled cleaning and maintenance takes place 365 days a year within all Business Centres.
7.2.5	Take appropriate and timely action in response to pollution incidents.	There were no pollution incidents during the reporting period.

### Strategy 8.4: Encourage and assist our community to be leaders in waste management and resource recycling.

Ref	Priority	Progress Comments
8.4.1	Encourage greater participation in waste reduction, recycling and other measures to minimise waste.	Our diversion rate for kerbside waste, recycling and FOGO over the 6 months was 53%. Council continues to provide waste management services, events and programs. This included promotion and hosting compost workshops, continuing to provide school workshops via Keep Australia Beautiful, jointly hosting Recycle it Saturday, ongoing participation in the Compost Revolution program, Council uniform recycling program, Letter box drop to all unit blocks regarding Kitchen to Compost Service, E-waste recycling and promotion of services and activities via What's on, Environment and Woollahra newsletters. A new truck art competition was completed with primary schools in Woollahra and planning begun for Clothing Drop off donation day in partnership with the Red Cross for second half of the year.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Investigate alternative avenues to minimise good quality items being thrown out in the clean-up, including Red Cross and other charities. Investigation to be reported to Council when complete.	30 November 2023.	Completed / Achieved 	On schedule	Council partnered with Red Cross to host a donation day mainly to receive good quality clothing and accessories that could be re-sold in Red Cross stores. Despite efforts for maximised promotion, the event was not as successful as we'd hoped with a much smaller attendance by residents than anticipated. Should this type of collection be attempted again, it might be done on a much smaller scale at localised community hubs. Bicycles and scooters have been added to our Recycle it Saturday collections. Bikes and scooters in good and bad condition accepted to be refurbished and donated to children and others in need by Revolve Recycling.
Investigate options for potential collection of polystyrene and un-useable textiles in connection with the e-waste collection service. Investigation to be reported to Council when complete.	30 November 2023.	Delays 	Awaiting Council decision	While the collection of polystyrene will prove difficult to collect and provide in a form that can be recycled (compacted via specialised machine), textile collection could be viable as we can work with St Vincents who will accept any type of textile. We are still looking into how this can be strategically implemented using current staff and allocation of resourcing/work plans etc.
Work with selected large Multi-Unit Dwelling (MUD) complexes to trial permanent bins for on-site e-waste collection. Investigation to be reported to Council when complete.	31 March 2024.	Delays 	Preparations	Staff have investigated the possibility using our e-waste truck and existing staff, the type of e-waste that could safely be handled both by residents and staff and method of storage and collection. This still needs input from management before approaching selected unit blocks to trial.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Educate community and promote Food Organics Garden Organic (FOGO) waste diversion with a focus on MUDs. Education programs to relevant stakeholders to be undertaken; Encourage the recycling of organics through the 3 Council Compost revolution; Increase on the organic waste diverted from landfill.	Education programs to be scheduled quarterly and website updated with information on programs. Annual report on organic waste diversion statistics by 30 June 2024.	Completed / Achieved 	On schedule	Council continues to work with SSROC and the 3 Council program to educates residents and schools. We received a FOGO update from SSROC detailing EPA's mandates which will extend to business in 2025 with Council being the Regulatory Authority. We published a news article in November to promote our waste diversion statistics and provide information on how we can improve on this. FOGO was featured with some more in depth information about the do's and don'ts and how to obtain a kitchen caddy to assist with collection. An audit of our waste services was also undertaken with results provided during this period. Our FOGO results have remained consistent and the audit has shown a significant increase in organics by 1.1kg per household per week. However, there is still a lot of food waste going into garbage bins at 30%. A couple of pop-up stalls were held at Double Bay market where we spoke to residents about FOGO and handed out kitchen caddies. There seemed to be knowledge in the community about the service, but some still completely unaware that Council provides this service. The compost revolution continues to provide heavily discounted compost bins and worm farms as well as workshops. The last workshop was held at Paddington community garden on the 3rd of December.
Encourage greater participation in waste reduction, recycling and other measures to minimise waste via a bi-monthly stall at Double Bay market to promote Council initiatives and provide greater presence in the community.	Bi-monthly stall and regular updates to Council's website.	Completed / Achieved 	On schedule	Three stalls were held over the course of this reporting period. We promoted Plastic Free July at our first stall and provided re-usable shopping bags and re-usable coffee cups. We also promoted FOGO and our recycling service at subsequent stalls which was well received by residents. It is definitely a great opportunity to provided face to face education. We will continue to do this bi-monthly with potential to move around to other busy commercial areas such as Kiaora Lane and Rose Bay shops.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Complete a review into truck signage to encourage waste reduction and recycling and other measures to minimise waste.	30 November 2023.	Completed / Achieved 	On schedule	The decision was made to go with childrens truck art which provides primary aged children with educational opportunity to create and learn about an environmental theme. This time we chose "Caring for our Environment" as the theme which had broad scope for environmental education. Four trucks were stickered with eight decals. The budget allowed for one further truck to be stickered and the decision was made to promote the "no plastic bags" message which is still one of the top contaminants in our recycling bins as well as promotion for the Woollahra App. Signage should be updated every 2 years depending on relevance and any new messages that might require promotion as decided by communications and the waste department.
Participate in regional waste avoidance/ reduction recycling projects and events, including National recycling week, Clean Up Australia Day, The Garage Sale Trail throughout the year (as scheduled).	Participate in Regional Events as scheduled throughout the year.	Completed / Achieved 	On schedule	This year for National Recycling week in November we focused on promoting our recycling diversion rates with an article called "How much are we recycling in Woollahra" We wanted to celebrate successes but also identify areas we can do better and reinforce recycling messages. We also ran a stall at Double Bay market and promoted all of our services. The Garage Sale Trail event took place over two weekends in November. Total garage sales were 46 with projected 23,460kg to be re-used. Council continues to engage Clean-up Australia to run schools sustainable waste management workshops. This period we focused on preschool and daycare. The program visited 10 different organisations and conducted 27 classes to children ages 3 and up. Vaucluse Primary School also had comprehensive education for all grades and focused on Nude Food where they will be introducing nude food days to decrease lunchtime waste.

Ref	Priority	Progress Comments
8.4.2	Conduct cost effective and efficient waste collection and recycling to residents and businesses and conduct organics recycling services.	Councils waste services are conducted in accordance with set budgets and schedules. 5,065 tonnes of general was collected in the reporting period which is 102 tonnes less than the same period in the previous year. 2,556 tonnes of recycling was collected during the reporting period which is 138 tonnes less than the previous year. FOGO service is provided to all residents with 2,050 tonnes of organics collected which is 7 tonnes less than the previous year.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Carry out the household clean-up collection service. The collection of non-recyclable bulky household items from 11 defined zones covering the Woollahra LGA, totalling 3 collections per zone annually.	Three collections per zone annually.	Completed / Achieved 	On schedule	Clean-up is complete for the year and waste calendars were sent out via post to all residents. A letter from the Mayor promoting our Recycle it Saturday events was also included to help provide awareness and boost numbers at these events.
Promote recycling through the E-Waste service and problem waste drop off. Complete joint collections days with Waverley and City of Sydney Councils for problem waste as scheduled and promote E-waste service through Council website and other opportunities as they arise.	Participate in cross-council events as scheduled throughout the year and provide regular updates to Councils website.	Completed / Achieved 	On schedule	Both events were undertaken successfully during this reporting period. The August event saw 834 cars driving through making it the second most attended event with 17.71 tonnes collected.
Undertake a new recycling tender and award contract.	28 February 2024.	Completed / Achieved 	On schedule	Recycling contract has met all milestones to date. The final stage will be a report to the General Manager in early 2024. Notification to winning tenderer and completion of associated documentation and contract will be undertaken in February as planned.



## Parks, Trees & Recreation

### Strategy 5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life..

Project / Deliverable	Due By	Status	Stage	Progress Comments
Undertake investigation of swimming sites in the western harbour area of the LGA. [NOM 13/02/2023]	31 March 2024.	In Progress 	On schedule	Harbour water testing has been undertaken to determine suitable sites for swimming in the western area of the LGA, being Yarranabbe Park, McKell Park and Steyne Park. These results will be examined and dependent on the results progress with the feasibility report.
Investigate and implement actions from the Recreation Strategy. Incorporate projects pending budget allocation in the CapitalWorks budget for reporting quarterly. Prepare a forward plan of projects for future financial years.	Report on Capital Works items quarterly. Prepare the forward project plan by January 24 for inclusion in FY2024/25 budget.	In Progress 	On schedule	The objectives and actions of the Recreation Strategy are being implemented across various Capital improvement projects in our open space. Some examples of these are the half court basketball improvements at Spicer Reserve and Harbourview Park.
Subject to community consultation, construct multi use sports courts at Lough Playing Fields.	30 May 2024.	Delays 	Preliminary investigation / Scope of works	The construction method of the multi courts at Lough Playing fields has had to be re-designed due to geo technical issues which has increased the cost of the project. Further funding has been approved in the FY2023/24 CapitalWorks budget. Community consultation on the project will commence Q3 FY2023/24.
Investigate and implement actions from the Play Strategy. Incorporate projects pending budget allocation in the Capital Works budget for reporting quarterly. Prepare a forward plan of projects for future financial years.	Report on Capital Works items quarterly. Prepare the forward project plan by January 24 for inclusion in FY2024/25 budget.	In Progress 	On schedule	The objectives and actions of the Play Strategy are being implemented across various Capital improvement projects including the Lyne Park Playground upgrade, Spring Street Playground renewal and the Thornton Street Playground consultation.

**Strategy 5.3: Provide and maintain clean, attractive, accessible, connected and safe parks, sportsgrounds, foreshore areas and other public spaces and infrastructure such as roads, footpaths, bicycle facilities, stormwater drains and seawalls.**

Ref	Priority	Progress Comments
5.3.1	Ensure Plans of Management for public open spaces are updated periodically and reflect community needs and aspirations.	The 21 Crown Land Plans of Management are adopted. Works are progressing now on the Cooper Park Plan of Management and Masterplan. Initial community consultation on this project will run from Friday 17 November 2023 – Sunday 4 February 2024. Council staff will then review the feedback received and prepare a draft Plan of Management and Masterplan which will be presented to Council seeking recommendation to exhibit to the public.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Investigate and implement actions from the Crown Land Plans of Management. Incorporate projects pending allocation in the Capital Works budget for reporting quarterly. Prepare a forward plan of projects for future financial years.	30 June 2024.	In Progress 	On schedule	The objectives and actions of the Crown Land Plans of Management are being implemented across various Capital improvement projects and actions from the operational plan.
Development framework for Generic Plan of Management for Community Land and finalise prioritised schedule for development of site specific profiles. Prepare Plan of Management for Cooper Park.	30 June 2024.	In Progress 	Preparations	The development framework for the Generic Plan of Management is adopted. The Cooper Park Plan of Management and Masterplan is progressing. Initial community consultation on this project will run from Friday 17 November 2023 – Sunday 4 February 2024. Council staff will then review the feedback received and prepare a draft Plan of Management and Masterplan which will be presented to Council seeking recommendation to exhibit to the public.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Commence implementation of recommendations from review of dog regulations in parks and reserves.	Within 6 months of final adoption of the review.	Delays 	On Schedule	The review of dog regulations has been undertaken including community consultation. Through the exhibition process Council staff received advice of the requirement of a Review of Environmental Effects to be undertaken for any change of use to open space. Staff are currently investigating what options are available to progress the changes and what will be required (funding and resources).

Ref	Priority	Progress Comments
5.3.2	Implement a prioritised program of capital improvements to public open spaces and recreation facilities.	The adopted CapitalWorks program continues to be implemented. Completed projects this quarter include; Trumper Park accessible pathway (Quarry Street section), Spicer Lane half-court basketball court, Robertson Park landscaping, Figtree Reserve embankment works, landscaped garden beds at Vaulcuse Bowling Club and Bay Street upgrade.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Implement Open Space CapitalWorks Program for, with a target of 90% of projects to be completed or in construction by 30 June 2024.	30 June 2024.	In Progress 	On schedule	48 projects programmed; 58% (28/48) are Completed or In Progress (defined as construction having commenced). The most recent progress update is available in the October-December 2023 <a href="#">Capital Works report</a> .

**Strategy 7.1: Protect and maintain trees, streetscapes, natural landscapes and biodiversity including the protection and restoration of bushland areas.**

Ref	Priority	Progress Comments
7.1.1	Plan and implement strategies and initiatives to enhance natural landscapes and systems and maintenance of trees.	In this period we achieved the following; <ul style="list-style-type: none"> <li>• 108 street trees</li> <li>• 24 park trees</li> <li>• 636 trees in bushland</li> <li>• 2,660 shrubs planted in bushland</li> <li>• 5,200 groundcovers in bushland</li> <li>• 93% of bushland in under regeneration</li> <li>• 69% of bushland is fully regenerated.</li> </ul>

Project / Deliverable	Due By	Status	Stage	Progress Comments
Continue to advocate, through Mayoral and GM Forums, including SSROC, for amendments to Ausgrid tree clearance requirements, with a view to reducing canopy loss.	Ongoing 30 June 2024.	In Progress 	On schedule	Continue to advocate, through Mayoral and GM Forums, including SSROC, for amendments to Ausgrid tree clearance requirements, with a view to reducing canopy loss. With the adoption of the UFS, this issue will again be raised with Ausgrid in the Ausgrid working party scheduled for Q3 of FY2023/24.
Commence implementation of actions from the Urban Forest Strategy.	31 March 2024.	In Progress 	On schedule	The Urban Forest Strategy is now adopted. Recruitment of the Urban Forest Strategy team is a priority which is progressing. It is intended to commence the recruitment process in February 2024.
Prepare multi-year schedule of pruning for Hills Figs in streets and commence pruning program.	Ongoing 30 June 2024.	In Progress 	On schedule	The Fig Management Plan is adopted and has been included as an addendum to the Tree Management Policy. The new clearances have been incorporated into our existing tree maintenance schedule. In Q3 23/24 staff will look to engage a suitable Consultant to prepare the multi-year pruning schedule.

Ref	Priority	Progress Comments
7.1.2	Implement a prioritised program of capital improvements to natural areas.	Capital improvements throughout our natural areas are implemented with the guidance of our asset register and Biodiversity Strategy. Examples of these works include the maintenance of the Cooper Park pond to remove sediment and plant further vegetation for improved water quality and water management.

**Strategy 11.1: Build an efficient organisation that places customers and the community at the heart of service delivery.**

Project / Deliverable	Due By	Status	Stage	Progress Comments
Recruitment of new parks maintenance team.	Recruitment complete by 15 December 2023.	Delays 	On schedule	There has been an active recruitment drive undertaken for this new team. 4 out of the 5 positions have been filled. Some of the initial projects the team have undertaken are the Vacluse Bowling Club and Bay Street upgrade garden beds.

**Strategy 11.2: Secure Council’s financial position.**

Ref	Priority	Progress Comments
11.2.2	Achieve sustainable asset management through the integration of strategic asset planning with financial planning.	The reviewed Asset Management Plan for Open Spaces (playgrounds, fencing, multipurpose facilities) was adopted by Council on 28 November 2022 and continue to be updated.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Commence implementation of actions from Open Space & Trees service review.	30 September 2023.	In Progress 	On schedule	The Open Space & Service Review was adopted by Council in November 2023. Funding to facilitate various actions was included in the September Budget review. Further expansionary items are included in the draft FY2024/25 Operational Budget. One item from the review includes the implementation of the Urban Forest Strategy which has commenced.

## Land & Building Services

### Strategy 5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Undertake feasibility study for potential rebuild of Holdsworth Centre.	31 March 2024.	Delays 	In Draft	Initial meeting with Holdsworth Centre completed. Brief for quotations being prepared.

Ref	Priority	Progress Comments
5.1.2	Implement a prioritised program of capital improvements to community facilities.	Capital works delivery is detailed in the October-December 2023 <b>Capital Works report</b> where detailed progress updates of individual projects is provided.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Implement Property & Projects Capital Works Program, with a target of 90% of projects to be completed or in construction by 30 June 2024.	30 June 2024.	In Progress 	On schedule	46 projects programmed; 57% (27/46) are Completed or In Progress (defined as construction having commenced). The most recent progress update is available in the October-December 2023 <b>Capital Works report</b> .

### Strategy 9.1: Collaborating to achieve great placemaking outcomes in our local centres which are hubs for jobs, shopping, dining, entertainment, and community activities.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Cross Street Carpark Project- Attain Public Private Partnership (PPP) approval and finalise Project Development Agreement for the project.	28 February 2024.	Delays 	Preparations	Negotiations toward a non-binding Heads of Agreement are continuing with the preferred development partner, Pallas Group/Fortis Consortium. A report on the status of negotiations was tabled in Q2. A further report will be tabled in February 2024.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Redevelopment of Wilberforce Avenue Car Park Rose Bay - Subject to approval of DA, undertake tender for engagement of construction contractor.	28 February 2024.	In Progress 	On schedule	Development consent was granted in November 2023. Tenders for construction to be called in Q3/Q4 FY23/24. Loan facility for construction costs (as per SRV) currently being procured.

**Strategy 11.2: Secure Council's financial position.**

Ref	Priority	Progress Comments
11.2.3	Maximise return from Council's commercial premises.	Review of commercial properties underway to identify potential opportunities for further development and/or income generating opportunities.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Complete tenders for car park management services and Kiaora Place management and enter new contracts for each.	30 April 2024.	In Progress 	On schedule	Tender documents for car parks management being finalised and will be advertised in February 2024.

Ref	Priority	Progress Comments
11.2.4	Explore opportunities to leverage Council assets for commercial return.	As part of Council's review to maximise return from Council's commercial premises, opportunities to leverage Council assets for commercial return is being incorporated.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Complete the property holdings review commenced in 2022/23 and commence implementation of recommended actions.	29 February 2024.	In Progress 	On schedule	A review of Council's commercial premises is underway to then assess potential for further development and / or income generating opportunities.

## Transport & Engineering

### Strategy 4.1: Encourage and plan for sustainable, high quality planning and urban design outcomes and place and enhance quality of life.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Continue to work with Ausgrid, and advocate through SSROC and State Government, to minimise the impact of electrical infrastructure on the public domain.	Ongoing, 30 June 2024.	In Progress 	On schedule	Council staff continue to have ongoing discussions with Ausgrid on the issue. Council staff will also seek support from SSROC to minimise these impacts.

### Strategy 5.5: Renew and upgrade ageing infrastructure including roads, footpaths, stormwater drains and seawalls..

Ref	Priority	Progress Comments
5.5.1	Prepare and implement asset management plans for all classes of public infrastructure.	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).
5.5.2	Implement the Infrastructure Capital Works Programs for renewal for all classes of public infrastructure.	Capital works delivery is detailed in the October-December 2023 <b>Capital Works report</b> where detailed progress updates of infrastructure projects is provided.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Implement the Infrastructure Capital Works Program for renewal of all classes of public infrastructure with a target of 90% of projects to be completed or in construction by 30 June 2024.	30 June 2024.	In Progress 	On schedule	76 projects programmed; 76% (58/76) are Completed or In Progress (defined as construction having commenced). The most recent progress update is available in the October-December 2023 <b>Capital Works report</b> .

**Strategy 6.1: Facilitate an improved network of accessible and safe active transport options.**

Ref	Priority	Progress Comments
6.1.1	Provide for sustainable, safe, convenient and efficient local movement of pedestrians, other alternative active transport and vehicles and support improved and accessible public transport.	The Woollahra Active Transport Plan is a visionary long term document which will guide investment and design decisions for the next 10-15 years for both walking and cycling, and includes designs for 10 high quality cycling and pedestrian projects. The Woollahra Active Transport Plan was adopted by Council on 15 November 2023.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Complete construction of Open Space Legacy Project – Bay Street Pedestrian Plaza.	31 December 2023.	In Progress 	On schedule	Construction is well underway and all civil works are expected to be completed by the end of January 2024.

**Strategy 6.3: Reduce traffic congestion, noise and speeding.**

Ref	Priority	Progress Comments
6.3.1	Maintain public parking infrastructure, manage parking across the municipality and reduce vehicle speed and traffic congestion through the introduction of traffic management facilities.	Parking is reviewed by Council’s Traffic & Transport Section on an on-going basis. Parking reports are prepared for the consideration of the Woollahra Traffic Committee and Council’s Finance, Community and Services Committee. A review of the Resident Permit Parking area in Watsons Bay was undertaken in 2023 and was reported to Woollahra Local Traffic Committee in August 2023. Council then endorsed a trial permit parking scheme on 15 November 2023 and was implemented for the summer months.

**Strategy 11.2: Secure Council’s financial position.**

Ref	Priority	Progress Comments
11.2.2	Achieve sustainable asset management through the integration of strategic asset planning with financial planning.	A review of the Land Improvement (Retaining walls, Seawalls and Harbourside Structures), Transport, and Stormwater Asset Management Plans was undertaken to update the latest information, accordingly. This continuing process assists with the ability to effectively program the renewal of assets based on their condition ratings and then are incorporated into our future capital works program.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Asset revaluation for infrastructure and open space assets completed.	30 April 2024.	In Progress 	On schedule	A review of the Land Improvement (Retaining walls, Seawalls and Harbourside Structures), Transport, and Stormwater Asset Management Plans was undertaken to update the latest information, accordingly. This continuing process assists with the ability to effectively program the renewal of assets based on their condition ratings and then are incorporated into our future capital works program. An audit on all condition ratings to the assets is well underway with anticipation to be completed in April 2024.
Review Asset Management Plans structure and methodology in preparation for development of new Asset Management Plans in FY2024/25.	30 April 2024.	In Progress 	On schedule	A review of the Asset Management Plans will be undertaken once the audit on condition ratings for assets is completed.
Rollout bus shelter advertising in accordance with new contract.	29 February 2024.	In Progress 	On schedule	Roll-out for Bus Shelter advertising and new bus shelters have commenced late 2023. Civil works will begin late January 2024 and it is anticipated that all sites will be completed by April 2024.

## Development Assessment

### Strategy 4.1: Encourage and plan for sustainable, high quality planning and urban design outcomes and place and enhance quality of life.

Ref	Priority	Progress Comments
4.1.2	Deliver high quality and timely development assessment.	The principal performance indicator for the Development Assessment Department is that we continue to provide an effective and efficient development control service. The performance of Development Assessment is outlined below.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Deliver development assessment processing times of 95 days and 117 days (net and gross mean) <i>Note: Net Mean is the total processing time which excludes the number of days the applicant is given to provide further information (Stop the Clock letter). Gross Mean is the overall processing time with no deductions.</i>	Ongoing, 30 June 2024.	Delays 	Under review	Q1 processing times not achieved (169 net mean days and 177 gross mean days); Q2 processing times not achieved (162 net mean days and 167 gross mean days). The average for the full FY22/23 was 111 net mean days and 135 gross mean days. The overall net and mean processing times in the 1st and 2nd quarters of FY23-24, have not met the benchmark requirement. The recommendations put forward in the DA Review process undertaken by Morrison Low have been adopted and a number have now been implemented including the new delegations model and face-to-face DARC meetings. It is anticipated that the benefit of these new recommendations will assist in improving overall processing times.

### Workload and Productivity

The following table shows the number of DAs and s.4.55 applications lodged compared to the number of DAs determined during this reporting period. A Section 4.55 Modification Application is an application to modify an approved Development Application.

Quarter	# DAs Lodged	# DAs Determined	# s4.55 Lodged	# s4.55 Determined
3rd 2022/23	102	149	86	91
4th 2022/23	127	138	108	97
1st 2023/24	133	105	107	98
2nd 2023/24	121	147	102	110

The following table shows both DAs and modification applications lodged and determined during the 1st and 2nd quarters of 2023/2024.

Quarter	Total Applications Received	Total Applications Determined
3rd 2022/23	188	240
4th 2022/23	235	235
1st 2023/24	240	203
2nd 2023/24	223	257

#### Decision makers

The following table shows where decisions on DAs (excludes s.4.55 applications) were made during the 1st quarter.

Level of Delegation	Total # of DAs	% of Total	Approved	Refused
Staff	44	46.8%	40	4
Application Review Panel	17	18.1%	17	0
Application Assessment Panel	17	18.1%	17	0
Local Planning Panel	16	17%	9	7
Sydney Eastern City Planning Panel	0	0	0	0
<b>Total</b>	<b>94</b>	<b>100%</b>	<b>83</b>	<b>11</b>

Note: The above figures do not include DAs which were rejected within 7 days of lodgement or withdrawn. In total **11** DAs were rejected or withdrawn.

The following table shows where decisions on DAs (excludes s.4.55 applications) were made during the 2nd quarter.

Level of Delegation	Total # of DAs	% of Total	Approved	Refused
Staff	73	53.3%	67	6
Application Review Panel	26	19%	26	0
Application Assessment Panel	7	5.1%	7	0
Local Planning Panel	30	21.9%	14	16
Sydney Eastern City Planning Panel	1	0.7%	1	0
<b>Total</b>	<b>137</b>	<b>100%</b>	<b>115</b>	<b>22</b>

Note: The above figures do not include DAs which were rejected within 7 days of lodgement or withdrawn. In total **10** DAs were rejected or withdrawn.

### Appeals

The following table shows the number of appeals lodged during the following quarters. Specific details of all appeals, are tabled and reported quarterly to the EPC.

Quarter	Appeals Lodged
3rd 2022/23	13
4th 2022/23	19
1st 2023/24	18
2nd 2023/24	15

Given the current number of appeals being dealt with is extremely high, the level of legal activity and staff resourcing (preparation of Statement of Facts and Contentions, Statements of Evidence and Court attendance) is also high. This has a direct influence on Council's DA processing times.

### Turnaround Times

The following tables provides a summary of the net and gross mean processing times in days for Development Application (excludes s.4.55 applications) determinations:

Measure	Avg. FY 2021/22	1st Qtr 2022/23	2nd Qtr 2022/23	3rd Qtr 2022/23	4th Qtr 2022/23	Avg. FY 2022/23	1st Qtr 2023/24	2nd Qtr 2023/24	YTD Avg. FY 2023/24
<b>Overall</b>									
Net Mean	<b>108</b>	106	105	115	117	<b>111</b>	169	162	<b>166</b>
Gross Mean	<b>124</b>	124	129	140	144	<b>135</b>	177	167	<b>172</b>
<b>Staff Delegated</b>									
Net Mean	<b>65</b>	62	68	71	81	<b>71</b>	88	104	<b>96</b>
Gross Mean	<b>81</b>	76	86	97	100	<b>90</b>	90	109	<b>100</b>
<b>ARP</b>									
Net Mean	<b>123</b>	111	105	149	134	<b>126</b>	232	267	<b>250</b>
Gross Mean	<b>151</b>	131	151	182	173	<b>159</b>	242	277	<b>260</b>
<b>AAP</b>									
Net Mean	<b>238</b>	203	224	219	198	<b>211</b>	320	270	<b>295</b>
Gross Mean	<b>288</b>	267	238	266	288	<b>265</b>	327	286	<b>307</b>
<b>LPP</b>									
Net Mean	<b>193</b>	178	216	183	180	<b>189</b>	275	218	<b>247</b>
Gross Mean	<b>223</b>	229	248	225	227	<b>232</b>	288	231	<b>260</b>

The overall net and mean processing times in the 1st and 2nd Quarters of 2023-2024 have not met the benchmark requirement of a 15% reduction in net and gross mean processing times based over the past three years of activity. This benchmark equates to 95 and 117 days, respectively.

This can be attributed to the following factors:

1. Referral turnaround times are too high, directly affecting processing times.
2. The proportion of applications determined under Staff delegation was relatively low 46.8% and 53.3% for the respective quarters when compared to the average proportion of previous quarters (60%). This has a direct influence on the overall processing times.
3. A greater proportion of applications being determined via LPP.
4. A significant number of determined applications, in total 47, were aged applications (>300 days). These have a direct influence on the overall processing times.
5. The high number of Class 1 appeals.

### **Outcomes**

The following positive outcomes were achieved in the reporting period:

- The productivity of Development Assessment in terms of processing DAs and related applications including case handling of Class 1 appeals has been high.
- Successful planning outcomes have been achieved in Class 1 appeals.
- The DA processing times for applications determined via ARP, AAP and LPP have improved over the 2nd quarter when compared to the 1st quarter.
- A significant number of aged applications (>300 days), have been cleared.
- The recommendations put forward in the DA Review process undertaken by Morrison Low have been adopted and a number have now been implemented including the new delegations model and face-to-face DARC meetings. It is anticipated that the benefit of these new recommendations will assist in improving overall processing times.

### **Service review implementation update**

At its meeting of 15 November 2023, Council noted a recommendation for implementation of 14 of 17 proposed actions following a service review into the DA process. The following progress has been in the reporting period:

Ref	Recommendation	Progress Comments
S13	Review the delegations policy to ensure that applications are determined by the most efficient process. If a value-based approach is maintained, consider indexing the value or scheduling a periodic review	<p>As per the recommendation made to the S&amp;C Committee and resolved by Council (refer part D) 15 November 2023, the following cost of works thresholds and staff delegation changes implemented from 1 December 2023:</p> <ul style="list-style-type: none"> <li>The cost of works threshold for staff (Team Leader) level being increased from \$500K to &lt; \$1M</li> <li>The cost of works threshold for ARP being increased from \$500K to between \$1M or greater to &lt; \$5M</li> <li>The cost of works threshold for AAP being increased from \$2M to \$5M or greater.</li> </ul> <p>The determination times in this current progress report will be the baseline to measure the impact of the 1 December 2023 changes in the next January – June 2024 progress report.</p>
H7	Review resource requirements to ensure sufficient resources exist to meet required response timeframes	<p>Additional external contractor resources were approved as part of the September 2023 QBR for use by referral teams until 30/06/24.</p> <p>The impact of these temporary resources are being monitored to inform ongoing operational resource needs.</p>
S10	Review the DARC process to ensure that all participants engage fully in the process and apply consistent criteria to requesting further information, requesting referrals, applying standard conditions and making no comments on applications	<p>DARC process changes have been implemented from 17/1/24. The impact of these changes will be reported in the January – June 2024 progress report.</p>
S11	Design and implement prioritisation processes to facilitate faster processing of simple or uncomplicated DAs	<p>DARC process changes have been implemented from 17/1/24. The impact of these changes will be reported in the January – June 2024 progress report.</p>

Ref	Recommendation	Progress Comments
S9	As part of systems review, place more information on council's website	<p>Council resolved 15 November 2023:</p> <p>* E. Request staff to investigate and report on:</p> <p>(a) The viability of lodgement via a digital platform integrated with the NSW Planning Portal which:</p> <ul style="list-style-type: none"> <li>i. Automatically identifies missing parts of any application prior to being provided to an Assessment Officer; and</li> <li>ii. Provides better notification and communication processes to applicants and staff, identifying questions and an indicative timeline for each DA</li> <li>iii. Explains how Woollahra Council systems can be more efficiently integrated given the various IT systems that are in use by Woollahra Council.</li> </ul> <p>(b) Prioritisation of referrals in the application process with a view to separate applicants deemed 'simple' and those deemed 'complex' with each stream to remain in the 'first come, first-served basis'.</p> <p>Regarding part (a), the NSW Government has announced \$5.6 million in the Budget for an AI pilot project to support councils in faster decision-making, compliance checking, and to create workflow efficiencies in the development assessment process. Council is participating in the 'AI in NSW Planning' project with the Department of Planning and Environment which aims to identify existing, fit for purpose AI and digital solutions that will create DA workflow efficiencies, with a focus on the pre-lodgement phase. The project aims to provide solutions that would be available for council procurement via a panel arrangement through a competitive process led by the Department.</p> <p>Council staff attended an AI workshop held by the Department of Planning and Environment in December 2023 and are participating in the pilot program.</p> <p>Additionally, an expansionary request has been included in the draft 2024/25 operational budget for third party vendor costs to improve the functionality of Development Assessment information on Council's website.</p> <p>Regarding part (b), please refer to recommendation S11 update above.</p>

# Strategic Planning, Heritage Conservation & Place

## Strategy 4.1: Encourage and plan for sustainable, high quality planning and urban design outcomes and place and enhance quality of life.

Ref	Priority	Progress Comments
4.1.1	Ensure that Council's strategic planning framework, Local Environmental Plans and Development Control Plans are regularly reviewed, are consistent with relevant Metropolitan plans and provide a planning and compliance framework which will result in appropriate high quality development and incorporates community concerns and ideals.	<p>During this reporting period, our priorities were to:</p> <ol style="list-style-type: none"> <li>1. Finalise both the Edgecliff Commercial Centre and Double Bay Centre planning and urban design strategies, and report them to Council late 2023 / early 2024.</li> <li>2. Advocate to the NSW Government on the Housing and Productivity Contribution, affordable housing density bonuses and issues around no net loss.</li> <li>3. Assess and progress proponent-led planning proposals, including 136-148 New South Head Road and Old South Head Rd / Abermarle Avenue.</li> <li>4. Prepare amendments to the Woollahra DCP 2015 e.g. for substations and electrical infrastructure and progress site specific amendments e.g. 252-254 New South Head Road.</li> <li>5. Appoint consultants to progress the Paddington Public Domain Strategy.</li> </ol>

Project / Deliverable	Due By	Status	Stage	Progress Comments
Assessment of all <b>Proponent Initiated Planning Proposals</b> in accordance with Statutory requirements	Ongoing, 30 June 2024.	In Progress 	Ongoing	Consistent with the specifications in the DPHIs Local Environmental Plan Making Guideline, Council staff endeavour to progress planning proposals in accordance with the identified timelines.
Establish <b>development controls for Substations &amp; Electrical Infrastructure.</b> [NOM 14/02/22]	31 December 2023.	Complete / Achieved 	Complete	On 14 August 2023, Council resolved to exhibit amendments for Substations and Electrical Infrastructure. These were on exhibition from 5 September to 8 October 2023, and endorsed by Council on 15 November 2023. These came into effect on 8 December 2023.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Establish <b>development controls for private Basketball Courts</b> in residential zones.	30 June 2024.	Not Yet Commenced 	Awaiting commencement date	A report on this matter is intended to be tabled in the first half of 2024.
Report to Council on the Implementation strategy for the <b>Edgecliff Commercial Centre</b> , including planning proposal development control plan and public domain plan. (UPC delegated 16/11/2015)	30 September 2023.	In Progress  	Post-exhibition review	On 29 March 2021, a report on the draft strategy and supporting documents was presented to a meeting of the Strategic and Corporate Committee requesting public exhibition. On 26 April 2021, Council resolved to publicly exhibit the draft strategy and supporting documents. Exhibition commenced on 31 May 2021 and the exhibition period was extended until 30 September 2021. Since this time, Council staff have commissioned a heritage study, which is being prepared by GML which will inform the scope of the Strategy. In response to the issues raised in the submissions and the heritage study, a Councillor briefing was held on 17 July 2023. Further to this briefing, Council staff have commissioned additional studies in relation to an Affordable Housing Scheme to further inform the Strategy. A post-exhibition report including the updated ECC Strategy, the Public Domain Plan and the Transport Study, is anticipated to be presented to the Strategic and Corporate Committee in the first half of 2024.
Prepare a site specific Development Control Plan to <b>strengthen Protections for Character Buildings</b> [NOM 14/02/2022]	30 June 2024.	Complete / Achieved  	Complete; next step is a heritage study (refer to action in 4.2.1)	A report on this matter was considered by EPC on 4 September 2023, and on 11 September 2023 Council resolved to remove controls for character buildings in the Double Bay Centre, and initiate a heritage study for the Rose Bay Centre.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Exhibit amended planning controls to increase the <b>minimum lot size to construct an attached dual occupancy development in the R2 Low Density Residential Zone</b> to 800m <sup>2</sup> , (which on 22/02/2021 Council Resolved to increase the minimum lot size from 800m <sup>2</sup> to 1200m <sup>2</sup> ).	31 March 2024.	Delays 	Preparations; next step is a report to Council when response received from DPHI	Council staff wrote to the DPHI on 8 November 2023 seeking advice on a way forward for dual occupancy minimum lot sizes. At the time of preparing this report, staff were waiting on a formal response. However, we note that the current reforms for R2 zone housing may permit a 450sqm lot size for dual occupancies if progressed. Staff are separately preparing a submission on the proposed reforms, and will report this to a future meeting of Council.
Prepare site specific development controls for <b>252-254 New South Head Road, Double Bay</b>	30 September 2023.	Complete / Achieved 	Complete	A Draft site specific DCP was considered by EPC on 5 June 2023 and Council resolved to place the draft DCP on exhibition on 26 June 2023. The exhibition took place from 19 July to 18 August 2023. The submissions were considered by the EPC meeting of 3 October 2023, and on 9 October. Council resolved to approve the DCP. The new controls commenced on 27 October 2023.
Finalise Planning Proposal and amendments to the Development Control Plan (post-exhibition) for <b>136-148 New South Head Road, Edgecliff</b>	31 March 2024.	In Progress 	Post-exhibition review	The applicant lodged a request for a planning proposal on 13 October 2022, which was referred to the WLPP on 22 April 2022. The WLPP advised Council that it did not support the planning proposal as a standalone (as it did not have sufficient strategic or site specific merit) and that consideration of uplift on the site should be incorporated in the draft Edgecliff Planning and Urban Design Strategy. The WLPP advice was reported to a meeting of the Council in July 2022 where Council resolved not to support the planning proposal.  The Sydney Eastern District Planning Panel considered the applicant's rezoning review request on 18 August 2022 and resolved that the planning proposal had strategic

Project / Deliverable	Due By	Status	Stage	Progress Comments
Report to Council on the <b>Paddington Public Domain Strategy</b> outcomes.	30 June 2024.	In Progress 	On Schedule	and site specific merit and that it should be submitted to the DPE with a request for a Gateway Determination. At the meeting of Council on 12 September 2022 Council accepted the role of Planning Proposal Authority and staff submitted the gateway request on 28 November 2022. The then DPE issued a Gateway determination on 23 April 2023. Council requested an alteration to the Gateway determination which was approved in September. The planning proposal was on exhibition from 26 September 2023 – 5 November 2023. A post-exhibition report is scheduled for a meeting of Council in the first quarter of 2024. The site specific DCP will then be prepared. In November 2023 Council staff appointed consultants Spackman Mossop Michaels to progress this project. Since that time staff have carried out key stakeholders meetings. A Draft strategy is being prepared for further review and consultation.
Implement amendments to planning controls as a consequence of <b>excavation, Subterranean building and dewatering in Double Bay</b> (CR 25/02/2019) & Prepare a further report to limit excavation and dewatering in the <b>most impacted zones in the Double Bay Floodplain</b> (CR 25 October 2021)	30 June 2024.	In Progress  	On Schedule; next step is a report to Council	On 12 April 2021, the EPC considered a report on the Double Bay hydrogeological and geotechnical impacts prepared by GHD. On 26 April 2021, Council resolved to prepare a planning proposal and draft DCP provisions. This planning proposal was reported to the LPP on 20 May 2021. A further Council resolution dated 25 October 2021 approved the draft amendments to the DCP and the planning proposal to the DPE. The planning proposal was exhibited from 16 February 2022 to 18 March 2022, and a post exhibition report was presented to the EPC on 4 April 2022. On 2 September 2022, Amendment 25 to the Woollahra LEP 2014 came into force and was published on the NSW Legislation website. The amendments require the consent authority to consider the potential impacts of construction dewatering, including any effects on the structural integrity of surrounding properties.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Local Planning Panel <b>excavation report</b> [NOM from EPC of 07/08/23]	30 June 2024.	In Progress 	On Schedule	<p>Having made amendments to both the LEP and DCP in response to the Double Bay hydrogeological and geotechnical study prepared by GHD, on 11 April 2023 Council considered a report and recommendations from the EPC meeting of 3 April 2023, and resolved to make minor amendments to the Woollahra DCP 2015 to improve the nexus between the excavation provisions and the groundwater (hydrogeology) provisions and to enhance the prominence of the groundwater (hydrogeology) provisions in Chapter E2. Because these are minor administrative amendments, it was resolved that these would be undertaken concurrently with another DCP amendment. A hydrogeological and geotechnical assessment of the Rose Bay basin area has commenced and is expected to be reported to Council in April/ May 2024.</p> <p>The amendments to the Woollahra DCP (in response to the issues raised for Double Bay) will be prepared and exhibited concurrently with changes which will arise from the Rose Bay basin study.</p> <p>A review of recent DA determinations to determine the level of volume of excavation non-compliance is currently being undertaken. In December 2023 legal advice was sought in relation to the effectiveness of Council's current excavation controls, and what opportunities for improvement there are. A report on this matter is expected to be tabled at a meeting of Council in the first half of 2024.</p>

Project / Deliverable	Due By	Status	Stage	Progress Comments
Write to the Minister & DPIE (with supporting planning evidence) seeking an exemption from the provision of <b>SEPP Housing for Seniors or People with a Disability</b> 2004, and provide an update report.	30 June 2024.	In Progress 	Preparations	<p>A report on this matter was endorsed by Council on 26 July 2021. On 30 August 2021, a submission was made to the Minister and an action was included in the Woollahra Local Housing Strategy. On 25 September 2021, Council received a response from the Minister indicating that this issue would be considered as part of the consultation of the draft Housing SEPP. Subsequent to this correspondence, the Housing SEPP commenced on 26 November 2021 and a key change is that "residential care facilities" are no longer permitted in the R2 Low Density Zone (with minor exemptions). However, on 1 July 2022 via Departmental Media Release, Council was notified that the Housing SEPP was amended to permit independent living units (ILUs) in the R2 zone to be carried out by ANY person. The Mayor subsequently wrote to the Minister expressing Council's concern and disappointment with this amendment, and requesting that ILUs are not permitted in the R2 zone in the Woollahra LGA.</p> <p>Also, in May 2022 Council made a submission to the DPE requesting that land within HCAs in the Woollahra LGA is permanently excluded from seniors housing. This request was made consistent with previous advice from the DPE outlining that councils may seek to permanently exclude seniors housing from applying to HCAs where it can be demonstrated that suitable housing has been adequately provided in other areas of the LGA. However, in July 2022 the DPE advised that it would not support any requests to permanently exclude seniors housing from land identified as a HCA, i.e. contrary to their previous position, and that the potential impacts</p>

Project / Deliverable	Due By	Status	Stage	Progress Comments
<b>Employment Zone</b> reforms	30 June 2024.	In Progress 	Preparations	<p>of seniors housing on HCAs needs to be managed through the DA process like other forms of development. The DPE also advised it was revising its design guidance for seniors housing to help inform the design and assessment of new seniors housing under the Housing SEPP. In November 2022 proposed amendments to the Housing SEPP were exhibited, and staff made a submission requesting that ILU are not permitted in the R2 Low Density Residential Zone. The Seniors Housing Design Guide was approved by the Minister in November 2023 and published by the DPE in December 2023. The Guide replaces the Seniors Living: Urban Design Guidelines for Infill Development (2004) for seniors housing development. Staff are reviewing the new Guide to identify potential amendments to Council's local planning controls, having regard to the need that any proposed changes should not be inconsistent or duplicate the State planning provisions which apply to seniors (ie Housing SEPP &amp; Seniors Housing Design Guide, and SEPP 65 &amp; Apartment Design Guide). An update with advice will be reported to Council in the first half of 2024.</p> <p>In April 2023 the DPHI made changes to business and industrial land use zones in all LEPs across NSW. As a consequence of this, Council staff are required to update the DCP, consistent with these amendments. A report was tabled to the EPC meeting of 3 October 2023, and on 9 October 2023 Council resolved to prepare and exhibit a draft DCP. Exhibition will commence in the first quarter of 2024, and a post exhibition report will be presented to a future meeting of Council.</p>

Project / Deliverable	Due By	Status	Stage	Progress Comments
Planning Proposal for <b>488-492 Old South Head Road &amp; 30 Albemarle Avenue, Rose Bay</b>	30 June 2024.	Delays 	Awaiting external gateway approval; next step is public exhibition	The applicant lodged a request for a planning proposal on 5 May 2022 to facilitate a four storey mixed use development on the site. Following discussions between the proponent and staff, the applicant lodged a revised planning proposal on 12 April 2023. The planning proposal was considered by the WLPP on 6 July 2023 for advice. In response to the advice of the WLPP, the proponent submitted a revised planning proposal on 31 July 2023. This matter was considered by the EPC on 7 August 2023 and on 14 August 2023, Council resolved to refuse the planning proposal. On 6 September 2023, the applicant lodged a rezoning review with the DPE (RR-2023-20). On 9 November 2023, the Sydney Eastern City Planning Panel determined that the planning proposal should be submitted for Gateway determination and has appointed itself as the planning proposal authority to finalise the matter. The planning proposal has been submitted for Gateway determination with the DPE and is currently under assessment. Subject to a Gateway determination being issued, it is anticipated that exhibition will occur in the first half 2024.

**Strategy 4.2: Conserving our rich and diverse heritage.**

Ref	Priority	Progress Comments
4.2.1	Implementation of the Heritage Gap Analysis which includes maintaining a program of heritage research and potential new conservation areas and heritage items.	During this reporting period, our priorities were to: <ol style="list-style-type: none"> <li>1. Progress the Edgecliff Commercial Centre Heritage Study to a meeting of the WLPP.</li> <li>2. Finalise the Double Bay Heritage Study.</li> <li>3. Finalise the places of worship planning proposal.</li> <li>4. Appoint consultants to progress the following studies: Rose Bay schools, Modern, Interwar flat buildings and significant architects.</li> </ol>

Project / Deliverable	Due By	Status	Stage	Progress Comments
Finalise Planning Proposal for <b>places of worship</b> in the Woollahra Local Government Area [NOM 8/04/19]	31 March 2024.	In Progress 	Post-exhibition review	<p>A planning proposal to list 5 places of worship was reported to the WLPP on 13 December 2022, who advised Council to proceed with the planning proposal.</p> <p>The advice of the WLPP was reported to a meeting of the Council on 27 March 2023, where Council resolved to support the heritage listing of four (of the five) places of worship. The St George Greek Orthodox Church was removed from the planning proposal at this time, with Council requesting that further community engagement be undertaken to further understand the significance of the place.</p> <p>The revised Places of Worship Planning Proposal consisting of four sites (The Sydney Chevra Kadisha, Paddington Church of Christ, St Andrews Scots Presbyterian Church, and Vacluse Uniting Church) was submitted to DPE in May 2023 for a Gateway determination.</p> <p>The planning proposal was exhibited between 19 July 2023 and 18 August 2023. On 11 September 2023 Council considered a post exhibition report, and resolved to approve the proposed heritage listings. Staff are currently working with the DPHI to finalise the LEP amendment.</p>
Investigate the potential heritage significance of the <b>St George Church, Rose Bay</b>	30 June 2024.	In Progress 	Post-exhibition review	<p>A planning proposal to list the St George Greek Orthodox Church was endorsed by Council on 14 August 2023 and Gateway Approval was received on 18 October 2023. The planning proposal was on exhibition from 15 November to 17 December 2023, and it is anticipated that a post exhibition report will be presented to a meeting of Council in the first quarter of 2024.</p>

Project / Deliverable	Due By	Status	Stage	Progress Comments
Report to Council on an assessment of heritage significance for <b>Old School Hall, Rose Bay Public School, Albemarle Ave, Rose Bay, and McAuley Catholic School and outbuildings</b> (formerly Christian Brothers College Rose Bay) (CR 8/04/19)	31 March 2024.	In Progress 	Preparations	In June 2023 heritage consultants Artefact were engaged to progress this study. Subject to the recommendations of the heritage study, consultation with the relevant landowners will occur in early 2024.
Finalise Planning Proposal for the heritage listing of <b>Wilkinson buildings.</b> (CR 24/11/14)	30 September 2023.	Delays 	Post-exhibition review	A planning proposal to list 5 additional Wilkinson buildings as local heritage items was reported to the WLPP meeting of 1 September 2022, where the WLPP provided advice to proceed with the planning proposal. This advice was considered by the EPC on 4 October 2022 and Council resolved to proceed with the planning proposal on 31 October 2022. Public exhibition was undertaken from 8 February to 10 March 2023. A post exhibition report was considered by the EPC on 1 May 2023, and on 8 May 2023 Council resolved to finalise the planning proposal. As at December 2023, the planning proposal was being finalised with the DPHI.
Finalise Planning Proposal for new heritage items in the <b>Double Bay Centre</b> (CR 26/04/2021)	31 March 2024.	In Progress 	Post-exhibition review	In February 2022 Council staff engaged heritage consultants LSJ to undertake a Heritage Significance Assessment of buildings in the Double Bay Centre. The assessment report and accompanying planning proposal were presented to the WLPP on 13 December 2022 for advice. The WLPP advised Council to proceed with the planning proposal and the advice of the Panel was presented to the EPC meeting of 6 March 23 and the planning proposal endorsed by Council on 27 March 2023.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Heritage Listing of <b>Lapin House, Rose Bay</b>	31 March 2024.	In Progress 	Post-exhibition review	<p>The planning proposal was on exhibition from 16 August to 5 September 2023. A post exhibition was considered by EPC on 6 November 2023 and on 15 November Council resolved to finalise the planning proposal. The finalisation of the planning proposal to list the four properties as heritage items is underway.</p> <p>At the meeting of 11 September 2023, Council resolve to proceed with a planning proposal to list Lapin House as a heritage item. The planning proposal was on exhibition from 24 October to 21 November 2023, and a post exhibition report was considered at the EPC meeting of 4 December 2023. On 11 December 2023, Council resolved to finalise the LEP. Council staff will liaise with the DPHI in the first quarter of 2024 to have the matter finalised.</p>
Preparation of <b>Edgecliff Centre heritage study</b> and planning proposal for implementation	31 December 2024.	In Progress 	On Schedule	<p>In 2022, GML were appointed to prepare the Edgecliff Commercial Centre Heritage Study. Having produced a draft study, consultation with the owners of affected buildings took place in the second half of 2023. The Edgecliff Commercial Centre Heritage Study (and accompanying planning proposal) was reported to a meeting of the WLPP on 20 October 2023 and the study and its recommendations are being revised by the consultant based on feedback from the WLPP. The Study and planning proposal will be reported to a Council meeting in the first half of 2024.</p>
Report to Council on the assessment of heritage significance of <b>543-549 Glenmore Road, Edgecliff.</b> (CR 5 July 2021)	30 September 2023.	Delays 	Awaiting Council decision	<p>An assessment of the heritage significance of these buildings was undertaken as part of the wider Edgecliff Commercial Centre Heritage Study being prepared by GML Heritage. The Edgecliff Commercial Centre Heritage Study (and accompanying planning proposal) was reported to a meeting of the WLPP on 20 October 2023 and the study and its recommendations are being revised by the consultant based on feedback from the WLPP. The Study and planning proposal will be reported to meeting of Council in the first half of 2024.</p>

Project / Deliverable	Due By	Status	Stage	Progress Comments
<b>Modern</b> Heritage Study	Commence by 30 June 2024.	In Progress 	Preparations	In November 2023, Council staff appointed heritage consultants GML to progress the Modern Study which is being addressed in different stages across 2024 and 2025 as part of the program identified in the Heritage Gap Analysis. The consultants are reviewing an initial list of sites which was prepared by Council staff, based on a number of resources. Subject to the recommendations of the Study, it is anticipated that consultation with the relevant landowners will occur in 2024, before progressing a report to a meeting of the WLPP or EPC.
<b>Inter-War Flat Buildings</b> Heritage Study.	Commence by 30 June 2024.	In Progress 	Preparations	In November 2023, Council staff appointed heritage consultants GML to prepare a Thematic Study of Interwar Flat buildings in the Woollahra LGA. It is anticipated that this study will be reported to a meeting of Council in the first half of 2024, and will provide a comprehensive resource to inform future detailed heritage studies.
<b>Significant Architects</b> study [NOM 09/12/2019]	Commence by 30 June 2024.	In Progress 	Preparations	In November 2023, Council staff appointed heritage consultants Robertson & Hindmarks to progress the Significant Architects Study which is being addressed in different stages across 2024 and 2025 as part of the program identified in the Heritage Gap Analysis. The consultants are reviewing an initial list of sites which was prepared by Council staff, based on a number of resources. Subject to the recommendations of the Study, it is anticipated that consultation with the relevant landowners will occur in 2024, before progressing a report to a meeting of the WLPP or EPC.
Report on future heritage listing of <b>arts and crafts buildings</b> . (CR 11/11/2019)	Commence by 30 June 2024.	Not Yet Commenced 	Preparations	Council staff are in the process of preparing a methodology to identify how this project will commence. Subject to other priorities, it is identified that this project will occur in stages over 2024 and 2025 as part of the program identified in the Heritage Gap Analysis.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Heritage Listing of <b>Cooper Park Garage</b> [NOM 14/06/2022]	Commence by 30 June 2024.	In Progress 	Preliminary investigation / Scope of works	Investigation of heritage significance is underway using internal resources. Subject to the recommendation, it is anticipated that a report on this matter will be presented to a meeting of either the WLPP or EPC in the first half of 2024.
<b>Oxford Street</b> Heritage Study [NOM 23/08/2021]	Commence by 30 June 2024.	In Progress 	Preparations	During this reporting period, staff were preparing a brief to engage an external consultant to complete the heritage assessment. It is anticipated that a heritage consultant will be appointed to carry out this study in the first quarter of 2024.
<b>2a-14a Queen Street, Woollahra</b> Heritage Study (Centennial flat building) [NOM 25/10/2021].	Commence by 30 June 2024.	In Progress 	Preparations	During this reporting period, staff were preparing a brief to engage an external consultant to complete the heritage assessment. It is anticipated that a heritage consultant will be appointed to carry out this study in the first quarter of 2024.
<b>Rose Bay Centre</b> Heritage Study	Commence by 30 June 2024.	In Progress 	Preparations	On 11 September 2023, Council endorsed the preparation of a Heritage Study for the Rose Bay Centre. During this reporting period, staff were preparing a brief to engage an external consultant to complete the heritage assessment. It is anticipated that a heritage consultant will be appointed to carry out this study in the first quarter of 2024.
Provide a report on the further protection of secondary wings on contributory and heritage items in the <b>Darling Point HCA</b> (CR 25 October 2021)	30 June 2024.	Not Yet Commenced 	Awaiting commencement date	Subject to other priorities, project will occur in the first half of 2024 as part of the program identified in the Heritage Gap Analysis.
Progress a <b>single chapter of the WDCP 2015</b> dedicated to heritage conservation (including contributory items) (CR 1/10/2022)	30 June 2024.	Not Yet Commenced 	Awaiting commencement date	A report outlining options to Council to enhance Woollahra's planning instruments with respect to the demolition of contributory items was reported to the EPC meeting of 4 October 2022, and on 31 October 2022 Council resolved to progress a single chapter of the WDCP 2015 dedicated to heritage conservation

Project / Deliverable	Due By	Status	Stage	Progress Comments
				(including contributory items). Subject to other priorities, this project will progress as a medium priority action under the Heritage Gap Analysis.

**Strategy 4.3: Sustaining diverse housing choices in planned locations that enhance our lifestyles and fit in with our local character and scenic landscapes.**

Ref	Priority	Progress Comments
4.3.1	Ensure Council's planning documents and strategies support high quality housing and housing diversity which is consistent with the strategic thinking of Council in relation to planned infrastructure, services and locational issues.	During the reporting period, this priority was addressed by progressing the sub-regional approach to affordable housing and considering submissions to the Draft Double Bay Planning & Urban Design review and the Draft Edgecliff Planning & Urban Design review, and making consequential amendments.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Preparation of a sub-regional approach to affordable housing (with Waverley and Randwick Councils)	31 March 2024.	Delays 	Preparations	A report on this matter was considered by EPC on 3 April 2023, and endorsed by Council on 11 April 2023. Since this time, Council staff have been working with staff from Waverley and Randwick Councils to progress a joint discussion paper. It is anticipated that a report on this matter will be reported to a Council meeting in the first quarter of 2024.
Report to Council on the Implementation strategy for the Double Bay Urban Design Strategy Planning Proposal, development control plan and public domain plan.	30 September 2023	Delays 	Preparations	At its meeting on 27 November 2023, Council resolved to adopt the Double Bay Strategy, subject to modifications. In December 2023 the Strategy was finalised and available on Councils website. Council staff are currently preparing a planning proposal and anticipate reporting this to a meeting of the WLPP in the first quarter of 2024.

**Strategy 4.4: Facilitate safe and active local centres which increase local activity, balance tourism demands with the impact on the community and are in line with local character.**

Ref	Priority	Progress Comments
4.4.1	Ensure Council's planning strategies and controls support and promote appropriate development and activities in business centres.	During the reporting period, this priority was addressed by the finalising the Double Bay Strategy. It was endorsed, subject to amendments, at Council in November 2023. The Edgecliff Strategy being further refined, before Council staff can finalise the recommended post-exhibition amendments. We expect it will be considered by Council in the first half of 2024. Both these strategies will guide appropriate development in our business centres.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Finalise the <b>Double Bay Centre</b> Planning Proposal and Development Control Plan	30 April 2024.	Not Yet Commenced 	Preliminary investigation / Scope of works	At its meeting on 27 November 2023, Council resolved to adopt the Double Bay Strategy, subject to modifications. In December 2023 the Strategy was finalised, and is available on Council's website. Council staff are currently preparing a planning proposal and amending DCP, and anticipate reporting the planning proposal to a meeting of the WLPP in the first half of 2024.
Finalise the <b>Edgecliff Centre</b> Planning Proposal and Development Control Plan	30 April 2024.	Not Yet Commenced 	Awaiting commencement date	This action will commence once the Edgecliff Strategy has been endorsed by Council. A post-exhibition report including the updated ECC Strategy, the Public Domain Plan and the Transport Study, is anticipated to be presented to a meeting of Council in the first half of 2024.
Prepare and adopt an <b>Affordable Housing Scheme for Edgecliff Commercial Centre.</b>	30 April 2024.	In Progress 	On Schedule	Consultants SGS have been engaged to prepare an affordable housing scheme which will inform the Edgecliff Commercial Centre Strategy. It is anticipated that this will be reported to a meeting of Council in the first half of 2024.

**Strategy 9.1: Collaborating to achieve great placemaking outcomes in our local centres which are hubs for jobs, shopping, dining, entertainment, and community activities.**

Ref	Priority	Progress Comments
9.1.1	Encourage economic development in business and retail centres and implement Council's adopted Place Plans.	During this reporting period, our priorities were to: 1. Progress a Local Approvals Policy 2. Ongoing management of our business grants program.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Prepare and adopt a Woollahra <b>Local Approvals Policy</b> .	31 December 2023.	Delays 	Preliminary investigation / Scope of works	During this reporting period Council staff conducted initial consultation meetings with relevant departments (such as staff from Property and Projects, Compliance and Engineering Services teams) to discuss current processes associated with various actions that will be included in the Local Approvals Policy. Subject to other priorities it is anticipated that a report will be presented to a meeting of Council in the first half of 2024.
Improve the amenity in <b>Peaker Lane, Woollahra</b> between Spicer Street and Holdsworth Street including consulting with affected property owners in Peaker Lane for a contribution toward the total costs improvements, noting the \$30,000 allocated by Council in the 2023/24 budget.	31 December 2024.	Delays 	Preparations	Council staff have undertaken a preliminary assessment of the site and have commenced preparations to liaise with all affected property owners in Peaker Lane to discuss the proposed upgrades and necessary improvements to their private properties before public works can commence.

**Strategy 11.2.1 Effective management of Council's finances.**

Project / Deliverable	Due By	Status	Stage	Progress Comments
Prepare and adopt a <b>s7.12 Development Contributions Plan.</b>	30 April 2024.	In Progress 	On Schedule	<p>As a consequence of resolutions from 27 June 2022 and 26 June 2023, staff were investigating the treatment of 4.55 modifications, consecutive applications and cost summary reports with respect to charging 7.12 contributions.</p> <p>On 4 September 2023, the EPC considered a report on this matter and on 11 October 2023 Council resolved to update requirements for cost estimates and adopt a new standard condition of consent. During this reporting period, Council staff have been liaising internally to facilitate the implementation of this new condition.</p> <p>Separately, staff will prepare a report to update the current Woollahra Section 7.12 Development Contributions Plan to incorporate a list of infrastructure projects that reflects the DPOP for the 2024/2025 financial year. This will be reported to a meeting of Council in the first half of 2024.</p>

## Compliance

### Strategy 4.5: Ensure that planning and building requirements are promoted and complied with.

Ref	Priority	Progress Comments
4.5.1	Council provides cost effective and timely building certification service	<p>Council provided the following building certification services for the half year to 31 December 2023;</p> <ul style="list-style-type: none"> <li>3 construction certificate applications (CC) were received with 1 being determined, representing a market share of 1%;</li> <li>0 complying development certificate applications (CDC) were received with 0 being determined;</li> <li>Council was appointed the Principal Certifier for 1 projects, representing a market share of 2%; and</li> <li>1 occupation certificate certificates (OCs) were received with 1 being determined, representing a market share of 2%.</li> </ul>
4.5.2	Council provides an effective response to unauthorised uses and works.	<p>For the half year to 31 December 2023 Council's Building Control staff;</p> <ul style="list-style-type: none"> <li>Received 216 customer requests and finalised 166;</li> <li>Served 29 'Notices of intention to give an Order';</li> <li>Served 14 Orders;</li> </ul>

### Strategy 5.3: Provide and maintain clean, attractive, accessible, connected and safe parks, sportsgrounds, foreshore areas and other public spaces and infrastructure such as roads, footpaths, bicycle facilities, stormwater drains and seawalls.

Ref	Priority	Progress Comments
5.3.3	Provide seasonal lifeguard services to Camp Cove Beach.	Council provides a casual lifeguard service at Camp Cove Beach between October and April. The service operates on an as needs basis and may be closed due to inclement weather.

### Strategy 6.2: Management of public parking on-street and off-street.

Ref	Priority	Progress Comments
6.2.1	Provide parking enforcement services.	<p>Routine proactive parking patrols are undertaken across the LGA daily, as well as responding to customers' specific requests and proactive patrols of illegal parking at schools. Council's parking patrol services continue to be impacted by COVID-19 through staff leave.</p> <p>During the half year to 31 December 2023;</p> <ul style="list-style-type: none"> <li>22,815 street parking infringements were issued for various offences</li> <li>2,537 infringements were issued in Council carparks.</li> </ul>

**Strategy 72: Support cleaner, healthier waterways including improved water quality and healthy water catchments, creeks and harbour.**

Ref	Priority	Progress Comments
72.5	Take appropriate and timely action in response to pollution incidents.	<p>During the reporting period Council's Rangers investigated the following customer requests with regard to building sites;</p> <ul style="list-style-type: none"> <li>• 26 requests for air pollution issues, including dust related matters; and</li> <li>• 24 requests for sediment control / water pollution issues including</li> <li>• building site discharges, wash-downs and spills.</li> </ul>

**Strategy 73: Monitor and respond appropriately to environmental and public health matters that impact community health and safety.**

Ref	Priority	Progress Comments
73.1	Ensure compliance with food, animal and pool safety and environmental health matters	<p>At the end of the half year to 31 December 2023 there were 377 recorded food premises in the LGA. The following food control activities were completed during the half year;</p> <ul style="list-style-type: none"> <li>• 128 primary inspections were carried out;</li> <li>• 6 re-inspections were carried out;</li> <li>• 3 food notices/orders were issued;</li> <li>• 17 customer requests were investigated; and</li> <li>• 1 penalty infringement notice was issued.</li> </ul> <p>For the half year to 31 December 2023 Council's Health Premises and Fire Safety registers confirmed the following;</p> <ul style="list-style-type: none"> <li>• 131 health premises were recorded;</li> <li>• 2 health premises inspections were carried out;</li> <li>• 66 regulated cooling tower/warm-water systems were recorded; and;</li> <li>• 846 complete annual fire safety statements were lodged with Council.</li> </ul> <p>For the half year to 31 December 2023 the following activities were carried out pursuant to Council's swimming pool safety program;</p> <ul style="list-style-type: none"> <li>• 24 swimming pool inspection requests were determined;</li> <li>• 5 swimming pool exemption applications were determined;</li> <li>• 5 swimming pool fencing customer requests were logged; and</li> <li>• 0 swimming pool fencing notices/orders were issued.</li> </ul>



# Governance

**Strategy 2.1: Build strong and respectful connections with partners so that we can enhance and protect our local area and quality of life.**

Ref	Priority	Progress Comments
2.1.2	Respond to calls for Office of Local Government submissions and collaborate with different levels of the government to help us achieve our community's aspirations for the LGA	Submissions are prepared as required in response to the Office of Local Government and/or industry wide calls for submissions.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Council is informed of submission opportunities and makes timely submissions.	Ongoing throughout the year, 30 June 2024.	In Progress 	On schedule	In the reporting period there was a submission made to the Legislative Inquiry into the Planning System and the Impacts of Climate Change on the Environment & Community (submission endorsed by Council on 9 October 2023).

**Strategy 10.1: Encourage inclusive community participation and build respectful relationships through engagement and input into decision making.**

Ref	Priority	Progress Comments
10.1.2	Ensure our suite of integrated planning and reporting documents are in plain language, meet legislative requirements and enable us to report on Council's performance to the community.	Council's Annual Report 2022/23, including our audited Financial Statements, was adopted by Council 15 November 2023.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Council's Operational Plan for 2024/25 is developed and adopted by Council.	30 June 2024.	In Progress 	On schedule	The draft 2024/25 Operational Plan is currently being developed and it is anticipated that it will be presented to Council in April 2024 prior to seeking community feedback during April/May 2024.

**Strategy 11.3: Ensure effective and efficient governance and risk management.**

Ref	Priority	Progress Comments
11.3.1	Maintain a strong governance framework that facilitates transparent and democratic decision-making and provide effective support to manage the efficient operation of Council and other Committee meetings in an open, transparent and accountable manner.	Council, Committee and Panel meetings continue to be held as per the meeting schedule and promote openness, transparency and accountability in Council decision making processes.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Preparation for Councillor Candidate Information Sessions and Councillor Induction Program for the 2024 Local Government Elections are completed.	30 June 2024.	In Progress 	On schedule	Councillor Induction Program and Councillor Candidate Information Sessions planning has commenced and will continue to be developed during the third and fourth quarter of 2023/24 Financial Year.

Ref	Priority	Progress Comments
11.3.2	Ensure corporate risks are managed appropriately to reduce the likelihood of any adverse impacts to Council or the community.	Following an external independent assessment of Council's Risk Management a Risk Improvement Roadmap was developed. As part of this, a full review and refresh of Council's operational risk register was undertaken. Further, Council's Executive Leadership Team have developed Council's Strategic Risk Register which will be reviewed with Councillors at a workshop in the third quarter of the 2023/24 Financial Year.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Internal Audit of Council's Workplace Health & Safety Management System completed and presented to Council's Audit, Risk & Improvement Committee (ARIC)	31 December 2023.	In Progress 	On schedule	The Work Health & Safety Management System Draft Internal Audit Scope was presented and endorsed by the Audit, Risk & Improvement Committee in December 2023. The Internal Audit Scope proposed two parts being, Working at Heights (for completion prior to 30 June 2024) and Working with Hazardous Substances selected for completion (prior to 31 December 2024).
Internal Audit of Council's Cyber Security measures and controls are completed and presented to Council's Audit, Risk & Improvement Committee (ARIC)	31 March 2024.	In Progress 	On schedule	The Cyber Security Internal Audit Scope was presented and endorsed by the Audit, Risk & Improvement Committee in December 2023. The Internal Audit is to be progressed in the 3rd quarter of 2023/24 Financial Year.
Finalise Council's Enterprise risk registers and present to Council.	30 September 2023.	Delays 	Preparations	Council's Strategic Risk Register was presented and reviewed by the Audit, Risk and Improvement Committee and will be reviewed with Councillors at a workshop to be held in the third quarter of the 2023/24 financial year.

## Corporate Services

### Strategy 10.1: Encourage inclusive community participation and build respectful relationships through engagement and input into decision making.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Implement reporting of expenditure for the Special Rate Variation funded projects of \$48million in Council's Annual Report.	30 June 2024.	In Progress 	On schedule	Council has commenced work on a number of projects funded by Council's Special Rate variation. Expenditure on these will be included in Council's Annual Report which will be finalised by 30 November 2024.

### Strategy 11.1: Build an efficient organisation that places customers and the community at the heart of service delivery.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Complete Council's Information Technology Architecture Strategy to support Council's digital transformation and support the best customer experience.	30 June 2024.	Delays 	Preparations	Delivery delayed due to priority IT projects. Development of the strategy will be prioritised with a revised due date of 30 June 2024.
Rollout Council's key ICT Strategy project of the Office 365 operating system.	31 March 2024.	In Progress 	Preparations	Exchange Online complete- OneDrive in beta release- Teams in Testing- Intune in planning stage
Undertake system penetration testing to support Council's Cyber Security program.	28 February 2024.	Not Yet Commenced 	Awaiting commencement date	Engage with Cyber Security partner to complete Penetration testing in February 2024.

Ref	Priority	Progress Comments
11.1.3	Maintain a high performing workforce that is responsive to the needs of the community and the organisation	Council delivered its first End of Year celebration on 29 November under the relaunched Reward and Recognition framework. It was very well received and attended by 300 staff. Departmental Workforce Planning has been completed and the results will inform the Workforce Management Strategy. "Average days to recruit" has increased by 10 days. FY to date voluntary turnover is at 4.8%. Training participation is high at 41% for face to face and 51% for online training. 70 supervisors completed our leadership development program.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Council's Workforce Management Strategy is reviewed, updated and presented to Council for noting.	30 June 2024.	In Progress 	On schedule	Departmental Workforce Planning with has been completed and the results will inform the Workforce Management Strategy which will be tabled to Council for noting in June 2024.

Ref	Priority	Progress Comments
11.1.4	Implement and conduct a Service Delivery Review Program to identify improvements to services delivery.	Two Service Review reports with recommended improvements to service delivery into the Development Assessment process and Open Space and Trees services were tabled to the Strategic and Corporate Committee and adopted by Council 15 November 2023.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Undertake Service reviews for <ul style="list-style-type: none"> <li>Traffic, Transport &amp; Parking Management</li> <li>Governance</li> <li>Regulatory Services and</li> <li>Strategic &amp; Land-use Planning</li> </ul> (full scopes yet to be determined).	30 June 2024.	Delays 	Deferred until FY24/25	The Development Assessment and Open Space & Trees Service Reviews finalised in November 2023 have resulted in a number of initiatives designed to improve service levels and Development Assessment turnaround time. As these initiatives require additional resources and expenditure the service reviews originally anticipated to be completed in the 2023/24 year will be deferred to a future year. It will be recommended to Council in the March 2024 quarterly budget review that the existing budget of \$100,000 for service reviews be redirected to fund the initiatives.

**Strategy 11.2: Secure Council's financial position.**

Ref	Priority	Progress Comments
11.2.1	Effective management of Council's finances.	LTFP will be updated and presented to Council after finalisation of the December 2023/24 Quarterly Budget Review and the 2024/25 Draft Budget.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Council's Long Term Financial Plan is updated and adopted by Council.	30 June 2024.	In Progress 	On schedule	Council's Long Term Financial Plan (LTFP) is currently being updated to incorporate the December 2023 Quarterly Budget Review and the Draft 2024/25 Budget. The updated draft LTFP will be presented to Council in April 2024 for consideration prior to being placed on public exhibition for community feedback.

Ref	Priority	Progress Comments
11.2.2	Achieve sustainable asset management through the integration of strategic asset planning with financial planning.	All Asset Management Plans were adopted by Council on 28 November 2022 and continue to inform the Long Term Financial Plan.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Asset Management Plan financial information is integrated into Council's Long Term Financial Plan.	31 March 2024.	In Progress 	On schedule	The current update of Council's Long Term Financial Plan will incorporate updated Asset Management Plan information.

**Strategy 11.3: Ensure effective and efficient governance and risk management.**

Ref	Priority	Progress Comments
11.3.3	Manage, coordinate and deliver Workplace, Health and Safety measures to ensure a safe and healthy work environment.	There has been strong focus on raising the profile of WHS through implementation of Safety Month initiatives, enhancement of Work Instructions and Safe Operating Procedures, Health Surveillance Program, and the early intervention program. Injury rates fell by 34%.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Develop a corporate plan to achieve greater understanding of psychosocial intervention strategies to enhance workplace responses.	31 March 2024.	Complete / Achieved 	On schedule	Psychosocial Health & Wellbeing Survey was undertaken for high risk areas in late 2023. Report generated for two areas (Library and Officers/Managers) and action plans are being drafted for implementation.

## Community Services, Culture & Arts

**Strategy 1.1: Provide, promote and facilitate a range of community projects, programs and events that support an inclusive, thriving and sustainable community.**

Ref	Priority	Progress Comments
1.1.1	Provide opportunities to connect people and ideas to encourage lifelong learning and quality of life.	A Partnership Agreement with Workers Educational Association Sydney is in place to continue to deliver Philosophy Club in 10 week blocks in the Cultural Hub with plans to run 2 x 10 week blocks annually.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Plan, promote and deliver 7 diverse and inclusive events, activities and programs to the community. Including but not limited to: NAIDOC Week July 2023 Mental Health Week October 2023 International Day of People with a Disability December 2023 Seniors Festival February 2024 Youth Week April 2024 Dementia Awareness Week May 2024 National Reconciliation Week May 2024 (Dates subject to agency change).	3 events by 31 December 2023, 4 events by 30 June 2024.	In Progress 	On Schedule	In partnership with a range of community organisations and across Council divisions, Council promoted and led the following events – During July a number of NAIDOC Week events were held including Ursula Yovich concert, Community Open Day and Dance Workshop; coordination of an internal campaign for Wear It Purple Day in August; provision of Mental Health Week First Aid Training for 15 community members with 12 completing the course in November; hosting an International Day of People with Disabilities 'Let's Get Creative' community day on 30 November 2023.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Diversity strategy developed to inform Council's policies, programs and services.	30 June 2024.	In Progress 	Preparations	A Diversity Strategy Working Group consisting of internal staff members was established in November 2023 with a Project Brief prepared in December 2023. It is anticipated that this Strategy will be finalised in 2024/2025 financial year.

**Strategy 2.1: Build strong and respectful connections with partners so that we can enhance and protect our local area and quality of life.**

Ref	Priority	Progress Comments
2.1.1	Respond to calls for Office of Local Government submissions and collaborate with different levels of the government to help us achieve our community's aspirations for the LGA.	The theme for the next Community and Cultural Grants Round will be formulated from the updated needs analysis

Project / Deliverable	Due By	Status	Stage	Progress Comments
Conduct a Community needs assessment study to inform Council's planning, programs and services	31 March 2024.	Complete / Achieved 	On Schedule	Community needs assessment report presented to ELT in November 2023 outlining all Community and Customer Experience key strategic documents and key community needs identified.
Distribute up to \$110 000 in grant funding to support Community and Cultural development as determined by Council.	30 September 2023.	Complete / Achieved 	On Schedule	The Mayor hosted a Grants Presentation Ceremony on 18 October for all successful grant recipients across the four grant streams. Under the Community and Cultural grants stream 28 applications were approved for funding consisting of 18 community projects: \$75,014.77 and 10 cultural projects \$32,459.38, to a total value of \$107,474.15. One cultural project was withdrawn by Citizen of the World Music to the value of \$1,000 due to partial funding making the project not financially viable (staffing expenses not approved for inclusion). Each successful grant recipient has been allocated a Council staff member to ensure a positive outcome for all projects.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Deliver services to Woollahra residents as per contract with, Holdsworth Community (\$900,368) to deliver the following projects: Navigating My Aged Care System Aged Care Wellness Hub trial Woollahra Dementia Alliance Action Plan Woollahra Connect Program Family Services.	30 June 2024.	In Progress 	On Schedule	As per the funding agreement quarterly meetings were held with Holdsworth Community on 25 July and 18 October 2023. Holdsworth is meeting identified service deliverables as per the funding agreement. It should be noted that Council also participates in bi-monthly Woollahra Dementia Alliance (WDA) meetings and promoted WDA activities and events.
Deliver services to Woollahra residents as per contract with Womens Housing Association (\$330,000) 6 x 2 bedroom plus 4 x 3 bedroom units for local women and their families escaping abuse.	30 June 2024.	In Progress 	On Schedule	Bi-annual meetings are continuing to be held with Women's Housing Company. Meetings were held on 24 July and 13 November 2023. Both organisations are meeting identified service deliverables as per the funding agreements.
Work with other Government agencies to develop programs and projects to respond to community needs: seniors, diversity, mental health, housing, family services, youth, and children as they arise.	30 June 2024.	In Progress 	On Schedule	On 5 December, 2023, in partnership with Bayside, Randwick and Waverley Councils, Woollahra staff coordinated a Coercive Control Forum during the 16 Days of Activism against gender based violence. It was a cross-Council collaborative project in conjunction with Eastern Sydney Domestic Violence Network, Moving Forward and Lokahi. Approximately 150 people attended.

Ref	Priority	Progress Comments
2.1.3	Following adoption, administer Council's Reflect Reconciliation Action Plan 2022-2023.	An annual progress report on the Reflect Reconciliation Action Plan was reported to Council in September 2023 which demonstrated that the majority of listed actions had been completed and that Council was ready to move to the next level of Reconciliation Action Plan.- an Innovate RAP. This report along with the Annual RAP impact survey was submitted to Reconciliation Australia by 30 September, 2023. A new internal working party has been appointed and Council has commenced discussions with our cultural partners, the La Perouse LALC and the Gujaga Foundation to develop the new Innovate RAP, ready for Council adoption in June 2024.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Develop an Innovate RAP to support Council to progress activities of reconciliation.	30 June 2024.	In Progress 	On Schedule	To move to the Innovate RAP, a new internal working group was required. An EOI calling for representation from each Council division and all Aboriginal and Torres Strait Islander staff were encouraged to apply by 10 November. 7 applications were received and accepted. The first meeting of the new working group was held on 22 November 2023. A meeting was held with Reconciliation Australia on 25 October to discuss the requirements of the Innovate RAP. A meeting was also held with the La Perouse LALC and Gujaga Foundation on 11 December to discuss their involvement and guidance in the development of Woollahra's Innovate RAP and the review of Woollahra's Aboriginal and Torres Strait Islander protocols and guidelines. As part of this discussion, Council offered support to both organisations post the Yes referendum result and identify partnership opportunities for 2024.
Deliver outcomes for reconciliation by finalising outcomes of Reflect RAP.	31 December 2023.	Complete / Achieved 	On Schedule	Council adopted the annual progress report on Council's Reflect Reconciliation Action Plan in September 2023 which demonstrated that the majority of listed actions had been completed and that Council was ready to move to the next level of Reconciliation Action Plan.- an Innovate RAP. This report along with the Annual RAP impact survey was submitted to Reconciliation Australia by 30 September, 2023.

Project / Deliverable	Due By	Status	Stage	Progress Comments
				A highlight of the period was the installation at each Council work site of a Welcome plaque consisting of Dharawal language and Jordan Ardler artwork as well as the display of Aboriginal and Torres Strait Islander flags.

**Strategy 2.2: Understand needs of our community so that we can facilitate access to support and services.**

Ref	Priority	Progress Comments
2.2.1	Collaborate with a range of services to provide support for vulnerable members of our community.	Community and Culture Staff are networking with community organisations in order to identify ways to support vulnerable individuals. For example, people experiencing loneliness are connected to support organisations such as Holdsworth or Grant programs such as Social Buddy or Yoga Walks. The team is also in the process of updating information on the website to ensure the accuracy of information and easy accessibility.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Support homeless persons in our community by: (a) continuing partnerships in homelessness network, (b) review of Homeless People Policy (c) Continuing referral of homeless persons when identified to support agencies (d) provision of advocacy as required and (e) participation in annual homeless count. (f) Supporting other vulnerable groups as identified when required (g) Training of internal and external stakeholders.	(a) Ongoing  (b) By September 2023 (c) Ongoing  (d) Ongoing  (e) February 2024  (f) Ongoing  (g) 30 June 2024.	In Progress  	On Schedule	A total of 7 referrals were made to Missionbeat during the period of July to December 2023. These referrals were made as requests for welfare checks for people sleeping rough in the local Woollahra LGA. A Community and Cultural Development Officer regularly attended the monthly Eastern Suburbs Homeless Assertive Committee (ESHAC) meetings to discuss homelessness referrals and supports in the Eastern suburbs as well as participating. Homeless Street Count for Eastern Suburbs is scheduled for 19 and 20 February 2024 . Meetings have also been held in July 2023 with staff from Libraries, Customer Experience, Open Space and Trees and Regulatory Services to assist in the review of Council's Woollahra Homeless policy and procedures which are planned to be adopted in early 2024.

Ref	Priority	Progress Comments
2.2.2	Encourage and promote services and support for families, youth and children.	Council appointed Spark Strategy to assist with the development of the draft Childrens, Youth and Families Strategy and 4 year Action Plan. Extensive community consultation was undertaken from August to November 2023 with six key issues and opportunities emerging to inform the draft strategic pillars and action plan. The draft Strategy and Action Plan will be reported to Council in March 2024 for public exhibition and adoption.
2.2.3	Following adoption, administer Council's Disability Inclusion Action Plan.	Council adopted the 2022-2026 Disability Inclusion Plan (DIAP) on 27 June 2022, in accordance with NSW legislation. Strong progress has been made over the past 6 months to implement the DIAP across Council and where appropriate consulting with the Inclusion (Disability, Aged and Carers) Advisory Committee for advice from those with lived experience.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Implement 50% of DIAP actions as documented in the DIAP 2022-2026.	Six monthly updates on progress.	In Progress 	On Schedule	Significant progress has been made with the implementation of the Disability Inclusion Plan, 2022- 2026. Representation by the peak body, Disability Council of NSW at the DIAP bi- annual working group meeting on 23 November 2023, commended progress with Woollahra's DIAP. Highlights during this period included Mental Health First Aid Training held on 17 and 24 November for 15 community members and a similar course was held for Council staff with 15 attending; Path upgrade completed with access now achievable from Quarry St. to Edgecliff Centre; installation of an external ramp at Vaucluse Bowling Club & Community Facility connecting the building with external public toilets and tennis courts; Bay St. upgrade with a new wide pedestrian footpath reconstruction between Double Bay Wharf and Cross St.; 8 Woollahra Preschool children with high Support Needs are enrolled for 2024 with staff receiving training to support existing and new enrolments; Council 4 Health care permits for full time health carers were distributed;

Project / Deliverable	Due By	Status	Stage	Progress Comments
				Woollahra Libraries have incorporated AUSLAN sign language and sensory experiences into its early literacy programs and supplies Envoy devices for those with visual impairment (31 devices loaned containing 193 eaudiobooks) and Council launched its new website in October 2023, which features updated accessibility information for parks and venues.

**Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.**

Ref	Priority	Progress Comments
3.1.2	Promote opportunities for innovative, creative and cultural initiatives that support the community.	Council has funded 10 Cultural Grant Projects in the 2023/2024 round.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Activate the Cultural Hub at Woollahra Gallery at Redleaf by delivering up to 3 cultural programs p.a. eg. Poetica petit, plein air painting workshops (delivered monthly).	30 June 2024.	Complete / Achieved 	On schedule	The Cultural Hub continues to be used as a venue for hire. Poetica Petit continues to be held between the Cultural Hub and the Gallery, depending on attendee numbers and theme of event. the Youth Photographic Award workshop was partly held in the Cultural Hub in October 2023, resulting in a small exhibition of images on display in the corridor of the Cultural Hub throughout November 2023. 2 community exhibitions were also on view to celebrate a Ukrainian Independence exhibition in July and artworks by a local school student in November 2023. A 10 week Philosophy Course was held in partnership with Workers Educational Association (WEA) Sydney, over July to September. A Partnership Agreement has been put in place to continue to provide a Philosophy Club in 10 week blocks, on a bi-annual basis. Woollahra Dementia Alliance also utilised grant funding to implement an intergenerational art event on 30 November.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Provide a diverse range of monthly art exhibitions at the Woollahra Gallery, including up to 4 exhibitions hosting community groups (depending on EOI response) and programs that focus on cultural and social issues.	30 June 2024.	In Progress 	On Schedule	Between July to December 2023 Woollahra Gallery at Redleaf hosted a total of 13 exhibitions, including the Woollahra Small Sculpture Prize, the Youth Photographic and Film Award, 9 EOI artist exhibitions, and 2 exhibitions supported by the Community Exhibitions program – ‘Heart in Art’ and ‘After the Rain’. ‘Heart in Art’ was presented in partnership with First Hand Solutions and a number of remote aboriginal art centres, and ‘After the Rain’ was presented in partnership with Inala Disability Services. These exhibitions coincided with NAIDOC week and International Day for People with Disabilities, respectively. A total of 6,705 visitors were received between 1 July and 31 December. An expanded Artist in Residence program was devised for 2024/25, with a call out for Expressions of Interest staged between 13 December 2023 and 31 January 2024.
Maintain and expand the Public Art Collection by a minimum of 1 artwork p.a to improve accessibility of art to the local community.	30 June 2024.	In Progress 	On Schedule	The digital public art screen ‘Double Vision’ in Kiaora Place, Double Bay, commenced a new curated 12 month programming from 1 October 2023. The inaugural artist to be displayed for a 4-month period was James McGrath (on view until end January 2024). The state grant-funded pedestrian upgrade to Bay Street, Double Bay, allocated \$275,000 towards public art. The public art commission process was commenced in September 2023 with Curator and Project Management team appointed in December 2023. The artwork will be designed, delivered and installed by mid-2024. Maintenance of existing artworks was planned in the end of 2023 to be executed throughout 2024.

Project / Deliverable	Due By	Status	Stage	Progress Comments
(a) Develop a Arts and Culture Strategy	(a) 31 December 2023	In Progress	On Schedule	A report was presented to the inaugural meeting of Council's Arts and Culture Advisory committee on the development of the Art and Culture Strategy when it met on 21 November, 2023. A project brief and RFQ for Consultancies Services to develop the Strategy has been prepared for circulation in January 2024. The RFQ closes on 7 February 2024. It is anticipated that the draft Strategy will be presented to Council by June 2024.
(b) Implement actions identified in the Arts and Culture strategy.	(b) 30 June 2024.			

**Strategy 5.1: Enhance council provided community facilities to foster connections between people and place and enhance quality of life.**

Ref	Priority	Progress Comments
5.1.1	Plan for community, cultural and recreational facilities to ensure they reflect community needs and aspirations.	Council's 10 Community Venues continue to be well utilised with key improvements undertaken over the July to December 2023 period including building upgrades including Vaucluse Bowling Club & Community Facility.

## Library Services

### Strategy 1.1: Provide, promote and facilitate a range of community projects, programs and events that support an inclusive, thriving and sustainable community.

Ref	Priority	Progress Comments
1.1.1	Provide opportunities to connect people and ideas to encourage lifelong learning and quality of life.	<p>The Libraries Program and Events team delivered programs for a wide variety of audiences. This featured:</p> <ul style="list-style-type: none"> <li>• 48 Adult programs</li> <li>• 44 Seniors programs</li> <li>• 345 Children's programs</li> <li>• 32 Young Adult programs</li> </ul> <p>Highlights include two Ideas Exchange on Gender Bias in Research and Design and an Indigenous Voice the Parliament, HSC programing, the announcement of winners of the 2023 Woollahra Digital Literary Award at an Awards Ceremony on 22 November, and a sold out evening with author and broadcaster Richard Glover.</p> <p>Collection usage continues to recover post-covid with 222,482 loans in the reporting period.</p>

Project / Deliverable	Due By	Status	Stage	Progress Comments
Integrate the digital library within new and existing Library spaces by undertaking a hardware upgrade to facilitate increased awareness and patronage of the digital library.	30 June 2024.	In Progress 	On Schedule	In September Woollahra Libraries Staff visited Newcastle Libraries to investigate use of screens and interactive technology in library spaces to highlight digital collections. An RFQ has been developed to go to market for solutions. In addition to physical changes to library spaces, the new Woollahra Libraries website launched in October features improved connections to the library catalogue and digital library. A new library catalogue features carousels and other visual features to highlight collections and a combined eLibrary multi-platform search. Woollahra Libraries promotional plan was developed between October-December and will guide strategy for library digital signage, new self-check-out machines and promotion of online collections through QR coded book lists.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Community access model developed and implemented so that access hours are increased at Watsons Bay library for the community.	31 March 2024.	In Progress 	On Schedule	Model developed for Community Access to Watsons Bay Library, with site visits to other libraries (Newcastle and Yarra) with similar community access services and quotes obtained for improvements to Watsons Bay Library building: CCTV, outdoor lighting and new integrated locks for library doors. Community Consultation undertaken in November-December relating to change to Watsons Bay Hours and service model, with many conversations within the community about the project and 50 written responses received by community members.
Plan, promote and deliver a minimum of 6 diverse and inclusive events, activities and programs which respond to community needs eg. Ideas exchange, author talks, history events, Sunset session at Watsons Bay, Library bites business events, community outreach (some events are delivered monthly and others on a one off basis).	3 activities by 31 December 2023, 3 activities by 30 June 2024.	In Progress 	On Schedule	Woollahra Libraries (in partnership with Woollahra Council Community Development) hosted an evening of music and conversation with Ursula Yovich in July during Naidoc Week. In September Woollahra Libraries delivered an Indigenous Voice to Parliament Ideas Exchange with constitutional law expert Shireen Morris and Wiradjuri man Gary Field. A new youth queer book club was launched at Double Bay Library in September. Monthly sensory workshops were delivered as part of regular Book Babies programming between August and December.
Deliver ongoing support and social inclusion opportunities for Seniors including fortnightly delivery of Home Library Service and two targeted programs eg. Tech Savvy Seniors and Bus to Books.	Fortnightly delivery to housebound clients and two programs delivered 30 June 2024.	In Progress 	On Schedule	A range of programs that reflect community need were delivered. Morning Tai Chi sessions have expanded and are offered weekly at both Paddington and Double Bay Libraries. The Home Library Service has 81 members who each receive a monthly delivery. A monthly Bus to Books service for more mobile Home Library Service customers continues to be popular.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Plan, promote and deliver a minimum of 6 diverse and inclusive children's and youth programs which are positively received by the community eg. School holiday program, STEM activities, HSC workshops, children's literacy programs, children's writers and readers, Youth Week events	3 activities by 31 December 2023, 3 activities by 30 June 2024.	In Progress 	On Schedule	A range of programs were delivered for children and young people. HSC Workshops were delivered leading up to the HSC period and study enrichment and wellness promotion during HSC extended opening hours. The 1000 Books Before School program was launched on 20 August 2023 to encourage early reading literacy. Other programs including Mini Makers Club and Code Club have expanded, with the introduction of a new Code Club for more advanced students. There was a focus on writing in the Summer School Holiday Program
Deliver ongoing support and social inclusion opportunities for Seniors including fortnightly delivery of Home Library Service and two targeted programs eg. Tech Savvy Seniors and Bus to Books.	Fortnightly delivery to housebound clients and two programs delivered 30 June 2024.	In Progress 	On Schedule	A range of programs that reflect community need were delivered. Morning Tai Chi sessions have expanded and are offered weekly at both Paddington and Double Bay Libraries. The Home Library Service has 81 members who each receive a monthly delivery. A monthly Bus to Books service for more mobile Home Library Service customers continues to be popular.

**Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.**

Ref	Priority	Progress Comments
3.1.1	Provide innovative and high quality library and local history services.	Woollahra Libraries currently has 26,129 active Library members who are regularly accessing library services. There were 279,432 visits this period equating to 5.2 visits per capita and a total of 222,482 loans measuring 4.1 per capita. Fortnightly newsletters were sent to 14,608 subscribers, 2,845 facebook followers and 1,269 instagram followers. Woollahra Libraries has 100 active volunteers engaged in assisting with various tasks including the Tech Connect program and monitoring the slide. The Local history team researched 7 community nominations for the Woollahra Council plaques scheme and during this period installed three plaques honouring Cora Gooseberry, Mark Sheldon and Gisella Scheinberg OAM.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Refresh of most referenced content for library web page to meet customer experience and satisfaction.	31 October 2023.	In Progress 	On Schedule	Between August and October, Woollahra Libraries staff worked on redesign and content review of new Woollahra Libraries website, launched in October. Further revision and redesign of Children's and Youth Programs pages and Local History forthcoming in 2024 (both will be projects for new recruits).
(a) Deliver a local history research service including increased digitally accessible content and (b) Celebration of heritage through the Woollahra Plaques scheme.	(a) Ongoing, 30 June 2024. (b) 4 plaques installed by 30 June 2024.	In Progress 	On Schedule	A Local History research service continues to be delivered, with a total of 74 Local History enquiries completed between July and December. The Local history team researched 7 community nominations for the Woollahra Council plaques scheme and during this period and installed three plaques honouring Cora Gooseberry, Mark Sheldon and Gisella Scheinberg OAM. Recruitment commenced in December for a new Digital Innovation Officer, with a preferred candidate due to commence in January 2024. The focus of this new role is to optimise integration of digital collections for better discoverability, including a strategic focus on the Local History Collection.
Deliver a vibrant, relevant and creative digital and physical collection that meets community demand measured by circulation per capita exceeding state median (4.63).	30 June 2024.	In Progress 	On Schedule	Woollahra Libraries continues to provide a relevant collection for the community. The online collection recorded 82,079 loans from July –Dec 2023 compared to 555,93 loans for the same period the previous year, showing a significant increase in usage of 48%. Hoopla was added to an expanding collection of digital resources in November. Hoopla is an all in one digital platform offering a wide range of eBooks, eAudiobooks, films, TV series, music, comics and magazines. Hoopla has recorded a total of 175 checkouts in November and December, with ongoing promotion planned for the new year.

## Customer Experience & Engagement

### Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.

Ref	Priority	Progress Comments
3.1.2	Promote opportunities for innovative, creative and cultural initiatives that support the community.	We welcomed a new Events Coordinator position in October and new events policies, procedures and strategy are on track for delivery later this year.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Agreed deliverables of event service review implemented for year one:		In Progress	On Schedule	(a) Event Coordinator role commenced in October 2023.
(a) Employment of event specialist	(a) 30 September 2023			(b) Review of event policies and procedures is underway, in consultation with other business areas
(b) Review of policies and procedures	(b) 31 March 2024			(c) Plans are underway to create an events calendar on our website
(c) Include event management resources for community events on Council's website	(c) 30 June 2024			(d) Event Strategy is on track for delivery by June 2024.
(d) Development of Event Strategy.	(d) 30 June 2024.			

### Strategy 10.1: Encourage inclusive community participation and build respectful relationships through engagement and input into decision making.

Ref	Priority	Progress Comments
10.1.1	Support council through provision of resources, education and tools and communicate opportunities for engagement.	We launched our new website in October 2023, welcoming a fresh new design, additional features and enhanced accessibility features. Website visitation grew by 32%. Social media growth has been steady with Facebook reach up 11% and our paid content is performing well. Our enews continues to perform well with a 55% open rate and 9% click-through- which far exceeds industry benchmarks. The most popular content has been around local upgrades, walks, local history and trees. We held 13 Citizenship Ceremonies across 8 dates with 402 new citizens and their guests.

Ref	Priority	Progress Comments
		There were 40,441 visits to our Your Say Woollahra website (158% increase from 2022) and 3,875 registered users (174% increase from 2022).

Project / Deliverable	Due By	Status	Stage	Progress Comments
Community and Engagement team facilitate IAP2 Training of 5 staff by an accredited trainer to increase skills and confidence with engagement strategy and delivery.	30 June 2024.	In Progress 	On Schedule	We exceeded the target of 10% growth to Your Say Woollahra website in 2023 (158% increase in site visit from 2022). We will not be running IAP2 training specifically during 2024, but we will be running a full day (beginner) and half day (refresher) community engagement training sessions for interested staff in March 2024. Managers were given the opportunity to nominate people from their team to attend.
Consultation with departments on key engagement projects to include in an annual Calendar to be shared with ELT and with teams.	Reviewed and updated every 6 months by December 2023.	In Progress 	On Schedule	The annual engagement calendar has been updated, in consultation with key business areas. The calendar has been shared with Directors and Managers, beginning January 2024.
Implementation of Communication and Engagement strategy.	31 December 2023.	In Progress 	On Schedule	We have continued to implement actions to help us achieve the objectives listed in the Community Engagement Strategy. We have selected methods of engagement to reach as many people as possible in the community, a good example of this was the Children and Families Strategy consultation, where we consulted with key stakeholder groups, held pop-ups in locations and at times convenient to young people and families, and opportunities for digital engagement. Our communications and engagement around the Urban Forest Strategy consultation demonstrated our commitment to presenting information to the community in plain English, in accessible formats (we summarised the key points of the Strategy onto one page), and using visual communication (infographics and short animated video).

Project / Deliverable	Due By	Status	Stage	Progress Comments
Promote community engagement opportunities through Your Say Woollahra and other Calendar of Engagement to ensure planning and resource allocation and best experience for customers. (New engagement projects are posted monthly).	Ongoing, 30 June 2024.	In Progress 	On Schedule	During July-December 2023 there were 8 new projects posted on Your Say Woollahra, which attracted 447 submissions from the community. In total there were 13, 249 site visits and 142 new users registered for an account (bringing the total number of users to 3,777 users). The most popular projects were the Customer Experience Strategy, Children, Youth and Families Strategy and Draft Urban Forest Strategy.

**Strategy 11.1: Build an efficient organisation that places customers and the community at the heart of service delivery.**

Ref	Priority	Progress Comments
11.1.1	Drive customer design throughout council to improve customer experience	Customer Satisfaction survey was run in July and August 2023. The results will be presented to the Finance, Community & Services and Environmental Planning Committees 5 February 2024. A Customer Effort Score is now on iConcierge and we are reporting monthly on the results.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Undertake Customer experience performance measures including (a) Customer Satisfaction Score to inform service improvements throughout Council. (b) Net Promotor Score, (c) Customer Effort Score	(a) July 2023 (b) April 2024 (c) February 2024	In Progress 	On Schedule	The annual CSAT survey was conducted from 6 July until 15 October 2023. ELT were briefed on the results on November 22, 2023.
Up to 30 staff to attend a one day workshop on tools and engagement mechanisms to improve Customer Experience across Council services.	31 March 2024.	In Progress 	Preparations	The next group of managers and Coordinators will be identified and workshops are scheduled for April 2024

Project / Deliverable	Due By	Status	Stage	Progress Comments
Undertake a customer effort score assessment on iConcierge to further drive the development of the app to improve customer experience.	31 December 2023.	In Progress 	On Schedule	The customer effort score is now calculated on the finalisation of all CRM's. A report is prepared for ELT monthly and the score is reported on. Further enhancements resulting from Customer feedback will be implemented in first quarter of 2024.
Implement a Customer Experience Strategy to drive a customer first approach across council	31 December 2023.	In Progress 	On Schedule	The Customer Experience Strategy was endorsed by Council in December 2023 and will be published on our website in January 2024.
Develop Customer experience dashboard by automating data collection to enable data to be used real time to inform service improvements.	31 December 2023.	In Progress 	Preparations	Each Manager has identified and committed to delivering a customer experience project to be commenced by 30 June.

Ref	Priority	Progress Comments
11.1.2	Transform Council's business, by optimising the use of technology to support effective business processes and customer journeys.	Testing has been completed and a new online parking form has commenced and we anticipate the form will go live on our website by March 2024.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Website is rebuilt and redesigned to improve functionality and quality of content to increase customer satisfaction and engagement.	31 October 2023.	In Progress 	On Schedule	Our new website launched in October 2023 with improved functionality for customers and refreshed content. One of the new features is the 'What's Near Me' function, which allows customers to search for information relevant to where they live – including local playgrounds, venues, events, waste collection dates and Councillor contacts. We are also trialling the use of new accessibility software UserWay to improve the experience for people with sight, hearing and reading difficulties.

Project / Deliverable	Due By	Status	Stage	Progress Comments
Successful implementation of 6 priority online forms including payments.	3 by 31 December 2023, 3 by June 2024.	In Progress 	Preparations	Council has been working on the transition to online parking permits with new online payment to be tested in February 2024. The ability to apply for parking permits online will pave the way for the other 5 transactions to be delivered through online payment by June 2024.

### Workload and Productivity

The following table shows the Service results for the reporting period.

Service	FY 2021/22 (average)	1st Qtr 2022/23	2nd Qtr 2022/23	3rd Qtr 2022/23	4th Qtr 2022/23	FY 2022/23 (average)	1st Qtr 2023/24	2nd Qtr 2023/24	YTD FY 2023/24 (average)
DAs and CDCs processed by Customer Service staff	<b>302</b>	331	335	245	321	<b>308</b>	281	293	<b>287</b>
Calls answered by Customer Service staff	<b>18,498</b>	16,675	16,665	17,495	15,314	<b>16,537</b>	16,173	16,412	<b>16,293</b>
Service standard for call answered	<b>96%</b>	95%	94%	93%	92%	<b>94%</b>	96%	95%	<b>96%</b>
Visitor permits and Daily permits issued by Customer Service staff	<b>4,159</b>	5,300	5,870	6,005	5,270	<b>5,611</b>	5,680	6,560	<b>6,120</b>
Parking permits issued by Customer Service staff	<b>1,271</b>	1,255	1,375	1,482	1,026	<b>1,285</b>	1,349	1,328	<b>1,339</b>



## Woollahra Preschool

### Strategy 2.2: Understand needs of our community so that we can facilitate access to support and services.

Ref	Priority	Progress Comments
2.2.2	Encourage and promote services and support for families, youth and children.	Woollahra Preschool provides an 80 place centre for children aged 3-5 years and provides an exceeding standard of care. The Preschool continues to support children with special needs with a dedicated Special Inclusion Support Teacher.

Project / Deliverable	Due By	Status	Stage	Progress Comments
A quarterly intergenerational program delivered between Woollahra Preschool and Holdsworth Community.	30 June 2024.	In Progress 	On Schedule	In partnership with Holdsworth Community, two intergenerational activities were held in July and August 2023 at Woollahra Preschool with elderly clients of Holdsworth interacting with the preschool children.
Continue working in partnership with the Gujaga Foundation to deliver a weekly community language program to children in Woollahra Preschool.	Ongoing, 30 June 2024.	In Progress 	On Schedule	The Dharawal Language Program, through the Gujaga Foundation commenced in July 2022 twice per week and has continued throughout the year. This is an ongoing program and strongly supported by the children, their parents and staff. Parents are actively engaged in learning the Dharawal language and culture through Preschool enewsletters and using the Gujaga Foundation app. Every morning, each class does an Acknowledgement of Country.
Support children with special needs as funded by State Government, so that they are appropriately cared for and resourced by Woollahra Preschool.	30 June 2024.	In Progress 	On Schedule	12 children with additional needs attended Woollahra Preschool in 2023. Funding was received for 7 of the children from Dept of NSW Education – Inclusion Support Funding, which allows for employment of a full time Special Inclusion Support teacher. Meetings are held each quarter with parents of the children and Allied health professionals to review progress and set goals.

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## 2023 Customer Satisfaction (CSAT) Survey Overview

- The CSAT survey was run from 6 July until 15 October 2023. The Council services included were Communications, Development Applications, Roads, Waste Services, Customer Service, Parks and Libraries.
- Respondents provided satisfaction scores out of 10, which indicated how various services influenced their overall satisfaction, and offered suggestions for improving the customer experience.
- Promotion channels included digital screens, banners, flyers in rates notices, e-signature messages, Mayoral Column, Social Media, E-Newsletters and Woollahra News.
- Survey responses were analysed for key insights.
- The Executive Leadership Team and managers were briefed on the survey findings.

### Survey Findings

#### Overall Customer Satisfaction with Council's performance:

- The CSAT Score for 2023 was 6.5/10 based on an average of 180 customer satisfaction ratings submitted.

#### 2023 Vs 2022 CSAT ratings:

- 201 customers provided a rating in 2022 and the CSAT score was 6.7.
- We saw an increase in the neutral rating (5 & 6) in 2023. A rating of 5 or 6 is often considered neutral because it indicates moderate satisfaction. The respondents who give neutral ratings are considered crucial to sway in future surveys because they are in a position where their experience can be influenced positively or negatively.

#### CSAT score, top 3 suburbs with the highest number of respondents:

- Paddington: 48 respondents, CSAT score 5.6
- Woollahra: 33 respondents, CSAT score 6.7
- Bellevue Hill: 19 respondents, CSAT score 6.7
- These findings align with the population distribution in Woollahra LGA, as per the 2021 census, where Paddington had the highest population, followed by Bellevue Hill then Woollahra.

#### Demographic overview of survey respondents:

- Over 65 year olds formed the largest respondent group at 37%, while the under 18 age group had minimal representation at 1%.
- The 50-64 age group, constituting 18% of the Woollahra LGA population (as per the 2021 census) exhibited strong representation with 36% of survey respondents.
- The 35-49 age group, representing about 20% of the population, accounted for 19% of survey respondents.
- The 20-34 age group, constituting around 21% of the population, had the lowest participation at 3% in the survey.
- In terms of the respondent's connection to Woollahra LGA, 72% live in, 13% work in, 9% invest in, and 6% visit the area.

#### How Council services impacted rating:

- Top 3 services with positive impact were Libraries, Parks and Waste Services
- Top 3 services with negative feedback were Roads, Communications and Development Applications.

#### Positive Sentiments and Opportunities for Improvement:

##### Libraries

- Feedback highlighted appreciation for the library's friendly and helpful staff, well-organised spaces, and flexible administrative processes. There was praise for the selection, design, and facilities. Community engagement and events were recognised, and the library's role as a space for relaxation, study, and community engagement across age groups. Positive mentions of knowledgeable staff, and commended for being well-run, well-stocked, and providing excellent

customer service, along with appreciation for its accessible locations, trading hours, and service availability.

- Some concern regarding library's fees for overdue books and item reservations and the allocation of ratepayers' funds, with suggestions to optimise spending more efficiently.

#### **Customer Service**

- Comments highlighted the efficiency of the service, quick issue resolution and pleasant interactions. Staff members were praised for being friendly, knowledgeable, and helpful. Accessibility and convenience were noted positively as well as ease of processing applications. The responsive email acknowledgment system and prompt interactions received appreciation. Overall, there were consistent positive mentions of staff being helpful, courteous, and professional.
- Comments regarding slow response times, and a lack of follow-up from the council, with concerns about accountability in email communication. Difficulty in accessing services, particularly for busy professionals, suggestion for more convenient online alternatives for processes such as obtaining residents parking stickers. Criticisms included the handling of issues like abandoned vehicles and other regulatory services.

#### **Parks**

- Respondents appreciate the well-maintained condition of parks like Rushcutters Bay Park, Trumper Park, Cooper Park, and Lyne Park. Positive feedback emphasised the importance of green spaces and trees, and recognised the Council's efforts to organise walks and educate the community. The prompt response to service requests, courteous phone interactions, and quick attention to issues, such as trimming trees were also commended by several respondents.
- Some dissatisfaction with park maintenance, concerns like overgrown weeds, and cleanliness issues. Complaints about dog-related issues, suggestions for stricter leash enforcement and fines through dog scanners. Some mentioned challenges in dealing with the Council, noting difficult staff interactions and concerns about inadequate resources for park maintenance.

#### **Waste Services**

- There is appreciation for the efficient green waste collection service, praised for its flexibility in handling large amounts of green waste. The overall reliability of waste collection services received positive feedback. The Council's prompt response to reported issues such as missed bin collection was commended. Respondents recognise the efficiency and responsiveness in addressing concerns or disruptions in waste collection and also highlighted the reliability of the contractors.
- Complaints around noise and environmental impact from garbage trucks, particularly early morning collection times and spillage. Concerns raised about bin placement and mess and the need for better clean-up practices. Public bin management was mentioned suggesting solutions for overflow issues. Requests for street cleaning more frequently, with attention to gutters. Issues with large waste collection resulting in unlawful dumping were noted.

#### **Roads**

- Positive feedback received for recent road repairs and upgrades and fixing of potholes.
- Concerns about road maintenance, delays in filling potholes, and dissatisfaction with repair processes.

#### **Communications**

- Positive feedback regarding timely and informative updates via mail, email, Woollahra News and library eNews, keeping residents informed about Woollahra activities and events and praised for being helpful and accessible. Comments about the community engagement approach being proactive, involving residents through requests for their opinions via surveys.
- Concerns included difficulty navigating the council's website, issues with the Council app, and a perception of lacking substance in certain communication channels. It's important to note that the survey was conducted before the launch of the new website.

#### **Development Applications**

- Positive feedback noted the ease and efficiency of payment for development applications, and straightforward processes. Some respondents expressed satisfaction with helpful telephonists and customer service.
- Frustration with the lengthy processing time for development applications. Disapproval highlighted regarding the approval of controversial developments. Complaints regarding lack of transparency in

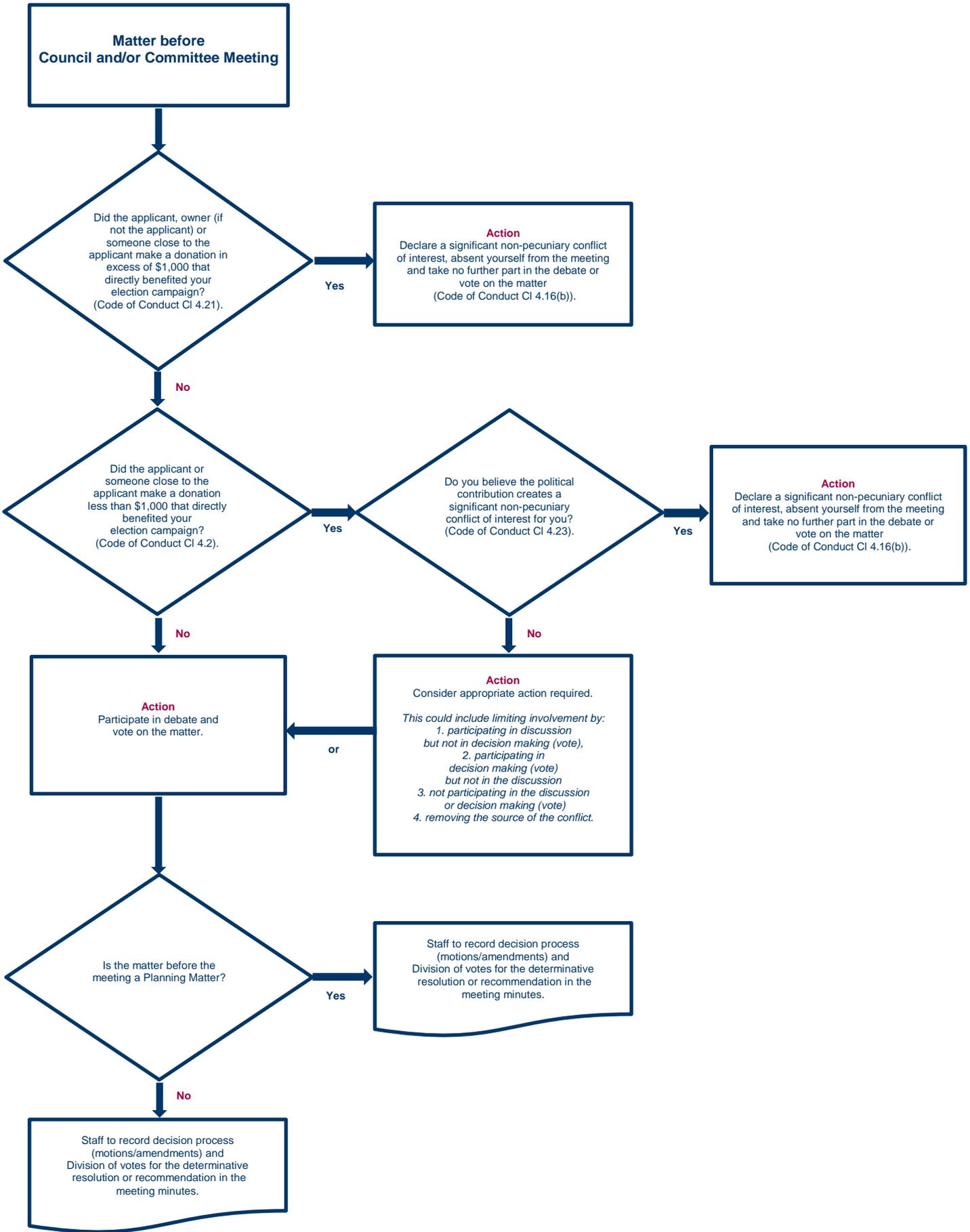
the development application system, raising concerns about insufficient community input, decision-making favouring developers, and a perceived absence of consideration for residents' interests.

### **Actions to improve Customer Satisfaction**

- We have developed a Customer Experience Strategy that will drive a customer first approach across council and ensures accountability of actions.
- We will be reviewing our complaint management policy and procedures to ensure customer feedback is captured, analysed and this information informs our service improvements.
- Monthly reports from the Woollahra Council app are now part of the regular communication to the Executive Leadership Team, providing valuable insights.
- Additional training for staff on the Woollahra Council app will be implemented and we will emphasise the significance of closing the loop in customer interactions by ensuring customers are informed of the outcome upon request finalisation.
- Woollahra Council app improvements will include the ability to add comments once the Customer Request Management (CRM) is lodged, enhancing the platform's functionality.
- The telephone system is being replaced with Microsoft Teams, which will increase accountability, functionality and mobility for all calls.
- A post-call survey will be implemented for the call centre, ensuring continuous improvement in customer interactions.
- We are automating the renewal process for certain permits, notably parking permits. We have identified a priority list of the top 5 transactions, aiming to streamline the online completion of these processes, ensuring customers obtain permits quickly and more efficiently.
- A website upgrade has been undertaken which has enhanced the customer experience and has increased functionality.
- Council conducted an LGA-Wide review of dog controls. This review proposed changes to existing dog controls across a range of our parks, reserves and beaches to reflect the current needs of the community, with this being reported to Council in the coming months.
- Monthly reporting of pothole requests will be completed to monitor customer sentiment and identify problem streets.
- In line with the recent Development Assessment service review and subsequent resolutions of Council, a Customer Experience initiative will be introduced to improve communication during the Development Application process. At designated stages within the application process the DA assessment officer will proactively reach out to applicants. A customer survey will also be implemented on DA approval.
- Managers have participated in Customer Experience workshops and they have developed a Customer Experience measure within their respective business areas. These measures will be implemented by 30 June 2024.
- In a move towards data-driven decision-making, Customer Experience dashboards are being developed to inform service improvements across Council and to empower managers with easy access to key data.
- The approved Special Rate Variation will see an increase in our open space maintenance staff to allow us to provide greater and more frequent levels of maintenance resulting in better maintained parks and reserves.



**Political Donations: Matters to be considered by Councillors at Council and/or Committee Meetings**



**Matter before Council and/or Committee Meeting**

Did the applicant, owner (if not the applicant) or someone close to the applicant make a donation in excess of \$1,000 that directly benefited your election campaign? (Code of Conduct Cl 4.21).

Yes

**Action**  
 Declare a significant non-pecuniary conflict of interest, absent yourself from the meeting and take no further part in the debate or vote on the matter (Code of Conduct Cl 4.16(b)).

No

Did the applicant or someone close to the applicant make a donation less than \$1,000 that directly benefited your election campaign? (Code of Conduct Cl 4.2).

Yes

Do you believe the political contribution creates a significant non-pecuniary conflict of interest for you? (Code of Conduct Cl 4.23).

Yes

**Action**  
 Declare a significant non-pecuniary conflict of interest, absent yourself from the meeting and take no further part in the debate or vote on the matter (Code of Conduct Cl 4.16(b)).

No

**Action**  
 Participate in debate and vote on the matter.

or

**Action**  
 Consider appropriate action required.  
 This could include limiting involvement by:  
 1. participating in discussion but not in decision making (vote),  
 2. participating in decision making (vote) but not in the discussion,  
 3. not participating in the discussion or decision making (vote)  
 4. removing the source of the conflict.

Is the matter before the meeting a Planning Matter?

Yes

Staff to record decision process (motions/amendments) and Division of votes for the determinative resolution or recommendation in the meeting minutes.

No

Staff to record decision process (motions/amendments) and Division of votes for the determinative resolution or recommendation in the meeting minutes.