



Community & Environment Committee

Agenda: *Community & Environment Committee*

Date: *Monday 2 November 2009*

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

29 October 2009

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

Dear Councillors

Community & Environment Committee Meeting – 2 November 2009

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 2 November 2009 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 12 October 2009	1
D2	Proposed Parking Regulation in the Double Bay Business Centre and Paddington Business Centres – 1038.G	2
D3	Library Quarterly Report 1 July 2009 to 30 September 2009 – 48.G / 48.G (Strategic)	12

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

R1	Woollahra Bicycle Strategy 2009 and Review of Bike Plan 2000 – 262.G	25
R2	Tree Management Policy – 262.G	58
R3	Community and Cultural Small Grants Program October Round 2009/2010 – 30.G 2009	95

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 12 October 2009**
Author: Les Windle, Manager - Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 12 October 2009 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 12 October 2009 be taken as read and confirmed.

Les Windle
Manager – Governance

Item No: D2 Delegated to Committee
Subject: **Proposed Parking Regulation in the Double Bay Business Centre & Paddington Business Centres**
Author: Alan Opera – Manager, Engineering Services
File No: 1038.G
Reason for Report: Response to Council resolution 24.08.09 C&W Item R3 Part C

Recommendation:

- A. That no change be made to the current parking time restrictions in Oxford Street, Paddington in conjunction with the installation of the new Pay & Display ticket dispenser network.
- B. That time restrictions in accordance with the attached Double Bay Business centre Parking Layout – Proposed Parking, Plan No. 15048/2, dated 7 October 2009, be implemented in conjunction with the installation of the new Pay & Display ticket dispenser network.
- C. That all Loading Zones in Double Bay be altered to 8am-3pm Monday-Saturday in combination with the installation of the new meters.
- D. That these Loading Zone time restrictions in Double Bay be reduced to 8am-12.30pm Monday- Saturday from 1 July 2010.
- E. That, outside of the Loading Zone times in C and D, the underlying period parking restrictions for each adjacent area are to apply.
- F. That all existing “Meter” parking signs be changed to “Ticket” parking signs to accommodate the new Pay & Display meters.
- G. That parking maps not be installed on ticket dispensers in Double Bay.

Background:

Council is in the process of upgrading its parking meters throughout the Double Bay and Paddington shopping precincts as the existing Hectronic multi-bay meters in these shopping centres have reached the end of their service life. At the meeting held on 24 August 2009 Council resolved:

- A. *That Council enter into a contract with Reino International Pty Ltd for the lump sum price of \$644,941.00 to supply, install and maintain Pay & Display meters in Paddington and Double Bay, being \$489,375 for the supply, installation and commissioning of the meters and \$155,576 for the maintenance and statistical reporting over three years.*
- B. *That the successful and unsuccessful tenderers be advised accordingly.*
- C. *That before the new meters are installed Council staff;*
 - i. *liaise with the Double Bay Partnership to review current and future time limits on the parking meters in Double Bay with a view to maximising parking availability and convenience to the public whilst maintaining parking efficiency,*
 - ii. *investigate the cost and feasibility of providing a map on each parking meter or other signage indicating the location of 1, 2 & 3 hour parking, together with the location of Council parking stations in Double Bay,*

- iii. *review current and future time limits on the parking meters in Paddington with a view to maximising parking availability and convenience to the public whilst maintaining parking efficiency,*
- iv. *submit a report on i. ii. and iii. above including any recommended changes to parking meter time limits.*

This report deals with part C of this resolution.

This report reviews the current parking restrictions in Oxford Street, Paddington, and in Double Bay and makes recommendations for future parking layouts in each centre in conjunction with the new Pay and Display ticket dispensers.

Paddington:

Currently, the Paddington business centre contains period parking for shoppers in the form of 1P and 2P metered parking and loading zones to service local businesses. On-street parking/loading facilities operate between 8am-9pm, however, between 3pm-7pm Monday-Friday the parking lane becomes a bus only lane. The business centre also has bus zones and No Stopping restrictions.

The current parking conditions on Oxford Street in the Paddington business centre have been carefully reviewed, taking into account the locations of businesses, bus stops, no stopping zones, and the like. It is considered that the existing parking restrictions and loading zone locations are effective in providing for the needs of shoppers and businesses, and in promoting an appropriate turnover of parking spaces. Altering any aspect of the Paddington business centre parking scheme would not improve the current parking situation for users.

For this reason it is recommended that Council maintain the current parking layout in the Paddington business centre.

To implement Pay and Display parking in the business centre all existing "Meter" period parking and loading zones will need to be re-signposted as "Ticket" zones.

Double Bay:

Currently, the Double Bay business centre provides predominantly 2P metered parking. There is 1P metered parking located in Knox Street and on the northern side of New South Head Road and some 3P metered parking in Guilfoyle Avenue, Bay Street and Transvaal Avenue. There is also unmetered parking in various locations in and around the business centre, varying from ½P to 2P period parking, as well as 2P unmetered parking with resident exemptions. The centre also has loading zones, taxi zones, a police zone, a mail zone and bus stops. New South Head Road has peak hour clearway restrictions between 6am-10am Monday-Friday on the southern side, and between 4.30pm-6.00pm or 3pm-7pm Monday-Friday on the northern side.

Council staff have reviewed the current parking conditions in Double Bay and have consulted with the Double Bay Partnership, to develop a new parking layout aimed at rationalising the current parking scheme, and promoting a higher turnover of parking spaces within the Double Bay business centre while providing for the various categories of user.

Some types of businesses within Double Bay attract customers who stay longer than 1 hour (e.g. hair salons, restaurants, dress makers, etc.) A majority of these types of businesses are located on the western side of the business centre, on and around Bay Street. On the other hand, other businesses have customers visiting their shops for less than 1 hour (e.g. dry cleaners, cafes, takeaways, news agencies, retail stores, etc.) A majority of these types of businesses are located on the eastern side of the business centre, on or adjacent to New South Head Road.

To accommodate these two different types of businesses, it is proposed to allocate 1 hour parking spaces in streets to the east of Bay Street and 2 hour parking spaces along Bay Street and streets west of Bay Street. This scheme follows the standard practice of a radiating parking pattern, radiating from 1 hour parking at the centre to 2 hour parking as you move further away from the middle of the business centre. Some ½ hour unticketed parking is also to be provided in Goldman Lane, Knox Street and Cross Street near to businesses which require fast parking turnover (i.e. newsagency, takeaways, etc.) and some 3 hour parking is to be retained in Guilfoyle Avenue for long-stay customer parking at the request of the Double Bay partnership.

Visitors to Double Bay wanting to stay longer than 1 hour (in the area east of Bay Street) or more than 2 or 3 hours (in Bay Street, or the area west of Bay Street) have the opportunity to park in one of the five long term car park facilities in the centre and this should be encouraged. It should be noted that these car parks are cheaper than the ticketed on-street parking in Double Bay.

On-street parking is charged at either \$3.10 or \$3.80 per hour. The off-street car parks, however, provide the first hour of parking free of charge and therefore these facilities are attractive to shoppers. The car parks charge \$3.00 for 2 hours of parking compared to \$6.20 or \$7.60 for 2 hours of on-street parking, and \$5.50 for 3 hours compared to \$9.30 or \$11.40 for 3 hours of on-street parking.

In summary, the Double Bay Parking Strategy is to increase the number of 1P spaces and some unticketed ½P spaces between New South Head Road and Bay Street to encourage greater parking turnover, and to provide longer stay parking spaces (i.e. 2P and 3P) in the western part of the centre in parking spaces which are further from shops and parking stations. Distributing short and long stay parking in this manner will make it easier for motorists to find the parking area best suited to accommodate their requirements.

To implement Pay and Display parking in the business centre all existing “Meter” period parking and loading zones will need to be re-signposted as “Ticket” zones.

Details of Proposed Parking Layout for individual streets in the Double Bay Business Centre:

Bay Street

- i. In order to standardise parking on Bay Street it is proposed to remove the five 3P parking spaces at the southern end of the street and to provide uniform 2P parking spaces between New South Head Road and William Street. The limited number of 3P spaces at the southern end of the street is considered detrimental to local businesses in this location as 3P parking does not promote turnover.
- ii. It is proposed to increase the length of the 8am-10am Monday-Friday loading zone outside of The Royal Oaks Hotel. The current loading zone is of insufficient length to accommodate brewery trucks and this represents a traffic hazard as trucks are frequently parked on the corner of Cooper Street. It is also proposed to standardise the Loading Zone times to provide loading facilities for other businesses in the area.
- iii. It is proposed to relocate the existing Bondi Explorer Route 222 bus zone and taxi zone outside Ashington in Cross Street to the western side of Bay Street alongside Guilfoyle Park. This change has been made in consultation with Sydney Buses and will result in the Explorer route changing from Ocean Avenue/Cross Street to Bay Street/Cross Street. This area will operate as a bus zone between the hours of 9am-5pm and will operate as a taxi zone at other times to service the business centre.
- iv. The existing Mail Zone and Police Zone will remain in their current locations between Knox Street and Knox Lane.

Cooper Street & South Avenue

- i. To standardise parking eight existing ½P unmetered spaces in Cooper Street are to be changed to 2P ticket parking – in line with parking in Bay Street. It is considered that the existing ½P parking is ineffective in promoting patronage of surrounding businesses.
- ii. It is proposed to extend 2P ticket parking on the southern side of Cooper Street up to Henrietta Street in front of the existing commercial properties to promote parking turnover for these local businesses.
- iii. The remainder of Cooper Street and all of South Avenue will be retained as 2P parking with resident exemption. Existing unrestricted parking will be replaced with 2P resident exempt parking to improve turnover. These spaces will be unticketed.

Guilfoyle Avenue

- i. At present Guilfoyle Avenue is covered by three different restrictions, namely, 2P metered parking without resident exemption, 2P metered parking with resident exemption and 3P metered parking with resident exemption. The Double Bay Partnership requests that these 3 hour restrictions be retained to provide some long-stay parking for shoppers. It is intended to retain all three parking restrictions, but it is proposed to adjust the lengths of the three areas to equal dimensions to reduce motorist confusion and rationalise ticket dispensing.

New South Head Road – West of Bay Street

- i. To maintain consistency with the new Double Bay parking strategy the five existing ½P unmetered parking spaces on the northern side of New South Head Rd west of the Bay Street intersection will be replaced with 2P parking (unticketed). It is not intended to meter these parking spaces.
- ii. It is proposed to alter the two previously metered 3P parking spaces on the southern side of New South Head Road west of Manning Road to 2P parking (unticketed). These spaces were previously metered but were poorly utilised and have been unmetered for almost a year (following accident damage of one of the Hectronic parking meters). It is not intended to meter these parking spaces.

Cross Street

- i. Existing 2P meter parking in Cross Street between New South Head Road and Bay Street is to be replaced with 1P ticket parking to improve parking turnover for local businesses, except for ½P spaces between New South Head Road and Knox Lane.
- ii. The existing Bondi Explorer Bus Zone/Taxi Zone outside Ashington will be relocated to Bay Street and this area will become a Ticket Loading Zone and 1P parking zone to service the local businesses.
- iii. The remainder of Cross Street (i.e. west of Bay Street) will be retained as 2P unticketed parking with resident exemption or unrestricted parking.

Transvaal Avenue

- i. To standardise parking and provide increased turnover it is proposed to replace existing 2P metered parking in Transvaal Avenue with 1P ticket parking.

- ii. The existing 3P metered resident exempt parking spaces at the end of Transvaal Avenue will be replaced with 1P ticket resident exempt parking to improve turnover without disadvantaging residents.

Knox Lane

- i. Existing 2P unmetered parking in Knox Lane will be changed to 1P ticket parking. This will improve turnover of shopper parking for local businesses.
- ii. The existing combination Loading Zones/2P parking will be changed to ticketed Loading Zones and 1P ticket parking. This will improve the turnover of shopper parking as well as controlling the use of loading zones in Knox Lane.

Knox Street

- i. It is proposed to alter the current 1P meter parking in Knox Street to 1P ticket parking.
- ii. Three existing 1P metered spaces on the western side of Knox Street between New South Head Road and Goldman Lane are to be changed to ½P unticketed parking to promote parking turnover for adjacent fast-turnover businesses (e.g. newsagency and fast food outlets).
- iii. It is proposed to maintain the existing Taxi Zone in its current location to service the business centre.

Short Street

- i. To service the Cosmopolitan and other businesses fronting Goldman Lane, Gumtree Lane and Short Street the existing Loading Zone in Short Street will be retained.

Goldman Lane

- i. The Double Bay Partnership has requested that the Loading Zone in Goldman Lane south of Knox Street be changed to ½P unticketed parking (five spaces). This short term parking is favoured in this location as it will benefit adjacent fast-turnover businesses (e.g. newsagency and fast food outlets). This ½P unticketed parking extends into Knox Street (a total of eight spaces).

Gum Tree Lane

- i. No Change

New South Head Road – Bay Street to east of Cross Street

- i. To maintain consistency with the new Double Bay parking strategy existing 2P metered parking in New South Head Road will all be changed to 1P ticket parking.
- ii. Ticket parking will include the commercial premises on the northern side of New South Head Road east of Cross Street. This will promote turnover for the business centre, and long term parking is available in the adjacent carpark.

- iii. It is proposed to amalgamate the two small loading zones located on the northern side of New South Head Road between Knox Street and Gum Tree Lane. The existing Loading Zones are poorly utilised as they are of insufficient length for many delivery vehicles and additionally the southern Loading Zone presents a hazard due to the narrow lane width at this location. The new Loading Zone will be a ticket zone located immediately south of the Bus Stop. This will improve safety for vehicles coming from the City through the Manning Road intersection. Additionally delivery vehicles will be able to manoeuvre much easier at the end of the parking lane, behind the bus zone.
- iv. The single Truck Zone / Taxi Zone on the southern side of New South Head Road opposite Knox Street will remain to service the Sheaf Hotel cellar.
- v. All bus zones will remain in their current locations.

Parking Maps:

The new parking meters have limited room on the front fascia. In addition to an interactive display, control buttons, coin slots and a credit card reader it is necessary to provide operating instructions for users. Whilst a map could be added to the front fascia, the map would be too small to be read or understood. A map could be added to the lower section of the front fascia but this would be well below eye level and therefore would not be easy for people to read. It should be noted that in the future when pin keypads are required for debit card transactions, the room available on the front fascia will be reduced even further. If a map were to be placed on the front fascia of the meters (at either upper or lower level), the fascia would have to be replaced each time parking restrictions are changed. The cost of a one-off replacement of the Teflon coated fascias for all meters in Double Bay is estimated at \$4,000.

The addition of a map at eye level cannot be accommodated on the sides or back of the meters as "P" signage is required in these locations in accordance with RTA parking meter guidelines. As with the front fascia a map could be added to the lower section of the sides or back of the meters however this would be below eye level and therefore would not be easy for people to read.

If a map is to be placed on the sides or back of the meters (i.e. below eye level), this would require special attachment, possibly by rivet, and would need to be fabricated in vandal-resistant materials (i.e. Teflon coated, poly-carbonate or stainless steel). This would become quite expensive as the signs would need to be changed every time a change in parking restrictions occurs at an estimated cost of \$3,000 each time.

It is considered that the new parking layout in Double Bay will be easier for users to comprehend and that the location of the parking stations is already well signposted. In preference to placing maps on meters it is considered to be more effective to install way finding signs throughout the Double Bay business centre. This is supported by the Double Bay Partnership.

Loading Zones in the Oxford Street business centre:

An investigation of on-street loading facilities in the Oxford Street business centre shows that existing Loading Zones are very efficient as they are limited to the hours of 8am-10.30am Monday-Friday. This provides invaluable parking for shoppers between the hours of 10.30am-3.00pm and 7.00pm-9.00pm Monday-Friday, and all-day on weekends. (Note: a Bus Lane operates on the northern side of Oxford Street 3pm-7pm Monday-Friday).

This practice of sharing kerbside space has been used in various locations throughout Sydney (normally from 8am-12.30pm 7 Days) and is considered to be an essential tool in meeting the dual demands of businesses and shoppers. In many areas of Sydney this practice has been extended to provide Loading Zones seven-days-a-week to improve delivery opportunities for local businesses. It is not however proposed to introduce seven-days-a-week loading zones in Paddington as the current weekday restrictions have been in place for many years and appear to be operating successfully. It is rare to see Loading Zones in Oxford Street vacant for extended periods.

Loading Zones in the Double Bay business centre:

Unlike the Oxford Street business centre, existing Loading Zones in the Double Bay business centre generally operate between 8am-6pm Monday- Saturday. This is a very inefficient use of these valuable on-street parking spaces and is detrimental to the business centre. This is evident as there are times during the day when these zones remain vacant for extended periods whilst shoppers are seeking a parking space.

It would be better practice for the business centre to provide Loading Zones for a limited period in the mornings. This will encourage businesses to restrict deliveries to the mornings and thereby free up on-street parking for shoppers in the afternoons.

This is a significant change to on-street loading facilities in Double Bay and following consultation with the Double Bay Partnership it is proposed to make this change in two stages. Initially it is proposed to reduce Loading Zones in Double Bay to operate between 8am-3pm Monday-Saturday taking effect from the installation of the new meters in December 2009. The second stage which will reduce Loading Zones to 8am-12.30pm Monday-Saturday will take effect from 1 July 2010.

The Truck Zone on the southern side of New South Head Road outside The Sheaf Hotel is limited to 10am-6pm because of the weekday Clearway and it is not therefore proposed to alter this zone.

Notification:

It is intended to notify businesses/residents in both business centres of the change from Multi-Bay parking meters to Pay & Display ticket parking by letter-box drop 1-2 weeks before the new metres become operational (Scheduled for 2nd week of December).

In the Oxford Street business centre as it is not intended to alter any parking restrictions and therefore the notification shall advise only of the change in type of parking meter.

In the Double Bay business centre, however, the notification will also include details of the proposed changes to period parking and loading zones. This notification will be performed in conjunction with the Double Bay Partnership newsletter.

It is proposed to inform the general public by means of the Mayoral column in early December.

Conclusions:

Council has recognised that upgrading the current multi-bay meter network to new Pay & Display ticket dispensers is an opportune time to review, and if appropriate improve the existing car parking layouts in the Double Bay and Paddington business centres.

The review in Paddington has concluded that the existing parking restrictions and loading zone locations and times in the Oxford Street business centre are satisfactory, taking local conditions into account, and that altering any aspect of the business centre parking scheme would not improve on the current parking situation. It is recommended the current parking layout be retained.

However, in the Double Bay business centre, it is recommended that there should be an increase in the number of 1P spaces, that some unticketed ½P spaces should be introduced to encourage greater parking turnover, and that longer stay parking spaces (i.e. 2P and 3P) should be located in the western part of the centre (i.e. further from shops and parking stations).

Distributing short and long stay parking in this manner will make it easier for motorists to find the parking area best suited to accommodate their requirements. Longer stay visitors can utilise one of five long term car park facilities in the centre.

The provision of maps on the new parking meters has been examined but is not considered to be practical.

It is recommended that existing morning Loading Zone times in Oxford Street be retained and that Loading Zones in Double Bay be changed to 8am-12.30pm Monday-Saturday to improve the availability of shopper parking. This is to be completed in a two stage process to provide the opportunity for businesses to adjust to this change.

Alan Opera
Manager – Engineering Services

Warwick Hatton
Director Technical Services

Annexures:

1. Existing Parking Layout in Double Bay
2. Proposed Parking Layout in Double Bay

Item No: D3 Delegated to Committee
Subject: **Library Quarterly Report 1 July 2009 to 30 September 2009**
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 July to 30 September 2009.

Recommendation:

- A. That the report of the library service for the quarter 1 July to 30 September 2009 be received and noted.

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

1.0 Library Usage

To gain a better understanding of the Library usage, this report compares statistics from 1 July to 30 September 2009 with the same quarter for the previous year – 1 July to 30 September 2008. See Annexure 1 for all statistical figures.

Significant points to note include:

1.1 Lending Services

- As at 30 September 2009, Woollahra Library and Information Service had 15,146 active members. Active membership is defined as borrowers who have used the service within a two year period. This represents a 3% increase in total Library membership. The percentage of borrowers to population currently sits at 30.19% based on the Woollahra LGA population of 50,161 (2006 ABS census).

As outlined in the Library Strategic Plan, the Library will be undertaking a targeted membership drive, commencing with the launch of the new Watsons Bay Library in December 2009. This will help address the recent fall in new memberships, compared to the same quarter last year.

- There are positive results in the Library's circulation with an overall increase, across all service points, by 2%, from 106,810 to 109,298. There was an average of 49.50 loans per hour between July and September, which increased 2% from 48.27 loans per hour for the previous year.

Adult Fiction, Adult Non-Fiction, Junior Fiction and Junior Non-Fiction all had an increase in circulation, which can be attributed to the rise in new stock from the outsourcing of book selection and processing.

Magazine circulation also continued to grow and increased by 10%, representing 6,514 loans for this quarter compared to 5,896 in the first quarter of last year. This continues the trend which has followed the annual review of subscriptions.

DVD circulation has fallen by 21% from the same period last year, as stated in previous reports, due to the change in the loan period enacted in January 2009 (three to one week). It should be noted that DVD circulation from July to September 2009 was significantly higher than both previous quarters, which totalled 15,327 and 15,598 loans respectively.

- A total of 59,965 people visited Double Bay and Paddington Libraries from July to September 2009. Currently, Watsons Bay does not have a people counter. This will be rectified with the move to the Tea Rooms.
- The free wireless continues to be a popular service at the Double Bay Central and Paddington Libraries and Local History Centre. Usage has steadily increased across the quarter, with September being a particularly successful month for Double Bay and the Local History Centre, recording 410 and 23 sessions respectively.

1.2 Information Service and Research

- There was an increase of 4% in the recorded number of reference enquiries over this quarter, from 7,869 to 8,218 in the previous year. Community Information enquiries did markedly decrease by 66%, from 184 to 63, but this can be attributed to the changing role and service delivery of the Library in community information provision and the growth of the Community Information Database (LINCS).
- Local History Centre enquiries had an increase of 1%, from 665 in the first quarter of 2008/09 to 671 this quarter. The increase can largely be attributed to the display for History Week, which brought more visitors to the Centre.

A notable achievement of the Centre this quarter was the publication of 'A History of the Woollahra Seniors and Community Centre', launched by the Mayor at the Seniors Centre on Thursday 23 July 2009.

- Unfortunately there has been a decrease in online database usage, both within the Library service and remote / home access. It is anticipated that these results will improve with the implementation of the Electronic Resources Review recommendations.

Pleasingly, the number of YourTutor sessions (online Homework help) increased 238% for the quarter. The increase is believed to be linked to more active promotion of the service, particularly by the Children's and Young Adult team at the Ride the Wave HSC lecture series and outreach programs to schools in the area.

1.3 Community Learning Programs

- Attendance has continued to increase across all Library service points for the library's Storytime and Rhyme Time program with consideration being given to an extension of the program.
- The Children's and Young Adult team have been very busy in the first quarter. Highlighted below are some of the significant events:
 - July School Holidays were celebrated with a variety of activities aimed at Primary school aged children. There were 6 different activities (Wizard party, weaving and beading workshop, and fairytale crafts) across the Library Service Points with a total of 110 participants, and 2 Cartooning workshops with David Legge which attracted 31 participants;
 - Children's Book Week - 18 -29 August 2009 -The library hosted 28 pre-school and school classes with an attendance of 759 children. Special Book Week Storytime sessions with local author Libby Hathorn were held at Paddington Library with a total of 49 participants.

- HSC Ride the Wave lecture series was held in conjunction with the Eastern Suburbs Library collective. Three lectures were held at Woollahra - Legal Studies, Ancient History and Stress Management - with a total of 47 participants.
- Other major cultural events hosted by Woollahra Library and Information Service during this quarter included:
 - The 15th annual Woollahra Council Youth Photographic Award attracted a record 126 photographic entries and 30 short film entries from 12 high schools in the area. The presentation night, held on Wednesday 2 September, was attended by 70 students and their teachers and families. The photographs and short films were on exhibit at Paddington Library from 4-18 September. New to the Youth Photographic Award in 2009 was the People's Choice Award, an initiative undertaken with the Wentworth Courier. The photographic entries were available for online voting at the Wentworth Courier website and 308 votes were registered.
 - The Library Service continued to entertain and educate with its highly successful Writers and Readers Series hosting a number of wonderful writers over three events. Writers involved in Writer and Readers for this quarter were: Jill Roe, Suzanne Falkiner, Anne Summers, Lenny Bartulin, Sydney Bauer and Tara Moss. With a total attendance of 161.
 - Tea Topics, the Library's series of free, daytime talks, continued this quarter covering topics such as an entertaining look at botanic gardens around the world by Tim Entwisle; Richard Broinowski reminiscing about his various international postings and the cars he has loved; and a talk on a contemporary sculpture exhibition currently on show at the Australian Museum and at Object Gallery. Three events were held with a total of 270 attending.
- The Home Library Service provides material to 186 individual borrowers and 8 institutions. Volunteers currently assist in the provision of this service and made 115 visits in this quarter.

2.0 Library Strategic Plan – Progress update

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

- **Building:**

Work has continued on the relocation of the Watsons Bay Library from Dunbar House to the nearby Watsons Bay Tea Gardens. Construction is well underway and it is intended that the new library will open in late 2009 early 2010.

Enhancements are also planned for Double Bay Library, and a grant application has been made to the NSW Community Building Partnership for the installation of a lift that will improve access to all levels. A Development Application is currently being processed for the lift and closed on 21 October 2009.
- **Collection:**

A Collection Development Policy and supporting guidelines have been developed including a Collection plan, 2009-2014 and were reported at the August 2009 Community and Environment Committee meeting. These documents were prepared to define the Library's collecting priorities, by establishing principles and guidelines for the acquisition of library resources.

- Technology

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

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

Following the installation of the new mid band Ethernet service at Double Bay at the end of last quarter, the internet was also upgraded for Paddington Library on 5 August 2009.

The Library has continued on the path to the implementation of radio frequency identification (RFID) technology. Woollahra participated in an SSROC RFID Request for Proposal which also involved the Waverley, Canterbury, Ashfield and Canada Bay Libraries. The proposals were evaluated on 9 July 2009 and demonstrations took place from 20 July with four suppliers at Waverley Library. A selective tender process to choose a preferred supplier was advertised and a preferred supplier selected. A separate report will be submitted to the next Corporate and Works Committee on this matter. RFID will be implemented in stages, starting with the Watsons Bay and Double Bay libraries, followed by Paddington.

- New Policies and Procedures

The following key Library policies have been developed and updated:

Library Bulk Loan Policy

The Library Bulk Loan Policy has been developed to maximise library resource use and covers bulk loans to community organisations, educational facilities (including pre-schools, kindergartens, day care centres, Primary and High Schools), and aged care homes in the Woollahra Municipal Council area.

Lost Property/ Books Returned in Error Procedure

This policy has been developed to provide guidelines for the handling of personal items left in the library.

3.0 Community Information

3.1 Projects

The new What's On e-newsletter was launched on 31 July 2009. This included the ability for subscribers to sign up via Council's website. During the first month the e-newsletter was launched the number of email subscribers increased by 70.6% (from 201 to 340). An 11.2% increase was experienced the following month. The substantial increase during the first month is a result of the flyer promoting the new e-newsletter which was distributed to rate payers in the municipality with the rates notice.

3.2 Community Information Database (LINCS)

LINCS searches have continued to increase, up by 18% on the same quarter last year. This is a result of increased promotion from training of Customer Service staff on LINCS searches and the inclusion of brochures in New Resident's Kits.

3.3 New Resident's Kits

60 New Resident's Kits were requested during the quarter representing a 50% increase on last quarter and a 29% increase on the average number of Kits requested in 08/09. No additional promotion of the kits has been undertaken indicating that this increase is likely to be as a result of word of mouth.

Conclusion:

The Library and Information Service has continued to move forward with the implementation of the Library Strategic Plan and provide programs and services for the Woollahra community.

Vicki Munro
Manager – Library and Information Services

Kylie Walshe
Director Community Services

ANNEXURES:

Annexure 1: Library Statistics for July to September 2009

Item No: R1 Recommendation to Council
Subject: **Woollahra Bicycle Strategy 2009 and Review of Bike Plan 2000**
Author: Paul Davidson - Traffic & Transport Team Leader
File No: 262.G
Reason for Report: To consider the *Woollahra Bicycle Strategy 2009 and Review of Bike Plan 2000* report as deferred from the Council Meeting held on the 12 October 2009.

Recommendation:

- A. That the Woollahra Bicycle Strategy 2009 be adopted.
- B. That implementation of the various projects of the Woollahra Bicycle Strategy 2009 be the subject of further reports to the C&E Committee.

Background:

At the Community and Environment Committee Meeting held on the 12 October 2009, the report on *Woollahra Bicycle Strategy 2009 and Review of Bike Plan 2000* was referred to the Council Meeting (as a matter of urgency) with the following recommendation being made:

(Boskovitz/Shoebridge)

Resolved without debate:

- A. *That consideration of the matter be deferred to the next meeting of the Community & Environment Committee to be held on 2 November 2009.*
- B. *That those who made submissions in respect of the Woollahra Bicycle Strategy 2009 be advised that the matter is to be considered by the Community & Environment Committee at its meeting to be held on 2 November 2009.*

Attached is the original report and associated annexures for consideration by the Community and Environment Committee, as recommended by Council.

Paul Davidson
Traffic & Transport Team Leader

Warwick Hatton
Director Technical Services

Annexures:

- 1 Report to Community and Environment Committee dated 12 October 2009 and associated annexures.

ANNEXURE 1

Item No: R1 Delegated to Committee
Subject: **Woollahra Bicycle Strategy 2009 and Review of Bike Plan 2000**
Author: Paul Davidson – Traffic & Transport Team Leader
File No: 256.G
Reason for Report: To report on community consultation for the Woollahra Bicycle Strategy 2009 and Review of the Bike Plan 2000

Resolved:

1. That the Woollahra Bicycle Strategy 2009 be adopted.
2. That implementation of the various projects of the Woollahra Bicycle Strategy 2009 be the subject of further reports to the C&E Committee.

Background:

In 2008 Council commissioned GTA Consultants to review the progress made with implementation of the Woollahra Bike Plan 2000 and to develop a bicycle strategy for future implementation. The draft report by GTA Consultants, entitled the Woollahra Bicycle Strategy 2009, was presented to the C&E Committee meeting held on the 10 August 2009 and it was resolved:

“That the draft Woollahra Bicycle Strategy 2009 and Review of the Bike Plan 2000 be placed on public exhibition.”

The report to C&E on 10 August 2009 is attached to this report as Annexure 1. The Executive Summary of the Woollahra Bike Plan 2000 is attached as Annexure 2. Full copies of the Woollahra Bike Plan 2000 are available on Council’s website.

The Strategy was exhibited in the Sydney Morning Herald, the Wentworth Courier and on Council’s website, from Thursday 3 September 2009 to Thursday 24 September 2009.

Review of Public Exhibition Comments

Council received a total of ten submissions including nine submissions from Woollahra residents and a submission from BIKEast.

The key issues raised have been identified and are listed in the table below, together with a review of the comments received. The key issues are Route Design, Route Planning and Co-ordination, Route Promotion and Community Education, Public Liability and Risk, Route Development, Route Facilities, Works Program, Funding/Cost and Route Safety. Each of these issues have been systematically addressed in the Woollahra Bicycle Strategy 2009 (see comments below).

Key Issues	Respondent	Respondents' Views & Recommendations	Comments
Route Design	Ms Maria Walsh	<ul style="list-style-type: none"> Close roads and make them "Bike Only". 	The strategy of "Every Street a Cycling Street" means that fewer streets will need to be modified as bike routes thereby reducing the amount of civil works, linemarking and signposting required to facilitate bike travel across the Municipality.
	Dr Sue Britton, Warren Moss, Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Provided shared walking/bike paths to minimum width standards. 	Detailed design consideration .Widths to be in accordance with RTA – NSW Bicycle Guidelines and Austroads Part 14 – Bicycle.
	Jacob Schwartz, John O'Neill, Con Kotis, Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Supplement bike paths with traffic management, traffic calming & wider application of vehicle speed reduction to 40km/hr 	The speed limit in Paddington has been reduced to 40km/hr and supplemented with traffic calming devices. It is proposed to extend this into West Woollahra, but requires RTA approval.
	Hylde Rolfe, Con Kotis	<ul style="list-style-type: none"> Various route/site specific design considerations including, traffic calming grades and minimum cycle lane widths 	Detailed design consideration .Widths to be in accordance with RTA – NSW Bicycle Guidelines and Austroads Part 14 – Bicycle
	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Provide additional bike parking & lockers at shopping centres, parks & public transport interchanges 	The Strategy proposes developing cycle facilities at/to public transport interchanges and urban villages. The Strategy provides for the inclusion of cycle facilities and giving due consideration to bicycle transport in road design and construction, in maintenance programs.
Route Planning and Co-ordination	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> The Strategy should seek to gain the RTA's support and commitment to construction, management & maintenance of bike routes on State Roads. 	The strategy describes the bike route capability and Council will follow the routine avenues available to attract RTA's support. The NSW cycleway network stretches through metropolitan Sydney. The RTA is committed to ensuring provisions are made for bicycles in all new major infrastructure and maintenance works.

Key Issues	Respondent	Respondents' Views & Recommendations	Comments
	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> The integration of bicycle initiatives into practice, policies & planning instruments is recommended (e.g. LEP's, DCP's, DA's). 	The strategy envisages integrated policies and planning instruments. It provides for the inclusion of cycle facilities and giving due consideration to bicycle transport in road design and construction, in maintenance programs and in development of planning policies and controls.
	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Recommends foreshores & tourist routes as an extension of the Sydney Harbour Cycleway concept. 	The foreshore has many cliff faces, rocky outcrops & sensitive landscapes with private land ownership adjoining the tidal mark. The foreshore route is not a practical proposal and would be prohibitively expensive to build and maintain.
	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Recommends co-operation with inner city councils & State Government Ministers regarding pedestrian & bicycle issues, and connectivity with inner Sydney & neighbouring cycle networks. 	The strategy envisages appropriate consultation with adjoining LGA's – City of Sydney, Randwick City & Waverley Municipality has been and will continue to be undertaken.
	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Recommends that the Bicycle Working Party be retained. 	The Bicycle Working Party will continue as a partner in ongoing development of the Woollahra Bicycle Strategy 2009.
Route Promotion and Community Education	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Raise community awareness of opportunities for bicycle riding & safe bicycling (e.g. maps, road rules) promotion 	The Strategy recognizes the need for educational programs, including a ride-to-school strategy to develop sustainable travel habits and cycling confidence from a young age.
	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Promote neighbouring Councils' bike education programs 	The Strategy takes into account the City of Sydney Cycle Strategy & Action Plan: 2007-2017, the Waverley Bike Plan 1999, the SSROC Regional Bicycle Network Plan, and the East Sydney Sub-Regional Plan.
Public Liability and	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Resolve public liability risk associated with community group fun rides. 	Not relevant to the bike strategy as these are Special Events

Key Issues	Respondent	Respondents' Views & Recommendations	Comments
Risk	Hylda Rolfe	<ul style="list-style-type: none"> Potential insurance consequences with proposal to mix passive and active park users or disabled people. 	The strategy includes a minimal number of shared routes and recognises the competition for limited road and footpath space between motorists, pedestrians and cyclists. These issues will be considered at detail design phase.
Route Development	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Carry out bike route audits with BIKEast when new traffic management (e.g. Pedestrian Crossings) & maintenance works are proposed. 	Council practice is to consult stakeholders when undertaking new & maintenance works.
	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Set priorities to connect local neighbourhood facilities and activities 	A feature of the strategy is to promote bicycle travel for short trips by residents to and from local shopping precincts as well as journey to work routes
	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Target routes that give combined regional, sub-regional and local connectivity 	The strategy focuses on completing Regional Routes and providing inter-connectivity with other LGA's
Route Facilities	Mr Boaz Magal, Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Increase cycle-friendly facilities (e.g. parking & lockers) 	The Strategy proposes developing cycle facilities at/to public transport interchanges and urban villages.
Works Program	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Set implementation targets and priorities for bike routes 	The Strategy removes redundant routes and removes or defers routes which are difficult or costly to achieve in the short to medium term. The strategy identifies short-term and long term works and plans to incorporate bike routes and facilities into Council's infrastructure renewal and maintenance programs.
	Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Monitor, maintenance and response to reported hazards & defects 	Council is responsible for local and regional road maintenance and has road maintenance systems that respond to callouts and a regular road maintenance works program. RTA has road maintenance systems for State roads

Key Issues	Respondent	Respondents' Views & Recommendations	Comments
Funding/Cost	John O'Neill, Warren Moss, Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Seek alternative funding 	The Strategy identifies alternative funding sources e.g. RTA (Austlink, Black Spot), Australian Government Infrastructure & Jobs Funds, Sport & Recreation etc.
	John O'Neill, Warren Moss, Adrian Boss/BikEast Inc	<ul style="list-style-type: none"> Current funding levels are inadequate and cost insignificant compared to other council expenditure 	The strategy provides cost estimates for short and long-term. Levels of funding will be commensurate with Councils works program budget allocation and funds obtainable from other sources.
Route Safety	Dr Sue Britton, John O'Neill, Warren Moss, Con Kotis	<ul style="list-style-type: none"> A cycle path on a roadway adjacent to parked vehicles is considered unsafe. 	The strategy has been developed in accordance with RTA – NSW Bicycle Guidelines, Austroads Part 14 – Bicycle, and the NSW Bicycle Guidelines 2003. Marked lanes uphill when space permits and shared roadway downhill. These issues will be considered at detail design stages for individual routes.
	Hylde Rolfe, Warren Moss	<ul style="list-style-type: none"> Mixing bikes with passive and active park users or disabled people considered unsafe 	The Strategy minimises shared bike paths. It provides for some recreational routes in parks which will provide for safe and family friendly cycling by providing separation line marking and signage.
	John O'Neill	<ul style="list-style-type: none"> Reduce motor vehicle speed limit on roads with bike paths 	The urban speed Limit is 50km/hr & is set by the RTA. Council will pursue changes to speed limits and provide traffic management facilities to control speeds, if necessary. (e.g. Paddington 40km/hr & PAMP). Police enforcement can be requested on a case by case basis.
	Con Kotis	<ul style="list-style-type: none"> Introduce speed limits for cyclists on shared footpaths 	This would be difficult to enforce but could be raised with the RTA.

The suggestions to increase shared pedestrian/bicycle paths or to create additional separate bike paths are not considered practical in most locations due to difficult topography, fixed road formation or road reserve widths and existing land use boundaries. One of the Woollahra Bicycle Strategy's key aims is to improve accessibility for cyclists at a reasonable cost whilst minimising construction works.

The Strategy's proposal for mixed on-road bicycle paths - "Every Street a Cycling Street" - are consistent with the RTA's NSW Bicycle Guidelines, Austroads and the NSW Bicycle Guidelines 2003. It is proposed that bike traffic be encouraged on local roads with fewer streets being modified as bike routes thereby reducing the amount of civil works, linemarking and signposting required to facilitate bike travel across the Municipality.

The site specific design issues raised in the public comments are not generic to every site and will need to be taken into consideration as individual designs are undertaken.

Summary:

The issues raised through the public display of the draft Woollahra Bicycle Strategy 2009 do not require any specific amendments to the Strategy as each of these issues has been systematically addressed by the draft strategy. It is recommended that the draft Woollahra Bicycle Strategy 2009 now be adopted by Council as final.

Paul Davidson
Traffic & Transport Team Leader

Warwick Hatton
Director Technical Services

Annexures:

- 1. Copy of report to C&E Committee - 10 August 2009**
 - 2. Draft Woollahra Bicycle Strategy 2009 Executive Summary**
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Item No: R2 Recommendation to Council
Subject: **Tree Management Policy**
Author: Bruce Rann - Manager Open Space and Trees
File No: 262.G
Reason for Report: To consider the *Tree Management Policy* report as deferred from the Council Meeting held on the 12 October 2009.

Recommendation:

That the attached draft Woollahra Tree Management Policy be adopted by Council.

Background:

At the Community and Environment Committee Meeting held on the 12 October 2009, the report on *Tree Management Policy* was referred to the Council Meeting (as a matter of urgency) with the following recommendation being made:

(Boskovitz/Shoebridge)

Resolved without debate:

That consideration of the matter be deferred to the next meeting of the Community & Environment Committee to be held on 2 November 2009.

Attached is the original report and associated annexures for consideration by the Community and Environment Committee, as recommended by Council.

Bruce Rann
Manager Open Space and Trees

Warwick Hatton
Director Technical Services

Annexures:

- 2 Report to Community and Environment Committee dated 12 October 2009 and associated annexures.

ANNEXURE 1

Item No: 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

Recommendations:

1. That the attached draft Woollahra Tree Management Policy be adopted by Council.

Background

On Monday 27 April 2009 at the Community and Environment Committee Meeting Council resolved that the Woollahra Tree Management Policy be developed around the agreed Aim, Objectives and Principles.

Following this Community and Environment Committee meeting the Vegetation Management Working Party (VMWP) was convened and has met on two occasions to consider drafts of the policy. The VMWP membership comprises:

Councillors

Councillor Howe (Chairperson)
Councillor Grieve
Councillor Plater
Councillor Zelter
Councillor Wynne
Councillor Edelman

Industry Experts

Dr. Jane Tarren, Senior Lecturer, University of Technology Sydney;
Professor Helen Armstrong, Adjunct Professor, University of Western Sydney;
Judy Fakes, Senior Lecturer, Ryde TAFE;
Ian Innes, Director of Park Assets, Centennial Parklands; and
Dr. Peter Valder, Senior Lecturer, Sydney University (retired).

The Vegetation Management Working Party held two meetings on 11 June (**see annexure 1 – key issues**) and 23 July 2009 (**see annexure 2 – key issues**). At these meetings Council staff received many suggestions for inclusions in the Policy and several of the VMWP members also provided written submissions on the draft Policy.

Following the second VMWP meeting version 5 of the draft Policy was sent out to 15 community groups. The community groups chosen represented most of Woollahra's community groups with the exception of those which are specifically business or safety related.

The community group meeting was held on 11 August 2009, with each of the community groups being asked to send one representative to comment on, and/or make a submission on the draft Policy (**see annexure 3 – key issues**)

The groups invited were:

- Bellevue Hill Residents' Action group
- Darling Point Society
- Double Bay Residents' Association
- Edgecliff Preservation Society
- Harbour View Residents' Group
- Paddington Action Committee
- Paddington Society
- Paddington Village Residents' Community
- Point Piper Residents'
- Queen Street and West Woollahra Association
- Rose Bay Residents' Association Inc.
- Rushcutters Bay Park Enhancement Group
- Vaucluse Progress Association
- Watsons Bay Society
- Woollahra History and Historical Society

The groups who sent representatives to the meeting were:

- Double Bay Residents' Association
- Rose Bay Residents' Association
- Harbour View Residents' Group
- Vaucluse Progress Association
- Darling Point Society

During August, Woollahra's senior tree management and maintenance staff were also asked for comments on aspects of the draft relating to their specific areas of expertise.

Following this period of consultation, a new working draft (version 6) was developed, and from this document a more comprehensive update (version 7) was produced and distributed to the VMWP members plus all the community groups for comment.

The comments we have received on version 7 have been supportive, however, there have been further suggested changes (**see annexure 4 – key issues**). As can be seen at each stage of consultation many constructive suggestions have been incorporated into new drafts of the Policy.

The incorporation of the most recent comments has produced the latest draft, **version 8 (annexure 5)** which is now being recommended for adoption by the Community and Environment Committee.

Conclusions:

The Tree Management Policy has been developed around the Aim, Objectives and Principles which were agreed on at the Community and Environment Committee Meeting on Monday 27 April 2009. The Tree Management Policy has been the subject of considerable consultation and has undergone a number of revisions based on feedback from Councillors, staff, industry experts and community groups.

The 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.

Bruce Rann
Acting Manager Public Open Space and Trees

Warwick Hatton
Director Technical Services

Item No: R3 Recommendation to Council
Subject: **Community And Cultural Small Grants Program October Round 2009/2010**
Author: Jessica Arroyo
File No: 30.G, 2009
Reason for Report: To give consideration to applications for Section 356 Community and Cultural Small Grants Round from local community groups /services

Recommendation:

- A. That Council approve the selection panel's recommendations for the successful October 2009 Community and Cultural Small Grants Program.

Background:

Council has a long history of providing grants and support to local community organisations. It is through assisting these organisations that the Woollahra community has been enhanced and strengthened. The overarching aim of Community and Cultural Grants is "to encourage the development of local community based services which meet identified needs of people living and working in the Woollahra local government area". The provision of these grants is in accordance with the adopted Community Services Policy and the adopted Woollahra Social & Cultural Plan 2008 to 2013.

A review of the community grants assessment process was undertaken in early 2009, with a report presented to the Community & Environment Committee on 23rd March 2009. At this meeting it was resolved:

- A. *That Council adopt the changes to the Community and Cultural Grants Program as outlined in the proposal and the amendments to the policy and guidelines.*

The adopted changes are detailed below:

- Small Community and Cultural Grants Program (up to \$1,000) will be offered twice per year for community initiatives up to \$1,000. The rounds will be in June and October of each year
- Large Community and Cultural Grants Program (up to \$5,000). There is no change to the funding round which closes in June each year.
- 10-15% of the budgeted amount for the Community and Cultural Grants will be allocated to the Small Grants Program, with half of this offered for each round per year.

The 2009/10 adopted budget for the Large and Small Community and Cultural Grants program is \$70,000. The June grants program distributed \$ 65,507 to 19 organisations leaving \$4,493 allocated to the October Small Grants program.

Process:

The Community and Cultural Small Grants Program 2009/10 for October was advertised throughout September and closed on Friday 2 October 2009. An information session was held for potential grant applicants on Tuesday 22 September, 2009 to advise them on best practise completing grant applications and to provide an opportunity to network with other organisations. A total of 10 applications amounting to \$ 10,000 excluding GST, were received. These applications, comments by relevant staff and officer recommendations are provided in Annexure 1.

Each application has been assessed in reference to the objectives and selection criteria adopted by Council and this process has been enhanced by individual officers' experience and knowledge of the sector in which applicants operate. The grants have also been assessed in accordance with the strategies in the Woollahra Social & Cultural Plan 2008 to 2013. The applications recommended for funding are all projects that provide substantial benefit to high priority groups in Woollahra. The funds have been allocated in the following proportions to organisations providing services to the target groups of:

- Women and children (\$1,000)
- Older people & people with a disability (\$1,000)
- Cultural development activities/events for the broader community (\$2,493)

While a number of the applications have been recommended for support, there are five organisations that have not been recommended for funding. Further comments are provided for these organisations in Annexure 1.

Recommendation:

It is recommended that the applications for Community and Cultural Small Grants listed below be adopted.

Small Community and Cultural Grants – October Round

Organisation	Amount Recommended
Community Grants	
Paddington Kindergarten - Paddington Church of Christ (Community)	\$ 1,000
A Unique Hug – Linking Threads (Community)	\$ 1,000
Sub Total	\$ 2,000
Cultural Grants	
The Shalom Institute – Sydney Jewish Writers Festival (Cultural)	\$ 493
The Australian Story Telling Guild – Live Story Telling (Cultural)	\$ 1,000
Rose Bay Neighbourhood Day 2010 (Community)	\$ 1,000
Sub Total	\$ 2,493
Total	\$ 4,493

Consultation:

The assessment panel for the Community and Cultural Grants round consisted of Susan Turner, Manager Community Development, Jo Jansyn, Cultural Development Coordinator and Jessica Arroyo, Community Development Officer. An external assessment panel member was invited onto the panel from Waverley Council, Naomi Jacobs Cultural Development Officer. The additional external member provided further information on applicants who also approach neighbouring Councils for funding, a greater insight into regional projects and provided best practice assessment process. Where applications were incomplete, further information was sought from applicants.

Identification of Income & Expenditure:

The total allocation available for the Community and Cultural Grants program 2009-2010 is \$70,000. The available grants budget for the October Small Grants Round was \$4,493. Five projects are recommended for funding totalling \$ 4,493.

Conclusion:

Through the provision of the Community and Cultural Grants, Council is playing a pivotal role in the development of the Woollahra community whilst clearly demonstrating Council's commitment to community and cultural services.

Strong support for the grants program continues to be demonstrated by the local community and it is anticipated that the program will continue to grow in the future.

Jessica Arroyo
Community Development Officer

Kylie Walshe
Director Community Services

ANNEXURES:

Annexure 1 – Woollahra Small Community and Cultural Grants 2009-2010- October Round
Summary of Applications, Recommendations and Comments

POLITICAL DONATIONS DECISION MAKING FLOWCHART FOR THE INFORMATION OF COUNCILLORS

