



# Community & Environment Committee

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

**Date:** *Monday 19 September 2005*

**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

15 September 2005

To: The Mayor, Councillor Andrew Petrie, ex-officio  
Councillors     Anthony Boskovitz     (Chair)  
                         Claudia Cullen  
                         Marcus Ehrlich  
                         Tanya Excell  
                         Julian Martin  
                         Fiona Sinclair King  
                         John Walker

Dear Councillors

### **Community & Environment Committee Meeting – 19 September 2005**

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 19 September 2005 at 6.00pm.**

Gary James  
General Manager

## Meeting Agenda

<b>Item</b>	<b>Subject</b>	<b>Pages</b>
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	Election of Deputy Chairperson	1
D2	Confirmation of Minutes of Meeting held on 5 September 2005	2
D3	Woollahra Traffic Committee Minutes – 6 September 2005	3
D4	Water & Energy Savings Action Plans – 990.G	14
D5	Councillor Representation on other Committees & Organisations – 40.G	20
D6	Fence at rear of Macquarie Lightstation – 118.G/2	40

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

R1	Woollahra Sustainability Plan – 1159.G	57
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**Item No:** D1 Delegated to Committee  
**Subject:** **Election of Deputy Chairperson**  
**Author:** Les Windle - Manager Governance  
**File No:**  
**Reason for Report:** For the Committee to elect a Deputy Chairperson

**Recommendation:**

That Councillor \_\_\_\_\_ be elected as Deputy Chairperson of the Community and Environment Committee for the ensuing twelve months.

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**Background:**

It has been the practice for the Committee to elect a Deputy Chairperson who can chair the meeting in the absence of the chairperson.

Les Windle  
Manager Governance

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**Annexures:**

Nil

**Item No:** D2 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 5 September 2005**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 5 September 2005 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 5 September 2005 be taken as read and confirmed.

Les Windle  
Manager - Governance

**Item No:** D3 Delegated to Committee  
**Subject:** **Woollahra Traffic Committee Minutes - 6 September 2005**  
**Author:** Alan Opera, Team Leader – Traffic & Transport  
**File No:** See Traffic Committee Minutes  
**Reason for Report:** For the Committee to consider the recommendations of the Woollahra Traffic Committee.

**Recommendation:**

THAT the Recommendations contained in the minutes of the Woollahra Traffic Committee meeting held on Tuesday 6 September 2005, Items Y1-Y10 be adopted.

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Alan Opera  
Team Leader – Traffic & Transport

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# Woollahra Local Traffic Committee Minutes

The meeting of the Woollahra Local Traffic Committee was held in the Council Committee Room, Double Bay, on Tuesday 6 September 2005 at 10.00am.

## 1. Attendances

### Committee Members:

Present: Mr Warwick Hatton (Chairman) (Woollahra Municipal Council)  
Ms Robyn Attuell (Clover Moore MP Representative)  
Snr Const David Cattell (Rose Bay Police)  
Mr Eric Yeung (Sydney Buses)

Staff: Mr Alan Opera (Woollahra Municipal Council)  
Mr Frank Rotta (Woollahra Municipal Council)  
Ms Armodee Reece (Woollahra Municipal Council)  
Ms Lorna Oliver (Woollahra Municipal Council)

### Also in Attendance:

Cr Keri Huxley (Councillor – Item Y2)  
Mr Drew Robertson (Queen Street, Woollahra)  
Mr John McDonagh (Harbour View Park Residents' Group)  
Mr James O'Donnell (Resident – Item Y2)  
Ms Maureen Godfrey (Resident – Item Y2)  
Mr Karl Christian (Who Dares Pty Ltd – Item Y7)  
Mr Alistair Thomson (Thomson Street – Item Y7)  
Mr Frank Elgar (City Strategies Pty Ltd – Item Y7)

Apologies: Mr Navin Prasad (Roads and Traffic Authority)  
Ms Carol Freeman (Peter Debnam MP Representative)

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## 2. Minutes of Previous Meeting

The minutes of Meeting No.07/05 held in Council Chambers, Double Bay, on Tuesday 2 August 2005 were confirmed by Ms Robyn Attuell.

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## 3. Matters Arising from Minutes of Previous Meetings

Nil

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## 4. Local Traffic Committee recommendations not adopted by Woollahra Council Community & Environment Committee

Noted

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## 5. Extraordinary Meetings

Nil



## 6. Late Item/Correspondence

Late Item – Y10 Sutherland Avenue – Extension of Parking Restrictions

Memorandum from Frank Rotta (Traffic Engineer) – Supplementary Report for Traffic Committee Item Y7 – Double Bay Street Fair

Copy of Email from Supt. Alan Baines, Rose Bay Police – Supplementary to Item Y9 – Temple Emanuel Synagogue Installation of Barriers

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## 7. Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Item No:** Y1 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Subject:** **Parking Restrictions Changes**

**Author:** Greg Stewart – Manager Public Infrastructure

**File No:** (Refer to Table 1)

**Reason for Report:** Various parking restriction changes throughout the Woollahra Council area.

### **Recommendation:**

#### **Item Y1-1: Bellevue Park Road, Bellevue Hill – Amendment to existing parking restrictions**

1. That the existing '1/2 Hour Parking 8.30am-6.00pm Mon-Fri' zone in front of St Stephen's Anglican Church in Bellevue Park Road be replaced with '15 Minute Parking 8.00am – 9.30am, 2.30pm-4.00pm Mon-Fri' zone.

#### **Item Y1-2: Richmond Road, Double Bay – 'No Parking' zone for improved sight distance**

1. That a 'No Parking' zone be provided from the western side of the driveway to No.9 Richmond Road to the eastern side of the driveway to No.25 Newcastle Street, Rose Bay.

#### **Item Y1-3: Benelong Crescent, Bellevue Hill – 'No Parking' zone for improved sight distance**

1. That the proposed No Parking zone not be introduced,
2. That the Police monitor traffic accidents at this location and report back to the Woollahra Local Traffic Committee in December 2005.

#### **Item Y1-4: Darling Point Road / Mona Road intersection, Darling Point – Replacement of signposting**

1. That the southernmost 'No Entry' sign facing east at the Darling Point Road / Mona Road intersection be removed.

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**Item Y1-5: Edgecliff Road / Queen Street intersection, Woollahra – Provision of Disabled Parking Bays**

1. That the six (6) marked parking spaces in the slip lane south-west of the roundabout at the intersection of Edgecliff Road and Queen Street, Woollahra be signposted as follows:
  - a) The three (3) spaces closest to Queen Street be signposted for ‘Disabled Persons Only 9.30am – 4.00pm Mon-Fri’
  - b) The three (3) spaces closest to Edgecliff Road be signposted ‘2 Hour Parking 9.30am – 4.00pm Mon-Fri’

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**Item No:** Y2 Traffic Matters on Local Roads – Recommendation to C&E for Consideration.  
**Subject:** **Hargrave Street Paddington between Cascade Street & Elizabeth Street – Resident Permit Parking**  
**Author:** Alan Opera – Team Leader, Traffic & Transport  
**File No:** T219  
**Reason for Report:** Resolution of C&E Committee

**Note:** Cr Keri Huxley, Mr James O’Donnell and Ms Maureen Godfrey addressed the Committee on this issue.

**Recommendation:**

- A. That a Resident Permit Parking Scheme be implemented in Hargrave Street between Cascade Street and Elizabeth Street with the introduction of twenty(20) 2P 8.00am-11.00pm 7 Days Permit Holders Excepted parking spaces on the southern side of Hargrave Street.
- B. That the introduced Resident Permit Parking Scheme in Hargrave Street, Paddington be reviewed in April 2006.

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**Item No:** Y3 Traffic Matters on State Roads – Recommendation to C&E for Consideration  
**Subject:** **Sherbrooke Ave / Sherbrooke Hall Parking**  
**Author:** Alan Opera – Team Leader, Traffic & Transport  
**File No:** 413.  
**Reason for Report:** Rationalisation of off-street and on-street parking

**Recommendation:**

- A. That the existing 9 meters of No Stopping on the eastern side of Sherbrooke Avenue north of William Street be retained.
- B. That the existing 15.1 meters of No Parking 8.30am-6pm Mon-Fri on the eastern side of Sherbrooke Avenue north of A. above be replaced with No Parking 8.30am-9.30am and 2.30pm-3.45pm.Mon-Fri.

- C. That the existing 23.5 meters of No Parking and Authorised Meals on Wheals Vehicles parking on the eastern side of Sherbrooke Avenue north of B. above be replaced with No Parking 8.30am-9.30am and 2.30pm-3.45pm Mon-Fri and No Parking 9.30am-2.30pm Mon-Fri Council Authorised Vehicles Excepted.

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**Item No:** Y4 Traffic Matters on Local Roads – Recommendation to C&E for Consideration.

**Subject:** **Olola Avenue – Alleged speeding vehicles colliding with homes in Wentworth Road, Vacluse – Petition from residents of Olola Avenue, Wentworth Road & surrounding streets for Council to carry out traffic calming & safety measures**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 340.

**Reason for Report:** Residents Petition in relation to traffic safety

**Recommendation:**

- A. That a ‘Stop’ sign and associated linemarking be installed in Olola Avenue at its intersection with Wentworth Road (westernmost intersection).
- B. That due to the low accident history, the minor nature of the accidents and the low recorded vehicle speeds, no further action be taken to provide any other physical traffic calming devices at this location.
- C. That it be noted that the Police will continue to monitor this location for excessive speeds.

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**Item No:** Y5 Traffic Matters on Local Roads – Recommendation to C&E for Consideration.

**Subject:** **78 Liverpool Street, Paddington – Works Zone**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 407.G Pt 5

**Reason for Report:** Request for a 8m Works Zone for 9 weeks.

**Recommendation:**

- A. That approval be granted for a Works Zone to be temporarily installed at 78 Liverpool Street, Paddington. The length of the proposed Works Zone is to be 9 meters, and is to be located in front of Nos. 78 & 80 Liverpool Street, Paddington and is subject to the following conditions:
- i. Any directive provided by the NSW Police Department is to be complied with.
  - ii. The Works Zone is to operate between the hours of 7.00am-4.00pm Mon-Fri and 7.00am -1.00pm Sat, for a period of 9 weeks commencing 3 October 2005.
  - iii. 2P Resident Parking is to be retained between 4.00pm – 11.00pm Mon-Fri, 1.00pm – 11.00pm Sat and 8.00am – 11.00pm Sun.

- iv. Suitable traffic control measures are to be put in place to manage truck movements to and from the excavation site.
  - v. The applicant is to ensure that the traffic lanes, footpaths and driveways, adjacent to the Works Zone, remain free of obstruction at all times during the construction.
  - vi. The applicant is to inform Council's Traffic Engineer when the project is completed and the Works Zone can be removed.
  - vii. This Works Zone is in a residential area. The fee payable shall be in accordance with Council's adopted fees and charges applying to the period for which the approval is given, and must be paid prior to the Works Zone being installed. Should the Works Zone be required for a shorter period, application may be made for a pro-rata refund.
  - viii. Failure to comply with any of these conditions may result in the cancellation of the Works Zone at Council's discretion.
  - ix. Should the Works Zone be required for a period longer than the approved period, permission from the Director of Technical Services is required to extend the Works Zone.
  - x. Should the Works Zone be required for additional hours of operation on any particular day, any amendment will require the approval of the Woollahra Traffic Committee.
- B. That the applicant notifies all adjacent residents and business owners by a letterbox drop of the conditions of the Works Zone.
- C. That the applicant provide Council with a TMP and Work Method Statement outlining the proposed operation of this Works Zone prior to the installation of the signage.

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**Item No:** Y6 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Subject:** **Boxing Day, New Years Eve & Australia Day**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 680.G 2005 Pt6

**Reason for Report:** Boxing Day, New Years Eve and Australia Day events

**Recommendation:**

- A. That the following measures be implemented for Boxing Day 26 December 2005, New Years Eve 31 December 2005 and Australia Day 26 January 2006:
- i. Converting Vacluse Road to one-way northbound. This will require traffic to exit the area around Nielsen Park either via Wentworth Road or Fitzwilliam Road onto Hopetoun Avenue and then New South Head Road.
  - ii. Converting Greycliffe Avenue and Coolong Road to a one-way system around Nielsen Park. This will involve vehicles travelling from Vacluse Road into Greycliffe Avenue and exiting Coolong Road back into Wentworth Road.
  - iii. Install a "No Stopping" zone along the eastern side of New South Head Road, opposite Hopetoun Avenue, for a length of 50 metres. A letter is to be written to the Traffic Management Centre (TMC) to install the signs.
- B. That the NSW Police Service and Council's Regulatory Services liaise regarding the placement of officers for monitoring illegal parking, including the patrol of illegal parking in Darling Point, Point Piper and the Watsons Bay bus turning circle.

- C. That from 10.00am the Police Department be requested to restrict vehicular access to the Watsons Bay peninsula. In this event, Council Regulatory staff will arrange for the installation of the signs.
- D. That the Traffic Management Centre be informed of the above measures.
- E. That the Police continue to manage the road closures during special events, as in previous years.

**Note:** Council is to liaise with the SES on Boxing Day in relation to parking issues.

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**Item No:** Y7 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Subject:** **Knox Street & Bay Street, Double Bay – Street Festival/Temporary Road Closure**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 27.G Pt4

**Reason for Report:** Request from the Double Bay Chamber of Commerce for Council’s approval for a temporary road closure in Knox Street, Guilfoyle Avenue and Knox Lane and a section of Bay Street, Double Bay for a street festival on Sunday, 13 November 2005.

**Note:** Mr Karl Christian, Mr Alistair Thomson & Mr Frank Elgar addressed the Committee on this issue.

**Recommendation:**

- A. That approval be granted for temporary road closures for a Street Festival in Double Bay to be held on Sunday 13 November 2005, between 6.00am and 6.00pm, incorporating a full closure of Knox Street, between New South Head Road and Bay Street (access to and from the Cosmopolitan Car Park to be permitted), full closure of both legs of Guilfoyle Avenue at its intersection with Bay Street (access from Ocean Street to be monitored and restricted to residents only. Central metered parking bays to be suspended from operation to ensure two-way traffic in both legs can be maintained), full closure of Knox Lane between Bay Street and Cross Street; and closure of a section of Bay Street between Cross Street and Short Street with controlled access to Short Street to be retained.
- B. That the above special event be categorised as a category 2 event.
- C. That the approval of the above event and the associated road closures be subject to the following conditions :
  - i) A Development Application is to be submitted to Council’s Planning Department for the event and the applicant is to gain approval from all relevant sections of Council prior to the temporary road closures.
  - ii) The Traffic Management Plan must be submitted to the RTA for approval and the event organiser must comply with any conditions of such approval. The TMP must include details of the number of traffic controllers to be used and their proposed locations, comprehensive details of advance signage to be used for the event, all proposed adjustment to parking signage throughout the precinct, and proposed alterations to traffic control signals at Knox Street and New South Head Rd.

- iii) Approval of the New South Wales Police Service must be obtained for the activities, including approval for the Traffic Management Plan; and the event organiser must comply with any conditions of such approval.
  - iv) Approval of a Special Event, Event Category 2 by the relevant authorities.
  - v) The RTA's Sydney Transport Management Centre (TMC) must be notified of the activities, in accordance with the guidelines for Special Events. "Application for Transport Management Services for a Special Event" to be forwarded to the TMC.
  - vi) The applicant must comply with all directives of the NSW Police Department, either provided on the day or beforehand.
  - vii) The applicant must comply with the directives of Council's Law Enforcement Officers.
  - viii) The applicant is responsible for informing all business proprietors, residents and other occupants in the vicinity of the proposed activities, at least seven (7) days before the event via a letterbox drop and an advertisement placed in the local paper.
  - ix) Any Traffic Management measures must be in accordance with AS1742.3.
  - x) The applicant shall supply and erect any barriers and traffic signs necessary for the road closure and shall be responsible for their removal at the completion of the event.
  - xi) The applicant is responsible for the manning of the barriers and directing traffic around the temporary road closure. It must be noted that the Guilfoyle Avenue closure at Ocean Avenue must be manned by traffic controllers at all times during the closure to ensure that traffic congestion at this intersection is minimised.
  - xii) The applicant is to provide adequate traffic control by the use of authorised traffic controllers/flagmen at either end of the temporary road in accordance with the Australian Standards and to the satisfaction of Police and Council's officers. It should be noted that all workers involved with this work must comply fully with the requirements of Workcover and the Occupational Health and Safety Act.
  - xiii) Council must be indemnified against all claims for damage or injury that may result from either the activities or from the occupation of part of the public way during the activities. A copy of Public Liability Insurance Cover to be available prior to the event.
  - xiv) Council must be reimbursed for the cost of repair of any damage caused to the public way as a result of the activities.
  - xv) The occupation of the carriageway or footway of the road must not occur until the road has been closed.
  - xvi) The applicant shall be responsible for informing all Emergency Services of the proposed road closure.
  - xvii) A four-metre emergency vehicle lane must be maintained in all closed streets at all times, and all services (eg fire hydrants) must remain free of any obstruction.
  - xviii) Vehicles having legitimate business within the closed section of Short Street shall be allowed access.
  - xix) The use of any equipment or activities to be conducted in conjunction with the road closure must not result in any "offensive noise" as defined by the Noise Control Act, 1975.
  - xx) The area to be used for the activities must be maintained in a clean and tidy condition to the satisfaction of Council's Health and Regulation Manager, and the applicant must make arrangements to remove all waste from the site at the end of the event.
  - xxi) Woollahra Council reserves the right to cancel this approval at any time.
- D. An Activity Application being submitted and approved by Council and compliance with any conditions of consent.
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**Item No:** Y8 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Subject:** **Rose Bay Street Fair**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 556.G Pt2

**Reason for Report:** To seek approval to proceed with the Rose Bay Street Fair on 29 October, 2005.

**Recommendation:**

- A. That the Woollahra Traffic Committee raise no objection to the holding of the Rose Bay Street Fair on Saturday 29 October 2005, subject to:
- i) The applicant shall comply with all directives of the NSW Police Department.
  - ii) The applicant shall comply with any directives issued by Council's Regulatory Services Section.
  - iii) The applicant shall be responsible for fully informing all affected businesses and neighbouring residents of the Fair and its implications.
  - iv) The applicant shall ensure that all tables and furniture to be used on the footpaths are to be erected and subsequently removed in a manner which preserves the safety of the public and that a clear 2 metre walkway is available at all times for pedestrians.
  - v) An Activity Application being submitted and approved by Council and compliance with any conditions of consent.

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**Item No:** Y9 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Subject:** **Temple Emanuel Synagogue, Ocean Street, Woollahra – Concrete & Water Filled Barriers**

**Author:** Frank Rotta – Traffic Engineer

**File No:** T258

**Reason for Report:** Request for approval of concrete and water filled barriers on road.

**Recommendation:**

- A. That a formal Traffic Management Plan be submitted by Temple Emmanuel which incorporates all traffic aspects of the proposal including the positioning of barricades, lights, security measures and any requirements of the Police Department, and that subject to this Traffic Management Plan being acceptable to Council, the RTA and the Police:
- i) That approval be granted for the closure of the kerb side lane in Ocean Street in front of the Temple Emanuel Synagogue with concrete and water filled barriers between 30 September 2005 and 14 October 2005.
  - ii) That approval be granted for placement of the concrete and water filled barriers on the kerblines between 15 October 2005 and 27 October 2005.
  - iii) That approval be granted for the closure of Kilminster Lane at the rear of No.11 Ocean Street, Woollahra with concrete and water filled barriers between 30 September 2005 – 27 October 2005.

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- iv) That the applicant provide Council with \$10,000,000 public liability insurance to cover any claims against Council which may arise as a result of this activity.
  - v) That a temporary 'No Stopping zone be provided between 30 September 2005 – 27 October 2005, across the Ocean Street frontage of the Temple Emanuel Synagogue to cover the barricaded area.

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**Item No:** Y10 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Subject:** **Sutherland Avenue – Extension of Parking Restrictions**

**Author:** Alan Opera – Team Leader, Traffic & Transport

**File No:** 532

**Reason for Report:** Urgent request from affected resident

**Recommendation:**

- A. That a 7.5m 'No Parking' zone be introduced on the southern side of Sutherland Avenue between ELP SY21647 and 0.9m west of the common boundary of 27 and 29 Sutherland Avenue.
- B. The existing No Parking zone outside 31-35 Sutherland Street be reduced by 1.5 metres from its western end.
- C. That two unrestricted parking spaces be retained between A. and B. above.

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**8. Additional Items:**

- a) Eric Yeung, from Sydney Buses, raised an issue with affected bus routes when road works / resurfacing is undertaken. Advice to Sydney Buses is occurring too late to make arrangements to accommodate changes to bus routes. Eric would like earliest possible advice of planned works to ensure arrangements can be made.
- b) Snr Const Cattell, of NSW Police, advised that there is an ongoing issue with Telford Buses servicing local schools. Telford Buses are parking illegally in Bus Zones, hindering normal bus services, as well as parking illegally in other areas to service schools and sports grounds. Police advise they intend to send a letter to Telfords about this issue, advising enforcement will be taking place and inviting suggestions for addressing these problems. Police will keep Council advised so as to investigate any possible solutions to the issues.

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There being no further business, the meeting concluded at 12.35pm.

**Warwick Hatton**  
**Chair**



**Item No:** D4 Delegated to Committee  
**Subject:** **Water & Energy Savings Action Plans**  
**Author:** Rebecca Peacock - Environmental Protection Coordinator  
**File No:** 990.G  
**Reason for Report:** To advise Council of the requirements for the preparation of the Water and Energy Savings Action Plans.

**Recommendation:**

- A. That the report on Council's requirement to prepare a Water and Energy Savings Action Plan be received and noted.
- B. That a further report be presented to the Community and Environment Committee following the finalisation of the draft *Guidelines for Water Savings Action Plan* and *Guidelines for Energy Savings Action Plan*.

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**Introduction:**

The Department of Energy, Utilities and Sustainability (DEUS) wrote to Council on the 29 July 2005 advising of the requirement to prepare Water and Energy Savings Action Plans by 31 March 2006. The correspondence advises that the plans are to be prepared in accordance with the guidelines issued by the Minister. The guidelines have been prepared by DEUS and are based on similar approaches used elsewhere in Australia and overseas for identifying energy and water saving measures. The approach adopted by DEUS is designed to improve energy and water efficiency and encourage cost effective investments that will save the organisation money.

Attached to the correspondence were copies of the draft *Guidelines for Water Savings Action Plans* and *Guidelines for Energy Savings Action Plans*. DEUS was seeking comments on the draft guidelines by the 22 August 2005, prior to their finalisation. A timeframe for the finalisation of the guidelines was not included in the correspondence from DEUS.

A copy of the correspondence from DEUS to Council has been attached as **annexure 1**.

**Background:**

*The Metropolitan Water Plan* released by the NSW Government in late 2004 states that all councils supplied by the Sydney Water Corporation will be required to prepare water conservation plans by March 2006. The plan further states, that by September 2007, councils will be required to implement cost effective water efficiency measures in their buildings and public facilities.

In response to this, Council joined Sydney Water's Every Drop Counts Program in May 2005, to assist with the preparation of the water conservation plan. This was reported to the Community and Environment Committee meeting held on the 11 April 2005.

Although the requirement to prepare a water conservation plan was known by Council towards the end of 2004 and the preparation of the plan was included as a project in the 2005/2006 Management Plan, Council was not advised of the requirement to prepare an Energy Savings Action Plan. First notice of this requirement was when Council received the correspondence from DEUS in early August 2005. The timing means that the preparation of the Energy Savings Action Plan has not been nominated as a project in the 2005/2006 Management Plan and provision has not been made in the budget for its preparation.

Note: The water conservation plan is now referred to by the NSW Government as the Water Savings Action Plan.

**Water and Energy Savings Action Plan – task outline:**

The purpose of preparing the Water and Energy Savings Action Plans is to determine base line water and energy use and to identify and implement actions to conserve their usage in Council’s own facilities and actions. The draft guidelines state that both plans should aim to achieve a 20% reduction in water and energy consumption.

The following table summaries the tasks to be carried out by Council in preparing Water and Energy Savings Action Plans.

	Water Savings Action Plan	Energy Savings Action Plan
Task 1	Determine how much water is used. Collate 24 months of water usage data to determine Council’s baseline water use. Develop Business Activity Indicators for your sites business sector.	Determine how much energy is used. Collate 12 months of monthly historical energy data use. Develop Business Activity Indicators for your sites business sector.
Task 2	Planning at management level. Undertake a Water Management Review. Senior Management commitment is vital for this task.	Planning at management level. Undertake an Energy Management Review. Senior Management commitment is vital for this task.
Task 3	Determine how water is used and efficiency opportunities. The level of technical review will be dependant on the amount of water consumed and whether water efficiency benchmarks have been developed; either a walk-through review or detailed review. Councils are recommended to include the top 10 sites in the plan.	Determine how energy is used and efficiency opportunities. Organisations with multiple sites are to conduct detailed technical reviews at the level of major sites or major processes that cover at least 80% of baseline energy use.
Task 4	Putting the plan together. The plan is to utilise the outcomes of the assessment of the baseline water use, management review and technical review and be based on templates included in the guidelines.	Putting the energy savings action plan together. The plan is to utilise the outcomes of the assessment of the baseline energy use, management review and technical review and be based on templates included in the guidelines.
Task 5	Implementing and reviewing plans. Implementation of the plan is to be reviewed and reported to DEUS annually. The action plan is to be reviewed every 4 years.	Implementing and reviewing energy savings action plans. Implementation of the plan is to be reviewed and reported to DEUS annually. The action plan is to be reviewed every 4 years.

The draft guidelines state that DEUS is developing training support to assist internal and external assessors and managers in preparing both the Water and Energy Savings Action Plans.

Due to the focus on reducing water and energy consumption from Council's own facilities and operations, it is recommended that the preparation of the plans be a joint project involving officers from Council's Strategic Planning and Property and Projects sections. It is envisaged that officers from Council's Public Open Space section will also be required to contribute to this process.

In order to get an idea of the magnitude of the plans the following basic calculations have been prepared based on existing water and energy data gathered through Council's involvement in water and energy conservation programs.

Yearly water usage data supplied to Council by Sydney Water through the Every Drop Counts Business Program, illustrate that Council consumed 113,125 kilo litres of water for the 2002/2003 financial year. Mandatory water restrictions were introduced in October 2003. A 20% reduction in yearly usage would reduce this figure to 90,500 kilo litres/year. The data provided by Sydney Water for 2003/2004 is 63,912 kilo litres. This equates to a reduction in consumption levels greater than 40% from 2002/2003 levels to 2003/2004 levels.

Through the Cities for Climate Protection (CCP™) program Council has identified corporate base year energy consumption data for 1999/2000. A corporate (Council) greenhouse gas reduction goal of 30% from base year levels was adopted by Council in December 2002 as a part of milestone 2 of the CCP™ program. The corporate base year emissions were recorded as 5,475 CO<sub>2</sub><sup>-e</sup> tonnes of greenhouse gases. A 30 % reduction on the base year figure equates to a reduction of 1,642.5 CO<sub>2</sub><sup>-e</sup> tonnes of greenhouse gases and a goal of 3,832.5 CO<sub>2</sub><sup>-e</sup> tonnes by 2010. It is difficult to draw direct comparisons to the CCP™ program and the requirements of the Energy Savings Action Plan as the baseline requirements for both programs differ. For example the corporate base year calculated for the CCP™ program included emissions from the consumption of fuel for Council's vehicle fleet. The Energy Savings Action Plan draft guidelines state that petrol and other mobile energy sources will not be included in the base year.

### **Issues regarding the preparation of the action plans:**

There are many issues regarding the preparation of the Water and Energy Savings Action Plans that have been raised by Council staff and the Southern Sydney Regional Organisation of Councils (SSROC) and Sydney Coastal Councils Group (SCCG). In summary the issues include:

- Resources to prepare the plans,
- Level of technical reviews conducted,
- Monitoring requirements,
- Clarification of skill levels required to conduct the reviews and monitoring,
- Baseline data requirements and compatibility with voluntary programs,
- Recognition of voluntary programs and their satisfaction of the requirements,
- Finalisation of key components (eg the guidelines, training program) required by Council to prepare the plans, and
- Timeframes to prepare the plans.

In order to resolve these issues Council, SSROC and the SCCG have provided comment on the draft guidelines to DEUS. To date, neither Council nor the regional organisations have received a response.

**Conclusion:**

Council is committed to the conservation of both water and energy. This is clearly demonstrated by Council's voluntary involvement in both water and energy conservation programs and initiatives.

Preparation of the Water and Energy Savings Action Plans will involve the significant allocation of staff time and funds to carry out the requirements of the guidelines. To date the guidelines have not been finalised.

The requirements of the Water and Energy Savings Action Plans need to be clearly established quickly to provide councils/organisations with adequate time to prepare the plans. Council is liaising with SSROC and the SCCG to ensure that the issues regarding the preparation of the plans are resolved. Once a response has been provided by DEUS and the guidelines have been finalised, a further report will be presented to the Community and Environment Committee detailing Council's requirements for the preparation of the Water and Energy Savings Action Plans.

Rebecca Peacock  
Environmental Protection Coordinator

Chris Bluett  
Manager Strategic Planning

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**Annexures:**

1. Correspondence from DEUS to Council dated 29 July 2005.

**Item No:** D5  
**Subject:** **Councillor Representation on other Committees & Organisations**  
**Author:** Kylie Walshe, Director Community Services  
**File No:** 40.G  
**Reason for Report:** To review the need for each of the other Committees and organisations having regard to the original purpose of the appointment.

**Recommendation:**

- A. That the review of each of the other Committees and organisations be noted, and the recommendations for each committee be adopted.
  - B. That the Mayor be authorised to appoint the Councillor representatives to the other Committees and organisations as recommended in this report.
- 

**Background:**

At the Extraordinary Committee Meeting of Council of 7 September 2005 it was resolved:

- a. That a report be brought to the appropriate Committee to review the need for each of the other Committees and organisations having regard to the original purpose of the appointment.*
- b. That the Mayor invite expressions of interest from Councillors as to which other Committees and organisations they wish to serve on.*
- c. That subject to the outcome of the report and review in resolution (a) above, the Mayor be authorised to appoint the Councillor representatives to the other Committees and organizations.*
- d. That the existing appointees to other Committees and organizations remain until the report and review mentioned in (a) above is carried out.*

A resolution that also relates to sub-committees was adopted at the Council meeting of 26 April 2005:

- A. That Council review all sub-committees relating to community services activities, with a report to Council regarding the proposed Committee structure.*

In accordance with these resolutions the Sub-Committees related to the Community & Environment Committee have been reviewed. The outcomes of this review are detailed in the attached table. The Sub-Committees have been split into two tables, Committees that are on-going in nature and Working Parties that were established to complete a specific project or issue.

It has been past practice for the Mayor of the Day to appoint delegates and representatives to various external and internal committees, working parties and forums. It is recommended that this continue once the recommendations for each committee are accepted.

**Committees or Organisations (ongoing in nature)**

<b>Community &amp; Environment related Sub Committees</b>				
<b>Committee Name</b>	<b>Review of Committee</b>	<b>Recommendation</b>	<b>Membership</b>	<b>Current members appointed</b>
Sydney Coastal Councils Group (SCCG)	The SCCG is a group of 16 councils adjacent to the marine and estuarine waters in Sydney. The group aims to promote coordination between member councils on environmental issues relating to the sustainable management of the urban coastal environment.  Approximately 4 Full Group (Councillor) meetings are held each year.	That Councillor representation continue.	2 Councillors	Crs Dawson, Gardner Alternate: Cr Shoebridge
SSROC Standing Committee 2 Regional planning matters, environ mgmt, transport plan & mgmt, community dvlp & road safety	Woollahra is a member of SSROC. This Committee deals with regional issues and is an important Group to lobby government on local and regional issues.	That Councillor representation continue.	1 Councillor	Cr Gardner
Environmental Levy Community Reference Group	Operating since 3 November 2003; meets once a quarter. It was formed in accordance with the conditions of the approval granted by the Department of Local Government to collect an Environmental Levy. Approval was granted in June 2005 to extend the Environmental Levy for another 2 years.	- That the committee continue for the next 2 years. - Terms of reference calls for membership to be reviewed annually. - Recommend that the membership be addressed at the next meeting of the CRG.	3 Councillors	Cr Excell-Chair, Cr Erlich & Cr Gardner

<b>Community &amp; Environment related Sub Committees</b>				
<b>Committee Name</b>	<b>Review of Committee</b>	<b>Recommendation</b>	<b>Membership</b>	<b>Current members appointed</b>
Animal Advisory Committee	<p>The Animal Advisory Committee (AAC) was set-up in 1997 to coincide with the introduction of the <i>Companion Animals Act</i> 1998. Formal terms of reference were adopted by Council on 27 September 2004. AAC purpose;</p> <ol style="list-style-type: none"> <li>1. To serve as an advisory body to Council to assist with the development of policies, programmes, services and plans for companion animals. The AAC shall not operate in a regulatory or authoritative capacity.</li> <li>2. To organise community events and educational programmes to raise awareness about companion animals and the Companion Animals Act.</li> </ol> <p>AAC meetings are held once per quarter and the term of the AAC runs concurrently with the term of Council.</p>	Operation of the AAC was considered recently by Council with the adoption of the formal terms of reference. Committee and Councillor representation to continue.	2 Councillors	Cr Gardner, Cullen
Youth Issues Forum	<p>This committee meets bi-monthly with an attendance of between 10-20 members representing key youth service providers. The forum has guest speakers, is educational in content and serves as a local information and network exchange. This Forum keeps Council informed on issues concerning young people.</p>	Committee and Councillor representation continue.	1 Councillor	Cr Boskovitz

<b>Community &amp; Environment related Sub Committees</b>				
<b>Committee Name</b>	<b>Review of Committee</b>	<b>Recommendation</b>	<b>Membership</b>	<b>Current members appointed</b>
Paddington Library Committee	This Committee has not met in the life of this Council term, due to a decision of the City of Sydney. The City is satisfied with the current management of this service by Woollahra Council which was set up with the previous South Sydney City Council.	It is recommended that two Councillors be appointed in preparation for the longer term negotiations to take place in 2005/06 with the City of Sydney.	2 Councillors	Cr Huxley Martin
Metropolitan Public Libraries Committee	This Committee that represents all local government library services in Sydney meets quarterly – most Councils appoint Councillor representatives along with the Library Manager. The Chairperson is a Councillor. The AGM is the meeting that most Councillors attend, when voting for office positions occurs.	That a Councillor representative be appointed.	1 Councillor	Cr Sinclair King
Woollahra Community Safety Committee	Committee was reviewed in August with surveys sent to all members and discussion taken place at subsequent meeting. See Annexure 1.	<ul style="list-style-type: none"> <li>- That meetings to be held 6 weekly with a review early 2006;</li> <li>- Refocus on implementing the priority strategies and projects as they are reviewed in the Crime Prevention Plan with working groups set up as needed.</li> <li>- That Councillor representation continue.</li> </ul> (See Annexure 1 for more detail)	2 Councillors	Crs Shapiro, Excell



<b>Community &amp; Environment related Sub Committees</b>				
<b>Committee Name</b>	<b>Review of Committee</b>	<b>Recommendation</b>	<b>Membership</b>	<b>Current members appointed</b>
Access Committee	Committee was reviewed in August with surveys sent to all members and discussion taken place at subsequent meeting. See Annexure 2.	<ul style="list-style-type: none"> <li>- That the Terms of Reference be rewritten with the aim to be more focussed on priority Access issues, including contribution to the Disability Action Plan review, and invite a broader membership;</li> <li>- Meetings to be held bi-monthly;</li> <li>- That Councillor representation continue.</li> </ul> <p>(see Annexure 2 for more detail)</p>	1 Councillor	Crs Boskovitz
Seniors Advisory Committee	Committee was reviewed in August with surveys sent to all members and discussion taken place at subsequent meeting. See Annexure 3.	<ul style="list-style-type: none"> <li>- That the Terms of Reference be rewritten with the committee only to meet twice (2) a year with a focus on events planning (Christmas Concert and Seniors Week) with working parties set up as required.</li> <li>- That Councillor representation continue.</li> </ul> <p>(See Annexure 3 for more detail)</p>	1 Councillor	Cr Excell

<b>Community &amp; Environment related Sub Committees</b>				
<b>Committee Name</b>	<b>Review of Committee</b>	<b>Recommendation</b>	<b>Membership</b>	<b>Current members appointed</b>
Friends of Woollahra Library	This Committee meets around 5 times per annum. It was established in 2000 following the establishment of the Friends Group to work for the benefit of the Library and to assist in promotion. The constitution provides for Councillor appointed membership but there is no set number.	Committee and Councillor representation continue, with at least one Councillor representative.	3 Councillors	Crs Dawson, Sinclair King, Cullen
Holdsworth St Community Centre (HSCC) Management Committee	The constitution of HSCC requires two (2) Woollahra Councillors to sit as members of the Management Committee. As HSCC has a delegation agreement with Council and Council is a major funding source for the Centre this is vital to ensure that Council's interests are represented on this Committee.	Committee and Councillor representation continue.	2 Councillors	Crs Cullen & Shoebridge. Cr Martin (observer)
Eastern Region Local Government Aboriginal & Torres Strait Islander Forum	On 3 May 2004, Council recommended that the Terms of Reference for the Eastern Region Local Government Aboriginal and Torres Strait Islander Forum be endorsed. The Terms of Reference of this Forum call for a membership of Councillors and relevant staff from six participating Councils, including Woollahra. The aim of the Forum is to develop policies and strategies, at a regional level, which will stimulate LGA commitment to ATSI communities. Meetings held bi-monthly or as appropriate.	Committee and Councillor representation continue.	1 - 2 Councillors	Crs Huxley, Shoebridge Alternate: Cr Shoebridge

<b>Community &amp; Environment related Sub Committees</b>				
<b>Committee Name</b>	<b>Review of Committee</b>	<b>Recommendation</b>	<b>Membership</b>	<b>Current members appointed</b>
Woollahra Kindergarten Parent Advisory Committee	Committee meets bi-monthly. A forum for update and advice on children's learning programs and parent fundraising activities. The Committee raises funds for Council's Pre-School and the members request Councillor input into how these funds are expended.	Committee and Councillor representation continue.	1 Councillor	Cr Excell
Woollahra Senior Citizens Welfare Association	Councillor representatives are asked to sit on the Management Committee as Council is the predominant funder and supporter of this service.	Committee and Councillor representation continue.	2 Councillors	Crs Martin, Cullen
PACT (Police Accountability Community Team)	A requirement of each Police Local Area Command. This has now been combined with the Community Safety Committee.	No longer required as a separate committee.	2 Councillors	Crs Rundle & Excell
ICLEI International Council for Local Environmental Initiatives "Cities for Climate Protection Program"	The Cities for Climate Protection (CCP) Program aims to reduce council and the community's energy use and greenhouse gas emissions. Completed milestones 1-5 of the program, now committed to implementing the CCP Plus Program. Not a formal committee, but Councillor representative for Woollahra.	That Councillor representation continue.	1 Councillors	Cr Excell

**Working Parties (with limited life span in relation to a particular project/ issue)**

<b>Community &amp; Environment related Sub Committees</b>				
<b>Committee Name</b>	<b>Review of Committee</b>	<b>Recommendation</b>	<b>Membership</b>	<b>Current members appointed</b>
Small Sculpture Prize Advisory Committee	<p>Operating since 2001, the Committee comprises of Councillors, Council staff, community representatives and profiled arts industry professionals to provide specialist advise, contact information (such as sponsorship, judges) on the Small Sculpture Prize.</p> <p>Meetings held bi-monthly or as appropriate.</p>	Councillor representation continue.	5 Councillors	Crs Dawson, Shapiro, Huxley, Sinclair King, Excell
Girls Sports Working Party	<p>The Working Party has not met in the term of this Council. The Working Party's objectives have been achieved with a number of initiatives implemented. We are now providing venues for six girls' sports and catering for all sports venue requests by girls' schools and sporting clubs.</p> <p>Any specific girls' sports matters that may arise can be addressed through the Community and Environment Committee.</p>	No longer required as a separate Working Party.	6 Councillors	Mayor, Crs Petrie, Dawson, Comino, Huxley, Excell, Cullen
Vegetation Management Strategy Working Party	Working Party formed to guide and review the development of the Vegetation Management Strategy.	Working Party & Councillor representation continue.	2-3 Councillors	Mayor, Crs Huxley, Excell, Cullen

<b>Community &amp; Environment related Sub Committees</b>				
<b>Committee Name</b>	<b>Review of Committee</b>	<b>Recommendation</b>	<b>Membership</b>	<b>Current members appointed</b>
Plastic Bags Working Party	The Working Party has met on an irregular basis. It has so far targeted two shopping precincts to gain shopkeeper feedback and carry out education, with some success. It has also sought input from major stores. It is proposed to next target other shopping centres and local retail and food outlets.	Working Party & Councillor representation continue. Meetings be held quarterly at fixed time to facilitate Councillors' attendance.	3 Councillors	Crs Comino, Cullen & Excell
Community Consultation Working Party	On 21 February 2005 Council resolved to establish this working party to develop a Community Consultation Policy and Guidelines.  This working party has met once and will be called to meet again in October to continue the project.	Working Party & Councillor representation continue until project is complete.	4 Councillors	Mayor (ex-officio), Crs Huxley, Gardner, Excell & Petrie (Kylie Walshe is Chair)
Citizen of the Year Assessment Panel	Council resolved to establish this working party for the Citizen Awards to be presented on Australia Day 2006. This working party has not been convened yet and will be scheduled to meet in October 2005.	Working Party & Councillor representation continue until event is finalised.	4-5 Councillors	Mayor (ex-officio), Crs Petrie, Excell, Gardner & Huxley

**Conclusion:**

In summary, it is recommended that the majority of Committees and Working Parties continue and that Councillor representation be appointed. A number of Sub-Committees are also recommended to be discontinued or terms of reference amended.

It should also be noted that a number of Sub-Committees managed by the Community Services Division have been under review for some time, with a summary of the review of the Community Safety Committee, the Access Committee and the Seniors Advisory Committee included in Annexure 1, 2 & 3, respectively.

Kylie Walshe  
Director Community Services

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**Annexures:**

Annexure 1 – Review of the Community Safety Committee  
Annexure 2 – Review of the Access Committee  
Annexure 3 – Review of the Seniors Advisory Committee

## Community Services Committees Review 2005 – Results from the Community Safety Committee Review

### Background:

Council resolved to review Community Services Committees at the Council meeting of 26 April 2005. The reason for this review is to ascertain if Advisory Committees provide value in their current form and if they meet the aim to provide community and service provider feedback and input into Council activities in particular areas. A “feed back form” was distributed to all members of the Safety Committee, Seniors Advisory Committee and the Access Committee.

### Summary of the results from the Safety Committee members :

Fifteen members returned their forms and most find the committee useful with the aim to focus on reducing crime and improving community safety for local residents – in particular personal and property - and most respondents are happy with the current day and time. The majority of the respondents thought the committee provided value to the community however, what they achieve by attending is mainly information sharing. Memberships were considered to be open and should be advertised as such or current representation is adequate. The size of the committee does not allow itself to join with other committees as information sharing and discussion takes up much of the time of the meetings. A refocus is needed to get “things” moving.

### Comments from Survey:

Aim of this committee	Achieve by attending	Value to the community	Time and day most suited	How should members be invited	How to progress the committee – ideas
For exchange of information concerning crime in the area – for residents to report to Council anything that affects their safety (lighting, overhanging branches, unstable walls).	Useful information on crime trends – having advice from Council	Yes, but it is a vehicle for information for the community as well as advice and consultation	Wed 4:30pm		
To work together with the police – inform the public of issues relating to crime awareness – education is absolutely vital	I hope I have contributed	Yes, but not in the present format - it has lost some direction plan? what now? Too big committee	Wed 4:30pm	Local news – open invitation Information provided by groups	The committee is too big to focus on the plan – restructuring necessary
Produce and implement a Safety Plan for the community	Information for feedback to neighbourhood watch	Yes,	Wed 4:30pm	Publicity	Keep current structure

<b>Aim of this committee</b>	<b>Achieve by attending</b>	<b>Value to the community</b>	<b>Time and day most suited</b>	<b>How should members be invited</b>	<b>How to progress the committee – ideas</b>
To help keep crime low in Woollahra and having an open line of communication between Council, police and residents	Realise how safe our community is and that we should be promoting our low crime rates	Well attended, safety issues are minor and this should be promoted	Between 9am-3pm	Through Neighbourhood watch – discuss personal/home safety	Safety + Pact
Facilitate discussion on safety issues – educate community on issues of concern	Increased information and awareness	Combination with Pact has improved value for time spent	Tue 4-6pm Quarterly	As current i.e. representing Neighbourhood watch, anyone with interest and willingness to devote time	More involvement in strategic issues – improved facilitation and willingness to be succinct
To develop and maintain a safe community	Being part of a process to improve situations for all community members	Yes, but it takes far too long to implement concepts	M-F before 2pm	Invitations via rates notices, Mayor’s column in the Wentworth Courier	Safety and seniors tend to go hand in hand – may be alternate meetings
To provide a link between community and the police	Allows residents and organisations to validate their views and concerns and information about law and order issues	Extremely worthwhile committee and provides a valuable conduit for the police and local community	Wed 4:30pm	Invitations through Council’s web site	Combine with other committee would be too unwieldy
To make our community a safer place – to protect vulnerable members of the community – to work with the chamber of commerce, local police in the area of crime prevention, personal and property safety	Neighbourhood Watch assist in meeting the aims of the committee	Yes, as we have a journal list from the Wentworth Courier to inform the broader community	Wed 4:30pm	All residents may become involved	Combine with Seniors advisory committee



<b>Aim of this committee</b>	<b>Achieve by attending</b>	<b>Value to the community</b>	<b>Time and day most suited</b>	<b>How should members be invited</b>	<b>How to progress the committee – ideas</b>
To keep Council aware of the matters that effect the safety of the people in the local area	Hopefully by contributing some useful input	Yes, but I am disappointed with the disbanding of the graffiti task force.	Wed 4:30pm	Wentworth Courier	Keep the committee informed of what other Councils are doing in this area
Liaison between police and community – highlight safety issues – communicate problems and represent the concerns of the local area to Council	As per the aims	Yes, but often “no teeth” – becomes a forum for discussion	Wed 4:30pm	Via present members, newspapers	No comment
To liaise with police and council as a representative of the community	Presenting the older community’s point of view	Yes, particularly through Neighbourhood watch	Wed 4:30pm	Through personal recommendation	No comment
To be up to date of what is happening in our local area with information from police and neighbourhood watch	It enables those who meet to know what is happening	Yes	Thursday 4pm	Not in favour of community members attending – should be Neighbourhood Watch reps and Councillors representing the general community	Happy as it is
To address current and potential safety issues	I became aware of and familiar with safety issues and how they are resolved	Yes	After 5:30pm	Local paper	No
To identify and take steps to rectify any safety issues	To assist the committee to achieve its aim	Yes	M, W, F mornings	Through community organisations	No comment

<b>Aim of this committee</b>	<b>Achieve by attending</b>	<b>Value to the community</b>	<b>Time and day most suited</b>	<b>How should members be invited</b>	<b>How to progress the committee – ideas</b>
Improve safety and reduce risks to the community	Share of information, support common action on issues	Yes, partly achieve the aim		Open advertising – ask groups to send representatives – maintain e-mail list – link with service providers	Link with Pact – good idea

The above results and summary were discussed at the Access Committee meeting held on 31st August 2005, with the following recommendations:

- Meetings to be held 6 weekly with a review early 2006;
- Refocus on implementing the priority strategies and projects as they are reviewed in the Crime Prevention Plan with working groups set up as needed;
- No need to review Terms of Reference only amend “Community Safety Plan” to “Crime Prevention Plan” and “Community Safety Officer” to “Community Development Officer”.
- Councillor presence important.

### **Community Services Committees Review 2005 – Results from Access Committee Review**

#### **Background:**

Council resolved to review Community Services Committees at the Council meeting of 26 April 2005. The reason for this review is to ascertain if Advisory Committees provide value in their current form and if they meet the aim to provide community and service provider feedback and input into Council activities in particular areas. A “feed back form” was distributed to all members of the Safety Committee, Seniors Advisory Committee and the Access Committee.

#### **Summary of the results from Access Committee members**

Four (4) surveys returned and the survey was also discussed at the Access Committee Meeting in August with five (5) members in attendance.

In summary respondents provided varied answers as to what they achieve by attending but generally speaking this committee highlights the problems people with disabilities are faced with in relation to access. Respondents believe the committee provide value to the community but that more could be done. The current time and day of the meetings are fine but with the option of meetings held bi-monthly instead of monthly. The committee should stand on its own and not be amalgamated with another committee as access issues needs to be addressed in a specific forum. The current membership make up is satisfactory with new members to be sourced more widely.

**Comments from Surveys**

<b>Aim</b>	<b>Achieve by attending</b>	<b>Value to community</b>	<b>Time and day</b>	<b>How should new members be invited</b>	<b>Combine committees?</b>	<b>Who should belong?</b>
To help people of Woollahra have better access if they have a handicap or are old	- As yet progress has been slow but there is hope	- It could if suggestions were noted in a positive way	- Mon or Tues	- Wentworth Courier	- Access and Seniors	- Service providers, staff, Councillors, Community Members
To bring to the attention of Council anything/any place that is difficult for the disabled, blind, deaf etc	- I am giving support to the ideals of having an access committee	- yes	Early pm	- Wentworth Courier		- Service providers, Councillors, Community Members
To make recommendations to Woollahra Council i.e. improving development control plans	- I have limited mobility and know what it is like to try and do things in Woollahra but because of access problems I can't	It should provide value because Woollahra has a huge population of elderly people many who have access problems. However, I don't feel much action is being taken in the last few years.	Present time OK	More notices displayed in public places, with rates notices, internet, library	As well as the minutes, I think we should keep a list of resolutions and date the item we resolved to do it. May be occasionally we should meet at a shopping centre or park.	- Service providers, staff, Councillors, Community Members. At least one Councillor.
To provide equity of access to people with a disability	Highlighting the problems and needs of people with a vision impairment to authorities concerned and to work together for solutions.	Yes.	During working hours.	Written invitation.		

ANNEXURE 2

Aim	Achieve by attending	Value to community	Time and day	How should new members be invited	Combine committees?	Who should belong?
<b>Discussion at Access meeting in August:</b>						
Access is also for young people with disabilities and families with prams etc.	Advocacy role for people with disabilities, advise Council on priorities of access for people with disabilities	Yes, by informing the community of access issues.	Bi-monthly	Local Media	Members did not want to amalgamate with another committee	As current

The above results and summary were discussed at the Access Committee meeting held on 5<sup>th</sup> September 2005, with the following recommendations:

- Review of the Terms of Reference with the aim to be more focussed on priority Access issues , including contribution to the Disability Action Plan review, and invite a broader membership;
- meetings held bi-monthly;
- Councillor presence important.

**Community Services Committee Survey Results, August 2005 – Seniors Advisory Committee Review**

**Background:**

Council resolved to review Community Services Committees at the Council meeting of 26 April 2005. The reason for this review is to ascertain if Advisory Committees provide value in their current form and if they meet the aim to provide community and service provider feedback and input into Council activities in particular areas.

**Summary of results - Seniors Advisory Committee:**

Only three (3) members returned the survey. In summary, this illustrates the ongoing difficulty with lack of attendance by committee members of this committee.

**Comments from Survey:**

Aim	Achieve by attending	Value to community	Time and day	How should new members be invited	Combine committees?	Who should belong?
To help advise seniors of services available.	- Feedback on what is happening in the area.	- The discussion of local problems is very informative.	- As current	- Wentworth Courier	- Safety and Seniors	- Service providers, Councillors, Community Members.
To bring to the attention of Council the ongoing social needs and wants of the older people in the area and formulating recommendations.	- Awareness of the needs of older people.	- It has capacity to benefit considerably	- 10.30am W or Th	- By publicising the work of the committee	- Safety and Seniors	- Service providers, staff, Councillors, Community Members
To encourage seniors to get out and about and provide services for them	- Don't think I achieve anything.	- It could do if members attended more regularly.	- Th AM	- Invitations to organisations, retirement villages and seniors centres	- Safety and Seniors	- Service providers, staff Community Members.

ANNEXURE 3

The above results and summary were discussed at the Seniors Advisory Committee meeting held on 2<sup>nd</sup> September 2005, with the following recommendations:

- Review the Terms of Reference with the committee only to meet twice (2) a year with a focus on events – Christmas Concert and Seniors Week – with working parties to guide the process as required.
- As previous minutes highlight Access and Safety as issues discussed, members who are interested in bringing up these issues will be invited to attend the Access Committee and/or the Safety Committee;
- Councillor presence is important.

**Item No:** D6 Delegated to Committee  
**Subject:** **Fence at Rear of Macquarie Lightstation**  
**Author:** Tim Tuxford, Manager - Compliance  
**File No:** 118.G/2  
**Reason for Report:** To consider a request from the Animal Advisory Committee concerning the removal of the fence at the rear of Macquarie Lightstation, adjoining the Coastal Cliff Walk between Christison Park and Lighthouse Reserve.

**Recommendation:**

THAT the Mayor, on behalf of the Council, write to the Sydney Harbour Federation Trust;

1. requesting a timetable for when the cliff top parkland at the rear of Macquarie Lightstation will be expanded by the removal of the chain wire fence adjoining the Coastal Cliff Walk, as proposed in the Harbour Trust Plan approved by the Federal Minister for Environment and Heritage in September 2003;
2. identifying the importance of opening up the cliff top parkland at the rear of Macquarie Lightstation to improve public amenity, safety and aesthetic values of the Coastal Cliff walk; and
3. highlighting the need and importance of an appropriate memorandum of understanding (MOU) being entered into between Council and the Sydney Harbour Federation Trust with any proposed change to the management of Trust's parkland around Macquarie Lightstation.

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**Reason for report:**

In response to enquiries from members of the Animal Advisory Committee (AAC), a memorandum was presented to the AAC meeting of 17 August 2005 reviewing the dog controls that apply to the section of the Coastal Cliff Walk between Christison Park and Lighthouse Reserve. The report provided background information and the rationale for why the general provisions of the *Companion Animals Act 1998* still apply to this section of the Coastal Cliff Walk.

A copy of the memorandum dated 2 August 2005 presented to the AAC meeting of 17 August 2005 is attached as "Annexure 1".

On considering the report, the AAC resolved as follows;

- "A. That the Animal Advisory Committee receives and notes the report prepared by the Manager- Compliance and Ranger Supervisor on the controls that apply to the section of the Coastal Cliff Walk between Christison Park and Lighthouse Reserve, Vauclose.*
- B. That the Mayor, on behalf of Council, write to the Local Member and the Sydney Harbour Federation Trust to reinforce the importance of the set-back of the lighthouse fence to improve public amenity, safety and aesthetic values of the Christison walk. The Sydney Harbour Federation Trust has agreed in principle to the set-back of the fence, however, Council requires a definitive timetable that acknowledges the high priority of these works."*



Part B of the AAC resolution is now referred to the Community & Environment Committee for consideration.

**Background:**

The site known as Macquarie Lightstation is under the care, control and management of the Sydney Harbour Federation Trust.

In September 2003, the Federal Minister for Environment and Heritage approved a comprehensive plan for the Harbour Trust's seven sites around Sydney Harbour, including Macquarie Lightstation. The Plan sets out a vision for each of the sites and includes a process for preparing more detailed management plans for specific precincts, places or buildings.

Section 10 of the Plan relates specifically to Macquarie Lightstation. A copy of Section 10 is attached as "Annexure 2".

On page 171 of the Plan a number of outcomes for Macquarie Lightstation are identified including the following;

*"The cliff top parkland will be expanded by the removal of the fence."*

The above is also illustrated on "Fig. 10.5 Outcomes" on page 174 of the Plan.

There is no indication when Sydney Harbour Federation Trust proposes to undertake this work.

**Consideration:**

The fence that is earmarked by the Harbour Trust to be removed is a chain wire fence adjoining the section of the Coastal Cliff Walk that runs between Christison Park and Lighthouse Reserve. The AAC supports the removal of this fence as it would provide a more open area between Christison Park and Lighthouse Reserve that may be suitable for off leash dogs. For this reason, the AAC have requested that Council write to the Local Member and the Sydney Harbour Federation Trust to reinforce the importance of setting back the fence and obtain a timetable for the proposed work.

As it is possible the removal or relocation of the fence would provide Council with additional parkland land to maintain, the matter was discussed with Mr Hatton, Council's Director – Technical Services. Mr Hatton raised no objection to the proposal subject to Council entering into an appropriate memorandum of understanding (MOU) with the Sydney Harbour Federation Trust before the fence is relocated and the parkland is opened up. The MOU should establish, among other issues, who is responsible for the following;

1. The day-to-day maintenance of the open parkland area;
2. The landscape and drainage improvements proposed in the Sydney Harbour Federation Trust Plan for the open parkland area;
3. Any remediation of the open parkland area if contaminated material is discovered at some time in the future. In this regard the Plan states;

*"A Phase 1 Environmental Assessment has been carried out for this site. As would be expected for a site with no history of contaminating activities, the only contamination issue identified is that related to deteriorating lead based paint systems."*

4. Any future conservation, stabilisation or archaeological work in the open parkland area.

**Conclusion:**

It is considered appropriate that Council writes to the Sydney Harbour Federation Trust along similar lines to those suggested by the AAC. However, it is considered that any correspondence with the Harbour Trust should highlight the need and importance of preparing an appropriate memorandum of understanding between the two authorities.

Tim Tuxford  
Manager – Compliance

Allan Coker  
Director – Planning & Development

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**Annexures:**

1. Memorandum dated 2 August 2005 reviewing the dog controls along the section of the Coastal Cliff Walk between Christison Park and Lighthouse Reserve, presented to the Animal Advisory Committee meeting of 17 August 2005.
2. Section 10 – ‘Macquarie Lightstation’ of the Sydney Harbour Federation Trust Plan approved by the Federal Minister for Environment and Heritage in September 2003.

**Item No:** R1 Recommendation to Council  
**Subject:** **Woollahra Sustainability Plan**  
**Author:** Anita Lakeland - Team Leader Strategic Planning  
**File No:** 1159G  
**Reason for Report:** To introduce Councillors to the Woollahra Sustainability Plan and inform them on the progress and key outcomes of the project.

**Recommendation:**

1. THAT the report be received and noted.
2. THAT Councillors nominate a time and date for the Councillor briefing session and the visioning and issues workshop.

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**1. Background**

The Woollahra Management Plan 2005/2008 identifies Environmental Protection as a key objective for the Natural Environment Principal Activity. The objective of Environmental Protection as stated on page 51 is "To promote protection and enhancement of the environment through policy and planning initiatives based on the principles of Ecologically Sustainable Development (ESD)." A core activity / project under this objective is the preparation of the Woollahra Sustainability Plan.

Council staff have embarked on the preparation of the Woollahra Sustainability Plan and are well progressed on the project. This report introduces Council to the term 'sustainability' and informs on the process to prepare the Woollahra Sustainability Plan and the progress to date.

Sustainability is now featuring highly on the agenda for state and local authorities. The recent State Government introduction of SEPP (Building Sustainability Index BASIX) is testament to the commitment to sustainable development, whilst many council's have prepared sustainability plans and are implementing sustainable practices in their local area.

A number of agencies have now published guidelines and advice for councils to prepare and establish sustainability plans and actions in their local area and a lot of general information and case studies are also available. Of particular note, is that each council has adopted its own approach to suit its own needs, with no one plan or case study standing out as a 'model' plan.

A project process and framework for the preparation of the Woollahra Sustainability Plan has been prepared to ensure that all areas outlined in the various guidelines and advice are addressed, while tailoring it to suit the needs of Woollahra. Briefly, the project will:

- assess the level of sustainability of Council's functions, activities and programs, identify current successes, gaps and areas for improvement;
- consult with the community to identify key issues and a long term vision for Woollahra to be addressed by the plan's actions;
- result in the preparation of the Woollahra Sustainability Plan which will:
  - i. document the long term vision for Woollahra;
  - ii. present actions to address community issues and the gaps and areas for improvement in Council's own functions and activities.

The key guideline documents that have been used in preparing the proposed project process include:

- Ecological Sustainability Development (ESD) Information Guide for Local Councils – LGOV NSW September 2002; and
- Our Community Our Future: A Guide to Local Agenda 21 – Environs Australia.

## **2. Background to what councils can do to be sustainable**

In the past, programs for economic development, social development and environmental protection were generally carried out in isolation from each other. There is now a growing awareness that these systems are interlinked and interdependent. Sustainable social and economic development is dependent on maintaining the natural resource base and avoiding activities that cause irreversible or costly environmental degradation. The solution therefore is Ecologically Sustainable Development (ESD). The four principles of ESD are as follows:

- The precautionary principle
- Inter-generational equity
- Conservation of biodiversity
- Improved valuation of environmental assets

The Local Government Act 1993 (LGA 1993) was amended to enhance the environmental management responsibilities of councils. The amendment, known as the Local Government Amendment (Ecologically Sustainable Development) Act 1997, causes the principles of ESD to permeate all aspects of the LGA. The amendment creates links between council's environmental charter, approval functions, management planning, annual report, and state of the environment report. Councils are now expected to adopt a strategic 'whole of council' approach towards the recognition of ESD and to respond positively to environmental problems in their area.

Woollahra is a highly urbanised environment that deals with complex issues that can have a significant impact on sustainability, including transport, use of resources and energy, development of physical, economic and social infrastructure, management of stormwater etc. Council needs to think sustainably when dealing with these complex issues to maintain the following key components of the environment:

- Biodiversity – the variety of species, populations, habitats and ecosystems;
- Ecological integrity – the general health and resilience of natural life-support systems, including their ability to assimilate waste and withstand stresses such as climate change and ozone depletion;
- Natural capital – the stock of productive soil, freshwater, forests, clean air, ocean and other renewable resources that underpin survival, health and prosperity of human communities;
- Social integrity – the resilience of social systems, social justice, cultural elements and heritage;
- Economic viability – the economy is a tool to meet social needs, not an end in itself. We can't have a sustainable economy if we don't have a sustainable environment. We won't have jobs and production in the future if we deplete or destroy basic resources or don't think about the problems we create for the future.

The *ESD Guidelines for Decisions Makers* prepared by SSROC identify what a sustainable community is and how councils can influence the level of sustainability. The Guidelines state that a sustainable community is one which provides a high quality of life within the capacity of the environment. A sustainable community:

- Meets its social and economic needs in a way that takes account of the environment;

- Encourages employment which safeguards the welfare of future generations and the integrity of the environment;
- Minimises the use of non renewable resources and minimises waste production;
- Minimises resource usage;
- Protects and enhances its natural environment and its cultural heritage;
- Is safe and accessible for all;
- Protects and enhances biodiversity, maintains ecological processes and systems;
- Takes account of global impacts of local activity;
- Engages its citizens to enhance the quality of life and the environment.

As the level of government closest to the people and the provider of localised infrastructure, services and facilities, it is clear that Council has an important role in improving the level of sustainability in Woollahra. Some of the operational and regulatory responsibilities of Council which have links with sustainability and can be influenced by Council are outlined in the following table.

<b>Core Council Responsibilities</b>	<b>Aspects which have links to sustainability</b>
Roads	Location; design; construction (methods, material, use of recyclables); maintenance
Waste management / solid waste handling / liquid and other waste	Services (eg. Recycling), facilities (composting bins, recycle bins, worm farms, location and management of landfills, waste conversion plants etc); education; collection procedures; disposal methods and options, reduction, reuse, recovery options
Street cleaning	Methods (eg sweeping or washing), disposal of waste
Planning and development control	Policies directed to sustainability, policies for maintenance of natural and cultural heritage; integration of transport and landuse planning; urban design, development of pedestrian and cycle routes; car parking; extent and nature of urban consolidation; basis of landuse allocation (eg open space); DCPs; efficient housing (eg use of solar hot water) inspection procedures, fines and prosecutions; erosion and sediment control policies
Transport planning / traffic management	Energy efficient transport; priority bus lanes; public transport infrastructure; negotiation/integration of services; LATMs; pedestrian and cycleway; accessibility
Local environmental management	Monitoring, reporting, management approaches (eg systematic integration across activities, involving stakeholders)
Stormwater management	Nature of stormwater; drainage infrastructure planning; construction and maintenance; catchment based planning and management
Recreational facilities etc	Site; type; design; construction and maintenance
Rates and valuation	Criteria for setting rates
Social / community services	Transport, catering arrangements (waste, packaging, food); information and advice; community and cultural development.
Investment and property rentals	Criteria for contracts and selection
Energy consumption	Choice of lighting, energy efficient equipment; fuels; use of greenpower.
Office equipment / furniture	Sustainable materials eg. plantation timbers, high efficiency equipment; purchase, disposal, maintenance
Water usage	Water management policy; patterns of use; sources; monitoring
Purchasing	Policy; choice of products , package handling, spoilage, quantity and quality control
Pest management and weed control	Methods and chemicals used
Landscaping, open space	Planning and maintenance; location of open space (enhance remnant bushland, buffer to urban development); choice of plants (eg drought resistant species, species that reinforce greening or wildlife corridors, species that attract birdlife or support wildlife) mowing and maintenance practice, bush regeneration methods, amount and source of water used.

As demonstrated in the table above, Council's activities and functions can have both negative and positive influences on sustainability. It is therefore important that as a first step in improving the level of sustainability in Woollahra, an assessment of Council's own activities, functions and programs be undertaken to identify gaps and areas for improvement.

The purpose of the Woollahra Sustainability Plan is to not only identify the gaps and areas for improvement, but to also recognise and give credit to the actions already being achieved. It is also important that the community's issues and vision for the future of Woollahra are considered to ensure the Council's actions are responsive to the community's aspirations.

Woollahra Council is already undertaking many and numerous activities, functions and programs which are sustainable and / or are moving to a more sustainable practice. These include (but are not limited to):

- Cities for Climate Protection – completion of Milestone 5;
- Retro-fitting of Council facilities with water and energy saving fixtures;
- Bush regeneration and re-vegetation;
- Urban planning program – implementation of place based planning and increasing of densities around transport nodes;
- Heritage conservation;
- Community festivals and fun days such as *People and Pets Day*;
- Provision of child care facilities;
- Streetscape works to assist in revitalising our town centres;
- Energy efficiency requirements for new developments;
- Reduction in fleet emissions and vehicle sizes and purchasing of a hybrid vehicle;
- Environmental works program focussing on stormwater quality;
- At source pollution control;
- Potential acid sulfate soils identification and controls;
- Community waste audits;
- Tree preservation order;
- Waste education program;
- Access development control plan for mobility impaired; and
- Bicycle plan.

### 3. Project outline

Careful consideration has been given to the process to prepare the Woollahra Sustainability Plan. The various guidelines and advice produced by relevant agencies have been used to guide the process. A detailed project plan and timetable has been produced to ensure the desired outcomes and milestones are met. The project is a three staged process. In brief the stages include:

**Stage 1** is the background and information gathering stage to inform the plan, including sustainability assessments and gap analysis.

**Stage 2** is the community consultation stage including issues identification and visioning.

**Stage 3** is the preparation of the action plan and final document which draws on the results of Stages 1 and 2.

The key steps within each stage and the status on the progress of each step are summarised in the following table.

<b>Stage 1 Background</b>	
<b>Task</b>	<b>Status</b>
<ul style="list-style-type: none"> <li>▪ A review of State and regional strategies, legislation and policies will be undertaken, together with a general literature review, to identify and understand the legislative and guideline requirements and implications for Council and to provide a basis and consistent approach for the sustainability plan.</li> </ul>	<i>Complete</i>
<ul style="list-style-type: none"> <li>▪ A community consultation program will be designed to inform the project including the preparation of a consultant's brief to undertake community consultation and workshops.</li> </ul>	<i>Complete</i>
<ul style="list-style-type: none"> <li>▪ A detailed audit will be undertaken and inventory prepared to identify and assess Council's functions, activities, programs, plans, and to assess their level of sustainability. The audit will identify where Council's activities are sustainable and where improvements can be achieved.</li> </ul>	<i>In progress</i>
<ul style="list-style-type: none"> <li>▪ A preliminary gap analysis will be undertaken during the audit and issues will be identified. The gap analysis and issues identification will inform the preparation of the Sustainability Plan actions in Stage 3.</li> </ul>	<i>In progress</i>
<ul style="list-style-type: none"> <li>▪ Councillor briefing session on Sustainability Planning framework and process.</li> </ul>	<b>To be confirmed (see section 5)</b>
<b>Stage 2 Issues and Visioning – community consultation phase</b>	
<b>Task</b>	<b>Status</b>
<ul style="list-style-type: none"> <li>▪ Existing community consultation results will be reviewed and key issues relevant to the Sustainability Plan identified.</li> </ul>	<i>October 2005</i>
<ul style="list-style-type: none"> <li>▪ Councillor issues and visioning workshop. The consultation will result in the identification of issues and a long term vision for Woollahra to be included and addressed in the Sustainability Plan which will be supported by the action plan (Stage 3).</li> </ul>	<i>To be confirmed (see section 5)</i>
<ul style="list-style-type: none"> <li>▪ Community and high school workshops will be undertaken and a written survey prepared to identify key issues and future vision for Woollahra. The consultation will result in the identification of issues and a long term vision for Woollahra to be included and addressed in the Sustainability Plan which will be supported by the action plan.</li> </ul>	<i>October 2005</i>
<ul style="list-style-type: none"> <li>▪ Internal staff workshops will be undertaken to assist in identifying issues on sustainability to feed into the Sustainability Plan.</li> </ul>	<b>November 2005</b>
<ul style="list-style-type: none"> <li>▪ Report to Council on the outcomes of the community consultation and workshops.</li> </ul>	<b>December 2005</b>
<b>Stage 3 Sustainability action plan</b>	
<b>Task</b>	<b>Status</b>
<ul style="list-style-type: none"> <li>▪ The preliminary gap analysis undertaken in stage 1 will be built upon to support the vision and issues identified during the consultation phase. Existing activities will be built upon and new initiatives identified. These will form the basis of the actions in the Sustainability Plan and will provide a clear link between the vision, issues, objectives and actions. The actions will also support the environmental levy works program.</li> </ul>	<i>December 2005 to March 2006</i>
<ul style="list-style-type: none"> <li>▪ A draft plan will be prepared to formalise the vision, issues, objectives and actions to form Woollahra's Sustainability Plan.</li> </ul>	<i>April – June 2006</i>

#### **4. Consultation and communication**

A communication and consultation strategy has been prepared to ensure the community is informed and involved in the plan's preparation. This strategy is both internal (for Councillors and staff) and external (for the community).

A number of methods for communicating both internally and externally have been proposed for the project. These include:

- visual display material including an identifiable banner for the project, posters, fact sheets, new articles and web page;
- workshop with Councillors;
- workshops with the general community and high school students;
- written surveys for the general community;
- competition for primary school children to illustrate how they can help Woollahra become more sustainable;
- information sessions, interviews and workshops for internal staff.

The Institute for Sustainable Futures has been commissioned to undertake Stage 2 – Issues and Visioning of the project. In brief, the Institute will:

- review existing community consultation results and identify key issues relevant to the Sustainability Plan;
- conduct the workshop for Councillors to identify key issues and visioning exercise for inclusion in the Sustainability Plan;
- conduct the workshop for the high school students and the general community to identify key issues and visioning exercise for inclusion in the Sustainability Plan;
- prepare a written survey to compliment the consultation to identify issues and vision.
- conduct the internal staff workshop to identify issues.

This stage of the project will commence in October 2005, with the following dates proposed:

- Councillors workshop anticipated to be conducted in October or November 2005 (see section 5);
- Community workshops will be conducted on Wednesday 19 October and Saturday 22 October 2005;
- High school student workshop will be conducted on Thursday 27 October 2005.

Details on the workshop dates and locations will be forwarded to Councillors when they have been confirmed.

#### **5. Councillor briefing session and visioning and issues workshop**

It is proposed to conduct an initial briefing session for Councillors to inform them on the Sustainability Plan. This briefing will be given by Council staff and will provide an overview of 'sustainability' and the process and outcomes for the preparation of the Woollahra sustainability Plan. This briefing session is proposed prior to the commencement of the consultation phase of the project. It is requested that Councillors nominate an appropriate time for this briefing session with the following options available:

- Tuesday 27 September 6pm
- Tuesday 11 October 6pm



The Councillor visioning and issues workshop will be facilitated by the Institute for Sustainable Futures. The workshop will compliment the community consultation to identify a vision and issues for consideration in the preparation of the plan.

It is anticipated this workshop will be conducted in late October 2005. This workshop will take between 1-1 ½ hours. It is requested that Councillors nominate an appropriate time for this workshop with the following options available:

- Tuesday 25 October 6pm
- Tuesday 8 November 6pm

## **6. Conclusion**

The preparation of the Woollahra Sustainability Plan is an important project for Council which will provide a comprehensive vision and actions to ensure Woollahra Council's activities and functions and the community become more sustainable. The project process has been developed to ensure the plan's preparation is guided successfully and achieves the desired outcomes. The Councillor and community consultation program has been developed to ensure that Councillors and the community have input into the project and that their vision and issues are reflected in the proposed actions and end plan.

Following the plan's exhibition and adoption, it is anticipated that the next major review of the Management Plan will be informed by the priority actions identified in the Sustainability Plan.

Anita Lakeland  
Team Leader Strategic Planning

Chris Bluett  
Manager Strategic Planning

Allan Coker  
Director Planning and Development