



# Community & Environment Committee

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

**Date:** *Tuesday 14 June 2011*

**Time:** *6.30pm*

## **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

9 June 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 June 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 Tuesday 14 June 2011 at 6.30pm.**

Gary James  
General Manager

# **Additional Information Relating to Committee Matters**

**Site Inspection**

**Other Matters**

## 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	Confirmation of Minutes of Meeting held on 30 May 2011	1
D2	Woollahra Local Traffic Committee Minutes – 7 June 2011	2
D3	Minutes of the Animal Advisory Committee Meeting of 18 May 2011	15

### **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 30 May 2011**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 30 May 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 30 May 2011 be taken as read and confirmed.

Les Windle  
Manager – Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Woollahra Local Traffic Committee Minutes – 7 June 2011**  
**Author:** Tom O’Hanlon – Director, Technical Services  
**File No:** 595.G 2011  
**Reason for Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee.

**Recommendation:**

- A. That the Recommendations Y1-Y11 contained in the minutes of the Woollahra Traffic Committee, and as signed by the members of the Committee, held on Tuesday 7 June 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	Forth Street, Woollahra – Parking restrictions	Council’s Block Grant for Traffic Facilities
Y1-2	Lyne Park Tennis Courts, Rose Bay – Alteration of parking restrictions	Council’s Block Grant for Traffic Facilities
Y1-3	New South Head Road, Rose Bay – Parking restrictions	Council’s Block Grant for Traffic Facilities
Y2	Epping Road, Double Bay - Trial removal of speed hump	Cost of removal will be covered by Council’s Maintenance Vote
Y3	Edgecliff Road, Woollahra - Traffic calming	Funds have been included in 2011/2012 Traffic Capital Works Program
Y4	Rose Bay Primary School, Rose Bay – Review of Traffic & Pedestrian Arrangements	To be considered as part of Council’s 2012/2013 Traffic Capital Works Program
Y5	Bunyula Road / Boronia Road / O’Sullivan Road, Bellevue Hill – Reconfiguration & signage	Council’s 2010/2011 Capital Works Program
Y6	Lyne Park, Rose Bay - Alteration of parking restrictions	Council’s Refurbishment Project budget.
Y7	No.22D Vaocluse Road, Vaocluse – Works Zone	Nil
Y8	No.40 Wunulla Road, Point Piper – 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.
Y9	No.54 Mona Road (Loftus Road), Darling Point – 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.
Y10	No.71 Yarranabbe Road, Darling Point – 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.
Y11	William Street, Paddington – Temporary Road closure – William St Laneway Festival	All costs associated with the closure to be borne by the applicant.



# 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 7 June 2011 at 10.00am.

## 1. Attendance

### Committee Members:

Present:	Mr Alan Opera (Chairperson)	(Woollahra Municipal Council)
	Mr Navin Prasad	(Roads and Traffic Authority)
	Snr Const Kylie Kemp	(Rose Bay Police - Traffic)
Staff:	Mr Frank Rotta	(Woollahra Municipal Council)
	Ms Armodee Reece	(Woollahra Municipal Council)
Observer:	Mr Eric Graham	(Sydney Buses)
Apologies:	Ms Robyn Attuell	(Clover Moore MP Representative)
	Mr Roy Bishop	(Clover Moore MP Representative)
	Mr John Giblin	(Gabrielle Upton MP Representative)
	Mr Tom O'Hanlon	(Woollahra Municipal Council)

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## 2. Minutes of Previous Meeting

The minutes of Meeting No.04/11 held in Council Chambers, Double Bay, on Tuesday 3 May 2011 were confirmed by Mr N Prasad and Mr A Opera.

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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

May 2011 – LTC Item Y5: Double Bay Primary School, Double Bay – Review of pedestrian linkages

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## 5. Extraordinary Meetings

Nil

## 6. Late Correspondence

Comments from Mr R Bishop of Clover Moore's office.

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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:

A. That the recommendations of Item Y1-1 to Y1-3 contained in Annexure 1 be adopted.

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### **Item Y1-1: Forth Street, Woollahra – Parking restrictions**

**Committee Vote:** Unanimous Support

### Recommendation:

1. That no action be taken to install 'No Parking' restrictions across the driveway to Forth Street Public School in Forth Street, Woollahra as it is already an offence to park across a driveway.

### **Item Y1-2: Lyne Park Tennis Courts, Rose Bay – Alteration of parking restrictions**

**Committee Vote:** Unanimous Support

### Recommendation:

1. That sixteen of the '4P, 8am-8pm, 90 degree angle parking' spaces on the southern side of the carpark, closest to the tennis club amenities building be altered to '2P, 8am-8pm, 90 degree angle parking'.

### **Item Y1-3: New South Head Road, Rose Bay – Parking restrictions**

**Committee Vote:** Unanimous Support

### Recommendation:

1. That the existing 'Bus Zone' be extended to 6m west of the driveway to No.614-622 New South Head Road, Rose Bay.

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

**Subject:** **EPPING ROAD, DOUBLE BAY - TRIAL REMOVAL OF SPEED HUMPS**

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

**File No:** T155

**Reason for Report:** To report on the findings of a resident survey

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That the centre speed humps in Epping Road, Double Bay be removed for a trial period of 6 months during which time vehicle speeds would be monitored and, if at the end of this trial period it is found that the 85<sup>th</sup> percentile speed exceeds 50kph, then the central speed humps are to be reinstated.

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

**Subject:** **EDGECLIFF ROAD, WOOLLAHRA / EDGECLIFF – TRAFFIC CALMING**

**Author:** Frank Rotta – Traffic Engineer

**File No:** T148

**Reason for Report:** Resident requests to improve safety for vehicles turning from Roslyndale Avenue into Edgecliff Road.

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That the matter be deferred for design alterations to the proposed plan, and be reported back to the Woollahra Local Traffic Committee in July 2011.

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

**Subject:** **ROSE BAY PRIMARY SCHOOL, ROSE BAY – REVIEW OF TRAFFIC & PEDESTRIAN ARRANGEMENTS**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 544. / 424. / 495. / T132.

**Reason for Report:** To respond to a request to review road safety around Rose Bay Primary School

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That subject to the Rose Bay Primary School adopting an integrated approach which provides parking marshals to ensure that there would not be any double parking in Albermarle Lane the 'No Stopping' restrictions installed on the school side of Albermarle Lane, between Albermarle Avenue and Wilberforce Avenue, Rose Bay be changed to 'No Parking, 8am-9.30am, 2.30pm-4pm, School Days Only, No Stopping at other times'.
- B. That Council apply to the RTA for approval to change the direction of traffic flow in Albermarle Lane from southbound to northbound in order to encourage the left turn only movement for traffic flows around the school and to allow students using the drop-off and pick-up zones to access the school from the passenger side of the vehicle without having to cross any road.
- C. That the applicant be advised that Council does not support a one way movement in Spencer Lane but that a mid-block raised threshold be constructed in this lane to slow vehicles in this street thereby improving pedestrian safety.
- D. That the applicant be advised that the installation of a footpath on one side of Spencer Lane is not favoured as it would necessitate the removal of all parking in this lane resulting in the loss to the community of 10 unrestricted parking spaces.
- E. That the applicant be advised that the installation of a footpath on the school side of Albermarle Lane is favoured to facilitate drop-off and pick-up of students and that the Department of Education make a strip of land along the Albermarle Road frontage of the school available to ensure that a pedestrian path 1 metre wide can be constructed behind the existing kerb at this location.
- F. That the applicant be advised that no action is required to provide additional parking restrictions in Spencer Lane as parking is to be retained on the eastern side of this lane.
- G. That the applicant be advised that the extension of the median at the pedestrian crossing in Wilberforce Avenue across its intersection with Spencer Lane is considered neither warranted nor appropriate. In order to improve the safety of children crossing at this facility, it is considered that the central median should be reconstructed in upright kerb instead of mountable kerb.
- H. That the applicant be advised that the entire school frontage to Wilberforce Avenue, Albermarle Lane and Dover Road could be given over to drop-off and pick-up parking for the school. This could only be made to work successfully if the school was made responsible for controlling the drop-off and pick-up of students in Albermarle Lane. The times and distance for the timed 'No Parking' and 'P 5 min.' would be subject to discussion with the school as part of the consultation process.
- I. That Council consult with the school and residents who live adjacent to any street where suggested alterations may affect either parking or traffic flows and that following this consultation a further report be prepared for consideration by the Woollahra Traffic Committee and Council.

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

**Subject:** **BUNYULA ROAD & BORONIA ROAD INTERSECTIONS WITH O’SULLIVAN ROAD, BELLEVUE HILL – RECONFIGURATION AND SIGNAGE (BIO-RETENTION RAIN GARDENS)**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 67 / T49 / 1142.G

**Reason for Report:** To gain Council approval for the reconfiguration and signage for the Bunyula Road and Boronia Road intersections with O’Sullivan Road.

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That Drawing Nos. 15123-TC, Revision B & 15124-TC, Revision B incorporating the reconfiguration and new signage for the Bunyula Road / O’Sullivan Road and Boronia Road / O’Sullivan Road intersections, Bellevue Hill for the Bio-retention raingardens project be approved.

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

**Subject:** **LYNE PARK, ROSE BAY – ALTERATION OF PARKING RESTRICTIONS**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 195.G

**Reason for Report:** Alteration of parking restrictions in Lyne Park as a result of refurbishment works.

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That the parking signage for Lyne Park, Rose Bay as shown on Plan No.LP-DD-PP be approved.

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

**Subject:** **No. 22D VAUCLUSE ROAD, VAUCLUSE – 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 the application for a Works Zone to serve the development at No.22D Vaucluse Road, Vaucluse not be approved.

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

**Subject:** **No. 40 WUNULLA ROAD, POINT PIPER – 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.40 Wunulla Road, Point Piper. The proposed Works Zone is to be located on the northern side of Wunulla Road, from the western side of the driveway to No. 40 Wunulla Road for a distance of 8.5 metres in a westerly 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 12 weeks from June, 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. 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:** Y9 Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** **No. 54 MONA ROAD (LOFTUS ROAD), DARLING POINT – WORKS ZONE**

**Author:** Matthew Keswick - Traffic Officer / Daniel Pearse - Traffic and 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.54 Mona Road, Darling Point. The proposed Works Zone is to be located on the southern side of Loftus Street, commencing from the prolongation of the common boundary between No.54 Mona Road and No.28A Darling Point Road for a distance of 6 metres in an westerly 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 18 weeks from June, 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 "No Parking" conditions 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:** Y10 Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** **No. 71 YARRANABBE ROAD, DARLING POINT – WORKS ZONE**

**Author:** Matthew Keswick - Traffic Officer / Daniel Pearse - Traffic and 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. 71 and 71A Yarranabbe Road, Darling Point. The Work Zone is to be located on the southern side of Yarranabbe Road, commencing across the road from the common boundary between No. 71A and 73 Yarranabbe Road and extending west for a distance of 13 metres 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 12 weeks from June, 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:** Y11 Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** **WILLIAM STREET LANEWAY FESTIVAL, PADDINGTON - TEMPORARY ROAD CLOSURE**

**Author:** Frank Rotta – Traffic Engineer

**File No:** T256

**Reason for Report:** Request from Dialogue PR P/L on behalf of the Paddington Business Partnership for a temporary road closure of sections of William and Victoria Streets, Paddington on Saturday, 24th of September, 2011, Saturday, 29th of September, 2012 and Saturday, 28th of September, 2013 from 9am to 6pm for the William Street Laneway Festival.

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That subject to the approval of a Development Application for this event that approval be granted for the temporary road closure of William Street, Paddington between Paddington Street and Oxford Street (excluding Underwood Street), and Victoria Street Paddington between Elizabeth Street and William Street and Dudley Street, Paddington for the "William Street Laneway Festival" from 9.00am-6.00pm on Saturday 24th of September 2011, Saturday 29th of September 2012 and Saturday 28th of September 2013.
- B. That the above special event be categorised as a Category 3 event.
- C. That 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” application.
- iii. The applicant must submit a Traffic Management Plan prepared by an RTA accredited traffic consultant to Council. Council will advise the RTA’s Sydney Transport Management Centre (TMC) of the temporary road closure.
- iv. The applicant must inform all business proprietors, residents and other occupants within 200 metres (walking distance) of any part of the William Street closure, 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. The traffic controllers working on the day of the event must be instructed that residents of Victoria Avenue and Dudley Street must be guided to and from their homes on the day of the event and not unduly inconvenienced as a result of these closures.
- vi. The traffic controllers working on the day of the event must also be instructed that they must control pedestrians crossing Underwood Street at its intersection with William Street to ensure that they cross this street safely without causing queuing of vehicles in Underwood Street, beyond Heeley Street.
- vii. The applicant must supply and erect any barriers and traffic signs necessary for the road closure and remove them at the completion of the event.
- viii. 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 road reserve 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 in interested party on the insurance.
- ix. Council must be reimbursed for the cost of repair of any damage caused to Council property as a result of the activities.
- x. The applicant must inform all Emergency Services of the proposed road closure (that is NSW Police, Fire Brigade, Ambulance, SES and the RTA) and must maintain a four-metre emergency vehicle lane at all times, with all services (eg. fire hydrants) remaining free of any obstruction.
- xi. Noise created by use of equipment or activity must be controlled as required by the “Protection Of The Environment Operations (Noise Control) Regulation 2000”.
- xii. The applicant must make arrangements to remove all waste from the site at the end of the event.
- xiii. Woollahra Council reserves the right to cancel this approval at any time.

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## **8. Late Items**

Nil

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There being no further business, the meeting concluded at 10.55am.

**Alan Opera**  
**Chair**

**Item No:** D3 Delegated to Committee  
**Subject:** **Minutes of the Animal Advisory Committee Meeting of 18 May 2011**  
**Author:** Suzy Rich, Chair – Animal Advisory Committee  
**File No:** 271.G AACM  
**Reason for Report:** To submit the minutes of the Animal Advisory Committee meeting of 18 May 2011.

**Recommendation:**

That the “draft” minutes of the Animal Advisory Committee meeting of Wednesday 18 May 2011 be received and noted. The Community and Environment Committee further notes that the submission of future minutes of the AAC will occur once the draft minutes of the AAC have been circulated to all AAC members and the minutes have been finalised.

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**Report:**

The minutes of the Animal Advisory Committee (AAC) meeting of 18 May 2011 were submitted to the Community and Environment Committee meeting of 30 May 2011 where it was resolved as follows;

*“That consideration of the report be deferred for 2 weeks to enable the minutes of the Animal Advisory Committee meeting of Wednesday 18 May 2011 to be reviewed by members of the Animal Advisory Committee, and for member of that Committee to be advised that the minutes will be presented to the Community & Environment Committee at its meeting on Tuesday 14 June 2011.”*

A copy of the minutes of the AAC meeting of 18 May 2011 and the staff report submitted to the Community and Environment Committee meeting of 30 May 2011 are attached as annexures “1” and “2” respectively.

On 31 May 2011 the members of the AAC were notified by email as follows;

*“The Community & Environment Committee has deferred the consideration of the minutes until the next Community & Environment Committee meeting to be held on Tuesday 14 June 2011. The reason for the deferral was to ensure that all the AAC members were aware that the minutes were being put before the Community & Environment Committee and to provide the AAC members with the opportunity to comment on the minutes as circulated.”*

In response three (3) submissions were received from the following members of the AAC;

1. Julieanne Mills – email dated 31 May 2011, attached as annexure “2”;
2. Councillor Nicola Grieve – email dated 1 June 2011, attached as annexure “3”; and
3. Erica van Aalst – email dated 6 June 2011, attached as annexure “4”.

Due to the requirement to report this matter to the Community and Environment Committee meeting to be held on 14 June 2011, no change has been made to the minutes of the AAC that were initially submitted to the Community and Environment Committee. The minutes of the AAC meeting of 18 May 2011 are draft only and have not been adopted by the AAC. The recommendation of this report has been modified to reflect this.

Further comments are provided below in relation to the reporting of future minutes of the AAC.

Ms van Aalst highlights in her submission the following;

- “1. The Secretary shall submit ***all minutes*** of the AAC meetings to the Community and Environment Committee for appropriate action.” (Emphasis added by Ms van Aalst).

**Comment:** The above is a quote from the AAC ‘Terms of Reference’. It is item 3 under the duties of the Secretary.

In addition to the above requirement, the ‘Terms of Reference’ state under the ‘Delegated Authority’ section that “[T]he AAC will report to the Community and Environment Committee as required.” Therefore, matters have previously been reported to the Community and Environment Committee on a case-by-case basis, rather than the regular submission of minutes. This oversight has now been corrected and the minutes of the AAC will be routinely submitted to the Community and Environment Committee.

- “Further in the Minutes of the AAC Meeting 17.11.2010 it states:-  
  
(Vi) Confirmation of minutes procedure “Minutes will be emailed though clearly stating “Draft copy” within 7 days of the AAC Meeting. All members will have up to 14 days from the date sent to reply to the draft minutes with any changes. Once the final version of the meeting minutes has been produced a final copy will be emailed through on the 14th day . It was noted that the minutes will still be formally confirmed at the next meeting ”. I encourage Council, where possible, to have the AAC Minutes tabled at the first C & E meeting after the 14 days referred to, so that the Minutes have been confirmed.”

**Comment:** The above relates to item (Vii) – ‘Confirmation of minutes procedure’ from the AAC minutes of 17 November 2010. The item as recorded in the AAC minutes of 17 November 2011 states the following;

*“Majority of members present agreed that the meeting minutes will be emailed through clearly stating ‘Draft copy’ within 7 days of the AAC meeting. All members will have up to 14 days from the date sent to reply to the draft minutes with any changes. Once the final version of the meeting minutes has been produced, a final copy will be emailed through on the 14<sup>th</sup> day.*

*It was noted that the minutes will still be formally confirmed at the next meeting.”*

The above operational procedure put in place by the AAC will slightly delay the reporting of the AAC minutes to the Community and Environment Committee. This is not considered a concern as it will aid the effective operation and functioning of the AAC, while still complying with the adopted ‘Terms of Reference’. Any delay will be minimal, with the ‘final’ minutes generally being able to be submitted to the Community and Environment Committee in the calendar month following the AAC meeting.

The recommendation of this report has been modified to reflect the above matters.

Suzy Rich  
Chair - Animal Advisory Committee

Tim Tuxford  
Manager - Compliance

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**Annexure:**

1. Minutes of the Animal Advisory Committee meeting of 18 May 2011.
  2. Staff report submitted to the Community and Environment Committee meeting of 30 May 2011.
  3. Email submission from Julieanne Mills dated 31 May 2011.
  4. Email submission from Councillor Nicola Grieve dated 1 June 2011.
  5. Email submission from Ericka van Aalst dated 6 June 2011.
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**POLITICAL DONATIONS DECISION MAKING FLOWCHART  
FOR THE INFORMATION OF COUNCILLORS**

