



# Community & Environment Committee

**Agenda:** *Community & Environment Committee*

**Date:** *Monday 3 November 2008*

**Time:** *6.00pm*

## **Outline of Meeting Protocol & Procedure:**

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

## **Delegated Authority (“D” Items):**

- Community Services and Programmes.
- Health.
- Liquor Licences.
- Fire Protection Orders.
- Residential Parking Schemes (surveillance and administration).
- Traffic Management (Traffic Committee Recommendations).
- Waverley/Woollahra Process Plant.
- 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 Meeting.
- Any other matter falling within the responsibility of the Community and Environment Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed below.
- Library Services
- Licensing.
- Regulatory.
- Waste Minimisation

## **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.
- Matters which involve broad strategic or policy initiatives within responsibilities of the Committee.
- Matters requiring the expenditure of moneys and in respect of which no Council vote has been made.
- Matters delegated to the Council by the Traffic Authority of NSW.
- Matters not within the specified functions of the Committee, or which are not the subject of a Business Agenda (current or past).
- Matters reserved by individual Councillors, in accordance with any Council policy on "safeguards".
- Parks and Reserve Plans of Management (Strategies, Policies and Objectives)
- Residential Parking Schemes - Provision and Policies

**Committee Membership:**

7 Councillors

**Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

30 October 2008

To: His Worship The Mayor, Councillor Andrew Petrie ex-officio  
Councillors Peter Cavanagh (Chair)  
Anthony Boskovitz  
Susan Jarnason  
Greg Medcraft  
Ian Plater  
Isabelle Shapiro  
Susan Wynne (Deputy)

Dear Councillors

### **Community & Environment Committee Meeting – 3 November 2008**

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Community and Environment Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 3 November 2008 at 6.00pm.**

Gary James  
General Manager

# **Additional Information Relating to Committee Matters**

**Site Inspection**

**Other Matters**

## Meeting Agenda

Item	Subject	Pages
1	Leave of Absence and Apologies	
2	Late Correspondence	
3	Declarations of Interest	

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

D1	Confirmation of Minutes of Meeting held on 13 October 2008	1
D2	Review of the Edgecliff 1 Resident Permit Parking Scheme Area – 422.G	2
D3	Regulation on the Use of Leaf – Blowers – 288.G	9
D4	Draft Woollahra State of the Environment Report 2007/2008 – 883.G	15
D5	Natural Environment Principal Activity – 1 <sup>st</sup> Quarter Management Plan Review – 827.G 08-11	62
D6	Parks & Public Space Principal Activity – 1 <sup>st</sup> Quarter Management Plan Review – 827.G 08-11	78
D7	Community Services Management Plan Quarterly Report – 827.G 08-11	89
D8	Plans of Management Presentation – 178.G	120

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

**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 13 October 2008**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 13 October 2008 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

**Recommendation:**

That the Minutes of the Community and Environment Committee Meeting of 13 October 2008 be taken as read and confirmed.

Les Windle  
Manager - Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Review of the Edgecliff 1 Resident Permit Parking Scheme Area**  
**Author:** Greg Stewart - Project Manager Strategic Projects & Policy  
**File No:** 422.G  
**Reason for Report:** To report on the findings of a review carried out of the Edgecliff 1 Resident Permit Parking Scheme Area.

**Recommendation:**

- A. That no alterations be made to the Edgecliff 1 Resident Permit Parking Scheme.
- B. That a suitable enforcement strategy be put in place to ensure that the incidence of illegal parking in the area does not reach a level where it impacts on the ability of residents with a parking permit from finding a parking space in close proximity to their residence.

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**Background:**

The Roads and Traffic Authority Guidelines for the introduction of Resident Permit Parking Schemes require, as a condition of their approval, that the Parking Schemes be reviewed on a regular basis. In accordance with this requirement, Council has completed a review of the Woollahra 1, Woollahra 2 and the Paddington 4 Resident Permit Parking Schemes and this report contains the findings and recommendations of a review conducted of the Edgecliff 1 Resident Permit Parking Scheme Area.

**Edgecliff 1 Resident Permit Parking Scheme Area:**

The Edgecliff 1 Resident Permit Parking Scheme covers the area generally bounded by New McLean Street, Ocean Street, Jersey Road, Thorne Street and Trumper Park as shown on the plan attached as Annexure 1. The surrounding Resident Permit Parking Schemes are also shown on Annexure 1.

**Reason for the introduction of the Edgecliff 1 Resident Permit Parking Scheme:**

The Edgecliff 1 Resident Permit Parking Scheme was introduced to regulate the competing demands for the available on street parking in the area between residents and commuter and shopper parking generated by the adjoining Edgecliff Bus/Rail Interchange and Edgecliff Shopping Centre.

**Success of the Edgecliff 1 Resident Permit Parking Scheme:**

The introduction of the Edgecliff 1 Resident Permit Parking Scheme has been successful with very few complaints being received by Council in relation to the operation of the scheme.

**Hours of Operation of the Parking Scheme:**

The Edgecliff 1 Resident Permit Parking Scheme operates between the hours of 8am and 6pm, seven days a week. This covers normal business and office hours, which is the major spread of hours where there is a competing demand for the available on street parking by commuters and shopper parking generated by the Edgecliff Bus/Rail Interchange and Edgecliff Shopping Centre.

As no requests have been received by Council for the hours of operation of the Scheme to be changed, no alteration to the hours of operation of the Resident Permit Parking Scheme is proposed.

### **Provision of Resident Permit Parking Spaces:**

An analysis of the number of resident permit parking spaces allocated per parking permit has been carried out and the results of the analysis are shown in Annexure 2. The average number of resident permit parking spaces per permit within the area of the parking scheme, is 1.19 spaces per permit. As this is greater than the desirable provision of 1 space per permit and no requests have been received by Council for the allocation of additional resident permit parking spaces, this indicates that the number of resident permit parking spaces currently provided is more than sufficient to cater for the needs of the local residents.

Excluding New McLean Street, Ocean Street and Jersey Road, which are on the border of the Edgecliff 1 Area, there are only three parking spaces in the Parking Scheme Area that are not signposted as resident permit parking between 8am and 6pm Mon-Fri. There is therefore very little scope to increase the current number of resident permit parking spaces in this area.

### **Parking Survey:**

A survey of the Edgecliff 1 Resident Permit Parking Scheme Area was carried out to determine the characteristics of the on street parking in the area. The survey consisted of the recording of the number plate of each vehicle parked in each of the streets every two hours throughout the day, between the hours of 8am and 4pm, and identifying whether the parked vehicle had a current resident parking permit attached.

The results of the parking survey area as follows:

#### *On Street Parking Occupancy Rates*

Attached as Annexure 3 is a Table which shows the number of on street parking spaces in each street within the Edgecliff 1 Resident Permit Parking Scheme Area, together with the percentage of spaces which were occupied on the day of the parking survey. From this Table, it can be seen that the parking occupancy rates for all the streets within the Area on a normal weekday were relatively high with on average, 85% (154 of the 181) of all the parking spaces within the area being occupied.

#### *Resident Permit Parking Spaces – Parking Occupancy Rates*

A summary of the parking that is occurring in the signposted Resident Permit Parking spaces between the hours of 8am and 4pm weekdays, has been compiled from the information obtained from the parking surveys and is attached as Annexure 4.

From the results of the parking survey, it can be seen:

1. that on a normal weekday, the vast majority (84%) of the signposted resident permit parking spaces are fully occupied, with few vacant resident permit parking spaces available.
2. that on average, 45% of the signposted resident permit parking spaces were occupied by vehicles without a resident parking permit attached.
3. that 39% of the resident permit parking spaces were occupied by residents with a parking permit attached to their vehicle, and
4. that 77% of the vehicles parked in the signposted resident permit parking spaces without a permit were parked in excess of the signposted time limit. i.e. were illegally parked.

The fact that only 39% of the signposted resident permit parking spaces were occupied by vehicles with a parking permit, the high number of vehicles parked illegally in excess of the time limit, the low number of complaints received from residents regarding the lack of available parking and the high ratio of resident permit parking spaces provided per parking permit, would all indicate that more than a sufficient number of resident permit parking spaces have been provided in this area.

**Conclusion:**

From the results of the review carried out, it appears that the Edgecliff 1 Resident Permit Parking Scheme in its current form achieves the desired objective of regulating and successfully balancing the competing demands for the limited available on street parking in the area. The fact that very few complaints are received by Council regarding the implementation and operation of this Scheme, confirms that this is the case.

It is therefore recommended:

- A. That no alterations be made to the Edgecliff 1 Resident Permit Parking Scheme.
- B. That a suitable enforcement strategy be put in place to ensure that the incidence of illegal parking in the area does not reach a level where it impacts on the ability of residents with a parking permit from finding a parking space in close proximity to their residence.

Greg Stewart  
Project Manager Strategic Projects & Policy

Warwick Hatton  
Director Technical Services

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**Annexures:**

**Plan showing the Edgecliff 1 Resident Permit Parking Area.**

**Resident Permit parking space allocation analysis.**

**On-street Parking Occupancy Rate analysis**

**Resident Permit Parking Space Parking Occupancy Rate analysis**

**Item No:** D3 Delegated to Committee  
**Subject:** **Regulation on the Use of Leaf - Blowers**  
**Author:** Tim Tuxford - Manager Compliance  
**File No:** 288.G  
**Reason for Report:** This matter was deferred at the Community and Environment Committee on the 13 October 2008 for consideration at the Community and Environment Committee on the 3 November 2008

**Recommendation:**

- A. That the petition tabled at the Council Meeting on the 23 June 2008 on the use of leaf blowers is noted.
- B. That Council continue to investigate individual complaints about the use of leaf blowers pursuant to the provisions of the Protection of the Environment Act 1997 and Regulations and take action as warranted, in accordance with Council's Enforcement Policy.

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**Background:**

At the Community and Environment meeting on Monday 13 October 2008, the committee resolved that:

- A. *That the matter be deferred until the next meeting of the Community and Environment Committee.*

The original report prepared for the Community and Environment Committee on the 13 October 2008 is annexed to this report, for consideration by the Committee.

Tim Tuxford –  
Manager Compliance

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**Annexures:**

- 1. Original report to Community and Environment Committee dated the 13 October 2008.

**Item No:** D4 Delegated to Committee  
**Subject:** **Draft Woollahra State of the Environment Report 2007/2008**  
**Author:** Rebecca Peacock - Environmental Protection Coordinator  
**File No:** 883.G  
**Reason for Report:** To present the draft Woollahra State of the Environment Report 2007/2008

**Recommendation:**

- A. THAT the Draft Woollahra State of the Environment Report 2007/2008 be received, adopted and submitted to the Minister for Local Government by 30 November 2008.
- B. THAT the Draft Woollahra State of the Environment Report 2007/2008 be distributed to the following organisations and individuals: Council's libraries, schools within the Woollahra area, resident action groups within the Woollahra area, Chambers of Commerce within the area, adjoining councils and the Southern Sydney Regional Organisation of Councils.
- C. THAT Council formally thanks the organisations and individuals that contributed to the preparation of the Draft Woollahra State of the Environment Report 2007/2008.

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**Purpose**

The purpose of this report is to present Council's Draft Woollahra State of the Environment Report 2007/2008 (Draft SoE 2007/2008 report). The preparation and adoption of a state of environment (SoE) report forms part of the Council's annual report that is to be submitted to the Minister for Local Government by 30 November 2008. The Draft SoE 2007/2008 report is a supplementary report prepared in accordance with the requirements of the *Local Government Act 1993* (LG Act 1993) and *Local Government (General) Regulation 2005* (Regulation). A supplementary SoE report provides a summary of environmental projects and actions carried out by Council, other authorities and groups located within the local government area during a financial year.

**Background**

Section 428 of the LG Act 1993 specifies that within five months after the end of each financial year, a council must prepare an annual report detailing its achievements with respect to the objectives and performance targets set out in its management plan for that year.

Section 428 (2) details the information that a council is to include in the annual report, with subsection (2) (c) specifically relating to the preparation of the SoE report.

- (c) *a report as to the state of the environment in the area, and in particular in relation to the following environmental sectors:*
- (i) *land,*
  - (ii) *air,*
  - (iii) *water*
  - (iv) *biodiversity,*
  - (v) *waste,*
  - (vi) *noise,*
  - (vii) *Aboriginal heritage,*
  - (viii) *Non-Aboriginal heritage,*
- with particular reference, with regard to each such environmental sector, to:*

- (ix) management plans relating to the environment,*
- (x) special council projects relating to the environment,*
- (xi) the environmental impact of council activities.*

Sections 219 – 226 of the Regulation provide further clarification on the preparation of SoE reports. The Regulation states that a council must prepare a comprehensive SoE report for the year ending after each council election. A council may choose to prepare either a comprehensive or supplementary report for the years between council elections. As most environmental conditions do not change significantly each year, the preparation of a supplementary report is considered satisfactory.

Section 223 of the Regulation specifies that a supplementary SoE report must:

- identify any new environmental impacts since a council's last SoE report, and
- update the trends in environmental indicators that are important to each environmental sector.

Council has produced SoE reports each reporting year since 1993.

### **Draft Woollahra State of the Environment Report 2007/2008**

The Draft SoE 2007/2008 report provides an update of environmental projects and initiatives undertaken by Council and other groups during the 2007/2008 reporting period, 1 July 2007 to 30 June 2008 inclusive. Many of the projects have now progressed further than the stage reported in this SoE report. The progress of these projects will be outlined within the next SoE report, covering the 2008/2009 reporting period. Most of the projects will also be addressed in the Management Plan quarterly report.

The information provided in this report is presented under the following environmental sectors, all of which are consistent with chapters presented in previous SoE reports:

- land
- biodiversity
- waste
- heritage.
- water
- air quality
- noise

Environmental indicators have been included for each environmental sector. The use of environmental indicators allows Council and the community to monitor environmental trends over time. Intent and outcome statements, based on the environmental indicators, have also been included to summarise the progress in improving a specific aspect of the environment for each environmental sector.

In order to improve the presentation of information in the SoE report, a summary of the environmental outcomes has been included at the beginning of the document. The outcomes statement summary highlights the measurable outcomes achieved during the reporting period.

The text for the Draft SoE 2007/2008 report is attached as **Annexure 1**. The report will be published in a simple, concise and reader-friendly format, similar to that used for the 2006/2007 SoE report. Photographs and graphics will be used as much as possible.

The Draft SoE 2007/2008 report has been collated and written by the Council's Environmental Protection Coordinator, with officers of Strategic Planning, Public Infrastructure, Depot and Waste Services, Civil Works, Compliance, Property and Projects, Parks and Street Trees, Public Open Space and Community Services providing valuable information and assistance.

The document is widely distributed and provided to interested parties upon request. It is recommended that the report be distributed to the following:

- Council's libraries,
- schools within the Woollahra area,
- resident action groups within the Woollahra area,
- chambers of commerce within the Woollahra area,
- adjoining councils and the Southern Sydney Region of Councils, and
- State Library.

As the Draft SoE 2007/2008 report is a supplementary report, it is recommended that it be considered in conjunction with the last comprehensive report produced in 2003/2004. Hard copies of the 2007/2008 SoE report will be available for distribution from the Council Chambers and libraries and will be included on Council's website.

### **Consultation**

Community input was sought in preparing the Draft SoE 2007/2008 report, through correspondence targeted to active community groups and schools and through general advertisements placed in the Wentworth Courier inviting community participation. This year Council received two school responses which have been included in the report. Information was also provided by the Department of Environment and Climate Change and Sydney Water.

### **Conclusion**

The SoE report forms a part of Council's annual report that is to be submitted to the Department of Local Government by 30 November each year. The requirements of the annual report are prescribed under the LG Act 1993.

Woollahra's Draft SoE 2007/2008 report is a supplementary report, prepared in accordance with the LG Act 1993 and Regulations annual reporting requirements. The Draft SoE 2007/2008 report provides Council and the community with a report to monitor the implementation of environmental projects and initiatives undertaken during the 2007/2008 reporting period. The use of environmental indicators for each environmental sector provides a mechanism to monitor trends in the environment over time. It is recommended that copies of the adopted SoE report be widely distributed to organisations and groups within the region. Hard copies will also be available at the Council Chambers and libraries and available to download from Council's website.

Rebecca Peacock  
**Environmental Protection Coordinator**

Chris Bluett  
**Manager Strategic Planning**

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### **Annexure**

1. Draft Woollahra State of the Environment Report 2007/2008

**Item No:** D5 Delegated to Committee

**Subject:** **Natural Environment Principal Activity - 1st Quarter Management Plan Review**

**Author:** Warwick Hatton - Director Technical Services

**File No:** 827.G 08-11

**Reason for Report:** To review the status of works and services for the Management Plan principal activity of Natural Environment for the three months ending 30 September 2008.

### **Recommendation**

- A. That the status of projects for the Natural Environment principal activity be noted.
- B. That the variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.

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### **Background:**

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the first quarterly review of Principal Activity No 2 of the Management Plan, which is "Natural Environment". This principal activity has the following sub- activities:

- 2.1 Environmental Sustainability
- 2.2 Stormwater Systems (including Floodplain Management & Environmental Monitoring)
- 2.3 Tree Management
- 2.4 Waste Services
- 2.5 Street Cleaning
- 2.6 Bush Regeneration
- 2.7 Harbour Facilities
- 2.8 Sustainability Education

Included as an Annexure to this report is:

The Natural Environment Principal Activity of the Management Plan with detailed comments on the status of items in each sub activity.

Any uncompleted adopted "Notices of Motion" related to the Natural Environment principal activity.

The Annexure includes all the details, whereas, set out in the following part of this report is a commentary on variations, changes, exception, completed work, achievements, etc. The purpose being to provide Councillors with a snapshot on the key influences or issues arising from this quarterly review.

"Notices of Motion", which have a major impact on approved Management Plan core activities and projects, have been included in the management plan as variations so as to facilitate the changing of priorities in an orderly and transparent manner.

Comments on budget variations, where they are material or have an impact on the program of works or projects, may be included in this report. However, the budget review and confirmation of any changed forecast will be considered in a separate budget report, which reviews the overall financial position of the Council at the end of the quarter.

Following is the commentary on each sub-activity.

## **2.1 Environmental Sustainability**

We commenced the preparation of the Woollahra State of the Environment (SoE) Report 2007/2008. This is a supplementary report. SoE reports are prepared as a part of Council's Annual Report. The SoE report and the Annual Report are to be submitted to the Minister for Local Government by 30 November each year.

We continued to work together with Randwick and Waverley Councils on the Urban Sustainability Grant for the Eastern Suburbs Ecological Footprint Project. This is a regional, three year project that aims to identify and reduce the ecological footprint of the Eastern Suburbs. A number of projects are being implemented through the grant, and have progressed during the 1<sup>st</sup> quarter, including the:

- Commencement of a trial of the free Home Energy Assessment and Action Plan program for householders, which investigates and details energy saving measures to help reduce household energy consumption,
- Launch of the Sustainability Demonstration House (Barrett House) to demonstrate affordable sustainable technologies to the community, and
- Completion of a commercial organic waste collection trial to reduce the amount of waste disposed to landfill.

We commenced the preparation of the Environmental Management Strategy, with the review of regional, State and National plans and strategies for related goals, targets and indicators. The Environmental Management Strategy will build on the information gained from the draft Woollahra Sustainability Plan and will help to inform the Community Strategic Plan.

## **2.2 Stormwater Systems**

Scheduled pit cleaning and stormwater line maintenance was undertaken on an ongoing basis. The details of the cleaning undertaken are electronically logged into the asset maintenance system.

In the first quarter: 1614 pits were inspected and/or cleared, and a total of 9,079 kg of pollutants was removed. Pollutants cleared from pits consisted of 68% litter; 14% silt; 18% organics. Three Gross Pollutant Traps (GPTs) were cleaned, a total of 7,329 kg of pollutants removed. Pollutants cleared from GPTs consisted of 63% litter; 17% silt; 20% organics.

We use the above information for programming stormwater system cleaning and maintenance, and for developing our environmental monitoring database. We use the data that is captured in reports, such as the State of Environment Report and Annual Reports, and to identify targets for improving stormwater quality, to identify hotspots and high maintenance areas.

Flood Study for Rushcutters Bay completed in 2007/08. Floodplain Risk Management Study 40% completed. We have received a grant of \$10,000 and have applied for additional funding from the 2008/09 National Disaster Mitigation Program.

Flood Study for Double Bay completed in 2007/08. A consultant has been selected to carry out the Floodplain Risk Management Study. We have received a grant of \$20,000 and have applied for additional funding from the 2008/09 National Disaster Mitigation Program

Draft Flood Study for Rose Bay was placed on public exhibition in 2007/08. We are currently reviewing the Flood Study for Rose Bay having regard to public comments and including better information from the upstream North Bondi catchment, which is in the Waverley Council area. A \$15,000 grant has been received for this study and we have applied for additional funding from the 2008/09 National Disaster Mitigation Program.

Consultant engaged to review draft DCP and develop technical documentation. Appropriate specific controls will be considered in the Floodplain Risk Management Study and Plans developed for each of the flood study catchment areas. The DCP will be developed in parallel with this process.

Water sensitive urban design (WSUD) alternatives are being incorporated into various capital renewal and streetscape improvement projects, including gross pollutant traps and pit baskets, rain gardens, permeable pavements and sand filters. Details of specific drainage works are included with Principal Activity No 8 of the Management Plan - Environmental, Infrastructure & Stormwater Works Program.

### **2.3 Tree Management**

During this quarter we processed 171 applications for pruning or removal of trees protected by the Tree Preservation Order and assessed 149 development applications related to tree management issues. This quarter we serviced 393 applications for pruning or removal of street or park trees, and carried out new or replacement tree planting at 30 locations.

A draft Street Tree Masterplan has been developed as part of the Vegetation Management Strategy (VMS). The Street Tree Masterplan is proposed to be presented to the VMS Working Party in the next quarter, and subsequently to the Community & Environment Committee. A report specifically related to trees and views, responding to a Notice of Motion prepared for the consideration of Council in August.

Data collection is underway for the park tree asset management project. Annual condition surveys on street trees allow us to prioritise our tree maintenance program.

### **2.4 Waste Services**

We continued to work with our recycling contractor to implement educational programs targeted at recycling initiatives for Multiple Unit Dwellings and other areas of poor recycling. A waste audit carried out recently by the DECC has shown excellent results, with the overall recovery rate at 86.6% and a diversion rate of 64.4%. Both these figures are the highest ever recorded by the auditors.

Workshops continue to be held with residents to educate them on the use of worm farms and composting. These have become very popular and attendance numbers are increasing. We have also visited several schools to assist in the education of students in recycling, worm farming and composting.

On November 15 we will be launching our new "Kitchen to Compost Service" which will require residents to place all food scraps into their green organics bin rather than their red residual bin. It is estimated that over the next 12 months we will remove 1,000 tonnes of food scraps from being sent to landfill and instead turn it into compost. This will not only remove the waste from landfill, but will also reduce the amount of methane gas which is created by food scraps rotting underground.

The newsletter circulated to all business centres informing shop owners of Council's ongoing efforts to maintain our business centres and to inform them on how they can minimise their waste was well received and will become a regular bi-yearly circulation..

## **2.5 Street/Beach Cleaning**

A review of the street cleaning schedules and rosters is taking place and scheduled to be finalised in June 2008 is nearing completion and will be introduced upon finalising negotiations for the new Enterprise Agreement with Street Cleaning staff..

The new schedules will provide a higher standard of cleanliness to all streets, lanes and public walkways.

Included in this review is the level of service currently being provided to all bus shelters.

We have recently purchased a new beach rake and tractor which will remove more litter from beaches than we are currently able to do by hand. This will include the collection of buried objects such as glass and syringes. It will also allow us to clean more beaches in a shorter timeframe than is currently achievable with manual cleaning methods.

## **2.6 Bush Regeneration**

The bush regeneration schedules were completed to standard this quarter. Detailed designs were completed for the Cooper Park pond and drainage project.

The web-page containing material relating to Woollahra's noxious weed program was updated this quarter. A significant amount of the class 3 noxious weed, *Cestrum parqui* was removed from Trumper Park this quarter in conjunction with the installation of the cliff top fence project.

Bushcare volunteer programs continued in Harbourview Park, Gap Park, Trumper Park and Cooper Park. We currently have 55 active Bushcare members.

## **2.7 Harbour Facilities**

Council has adopted a design for the reconstruction of the Watsons Bay Baths. A detailed DA submission was submitted to Council in June. In response to comments received by the Department of Primary Industry, minor design amendments have been undertaken.

A grant application was prepared seeking funding to upgrade the Lyne Park boat ramp / ferry wharf carpark. The outcome of the application will be known next quarter.

Ongoing maintenance inspections and repairs to harbour facilities, including public wharves and harbourside pools have been undertaken over the course of the last quarter. In the last quarter the shark net was cleaned and repaired and reinstalled at Parsley Bay for the swimming season.

## **2.8 Sustainability Education**

The sustainability workshop program was expanded and planning for a free 'Birds in Your Backyard' workshop commenced in September. The workshop was organised in conjunction with Birds Australia, and information was sent out to residents inviting them to attend the workshop in the first week of October.

The Term 3 meeting of the Eastern Suburbs Schools Sustainability Network (ESSSN) was held and attended by approximately 12 local schools.

The presentation ceremony for the 2008 Environmental Grants was held on Friday 5<sup>th</sup> September. 12 Environmental Grants were awarded to local schools and daycare centres.

The annual 'Environmental Sculpture Competition' commenced 1 August 2008, with Schools invited to submit sculptures made out of recyclable materials under the theme *Keep the Sea Plastic Free*. The display and judging of this competition will be undertaken next quarter in conjunction with the Woollahra Small Sculpture Competition.

Warwick Hatton  
Director Technical Services

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**Annexures:**

September 2008 Quarterly Review of Principal Activity – Natural Environment

**Item No:** D6 Delegated to Committee  
**Subject:** **Parks & Public Space Principal Activity - 1st Quarter Management Plan Review**  
**Author:** Warwick Hatton - Director Technical Services  
**File No:** 827.G 08-11  
**Reason for Report:** To review the status of works and services for the Management Plan principal activity of Parks and Public Space for the three months ending 30 September 2008.

**Recommendation:**

- A. That the status of projects for the Parks and Public Space principal activity be noted.
- B. That the variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.

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**Background:**

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the first quarterly review of Principal Activity No 4 of the Management Plan, which is "Parks & Public Space". This principal activity has the following sub- activities:

- 4.1 Open Space Management
- 4.2 Open Space Asset Management
- 4.3 Open Space Maintenance & Construction
- 4.4 Park Facilities

Included as an Annexure to this report is:

- 1. The Parks & Public Space Principal activity of the Management Plan with detailed comments on the status of items in each sub activity.
- 2. Any uncompleted adopted "Notices of Motion" related to the Parks and Public Space principal activity.

The Annexure includes all the details, whereas, set out in the following part of this report is a commentary on variations, changes, exception, completed work, achievements, etc. The purpose being to provide Councillors with a snapshot on the key influences or issues arising from this quarterly review.

"Notices of Motion", which have a major impact on approved Management Plan core activities and projects, have been included in the management plan as variations so as to facilitate the changing of priorities in an orderly and transparent manner.

Comments on budget variations, where they are material or have an impact on the program of works or projects, may be included in this report. However, the budget review and confirmation of any changed forecast will be considered in a separate budget report, which reviews the overall financial position of the Council at the end of the quarter.

Following is the commentary on each sub activity:

#### **4.1 Open Space Management**

This quarter we processed 827 park hire approvals and 14 filming and photography approvals. Investigations have continued on issues arising from Notices of Motion including review of security lighting in parks and carparks. Reports regarding these items will be presented to Council next quarter.

#### **4.2 Open Space Asset Management**

Updating of Plans of Management for Trumper Park, Cooper Park and Foreshore Parks is under way. The Trumper Park and Cooper Park Plan of Management will be presented to Council early in 2009.

Following the preparation and adoption of the Gap Park Masterplan, funding submissions have been prepared and submitted to Government Departments. Detailed plans suitable for tender purposes are being prepared in preparation for calling tenders next quarter.

The replacement of the Coastal Cliff-top fence between Signal Hill Reserve and Christison Park commenced and will be completed next quarter.

Grant applications have been prepared and submitted for:

- upgrading Lyne Park carpark;
- implementing Gap Park Masterplan; and
- Holdsworth Community Centre water saving facilities.

Condition surveys for landscape and infrastructure assets have led to the implementation of cyclic maintenance schedules for assets such as park lighting and benches. This information is also assisting with the prioritisation of other asset maintenance issues in our parks and reserves.

Parks Staff are undertaking annual condition surveys of all street trees and prioritising maintenance work accordingly. The asset inventory of all high risk trees in parks is underway.

#### **4.3 Open Space Maintenance & Construction**

Tenders have been prepared and called for the restoration of Cooper Park pond in conjunction with water quality improvements.

All cyclic open space maintenance schedules were completed to standard this quarter. All programmed garden bed and sportsground renovations were satisfactorily completed.

Performance targets are currently being developed for all Park and Street Tree maintenance programs.

Some of the landscaping projects completed for this quarter were: the spring verge returfing program, a number of roundabouts and traffic calming devices were replanted, a new fence was installed at the top of the Trumper Park quarry cliff and the completion of the Small Lane stormwater device.

#### **4.4 Park Facilities**

All scheduled maintenance to park and open space areas was completed to standard.

Designs for new playgrounds at Robertson and Rushcutters Bay Park have commenced as has designs for new playground shade structures at Plumb Reserve and North Cooper Park.

Grant applications have been submitted to allow the Gap Park Masterplan to be implemented. Government departments have also been lobbied. Detailed tender documents are being prepared in preparation for calling tenders next quarter.

An integrated computerised system has begun to be rolled out to all sportsground lighting and irrigation systems. This system will be operation in the second quarter and assist to further save water and electricity consumption.

Design of the Paddington Community Garden has been finalised and a site remediation action plan is being prepared to allow the garden to be established next quarter.

Warwick Hatton  
Director Technical Services

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**Annexures:**

1. September 2008 Quarterly Review of Principal Activity: Parks and Public Space
2. September 2008 Quarterly Review of Outstanding Notices of Motion – Parks and Public Space

**Item No:** D7 Delegated to Committee  
**Subject:** **Community Services Management Plan Quarterly Report**  
**Author:** Kylie Walshe - Director Community Services  
Tim Tuxford – Manager Compliance  
**File No:** 827.G 08-11  
**Reason for Report:** To review the status of works, services, and Notices of Motion for the Management Plan principal activity of Community Services for the three months ending 30 September 2008.

**Recommendation:**

- A. That the status of projects for the Community Services Principal Activity be noted.
- B. That variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.

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**Background:**

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the first quarterly review of Principal Activity No 5 of the Management Plan, which is "Community Services". This principal activity has the following sub- activities:

- 5.1 Community Services Management
- 5.2 Library Services
- 5.3 Community Development
- 5.4 Cultural Development
- 5.5 Environment & Public Health
- 5.6 Ranger Services

Included as Annexure 1. to this report is the Community Services Principal activity of the Management Plan, with detailed comments on the status of items in each sub activity.

The annexure includes all the details whereas set out in the following part of this report is a commentary on variations, changes, exception, completed work, achievements, etc. The purpose being to provide Councillors with a snapshot on the key influences or issues arising from this quarterly review.

Comments on budget variations where they are material or have an impact on the program of works or projects may be included in this report. However the budget review and confirmation of any changed forecast will be considered in a separate budget report which reviews the overall financial position of the Council at the end of the quarter.

Following is the commentary on each sub activity.

## 5.1 Community Services Management

This sub-activity covers the area of strategic planning and activities that impact on all operations of community services.

The main achievement this quarter was the adoption of the Woollahra Social and Cultural Plan 2008 to 2013 by Council on 14<sup>th</sup> July 2008. The plan is a five-year plan for the Woollahra community that:

- Describes the Woollahra community.
- Identifies local community and cultural abilities and assets<sup>1</sup>.
- Provides a vision and key objectives for the Woollahra Local Government Area.
- Identifies key social and cultural priorities.
- Recommends strategies, projects, and programs for Council to deliver in partnership with the community.

The Holdsworth Community Centre & Services (HCC&S) held its Annual General Meeting on 24<sup>th</sup> September, demonstrating a substantial increase in service provision over the past twelve months. This has improved the value for money received by the community as a result of Council's subsidy of \$670,000 to HCC&S in the 2007/08 financial year.

## 5.2 Library Services

This sub-activity covers all library activities, including projects for library facilities and the library service as a whole. A detailed report on the operation of the Library and Information Service for the quarter will be presented to the Community and Environment Committee on 17 November 2008.

This quarter the Library and Information Service has focused on actioning key strategies of both the Library Strategic Plan and the Management Plan objectives.

### Library Management

One of the key tasks completed this quarter was the implementation of a new Library structure, effective 14 July 2008, to support the direction of the Library Strategic Plan. The new structure places an emphasis on customer service, collection development and the effective use of technology.

### Lending Services

The Library and Information Service has a membership of 16,278 with a quarterly circulation figure, for all service points of 106,810.

### Community Learning programmes

- The Children's Library celebrated Children's Book Week, across all service points, with the theme "Fuel your mind" from 18 August to 29 August, 2008. The library hosted 38 school /pre school classes with an attendance of 822 children. Special "Book Week" story-time sessions were held at all three Library service points with local author Vashti Farrer with a total of 164 children attending.

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<sup>1</sup> A community's assets are its resources and strengths.

- Story-time sessions are continuing to be well supported. Attendance at the Holdsworth Street story-time has increased by 46.7% over the same period in 2007. 11 sessions were held with 223 children present. During this quarter, 18 story-time/playgroup sessions were held in Blackburn Gardens / Double Bay Central Library with 182 children attending. At Paddington Library, 26 story-time sessions were held with 311 children present.
- Of special note were the school holiday activities held in July 2008 in conjunction with a celebration of NAIDOC week. Les Saxby, indigenous dancer and performer entertained 30 children at Double Bay. Overall 117 children took part in the holiday activities.
- The Library Service continued with its highly successful Writers and Readers Series, hosting Susan Wyndham and Jacqueline Kent as well as other key events such as the 15th annual Woollahra Youth Photographic Award in September 2008, and the monthly Tea Topic series covering topics such as tea leaf reading, encouraging children's love of reading and a session with John Konrads on success in sport, business and life.
- The Library was successful in receiving a \$500 grant in Adult Learners Week to host a financial planning session with David Smith on 4 September 2008 where approx. 30 people were in attendance.

#### Information Services

- During History Week, 6 to 14 September 2008, the Local History staff prepared a display titled "Along the Rosebay Shoreline". The display was placed at both the Customer Service Centre and Local History Centre.

### **5.3 Community Development**

This sub-activity covers the programs for children, youth, community safety, volunteering and community development.

The main emphasis for the community development team this quarter was the commencement of projects included in the recently adopted Woollahra Social & Cultural Plan. This includes scoping and consultation for the following:

- A neighbourhood development program.
- Improving volunteering and volunteer opportunities.
- Develop Ageing Well Ambassadors to improve healthy ageing.
- Facilitating improved community safety.

Other highlights include:

- Seniors - Streamlining of bus trips for seniors commenced in September, through negotiations with Holdsworth Community Centre and Services.
- Children's Services - The Pre School continues to operate at full capacity providing an innovative curriculum for children. The scheduling of Primary Resources on Parenting (PROP) was completed for 2008/09, including sessions on First Aid, developing resilience in children and youth, safe driving and healthy life choices.
- Community Safety - Council's commitment to community safety includes continuing high attendance at the Community Safety Committee meeting which has representation from neighbourhood watch groups, local residents and key organisations.

- Volunteers – Council, in collaboration with Holdsworth Community Centre & Services continue to host quarterly Volunteer Forums for service providers with volunteers. A quarterly Volunteer Newsletter was distributed in September.

#### **5.4 Cultural Development**

This sub-activity includes cultural events and cultural development activities. All management plan activities are on target.

This sub-activity includes cultural events and cultural development activities.

##### July - September Quarter

All management plan activities are on target. A highlight of the area was the pre-selection judging of finalists for the 2008 Woollahra Small Sculpture Prize Exhibition. Judges Edmund Capon, AM, OBE and Deborah Edwards selected 45 finalists from 596 entries. The number of entries received in 2008 represents the highest on record in the eight year history of the Prize. Sponsorship agreements for the Prize were finalised and Woollahra Small Sculpture Prize content for Kids Day Out was programmed and included the development of a new Kids Guide and Worksheet. Volunteers were engaged in the planning and development of Prize administration. Community benefits programs of the Woollahra Small Sculpture Prize including schools tours, Artist Talks and a Tea Topic in conjunction with the Prize were finalised.

Following a detailed assessment process, the Public Art Advisory Committee nominated a preferred concept for the Double Bay eastern gateway project. This nomination was endorsed and supported by Council in September 2008. Subject to Development Application conditions, a commissioning agreement will be entered into with successful artist Bronwyn Berman for fabrication of the final work. A total of 49 submissions were received when Expressions of Interest were originally called for the project.

Council representation continued on the Eastern Regional Local Government Aboriginal and Torres Strait Islander Forum. Support planning commenced for the Eastern Suburbs Organisation for Reconciling Australia (ESORA) hosted Bush Tucker Brunch at the Gunyah (October) and award winning Bush Tucker Walks (November and December).

Research commenced into the development of an Arts NSW grant due in October 2008 for a small community arts project to be based in Watsons Bay. Staff project support provided to local cultural organisations in this quarter included Vaucluse House with a call for artists to participate in a spring fair Rustic and CWM Galleries 'Launch Pad 2025' – galleries project targeting local youth artists.

#### **5.5 Environment & Public Health**

The activities and projects listed under this sub-activity aim to protect the health and well being of residents and visitors to our area and include the following discrete programs:

- Food Safety – Council currently has 334 premises recorded as handling, preparing and/or selling food. Our Environmental Health Officers endeavour to inspect all premises that prepare and handle food twice a year and those premises that only have packaged food should be inspected at least once a year.
- Public Health – Council currently has 122 health premises recorded. These premises include skin penetrations, hairdressers, and beauty salons and our Environmental Health Officers endeavour to inspect these premises once a year.

- Microbial Control – Council currently has 55 premises with cooling towers and warm water systems recorded under this program and documentation is required to be submitted annually from the owner of these premises to ensure compliance with minimum health standards.
- Swimming Pool Safety
- Environmental Pollution Control
- Immunisation.

During the quarter;

- 146 food and health premises were inspected as part of our Food Safety and Public Health Program;
- One food related notice was issued;
- 49 babies were immunised under our Childhood Immunisation Program, being approximately 5.4% above our quarterly target and 17.6% below the 2007/08 quarterly average of 59.5 babies;
- 22 pollution related matters were reported and investigated, as part of our Pollution Control Program, approximately 15.4% less than the 2007/08 quarterly average of 26 matters. 54.5% related to noise, 27.3% related to water, 13.6% related to air and 4.6% related to land;
- 4 notices/orders were issued under the *Protection of the Environment Operations Act 1997* ('POEO Act') and 16 were issued under the *Local Government Act 1993* ('LG Act'); This was in line with the 2007/08 quarterly average for POEO Act notices/orders and over 100% more than the 2007/08 quarterly average for LG Act notices/orders;
- Council's Environmental Health Officers completed 58 development application referrals for new food and health premises, acid sulphate soil and contaminated land assessments and noise assessments in an average of about 5.5 days per referral. The average turnaround time per referral is marginally higher than the overall result for 2007/08 being 3 days, with the number of referrals completed during the quarter being on par with the 2007/08 quarterly average.

As part of the new Food Regulation Partnership between local councils and the NSW Food Authority, Council commenced operating as an 'Enforcement Agency' for the Authority from 1 July 2008. The aim of the Partnership was to avoid duplication and gaps in the services provided by local councils and the Authority and, as such, local councils were required to specify the food surveillance role they could provide. Following consideration of the matter by the Community & Environment Committee in May 2008, Council resolved on 12 May 2008 to nominate as a 'Category B Enforcement Agency' and was subsequently appointed at this level.

As a Category B Enforcement Agency, Council's jurisdiction is "*only in relation to retail food businesses (except in cases of an imminent threat to public health and safety or the health of any individual in connection with food, as declared by the Authority).*" The responsibilities conferred on Council include;

- “a. Respond to an imminent threat to public health and safety or the health of any individual in connection with food, as declared by the Authority.

- b. *Routine inspection and enforcement of retail food businesses. Guidelines on prosecution support for enforcement agencies are being developed.*
- c. *Medium and low risk food complaint management.*
- d. *Reporting on food regulation activities including legal proceedings.”*

As reported to the Community & Environment Committee in May 2008, one (1) of Council's three (3) Environmental Health Officer positions was to be reclassified so that it was principally a food surveillance role. During the quarter the reclassified position, titled 'Food & Health Officer', was advertised with Mr Viktor Wiecks being appointed from Botany Bay Council in late September 2008. A key responsibility of the position is to oversee Council's food surveillance program and ensure Council fulfils its obligations pursuant to the Food Regulation Partnership.

## **5.6 Ranger Services**

Council's Rangers provide a variety of enforcement services to ensure the public safety and convenience of our community in relation to the use of public places. During the quarter the Rangers continued to focus on the following core activities;

- 81 abandoned vehicle matters were reported and investigated, being a decrease of about 2.4% on the 2007/08 quarterly average of 83 matters;
- 18 road and footpath obstruction matters were reported and investigated being a decrease of about 8.9% on the 2007/08 quarterly average of 19.75 matters;
- 5 private skip bin matters were reported and investigated, being about 13% less than the 2007/08 quarterly average of 5.75 matters;
- 0 littering fines were issued;
- 97 companion animals were registered on the New South Wales Companion Animals Register for our area, with 97.9% of these animals being de-sexed. The number of animals registered for the quarter was about 8.4% above the 2007/08 quarterly average of 90 dogs. Furthermore, the percentage of registered animals that were de-sexed was above both the 2007/08 annual result of 93% and 2006/07 annual result of 89%;
- 31 barking dog matters were reported and investigated, being about 3.1% less than the 2007/08 quarterly average of 32
- No nuisance or dangerous dog notices of intentions or declarations were issued; and
- 3 dog related fines were issued, being consistent with the 2007/08 quarterly average.

During the quarter the vacant Animal Control Officer's position was re-classified and advertised as the 'Companion Animal Officer'. The re-classified position has an education focus, in contrast to the former position's regulatory focus. Ms Carolyn Bulmer was appointed Council's Companion Animal Officer in September 2008.

The final meeting of the 2005/08 Animal Advisory Committee was held in August 2008. Nominations for the 2008/2012 Committee were called for in September and on 13 October 2008 Council's Community & Environment Committee formally appointed the community representatives to the Animal Advisory Committee for the term ending September 2012.

Council's annual People & Pets Day was to be held in September 2008, however it was cancelled due to bad weather.

**Conclusion:**

In summary, the projects detailed within the Community Services Principal Activity for 2007/08 were completed predominantly on time and within budget, except as otherwise noted.

Tim Tuxford  
Manager Compliance

Kylie Walshe  
Director Community Services

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**Annexures:**

1. September 2008 Quarterly Review Report - Community Services Principal Activity of the Management Plan

**Item No:** D8 Delegated to Committee  
**Subject:** **Plans of Management Presentation**  
**Author:** David Sheils  
**File No:** 178.G  
**Reason for Report:** To inform Councillors of the background to preparing Plans of Management for Community and Crown land

**Recommendation:**

That the information be noted

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**Background:**

There will be a short presentation that outlines the process in preparing plans of management for Community and Crown Land. New draft plans of management are currently being prepared for Trumper Park and Cooper Park. This presentation will be particularly useful for new Councillors who may be unfamiliar with the process of preparing plans of management.

David Sheils  
Manager Public Open Space

Warwick Hatton  
Director Technical Services

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**Annexures:**

Nil

**POLITICAL DONATIONS DECISION MAKING FLOWCHART  
FOR THE INFORMATION OF COUNCILLORS**

