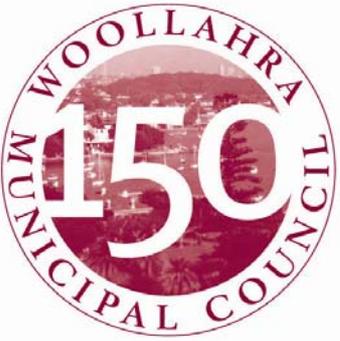


# Community & Environment Committee



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

**Date:** *Monday 6 September 2010*

**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).

## **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 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,
- Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive changes.
- Parks and Reserves Plans of Management (Strategies, Policies and Objectives).
- Residential Parking Schemes - Provision and Policies.

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

- Community Services and Programs.
- Library Services
- Health.
- Licensing.
- Liquor Licences.
- Regulatory.
- Fire Protection Orders.
- Residential Parking Schemes (surveillance and administration).
- Traffic Management (Traffic Committee Recommendations).
- Waste Minimisation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agendas (and as may be limited by specific Council resolution).
- Confirmation of the Minutes of its Meetings.
- 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 above.
- Statutory reviews of Council's Delivery Program and Operational Plan.

**Committee Membership:**

7 Councillors

**Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

2 September 2010

To: His Worship The Mayor, Councillor Andrew Petrie ex-officio  
Councillors Sean Carmichael (Chair)  
Anthony Boskovitz  
Nicola Grieve  
Susan Jarnason  
Greg Medcraft  
Isabelle Shapiro  
Susan Wynne (Deputy)

Dear Councillors

### **Community & Environment Committee Meeting – 6 September 2010**

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 6 September 2010 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 23 August 2010	1
D2	Library Annual Report for the Period July 2009 to June 2010 – 48.G / 48.G (Strategic)	2
D3	Vegetation Management Working Party meeting – Meeting 6 – 1134.G	21
D4	Revised Aims and Objectives for the Draft Tree Management Policy – 1134.G	26
D5	Yarranabbe Park Steering Committee Meeting Minutes – 1134.G	29

### **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 23 August 2010**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 23 August 2010 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 23 August 2010 be taken as read and confirmed.

Les Windle  
Manager – Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Library Annual Report for the Period July 2009 to June 2010**  
**Author:** Vicki Munro, Manager, Library and Information Services  
**File No:** 48.G / 48.G (Strategic)  
**Reason for Report:** To review the operations of Woollahra Library and Information Service for the period 1 July 2009 to 30 June 2010.

**Recommendation:**

- A. That the annual report of the library service for the year 1 July 2009 to 30 June 2010 be received and noted.

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This report reviews Woollahra Library and Information Service's activities and projects for the period 1 July 2009 to 30 June 2010, including detailed statistical analysis, as well as progress in implementing the Library Strategic Plan, *The Way Forward*.

1.0 Library Usage

To gain a better understanding of the Library usage, this report compares statistics for the period 1 July 2009 to 30 June 2010 with those of the previous year – 1 July 2008 to 30 June 2009. See Annexure 1 for all statistical figures.

Significant points to note include:

**1.1 Lending Services**

- As at 30 June 2010 Woollahra Library and Information Service had 15,015 active members. Active membership is defined as borrowers who have used the service within a two year period. This represents a slight decrease of 1% in total Library membership, from 15,227 in the same period last year. The percentage of borrowers to population currently sits at 30.35% based on the Woollahra LGA population of 50,161 (2006 ABS census).

Since the opening of the new Watsons Bay Library, there has been a significant growth in new and returning members: over 34% for adults and 41% for junior members in the last quarter.

- There has been an overall increase of 2% in circulation across all library service points, from 403,747 in 2008/09 to 411,323 this year. The opening of the new Watsons Bay Library and the extension of the Children's Program 2010 have positively impacted on Library usage. There was an average of 46.57 loans per hour during the year 2009/2010, which increased 2% from 45.88 loans per hour for the previous year.

The key collections to have increased in circulation over the twelve months have been the junior and young adult material, in particular the junior fiction increasing by 9% and picture books increasing by 12%. As well as the magazine collection which continues to rise and increased by 11% for the year, representing 25,677 loans compared to 23,101 the previous year. DVD loans remained steady and performed well in the last two quarters, particularly from April to June when loans rose by 27%.

As previously reported, following detailed reviews the Library will not continue building the toy and community language collections. Both these collections have been declining in use over a number of years. The outdated collection of videos / cassettes have been weeded/ deselected and replaced with new formats. The Library is currently negotiating the implementation of Overdrive, a downloadable e-book technology.

- A total of 232,654 people visited Double Bay, Paddington and Watsons Bay Libraries during 2009/2010. Watsons Bay Library now has a people counter since the move to the new site.
- The free wireless service offered through uConnect continues to be very popular at the Double Bay and Paddington Libraries, increasing significantly since commencing in December 2008. The service has now been extended to all service points during the year, recording a total of 9,569 sessions.

## 1.2 Information Service and Research

- There has been a 2% increase in the number of reference enquiries for the 2009/2010 financial year, from 28,834 to 29,436. The rise in Community Information enquiries can possibly be linked to the increase in outreach programs conducted by the Community Services Department.

The basis for the collection of reference statistics will change for the 2010/2011 financial year with Woollahra Library & Information Service now employing the Public Library Evaluation Guidelines (PLEG) method of statistical collection, where statistics are collected for 1 week only in a 3 month period. This is done 4 times per year, and the figures obtained are then annualised to provide an estimated figure for a 12 month period or quarterly period. Adopting this method for the collection of information statistics allows Woollahra Library & Information Service to be benchmarked against the majority of public libraries in NSW who use the PLEG method.

- The Local History Centre has seen an increase of 8% in the overall number of enquiries received this year in comparison with 2008/2009. The Sesquicentenary celebrations have also increased public awareness of the history of our area and the existence of the Centre and its collection. Images from the collection have been given a broader airing as a result and there has been a marked increase in requests for copies of images arising from the promotion.

Local History have completed the following key projects during the year, including the publication of "A History of the Woollahra Seniors and Community Centre" in July 2009; successful exhibits for History Week (September 2009), the launch of the new Watsons Bay Library and an exhibition entitled "Marking our milestones" hosted at Redleaf as part of the National Trust Heritage Festival in April 2010; the development of new web-pages and commencement of an outreach program to both local schools and community groups.

- While there has been an overall decrease in database usage for the 2009/2010 financial year compared to the 2008/2009 financial year, over the last quarter (April to June 2010) there was a significant increase in both log-ins for Library and Remote access as well as 67% increase in the number of remote/home searches.

The databases have had greater exposure during this quarter due to the promotion of the Electronic Services Survey as well as the provision of direct links to databases on the Library's youth services page. It is anticipated that these results will further improve with the purchase of new databases recommended in the Electronic Services review and survey and the implementation of a federated search engine which will simplify searching across all databases in a single query.

Once the federated searching is launched in September, a marketing campaign will commence to ensure the public is aware of all the databases and the ease with which they can now be used.

- There were 99% in the number of logins to YourTutor (online homework help) during the year 2009/2010 in comparison to the previous year. This increase is believed to be due to greater promotion of the service.

### 1.3 Community Learning Programs

- Attendance has continued to increase for the regular Children's programs and these sessions were extended to all service points with the opening of the new Watsons Bay Library.

Following a review of the 2009 Children's Program, additional Rhyme time sessions were introduced at all libraries due to high demand and the structure of the Book Club was changed to allow for fun, topic-driven Kids Club sessions with talks by visiting guests such as Helen Trussler, Council's Companion Animal Officer.

In the last quarter, attendance at Double Bay has averaged 21 children per session. Paddington attendance has averaged 18 children, with the Rhyme Time now expanded to an additional session every Thursday afternoon due to high demand. Watsons Bay now hosts both a Rhyme Time and Preschool Storytime which had an average attendance of 22 children per session.

The outreach program to Holdsworth Community Centre and to local preschools / schools has also seen a significant increase in attendance.

- During the year, the Children's and Young Adult team were responsible for many successful events and activities. Highlighted below are some of the significant events for 2009/2010:
  - Children's Book Week (22-30 August 2009): the library hosted 28 pre-school and school classes with total attendance of 759 children. Special Book Week Storytime sessions with local author Libby Hathorn were held at Paddington Library with a total of 49 participants;
  - A new outreach program commenced in September 2009 in partnership with Vacluse House Tearooms, which allowed Preschool children to participate in an interactive Storytime led by Woollahra Library, while parents enjoyed morning tea. This partnership is ongoing and is held on a quarterly basis.;
  - The Library hosted the Taronga Zoomobile Party on 4 February 2010, which signalled the end of the Summer Reading Club, giving 46 children the chance to see Australian animals up close;
  - Youth Week (10 to 18 April 2010 ) was celebrated with a display of artwork from the youth of Urban Arts Base at Double Bay Central Library, Woollahra Customer Service Centre and Paddington Library; and
  - The launch of the new Writers & Readers for Young People, a free event designed for children in both Primary and High School. The inaugural event on 4 March 2010 was attended by 70 people and featured acclaimed young adult author Garth Nix, the second event took place on 17 June with junior fantasy author John Flanagan and was attended by 67 people.
- Other major cultural events hosted by Woollahra Library and Information Service during the year 2009/2010 included:
  - The annual Woollahra Council Youth Photographic Award, which attracted a record 126 photographic entries and 30 short film entries from 12 high schools in the area. The presentation night, on Wednesday 2 September 2009 was attended by 70 students and their teachers and families. New to the Youth Photographic Award in 2009 was the People's Choice Award, an initiative undertaken with the Wentworth Courier;
  - Kids Day Out on 1 November 2009. The Community Services Division hosted the sixth annual Kids Day Out at Blackburn Gardens and surrounding Council buildings. This major event was very successful with over 3,000 in attendance, showcasing Council's facilities and services for children and their families, as well as promoting the Library Service and Woollahra Small Sculpture Prize;

- On Saturday 21 November 2009 another highly successful Local Writers' Word Festival was held. Local authors were invited to share their work and participate in workshops with current authors and publishers in the field. The Library received 25 submissions and 11 local authors were chosen to present their work. The event attracted an audience of 56;
  - Library Lovers Day was celebrated with a book sale over three days in Woollahra Council Chambers from 12 to 14 February 2010. This was the largest sale to date with over 10,000 fiction and non-fiction books, children's books and magazines available for purchase and raised over \$12000;
  - The 21st Poets' Picnic was held on Tuesday 23 February 2010, hosted by ABC radio presenter Simon Marnie. The 2010 program featured some of Australia's best poets performing readings from their own poetry, including Lachlan Brown, Ursula Dubosarsky, Jamie Grant, Libby Hathorn, Stephen McInerney, Greg McLaren and Christine Paice. Students from five local schools also read. 200 people attended the Poet's Picnic this year;
  - A number of events were held to celebrate 2010 Library and Information Week including National Simultaneous Storytime, a national campaign where an Australian picture book is read simultaneously to children in a variety of venues around Australia, this year featuring *Little White Dogs Can't Jump* by Bruce Whatley; a Tea Topic on the art of reading tea leaves with Kerry-Ann Bakker held at Woollahra Seniors and Community Centre which attracted 26 participants; the Biggest Morning Tea, which raised \$254.25 for the Cancer Council; and the annual Library Book Fair held on May 28-30 which featured free storytime and face painting.
- The Library Service continued to entertain and inform with its highly successful Writers & Readers Series hosting a number of superb writers over eight events. Writers involved throughout 2009/2010 included Jill Roe, Suzanne Falkiner, Anne Summers, Miranda Darling, Malla Nunn, Michael Robotham, Susannah Fullerton, Paul Barry, Jacqueline Kent, Paul Kelly, Thomas Keneally and Kirstin Tranter. A total of 515 people attended the Writers & Readers events during the year. Two of the highlights included:
    - 18 March 2010 - Paul Barry and Jacqueline Kent discussing the pleasures and perils of writing biography. The attendance for this event was 80 people.
    - 6 May 2010 - Thomas Keneally discussing his book *Australians* and his previous histories *The Great Shame* and *The Commonwealth of Thieves* with journalist and broadcaster Sally Loane, which attracted 98 attendees.
  - Tea Topics, the Library's series of free monthly talks, continued throughout 2009/2010, covering topics such as the Botanic Gardens, contemporary indigenous sculpture, astronomy, William Wentworth, archaeological diggings in Cambodia, experiences in the Vietnam War, Heart Health, and Tea Leaf Reading. Ten events were held with a total of 453 attending.
  - The Home Library Service provided material to 173 individual borrowers and 6 institutions. Currently the Library has 5 volunteers who assist in the provision of service, and they made 84 visits this quarter. It is pleasing to note that the number of items lent to Home Library members has remained stable despite a slight decline in member numbers from last quarter. A successful application for a Library Development Grant was made to implement the Home Library Review this year, securing \$52,800 for new technology and the introduction of outreach programs.

## 2.0 Library Strategic Plan – Progress update

The Library Strategic Plan “The Way Forward” was adopted by Council on 17 December 2007. Progress on the key strategies is as follows:

- Building

The new Watsons Bay Library was officially opened on Wednesday 24 March 2010 by the Mayor, Cr Andrew Petrie. The new address is located next to the Watsons Bay Tea Gardens Cafe and offers a carefully planned space. The library is now open every weekday and provides free wireless internet, three public access computers, printing and photocopying facilities. The new library was opened to the public with a community morning tea on Thursday 25 March 2010 with storytime sessions and a historic photographic display.

- Collection

A Collection Development Policy and supporting guidelines (including a Collection Plan 2009-2014) were adopted at the August 2009 Community and Environment Committee meeting. These documents were prepared to define the Library's collecting priorities by establishing principles and guidelines for the acquisition of library resources.

As part of implementing the Collection plan, a weeding program was completed, to assist in creating a vibrant, relevant collection that meets community demand. Weeded stock was sold in the Library Lover's Book Sale and annual Book Fair. A number of reviews of specific areas took place, including the Community Languages and Toy Library collections. In addition to this, a review of reference resources across all service points is underway.

- Technology

The Library's Information Technology Plan for 2009-2011 was finalised on 26 August 2009. The goals of the plan are to:

- Support the information and technology needs of the community.
- Encourage and improve information literacy of staff.
- Enhance online and virtual presence of Woollahra Library and Information Service.
- Enhance access to the collection.
- Enhance collection management.
- Streamline internal procedures.
- Continue development and maintenance of the Library Management System.

The Library has continued the implementation of radio frequency identification (RFID) technology, which will result in borrowers being able to self check in/out library resources and improvements to security. Tagging has been completed for most items in their collection, with 88,806 items tagged last year. In this task, library staff were assisted by colleagues from Waverley Library and volunteers from the local community.

From 1 March 2010 patrons were given the choice to receive their reservation and overdue notifications from the library via email or SMS messages. Previously this was only possible by standard mail. To date, over 30% of patrons have already changed over to the email or SMS options.

### **3.0 Community Information**

#### **3.1 Projects**

- The new What's On e-newsletter was launched on 31 July 2009, and during the first month the number of email subscribers increased by 70.6% (from 201 to 340).
- Substantial promotional material was developed during the third quarter to promote the Library, including:
  - New Library brochure developed.
  - 2010 Children's Program brochures professionally printed.
  - 2010 Children's Program promotional magnets produced.
  - Campaign materials for the opening of Watsons Bay Library.

#### **3.2 Community Information Database (LINCS)**

Community Information Database searches this quarter experienced the second highest result over the past two years, including an increase on last quarter. Excluding two abnormal quarters, the number of searches has been increasing steadily over the past two years. We expect to see a further increase next quarter as a result of increased exposure on the home page of Council's website.

#### **3.3 New Resident's Kits**

A total of 225 New Resident's Kits were distributed during 2009/2010 with the numbers remaining steady throughout the year. The format and demand of these kits will be reviewed during the next financial year.

##### Conclusion:

The Woollahra Library and Information Service had a successful year in 2009/2010 both in terms of the completion of many projects identified in the Strategic Plan and the examination of the Library usage - in particular, the opening of the new Watsons Bay Library and the commencement of implementing RFID technology. The staff continue to move forward with the implementation of the Library Strategic Plan and provide a wide range of programs and services suitable to the community.

Vicki Munro  
Manager – Library and Information Services

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#### **ANNEXURES:**

Annexure 1: Library Statistics for 1 July 2009 to 30 June 2010

**Item No:** D3 Delegated to Committee  
**Subject:** **Vegetation Management Working Party Meeting - Meeting 6**  
**Author:** Bruce Rann  
**File No:** 1134.G  
**Reason for Report:** To note the minutes from Vegetation Management Working Party Meeting - Meeting 6, 20 July 2010

**Recommendation:**

That Council note the attached minutes from Vegetation Management Working Party Meeting – 20 July 2010.

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Bruce Rann  
Manager – Open Space and Trees

Tom O’Hanlon  
Director – Technical Services

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**ANNEXURES:**

A - Minutes from the Vegetation Management Working Party Meeting – 20 July 2010

**Item No:** D4 Delegated to Committee  
**Subject:** **Revised Aims And Objectives for the Draft Tree Management Policy**  
**Author:** Bruce Rann  
**File No:** 1134.G  
**Reason for Report:** To advise the Community and Environment Committee of the Vegetation Management Working Party's revised Aims and Objectives for the Draft Tree Management Policy.

**Recommendation:**

1. That Council adopt the revised Aims and Objectives for the Tree Management Policy as recommended by the Vegetation Management Working Party.
2. That Council staff use these Aims and Objectives to guide the production of version 9 of the Draft Tree Management Policy.

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**Background:**

On 8 September 2008 Council resolved that a Tree Management Policy for the whole of the Municipality be prepared with timely reviews being reported to the Community and Environment Committee.

On 27 April 2009 Council resolved that the draft Woollahra Tree Management Policy be developed around the following Aim and Objectives

**Aim**

The overall aim of the Woollahra Tree Management Policy is to ensure the right trees are planted in the right place to retain and conserve Woollahra's leafy character.

**Objectives**

The primary objectives of tree management in Woollahra are:

- to maintain our tree canopy and leafy landscape character,
- to ensure trees in our care are healthy and well maintained,
- to ensure public safety and
- to preserve a balance of public and private amenity.

In addition to these Aims Objectives and Principles the Community and Environment Committee resolved

- That the Vegetation Management Working Party be convened to review the detailed draft Tree Management Policy.
- That expressions of interest be invited from community groups to each nominate a representative to participate in the review by the Vegetation Management Working Party.

- That the draft Tree Management Policy be submitted to the Community and Environment Committee with a view to placing it on public exhibition.

After reviewing Woollahra's previous Tree Management Policy as well as tree management policies from other agencies managing trees, Council staff developed version 1 of a new Draft Tree Management Policy in line with the abovementioned aim and objectives.

A series of subsequent meetings with staff, Councillors, industry experts, and representatives from a large number of Community Groups led to ongoing improvements and versions of the Draft Tree Management Policy.

On 16 November 2009 version 8 of the Draft Tree Management Policy was presented to a meeting of Council for consideration for public exhibition. At this meeting Council resolved to refer the document back to the Vegetation Management Working Party for further refinement; particularly with regard to the aim and objectives.

Since that time Council staff have held a number of meetings and workshops with the Vegetation Management Working Party (including the industry experts), and also with other Councillors. These meetings and workshops have led to a new set of aims and objectives which the Working Party feel will be a more appropriate guide for the development of the detailed body of the Policy document.

With an agreed set of aims and objectives, staff and the working party will be able to develop version 9 of the Draft Tree Management Policy for referral to the Community and Environment Committee, and for eventual public exhibition.

Bruce Rann  
Manager – Open Space and Trees

Tom O'Hanlon  
Director – Technical Services

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## **ANNEXURES:**

A – Tree Management Policy Aims and Objectives

**Item No:** D5 Delegated to Committee  
**Subject:** **Yarranabbe Park Steering Committee Meeting Minutes**  
**Author:** Bruce Rann  
**File No:** 1134.G  
**Reason for Report:** To note the minutes from the Yarranabbe Park Steering Committee Meeting  
- 15 July 2010

**Recommendation:**

That Council note the attached minutes of the Yarranabbe Park Steering Committee meeting of 15 July 2010 as provided by Guy Sturt and Associates.

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Bruce Rann  
Manager – Open Space and Trees

Tom O’Hanlon  
Director – Technical Services

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**ANNEXURES:**

A - Minutes from the Yarranabbe Park Steering Committee Meeting – 15 July 2010.

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

