



# Community & Environment Committee

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

**Date:** *Monday 14 February 2011*

**Time:** *6.00pm*

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

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

## **Recommendation only to the Full Council (“R” Items)**

- Such matters as are specified in Section 377 of the Local Government Act and within the ambit of the Committee considerations.
- Matters which involve broad strategic or policy initiatives within responsibilities of Committee.
- Matters requiring the expenditure of moneys and in respect of which no Council vote has been made.
- Matters delegated to the Council by the Traffic Authority of NSW.
- Matters not within the specified functions of the Committee,
- Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive changes.
- Parks and Reserves Plans of Management (Strategies, Policies and Objectives).
- Residential Parking Schemes - Provision and Policies.

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

- Community Services and Programs.
- Library Services
- Health.
- Licensing.
- Liquor Licences.
- Regulatory.
- Fire Protection Orders.
- Residential Parking Schemes (surveillance and administration).
- Traffic Management (Traffic Committee Recommendations).
- Waste Minimisation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agendas (and as may be limited by specific Council resolution).
- Confirmation of the Minutes of its Meetings.
- Any other matter falling within the responsibility of the Community and Environment Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed above.
- Statutory reviews of Council's Delivery Program and Operational Plan.

**Committee Membership:**

7 Councillors

**Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

10 February 2011

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

Dear Councillors

### **Community & Environment Committee Meeting – 14 February 2011**

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 14 February 2011 at 6.00pm.**

Gary James  
General Manager

## **Additional Information Relating to Committee Matters**

**Site Inspection**

**Other Matters**

## Meeting Agenda

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

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

D1	Confirmation of Minutes of Meeting held on 31 January 2011	1
D2	Woollahra Local Traffic Committee Minutes – 1 February 2011 – 595.G 2010	2
D3	Woollahra Local Traffic Committee Minutes – 4 February 2011 – 595.G 2010	14
D4	2010 Community Services Cultural Program Evaluation – 79.G CCD, 20.G, 596.G	17
D5	Library Quarterly Report 1 October 2010 to 31 December 2010 – 48.G / 48.G (Strategic)	56
D6	Vegetation Management Working Party Meeting – 1134.G	77
D7	Tree Management Policy – 262.G	81

### **Items to be Submitted to the Council for Decision with Recommendations from this Committee – ‘Nil R Items’**

**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 31 January 2011**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 31 January 2011 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 31 January 2011 be taken as read and confirmed.

Les Windle  
Manager – Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Woollahra Local Traffic Committee Minutes – 1 February 2011**  
**Author:** Tom O’Hanlon – Director, Technical Services  
**File No:** 595.G 2010  
**Reason for Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee.

**Recommendation:**

- A. That the Recommendations Y1-Y10 contained in the minutes of the Woollahra Traffic Committee, and as signed by the members of the Committee, held on Tuesday 1 February 2011 be adopted.
  - B. That the Traffic Committee items be funded as outlined in Annexure 1.
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**Tom O’Hanlon**  
**Director - Technical Services**

**Annexure 1**

<b><u>Traffic Item</u></b>	<b><u>Title</u></b>	<b><u>Funding</u></b>
Y1-1	Newcastle Street, Rose Bay – Car Share	All costs be borne by the applicant
Y1-2	Manion Avenue, Rose Bay – Motorbike parking	Council's Block Grant for Traffic Facilities
Y1-3	Ocean Avenue, Double Bay – Car Share	All costs be borne by the applicant
Y1-4	Edward Street, Woollahra – Disabled parking zone	All costs be borne by the applicant
Y1-5	Harkness Street, Woollahra – Alteration of parking restrictions	Council's Block Grant for Traffic Facilities
Y1-6	John Street, Woollahra – No Parking restrictions	Council's Block Grant for Traffic Facilities
Y1-7	Darling Point Road, Darling Point – Car Share	All costs be borne by the applicant
Y1-8	Marathon Road, Darling Point – No Parking restrictions	Council's Block Grant for Traffic Facilities
Y2	Bellevue Road, Bellevue Road – Temporary Road Closure –Street Fair	All costs associated with the closure to be borne by the applicant
Y3	Forbes Street, Paddington – Parking Conditions	Nil
Y4	Boundary Road Resident Parking Signs – Rose Bay Areas 1 & 2	Council's Block Grant for Traffic Facilities
Y5	No.3-5 Loftus Road, Darling Point – Works Zone	Costs against Works Zone fee.
Y6	No.11/837 New South Head Road, Rose Bay – Works Zone	Nil
Y7	No.81 Ocean Street, Woollahra – Works Zone	Works Zone is in an area zoned as Residential 2(b). The fee payable shall be in accordance with Council's adopted fees and charges for this zoning.
Y8	No.59 Hargrave Street, Paddington – Works Zone	Works Zone is in an area zoned as Residential 2(a). The fee payable shall be in accordance with Council's adopted fees and charges for this zoning.
Y9	Bike Route Implementation 2010/2011	Council's Capital Works Budget for bicycles and RTA Bike Funding Grant
Y10	No.59-73 Cascade Street, Paddington – Works Zone	Works Zone is in an area zoned as Residential 2(b). The fee payable shall be in accordance with Council's adopted fees and charges for this zoning.



# Woollahra Local Traffic Committee Minutes

The meeting of the Woollahra Local Traffic Committee was held in the Thornton Room, Council Chambers, Double Bay, on Tuesday 1 February 2011 at 10.00am.

## 1. Attendance

### Committee Members:

Present:	Mr Alan Opera (Chairman)	(Woollahra Municipal Council)
	Mr Kyle Wells	(Roads and Traffic Authority)
	Snr Const Steve Papageorgiou	(Rose Bay Police - Traffic)
	Ms Robyn Attuell	(Clover Moore MP Representative)
	Mr John Giblin	(Peter Debnam MP Representative)
Staff:	Mr Tom O'Hanlon	(Woollahra Municipal Council)
	Mr Frank Rotta	(Woollahra Municipal Council)
	Mr Daniel Pearse	(Woollahra Municipal Council)
	Ms Armodee Reece	(Woollahra Municipal Council)
Observer:	Mr James Forsyth	(Sydney Buses)
	Ms R Hilder	(Sydney Buses)
	Mr Michael Rolfe	(Resident – Item Y9)
	Mr Adrian Boss	(BIKEast – Item Y9)
	Mr John McDonagh	(Harbour View Residents Group)

Apologies:

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## 2. Minutes of Previous Meeting

The minutes of Meeting No.011/10 held in Council Chambers, Double Bay, on Tuesday 7 December 2010 were confirmed by Mr K Wells and Mr J Giblin.

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## 3. Matters Arising from Minutes of Previous Meetings

Nil

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

Item Y2: Boundary Road Resident Parking Signs – Rose Bay Areas 1 & 2

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## 5. Extraordinary Meetings

Nil

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## 6. Late Correspondence

Item Y9: BIKEast submission in relation to bike routes

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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:** Frank Rotta – Traffic Engineer,  
Daniel Pearse – Traffic Engineer

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

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

**Committee Vote:** Unanimous Support

**Recommendation:**

That the recommendations of Item Y1-1 to Y1-7 contained in Annexure 1 be adopted.

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**Item Y1-1: Newcastle Street, Rose Bay – Car Share**

**Committee Vote:** Unanimous Support

**Recommendation:**

1. That one 5 metre Carshare parking space be installed on the eastern side of Newcastle Street immediately south of the Wilberforce Avenue, Rose Bay.
2. That the “No Stopping” restrictions on the eastern side of Newcastle Street, just south of Wilberforce Avenue, Rose Bay be reduced to the statutory 10 metres.
3. That the location be signposted ‘No Parking Woollahra Council Authorised Car Share Vehicles Excepted Area CS-Rose Bay’.
4. That residents with frontages within 50m of the signage changes be notified.
5. That the zone be trialled for an initial twelve months and, if deemed unsuccessful at the end of the period, the zone be removed and revert to the existing unrestricted parking restrictions.

**Item Y1-2: Manion Avenue, Rose Bay – Motorbike Parking**

**Committee Vote:** Unanimous Support

**Recommendation:**

That three ‘P, Motorbikes only – 90° Angle Parking’ spaces be installed on the western side of Manion Avenue, Rose Bay, south of the existing car 90° angle parking at the southern end of Manion Avenue.

**Item Y1-3: Ocean Avenue, Double Bay – Car Share**

**Committee Vote:** Unanimous Support

**Recommendation:**

1. That one Carshare parking space be installed on the western side of Ocean Avenue from the prolongation of the southern kerblines of South Avenue, Double Bay for a distance of 5 metres in a southerly direction.

2. That the location be signposted 'No Parking Woollahra Council Authorised Car Share Vehicles Excepted Area CS-Double Bay'.
3. That residents with frontages within 50m of the signage changes be notified.
4. That the zone be trialled for an initial twelve months and, if deemed unsuccessful at the end of the period, the zone be removed and revert to the existing unrestricted parking restrictions.

**Item Y1-4: Edward Street, Woollahra – Disabled parking zone**

**Committee Vote:** Unanimous Support

**Recommendation:**

1. That a 'Disabled Zone' be installed on the southern side of Edward Street outside No.17 Edward Street, Woollahra, 11.2 metres west from the existing No Stopping zone west of Bathurst Street for a distance of 6 metres in a westerly direction.
2. That the applicant be advised of Council's procedure and conditions for Disabled Parking zones, including the requirement to renew these zones annually.
3. That the Disabled Zone revert to unrestricted parking when it is no longer required.

**Item Y1-5: Harkness Street, Woollahra – Alteration of parking restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

That the existing '2P 8am-6pm Mon-Fri PHE Wool 2' on Harkness Street, Woollahra, be changed to '2P 8am-6pm Mon-Sun PHE Wool 2'.

**Item Y1-6: John Street, Woollahra – No Parking restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

That 'No Parking' restrictions be installed for a distance of 25.2 metres from the western side of the driveway to No.82 John Street to the eastern side of the driveway to No.90 John Street, Woollahra.

**Item Y1-7: Darling Point Road, Darling Point – Car Share**

**Committee Vote:** Unanimous Support

**Recommendation:**

1. That one 5 metre Carshare parking space be installed on the eastern side of Darling Point Road immediately north of the intersection with St Marks Road, Darling Point.
2. That the location be signposted 'No Parking Woollahra Council Authorised Car Share Vehicles Excepted Area CS-D'Point'.
3. That residents with frontages within 50m of the signage changes be notified.
4. That the zone be trialled for an initial twelve months and, if deemed unsuccessful at the end of the period, the zone be removed and revert to the existing unrestricted parking restrictions.

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**Item Y1-8: Marathon Road, Darling Point – No Parking restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

That ‘No Parking’ restrictions be installed on the southern side of Marathon Road from the western side of the driveway to No.3 Marathon Road for a distance of 17 metres in an easterly direction.

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**Item No:** Y2 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Subject:** **Bellevue Road, Bellevue Hill – Temporary Road Closure for “Bellevue Hill Street Fair”**

**Author:** Frank Rotta – Traffic Engineer

**File No:** T34

**Reason for Report:** Request from the Bellevue Hill Village Committee for a temporary road closure of Bellevue Road between Riddell Street and Buller Road with managed access between Rosslyn Street and Riddell Street and between Victoria Street and Buller Street on Sunday 3 April, 2011 between 10am and 3pm for the Bellevue Hill Street Fair.

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That approval be granted for the temporary road closure of Bellevue Road between Riddell Street and Buller Road with managed access between Rosslyn Street and Riddell Street and between Victoria Street and Buller Street, between 10am and 5pm for the Bellevue Hill Street Fair on Sunday 3 April, 2011.
- B. That the above special event be categorised as a Class 3 event.
- C. That the approval of the above event and the associated road closure be subject to the following conditions :
  - i. The applicant must submit an Activity Application to Council’s Compliance Section and this application needs to be approved and the applicant must comply with any conditions of consent.
  - ii. The applicant must obtain approval for the event from Police by completing a “Notice of Intention to Hold a Public Assembly” form.
  - iii. The approved Traffic Management Plan being submitted to the RTA’s Sydney Transport Management Centre (TMC) notation at least seven (7) days prior to the event.
  - iv. The applicant must inform all business proprietors, residents and other occupants in the vicinity of the proposed activities, at least fourteen (14) days before the event via a letterbox drop and an advertisement placed in the local paper at least seven (7) days before the event.
  - v. Any barriers and traffic signs necessary for the road closure must be erected the morning of the event and be removed at the completion of the event.

- vi. 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 the value of \$10,000,000 shall be provided to Council prior to the event and Council must be listed as an interested party on the insurance.
- vii. Council must be reimbursed for the cost of repair of any damage caused to Council property as a result of the activities.
- viii. All Emergency Services must be informed of the proposed road closure (that is Fire Brigade, Ambulance and the SES) and a four-metre emergency vehicle lane must be maintained at all times, with all services (eg. fire hydrants) remaining free of any obstruction.
- ix. Noise created by use of equipment or activity must be controlled as required by the "Protection Of The Environment Operations (Noise Control) Regulation 2000".
- x. The applicant must make arrangements with Council for the provision of additional waste bins and for the removal of all waste from the site at the end of the event.
- xi. Woollahra Council reserves the right to cancel this approval at any time.

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**Item No:** Y3 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Subject:** **Forbes Street, Paddington – Parking Conditions**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 172.

**Reason for Report:** Resident requests to alter parking restrictions in Forbes Street, Paddington.

**Committee Vote:** Unanimous Support

**Recommendation:**

That the proposal to introduce angle parking outside Nos. 2-8 Forbes Street, Paddington, be abandoned and that the adjoining residents be notified of this decision.

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

**Subject:** **Boundary Road Resident Parking Signs – Rose Bay Areas 1 & 2**

**Author:** Alan Opera – Manager Engineering Services

**File No:** 422.G / T346

**Reason for Report:** Referral by Council to the Traffic Committee.

**Committee Vote:** Unanimous Support

**Recommendation:**

That the signposting of Residents Parking Zones for the whole of O'Sullivan Road, Rose Bay, include resident exemption for both adjoining resident parking areas (Rose Bay Areas 1 & 2).

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

**Subject:** **No. 3-5 Loftus Road, Darling Point – Works Zone**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 407.G Pt13

**Reason for Report:** Request for a Works Zone

**Committee Vote:** Unanimous Support

**Recommendation:**

That the existing 32.5 metre Works Zone on the northern side of Loftus Road servicing the property at No. 3-5 Loftus Road be adjusted to extend from the eastern side of the driveway to No. 1A Loftus Road in an easterly direction for 19 metres.

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

**Subject:** **No. 11/837 New South Head Road, Rose Bay – Works Zone**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 407.G Pt16

**Reason for Report:** Request for a Works Zone

**Committee Vote:** Unanimous Support

**Recommendation:**

That the application for a Works Zone to serve the development at No.11/837 New South Head Road, Rose Bay not be approved.

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

**Subject:** **No. 81 Ocean Street, Woollahra – Works Zone**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 407.G Pt16

**Reason for Report:** Request for a Works Zone

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That approval be granted for a Works Zone to be temporarily installed for No.81 Ocean Street, Woollahra. The proposed Works Zone is to be located on the eastern side of Ocean Street, from the southern side of the driveway to No. 81 Ocean Street for a distance of 6.5 metres in a northerly direction 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 52 weeks from February, 2011 (to be calculated from sign installation date).
  - iii. Suitable traffic control measures are to be put in place to manage truck movements to and from the construction site, and if necessary to and from the adjacent street system, in accordance with the RTA's Traffic Control at Works Sites manual.
  - iv. A Permit to Stand Plant will be required for all concrete pours, deliveries and/or truck presences in relation to the construction works.
  - v. Existing unrestricted parking shall be maintained outside of the Works Zone hours of operation.
  - vi. The applicant must ensure that the traffic lanes, footpaths and driveways, adjacent to the Works Zone, remain free of obstruction at all times during the construction.
  - vii. The applicant must inform Council's Traffic Engineer when the project is completed and the Works Zone can be removed.
  - viii. This Works Zone is in an area zoned as Residential 2(b). 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.
  - ix. Failure to comply with any of these conditions may result in the cancellation of the Works Zone at Council's discretion.
  - x. 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.
  - xi. Any alteration to the hours of operation of the Work Zone will require the approval of the Woollahra Local Traffic Committee.
- B. That the applicant notifies all residents and businesses whose property frontage is within 50 metres of the Works Zone.

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**Item No:** Y8 Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** **No. 59 Hargrave Street, Paddington – Works Zone**

**Author:** Daniel Pearse - Traffic & Development Engineer

**File No:** 407.G Pt16

**Reason for Report:** Request for a Works Zone

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That approval be granted for a Works Zone to be temporarily installed for No.59 Hargrave Street, Paddington. The proposed Works Zone is to be located on the southern side of Hargrave Street, from the eastern edge of the kerb blister fronting the site for a distance of 6 metres in a easterly direction 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 4 weeks from February, 2011 (to be calculated from sign installation date).

- iii. Suitable traffic control measures are to be put in place to manage truck movements to and from the construction site, and if necessary to and from the adjacent street system, in accordance with the RTA's Traffic Control at Works Sites manual.
  - iv. A Permit to Stand Plant will be required for all concrete pours, deliveries and/or truck presences in relation to the construction works.
  - v. Existing unrestricted parking shall be maintained outside of the Works Zone hours of operation.
  - vi. The applicant must ensure that the traffic lanes, footpaths and driveways, adjacent to the Works Zone, remain free of obstruction at all times during the construction.
  - vii. The applicant must inform Council's Traffic Engineer when the project is completed and the Works Zone can be removed.
  - viii. This Works Zone is in an area zoned as Residential 2(a). 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.
  - ix. Failure to comply with any of these conditions may result in the cancellation of the Works Zone at Council's discretion.
  - x. 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.
  - xi. Any alteration to the hours of operation of the Work Zone will require the approval of the Woollahra Local Traffic Committee.
- B. That the applicant notifies all residents and businesses whose property frontage is within 50 metres of the Works Zone.

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

**Subject:** **Bike Route Implementation 2010/2011**

**Author:** Daniel Pearse - Traffic & Development Engineer

**File No:** 256.G Bicycle Projects

**Reason for Report:** Implementation Woollahra's Bicycle Strategy 2010/2011 – Part 2

**Committee Vote:** Unanimous Support

**Recommendation:**

That the works detailed in plans 15097 (Rev. B), 15098 (Rev. B), 15099-01 (Rev. A), 15099-02 (Rev. A), 15104 (Rev. B), 15100 (Rev. B), 15101-01 (Rev. B), 15101-02 (Rev. B), 15102 (Rev. B) and 14582 (Rev C) be deferred.



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

**Subject:** **No. 59-73 Cascade Street, Paddington – Works Zone**

**Author:** Frank Rotta - Traffic Engineer

**File No:** 407.G Pt16

**Reason for Report:** Request for a Works Zone

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That approval be granted for a Works Zone to be temporarily installed for No.59-73 Cascade Street, Paddington. The proposed Works Zone is to be located on the eastern side of Cascade Street, from 6 metres north of the prolongation of the northern kerblin in Sutherland Avenue for a distance of 24 metres in a northerly direction 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 43 weeks from February, 2011 (to be calculated from sign installation date).
  - iii. Suitable traffic control measures are to be put in place to manage truck movements to and from the construction site, and if necessary to and from the adjacent street system, in accordance with the RTA's Traffic Control at Works Sites manual.
  - iv. A Permit to Stand Plant will be required for all concrete pours, deliveries and/or truck presences in relation to the construction works.
  - v. Existing unrestricted parking shall be maintained outside of the Works Zone hours of operation.
  - vi. The applicant must ensure that the traffic lanes, footpaths and driveways, adjacent to the Works Zone, remain free of obstruction at all times during the construction.
  - vii. The applicant must inform Council's Traffic Engineer when the project is completed and the Works Zone can be removed.
  - viii. This Works Zone is in an area zoned as Residential 2(b). 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.
  - ix. Failure to comply with any of these conditions may result in the cancellation of the Works Zone at Council's discretion.
  - x. 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.
  - xi. Any alteration to the hours of operation of the Work Zone will require the approval of the Woollahra Local Traffic Committee.
- B. That the applicant notifies all residents and businesses whose property frontage is within 50 metres of the Works Zone.
- C. That the Works Zone shall NOT be installed unless the B Class Hoarding has been approved and installed.

**8. Late Items**

Nil

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There being no further business, the meeting concluded at 12.20pm.

**Alan Opera**  
**Chair**

**Item No:** D3 Delegated to Committee  
**Subject:** **Woollahra Local Traffic Committee Minutes – 4 February 2011**  
**Author:** Tom O’Hanlon – Director, Technical Services  
**File No:** 595.G 2010  
**Reason for Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee (Extraordinary Meeting).

**Recommendation:**

- A. That the Recommendation Y11 contained in the minutes of the Extraordinary Meeting of the Woollahra Traffic Committee held by email on Friday 4 February 2011 be adopted.
- B. That the Traffic Committee items be funded as outlined in Annexure 1.

**Tom O’Hanlon**  
**Director - Technical Services**

**Annexure 1**

<b><u>Traffic Item</u></b>	<b><u>Title</u></b>	<b><u>Funding</u></b>
Y11	BIKE ROUTE IMPLEMENTATION - 2010/2011 Bike Routes Part 2	Council’s Capital Works Budget for bicycles and RTA Bike Funding Grant

# Woollahra Local Traffic Committee Minutes

The extraordinary meeting of the Woollahra Local Traffic Committee (Meeting No.01a/11) was held by email on Friday 4 February 2011.

## 1. Attendance

### Committee Members:

Present:	Mr Daniel Pearse (Chairman)	(Woollahra Municipal Council)
	Mr Kyle Wells	(Roads and Traffic Authority)
	Snr Const Steve Papageorgiou	(Rose Bay Police - Traffic)
	Ms Robyn Attuell	(Clover Moore MP Representative)
	Mr John Giblin	(Peter Debnam MP Representative)
	Mr Adrian Boss	(BikEast Representative)

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

**Item No:** Y11 Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** **Bike Route Implementation - 2010/2011 Bike Routes Part 2**

**Author:** Daniel Pearse - Traffic & Development Engineer

**File No:** 256.G Bicycle Projects

**Reason for Report:** Extraordinary Meeting of the Local Traffic Committee - Implementation of Woollahra's Bicycle Strategy - 2010/2011 program.

**Committee Vote:** Unanimous Support

### **Recommendation:**

- A. That the works detailed in plans 15099-01 (Rev. A), 15099-02 (Rev. C), 15104 (Rev. C), 15100 (Rev. C) and 15102 (Rev. B) be approved for construction.
- B. That the works detailed in plan 15098 (Rev. C) be approved for construction subject to the new pavement marking "BA-3R" (Right Arrow) located at the intersection of Edward Street and Bathurst Street Woollahra being deleted.
- C. That the works detailed in plan 14582-4 ("Option B" - Rev D) be approved for construction subject to a new "W6-7" (Bicycling Warning) sign being installed 20 metres south of the proposed new kerb extension in Victoria Road.

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**Daniel Pearse**  
**Chair**

**Item No:** D4 Delegated to Committee  
**Subject** **2010 Community Services Cultural Program Evaluation**  
**Author:** Jo Jansyn, Cultural Development Coordinator  
**File No:** 79.G CCD, 20.G, 596.G  
**Reason for Report:** To provide a detailed summary of the 2010 Community Services Cultural Program and present information on the 2011 Community Services Cultural Program along with recommendations for future cultural development initiatives.

**Recommendation:**

- A. That the evaluation of the 2010 Community Services Cultural Program summary be noted.
- B. That the 2011 Community Services Cultural Program be noted and endorsed.

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**Background:**

Council annually facilitates or hosts cultural activity that engages with the local community and benefits a range of age and target groups. Well established cultural activity coordinated by Council includes:

- Poets' Picnic, now in its 22<sup>nd</sup> year;
- Youth Photographic Award, now in its 17<sup>th</sup> year and
- The Woollahra Small Sculpture Prize, now in its 11<sup>th</sup> year.

An evaluation of Council's Community Services Cultural Program is undertaken each year. The purpose of this report is to provide a summary of key cultural events and activities within the 2010 Community Services Cultural Program and to provide a calendar of scheduled programs and activities for 2011.

In addition, this report will also address the following opportunity for future years as outlined in the Delivery Program and Operational Plan Action 2010/11 which is to:

*Undertake an "Artists in Residence" audit for the Woollahra area. (pg 37)*

**Relationship to the Delivery Program and Operational Plan:**

Council's adopted Delivery Program and Operational Plan identifies that a key strategy for Cultural Development within Goal 3: A creative and vibrant community of the theme 'Community well-being' is to *Support and promote arts, artists and cultural development within the local community* (pg 37).

Goal 3: A creative and vibrant community recognises that *'Woollahra will be a place where people of all ages and backgrounds have access to lifelong learning opportunities, cultural and community activities. We will support local creativity, cultural pursuits and creative talents.'* (pg 33)

Goal 3 also indicates that meeting the demand for increased arts and cultural activities within the Municipality is a key challenge.

## **2010 Community Services Cultural Program:**

Consistent with strategies, priorities and actions identified in the Woollahra Council Delivery Program and Operational Plan, the Community Services Division continued to strengthen its Cultural Program by bringing together a range of projects supported by Cultural Development, Library and Information Services, Community Development and Community Liaison Team staff. Community organisations were involved in many of these activities, with Council staff working with the community in a collaborative approach.

Community Services cultural programs and activities are regularly evaluated and feedback from community members, attendees and participants is encouraged as part of the evaluation process.

Please see Annexure 1 for a summary listing of 2010 Community Services cultural activities, including intended aims and objectives of the activity as well as evaluation comments.

Overall, the cultural activities facilitated and coordinated by Council were successful and met their aims and objectives, with the evaluation process highlighting some areas for improvement in specific activities that will be implemented in 2011.

## **2011 Community Services Cultural Program:**

A summarised calendar of the scheduled 2011 Community Services Cultural Program is provided in Annexure 2.

## **Role of Council in the development of community led cultural activities**

The Woollahra Social and Cultural Plan 2008 to 2013 indicates that Council is a community builder and facilitator of services and programs. In meeting the social and cultural needs of its community, the Plan identifies (pg 24) that *'Woollahra Council is best placed to take a leadership and facilitation role in the provision and facilitation of accessible services and facilities.'*

Based on this approach, Council continues to support local organisations and residents to develop their own community driven cultural activity through:

- the provision of grant funding through the Community and Cultural Grants Program;
- the development of Partnership Agreements, known as Community PACs;
- considerable staff liaison time to provide expert advice and activity development support;
- the waiver of fees for venue or park hire associated with the activity where appropriate and
- promotion of community driven cultural activities where appropriate.

## **Summary of 2010 key local, community led cultural activity resulting from the Community and Cultural Grants Program**

The following selected cultural activities are examples of how funding through the Community and Cultural Grants Program can lead to exciting events for the entire community to enjoy. With help from Council's Community & Cultural Grants Program, smaller community organisations can host events of benefit to the wider community.

### Global Rhythms on the Bay

Coordinated by Eastside Radio, Global Rhythms on the Bay took place on Saturday 17 April in Robertson Park, Watsons Bay. Live entertainment included gypsy swing masters 'Monsieur Camembert', jazz/world music performers 'The Catholics', Middle-Eastern performance company 'Marsha's Legacy' and flamenco artist 'Amaya'.

Local residents were invited bring a picnic and join in a free afternoon of world music and international cuisine. 2010 Global Rhythms on the Bay attracted approximately 1,000 attendees.

#### Woollahra Festival

The community led, inaugural Woollahra Festival was held in Queen Street on the weekend of 12-14 November 2010. The Festival had two streams: a series of 23 talks and a two-day outdoor performance program.

Attendance for talks over the weekend totalled 1700. This represents an average of 77 people at each talk (although the numbers varied from between 12 and 300 people at various events). This represents a significant number of attendees for a first time, low budget ideas Festival. This attendance number can be attributed to the quality of programming and the speakers accessed by Woollahra Festival organisers as well as to the intrinsic appeal of the Festival to the target audience.

Woollahra Festival organisers estimate an additional 3000 visitors are to have attended Queen Street over the weekend and viewed some of the programmed outdoor performances. The outdoor program was of a high calibre and ranged from jazz to tango music, choirs, comedians and actors performing skits in the street and in cafes, to roving artists and acts. The outdoor program appealed to a wide range of Festival goers including younger children.

Of the 65 speakers who participated in the talks program, at least two-thirds live in the local area. The outdoor performance program consisted of more than 100 professional actors and musicians.

Woollahra Festival organisers have received outstanding feedback from stakeholders of all types including audiences, speakers and sponsors and aim to produce this cultural activity in future years.

#### Woollahra Philharmonic Orchestra

The Woollahra Philharmonic Orchestra (WPO), founded in 1996, is a local community orchestra. It was established by local amateur musicians after receiving support from Woollahra Council. With the continued support of Woollahra Council, The Orchestra has steadily grown in stature and now makes an important contribution to the cultural life of the Woollahra Municipality and the wider eastern suburbs of Sydney.

The WPO comprises up to 50 regular members who come from all walks of life, are of all ages, and range in standard from beginners to professionals. Although a very diverse group, the group shares a common goal of playing fine symphonic music in a friendly and encouraging environment.

The Orchestra will typically perform four public concerts a year, with a rehearsal period of about 8-10 weeks for each concert. In addition to staging orchestral concerts, the WPO provide chamber groups to perform at Council functions and other community events.

Council in partnership with the WPO, presents a bi-annual to annual series held in the Thornton Room at Woollahra Council Chambers. The musical program is always featured in chamber style and attracts a capacity audience. The 2010 Chamber Prom titled *Sesquicentenary Schubert* received the following community feedback:

*"I would like to say how immensely I enjoyed the Chamber Proms Schubert concert held in the Woollahra Council Chambers, Double Bay, recently.*

*The performances by all the musicians, especially the incomparable Rachel Valler, and the soprano Lauren Cohen singing Schubert lieder, were superb.*

*The acoustics in the council chambers where the music was performed were so perfect that the nuances of shade and colour expressed on the part of all the soloists were able to be heard by every member of the very large and appreciate audience.*

*I would like to sincerely thank mayor Andrew Petrie and Woollahra Council for allowing such a very enjoyable chamber music concert to be held at such a perfect venue.*

*I am sure I speak for all those present in hoping that there may be similar concerts at the same venue in the future performed by members of the Woollahra Philharmonic Orchestra.”*

***Letter to Wentworth Courier published June 2010***

Waverley Woollahra Art School

Waverley Woollahra Arts Centre Co-Op Ltd ("WWAC") is an independent, non-profit, artists' co-operative that was established in 1968 to provide art and craft classes to the community and in doing so, provide employment to artists.

All courses are conducted by practising artists with particular emphasis on providing high standards of tuition in a relaxed and friendly atmosphere. The courses are all based on a practical "hands-on" approach and class sizes are kept to a maximum of fifteen students which enables the tutors to better tailor the courses to meet the individual student's needs and abilities.

Courses are open to everyone and no previous experience or knowledge of a subject is required except where stated.

The Art School also runs School Holiday Programs for children, the annual Waverley Art Prize on behalf of Waverley Council and Tutor and Student exhibitions.

The Art School is primarily self-funding, with a small percentage of its operating budget being provided by Waverley Council and Woollahra Council. This support is vital for the School to be able to maintain the diversity of education services it can provide to the community.

Paddington Community Art Group

Following a successful Community and Cultural Grants (Small Grants) submission, the Paddington Art Group have commenced meeting weekly in the EJ Ward Centre since September 2010. The group comprises of local amateur artists who meet regularly to share their skills and knowledge with each other whilst making art. The group also aims to host collective exhibitions in the future and to connect with other local community organisations and individuals.

**New Opportunities for 2011/12**

Artist in Residence Audit

Council's adopted 2010/11 Delivery Program and Operational Plan identifies that a key Program Priority for Cultural Development within Goal 3: A creative and vibrant community of the theme 'Community well-being' is to 'Provide support for, and promotion of, local arts and cultural activities.' (pg 37)

Within this Program Priority is the Operational Plan Action to 'Undertake an "Artists in Residence" audit for the Woollahra area.' by 30 June 2011 (pg 37).

An audit of current Artist in Residence programs for the Woollahra local government area has been undertaken with a summary provided in Annexure 3.

Analysis

There are currently limited local Artist in Residence programs and opportunities in the Woollahra local government area. Whilst several initiatives are supported through the Community and Cultural Grants Program or licence agreements for venue use, Council does not host an Artist in Residence Program.



Following consultation and a Council managed venues site tour with representatives of Arts NSW in 2008, two to three rooms were identified within the EJ Ward Centre as the most suitable for use as low impact, rent-free artist residency spaces due to their vicinity to cultural hubs and public transport. It is acknowledged that there is a current Notice of Motion (dated 13/12/2010) for a report to address increased community usage of the EJ Ward Centre and it is suggested that opportunities for a Council initiated Artist in Residence Program could be supported in the EJ Ward Centre report.

**Conclusion:**

The 2010 Community Services Cultural Program was conducted through an integration of Library and Information Services, Cultural Development and Community Development for the coordination of a diverse and overall successful program which met Council objectives. The whole of division and partnership approach used to coordinate activities and programs continues to maximise resources and ensure professional events were delivered to the community.

The 2011 Community Services Cultural Program will continue with the same approach as well as endeavour to be responsive to any changing community needs through the strategic review and evaluation processes.

Woollahra Council has an important role in the facilitation and development of community led cultural activity and will continue to encourage local organisations and residents to pursue available opportunities through the Community and Cultural Grants Program and Community Partnership Agreements. There is scope and opportunity for the facilitation of additional cultural activity including a Woollahra Council facilitated Artist in Residence Program.

Should Council determine to pursue the facilitation of additional cultural activities beyond the current scope of this report, detailed costings will need to be developed and included in the 2011/12 budget process.

Jo Jansyn  
Cultural Development Coordinator

Vicki Munro  
Acting Director – Community Services

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**Annexures:**

1. 2010 Community Services Cultural Program Summary
2. 2011 Community Services Cultural Program Calendar (includes community led cultural activity)
3. Artist in Residence Audit Summary

**Item No:** D5 Delegated to Committee  
**Subject:** **Library Quarterly Report 1 October 2010 to 31 December 2010**  
**Author:** Vicki Munro, Manager, Library and Information Services  
**File No:** 48.G / 48.G (Strategic)  
**Reason for Report:** To review the operations of Woollahra Library and Information Service for the quarter, 1 October to 31 December 2010.

**Recommendation:**

That the report of the library service for the quarter 1 October to 31 December 2010 be received and noted.

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This report reviews Woollahra Library and Information Service's activities and projects for the period 1 October to 31 December 2010, including detailed statistical analysis, as well as progress in implementing the Library Strategic Plan, *The Way Forward*. At the Community and Environment Committee meeting of 15 November 2010, it was further resolved:

*"That in preparation of the next Library quarterly report a five year trend analysis be provided for Paddington Library which includes outlining strategies for increasing membership and participation in Library activities."*

## **1.0 Library Usage**

To gain a better understanding of the Library usage, this report compares statistics from 1 October to 31 December 2010 with the same quarter for the previous year – 1 October to 31 December 2009. Statistics showing the five year trend at Paddington Library are also included in Annexure 1.

Significant points to note include:

### **1.1 Lending Services**

- As at 31 December 2010, Woollahra Library and Information Service had 14,717 active members. Active membership is defined as borrowers who have used the service within a two year period. This represents a slight decrease of 2% in total Library membership over the same period last year. The percentage of borrowers to population currently sits at 29.34% based on the Woollahra LGA population of 50,161 (2006 ABS census).

Watsons Bay Library continues to show a significant growth in both active and new Library members. There has been a 73% increase in adult active members and a 65% increase in junior active membership. The high number of new members joining at Watsons Bay Library has supported the Library's 3% increase in total new members.

- A total of 71,917 people visited all service points from October to December 2010. This consists of 37,460 at Double Bay, 19,573 at Paddington and 14,884 at the Watsons Bay Library.
- There was an increase in the Library's circulation with an overall rise across all service points of 3%, from 101,128 to 104,608. The success of the new Watsons Bay Library is demonstrated with an increase in circulation of 79%.

There was an average of 47.38 loans per hour between October and December, which increased 3% from 45.80 loans per hour for the previous year.

The key collections to have increased in circulation include junior material - in particular the junior fiction collection increased by 20% and young adult fiction by 36% - and the Large Print collection continues to rise with an increase of 30% for the same period in 2009, representing 2,519 loans compared to 1,932 the previous year. Circulation of DVDs also continues to increase with a rise of 27%.

As anticipated, circulation of the Community Language collection has increased as a result of the implemented recommendations of the Community Language review, with a rise of 36% over the same period in 2009. The review recommended the use of the State Library's multicultural language boxes, in preference to a static collection of six languages. Currently the Library has eight different language collections, supported by State Library Multicultural language boxes and an increasing non-English language serials collection. As the language boxes can be easily transferred to the Library branches, it has made the collection more accessible and relevant.

As per the recent Toy Library review and ongoing fall in usage, the collection ceased operation effective 31 December 2010. It is intended that provision be made in the new Central Library at Double Bay for a purpose built Toy Library area.

The free wireless service offered through uConnect continues to be popular, recording a total of 2,478 sessions, a slight increase of 1.77% from the total of 2,435 at the same time last year. This result was better than expected as the usage rate at Double Bay was down 10.37% due to a malfunctioning reception tower for two periods in October and December.

## 1.2 Information Service and Research

- As mentioned in the previous quarterly report, the Library has moved to the Public Library Evaluation Group (PLEG) statistical collection method from July 2010 for information and customer enquiries. PLEG is administered through the State Library of New South Wales. The advantage of this method is that it allows for a more viable method of comparison and benchmarking to other public libraries in NSW. PLEG is based on a client service model that includes customer service requests which were not captured in the previous daily statistical count, for example new memberships, replacement of library cards, reserving items from the collection and assisting customers in the use of library equipment. This method of statistical collection better reflects staff and library customer interaction.

As a result, comparison for this quarter cannot be readily made with retrospective years. However a comparison between the previous July/September 2010 quarter for the three lending service points and the October/December 2010 quarter using the PLEG method for both quarters shows a 10% increase in customer service requests from 22,230 to 24,479. In the same period Local History has shown an increase of 45% in customer service requests from 1,326 to 1,924 when including all customer service requests as well as information enquiries.

- Projects taken through to completion by the Local History Staff in this quarter include:
  - Assisted the National Trust walking tour with information about the history of Cooper Park and its surrounds.
  - Researched and prepared a display on the history of the district and Council as part of Council's 150 year celebrations for display at Kincoppal and the Kambala schools. This display was placed at Paddington Library during November to December. Feedback received indicates that the display was well received and enjoyed by its audience.

- Supplied historical information, oral histories, images and ephemera from the collection to be used as part of the opening of Watsons Bay Baths.
  - The photographic display showcasing material held in the collection as part of the 150 year celebrations of the Woollahra municipality in April was digitized and caption and has been made available through the Council's web page.
  - Finalised the last of the web pieces that celebrated the Woollahra Council's sesquicentenary year. Web pieces included Council history, first Council elections, first Council meeting, first Council chambers, first Councillors – biographies.
- Since the introduction of the integrated search engine where library customers are now provided with three easy options to search the library databases, there has been a significant increase in the use of online databases. An increase of over 700% has been recorded for this quarter (13,641 searches) compared to the same quarter last year (1,738 searches). Options include a simultaneous search across all the Woollahra Library & Information Services databases, the library catalogue and the local history picture database from a single query box, as well as a subject search or alternatively customers may select individual databases for use.

The databases which have recorded the highest use this quarter include Ancestry (1064 searches), Novelist (1002 searches), Consumer Health Complete (900 searches) the general reference database Australian New Zealand Reference database (803 searches) and Britannica (762 searches).

Unfortunately, while all vendors supply the numbers of searches for each database, some do not provide individual log-ins, as a result this statistic cannot be included in the quarterly reports.

Further developments planned for the Library's online resources include the introduction of five new databases for the 2011/12 financial year in response to the community online needs survey, Oxford Music and Art online, IELTS – tuition in English as a second language, Humanities and Social Science online and Novelist Select and the linking of online subscription serials directly to the library catalogue.

- The number of YourTutor sessions (online homework help) has decreased in comparison to the same quarter in 2009 with 56 client interactions compared to 43 client interactions for the Oct-Dec 2010 quarter. More active promotion of the service has been scheduled for 2011.

### **1.3 Community Learning Programs**

- The Children's Program has continued to be well loved by all attendees. In 2010 the Library introduced a second weekly session of Rhyme Time for Double Bay and Paddington Libraries to meet demand. The total number of children attending Double Bay Rhyme Time this quarter has increased by 9%. The 41% decrease in average attendance per session reflects the increased number of sessions and allows for a more comfortable experience for all.

Attendance at the Paddington Library's children's program has decreased and will be further reviewed to cater for the needs of the local community. Watsons Bay Library programs are well attended and reflect the success of the new Library.

The revised Kids Club structure has proved extremely popular. The free monthly program for children aged 6-10 years, which features guest presenters, pizza, drinks and crafts, has an average of 15 children per session across all locations.

To increase the Library's accessibility, the Children's and Young Adult Team visit Holdsworth Community Centre and Services on a regular basis. Attendance to the sessions has been consistent, however due poor weather, some sessions were cancelled and attendance fell.

Vaucluse Tea Rooms is another location for the Children's outreach program. These quarterly sessions are always fully booked and in December 38 children attended.

- The Children's and Young Adult team has been busy this quarter with the following highlights:
  - Writers and Readers for Young People was held on 16 October with Darcey Bussell as guest author. 120 children attended the Saturday afternoon event with a performance from a local ballet school to add to the event.
  - October School Holidays were celebrated with a variety of activities aimed at Primary school aged children. There were three different activities Plant Pot Paint, Under the Sea and Brilliant Bugs across the Library service points with a total of 139 children over 5 sessions.
  - In December 2010, a Festive Fun Party was held to celebrate the festive season at all Library service points with 76 children attending over the three sessions.
  - The Summer Reading Club held between November 2010 and January 2011 has been proving very popular with over 150 children involved and an impressive 1,515 books read. A Summer Reading Club Party was held on 27 January 2011 with 50 children attending.
- Other major cultural events hosted by the Library and Information Service during the quarter included:
  - The Local Writers' Word Festival was held on Saturday 20 November 2010. Local authors were invited to share their work and participate in workshops with current authors and publishers in the field. The Library received 17 submissions and 13 local authors were chosen to present their work. The event attracted an audience of over 85 people.
  - The Woollahra Library Friends 10 year Anniversary and Christmas party was held on Thursday 2 December 2010. Members of the original Executive committee assisted the Mayor in cutting a cake and toasting to the success of the Friends group, while staff from Lesley McKay bookshop discussed good reads for the holidays. The party was attended by 80 Library Friends, Councillors and Library staff.
  - The Library Service continued to captivate and inform with its highly successful Writers and Readers Series, with Fiona McGregor talking to Geordie Williamson about her latest novel Indelible Ink on 14 October, 30 people attended.

A review of the Writers and Reader series was conducted at the end of 2010 in collaboration with Woollahra Library Friends. Recommendations were made to reduce the number of talks per year to four per annum.
  - Tea Topics, the Library's series of free, daytime talks continued this quarter with; Homeopathy: What is it? with Ros Abbott held at Woollahra Seniors Centre on 29 October, 15 people attended. It was felt that subject matter and location contributed to the low attendance figures. Sydney Harbour History with Ian Hoskins, author and historian on the 26 November, 54 people attended.
  - Kids Day Out was due to take place on October 24, however due to bad weather the event was cancelled on the day. Double Bay Central Library still provided face painting and balloon craft to those children and families who braved the rain.

- The Home Library Service provided 3,749 items to 179 individual borrowers and 8 institutions. Member numbers of the Home Library Service have been maintained.

Currently the library has 5 volunteers and they made 38 visits this quarter. As a result of the Home Library Service Review a volunteer recruitment program has been planned, with a launch to occur in February. With the assistance of a Library Development Grant from the State Library of NSW, three members of the Library team successfully completed volunteer management training in November run by The School of Volunteering Management.

A survey of Home Library Service members was conducted to gather information regarding the likely uptake of new technologies by Home Library Service members and their ability to participate in Library events. 96 members participated in the survey. As a result, the Library will begin investigating suitable technologies, for example, e-readers, i-pads and downloadable e-resources for improving the Home Library Service.

A new program for 2011 is the 55 + Club to be held at Watsons Bay and Paddington Libraries. The aim of the Club is to provide an opportunity for older members to have a dedicated time to use the Library and to socialise.

## **2.0 Paddington Library Five Year Trend Analysis**

As resolved by the Community and Environment Committee in November 2010, a 5 year trend has been prepared for this quarterly report:

### **Circulation**

- Paddington circulation increased from 2006 to 2009, circulation started to fall in the first quarter, 2009-2010. This rise and subsequent decrease in the circulation figures could be attributed to the closing and re-opening of Surry Hills Library. Surry Hills Library, is located within a 2km radius of Paddington Library. Surry Hills was closed for renovation in 2006 and re-opened in June 2009.
- Other influences that may have impacted on circulation include: adjustment to the outsourced procurement model; staff changes; poor visibility of the library from the street; ongoing problems with the rough sleepers and the increasing need to renovate the library interior, including the inclusion of a public toilet either within the library or in the local area. Many of the external influences are dependent upon City of Sydney agreement, as the Library is jointly run.

### **Membership**

- There has been an ongoing decrease in Paddington Library membership over the five years. Prior to 2007-2008, active membership was based on members who had borrowed during the previous three years. In 2007-2008 this was changed to meet the State Library standard of two year active membership. There has been a drop in active members from the 2008-2009 period and again this can be attributed to the reopening of the Surry Hills Library and above influences.

### **Door Count**

- The number of visitors to Paddington Library gradually increased over the years 2005-2009 and then declined after 2009. As with the circulation and memberships figures, this reflects the closing and re-opening dates of the Surry Hills Library.

## Library Programs

- Program attendance fluctuates over the five year period. Following a review in 2008, the Library introduced an age appropriate program -Rhyme Time (0-2 year olds) and Storytime (3-5 year olds). Storytime sessions are held each week, on Fridays at 10.30am. Due to their popularity, the number of Rhyme Time sessions was increased from one session to two sessions in 2010. They are now held on Thursdays at 10.30am and 3.30pm.

## Identified Strategies

- The Library does not have clear signage. Budget requests have been made in the 2011/12 budget to both Woollahra and City of Sydney Councils for large signage on the windows of the Library, two banners on the outside of the building and a more formal sign at the front of the Library.
- Library membership drive, to be carried out in the fourth quarter, to include a targeted mail out and the introduction of loyalty cards.
- As mentioned previously the new program, 55+ Club will be held at Paddington on the first Wednesday of the month. Following the first meeting and discussion with attendees, to be held on Wednesday, 2 March, a clearer program will be developed.
- The Library continues to adjust the make-up of the collection and has recently refreshed the DVD collection and added new magazine titles.
- A request to the City of Sydney has been made for CCTV to increase security and a sense of well being when entering the library.
- In comparison to its more modern and renovated neighbours, Paddington Library is need of an internal renovation. As this is a City of Sydney building, the Library has commenced discussion with the City for renovations to include painting, new carpets and new shelving.

## 3.0 Library Strategic Plan – Progress update

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

- Building

Concept design plans by architects Brewster Hjorth are nearing completion for the proposed new Double Bay Central Library.

In response to Library surveys conducted in 2007 and 2009 with customers requesting an earlier opening and more consistent operating hours, a review of the Library opening hours has been completed. It is proposed to move the morning opening hours from 10am to 9.30am at Double Bay and Paddington Libraries at no additional staffing cost. Further, as there has been a large increase in the Watsons Bay membership and circulation, a budget request for 2011/12 has been submitted for an additional eight hours, namely:

Monday and Friday 2pm to 5pm.

Tuesday and Thursday 9.30am to 5pm and

Wednesday 12noon to 8pm.

- Collection.

As stated above, the recommendations of the Toy Library Review have been implemented. The collection ceased on 31 December 2010. The collection will be offered to local community groups and at the Library Book Fair in May 2011. The recommendations from the Community Language Review have also been implemented resulting in an increase in collection usage.

The Library Fine Amnesty was held during the month of November. The major outcomes were as follows:

- \$2,287.95 was raised for The Urban Arts Base;
- 752 long overdue items were returned during the Amnesty month with a combined value of \$25,555; and
- 728 customers took advantage of the Fine Amnesty, with \$12,174 worth of fines being cancelled.

The Mayor, Councillor Shapiro presented The Urban Arts Base, her selected charity, with the cheque on Tuesday 21 December 2010.

- Technology

The RFID self checker/loan machine was installed at Watsons Bay in October. Currently usage is at 79% of all loans and returns at the Library. After some initial concerns, customers have embraced the new technology. In the first half of 2011 similar units will be installed at Double Bay and Paddington Libraries, this will require some fit-out to the circulation area.

- New Policies and Procedures

The following key Library policy has been developed and updated:

- Cash Handing Policy

To minimise the amount of money kept on the library ground and ensure that all staff dealing with paid transactions adopt a systematic approach.

- Money Reconciliation Procedure – Double Bay, Paddington and Watsons Bay

The objectives of these policies are to ensure that the money is correctly reconciled each day.

## **4.0 Community Information**

### **4.1 Projects**

Community Information Database searches this quarter experienced a substantial decrease from the previous quarter of 42% (from 1024 to 590). This is considered to be a seasonal trend as when compared with the same period last year there was an increase of 35%. The increase is a result of increased exposure on the newly designed home page of Council's website and a staff training session held in November 2010. Further education and training on the Database is scheduled for Quarter 3, which we expect will result in ongoing growth in usage.



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

The number of What's On subscribers has increased steadily on the previous quarter by 9% (from 776 to 847) and has increased by 35% since the same time last year. We expect to see a sharper increase next quarter as new subscribers will be added in January as a result of additional promotional activity at the 2010 Woollahra Small Sculpture Prize event.

#### **4.3 New Resident's Kits**

The number of New Residents Kits requested this quarter decreased both on the previous quarter (13%) and on the same quarter last year (14%). A feedback survey was conducted this quarter to identify satisfaction levels with the kits and potential areas for improvement. This feedback will be used to drive ongoing improvements in the future.

#### Conclusion:

The Woollahra Library and Information Service provides a wide range of successful programs and services for the Woollahra community. Library staff continue to develop programs and services as identified in the Library Strategic Plan to keep abreast of technology and community changes.

Vicki Munro  
Manager – Library and Information Services

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#### **ANNEXURES:**

Annexure 1: Library Statistics for October to December 2010

**Item No:** D6 Delegated to Committee  
**Subject:** **Vegetation Management Working Party Meeting**  
**Author:** Bruce Rann  
**File No:** 1134.G  
**Reason for Report:** To note the minutes from Vegetation Management Working Party Meeting - Meeting 15 December 2010

**Recommendation:**

That Council note the attached minutes from Vegetation Management Working Party Meeting – 15 December 2010.

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Bruce Rann  
Manager – Open Space and Trees

Tom O’Hanlon  
Director – Technical Services

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**Annexures:**

A - Minutes from the Vegetation Management Working Party Meeting – 15 December 2010

**Woollahra Council**  
**Vegetation Management Working Party**  
Notes from Meeting  
Held On Wednesday 15 December 2010

**1. Welcome and attendance**

Nicola Grieve	Councillor
Ian Plater	Councillor
Chris Howe	Councillor (Chair)
Peter Cavanagh	Councillor
Isabelle Shapiro	Mayor
Andrew Petrie	Councillor
Lucienne Edelman	Councillor
Dennis Rabinowitz	RUBPEG
Dr Jane Tarran	Associate UTS
Caitlin Moffat	Open Space Planning Projects Officer
Bruce Rann	Manager Open Space and Trees
Tom O'Hanlon	Director Technical Services

Brief welcome given by Councillor Howe.

**2. Apologies**

Toni Zeltzer	Councillor
Dr Peter Valder	Formerly Sydney University
Ian Innes	Historic Houses Trust

Meeting commenced 5.15pm

**3. Discussion**

The members of the committee were sent a copy of the Tree Management Policy Draft version 9.5 (TMP).  
Committee members provided their feedback on the document

Aims	
Cr Chris Howe	Commends staff on the research undertaken and the new version. Would like to see the TMP go to Community and Environment early in 2011. Any points the working party do not agree on can be included in the report.
Dennis Rabinowitz	Regrets the loss of the 'Right tree right place' statements. Does not agree with Park trees being exempt from view pruning. Replacement planting with 'like for like' is inconsistent with other policies.
Cr Chris Howe and Cr Lucienne Edelman	'Like for like' allows some flexibility with species selection.
Dennis Rabinowitz	Pleased with the amendment to 2 years between view prunes.
Bruce Rann	Council can set up a view prune register which will remind people when their view prune will expire.
Cr Chris Howe and Mayor Isabelle Shapiro	Agreed with Bruce's suggestion.
Dr Jane Tarran	Commends staff on a very well written policy. The section on the Benefit of Trees is very educational. Composite provenance (Climate change adaptation planting) should be mentioned as well as purely endemic species. Park trees should not be included in view pruning.
Cr Ian Plater	There needs to be a balance between public and private issues to manage adverse impacts on residents, especially when planting new trees. Planting around the edges of the Parks is not best practice.
Bruce Rann	Perimeter planting around lawns, sports fields, open spaces is a common feature of many landscape design schools. When Plans of Management are reviewed Council can analyse tree planting layouts.
Cr Ian Plater	View pruning of park trees should be allowed but this may need a caveat.
Cr Chris Howe	Called for a discussion on Park Trees and their inclusion/exclusion from the TMP.
Cr Andrew Petrie	TMP came about as a result of Park Trees at Yarranabbe Park. Park trees should be included for view pruning.
Mayor Isabelle Shapiro	We may need to consider a park tree's proximity to homes.
Cr Nicola Grieve	We must not make a TMP specific to Yarranabbe, it must be generic for the whole Municipality. In general Plans of Management will look after Park trees.
Cr Chris Howe	Park trees should be included for view pruning, however these trees would have to meet all view prune application criteria.
Cr Lucienne Edelman	Trees affected should be based on their proximity to the road, perhaps redefine street trees and park trees.
Cr Chris Howe	Asked Staff why trees in Parks are different
Tom O'Hanlon	Street trees are generally compromised by their surroundings and EA pruning, whereas park trees have the opportunity to grow to their natural size and form. There is a broader sense of community ownership for park trees. Agreed the definition between park and street trees is not clear.
Dr Jane Tarran	Concerned that view pruning park trees addresses individual concerns rather than those of the broader community.

Cr Lucienne Edelman	A caveat should be placed on guideline 5 in the view pruning assessment criteria.
Mayor Isabelle Shapiro	Questioned the definition of 'Principal living area'
Cr Nicola Grieve	Suggested that the definition be referred to Tenacity (used in Planning) Trees in Parks should be considered sacrosanct.
Cr Chris Howe	<b>The Committee are in agreement that: The main point of contention relates to view pruning of park trees and the inclusion/exclusion of this in the TMP. The document is almost ready to go to C &amp; E. Staff shall take on board some of the recent comments and outline contentious issues in the report. Councillors can raise issues with the TMP in C &amp; E.</b>
Cr Ian Plater	Would like the policy to be circulated.
Tom O'Hanlon	Will notify working party members of the committee when the document will go to C & E.

**Next Meeting – TBC**

**Item No:** D7 Delegated to Committee  
**Subject:** **Tree Management Policy**  
**Author:** Bruce Rann - Manager Open Space and Trees  
**File No:** 262.G  
**Reason for Report:** To respond to a Council Resolution

**Recommendation:**

- 1 That the attached draft Woollahra Tree Management Policy (TMP version 10.2) be approved for public exhibition by Council.
  - 1a That a version of the draft Woollahra Tree Management Policy including view pruning of park trees be approved for public exhibition by Council.
- 2 That the adopted TMP be placed on public exhibition for a period of one month.
- 3 That a report on the community feedback arising from the public exhibition period (with special attention to community views on view pruning of park trees) be brought to Council prior to the final adoption of the Policy

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**Background**

In September 2008 Council resolved that a Tree Management Policy (TMP) for the whole of the Municipality be prepared by a Vegetation Management Working Party (VMWP) comprised of Councillors and industry experts, with regular reviews being reported to the Community and Environment Committee.

Throughout late 2008 and 2009 Council staff met with Councillors, industry experts and resident action groups, producing a number of versions of a draft Tree Management Policy for public and private trees across Woollahra.

In October 2009 version 8 of the draft TMP was presented to the Community and Environment Committee and in December 2009 Council referred the document back to the Vegetation Management Working Party for further refinement.

**Development**

At a number of meetings in 2010 the VMWP further developed the aims and objectives of the TMP. In addition to refining the aims and objectives the VMWP took the opportunity to enhance other sections of the document including:

- More information on the benefits of trees
- More information on the management of trees
- General improvements in the readability of the document
- Diagrammatic representations of some of our key pruning and planting guidelines.
- Opportunities for more flexibility when assessing view pruning applications
- A new section on user pays solar access pruning

Iterative amendments to the TMP during 2010 led to several new drafts. Although there ended up being several versions of V9 (9.0 through to 9.5), the key difference between versions 8 and 9 was the inclusion of the new aims and objectives which were adopted by Council on 9 September 2010.

The Council resolution of 9 September 2010 also advised staff to use the new aims and objectives to guide the production of future drafts of the TMP.

The most current revision, version 10.2 is attached as **annexure 1**.

### **Issues**

Despite reaching consensus (or at least majority views) on most of the topics covered by the TMP, it should be noted that the VMWP remains divided on the issue of view pruning of park trees as part of a final TMP.

Historically Council has allowed view pruning of street trees which meet our agreed assessment criteria. Street trees are often directly in front of a person's home and many street trees are already seen as compromised by Energy Australia pruning, and pruning for other clearances.

Conversely park trees are often seen as owned by the broader community and they are also trees which can often achieve their full dimensions and natural form.

However, Council has recently been receiving more requests from residents wishing to restore or create a view currently blocked by a park tree.

### **Conclusions:**

The draft Woollahra Tree Management Policy has been the subject of considerable research and consultation and has undergone a number of revisions based on feedback from Councillors, staff, industry experts and community groups.

A new Tree Management Policy will guide staff, Councillors and residents who need to make or understand decisions about managing and maintaining public and private trees in our local government area.

The VMWP cannot reach consensus on the issue of potentially allowing view pruning of park trees. This issue should be further analysed using community feedback arising from the public exhibition process.

Bruce Rann  
Manager Open Space and Trees

Tom O'Hanlon  
Director Technical Services

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### **Annexures**

Annexure 1 – version 10.2 of the draft Woollahra Tree Management Policy.

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

