

**Figure 6:** Hydrological features of the Wyong/Tuggerah area, including the approximate 100 year flood line.

Appendix D

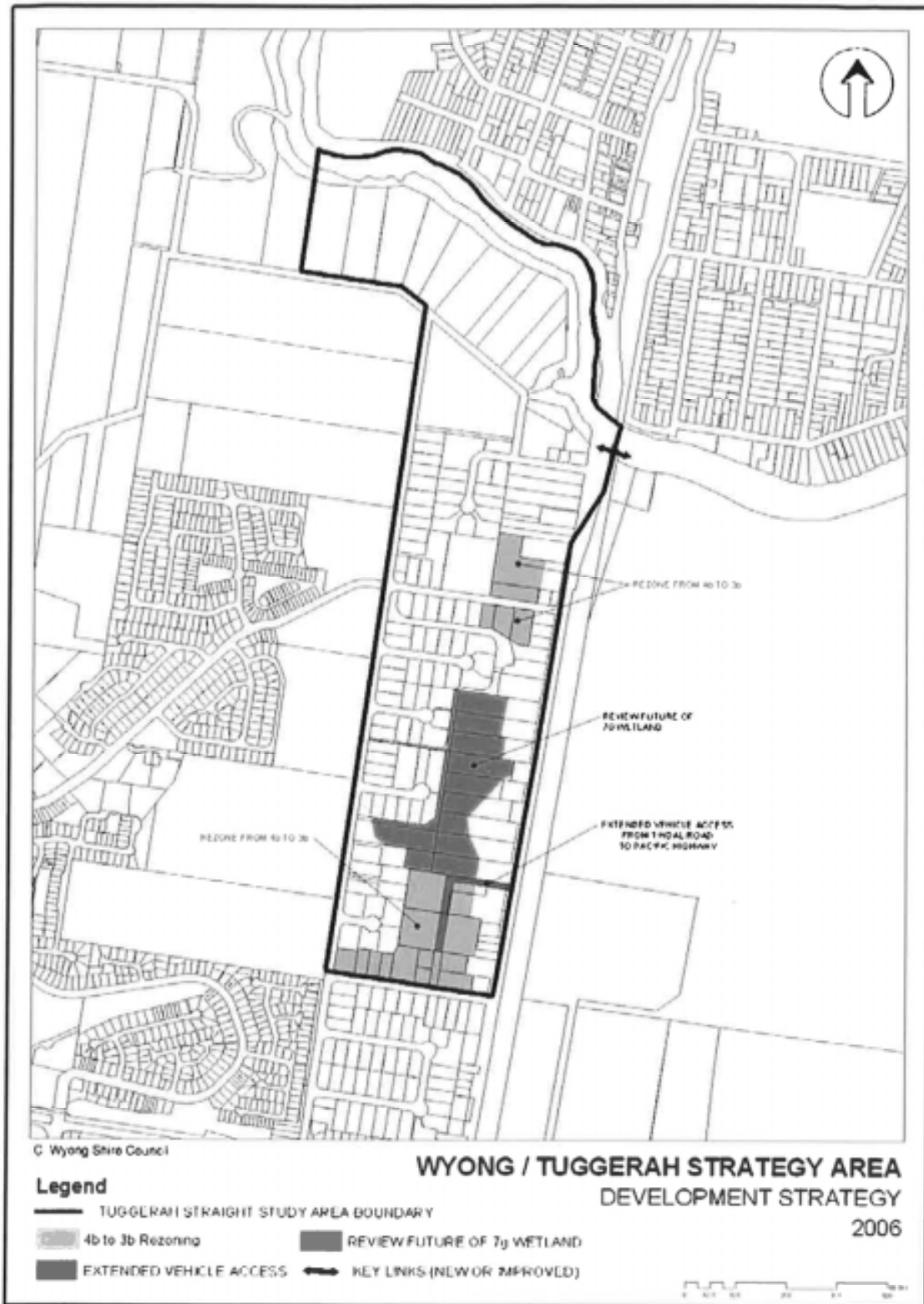


Figure 14: The Tuggerah Straight Landuse and Zoning Strategy

Appendix E



14<sup>th</sup> August 2012

Paul Hunter  
PO Box 786  
Terrigal NSW 2260

Dear Paul,

RE: Proposed Officeworks 186 Pacific Highway, Tuggerah NSW

I refer to your request regarding some initial planning with the local council and wish to confirm that Officeworks is committed to moving ahead with the development agreement and Agreement for Lease we have entered into with yourself for the above property.

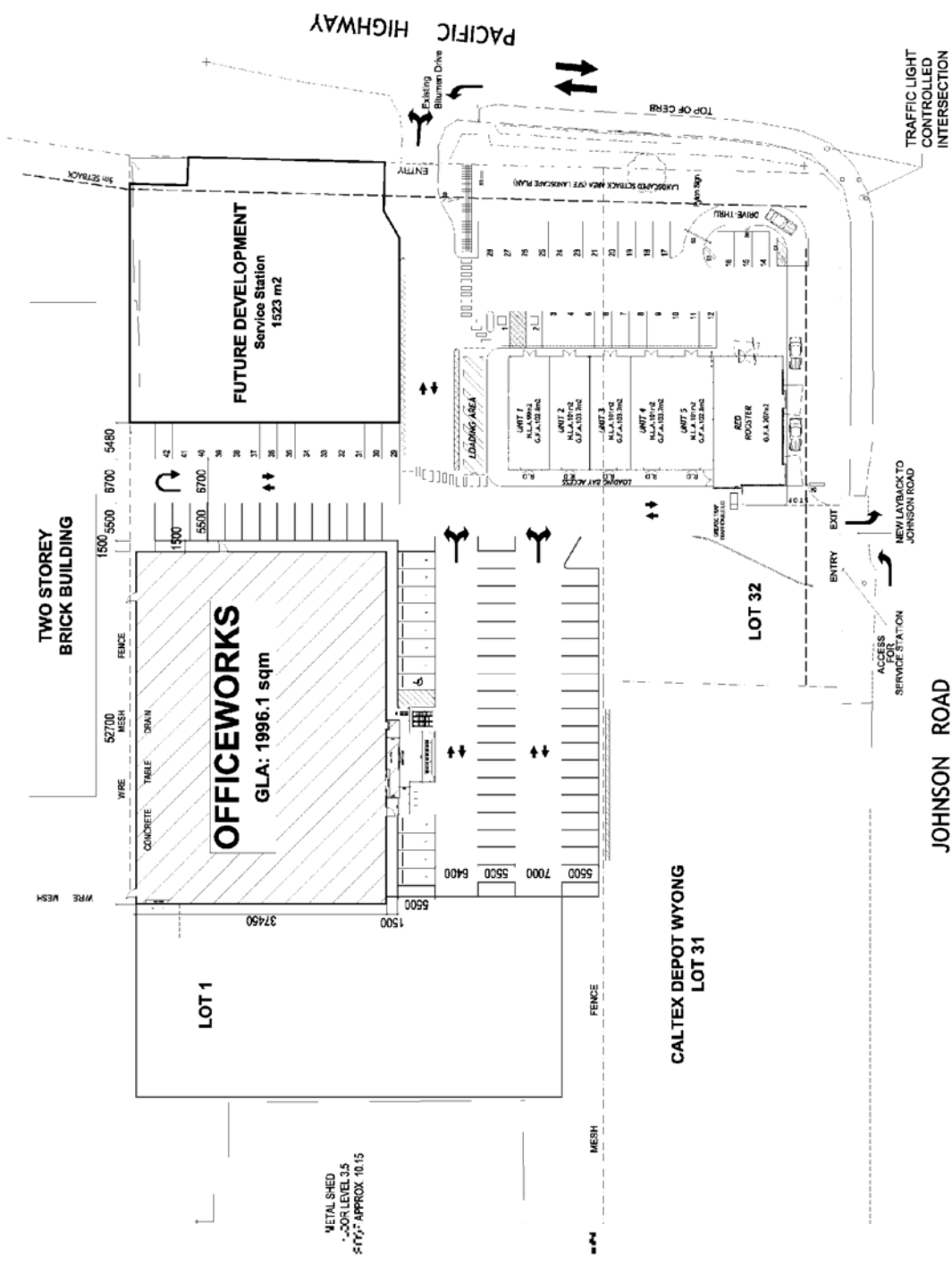
Officeworks is keen to see this development come to life as we have received much interest from the local community about a store being opened in Tuggerah. We are committed to the local community and as such will be employing between 30 to 40 new team members, all from the local community.

If there is any further information we can provide to assist in your discussions with the council please advise.

Regards,

A handwritten signature in black ink, appearing to read "Adam Davison".

Adam Davison  
NSW Development Manager  
Officeworks Superstores



DATE

**TUGG-00**

SHEET 1 OF 1 REV.

REV BY AMENDMENT

NAME: KS

DATE: JULY 2011

SCALE: NTS

STANDARD DRAWING

STORE DEVELOPMENT

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**PRELIMINARY**

Appendix F



3b DENOTES 3(b) CENTRE SUPPORT ZONE

REDUCTION RATIO <b>NOT TO SCALE</b>		<b>PLAN SHOWING PROPOSED CHANGE OF ZONE OF LOT 1 DP 1135878 AND LOT 32 DP 1095027 186 PACIFIC HIGHWAY AND 2A JOHNSON ROAD, TUGGERAH</b>	<b>TREHY INGOLD NEATE</b> Cnr Reliance Drive and Colony Close Tuggerah NSW 2259 Tel: 61 2 4351 2233 Fax: 61 2 4352 1559 admin@tinsurvey.com.au P O Box 3205 Tuggerah NSW 2259
Ref No	Date		
20010/43	AUGUST 2012		
Registered Surveyor			



## **4.1 Contract Variation - Microsoft Licencing**

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TRIM REFERENCE: F2004/12042 - D03188237  
MANAGER: Michael Whittaker, General Manager  
AUTHOR: Bob Platt; Chief Information Officer

### **SUMMARY**

Variation to existing Microsoft Licensing Contract in order to support increases in demand and improvements to the service delivery model.

### **RECOMMENDATION**

- 1 That Council approve a budget variation increase of \$320,000 (excl GST) for the existing Microsoft Licensing Agreement in order to support increases in demand and improvements to the service delivery model.**
- 2 That Council note the estimated total value of the contract over the three (3) year period will now be \$995,000 (excl. GST).**

### **BACKGROUND**

Council accepted a tender through Local Government Procurement (LGP108) for Microsoft licensing for a period of up to three years (September 2011). The estimated annual expenditure was \$225,000 (excl. GST) with potential for variations based on demand.

The Microsoft Contract covers critical elements of software within Councils Information Management infrastructure such as Desktop software, Systems Support software, Outlook Mail software, Sharepoint software and Server software.

Since the establishment of the Contract a number of changes in Councils' service delivery have occurred. These initiatives across the business include a focus on efficiency improvements, improved communication and collaboration and improved service quality that have driven the need for improved infield technology solutions, improved collaboration and communication tools and more efficient systems.

These changes in business requirements have imposed changes in Information Management which have a flow-on effect to the costs associated with the Microsoft Contract.

### **CURRENT STATUS**

Council along with most businesses and consumers is highly reliant upon its Desktop Standard Operating Environment to effectively communicate between its suppliers, partners, stakeholders, customers and employees. The vast majority of the Information Technology world relies upon the Microsoft Office Suite which has become the de facto standard. Council maintains a substantial fleet of Computer devices (Approximately 1000) all running on Microsoft Office and Windows.

#### 4.1 Contract Variation - Microsoft Licencing (contd.)

Information Management is responsible for providing computing capability and carefully monitors the number of devices and appropriate licensing of those devices.

The numbers of devices, licences and associated costs have been static in the past however with recent changes to business needs and service delivery improvements we have seen a substantial push for increases in devices and the associated licences.

#### Contract Structure

The Microsoft Licensing Contract is of a standing offer arrangement, purchases are funded from the responsibility centre as annual transactions are processed, rather than from an allocation made to this contract itself. The estimated value of the arrangement is therefore not a budget figure, but rather it is an indication of the overall scope of the arrangement.

The Contract is structured upon a baseline measured at the commencement of the contract with an annual audit of licences taking place post the contract anniversary (31 July) in order to determine the following years cost.

Any additional licensing above the baseline is invoiced in the following year.

#### Microsoft Licence Structure & Volumes

The Table below details the volume and type of licenses utilised within Council.

Year	License Count	Academic – Libraries	Training	Secondary (PC & laptop or tablet)
License Cost Impacts	Full Charge	Academic Discount	Free	Free
2008-2009	706	57	19	Not Available
2009-2010	761	40	16	67
2010-2011	754	64	20	48
2011-2012	805	64	15	55
2012-2013 Forecast	850	64	20 (max allowed)	60
2012-2014 Forecast	892	64	20 (max allowed)	65

Councils Information Management Unit is a vital component of Wyong Shire Councils' business with a significant focus on efficiency, process improvement and leveraging technology to improve the quality of service delivery.

In support of these business initiatives Information Management is constantly reviewing, testing and trialling technology to ensure Council has access to the best and most cost effective solutions available.

## 4.1 Contract Variation - Microsoft Licencing (contd.)

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Current the changes in business requirements are focused in three major areas:

- Improved infield technology
- Improved communication and collaboration tools
- More efficient systems

### **Improved infield technology**

A key and common theme across Council's service units is the requirement to gain efficiency by introducing technology into the field. It allows for improved communication and access to critical information in the field as well as the ability to enter data into Council systems at the point it is generated as opposed to manual paperwork being generated and entered into systems at a later point.

Operational staff have historically had limited access to technology in the field typically due to device cost issues, however technology advances are changing. This change has led to increased demand for infield devices which has effectively increased the Microsoft license count past original estimates.

### **Improved communication and collaboration tools**

A critical component for efficient business is a set of tools that provide improved communications and collaboration across the business. Councils' Intranet is the key to delivering on these needs. Councils' Intranet is becoming more integrated into the business and the business is demanding greater functionality and capability as it has become the central portal for Council information.

Councils' Intranet is delivered via Microsoft Sharepoint software providing a wide range of functionality and closely integrated with Councils' Desktop Standard Operating Environment.

### **More Efficient Systems**

Council currently utilises a number of disparate applications to proactively monitor, deliver patch management and provide issue escalation across its information technology infrastructure.

These disparate systems are not optimal as they require deep skills within each application which leads to inefficiencies and suboptimal quality resulting in lower uptime.

An integrated toolset will provide greater efficiencies and assist in delivering better outcomes in terms of greater uptime for the Council and Community.

### **OPTIONS**

The options are limited to:

- Do nothing – the consequences of this scenario are newly purchased devices are not able to be utilised resulting in lost productivity and future opportunities for efficiency cannot be achieved. Improved communications and collaboration will not occur and potential efficiency gains in Information Management will be lost.

#### **4.1 Contract Variation - Microsoft Licencing (contd.)**

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- Approve the variation to expenditure which will deliver forecast efficiencies in field technology, improved communications and collaboration, efficiencies in Information Management will be made and potential opportunities in further mobility improvements will be explored and capitalised on if appropriate.

#### **PROPOSAL**

The proposal is to take up changes as detailed in this paper to vary expenditure by \$320,000 in order to deliver improvements in service delivery through efficiency gains, improved communications and collaboration and infield technology improvements.

The substantial benefits to approving this proposal have a direct Operational Expenditure cost impact however this investment is far outweighed by the gains in operational productivity and efficiency. Some of the benefits are detailed below:

#### **Improved infield technology**

Councils' business can benefit significantly from improvements to infield technology, providing accurate, up to date information on the location of Council assets. The ability to input data at the source and at the time, these elements provides greater efficiency, greater accuracy and reduces the impost of data entry on administration staff. There are a number of field based staff groups that are currently investigating the use and benefits of infield technology.

#### **Improved communication and collaboration tools**

Microsoft Sharepoint 2010 provides a significant number of business benefits over the current version including enhanced communications and collaboration tools, such as the ability to deliver secure access to authorised third parties, capability to reduce third party suppliers, the ability to provide a simple and intuitive front-end to our document management system which will reduce duplicate documents, reduce email storage and assist in ensuring compliance with NSW State Records Act.

#### **More Efficient Systems**

An integrated toolset within the Microsoft suite providing proactive monitoring, delivering patch management and providing issue escalation can provide greater efficiencies and assist in delivering better outcomes in terms of greater uptime for the Council and Community.

Improved patch management capability for Council's Information Technology infrastructure to address a recommendation from the recent independent Information Technology security review which will improve Council's security structure;

Assist in creating resource efficiencies which will be required to assist in the resourcing to establish the Joint Services Business and Central Coast Water Corporation, specifically the Information Management components;

Business needs, changes and improvements in service delivery and increases in demand have driven the following changes to the existing Microsoft configuration;

#### 4.1 Contract Variation - Microsoft Licencing (contd.)

<b>Increases in Demand/Service Delivery Changes</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
Contract baseline	\$225,000	\$225,000	\$225,000	TBA
Variation for increases in demand		\$73,000 (True-up)	\$64,000 (True-up Forecast)	\$64,000 (True-up Forecast)
SharePoint enterprise upgrade		\$91,000		
New Toolset (MS System Centre 2012 Suite)		\$27,000		
<b>Total</b>	\$225,000	\$407,000	\$289,000	\$64,000
3 Year Estimate				\$995,000

Therefore the proposed estimated total value of the Microsoft licencing for the three year period ending 31 July 2014 will by \$995,000.

This variation proposes an estimated annual increase over the next 2 years of \$64,000 per annum. This represents an estimated 87 additional devices over the 2 year period. These devices are proposed for the following purposes:

- Tablet devices allocated to Environment and Natural Resources for the Environmental Management System;
- Tablet devices allocated to Open Space for transition to electronic inspections;
- Tablet devices allocated to Community Buildings for transition to electronic inspections;
- Tablet devices allocated to Building Certification and Health for transition to electronic inspections;
- Tablet devices used to assist as learning aids for children; and
- Additional tablet devices allocated to Water and Sewer to enable greater efficiency in the field by accessing service requests and GIS information where and when required.

#### **Microsoft Forecast Licence Costs**

The following table illustrates the increase in Microsoft licencing costs over time due to forecast increases in demand and improvements in service delivery:

<b>Year</b>	<b>Annual Cost</b>	<b>Note</b>
2011-2012	\$298,000	\$225K annual invoice + \$73K for additional devices
2012-2013	est. \$407,000	\$225K annual invoice + est. \$64K for additional devices + \$91K for Sharepoint eCAL + \$27K New Toolset
2012-2014	est. \$289,000	\$225K annual invoice + est. \$64K for additional devices

### **FINANCE**

Provision has been made for these additional costs to be factored into operational budgets in such a way as to minimise the overall impact. Where permitted, the costs have been apportioned over multiple years.

### **RISK ASSESSMENT**

#### General

The Microsoft contract has been structured on an existing and tried and proven platform under Local Government Procurement and is an existing contract with Council. The variation being sought will vary the product makeup and the quantities licensed and therefore the associated risks are considered minimal.

#### Budget

Because the contract is of the nature of a standing offer arrangement, purchase will be funded from the responsibility centre as annual transactions are processed, rather than from an allocation made to this contract itself. The estimated value of the arrangement is therefore not a budget figure, but rather it is simply an indication of the overall scope of the arrangements. Although the estimated value of the arrangement is now \$995,000 the actual value will depend on the quantities ordered as requirements arise over the life of the arrangement. The total amount ordered under this arrangement could therefore vary further if demand patterns alter for this product/service.

### **TIME-FRAME**

The existing time-frame will not be adjusted due to this variation and the contract will still continue through to 31 July 2014. As detailed previously there are contract extension options available that will be considered prior to the contract end.

### **APPROVALS**

No approvals are required

### **CONCLUSION**

- The current Contract is configured for flexibility in terms of volume and products
- Service Delivery has changed necessitating change in Information Management support
- There are clear efficiencies to be made by implementing these changes
- Service improvement is critical to the organisation
- Licence compliance is critical

### **ATTACHMENTS**

*Nil.*

## **5.1 2012-16 Strategic Plan - September Quarter Review (Q1)**

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TRIM REFERENCE: F2011/01862 - D03164623

AUTHOR: Mellissa McKee; Corporate Planning Executive

MANAGER: Stephen Naven; Chief Financial Officer

### **SUMMARY**

This paper reports on Wyong Shire Council's performance progress as measured against the organisation's Strategic Plan for 2012-2016. The report covers the period for the three months ended 30 September 2012 (Q1).

### **RECOMMENDATION**

- 1 That Council receive the first Quarterly Review Report on progress against the WSC 2012-16 Strategic Plan.**
- 2 That Council note that Council's Responsible Accounting Officer has declared the financial position of Wyong Shire Council to be satisfactory.**

### **BACKGROUND**

Council is required to review its progress each quarter in accordance with the Wyong Shire Annual Plan and s.203 of Local Government (General) Regulations 2005.

Council prepares a Strategic Plan incorporating the 4-Year Delivery Program and the Annual Plan. Reporting on progress is in accordance with the Plan in terms of actual business performance against budget, the relevant Performance Indicators, Actions and Major Projects is detailed therein.

The Local Government Act requires Council to report quarterly on its performance and at least every six (6) months on progress with respect to each Principal Activity set out in the Strategic Plan.

The quarterly report is presented in the necessary format and is considered to satisfy both requirements.

### **CURRENT STATUS**

The September 2012 Quarter Business Report (Q1) is included as an enclosure.

The 2012-13 financial year is focussed on Council's continued journey to achieving long term financial sustainability. Council's target for 2012-13 is an operating shortfall of (\$10m). To achieve this result Council will continue to implement tight management controls around expenditure and rigorous business planning to ensure a sound financial result whilst still delivering acceptable levels of service to our community.

The operating result year to date (YTD) is a surplus of \$99.8m against a budget of \$96.7m. This result includes Rates and Annual Charges income of \$135.6m which represents the full year income. The adjusted first quarter result, excluding quarters' two to four rating revenue is (\$1.9m) deficit, against a budgeted deficit of (\$5.5m). Work will continue to identify the risks to budgets and to reaffirm Council's commitment to the target of a (\$10m) deficit at year end - despite significant budget challenges.

Capital Expenditure YTD totals \$11.2m, against the YTD budget of \$13.0m, and represents 12.6% of the full year capital budget. It is typical to find that the first quarter of capital expenditure is a quieter period of activity than other quartets due to the need to investigate, design and commence new works.

### **Financial Implications**

In previous years budget carryovers from the prior year have placed considerable pressure on Council's targeted operating result. In 2012-13 budget carry-overs from 2011-12 were not approved unless an offsetting reduction in expenditure was identified and the targeted operating deficit remains at (\$10m).

### **CONSULTATION**

All departments were consulted and involved in the preparation of this report.

### **GOVERNANCE**

Quarterly reporting of Council's financial and operating performance is mandatory.

### **CONCLUSION**

All requirements of the relevant legislation governing management reporting have been met.

The Responsible Accounting Officer considers that Council's financial position is "satisfactory" – not withstanding that further continued management actions/decisions are required to maintain that position.

The financial position represented by the report leaves no room for relaxation of tight budgetary controls, by all concerned.

### **ATTACHMENTS**

- 1 Business Report Q1 - September 2012 (D03185520 distributed under separate cover) Enclosure



## **5.2 Proposed Replacement of Pedestrian Bridge over Tumbi Creek, Peninsula Point, Berkeley Vale**

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TRIM REFERENCE: F2011/02759 - D03169459

MANAGER: Greg McDonald, Director Infrastructure Management

AUTHOR: Andrew Pearce; Manager, Roads and Stormwater

### **SUMMARY**

The existing shared pathway bridge over Tumbi Creek is nearing the end of its life and requires priority replacement. Preconstruction and procurement activities for the construction of a new bridge are well advanced. The final decision relating to route selection is outstanding and Council is requested to endorse a preferred option and budget allocation to enable the project to proceed to the construction stage.

### **RECOMMENDATION**

- 1 That Council endorse the construction of a new "Cable Stay Bridge" with associated shared pathway approaches over Tumbi Creek at the location as shown in Option A.**
- 2 That Council approve expenditure for the construction of the new bridge within the funding limits of Councils existing 2012/2013 capital works budget.**

### **BACKGROUND**

The existing Tumbi Creek 'Shared Path Bridge' has been assessed by both internal staff and independent structural consultants as requiring urgent works due to age and material based structural deterioration. The timber pylons supporting the bridge in particular have reached the end of their asset life. The timber bridge was constructed in 1984, thereby providing a service of 28 years.

The bridge forms part of the important shared pathway network around Tuggerah Lake and used by Wyong Shire Residents and Tourists, including cyclists and pedestrians, recreational runners and commuters. The shared pathway bridge is located on Crown Land managed by Wyong Shire Council and surrounded by residential property on both the eastern and western sides of Tumbi Creek.

Council allocated funding in the 11/12 Strategic Plan for the replacement or rehabilitation of a number of priority timber bridges. Ten road bridge priority projects were subsequently completed. Preconstruction and procurement actions for a new pedestrian bridge project at Tumbi Creek were undertaken for two alternative route options following public submissions. The actual construction remains outstanding pending a decision on the final alignment and budget allocation.

Council initiated the investigation into options for the renewal and replacement of the bridge and approaches as part of the 11/12 Strategic Plan. This involved assessment of many factors such as:

## 5.2 Proposed Replacement of Pedestrian Bridge over Tumbi Creek, Peninsula Point, Berkeley Vale (contd)

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- Environmental impact
- Bridge construction material i.e. steel, aluminium, concrete or timber
- Type and style of structure i.e. Prefabricated structure, Cable Stay etc
- Mandatory criteria: RMS requirements of 3.5m wide, 3.0m clearance above Tumbi Creek, bridge design codes.
- Compliance with Australian Standards and Austroads Guidelines for shared pathways
- Economical and Sustainable benefit (value for money, whole of life cost)
- Feasibility of construction

Under the assessment process it was determined the most feasible option that best matched the above criteria was to construct a new bridge located at the entrance of Tumbi Creek to Tuggerah Lakes (Option A). This location was selected based on minimal impact to the environment and numerous technical points of merit with a focus on the functionality and safety for pathway users. The Austroads Guidelines, points out the need to have clear lines of sight with large radius curvature for shared pathway configurations; this has proven to reduce the points of conflict between cyclists and pedestrians and increased safety.

A number of residents in the area became aware of the proposal following the undertaking of survey work for the purposes of developing a concept design and environmental assessment which was well before any formal consultation process began. There were a number of enquiries made in relation to the purpose of the survey markers and tree identification markings however limited public objection at this time.

The subsequent formal public consultation process was initiated in conjunction with the assessment of the project in accordance with Councils Environmental Assessment procedure. This included letters to neighbouring residents and advertising in the Central Coast Express.

At this time a panel of staff investigated and analysed a number of different design and material options for a bridge of the required specifications. Indicative quotes were obtained for a number of options ranging in price from \$0.5m to \$2.02M. The cable stay bridge option offered by Fleetwood Urban Pty Ltd, procured under the terms of Local government Procurement standing panel contact LGP 308 was found to represent the best value option by a significant margin.

Further validation of this was also made by way of the comparison of unit costs for the construction of other similar bridges in NSW & the ACT. RMS also provided their support to the proposed bridge and alignment. At the time of procurement it was also acknowledged that the subject 'off the shelf' bridge had the flexibility to be installed at other adjoining locations in the event of final layout modifications. Procurement then proceeded under the terms of LGP 308.

The chosen bridge is a "Cable Stay" style bridge with 50m span, consisting of a durable galvanised structure, with stainless steel balustrades, timber deck and handrail. The bridge is in full compliance with the relevant Australian Standards. A drawing of the bridge is enclosed (attachment 1).

Following the preliminary public consultation process undertaken as part of the environmental assessment, a number of residents raised objections to the chosen route primarily on the basis of the impact on property views and safety concerns. Representations were made through the then Mayors office resulting in a number of onsite meetings being

## **5.2 Proposed Replacement of Pedestrian Bridge over Tumby Creek, Peninsula Point, Berkeley Vale (contd)**

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held between the Mayor, staff and residents to work up an alternative proposal. An alternative route was developed by design staff in close consultation with a number of residents although it was noted that a number of residents supported the original proposal (Option A). Under the new proposal the replacement bridge was to be located closer to the existing bridge (Option B). Attachment 2 details the location of both options in the context of the existing foreshore shared pathway network.

Two concept plans were subsequently prepared for both Options A & B and a preferred selection and comments sought based on these design options incorporating the best information available in terms of the advantages and disadvantages of both options. The structure fits in both locations however both options have minor differences in bridge spans pathway approach configurations, environmental impact and cost.

Comments and feedback were received from the ongoing Public Consultation process involving the Wyong Shire Council Community Consultation Hub on the WSC website, local newspaper notices and resident letter box drop. A summary of the outcome of this consultation process is contained further in this report.

### **CURRENT STATUS**

The project is pending Council's resolution of an appropriate location for the new bridge. During the months of August – September further public consultation and refinement of the design, construction methodology and estimates have been completed.

A review of environmental factors (REF) has been prepared for Option A. Option B will require a new REF. The Crown Lands department has been consulted for approval and is awaiting Council's decision. The RMS (Roads and Maritime Services) endorsed Option A in preference to B, stating reasons of safety, removal of conflict between pathway users and boat ramp, clearer lines of sight for pathway users and did not favour 'hairpin style curves' for shared pathways.

A recent site meeting with the bridge installer/supplier, crane contractor, and staff and a resident representative opposed to Option A has been held to discuss constructability, crane location and the impacts on trees for both locations.

Option A requires a 3.5m wide cleared corridor from the end of the turning head in The Peninsula to the proposed eastern side abutment site for crane and semi trailer access. Three prefabricated components of the bridge each weighing 4 – 5 Tonnes and galvanised pylons supports are to be delivered to site by semi trailers. The existing 2.5m wide concrete path along this route would help support the crane and semi trailer on their way to the installation point, but a number of trees would require removal. The 130 Tonne crane needs 8x9m perimeter to base the outrigger supports and can lift bridge components off the semi trailer and swing up, over and out across Tumby Creek into their desired positions.

Option B will involve very similar installation techniques of the prefabricated components of the bridge. The same 130 Tonne crane can be used needing 8x9m perimeter to base the outrigger supports located at the turning head of The Peninsula. Bridge components can be lifted off the semi trailer and moved into position minimising tree removal.

## **THE PROPOSAL**

It is proposed for construction of new shared pathway bridge over Tumbi Creek Peninsula Point. There are two different locations known as Option A and Option B. Detailed layout designs for the bridge and approaches of both options are enclosed (Attachments 3 & 4).

### **Option A**

Proposed Cable Stay Bridge and shared pathway approaches located at the mouth of Tumbi Creek to Tuggerah Lake. Removal of approximately 35 - 45 trees (10 – 20 >100mm trunk diameter) of the relatively common foreshore species of *Casuarina Glauca* are required to allow for the raised concrete pathway approaches, widened from 2.4m to 3.5m with 1 in 3 batter slopes. This design reflects the criteria of RMS for width of bridge, approach pathway width and a 3m high clearance over Tumbi Creek to maintain the same navigability as current. It meets the Australian Standard for longitudinal grade to comply with wheelchair access and Austroads Design Guidelines for lines of sight and long flowing horizontal curvature with large radius for shared pathways. Below are summarised in point form, benefits and Issues for the proposed option.

#### **Benefits:**

- Lowest cost option through being the most direct route resulting in lesser bridge span and less approach work.
- The most direct functional route, with long curvature and large radius keeping with the Tuggerah Lake shared pathway scheme.
- Concrete pathway approaches from both sides of Tumbi Creek are to be placed on top of imported compacted fill with batters of 33% grade (1 in 3 slopes). This provides added width for departure off the pathway in case of either pedestrian or cyclists avoiding a potential collision.
- The current conflict of the shared pathway intersecting with the roadway and people accessing the boat ramp at the end of The Peninsula will no longer exist.
- The position at the junction of Tumbi Creek and Tuggerah Lakes will provide users with views across the lake and promotes the focus of the shared pathway network to the lakes.
- The existing timber bridge can remain in place during construction maintaining access over Tumbi Creek throughout the duration of project.

#### **Issues:**

- The alignment of the pathway approach on western side of Tumbi Creek requires adjustment towards adjoining property boundaries and will impact on resident's privacy.
- There will be a visual amenity impact from properties on the western side of Tumbi Creek.
- High watercraft >3m will be unable to navigate the entrance to Tumbi Creek

### **Option B**

Proposed Cable Stay Bridge and shared pathway approaches located at a 20 degree angle across the existing timber bridge. Removal of approximately 80-90 trees of varying species is required to allow for the raised concrete approach with batter slopes on the western side and a raised timber boardwalk style approach on the eastern side. This design reflects the criteria of RMS for width of bridge, approach pathway width and 3m high clearance over

## 5.2 Proposed Replacement of Pedestrian Bridge over Tumbi Creek, Peninsula Point, Berkeley Vale (contd)

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Tumbi Creek. It meets the Australian Standard for longitudinal grade to comply with wheelchair access and Austroads Design Guidelines for horizontal curvature. Below are summarised in point form, benefits and Issues for the proposed option.

### Benefits:

- Privacy for residents on the western side of Tumbi Creek is maintained.
- Visual Impact for residents on the western side of Tumbi Creek is minimised.
- No height restrictions for watercraft between lake and boat ramp

### Issues:

- Increased cost for an additional 5m span of the bridge and possible increased structural member sizing required keeping the foundations out of Tumbi Creek. The proposed angle of the bridge across Tumbi Creek is needed to comply with Austroads Guidelines for curvature radius on the approaches.
- Increased cost given the east side approach requires a costly raised broad-walk style structure with balustrades and handrail to avoid removal of significant tree(s).
- The alignment of the pathway approach on the eastern side of Tumbi Creek requires adjustment towards the adjoining residential property and will impact on resident's privacy.
- Existing conflict between the shared pathway and vehicles turning and using the boat ramp at the end of The Peninsula will remain.
- No opportunity for departure by either cyclist or pedestrian in case of avoiding a collision on the eastern approach.
- The access across Tumbi Creek during demolition of existing bridge and construction of the new will have to be closed for a period of up to 3 months with a lengthy and unsuitable detour route for shared pathway users.
- Increased tree removal

A detailed matrix of technical application of standards and guidelines for each bridge location option is enclosed (Attachment 5).

## OPTIONS

Four options:

1. Do nothing. Leave the existing timber bridge in place. The existing bridge has reached the end of its asset life and maintenance of the structural components is not achievable. The bridge continues to be closely monitored and will ultimately require closure in the interests of public safety.
2. Rehabilitate existing timber bridge structure. Rehabilitation of the existing bridge would require full replacement of nearly all timber components including pylons. This is not seen as a favourable whole of life solution given high capital, limited lifespan relative to more durable construction materials, and ongoing maintenance costs. The bridge would continue to be inconsistent with RMS criteria, Australian Standards and Austroads Guidelines for pedestrian bridges and shared pathways.

**5.2 Proposed Replacement of Pedestrian Bridge over Tumbi Creek, Peninsula Point, Berkeley Vale (contd)**

3. Construct Option A, the entrance of Tumbi Creek with Tuggerah Lake, comprising of a new 50m span 'Cable Stay' bridge and associated pathway approaches that comply with RMS criteria, bridge design code, Australian Standards and Austroads Guidelines.
4. Construct Option B at the current timber bridge location comprising of a new 55m span 'Cable Stay' bridge and associated pathway approaches that comply with RMS criteria, bridge design code, Australian Standards and Austroads Guidelines.

**STRATEGIC LINKS**

**Wyong Shire Council Strategic/ Annual Plan**

<i>Principal Activity</i>	<i>Service</i>	<i>Key Action and Objectives</i>	<i>Funding Source and Description</i>	<i>Impact on Key Performance Indicators/ Service Performance Indicators</i>
Community Recreation	Sport Leisure & Recreation	To plan for, design, plan, develop, and maintain infrastructure and services to support a diverse range of sport and leisure functions, leisure and tourist activities, and maximise their benefits and use.  4 year action:  Implement priority actions from the on road bicycle and shared pathway strategy		Maintenance of the continuous length of shared pathway between the Entrance and Chittaway is dependant on this link
Roads and Stormwater	Roads & Stormwater	To manage and develop the Shires road, bridge and drainage networks along with associated infrastructure to help ensure ease of travel and environmental responsibility  1 year Action:  Construct and maintain shared pathways in accordance with adopted On-road Bicycle and Shared Pathway Strategy		Maintenance of the continuous length of shared pathway between the Entrance and Chittaway is dependant on this link

### **Contribution of Proposal to the Principal Activity**

Renewal of the shared pathway bridge will maintain the current continuous length of Tuggerah Lakes foreshore shared pathway

### **Long term Financial Strategy**

Increased capital costs are associated with the proposal however recurrent operational costs (whole of life costs) and the identified risk to Council will be reduced (relative to other renewal/replacement options) due to the increased durability of the bridge and compliance with relevant design standards. In addition the new bridge will deliver an enhanced level of service to the community.

### **Asset Management Strategy**

Council has an Asset Management Strategy with specific objectives and outcomes for asset management over the next 10 years. Two of the key objectives of the strategy are:

- Effectively and efficiently manage all infrastructure assets under councils control through each phase of the lifecycle
- Engage the community on desired levels of service and ensure asset investment decisions consider whole of life costs, and balance the funding for investment in new and upgraded assets with the investment in asset renewal.

The replacement of the bridge is consistent with the strategy's focus on the timely renewal of existing assets rather than delivering new assets.

### **Workforce Management Strategy**

The proposal will predominantly be delivered by specialist contractors with input from staff in the area of design, project management, and civil construction of approaches. Council has the required skilled workforce to deliver this project.

### **Link to Community Strategic Plan (2030)**

The proposal links to the following objectives:

*There will be ease of travel within the Shire and to other regional centres and cities. Travel will be available at all hours and will be safe, clean and affordable.*

*Communities will have access to a diverse range of affordable and coordinated facilities, programs and services*

### **Budget Impact**

The estimated total cost for the new bridge is:

Option A with associated shared path approaches = \$717K

Option B with associated shared path approaches = \$860K.

## **5.2 Proposed Replacement of Pedestrian Bridge over Tumbi Creek, Peninsula Point, Berkeley Vale (contd)**

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The increased costs with option B, estimated to be \$143K, are associated with the necessary increase in span to diagonally cross Tumbi Creek, increased approach distances, and the need for an elevated boardwalk and handrails on the eastern approach

In 2011/2012, Council budgeted \$1M towards the priority replacement of Tumbi Creek bridge. A total of \$85,000 was expended that financial year on investigation, planning, design and project management. Council was successful in obtaining a 50% contribution from RMS towards this expenditure.

At the time of development of the 2012/2013 Strategic Plan in early 2012, the project was on track for delivery. No budget provision was therefore carried forward into 2012/2013.

A further \$12,000 has been expended year to date to progress investigation and design of the option B alignment and complete the public consultation process. The total expenditure to date has therefore been \$97,000.

Completion of the project in 2012/2013 in accordance with Option A will require an allocation of \$620,000 (\$717,000 - \$97,000) from the 2012/2013 capital works program. This funding will be sought through the formal quarterly review process and will be sourced from a combination of savings and project adjustments.

It is noted that Council budgeted \$500K of revenue funding to complete a number of shared pathway projects in 2012/2013. Council has since been successful in securing 50% grant funding for these shared pathway projects through RMS thereby making an estimated saving of \$250K in revenue funding for shared pathways. Opportunities for additional grant funding for the new bridge will be pursued pending approval of a selected location.

### **CONSULTATION**

Consultation undertaken to date includes:

- Both options were presented to a meeting of the Berkeley Vale/Chittaway Point/Chittaway Bay community precinct
- Letter box drops to residents
- Numerous on-site meetings with local residents, Council representatives and the then Mayor
- Emails, letters, and telephone discussion between adjoining residents and local Landcare group
- Advertising via the local paper and Council website initially for option A and then as part of the formal community engagement process for both options.

In summarising, support for both options is split. The results of the survey were:



**Summary of Consultation Responses**

	<b>Favour - Option A</b>	<b>Favour - Option B</b>
Internet Survey (Consultation Hub)	22 (18 with comment)	29 (14 with comment)
Hand delivered forum (100 delivered)	3 (3 with comment)	172 (69 with comment)
Petition	-	87 (1 of these were also included in the 172 above)

Feedback from the community for both options below is a dot point based outline of common responses received from the feedback survey:

**Common Points with responses in favour of Option A:**

- Cost (i.e. cheapest option)
- No interruption with access over Tumbi Creek during construction
- Removal of conflict between Vehicles, Vehicles with boats and Shared path users i.e. cyclists in particular
- Safest and most direct route
- Less environmental Impact
- No hair pin turns as in Option B
- Good sight distance and reduced points of conflict between pedestrians and cyclists
- Will add a pleasant point of interest to properties closest to Option A bridge position
- Reduced anti-social behaviour.

**Common Points with responses in favour of Option B:**

- Expected decrease in property values if option A was to be built
- Option B “Less intrusive in future years”
- Why change what has worked for years
- Option A would “have a greater visual impact than option B”
- Replace existing timber Bridge
- “Most Environmentally sensible approach”
- Increased anti-social behaviour if Option A is constructed
- No access for police fire ambulance in Option A
- Privacy of properties on the western side will be maintained
- Western side will remain as a good picnic area

**GOVERNANCE AND POLICY IMPLICATIONS**

Nil impact

**MATERIAL RISKS AND ISSUES**

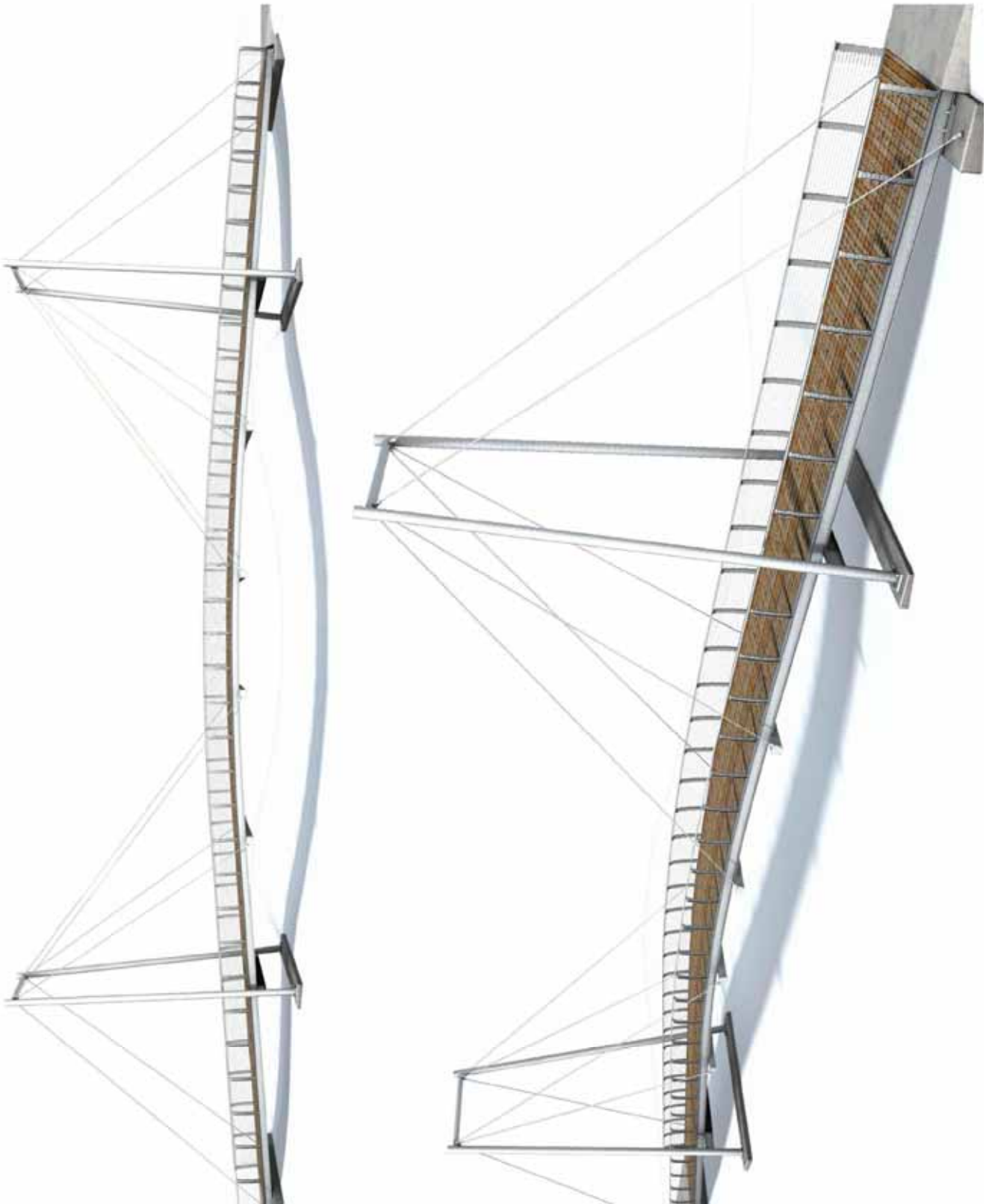
The existing bridge is suffering from advanced structural deterioration and requires priority replacement. The bridge is being regularly monitored and at some time in the near future may need to be closed in the interests of public safety.

**CONCLUSION**

It has been identified that the shared pathway bridge over Tumbi Creek requires priority replacement. Investigations into options relating to route selection, bridge design, material selection and bridge procurement have been assessed against the relevant criteria. The final decision relating to route selection is outstanding and Council is requested to endorse the preferred option. The alignment known as Option A is considered to represent the best technical, functional and economic option. It is accordingly recommended that Council endorse Option A at the mouth of Tumbi Creek as the location for the replacement bridge.

**ATTACHMENTS**

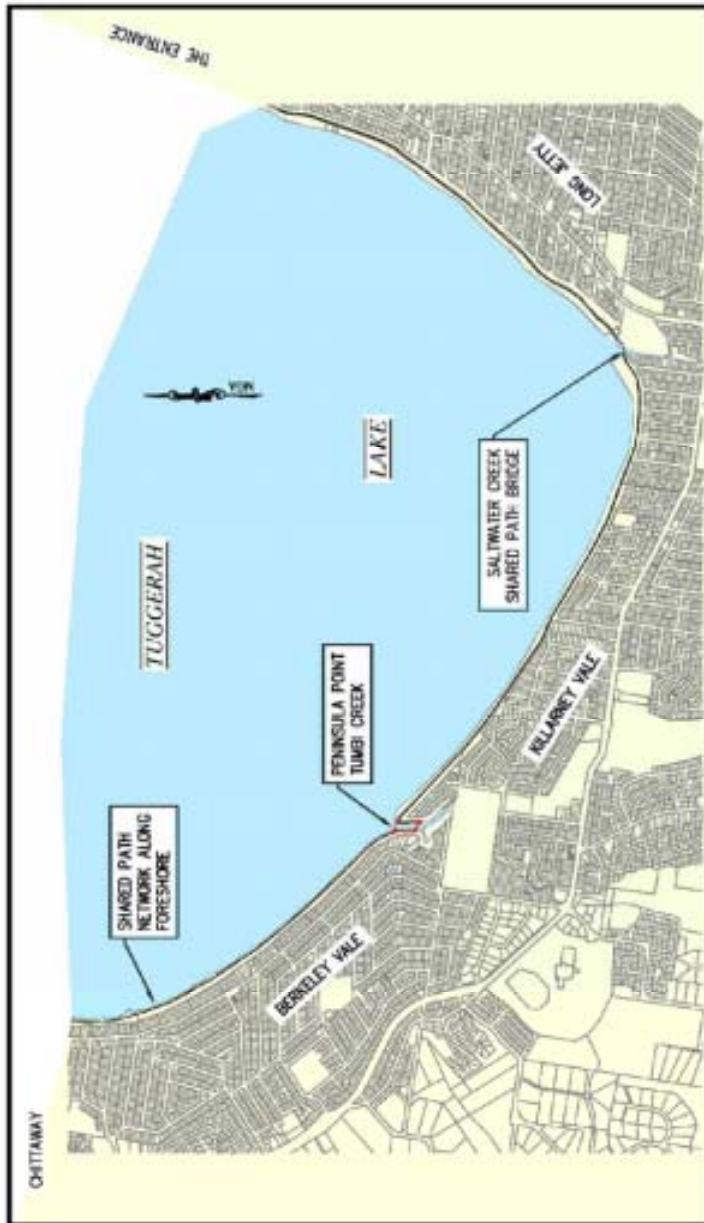
1	3D Cable Stay Bridge	D03188619
2	Shared Path Scheme - Peninsula Point	D03188628
3	Detail Plan Option A	D03188630
4	Detail Plan Option B	D03188634
5	Alignment Location Options Matrix	D03188635

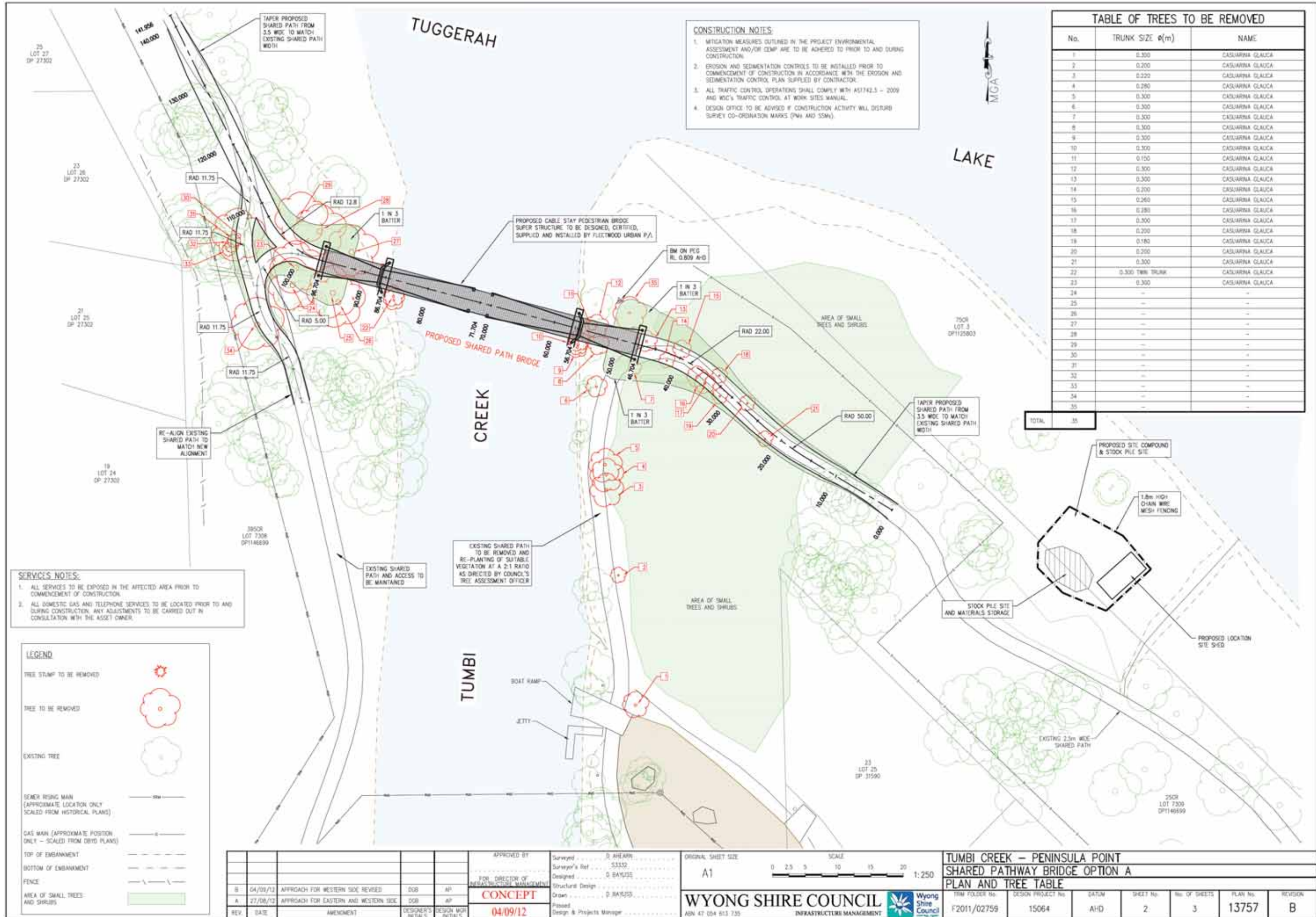


PLAN SHOWING ALIGNMENT OPTIONS  
FOR SHARED PATH BRIDGE  
OVER TUMBI CREEK, PENINSULA POINT

NOTES:

SKETCH IS INDICATIVE AND FOR ILLUSTRATION PURPOSES  
ONLY





**CONSTRUCTION NOTES:**

1. MITIGATION MEASURES OUTLINED IN THE PROJECT ENVIRONMENTAL ASSESSMENT AND/OR EMP ARE TO BE ADHERED TO PRIOR TO AND DURING CONSTRUCTION.
2. EROSION AND SEDIMENTATION CONTROLS TO BE INSTALLED PRIOR TO COMMENCEMENT OF CONSTRUCTION IN ACCORDANCE WITH THE EROSION AND SEDIMENTATION CONTROL PLAN SUPPLIED BY CONTRACTOR.
3. ALL TRAFFIC CONTROL OPERATIONS SHALL COMPLY WITH AS1742.3 - 2009 AND WSC'S TRAFFIC CONTROL AT WORK SITES MANUAL.
4. DESIGN OFFICE TO BE ADVISED IF CONSTRUCTION ACTIVITY WILL DISTURB SURVEY CO-ORDINATION MARKS (PNA AND SSM).

TABLE OF TREES TO BE REMOVED		
No.	TRUNK SIZE $\phi$ (m)	NAME
1	0.300	CASUARINA GLAUCA
2	0.200	CASUARINA GLAUCA
3	0.220	CASUARINA GLAUCA
4	0.280	CASUARINA GLAUCA
5	0.300	CASUARINA GLAUCA
6	0.300	CASUARINA GLAUCA
7	0.300	CASUARINA GLAUCA
8	0.300	CASUARINA GLAUCA
9	0.300	CASUARINA GLAUCA
10	0.300	CASUARINA GLAUCA
11	0.100	CASUARINA GLAUCA
12	0.300	CASUARINA GLAUCA
13	0.300	CASUARINA GLAUCA
14	0.200	CASUARINA GLAUCA
15	0.260	CASUARINA GLAUCA
16	0.280	CASUARINA GLAUCA
17	0.300	CASUARINA GLAUCA
18	0.300	CASUARINA GLAUCA
19	0.180	CASUARINA GLAUCA
20	0.200	CASUARINA GLAUCA
21	0.300	CASUARINA GLAUCA
22	0.300 TRUNK	CASUARINA GLAUCA
23	0.300	CASUARINA GLAUCA
24	-	-
25	-	-
26	-	-
27	-	-
28	-	-
29	-	-
30	-	-
31	-	-
32	-	-
33	-	-
34	-	-
35	-	-
<b>TOTAL</b>	<b>35</b>	

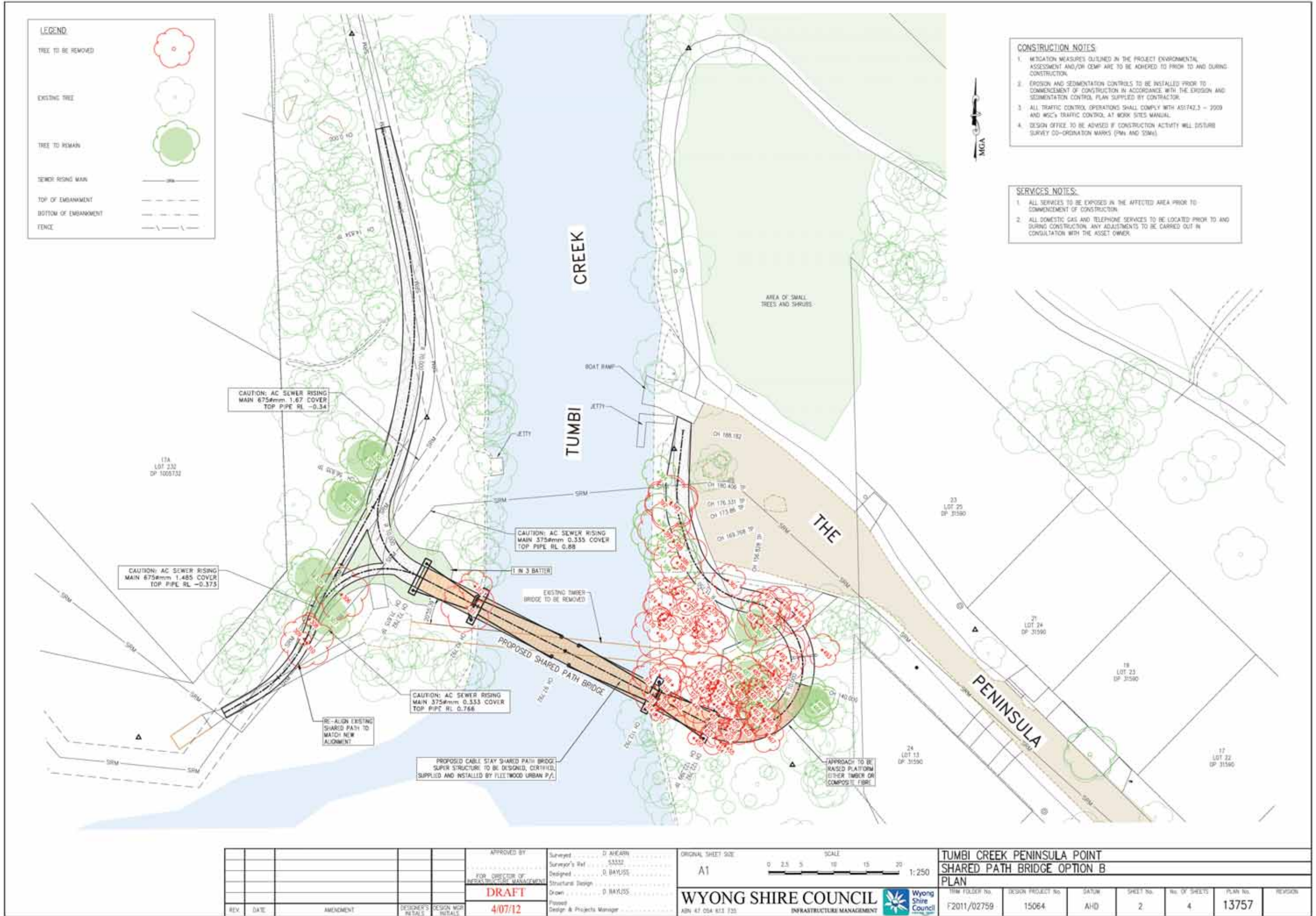
**SERVICES NOTES:**

1. ALL SERVICES TO BE EXPOSED IN THE AFFECTED AREA PRIOR TO COMMENCEMENT OF CONSTRUCTION.
2. ALL DOMESTIC GAS AND TELEPHONE SERVICES TO BE LOCATED PRIOR TO AND DURING CONSTRUCTION. ANY ADJUSTMENTS TO BE CARRIED OUT IN CONSULTATION WITH THE ASSET OWNER.

**LEGEND**

TREE STAMP TO BE REMOVED	
TREE TO BE REMOVED	
EXISTING TREE	
SEWER RISING MAIN (APPROXIMATE LOCATION ONLY SCALED FROM HISTORICAL PLANS)	
GAS MAIN (APPROXIMATE POSITION ONLY - SCALED FROM DEVD PLANS)	
TOP OF EMBANKMENT	
BOTTOM OF EMBANKMENT	
FENCE	
AREA OF SMALL TREES AND SHRUBS	

APPROVED BY: FOR DIRECTOR OF INFRASTRUCTURE MANAGEMENT <b>CONCEPT</b> 04/09/12				Surveyed: D. AHEARN Surveyor's Ref: 53332 Designed: D. BAYLISSE Structural Design: Drawn: P. BAYLISSE Project Design & Projects Manager		ORIGINAL SHEET SIZE: A1 SCALE: 1:250 		<b>TUMBI CREEK - PENINSULA POINT SHARED PATHWAY BRIDGE OPTION A PLAN AND TREE TABLE</b>					
REV.	DATE	AMENDMENT	DESIGNER'S INITIALS	DESIGN WORK INITIALS	WYONG SHIRE COUNCIL	WYONG SHIRE COUNCIL	TRIM FOLDER No:	DESIGN PROJECT No:	DATE:	SHEET No:	No. OF SHEETS:	PLAN No:	REVISION:
8	04/09/12	APPROACH FOR WESTERN SIDE REVISED	DGB	AP	WYONG SHIRE COUNCIL	WYONG SHIRE COUNCIL	F2011/02759	15064	AHD	2	3	13757	B



APPROVED BY: _____ FOR DIRECTOR OF INFRASTRUCTURE MANAGEMENT <b>DRAFT</b> 4/07/12				Surveyed: D. HEARN Surveyor's Ref: 53532 Designed: D. BAYLISSE Structural Design: _____ Drawn: D. BAYLISSE Project Manager: _____	ORIGINAL SHEET SIZE: A1 SCALE: 1:250 0 2.5 5 10 15 20	<b>TUMBI CREEK PENINSULA POINT SHARED PATH BRIDGE OPTION B PLAN</b>					
REV.	DATE	AMENDMENT	DESIGNER'S INITIALS	DESIGN MGR INITIALS	WYONG SHIRE COUNCIL INFRASTRUCTURE MANAGEMENT	WYONG SHIRE COUNCIL	SHM FOLDER No: F2011/02759 DESIGN PROJECT No: 15064 SAT/W: AHD	SHEET No: 2 No. OF SHEETS: 4	PLAN No: 13757	REVISION:	

**SHARED PATH BRIDGE - TUMBI CREEK PENINSULA POINT - KILLARNEY VALE & BERKELEY VALE**

ALIGNMENT LOCATION OPTIONS MATRIX FOR TECHNICAL APPLICATION OF AUSTRALIAN STANDARDS, AUSTRORADS AND RMS GUIDELINES

	OPTION A - LOCATED NORTHERN END OF TUMBI CREEK	NEGATIVE	POSITIVE	OPTION B - LOCATED NEAR THE EXISTING BRIDGE CROSSING AT A 21 DEGREE ANGLE	NEGATIVE	POSITIVE	OPTION C - REFURBISH EXISTING TUMBI BRIDGE	POSITIVE	NEGATIVE
<b>VERTICAL CLEARANCE &amp; CLEARANCE</b>	COMPLY TO 1.1% GRADE FOR DISABLED PERSON ACCESS AS 146.1 3M CLEARANCE BELOW BRIDGE SUPERSTRUCTURE TO OVERWATER LEVEL WAS REQUIREMENT	✓	✓	COMPLY TO 1.1% GRADE FOR DISABLED PERSON ACCESS AS 146.1 3M CLEARANCE BELOW BRIDGE SUPERSTRUCTURE TO OVERWATER LEVEL WAS REQUIREMENT	✓	✓	NON-COMPLIANT GRADE LEVEL 3M CLEARANCE BELOW BRIDGE SUPERSTRUCTURE TO OVERWATER LEVEL WAS REQUIREMENT	✓	X
<b>HORIZONTAL, VERTICAL &amp; GEOMETRY</b>	GRADIENT GENERABLE FROM EXISTING ROAD AND CONTROLLED TO COMPLY WITH AUSTRORADS GUIDELINES DESIGN SPEED 80KPH	✓	✓	NON-COMPLIANT WITH VERTICAL CURVE REQUIREMENTS APPROACHES HAVE CONTROLLED GRADIENTS OF 1.1% IS REQUIRED FOR DESIGN SPEED OF 80KPH SIGHT APPROACH GEOMETRIC CURVATURE IS ALIGNABLE WITH A LONG RADIUS OF 100M AT NON-COMPLIANT RADII	✓	✓	NON-COMPLIANT WITH BRIDGE REQUIREMENTS CONTROLLED TO COMPLY WITH AUSTRORADS GUIDELINES DESIGN SPEED 80KPH	✓	X
<b>SIGHT LINES</b>	CLEAR AND OPTIMAL WITH SIGHT LINE APPROACH FROM THE ROAD CLEAR AND OPTIMAL WITH SIGHT LINE APPROACH FROM THE WEST END OF BRIDGE (100M) AND COMPLIANT RADII FOR DESIGN SPEED	✓	✓	NON-COMPLIANT WITH SIGHT LINE REQUIREMENTS COMBINATION OF VERTICAL GRADE, LOW LINE SIGHT HORIZONTAL CURVATURE IS CONSIDERED TO BE DANGEROUS FOR CYCLISTS CLEAR SIGHT LINE FROM THE WEST, HOWEVER NON-COMPLIANT GEOMETRIC RADII FOR CYCLISTS DESIGN SPEED 80KPH	✓	✓	SIGHT LINES IMPROVED BY 10 DEGREE BRIDGE AND COMPLIANT WITH AUSTRORADS GUIDELINES	✓	X
<b>POINTS OF CONTACT &amp; SAFETY</b>	SAFETY MARKINGS FOR THE LOCATION WITH CLEAR MARKINGS WHICH ARE AS 1.1M SIDE OF PATH OR WEST END APPROACH SAFETY MARKINGS FOR THE ROAD, VERTICAL CURVATURE CLEAR LINE OF SIGHT	✓	✓	SAFETY CONFORMANCE ON THE EAST APPROACH BY THE COMBING EFFECT OF VERTICAL GRADE, NON-COMPLIANT RADII AND TOP HORIZONTAL CURVATURE AND LOSS OF SIGHT SAFETY MARKINGS FOR THE ROAD, VERTICAL CURVATURE CLEAR LINE OF SIGHT	✓	✓	SAFETY IS COMPADE BY VERTICAL BRIDGE ON THE WEST APPROACH, VERTICAL CURVATURE AND SIGHT WITH VERTICAL GRADE, SIGHT MARKINGS AND BRIDGE WITH INCREASED SIGHT APPROACH POINTS OF CONTACT BETWEEN PEDESTRIANS AND CYCLISTS	✓	X
<b>LIABILITY &amp; UTILITY CLAIMS</b>	BEST POSSIBLE DESIGNER INCLUDING COUNCILS SUPPORTIVE TO CLAIMS	✓	✓	INCREASED EXPOSURE TO CLAIMS, NON-POSSIBLE PERSONAL INJURY AND LIABILITY CLAIMS	✓	✓	INCREASED EXPOSURE TO CLAIMS, NON-POSSIBLE PERSONAL INJURY AND LIABILITY CLAIMS	✓	X

AUSTRALIAN STANDARDS, RMS AND AUSTRORADS GUIDELINES

### **5.3 Council Approval - Revised Motor Vehicle Policy and Procedure**

---

TRIM REFERENCE: F2004/07573 - D03191944

MANAGER: Greg McDonald, Director Infrastructure Management

AUTHOR: John Barnard; Manager Plant Fleet Depots

#### **SUMMARY**

The Motor Vehicle Policy and Procedure has been updated to ensure better overall value to Council, fairness to Staff and to clearly communicate to all staff and other users their obligations when using Council mobile assets (vehicles including passenger cars, light commercial vehicles, trucks and plant).

#### **RECOMMENDATION**

- 1 That Council note the consultation process between with staff and management**
- 2 That Council consider the issues and submissions raised by staff and detailed in the report.**
- 3 That Council endorse the revised Motor Vehicle Policy and Procedure.**

#### **BACKGROUND**

The current Motor Vehicle Policy & Procedure was last updated in 2009. The present policy does not cover staff operating Council trucks or plant. There were also shortfalls in terms of what the community would consider reasonable use for private use vehicles and the focus on best value to Council was not as prominent as it needed to be.

A revised policy and procedure have been developed and are included as attachments

#### **CURRENT STATUS**

Council has consulted extensively with staff via several forums including:-

- The Vehicle Consultative Committee (staff representatives including Union Delegates)
- Council's Consultative Committee

Staff have raised a number of concerns, the majority of which have been addressed to the satisfaction of all parties. The remaining areas of disagreement have been considered by Management and if pursued further by staff, will be resolved through the formal resolution process.

Attachment 2 summarises the key changes between the current and proposed policies and procedures and indicates the impact to Council and staff.

Changes relating to such policies would normally not be brought to Council for resolution. On this occasion, there is a material impact to the General Manager and other Senior



Designated Officers and as such, it is appropriate to seek Council's endorsement of the recommendations.

### **THE PROPOSAL**

The focus of the revised Motor Vehicle Policy and Procedure is to ensure all decisions relating to mobile assets are made based upon a core principle of best overall value to Council. This includes tightening up some elements of the procedure, whilst in other areas particularly relating to private use entitlements, reducing restrictions in order to be able to economically attract and retain high calibre staff to Council.

The updated Motor Vehicle Policy and Procedure is written to clearly alert all staff and any other permitted users as to their obligations when using Council's mobile assets. This will be assured through requiring all staff and other authorised users working for Council during working hours to sign the documents prior to ongoing access to a vehicle. This will apply whether the person is allocated access on a permanent or temporary basis.

In addition, a procedure relating to staff employed under Senior Designated Officer contracts has been developed and is included as a confidential attachment. (Attachment 3)

The changes support Council's ongoing pursuit of delivering the highest possible levels of service to the Community within our financial capacity. This includes optimising total costs through high staff engagement.

### **OPTIONS**

1. Do nothing – rejected on the basis of not delivering best value to Council
2. Policy/Procedure alignment with Gosford City Council – the revision has been undertaken with due consideration for delivering results that align with Wyong Council's key purposes and objectives. Significant elements are now aligned in principle. It is anticipated that a lack of full alignment will have no material impact on either WSC or GCC. The proposed provision of mobile assets to both organisations and also to the CCWC via a JSB is expected to be through a set of "Terms and Conditions". This will enable each organisation to establish a clear scope of supply, with the JSB establishing charge rates relative to that scope of supply that will support that organisation to best deliver its priorities. Each organisation would therefore maintain their policies and procedures accordingly. The WSC policy and procedure have been developed to be compatible with this future likelihood.

### **CONSULTATION**

Consultation has been extensive and included:-

- drafts of the policy and procedure and a summary of key changes being made available to all staff via email and hard copy hand-outs
- a series of meetings with the Vehicle Consultative Committee (representatives of all Award staff, and includes three Union Delegates from USU, DEPA and LGEA)
- Senior managers
- The Executive

### **5.3 Council Approval - Revised Motor Vehicle Policy and Procedure (contd)**

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- Council's Consultative Committee (21 Nov 2012) which resulted in several amendments in favour of staff. As a result, the Consultative Committee support the Policies and procedure as presented.

#### **CONCLUSION**

The revision of the Motor Vehicle Policy and Procedure will deliver best overall value to Council and ensures all staff and other authorised users of Council mobile assets have a full appreciation of their obligations.

The removal of various constraints associated with the Private Use entitlements of the procedure and inclusion of a Senior Designated Officer (SDO) procedure will directly benefit Council. This will be delivered through the attraction and retention of high performance staff that will progress the organisation forward quickly and effectively.

#### **ATTACHMENTS**

1	Revised Motor Vehicle Policy - November 2012	D03196175
2	Motor Vehicle Procedure - November 2012	D03196182
3	Policy - Use of Council Motor Vehicle and other Equipment while on Leave	D03196167
4	Summary - Key Changes to Policy / Procedure	D03196163
5	Confidential - Revised Motor Vehicle Procedure - SDO - November 2012	D03191964
-		
6	Confidential - Proposed SDO Vehicle List - November 2012 -	D03184662

Policy for Use of Council motor vehicles



## Wyong Shire Council

### POLICY FOR USE OF COUNCIL MOTOR VEHICLES

**Policy No:**

**Policy Authors:**      **Manager Plant Fleet & Depots  
Remuneration, WHS & Risk Manager**



**History of Revisions:**

Version	Date	Authority	TRIM Doc. #
1	1/11/12	General Manager	
2			
3			

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**W** [www.wyong.nsw.gov.au](http://www.wyong.nsw.gov.au)

**A Purpose**

Provision of light vehicles, trucks and heavy plant to meet operational requirements of Wyong Shire Council ("WSC").

**B Background**

The Local Government State Award provides for motor vehicle leaseback.

The selection of vehicles in WSC's fleet shall be made with due regard to the following criteria (listed by order of importance).

B1. Provide a specific number and type of motor vehicles, trucks and plant ("vehicles") for use by employees for the purpose of delivering a certain level of service, as set by Council and the General Manager, to the Wyong Shire Council Community. This objective will establish the total number and type of vehicles required by WSC and takes precedent over all other objectives. These vehicles should be available for pool use during WSC's core business hours when the allocated driver/operator does not require the vehicle unless otherwise agreed in writing by WSC.

B2. To demonstrate environmental leadership whilst minimising the financial impact on the organisation in the provision of tools and equipment. Passenger and light commercial vehicles shall be 4 cylinder (SDO excluded) unless no practical alternative exists in which case an environmentally responsible alternative will be sourced.

B3. To allocate vehicles to nominated positions based on job specific requirements or to attract and retain high quality employees. Such decisions will be at the discretion of the General Manager using practices which are efficient, fair, equitable and accountable.

B4. To provide a potential work related incentive for specific employees but clearly limited by the number and types of vehicles WSC has available and the signing of WSC's agreement for use of a Council vehicle. This decision will be at the sole discretion of the General Manager.

This policy is to be read in conjunction with the WSC Motor Vehicle Procedures in force at any point in time.

**C Definitions**

C1. **Authorised Driver** - means all Council Employees (permanent, temporary, casual and for General Provisions & Specific Conditions C, also covers Apprentices, Trainees and Temporary Contract Personnel) who have read and formally acknowledged (signed & returned) their agreement to abide by the Policy and Procedure.

C2. **Business Use** – means the vehicle is being utilised in undertaking the tasks of the position.

C3. **Private Use** - means non business related use. This includes travel to and from work.

**D Policy Statements**

D1. This policy covers all elected members of the Wyong Shire Council and all personnel employed by WSC. No other person is permitted to operate a WSC vehicle unless authorised by the

policy/procedure or without the written permission of the Manager, Plant & Fleet other than in the repair and testing of that vehicle as authorised by the Plant & Fleet workshop.

- D2. It is the personal responsibility of WSC employees to have knowledge of, and to ensure compliance with this policy.
- D3. WSC aims to reduce the size of its fleet to the minimum that is required to effectively operate the business.
- D4. Notwithstanding Clause D1, WSC will not allow any contractor, consultant or volunteer to request or use a Council vehicle.
- D5. For any action or proposed action by an employee that is deemed to be an attempt to gain advantage or misconstrue any aspect of this policy, or that is not within the intention of any clause within the policy or the related vehicle procedures, WSC reserves the right to take whatever steps are necessary to overcome or prevent that action or proposed action. This action can include disciplinary action in line with Council's Disciplinary policy.
- D6. WSC will determine the timing of replacement of vehicles, based on the best interests of WSC. The Manager Plant & Fleet has responsibility for deciding the timing of vehicle renewal which will be based upon a range of vehicle ages/kilometres.
- D7. Amendment to this policy and the accompanying procedures can occur at any time by the authority of the General Manager.

#### **E POLICY IMPLEMENTATION - RESPONSIBILITIES**

- E1. Human Resources manage the employee benefit aspects of this policy and the associated procedures. This includes the establishment and maintenance of the processes and tools to allow the determination of appropriate eligibility classification to occur. Human Resources shall maintain a register of all positions to which a vehicle is allocated.
- E2. Plant and Fleet manage the purchase, maintenance and disposal of vehicles and the costing of fleet operating charges.
- E3. Finance manages vehicle related finances and costing including taxes.
- E4. Directors/Unit Managers manage usage, funding of budget and damage beyond reasonable wear and tear for each vehicle assigned to their Department/Unit however it should be noted where costs have arisen because of the employees' actions those costs will be recovered from the employee in line with the conditions outlined within the motor vehicle procedures.

Procedures for use of Council motor vehicles



## Wyong Shire Council

### PROCEDURES FOR USE OF COUNCIL MOTOR VEHICLES

**Policy Authors:**      **Manager Plant Fleet & Depots**  
**Remuneration, WHS & Risk Manager**



**History of Revisions:**

<b>Version</b>	<b>Date</b>	<b>Authority</b>	<b>TRIM Doc. #</b>
1	1/11/12	General Manager	
2			
3			

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