



Community & Environment Committee

Agenda: *Community & Environment Committee*

Date: *Monday 31 October 2005*

Time: *6.00pm*

Outline of Meeting Protocol & Procedure:

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

Delegated Authority (“D” Items):

- Community Services and Programmes.
- Health.
- Liquor Licences.
- Fire Protection Orders.
- Residential Parking Schemes (surveillance and administration).
- Traffic Management (Traffic Committee Recommendations).
- Waverley/Woollahra Process Plant.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agendas (and as may be limited by specific Council resolution).
- Confirmation of the Minutes of its Meeting.
- Any other matter falling within the responsibility of the Community and Environment Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed below.
- Library Services
- Licensing.
- Regulatory.
- Waste Minimisation

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

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

Committee Membership:

7 Councillors

Quorum:

The quorum for a Committee meeting is 4 Councillors.

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

27 October 2005

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

Dear Councillors

Community & Environment Committee Meeting – 31 October 2005

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Community and Environment Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 31 October 2005 at 6.00pm.**

Gary James
General Manager

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 10 October 2005	1
D2	Harbour Beach & Pool Safety – 138.G/7, 138.G, 140.G/4	2
D3	Library Service Comparative Performance – 48.G	17
D4	Natural Environment Principal Activity – 1 st quarter Management Plan Review – 827.G 04-07	36
D5	Parks & Public Space Principal Activity - 1 st quarter Management Plan Review – 827.G 04-07	53
D6	Environmental Works Program Principal Activity - 1 st quarter Management Plan Review – 827.G 04-07	63
D7	Community Services Principal Activity - 1 st quarter Management Plan Review – 827.G 04-07	76

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

R1	Royal Hospital for Women Park – Dog Management – 1023.G	112
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Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 10 October 2005**
Author: Les Windle, Manager - Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 10 October 2005 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

Recommendation:

That the Minutes of the Community and Environment Committee Meeting of 10 October 2005 be taken as read and confirmed.

Les Windle
Manager - Governance

- Item No:** D2 Delegated to Committee
- Subject:** **Harbour Beach & Pool Safety**
- Author:** Tim Tuxford, Manager - Compliance
- File No:** 138.G/7 (Camp Cove), 138.G Reports (Beach Inspectors Reports), & 140.G/4 (Beach Inspectors)
- Reason for Report:** To review the current legislative requirements and general procedures and practices that exist to protect users of Council's foreshore facilities from other water based activities and assess the adequacy of the existing signage.

Recommendation:

1. That Council, in accordance with the provisions of the *Local Government Act 1993* and Regulations and the Department of Local Government's Practice Note 15 – Water Safety, erect new signage at Camp Cove Beach, Watsons Bay Baths, Parsely Bay and Redleaf Pool complying with Council's adopted 'Park Signage' standard, AS 2416 – 2002 *Design and Application of Water Safety Signs* and Statewide's "*Best Practice Manual – Signs as Remote Supervision*".
2. That Council make representations to the NSW Maritime Authority seeking improvements to the boat exclusion zone at Camp Cove Beach. Such improvements could include, but not be limited to the following;
 - (a) Installation of a physical barrier such as a floating boom or some other improved protective structure around the designated swimming area; and
 - (b) Improved signage facing the harbour complying with AS 2416 – 2002 *Design and Application of Water Safety Signs*
3. That Council's life guards at Camp Cove Beach be directed to continue monitoring boat and water craft activities, requesting vessel owners to move their craft if they encroach into the designated swimming area. Further, the life guards shall contact the NSW Maritime Authority's Boating Service Officer or the NSW Water Police if boat and water craft owners do not adhere to their directions and breach the boat exclusion zone at Camp Cove Beach.

Reason for Report:

The purpose of this report is to review the current legislative requirements and general procedures and practices that exist to protect the users of Council's foreshore facilities from other water based activities including boating, diving, kayaking and the like and to assess the adequacy of the existing signage at Council's major foreshore facilities.

To this end, the report has regard to the 'Beach Safety Signage' project contained in the 2005/2008 Management Plan requiring the installation of new beach safety signage to comply with the *Local Government Act 1993* and Regulations, applicable Australian Standards and best practice and several notices of motions dealt with by the previous Council that raised the following issues;

- Safety of beach users and the regulation of;
 1. divers;
 2. boat anchorage; and
 3. boats approaching beaches.
- The boat exclusion zone at Camp Cove Beach.

Background:

The NSW Maritime Authority is a State Government agency exercising an on-water management role. Their primary responsibilities are to achieve the highest possible standards for the safety of commercial and recreational vessels and other users of NSW navigable waters, the protection of the marine environment, and the provision of waterways infrastructure for vessels.¹

NSW Maritime is responsible for:

- leading and advocating the integrated management of NSW navigable waters;
- safety and education on the water;
- enforcement of marine safety and environmental legislation and regulations;
- leasing of berths, jetties and wharves in Sydney Harbour, Botany Bay, Port Kembla and Newcastle;
- installing new and replacement navigation aids and advisory signs each year, as part of managing navigation aids;
- managing approximately 18,000 moorings across the State;
- a Sydney Harbour Cleaning Service;
- managing the Waterways Asset Development and Management Program;
- exercising Ministerial landowner delegation for the beds of Sydney Harbour, Botany Bay, Newcastle Harbour and Port Kembla, and specific land assets and wetland leases; and
- on-water control and management responsibilities for major aquatic events.²

NSW Maritime generally operates under and/or administers the following Acts;

- Maritime Services Act 1935;
- Marine Safety Act 1998
- Commercial Vessels Act 1979;
- Marine (Boating Safety - Alcohol and Drugs) Act 1991;
- Navigation Act 1901; and
- Ports Corporatisation and Waterways Management Act 1995.

There are a number of foreshore sites within the Woollahra Council local government area that are extensively used by residents and visitors for swimming including;

- Lady Bay (Lady Jane) Beach. This is a designated nude bathing area within the South Head Sydney Harbour National Park at Watsons Bay. This site is under the care, control and management of NSW National Parks & Wildlife Service;
- Camp Cove Beach Watsons Bay. This is a popular harbour beach with designated swimming and boat access areas. This site is under the care, control and management of Woollahra Council.

¹ www.maritime.nsw.gov.au

² www.maritime.nsw.gov.au

- Watsons Bay Baths, Marine Parade Watsons Bay. This is a fully enclosed tidal swimming area of approximately 20 metres by 40 metres. This facility is under the care, control and management of Woollahra Council. Access to the baths is restricted by pool safety fencing and pool safety gates.
- Parsley Bay Vacluse. This is a large swimming area adjoining Parsley Bay Reserve, with the southern end of the bay netted in the warmer months. This site is under the care, control and management of Woollahra Council.
- Neilsen Park, within the Sydney Harbour National Park. This is a large swimming area of approximately 150 metres in length, enclosed by netting during the summer months. This site is under the care, control and management of NSW National Parks & Wildlife Service; and
- Redleaf Pool, New South Head Road Double Bay. This is a fully enclosed harbour swimming pool with boardwalk and swimming pontoons. This facility is under the care, control and management of Woollahra Council.

The focus of this report will be on the four Council controlled sites listed above.

Local Government Act:

The principle provision of the *Local Government Act* 1993 that applies to water based activities is Section 633 which states;

“633 Bathing (including nude bathing) and other water-based recreational activities

(1) A person who, in a place being:

- (a) a public bathing place under the control of a council, or
- (b) a river, watercourse or tidal or non-tidal water, or
- (c) the sea adjacent to (although outside) an area, or
- (d) a public place adjacent to any of those places,

fails to comply with the terms of a notice erected by the council is guilty of an offence.

Maximum penalty: 10 penalty units.

(2) A person who is in public view in the nude in any place (other than a designated beach) referred to in subsection (1) is guilty of an offence unless a notice erected by the council at the place allows the use of the place (or part of the place) for the purposes of nude bathing.

Maximum penalty: 10 penalty units.

(3) A council may erect a notice:

- (a) on land vested in or under the control of a council, or
- (b) on any other land, with the consent of the person who owns or controls the land.

(4) The terms of a notice referred to in this section may relate to one or more of the following:

- (a) the conduct and costume of the bathers in the place,
- (b) the use of the place (or any part of the place open to public view) for the purposes of nude bathing,
- (c) the **use of water-based recreational equipment in the place.**

(Emphasis added)

- (4A) However, a notice referred to in this section cannot prohibit:
- (a) the use of a designated beach for the purposes of nude bathing, or
 - (b) a person from otherwise being in the nude at a designated beach.
- (4B) Accordingly, any such notice (whether erected before or after the commencement of the *Local Government Amendment (Nude Bathing) Act 1996*) that purports to prohibit the use of a designated beach for the purposes of nude bathing, or that purports to prohibit a person from otherwise being in the nude at a designated beach, has no effect on or after that commencement.
- (4C) A notice referred to in this section cannot prohibit or regulate the use of any waters by a vessel (within the meaning of the [Marine Safety Act 1998](#)):
- (a) in the case of a notice erected after the commencement of this subsection—unless the Minister administering that Act has consented to the erection of that notice, or
 - (b) in the case of a notice erected before that commencement—if the Minister administering that Act has directed the council to remove the notice.
- (5) The terms of a notice referred to in this section may:
- (a) apply generally or be limited in their application by reference to specified exceptions or factors, or
 - (b) apply differently according to different factors of a specified kind, or may do any combination of those things.
- (6) In this section: *designated beach* means any of the following beaches, or any part of the following beaches (including the sea adjacent to any such beach):
- Lady Bay (Lady Jane) Beach*
 - Cobblers Beach*
 - Obelisk Beach*
 - Werrong Beach*
 - Samurai Beach*

The *Local Government Act 1993* defines water-based recreational equipment as “surfboards, windsurfers, sailboards, jet skis or rubber floats, and includes other like things prescribed by the regulations for the purposes of this definition.”³ The Minister responsible for administering the *Marine Safety Act 1998* is the Minister for Ports & Waterways.

Other provisions that apply include;

- Clause 411 of the *Local Government (General) Regulation 2005* which requires any notices that are erected pursuant to the above provisions must comply with the requirements of AS 2416—2002 *Design and Application of Water Safety Signs*.
- Section 681A of the *Local Government Act 1993* which states any authorised officer of Council or a police officer may confiscate “any item of water-based recreational equipment that is being used in contravention of the provisions of a notice referred to in section 633”⁴. A warning has to be given to stop using the equipment contrary to the public notice and no force is permitted to be used. The confiscated equipment must be returned to the person or delivered to a public pound within 24 hours.
- Section 660 of the *Local Government Act* makes it an offence to wilfully obstruct a Council employed life guard from carrying out their functions.

³ *Local Government Act 1993* Dictionary

⁴ Section 681A(1)(b) of the *Local Government Act 1993*

Department of Local Government Practice Note 15 – Water Safety⁵:

As can be seen by the above provisions, the *Local Government Act* 1993 does not prescribe any minimum standard for water safety. However, to assist councils the Department of Local Government developed Practice Note 15 – Water Safety. The practice note states that councils have two primary water safety functions, life saving activities and regulatory activities. Under the regulatory activities the functions that may be exercised include the following;

- Provision of services under Section 24 of the Act, including rescue services, placement of signs consistent with AS 2416 – 2002, general patrols and educational activities;
- Issuing of penalty infringement notices, taking legal proceedings regarding signs erected pursuant to Sections 632 and 633 of the Act, demanding of names and addresses (Section 680) and removing a person (Section 681); and
- General patrols.

The other issues covered by the Practice Note include;

- Assessing water safety using a risk management approach;
- Suggested number of trained water safety personnel – identifies that councils can decide not to staff a facility or staff it only at certain times and in those circumstances other safety precautions should be implemented including the installation of appropriate signage in accordance with AS 2416 – 2002;
- Equipment, facility and signage – refers to Statewide’s “*Best Practice Manual – Signs as Remote Supervision*”⁶;
- Other safety consideration

Further comments are provided later in this report on Practice Note 15 relative to Council’s foreshore facilities.

Jurisdiction of water craft and boats:

Generally, Council and the NSW Maritime Authority have clearly defined lines of demarcation which seldom overlap. NSW Maritime and the NSW Water Police enforce requirements relating to vessels, which are generally defined to include “*water craft of any description used or capable of being used as a means of transportation on water.*”⁷ NSW Maritime has full and unfettered control of the regulation of diving, mooring of boats (including temporary mooring and anchoring) and the approach of boats onto any beach.

Council has no jurisdiction to control or regulate the approach of vessels to beaches or enforce compliance with exclusion zones. However, Council’s life guards can regulate the use of water-based recreational equipment. Pursuant to Section 633 of the *Local Government Act* 1993, Council may erect a flagged area which excludes recreational equipment such as surf boards, surf skis, windsurfers, kayaks, jet skis or the like.

⁵ Revised September 2004

⁶ Prepared by Statewide Mutual, Version 2 dated August 1999

⁷ Section 5 *Marine Safety Act* 1998

Comments from the NSW Maritime Authority:

Mr Steve Brown, Operations Supervisor Sydney Harbour for the NSW Maritime Authority was contacted to determine what maritime controls generally applied and he confirmed that the restrictions identified below are enforced by the NSW Maritime Authority.

Divers

Mr Brown provided the following comments in relation to divers and diving and the restrictions enforced by the NSW Maritime Authority;

- Individual divers (those not operating from a vessel) are not under the regulatory jurisdiction of the NSW Maritime Authority;
- Divers who dive from a vessel must comply with Clause 6 – Diving Operations of the *Navigation (Collision) Regulations* 1983;
- Diving is prohibited in shipping channels, naval waters, under bridges, in defined swimming only areas and in ferry fairways;
- The Harbour Master may give permission for an organised dive over the wreck situated off Bradley's Head which is in the western shipping channel of Port Jackson;
- In Woollahra Council area fronting Port Jackson, diving from a vessel is not permitted in the Camp Cove swimming area which is sign posted accordingly. Diving either side of the signed area is permitted and encouraged;
- Commercial diving (re-establishing moorings for example) is permitted by the NSW Maritime Authority in defined mooring areas; and
- Commercial diving by agents of Telstra, Sydney Water, Energy Australia etc. is permitted by the NSW Maritime Authority with prior notice and written permission.

Anchoring

Anchoring relates to securing a vessel with an anchor, as distinct from attaching a vessel to a moor or mooring apparatus. Mooring apparatus "*means a mooring, or a structure or an apparatus used to secure any floating object or apparatus in navigable waters whether or not that structure or apparatus is itself beyond the shores of the water, and whether or not that structure or apparatus is, or is proposed to be, used for any other purpose.*"⁸ Mr Brown provided the following comments in relation to anchoring and the restrictions enforced by the NSW Maritime Authority;

- Ships are permitted to anchor at the recognised Banks Anchorage off Neilsen Park;
- Any vessel can deploy its anchor in an emergency regardless of its position;
- Anchoring is not permitted in any mooring area as defined by the NSW Maritime Authority or as restricted by Clause 21 of *Management of Waters and Waterside Lands Regulations – NSW*;

⁸ Clause 4, *Management of Waters and Waterside Lands Regulations - NSW*.

- Mooring areas adjacent to the Woollahra Council local government area includes;
 - Elizabeth Bay
 - Rushcutters Bay
 - Darling Point
 - Double Bay
 - Felix Bay (off Lady Martin's Beach Point Piper)
 - Rose Bay
 - Hermit Bay (off the Hermitage Foreshore Reserve at Vaulcuse)
 - Vaulcuse Bay
 - Parsley Bay
 - Watsons Bay
- Anchoring is also prohibited in shipping channels, fairways, pilot channels, naval waters and within 200m either side of any submerged cable or pipeline. Anchoring in the path of light aircraft take off runs in Rose Bay is not permitted;
- Anchoring is not permitted in the swimming area at Camp Cove;
- Anchoring in Watsons Bay is limited due to the large areas used and defined as mooring areas. Visitors to Watsons Bay, Kutti Beach and Gibson's Beach must anchor beyond the mooring areas some distance from the shoreline; and
- Visitors to the restaurant, hotel and wharf area at Watsons Bay can (depending on available space) moor stern-to (called 'Mediterranean Mooring') the wharf on the northern edge only on the shore side of the Game Fishing Club premises.

Beaching of Vessels

Whilst fully observing safe practices, safe speed and careful navigation, beaching is allowed on all Port Jackson inner harbour beaches except;

- Those in naval waters;
- Those with swimming pool booms fitted;
- Those signed to exclude all vessels (eg. Camp Cove and Balmoral Beach);
- For the purpose of painting the hull unless drop sheets are in place;
- For the purpose of scraping the hull unless drop sheets are in place; and
- For the purpose of conducting major work on the vessel.

Vessels should not be left unattended whilst beached.

Warning & prohibition signage for foreshore locations:

Clause 411 of the Local *Government (General) Regulation 2005* requires all signage and notices erected at Council's foreshore facilities to comply with the requirements of AS 2416 – 2002 *Design and Application of Water Safety Signs*. The Department of Local Government Practice Note 15 – Water Safety identifies that signage is an essential tool for councils to perform their water safety functions and reiterates that all signage must comply with AS 2416 – 2002.

As stated earlier, Practice Note 15 also encourages councils to use Statewide's "*Best Practice Manual - Signs as Remote Supervision*". This manual was prepared by Statewide Mutual and outlines a risk management process for councils to use to select the most appropriate type, number and location of signs. It supplements the requirements of AS 2416 – 2002.

AS 2412 – 2002 sets out the requirements for design and application of flags and safety signs including signs incorporating graphic symbols. The primary objective of the standard is to reduce the risk of drowning or serious accidents by providing a uniform basis for the identification of;

- (a) hazardous conditions;
- (b) areas on beaches patrolled by life guards;
- (c) areas where certain water sports are prohibited or permitted; and
- (d) location of first aid and rescue equipment.

The standard identifies the following three (3) types of signs;

- (a) Regulatory/Prohibition - red annulus and bar on white background with black legend;
- (b) Warning – black border on yellow ground, diamond shaped with black legend; and
- (c) Information – blue ground with white legend.

However, the standard does not provide councils with any assistance on where and when signs should be used. This is the primary function of Statewide's "*Best Practice Manual – Signs as Remote Supervision*". The manual identifies the following risk management process to be followed in determining what signage is required and where it should be located;

1. Identify facilities;
2. Assess level of development of facility;
3. Evaluate usage of facility, ie population;
4. Evaluate the frequency of use of the facility;
5. Determine 'Facility Visitation Rate' ie. $FVR = (Development \times Population) + Frequency$; and
6. Determine required signage.

Assessment of existing signage at Council's foreshore facilities:

In accordance with the 'Beach Safety Signage' Management Plan project an audit was conducted of the existing signage at the Council's main foreshore facilities, Camp Cove Beach, Watsons Bay Baths, Parsley Bay and Redleaf Pool. Further, an assessment has been undertaken of each facility pursuant to Statewide's "*Best Practice Manual - Signs as Remote Supervision*" to determine the most appropriate sign for each facility and its ideal location. The outcome of this assessment is provided below for Watsons Bay Baths, Parsley Bay and Redleaf Pool. Camp Cove Beach is discussed separately in a later section of this report.

Watsons Bay Baths

A sign should be erected adjacent to each entry gate from Marine Parade complying with the following;

- The sign should contain the name of the facility;
- All Council's limitations and restrictions that apply to the pool area should appear on the sign as prohibition pictograms. The only prohibition sign currently erected is 'fishing prohibited';

- All hazards identified within the pool should appear on the sign as warning symbols. It is considered that these hazards should be identified in conjunction with the Council's Property and Projects Section.⁹

Parsely Bay

A sign should be erected at the northern and southern entry paths from The Crescent adjacent to the swimming area and on the grass reserve adjacent to the beach complying with the following;

- The sign should contain the name of the facility;
- All Council's limitations and restrictions that apply to the area should appear on the sign as prohibition pictograms. The prohibitions that currently exist are no dogs, no collecting of marine life (Fisheries restriction), no fishing, no scuba diving, no spear fishing;
- The dominant hazard identified within the beach/swimming enclosure should appear on the sign as a warning symbol. It is considered the dominant hazard is diving into shallow waters or submerged rocks.¹⁰

Redleaf Pool

A sign should be erected at the entries to Redleaf Pool from the Council carpark area, Blackburn Gardens and Seven Shillings Beach complying with the following;

- The sign should contain the name of the facility;
- All Council's limitations and restrictions that apply to the pool area should appear on the sign as prohibition pictograms. The prohibitions that currently exist are no dogs, no fishing, no ball games, no running, no pushing or dunking and no bombing. As there is no attendant at this facility, it is considered the no running, no pushing or dunking and no bombing should be warnings and not prohibitions;
- All hazards identified within the pool should appear on the sign as warning symbols. It is considered that these hazards should be identified in conjunction with the Council's Property and Projects Section.¹¹

Discussions have been held with Council's Director - Technical Services and Manager – Public Open Space in relation to the above requirements. It has been indicated that the Council's adopted 'Park Signage' standard complies with the requirements of Statewide's *'Best Practice Manual'*. Accordingly, it is considered that new signage should be installed in accordance with the corporate standard to address the above issues.

Camp Cove Beach:

Having regard to the layout, design and usage of the Council controlled foreshore sites, it is considered that the most likely location for conflict between swimmers and water based activities controlled by NSW Maritime is at Camp Cove Beach. This facility has also historically been provided with life guard services for part of the year. For these reasons Camp Cove Beach has been reviewed separately and is discussed in detail below.

Life Guard Services

⁹ Part 4 Table 19 of Statewide's *'Best Practice Manual – Signs as Remote Supervision'*

¹⁰ Part 3 Table 15 of Statewide's *'Best Practice Manual – Signs as Remote Supervision'*

¹¹ Part 3 Table 15 of Statewide's *'Best Practice Manual – Signs as Remote Supervision'*

The provision of a life guard service at Camp Cove Beach is not a mandatory requirement. Practice Note 15 states that councils can decide not to staff a facility or to staff it only at certain times.

Camp Cove Beach is the only area within Woollahra Council that is provided with a life guard service. The service commences on the last weekend in October, at the start of daylight saving time, and operates through to Easter Monday. During this period, a life guard is generally on duty every weekend, public holiday and on a daily basis during the December/January school holidays. Where inclement weather occurs, the service is ceased.

Practice Note No. 15 states;

“The limitations of one person being on duty should be carefully considered. For example, the area may not be under visual surveillance during a rescue or when a person is carrying out first aid.

Where only one person is on duty, the council should ensure that emergency support is available and arrangements are in place so that it can be immediately summoned. The support might consist of community members who have appropriate training, or an appropriate emergency service such as ambulance”¹²

Two (2) life guards are rostered to work on Boxing Day, because of the start of the Sydney to Hobart Yacht race and New Years Day.

In comparison to a surf beach, Camp Cove is a static environment, with predictable non-changing hazards. When a life guard is on duty he/she does not need to be continually assessing the water conditions as there is no threat of rips, changing currents or under-toes. Large swells are rare except during severe windy conditions, when it is unlikely the beach would be widely used. The designated swimming and boat access areas are permanently sign posted and do not change from day-to-day.

The first aid provided by Council’s life guards is generally for minor cuts, abrasions and marine stings, with emergency services being called for major problems. Water based rescues are rare and if necessary would not have the same physical demands as a rescue at a surf beach.

A key role of the life guards at Camp Cove is to monitor boat and water craft activities, requesting vessels to move if they encroach into the designated swimming area. Council’s life guards are directed to call the NSW Maritime Authority or the NSW Water Police if any boat or craft owner does not obey their directions.

It is considered that Council has historically provided a service at Camp Cove Beach as a goodwill gesture to control the potential conflict between swimmers and boats. This potential conflict does not exist at Council’s other major foreshore facilities due to the existence of swimming enclosures.

Signs have been erected at both entrances to the beach which indicate when a life guard is on duty. The signs are hinged yellow warning signs, generally complying with Australian Standard AS2416 – 2002 *“Design and application of water safety signs”*. When the sign is closed the message reads *“No Life Saving Service Here Today”*. When a life guard is on duty the sign is opened and it indicates where to swim and provides a warning on diving into shallow waters.

Further comments are provided later in this report on the signage required at Camp Cove Beach.

¹² Page 16 Department of Local Government Practice Note No. 15 – Water Safety, revised September 2004

The life guards that Council employees are required to hold, as a minimum, the Level 1 Professional Ocean Lifeguard Award (POLA) through the Australian Professional Ocean Lifeguard Association (“APOLA”)¹³ and have a current certificate of proficiency (through a Surf Life Saving Club or APLOA) which covers fitness, life saving skills, resuscitation and first aid skills. Camp Cove is not an open ocean surf beach and it is on this basis that Council does not require the Level 2 Advanced Professional Ocean Lifeguard Award as the minimum.

The life guards must ensure that the following equipment is available and, where necessary, fully operational:

2. Oxy-viva (with spare oxygen bottle)
3. First aid kit (including Sting-goes)
4. Rescue board (with boardcover and wax)
5. Two rescue tubes
6. A chair
7. A sun, wind, rain protection device (Umbrella as a minimum)
8. Blank Report Forms (Weekly Reports, Incidents Reports, Resuscitation Reports)
9. Sunscreen (for Life Guard use)

The above equipment is generally consistent with the minimum prescribed by the Department of Local Government’s Practice Note No. 15 – Water Safety, with the exception of the following;

1. A device for warning the public about potential danger, including a whistle and/or a loud speaker; and
2. A quick direct means of communication between water safety personnel and emergency services, including a telephone.

The additional equipment identified above will be provided for the 2005/06 season.

A summary of the life guard services for the 2004/2005 season is provided below;

- Life guard services were provided at Camp Cove Beach from Saturday 30 October 2004 to Monday 28 March 2005 inclusive. Three casual life guards were employed by Council during this period at a direct cost of \$20,825;
- The service was provided on 78 separate days. There was only three Saturdays and four Sundays when there was no service during the season;
- The service was provided for only 4 to 5.5 hours on 24 days (30.8%);
- The service was provided for 7 or more hours on 49 days (62%) and 9 to 10 hours on 20 days (25%);
- The service was provided everyday from Tuesday 7 December 2004 to Friday 28 January 2005 inclusive. A total of 53 consecutive days;
- There were 10 days (12.9%) when 2 life guards were on duty. This was in part due to training a new officer and also to cover busier days such as Christmas Day, Boxing Day, New Years Eve, New Years Day and the New Years Day public holiday.

¹³ APOLA is a network organisation of professional beach inspector lifeguards which is run by professional beach inspector lifeguards. APOLA is recognised both locally and internationally as the peak professional surf lifeguard body for Professional Beach Inspector Lifeguards.

- On 39 separate days instructions were issued to boat and water craft owners to move these vessels from the designated swimming area at Camp Cover. The NSW Maritime Authority was called on three occasions, one being on 19 December 2004 when 20 boats were in the area;
- 71 minor cuts and abrasions were treated on 34 separate days. The majority of these cuts were caused by the rocks in the area;
- 13 marine stings were treated;
- Oxygen was provided on six occasions, five for heat exhaustion and once for a gentleman who swallowed a large amount of water and was vomiting. An ambulance was called for the latter incident;
- Three major wounds were treated, with the injured person directed to go to hospital on two occasions;
- Dogs were moved off the beach area on nine occasions;
- One (1) syringe was found on the beach by the life guards during the season;
- Police were called twice for rowdy behaviour; and
- No water-based rescues were recorded by the life guards.

The same level of service is planned to be provided for the upcoming 2005/06 season, at an estimated direct labour cost of approximately \$26,500. This is an increase of over 26% on the 2004/2005 season due to recent changes to the week-end penalty rates under the Local Government State Award.

Regulation of water-based recreational equipment

The regulation of water-based recreational equipment such as surfboards, windsurfers, sailboards and the like at Camp Cove Beach pursuant to Section 633 and 681A of the *Local Government Act* 1993 is rare. Camp Cove does not have any real surf and the risk of any conflict between swimming and such recreational equipment is low. Therefore, it is considered that the regulation of such equipment through the erection of a flagged area or signs should remain at the discretion of Council's life guards.

Obviously, where the conditions warrant (larger swell conditions, which are rare at Camp Cove) the life guard may erect flags or close the beach.

Installation of a floating boom

The suggested installation of a floating boom at Camp Cove Beach to protect swimmers from boats and other water craft was raised with Mr Steve Brown, Operations Supervisor Sydney Harbour, NSW Maritime Authority. Mr Brown advised that both the NSW Maritime Authority's Boating Services Officer and the NSW Water Police can enforce the restrictions that are currently in place and sign posted.

In this regard if any vessel is witnessed in breach of the current restriction Council's life guard or any member of the public can contact the NSW Maritime Authority's Boating Services Officer or the NSW Water Police with details of the boat registration and appropriate enforcement action will be taken.

Council has a working procedure in place where Council's life guards contact NSW Maritime's Boating Service Officer if boat and water craft owners do not adhere to directions and breach the boat exclusion zone. If the NSW Maritime Officer is not available, Council's life guards are instructed to contact the NSW Water Police. In 2004/2005, NSW Maritime was only contacted three times by Council's life guards, although on one day there were 20 boats in the Camp Cove area.

While Council's working procedures have provided reasonable protection to swimmers, it is not considered the most effective means of protecting the community. A physical barrier is considered a more appropriate method of ensuring boats do not enter the boat exclusion zone at Camp Cove, rather than relying on widely spaced signs and human intervention. However the installation of a floating boom or some other improved protective structure would be the responsibility of the NSW Maritime Authority. As such, it is recommended that representations be made to NSW Maritime seeking the installation of a physical barrier at Camp Cove Beach.

If a floating boom or some other improved protective structure, consistent with other exclusions zones in the harbour, was installed at Camp Cove Beach, it may then be appropriate for Council to reconsider the provision of life guards at Camp Cove Beach.

Assessment of Existing Signage

The following signs are currently erected at Camp Cove Beach;

- Two hinged warning signs at the Cliff Street and Green Point Reserve entries to the beach. The signs indicate when life saving services are being provided. When the signs are open they also provide information on where swimming should occur and a warning pictogram on diving in shallow water. The signs generally conform with AS 2412 – 2002, however information and warning messages can not be seen when there are no life saving services being provided and the sign is closed. The messages inside the sign should be visible at all times;
- Two blue information signs are located on white timber pillions in the water facing the beach, The signs generally conform with AS 2416 – 2002 and have yellow and orange markers on them similar to beach swimming flags;
- Several vessel prohibition signs located on white timber pillions in the water. These signs face the harbour and it is assumed they were erected by NSW Maritime Authority. The signs contain a prohibition pictogram and the following words:

“All vessels are prohibited within area bounded by white piles and beach front. Penalties apply.”
- White warning sign erected on white timber pillion in water. This sign warns swimmers that boats access the beach at this location, but does not conform with AS 2416 - 2002; and
- Dog prohibition pictogram sign erected at Cliff Street entry. Generally conforms with AS 2416 - 2002

An assessment of Camp Cove Beach pursuant to Statewide's *Best Practice Manual – Signs as Remote Supervision* has revealed that a sign should be erected at the Cliff Street and Green Point Reserve entries to the beach complying with the following requirements;

- The sign should contain the name of the beach;

- All Council's limitations and restrictions that apply to the beach should appear on the sign as prohibition pictograms. The prohibitions that currently apply are no dogs and no ball games;
- The two (2) dominant hazards identified within the beach should appear on the sign as warning symbols. It is considered that the two dominant hazards at Camp Cove Beach are diving into shallow waters and boats.

In addition to upgrading the signage at Camp Cove Beach to comply with the above requirements, it is considered the following is required;

- The 'life saving services' sign is to be incorporated into the facility signage at the entry to the beach; and
- The existing warning and prohibition signs attached to the white pillions in the water should be upgraded to comply with AS 2416 – 2002. This issue needs to be referred to NSW Maritime Authority for actioning.

Conclusion:

Council and the NSW Maritime Authority have clearly defined lines of demarcation which seldom overlap. NSW Maritime and the NSW Water Police enforce requirements relating to boats and water craft. NSW Maritime has full and unfettered control of the regulation of diving, mooring of boats and the approach of boats onto any beach. Council has no jurisdiction to control or regulate the approach of vessels to beaches or enforce compliance with boat exclusion zones.

Nevertheless, a key role of Council's life guards at Camp Cove Beach is to monitor boat and water craft activities and request vessel owners to move if they encroach into the designated swimming area. If boat and water craft owners do not adhere to the life guards' directions and breach the boat exclusion zone, the life guards are directed to contact either the NSW Maritime Authority's Boating Service Officer or the NSW Water Police.

However, while this work procedure has been operating for some time, it is considered that a more appropriate way of controlling boats and water craft at Camp Cove Beach would be to install a physical barrier, such as a floating boom or some other improved protective structure, around the designated swimming area. In this regard it is recommended that representations be made to the NSW Maritime Authority seeking these improvements.

Finally, in accordance with the provisions of the *Local Government Act 1993* and Regulations and the Department of Local Government's Practice Note 15 – Water Safety, new prohibition, warning and information signage should be installed at Camp Cove Beach, Watsons Bay Baths, Parsley Bay and Redleaf Pool complying with Council's adopted 'Park Signage' standard, AS 2416 – 2002 *Design and Application of Water Safety Signs* and Statewide's *'Best Practice Manual – Signs as Remote Supervision'*.

Tim Tuxford
Manager - Compliance

Allan Coker
Director - Planning & Development

Item No: D3 Delegated to Committee
Subject: **Library Service comparative performance**
Author: Faye Lawrence – Manager – Library Services
Kylie Walshe – Director Community Services
File No: 48.G
Reason for Report: To answer the resolution of the Community & Environment Committee of 5 September 2005.

Recommendation:

1. That the report regarding the Comparative Performance of the Library Service be noted.
2. That Council support the development of a Library & Information Services Strategy in 2006/07.

Background:

At the Community & Environment Committee meeting of 5 September 2005 the Committee considered and noted a report regarding the performance and activities of the Woollahra Library Service for the 2004/05 financial year. The Committee resolved:

1. *That a report be prepared as soon as possible for the consideration of the Committee on:*
 - a) *Comparative performance of Woollahra Libraries and other libraries.*
 - b) *Issues associated with the decline in circulation at the Watsons Bay branch.*

This report has been presented to Council to answer the above resolution.

A. Comparative Performance against other libraries

Past Research and Assessment

The library service has been regularly compared with other library services within the region and on a State-wide level over many years.

In 2002, Council undertook extensive research into library trends and the type of library service and facility that Council would like to provide to the Woollahra community in the future. This report titled, “*Library Accommodation Review Final Report, 30 April 2002*” (the Report), reviewed library trends and the role of libraries in communities now and in the future. It also highlighted some key issues for the Woollahra Library Service which are still relevant today. A copy of the full Report is available to all Councillors on request, with an excerpt from the Report detailed below.

Research and discussion with stakeholders indicates that the Woollahra Library Service faces a number of crucial planning issues. These issues are impacting on Council's capacity to deliver a quality library service and include as a key issue the limitations presented by a Central Library of 670m².¹⁴ Based on an understanding of public library trends, the following key issues are presented:

▪ *Return on the investment*

The investment in the Library Service and its capacity to address the needs of the local community, is severely compromised by the current Central Library building. A resolution of the Library's current and future accommodation needs presents Council with an urgent priority.

▪ *A question of access and accommodation*

The Central Library needs to relocate to a new, central location, which meets critical access and accommodation standards.

▪ *Delivering a Quality Service*

Opportunities to deliver relevant, core library service to the Woollahra community will be enhanced when Council makes a commitment to the development of a new Central library.

▪ *Young people and libraries*

Services to young people in particular are a core Library service and facilities and service planning must take into account demographic trends so as to respond to specific needs.

▪ *Addressing the needs of older adults*

A new library facility needs to take into account (a) the access needs of Woollahra's high levels of older adults and (b) opportunities to introduce specific Library services targeting the special needs and interests of older adults.

▪ *Celebrating local history*

The new Central Library should recognise the unique contribution that the Local History Centre makes to the celebration of Woollahra's rich heritage and access to the Centre should be integrated into planning for the Central Library including an extension of the Centre's opening hours to 7 days a week.

▪ *Finding the best fit*

Council needs to ensure that it is achieving value for money in the delivery of Library services and that it has access to critical data for Library planning.

This report also included benchmarking of the Woollahra library service against other Council library services, using the Public Library Statistics 1999-2000 and the Comparative Information on NSW Local Government Councils. This section of the report on benchmarking is Annexure 1. An analysis of this information found that:

- The size of the Central Library is very small for the population served.
- The number of items in the collection is relatively high.
- The size and scope of the Local History and Reference Collection is a strength
- The number of Internet access terminals is very low.
- The age of the collection is high with 30% only having being bought in the past 5 years.
- Expenditure per capita is the lowest of the councils surveyed. Data collected by NSW Department of Local Government indicates that Woollahra's expenditure on public library services is below average.
- Visitation levels are low.
- The loan rate is comparatively low although loans for 2001 have increased.

¹⁴ Assessment of the Accommodation Needs & Provision of Facilities in Respect of the Council Chambers/Annexe, Library & Hugh Latimer Centre, 1994. Double Bay: Staff Accommodation Project Team, Woollahra Council.

- Staffing levels are low compared to other Libraries and considering that Woollahra has to support a number of branch libraries and the Local Studies centre.

The Council Library Services which Woollahra was benchmarked against in this report were Waverley, Willoughby, Lane Cove and North Sydney. These four library services are the top four circulation libraries in the 2002/03 Comparative Statistics of the New South Wales Local Government Council. Woollahra is the fifth highest so it remains appropriate to continue this benchmarking against these services which also have characteristics in common with the Woollahra demographic. There are twelve other library services in Group 2 which have lower circulation. The 2002/03 Local Government Councils Information has been added to the table drawn up for the earlier report in Annexure 1. Analysis of this more recent data shows little change in the analysis of the performance of the library service from 1999 to 2003.

It should also be noted that since the Report in 2002 changes have occurred in some comparative Councils listed, including:

- Extension to the main library at North Sydney.
- Development of the plans for a new 3,300 sq m library at Lane Cove.
- Development of the plans for a new 5,000 sq m library at Willoughby.

Based on this benchmarking and assessment of the library service and facilities, the conclusion from this report (Annexure 2) includes the following statement:

Woollahra Library Service is well regarded by the Woollahra community and attracts high levels of overall support for its programs. The Service demonstrates a commitment to providing a quality service with a dedicated and professional staff delivering a basic lending and information service to meet general needs. Given the difficult physical conditions at the central library in particular, the Library's performance is remarkable.

It demonstrates however that in a more appropriate central facility, the Woollahra Library could be a leader in public library service in this State. As a model library it would provide state of the art core library services focusing on the needs of key target groups in the Woollahra community such as young people, students, older adults and children and their families. At present these target groups are poorly and inadequately served at the Central Library due to space limitations and the overwhelming emphasis on space management required of all Central Library staff.

In addition to the above comments, significant aspects of the physical limitations of the Central Library can be summarised as:

1. Poor access for people with a disability; for the elderly and for parents with children in strollers.
2. A lack of provision for readers and those wishing to study in the library for any length of time.
3. Lack of display areas for the library stock.
4. Inflexible lay-out impeding the introduction of new services demanded by new technology.

Woollahra Central Library comes out very poorly on comparison of physical space resources with just about all libraries in the metropolitan area and most of those in comparable regional centres.

It is clear from the analysis undertaken in the preparation of the Report that the Woollahra Library service is well regarded but does require significant capital investment to enable the provision of a service that meets the current and future needs of the Woollahra community. It is also clear that considering the limitations on the Woollahra service, it is anticipated that Woollahra will not see a significant increase in circulation at this point in time.

Comparative Data

The most recent comparative data from the NSW Local Government Councils published by the NSW Department of Local Government was reported to the Community & Environment Committee of 30 August 2004, Annexure 3. In this report the library was compared with the Urban Metropolitan Medium (UDM) Group 2 Councils.

The key findings from the analysis of this data were:

- Woollahra continues to have a higher circulation than most libraries in the group which have similar or larger populations.
- Woollahra has the fifth highest circulation in total and the fifth per capita costs.
- Woollahra's per capita circulation is around the average and median.
- Woollahra sits around the same level of total costs of about four other Councils, which have substantial library services with similar comparative staffing levels.

Opportunities for improvement were identified and include reducing some level of costs, cut backs in staff hours and the need to improve the main library accommodation, as detailed in the Library Accommodation Review Final Report. There has been a reduction in staff hours.

B. Circulation at Watsons Bay

A detailed analysis of the circulation at Watsons Bay is undertaken along with all circulation statistics on a quarterly basis. The trend reported in September 2005 has been considered, however it is difficult to determine the reason for this trend. Assumptions could be made about the reasons for the trend, such as:

- The service provided at Watsons Bay is minimal, with limited opening hours - only 11 hours per week over three days.
- The lack of computer access may impact on the level of visitation and circulation.
- The limited range of stock may impact on the level of visitation and circulation.
- The service may no longer be in demand or meet the needs of residents.

However, these assumptions do not provide definitive answers to the level of visitation and circulation. It should be noted that the circulation for the last quarter – July to September 2005 – have just been calculated and show a 10% increase in circulation when compared to the last few quarters. This shows that it is very difficult to determine why this has occurred, with more detailed research required to answer if and how Council should be providing library and information services to the Vaucluse end of the Municipality. It should be noted that the clientele at Watsons Bay is mostly elderly people and people with younger families who live in the Watsons Bay area. In the meantime, it is recommended that Council continue the existing service level at the Watsons Bay Branch.

Strategy:

The issues raised in this report have been known for a number of years and it can be difficult in some cases to determine exactly why circulation rises and falls. As the library service provides a service much wider than a basic lending service, it is also unwise to make decisions regarding the library service based purely on statistics of lending.

It is recognised that a comprehensive review of all services and facilities provided by the library service needs to be undertaken, especially in regards to the branch libraries and outreach services. Based on this need the Management Plan 2005-2008 includes the development of a Library and Information Services Strategy, due for completion in June 2007. It is envisaged that this will include an updated review of all services and set the long-term framework for the future library and information service of Woollahra.

Conclusion:

This report details the comparative reporting and statistics that are gathered, analysed and regularly reported regarding the Woollahra library service. A benchmarking table drawn up by consultants for the *Library Accommodation Review Report of April 2002* is attached in Annexure 1. This has been updated to include information from the 2002/03 Local Government Comparative data but does not significantly change the performance or issues regarding the library service.

This report has also highlighted the need for a comprehensive strategy for the service, as included in the 2005-08 Management Plan.

Faye Lawrence
Manager Library Services

Kylie Walshe
Director Community Services

Annexures:

1. Benchmarking section from the Library Accommodation Review Final Report, 30 April 2002, and updated with 2002/03 information.
2. Conclusion from the Library Accommodation Review Final Report, 30 April 2002
3. Section from the Report to the Community & Environment Committee, 30 August 2004.

Benchmarking

As pressure in the workplace increases to develop newer, better and faster technologies which improve services and operations, public library staff must be able to build a solid and effective case for how their library adds value to the community. The challenges of effectiveness and efficiency are embedded in most organizational cultures and the measurement of performance in these areas is a standard business requirement.

Benchmarking remains an area of research and debate in the library profession. In recent years the collection of comparative data which measures performance has moved from the collection of raw input data such as number of loans per annum to the development of performance indicators which apply a mix of measures, such as customer satisfaction, service targets and the efficiency of a range of administrative procedures. Public libraries in Australia, and in particular in New South Wales and Victoria, have moved towards the measurement of specific aspects of performance by developing a variety of ways to assess the comparative performance of their libraries with other comparable library services offering similar services to a similar demographic base.

Ultimately, and in order to avoid comparing apples with oranges and to ensure that comparative data would be meaningful to Council now and in the future, relevant public libraries in metropolitan Sydney were identified. Each council was recognised in the Urban Metropolitan Medium (UDM) category of council under the Australian Classification of Local Governments adopted by the NSW Local Government Grants Commission. Waverley was chosen due to its proximity to Woollahra and the size of its library service and Lane Cove, Willoughby and North Sydney were chosen based on socio-demographic data and the nature of their library programs.

Two key data collections were utilized in the gathering of performance data:

- Public Library Statistics 1999-2000 published by the State Library of NSW
- Comparative Information on NSW Local Government Councils published annually by the NSW Department of Local Government.

These comparative statistics were originally compiled for the *Library Accommodation Review Report of April 2002* drawing on the recorded data from the Department of Local Government and State Library of the year 1999/2000. It has been updated to include the later statistics available for 2002/03 from these sources.

ANNEXURE 1

LIBRARY	WOOLLAHRA	WAVERLEY	WILLOUGHBY	LANE COVE	NORTH SYDNEY	NOTES
Population 99/00 002/03	54,572 52,909	65,009 63,131	60,498 62,928	31,735 32,141	58,587 59,282	
Size of central/main library 99/00 002/03	670 m ² 670 m ²	4000 m ² 4000 m ²	1770 m ² 1770 m ²	1203 m ² 1203 m ²	2277 m ² 2277 m ² plus	Woollahra stands out here with a significant undersize library. Plans are currently being developed for a new 5000 sq.m Central Library for Willoughby City Council and 3300 square library for Lane Cove. North Sydney extended its Central Library in 2003.
Expenditure per capita 99/00 002/03	\$32.12 DLG \$41.32 DLG	\$55.56 DLG \$58.35 DLG	\$53.18 DLG \$40.21 DLG	\$46.04 DLG \$53.91 DLG	\$34.33 DLG \$36.54 DLG	DLG= State Dept of Local Govt stats. UDM=Urban Metropolitan Medium group of Libraries UDM average 99/00 = \$34.55 UDM average 2002/03 = \$36.27
Total staff numbers 99/00 002/03	29.36 27.86	35.40 35.60	36.20 38.40	19.10 19.60	29.0 36.49	Staffing levels at Woollahra seem low considering that it has a number of branches to support.
Loans 99/00 002/03	426,988 410,252	602,794 654,326	812,309 842,353	422,591 485,696	527,773 611,364	Woollahra's loans decreased by 4% to 2002/03. The loans have been increasing each year since then at the central library.
Loans per capita 98/99 99/00 002/03	8.78 7.82 7.75	8.03 9.27 10.36	14.61 13.43 13.38	14.15 13.32 15.11	9.48 9.42 10.31	99/00 saw a - 6.1% drop in loans per capita across Sydney's UDM councils.
Visits 99/00 002/03	291,153 N/A	700,816 598,394	534,683 659,608	477,152 446,360	Not available 353,828	Visits to Woollahra library seem to be low in comparison to the other libraries studied.
Total stock 99/00 002/03	206,780 196,908	236,510 212,157	205,435 230,313	134,382 150,639	151,275 180,563	
Hours of opening central library) 99/00 002/03 Sunday opening	62 62 Yes	61.5 64.5 Yes	68 68 Yes	59 59 Yes	69 71 Yes	
Service points (not including central library) 99/00 002/03	4 4	1 0	3 3	1 1	1 0	Woollahra has more branches than the other Libraries analysed.
Internet access to the public	Yes <u>99/00</u> <u>2002/03</u>	Yes <u>99/00</u> <u>2002/03</u>	Yes <u>99/00</u> <u>2002/03</u>	Yes <u>99/00</u> <u>2002/03</u>	Yes <u>99/00</u> <u>2002/03</u>	Due to space constraints, Woollahra's technology access service is limited.
No. of terminals	2 13	7 9	4 N/A	4 4	3 22	
No. of bookings	6,969 6,626	20,904 16,680	N/A 31,200	390 2,366	9070 N/A	
Hours booked	3,333 3,107	13,842 11,626	N/A 4,888	4,093 1,875	N/A N/A	

LIBRARY	WOOLLAHRA	WAVERLEY	WILLOUGHBY	LANE COVE	NORTH SYDNEY	NOTES
Special collections	<u>99/00</u> <u>2002/03</u>	<u>99/00</u> <u>2002/03</u>	<u>99/00</u> <u>2002/03</u>	<u>99/00</u> <u>2002/03</u>	<u>99/00</u> <u>2002/03</u>	Woollahra's local studies collection is a significant asset.
Reference	8,886 7,674	28,879 27,736	6,017 7,904	5,410 4,805	11,337 7,470	
Local history	22,801 21,288	661 1,521	2,619 5,546	14,996 22,996	10,673 11,775	
Age of library material calculation of % material purchased during last 5yrs) 99/00 2002/03	30.37% 25.36%	34.94% 34.67%	56.70% 47.36%	50.95% 41.71%	60.88% 43.39%	51.29% NSW average 99/00 46.43% NSW average 2002/03

Analysis of data

Analysis of the core business performance indicators for the Woollahra Library Service indicates that:

- The size of the Central Library is very small for the population served.
- The number of items in the collection is comparatively high with a relatively large off-site stack collection.
- The size and scope of the Local History and Reference Collection is a strength
- The number of Internet access terminals increased by 2002/03, however further opportunity for improvement is almost nil given the space limitations.
- The age of the collection is high with 25.36% only having being bought in the past 5 years.
- Visitation levels are low – dedicated parking has been an on-going complaint for many years.
- The loan rate is comparatively low although loans since 2002/03 have increased especially at the Central Library.
- Staffing levels are low compared to other Libraries and considering that Woollahra has to support a number of branch libraries and the Local History centre.

Item No: D4 Delegated to Committee
Subject: **Natural Environment Principal Activity -
1st Quarter Management Plan Review**
Author: Warwick Hatton - Director Technical Services
Allan Coker - Director Planning and Development
File No: 827.G 04-07
Reason for Report: To review the status of works, services and Notices of Motions for the Management Plan principal activity of Natural Environment for the three months ending 30 September 2005.

Recommendation

- A. That the status of projects for the Natural Environment principal activity be noted.
 - B. That the variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.
-

Background:

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the first quarterly review of Principal Activity No 2 of the Management Plan, which is "Natural Environment". This principal activity has the following sub- activities:

- 2.1 Environmental Protection
- 2.2 Stormwater Systems
- 2.3 Tree Management
- 2.4 Waste Services
- 2.5 Street Cleaning
- 2.6 Bush Regeneration
- 2.7 Harbour Facilities

Included as an Annexure to this report is:

- 1. The Natural Environment Principal Activity of the Management Plan with detailed comments on the status of items in each sub activity.
- 2. Any uncompleted adopted "Notices of Motion" related to the Natural Environment principal activity.

The Annexure includes all the details, whereas, set out in the following part of this report is a commentary on variations, changes, exception, completed work, achievements, etc. The purpose being to provide Councillors with a snapshot on the key influences or issues arising from this quarterly review.

"Notices of Motion", which have a major impact on approved Management Plan core activities and projects, have been included in the management plan as variations so as to facilitate the changing of priorities in an orderly and transparent manner.

Comments on budget variations, where they are material or have an impact on the program of works or projects, may be included in this report. However, the budget review and confirmation of any changed forecast will be considered in a separate budget report, which reviews the overall financial position of the Council at the end of the quarter.

Following is the commentary on each sub-activity

2.1 Environmental Protection

The Woollahra State of the Environment Report 2004/2005 is currently being prepared. The 2004/2005 report is a supplementary report that will highlight the activities undertaken to preserve and enhance Woollahra's environment during the reporting year.

The implementation of the Woollahra Sustainability Plan continues. The project involves the review of Council's existing functions, activities, programs and policies, identification of local issues, community consultation, establish local vision, objectives and identification of actions. The plan aims to build on and promote Council's existing programs, ensuring that the principles of Ecological Sustainable Development (ESD) are applied to all function areas. The audit of Council's function areas, activities and programs has been completed. The results of the internal audit will help to guide the actions to be included in the Woollahra Sustainability Plan. The community consultation stage of the project has commenced.

The State Government's *Metropolitan Water Plan* released in late 2004 requires councils to prepare water conservation plans by March 2006. Water conservation plans are now referred to as Water Savings Action Plans. The preparation of a plan will enable Council to target the conservation of water in the operation of Council's buildings and functions. The plan will complement and build on the water management actions being undertaken by Council and provide a strategic document that will identify and prioritise the implementation of water conservation initiatives. Council joined Sydney Water's Every Drop Counts Program to assist with the development of the plan in May 2005. The diagnostic of council's water management practices has been completed. The recommendations of the diagnostic will form the priority actions of Council's Water Savings Action Plan.

The environmental impacts and legal issues associated with bore water use and private desalination plants are currently being investigated. The investigation will also consider the development of policy controls.

2.2 Stormwater Systems

Priority ranking of stream remediation and drainage improvement projects will be developed as part of the infrastructure asset management strategy adopted by Council.

The Draft Development Control Plans for Stormwater Management and Flood Management which were exhibited are being revised in the light of the comments received. A report on the plans will be provided following a decision regarding the relevant clause in Council's LEP, on which further legal advice has been sought.

Gross pollutants trapped in stormwater pit devices are being recorded and monitored by our works teams as part of the Environmental Works program. Fee proposals have been received for the DRAINS modelling project, and the Rushcutters Bay Flood Study.

2.3 Tree Management

This quarter we processed 166 applications for pruning or removal of trees protected by the Tree Preservation Order, and assessed 148 development applications related to tree management issues.

We also inspected 1,204 street trees and of these carried out pruning work on 656. Three hundred and sixty-eight customer requests for tree pruning were completed and 52 new street trees planted.

Community consultation was undertaken on the removal and replacement of six hazardous trees in Rosemont Avenue, Woollahra. New fungal resistant cultivars of *Platanus* Plane Tree have been sourced for this and future replacement programs.

The Vegetation Management Strategy Working Party met twice and a draft Tree Preservation Order has been developed for public exhibition. Components of the Street Tree Strategy have also been developed and presented to the Working Party.

We are reviewing both proactive and reactive tree pruning services with a view to refining schedules, improving turn around times, and servicing a greater percentage of trees per month.

Our newly appointed Arboricultural Technical Officer will be working with Asset Management staff on a GIS (geographical information system) based program for the inventory, condition and maintenance prioritisation of all public trees

2.4 Waste Services

Collex commenced their new recycling contract in July 2005. Council staff are continuing to work with Collex on a community education programs to encourage greater levels of recycling.

A recent audit carried out on all SSROC Councils showed Woollahra to be performing very highly in this department.

Council, in conjunction with several other SSROC Councils, is undertaking a trial organics collection that will consist of depositing food scraps into the green waste bin for recycling into fertilizer. This should present significant savings in both tipping fees and waste to landfill.

The Liveable Lanes Project is to be extended to include the education of Real Estate Agents who manage properties within our municipality. It is hoped that this education process can then be better passed on to the transient population before they move into the area.

2.5 Street Cleaning

Under the new Enterprise Agreement quarterly clean ups are now carried on the first (and sometimes second) day of the week instead of throughout the week. Closer integration is being achieved between Business Centres and Street Cleaning operations.

SSROC is currently planning an Expression of Interest (EoI) to find alternative tipping sites for dry waste that will decrease tipping costs and reduce the amount of waste being sent to landfill. Woollahra is seeking similar alternatives for the short term while the EoI is being sourced.

2.6 Bush Regeneration

A detailed review of Bush Regenerations services is currently being carried out and will include the creation of schedules with a mix of primary clearance work and high quality, low maintenance areas. The new schedules will also provide output-based reporting in line with the State of the Environment report requirements.

Following a successful first year of policy development and volunteer recruitment, the Bushcare Liaison Officer has been appointed as a full time position. Regular programs at Harbourview, Gap and Cooper Parks plus occasional days at Trumper Park have seen our volunteer base increase to 35 active workers by October 2005.

Parks staff are currently working with Department of Primary Industries staff on the completion and implementation of our Noxious Weed Strategy and Policy.

2.7 Harbour Facilities

The report on investigations into options for upgrading the Watsons Bay Baths was provided, and Council has resolved to hold a public site meeting, which will be held in November 2005.

Warwick Hatton
Director Technical Services

Allan Coker
Director Planning & Development

Annexures:

1. September 2005 Quarterly Review of Principal Activity – Natural Environment
2. September 2005 Quarterly Review of Outstanding Notices of Motion – Natural Environment

Item No: D5 Delegated to Committee
Subject: **Parks & Public Space Principal Activity -
1st Quarter Management Plan Review**
Author: Warwick Hatton - Director Technical Services
File No: 827.G 04-07
Reason for Report: To review the status of works, services and projects and Notices of Motion for the Management Plan principal activity of Parks and Public Space for the three months ending 30 September 2005.

Recommendation:

- A. That the status of projects for the Parks and Public Space principal activity be noted.
- B. That the variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.

Background:

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the first quarterly review of Principal Activity No 4 of the Management Plan, which is "Parks & Public Space". This principal activity has the following sub- activities:

- 4.1 Open Space Management
- 4.2 Open Space Asset Management
- 4.3 Open Space Maintenance & Construction
- 4.4 Park Facilities

Included as an Annexure to this report is:

3. The Parks & Public Space Principal activity of the Management Plan with detailed comments on the status of items in each sub activity.
4. Any uncompleted adopted "Notices of Motion" related to the Parks and Public Space principal activity.

The Annexure includes all the details, whereas, set out in the following part of this report is a commentary on variations, changes, exception, completed work, achievements, etc. The purpose being to provide Councillors with a snapshot on the key influences or issues arising from this quarterly review.

"Notices of Motion", which have a major impact on approved Management Plan core activities and projects, have been included in the management plan as variations so as to facilitate the changing of priorities in an orderly and transparent manner.

Comments on budget variations, where they are material or have an impact on the program of works or projects, may be included in this report. However, the budget review and confirmation of any changed forecast will be considered in a separate budget report, which reviews the overall financial position of the Council at the end of the quarter.

Following is the commentary on each sub activity:

4.1 Open Space Management

This quarter we processed 814 park hire approvals and 27 filming approvals.

A draft Recreational Needs Assessment and Strategy has been completed and will be presented to Council next quarter recommending that it be placed on public exhibition.

4.2 Open Space Asset Management

A draft Plan of Management for Rushcutters Bay Park, Yarranabbe Park and Plantation Reserve was prepared and placed on public exhibition. Community consultation was also undertaken regarding trial dog management at the Royal Hospital for Women Park.

We obtained a grant of \$28,688 from the Department of Planning for the construction of a new pedestrian /cycleway bridge at Rushcutters Bay Park.

Other completed parks upgrading projects include new fencing installed along the Coastal Walk at Gap Park, 25 advanced sized trees planted in Robertson Park, 150m of new and improved paths and stairs in Cooper Park and new pathways and 'gateway' treatment completed at Rushcutters Bay Park.

A Parks Technical Officer has been appointed to carry out asset inventory and condition surveys as well as assisting the Parks Managers and Project Manager with the identification and implementation of open space capital works projects.

4.3 Open Space Maintenance & Construction

See notes on capital works projects above.

A major renovation of the Trumper Park cricket wicket has just been completed for the summer season.

All cyclic open space maintenance schedules were completed to standard this quarter. In addition, garden bed renovations and new plant-outs were carried out at Blackburn Gardens and a number of rockeries and traffic islands. Chiswick Gardens received new plantings.

Turf repair of the sportsgrounds was undertaken and fertilising programs recommenced following the completion of winter sports and the start of the growing season. Improved sportsground maintenance procedures were also introduced with good results at high usage venues such as Woollahra Ovals 2 and 3.

Application of improved turf maintenance procedures and cooperation of Eastern Suburbs Rugby Union Football Club also resulted in a superior sports surface at Woollahra Oval for rugby.

4.4 Park Facilities

Rollout of new park furniture continued at Robertson and Lyne Park.

A five year park facility works plan was prepared for the draft Section 94A Contributions Plan.

Warwick Hatton
Director Technical Services

Annexures:

1. September 2005 Quarterly Review of Principal Activity: Parks and Public Space
2. September 2005 Quarterly Review of Outstanding Notices of Motion – Parks and Public Space

Item No: D6 Delegated to Committee
Subject: **Environmental Works Program Principal Activity -
1st Quarter Management Plan Review**
Author: Warwick Hatton - Director Technical Services
File No: 827.G 04-07
Reason for Report: To review the status of works, services, and projects for the Management Plan principal activity of Environmental Works for the year three months ending 30 September 2005.

Recommendation:

- A. That the status of projects for the Environmental Works Program principal activity be noted.
- B. That the variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported end of year financial review.

Background:

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted Management Plan on a quarterly basis. Included with this report is the first quarterly review of Principal Activity No 8 of the Management Plan, which is the "Environmental Works Program" (EWP). This principal activity has the following sub-activities:

- 8.1 Administration and Auditing
- 8.2 Water Quality "at source" treatment program
- 8.3 Water quality "end of line" treatment program
- 8.4 Watercourse and bushland vegetation treatment program
- 8.5 Seawall restoration treatment program
- 8.6 Local flooding, critical Pits and overland flow program

The Annexure includes all the details for this principal activity, whereas, set out in the following part of this report is a commentary on variations, changes, exception, completed work, achievements, etc. The purpose being to provide Councillors with a snapshot on the key influences or issues arising from this quarterly review.

Comments on budget variations where they are material or have an impact on the program of works or projects may be included in this report. However, the budget review and confirmation of any changed forecast will be considered in a separate budget report, which reviews the overall financial position of the Council at the end of the quarter. It should be noted that this program is funded from a special rate levy and needs to meet the special rate requirements when it comes to variations and changes

Following is the commentary on each sub activity:

8.1 Administration and Auditing

An Environmental Levy brochure was posted out with the rates notice in July 2004 updating residents on the implementation of the program.

A draft Environmental Education Program was developed building on the achievements obtained last year. Implementation of the program is expected to commence early next quarter.

Around eight projects were actively managed over the quarter with actual and committed funds totalling approximately \$586000.00 at the end of the quarter.

8.2 Water Quality "at source" treatment program

The objectives of this program are to prevent pollutants, litter, vegetation matter and sediment entering the Harbour. Education programs and installation of water quality devices, such as stormwater inlet pit baskets, are the types of projects that meet this objective.

Achievements over the quarter:

- Storm Consulting was engaged to review Council's street sweeping and pit cleaning maintenance records and operations. Catchment mapping and pollutant load modelling will be carried out and recommendations made to improve the street sweeping and pit cleaning program.
- Maintenance records from Council's pollution control devices were collected over the quarter. These records will form part of a future database currently being considered to store all of Council's maintenance records for stormwater quality treatment devices. As part of the water quality monitoring carried out by Biotrack, sampling results collected last year have been stored on their database for future reference and comparisons with future monitoring results.
- People and Pets day was held in September, the pet flip guide, information magnets and sample biodegradable plastic bag dispensers were handed out educating dog owners on the responsibility for appropriate disposal of dog faeces.
- Interpretive park signage for dog management was finalised for the following Parks; Rushcutters Bay, Yarranabbe, Lighthouse Reserve, Christison, Steyne, Dumaresq, Lough Playing Fields, and Lower Cooper.

8.3 Water quality "End of Line" treatment program

The objectives of this program are to prevent pollutants, litter, vegetation matter and sediment entering the Harbour. This may be achieved by projects such as installation of larger water quality devices, such as GPT's and Stormwater Booms, constructed low in the catchment at the end of the stormwater network prior to discharging into the Harbour.

Achievements over the quarter:

- Field sampling was carried out by Biotrack Australia Pty Ltd in the main creek tributaries of Cooper Park and Parsley Bay Reserve

8.4 Watercourse and bushland vegetation treatment program

The objective of this program is to prevent uncontrolled run-off, erosion, nutrient transport and weed intrusion into remnant bushland.

Achievements over the quarter:

- A contract was awarded to Sydney Bush Regeneration company to carry out primary bush regeneration works in Parsley Bay Reserve.

8.5 Seawall restoration treatment program

The objective of this program is to restore the structural integrity of the seawalls located on public land to prevent erosion material from behind the seawalls from entering the harbour waters.

Achievements over the quarter:

- Contract works to the repair of the Double Bay Seawall were well underway. The top four courses of the old sandstone seawall were removed and where possible old blocks were retained for re-use. New stone blocks was sourced and processed on site. All drainage works including pouring mass concrete behind the wall, core drilling new drainage lines were also completed. The first 30m section of wall was completed and handed over, to allow public access back to the park. Works at Double Bay are planned for completion at the end of November 2005.
- Site survey and preliminary site works were completed at the Darling Point seawall site.

8.6 Local flooding, critical pits and overland flow program

The objective of this program is to prevent local flooding of flood-affected properties.

Achievements over the quarter:

- Contract drainage works at Hampden and Cecil Streets were commissioned and completed over the quarter. The works included replacing 80m of new pipe work in Cecil Street and 60m of new pipe work in Hampden Street. These works will help reduce flooding at the top end of Hampden Street.
- In November 2004, Council adopted the recommendation for a preferred design option to reduce local flooding at Cliff Street, Watsons Bay. A consultant has been working on the detailed design and tender documents over the quarter. In addition to the drainage works, a water and sewer main needs to be relocated. A Sydney Water Co-ordinator has been appointed to design re-location works. It is intended to call tenders early next quarter.
- Options have been developed to address local flooding in The Crescent, Vaucluse. The works have been staged over a number of options ranging from \$490,000 to \$850,000. The possibility of incorporating stormwater filtration treatment into the design is being investigated. A grant application was lodged with DIPNR's Estuary Management Program for funding the storm water treatment component.

Warwick Hatton
Director Technical Services

Annexures:

1. September 2005 Quarterly Review of Principal Activity: Environmental Works Program

Item No: D7 Delegated to Committee
Subject: **Community Services Principal Activity -
1st Quarter Management Plan Review**
Author: Kylie Walshe - Director Community Services
Tim Tuxford – Manager Compliance
File No: 827.G 04-07
Reason for Report: To review the status of works, services, and Notices of Motion for the Management Plan principal activity of Community Services for the three months ending 30 September 2005.

Recommendation:

- A. That the status of projects for the Community Services Principal Activity be noted.
- B. That variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.

Background:

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the first quarterly review of Principal Activity No 5 of the Management Plan, which is "Community Services". This principal activity has the following sub- activities:

- 5.1 Community Services Management
- 5.2 Library Services
- 5.3 Family & Community Development
- 5.4 Aged & Disability Services
- 5.5 Cultural Development
- 5.6 Environment & Public Health
- 5.7 Ranger Services

Included as Annexure 1. to this report is the Community Services Principal activity of the Management Plan, with detailed comments on the status of items in each sub activity.

The annexure includes all the details whereas set out in the following part of this report is a commentary on variations, changes, exception, completed work, achievements, etc. The purpose being to provide Councillors with a snapshot on the key influences or issues arising from this quarterly review.

Comments on budget variations where they are material or have an impact on the program of works or projects may be included in this report. However the budget review and confirmation of any changed forecast will be considered in a separate budget report which reviews the overall financial position of the Council at the end of the quarter.

Following is the commentary on each sub activity.

5.1 Community Services Management

This sub-activity covers the area of strategic planning and activities that impact on all operations of community services.

All projects in the Management Plan are on track with a key achievement being the adoption of the Social Needs Study and associated Strategies, on 8 August 2005. Key strategies have commenced since the adoption of the Children's Services Strategy and the Ageing & Disability Services Strategy.

The budget has only one change, with a reallocation of \$20,000 from the project to review the Social Plan to the expenditure required for the partnership agreement to be entered into with Vacluse Bowling Club and the activities to be conducted at this facility. The review of the Social Plan will commence with the remaining funds but will not be completed until the 2006/07 year, which is well timed for the release of new ABS census data in late 2006.

5.2 Library Services

This sub-activity covers all library activities, including projects for library facilities and the library service as a whole. All management plan projects were commenced or worked towards in this quarter. Changes to target date have resulted due to external factors. These factors include; technical delays in implementing library developed specifications, and the delay in establishing a new Paddington Library Committee. It is anticipated that the next quarter will bring about developments on these two fronts which will get plans back on target.

Some highlights of the library activities and projects for this quarter were:

Cultural events

- Three successful Writers and readers events were held in this quarter:
 - 21 July - Major General Cullen, Kokoda hero and renowned soldier and Paul Ham author of new acclaimed book - *Kokoda* filled the Committee Rooms.
 - 25 August - Andrew Pfeiffer, Local celebrated garden designer with international clientele and writer of *A sense of place* enthralled the audience with his slides, descriptions and anecdotes of great gardens he has designed in Australia and overseas.
 - 2 September - Local Artist and gallery owner, Eileen Chanin and Steve Miller discussed their acclaimed new book *Degenerates and Perverts*.
- On 14 September the Woollahra Council Youth Photographic Award presentation and exhibition was held in the Council Committee Rooms. There were 89 entries in the photographic section and 26 entries in the Film section. The judges commended the standard in all categories for both the junior secondary and senior secondary sections of the award. The film prize category sponsored by Zonta, City East has been held now for two years.
- On 26 August the Children's Book Week awards presentation for younger children who participated in the competitions was the culmination of an extensive, popular programme of activities each day of that week at Double Bay and Paddington Libraries

Information Services

The user survey on the on-line catalogue and web services which was conducted in June was assessed and reported to Council in August. The majority of people surveyed found the services fair to good. The information backs up the extensive quantitative information indicating that clients wish to participate in these services. It is planned to conduct another survey in 2006 to compare results and assess any improvements.

5.3 Family & Community Development

This sub-activity covers the programs for children, youth, community safety and community development. The majority of the projects are on target.

Community Safety

A meeting with an Attorney General's Department representative was held regarding re-writing the Community Safety Plan and changing it to a Crime Prevention Plan. The plan needs to be focused on crime prevention not on community safety and be crime evidenced based. Subsequently, the preparation of the Crime Prevention Plan has commenced with research and statistical data gathered. Draft surveys for service providers, the community and youth have been developed. These surveys will be distributed in the second quarter and will inform the development of the Crime Prevention Plan, now due for completion in June 2006.

The Community Safety Committee has been amalgamated with the PACT (Police Accountability Community Team) meetings every quarter. A questionnaire for consultations on Community Safety issues has been developed.

Volunteering

During this quarter, research has been completed and a collaborative internal Council project is underway on developing systems to support volunteering across Council and Woollahra's community services more generally, in accordance with National Standards for Volunteering. A Volunteer Manual has been developed and edited, and a Volunteering Policy is being finalised by Human Resources, to aligning volunteering with employment and management practices, codes of conduct, etc.

Liaison with Holdsworth Street Community Centre's Volunteer program has been established. The Community Development Officer will continue to link Council and HSCC's volunteering efforts by attending HSCC Volunteer Committee meetings.

Culturally and Linguistically Diverse Communities

This is a new project area within Council's Management Plan that has been included in order to be in line with State Government requirements as identified through the Local Government audit documentation provided to all Councils by the Department of Local Government. This project will be completed by June 2006.

Specifically the project to develop a Local Ethnic Affairs Priority Statement has commenced to meet the Legislative Requirements under the Community Relations Commission and Principles of Multiculturalism Act (2000). Under this act "each public authority must observe the principles of multiculturalism in conducting their affairs" (part 1, section 3 (4)) as outlined within the Act.

Research and data gathering have commenced in order to provide a framework for the statement including the principles of multiculturalism as described within the Act. A survey has been developed and sent to local service providers in order to ascertain an indication of the extent of service provision accessed by Culturally and Linguistically Diverse Communities (CALD) in the Local Government Area.

Youth

All management plan activities are on target with one amendment. It was decided to replace the "Have a go day" scheduled for September with a Live Music Concert in Lyne Park to be held in December. This was as a result of discussions with the Youth Advisory Committee members and the subsequent report for endorsement of the event to the Community & Environment Committee meeting held on the 10 October.

In July, the Youth Services Development Officer focussed on running a Short Film Workshop at the Drill Hall in St David Martin Reserve, which was attended by 12 local young people aged 14-25. This has resulted in the production of a short film that will be launched later on in the spring.

The Beat Graffiti project, held back by difficulties of finding a suitable site, is now up and running in partnership with *RailCorp* and with the appointment of a co-ordinator on short term contract.

Demonstrating Council's commitment to working in collaboration with young people and service providers, the following activities took place during the last quarter:

- the Youth Advisory Committee (YAC) continued to meet monthly with the focus on events planning, particularly Youth Week 2006 activities and the proposed live music concert with local high school bands planned to be held in Lyne Park in December, 2005.
- the Youth Issues Forum was held in August with a guest speaker on the topic of Youth Entrepreneurship;
- the Youth Safety Network meetings were held in July, August and September with discussion focussed on the issue of night gathering in local parks and underage drinking;
- a talk for teenagers and their parents was held on how to overcome the effects of Chronic Fatigue Syndrome;
- collaboration with neighbouring councils and young people in obtaining Indent funding to hold a cross area under 18s dance party, possibly at Fox Studios;
- the Youth Services Development Officer has visited Kambala School and Rose Bay Secondary College to participate in a talk and a workshop on cyber-space bullying and drugs and alcohol education;

Children's Services

All management plan activities are on target.

Rose Bay Cottage is continuing to have a large number of families attending Playgroup sessions, now occurring on four days per week: Mondays, Wednesdays, Thursdays and Fridays.

The third Woollahra Children's Services Forum was held with a broad range of attendees including private service providers of child care centres and pre-schools, community based service providers, with a guest speaker from *NSW Families First* programme. Discussion took place around the issues of support available to direct service providers, parents and children. Participants provided valuable information about the specific needs of older parents in Woollahra, for family support, access to post-natal depression groups, parenting classes especially for fathers, issues relating to children being disconnected from their local communities by travelling to long day care centres outside the area, while both their parents work long hours.

Information was provided for the development of and Expression of Interest for an Early Intervention Services Model in conjunction with Waverley Council, to gain funding from NSW Department of Community Services to run a regional Early Intervention Service for high risk families in the Eastern Region, including Woollahra LGA.

5.4 Ageing & Disability Services

EJ Ward Community Centre

All management plan activities are on target. Regular activities took place during the last quarter. These included weekly AIM for fitness gentle exercise classes, bus trips, table tennis, bingo, cards, and the monthly outing to the Old Time Dance at Randwick Bowling Club.

Other highlights include the commencement of a new seniors group, the Irish Australian Welfare Bureau who is using E.J. Ward Centre to provide lunch and social activities, and the purchase of a BBQ for the courtyard which was partly donated by Computer Pals for Seniors.

In addition to providing regular activities for members of EJ Ward Community Centre, the centre is daytime host to University of the Third Age (U3A), Computer Pals for Seniors and Holdsworth Street Community Centre disability and respite programs on a regular basis. Regular evening and weekend room hire group bookings include meditation, singing, environmental forum & an AA 12-step program.

Ageing, Disability and Access

Council's Aged Care Assessment and Support Worker continued to assist Woollahra residents with home visits and daily telephone enquires about service provision within the area.

Working collaboratively within Council the Aged Care Worker has assisted the departments of Compliance and Rates in their dealings with older residents in the area.

The Access Committee has finalised the event *Don't 'dis' my ability* with an exhibition of activities for people with diverse abilities and the launch of a new disability access brochure to be held on the 2 November 2005.

The Seniors Advisory Committee has participated in the planning for Seniors Week that will be held in April 2006 and a Seniors Week grant submission has been sent to the NSW Department of Ageing, Disability and Home Care.

Woollahra Council Canonbury Cottage has successfully run the Holdsworth Street Dementia Training Course for Carers over the August period. The Aim for Fitness classes are now running three times a week. An information morning on personal alarms was attended by 8 people and an information morning on Dementia and Dementia Services in the area was attended by 13 local residents.

5.5 Cultural Development

This sub-activity includes cultural events and cultural development activities. All management plan activities were on target for this quarter.

The preselection judging component of the 2005 Woollahra Small Sculpture Prize was finalised. 313 entries were received nationally and from New Zealand and Germany. Preselection judging was carried out by esteemed judges John Stringer (Curator of the Kerry Stokes Collection in Perth) and William Wright AM (Sherman Foundation Fellow in Contemporary Art at the University of Sydney). Forty finalists were short-listed for the exhibition in October. In order to tie in with the Small Sculpture Prize, the Library hosted a special Writers and Readers event on 2 September with Eileen Chanin and Steve Miller who discussed their acclaimed new book *Degenerates and Perverts*.

Participation continued in the Eastern Regional Local Government Aboriginal and Torres Strait Islander Forum (ERLGATIF). 2005 NAIDOC Week took place between 3 – 10 July with a theme

of 'Our future begins with solidarity'. Woollahra Council hosted two storytime sessions for young children, with Matthew Doyle from the Wuruniri Cultural Program. In the lead-up to NAIDOC Week, recent Reconciliation Week Primary Art Competition winners of the Schools Group category, Woollahra Pre-school, participated in Victoria Doyle's Art Workshop. Woollahra Pre-school's winning entry, along with a selection of other highly commended works, was on display at Woollahra Council's Customer Services Centre during NAIDOC Week.

In collaboration with the Parks and Street Trees and Communications Team a program of activities was developed for the inaugural 2005 Woollahra Garden Week to be held in 10 – 16 October. Program information, along with Garden Award entry forms, was circulated to each household in the Municipality in July. Educational messages on becoming 'waterwise' were contained within all Garden Award/Garden Week information and a new category of Best Waterwise Garden was introduced in the Garden Awards.

A state of the art sound system with noise limiters was installed into the main workspace of the Drill Hall at Sir David Martin Reserve to limit noise levels associated with performance development use. The sound system was funded by a NSW Ministry for the Arts Capital Infrastructure grant.

Further research and internal consultation was also carried out into the drafting of a Public Art Policy for Council. During this research it was identified that additional consultation with Councillors and interested parties is required, with the completion date for this project now March 2006.

5.5 Environment & Public Health

The activities and projects listed under this sub-activity aim to protect the health and well being of residents and visitors to our area.

538 health premises are currently recorded for the area, with 381 of these handling, preparing and or selling food. Council's Environmental Health Officers endeavour to inspect all food premises twice a year. The remaining 157 premises include hairdressers, beauty saloons and businesses involved in skin penetration activities and are inspected at least once a year.

During the quarter;

- 89 food and 122 health premises were inspected as part of our Food Safety and Public Health Program;
- No food related notices were issued;
- 31 babies were immunised under our Childhood Immunisation Program, representing a decrease of approximately 49% on our quarterly estimate and the previous quarter;
- 32 pollution related matters were reported and investigated, as part of our Pollution Control Program, representing an increase of approximately 39% on the previous quarter. 23 matters were for noise pollution, 8 water pollution and 1 land pollution; and
- 9 health notices/orders were issued, including 2 under the *Protection of the Environment Operations Act 1997*.

People & Pets Day was again successfully organised and held during September 2005. The theme this year was "*interaction between people and their pets*" and 48 displays/stalls were provided on the day, representing a 26% increase in the number of stalls/displays.

5.6 Ranger Services

Council's Rangers provide a variety of enforcement services to ensure the public safety and convenience of our community in relation to the use of public places.

During the quarter;

- 76 abandoned vehicle matters were reported and investigated, representing a decrease of approximately 21% on the previous quarter;
- 15 road and footpath obstruction matters were reported and investigated, representing an increase of approximately 7% on the previous quarter;
- 3 private skip bin matters were reported and investigated, representing a decrease of approximately 50% on the previous quarter;
- 1 littering fine was issued;
- 118 companion animals were registered on the New South Wales Companion Animals Register for our area, with approximately 87% being for desexed animals;
- 32 barking dog matters were reported and investigated, representing an increase of over 6% on the previous quarter;
- 2 nuisance dog orders were issued; and
- 9 dog related fines were issued.

Council's Rangers worked with the Roads & Traffic Authority and the New South Wales Police in August 2005 to manage the road closures and changed traffic conditions for the annual 'City-to-surf' race.

An assessment of the signs and public notices at the harbourside locations of Camp Cove, Watsons Bay Baths, Parsley Bay and Redleaf Pool, was completed during the quarter relative to the following documents;

- *Local Government Act 1993 and Regulations*
- *AS 2416 – 2002 "Design and Application of Water Safety Signs"*;
- Department of Local Government's Practice Note 15 – Water Safety; and
- Statewide Mutual's "*Best Practice Manual - Signs as Remote Supervision*".

This information will be presented separately to the Community & Environment Committee as part of a 'harbour beach and swimming pool safety' report.

In accordance with the provisions of the *Companion Animals Act 1998*, Yarranabbe Park and the northern section of Steyne Park were declared 24 hour off leash areas and new signage has been arranged for both areas to reflect these dog controls provisions.

Data was collected and analysed as part of the review of Council's Ranger, Parking Enforcement and Animal Control Sections and this information was presented to staff in early October 2005. Further meetings with staff are planned to identify and discuss areas for improvement before the final report is completed.

Conclusion:

In summary, the projects detailed within the Community Services Principal Activity for the September 2005 quarter were predominantly on time and within budget, except as otherwise noted.

Tim Tuxford
Manager Compliance

Kylie Walshe
Director Community Services

Annexures:

1. September 2005 Quarterly Review Report - Community Services Principal Activity of the Management Plan

Item No: R1 Recommendation to Council
Subject: **Royal Hospital for Women Park – Dog Management**
Author: Scot Hedge, Parks and Recreation Coordinator
File No: 1023.G
Reason for Report: To provide a report on the outcome of the trial off-leash period for dogs between 4.30pm and 8.30am

Recommendation:

That Council, pursuant to Section 13(6) of the *Companion Animals Act 1998*, resolve to declare Royal Hospital for Women Park a **‘Type C area - dogs on leash at all times except between 4.30pm and 8.30am’**.

Background:

The Royal Hospital for Women Park (RHW Park) was opened on Saturday 9 April 2005. The Plan of Management (PoM) for the Park, adopted by Council on 14 March 2005, outlines how the Park is to be managed. The PoM recommended a six-month trial period whereby dogs would be permitted unleashed between 4.30pm and 8.30am and leashed at all other times.

The six month trial period is now complete. Council received over 30 submissions during the trial period from various members of the community (Annexure 1).

Community opinion has been divided on the issue of dog access in the Park with allegations made regarding the behaviour of, and conflict between, various people and animals. In September a consultation strategy was implemented to ensure the community was aware of the completion of the trial period and provide the opportunity to comment. The strategy involved:

- Advertisement in the Wentworth Courier
- Direct mail to stakeholders
- Letter box drop of flyer to residents
- Media release to Wentworth Courier
- Message in Mayoral column
- Notification and information on Council’s homepage
- Signage in RHW Park

The consultation strategy ran from 14 September to 14 October 2005 and 370 submissions were received. The consultation requested feedback on the community's preferred option for dog management being:

- Total prohibition of dogs
- Dogs allowed on a leash at all times
- Dogs off a leash between 4.30pm and 8.30am
- Dogs allowed off a leash at all times
- No firm position on issue

Other issues or comments were also requested. A summary of comments received are provided in Annexure 2. There were a number of repeated comments and themes within the submissions and the main ones are identified and discussed below.

Dog Faeces

Comments were received regarding the presence of dog faeces within the park, and conversely, comments on how responsible the dog owners have been in relation to cleaning up after their animals. Section 20 of the *Companion Animals Act 1998*, requires dog owners to clean up after their dog when it defecates in a public place. In practice, however, it is apparent that a number of dog owners are not cleaning up after their animals. This observation is not restricted to RHW Park.

To manage this situation Council Rangers patrol the Municipality and educational programs are implemented in regard to responsible pet management and ownership such as the People and Pets Day event and distribution of the People and Pets Flip Guide.

Comments were also received regarding installation of bag dispensers. When considering the adoption of the RHW Park Plan of Management the Community and Environment Committee, at its meeting of 28 February 2005, recommended that:

“The Royal Hospital for Women Park Plan of Management be adopted with the following amendments:

- *acknowledgment of additional prior users of the site in the vision statement*
- *the inclusion of biodegradable plastic bag dispensers and*
- *some minor correction to the text.”*

However, Council, at its meeting of 14 March 2005 resolved that:

“The recommendation be adopted subject to deletion of the second dot point relating to the inclusion of biodegradable plastic dog dispensers.”

Council needs to encourage dog owners to be responsible for their own supply of materials for the management of dog waste. This will be more beneficial to encouraging a long-term shift in behaviour of removing dog waste. By providing dispensers, dog owners could become reliant on the bags being available at the park at all times. If the dispenser runs out the dog owner could attempt to apportion blame on the Council for them not being able to clean up after their dog. Many dog owners walk their animals to the Park and therefore should carry bags at all times, including prior to reaching the park.

There are other concerns relating to the installation of plastic bag dispensers within the park. There are reports by other councils where dispensers are installed that they tend to be vandalised, either by damage to the installation itself or by the bags being spread around the parks contributing to litter. Also, retailers and the public are gaining greater access to plastic bag alternatives which provide more environmentally sustainable options for the removal and disposal of dog faeces than that of plastic bag usage. The installation of dispensers is therefore not supported. There are a number of existing bins in the park available for use for dog waste and general litter. The number and location of these bins is considered sufficient.

It was brought to the attention of staff that a member of the community was collecting dog faeces each morning. There are concerns from some sections of the community that this action has influenced the results of the trial and will not continue following Council adopting a position on dog management. Faeces that are not removed are an issue throughout the municipality and as noted earlier, enforcement and educational programs aim to address the issue. It is also possible that 'peer pressure' from other park users will increase compliance in RHW Park.

Health Concerns

Many submissions provided examples of park users coming into contact with dog faeces, including children rolling in them during activities, with some people suggesting there is a serious health concern in the park as a result. Dogs urinating in the park was also identified as a concern and a cause of loss of amenity within the park.

It is recognised that there are health issues with unremoved faeces as well as impacts on the amenity of the park. Research states that faeces may be infested with microscopic parasitic organisms that can be transmitted to and cause disease in humans. Although the risk to humans is slight, roundworm is the most prominent health concern. Eggs are passed to the environment in faeces and take two weeks to a month to become infective. There is therefore no risk from fresh faeces however the eggs may remain infective in the soil for years.

The primary transmission pathway to humans is through contamination of the hands by eggs in the soil and accidental ingestion. Young children have the greatest risk of exposure, while people confined to hand activated wheelchairs and active sports players may also be at risk.

Effective Control of Dogs and Potential Risks to Park Users

A number of submissions claimed owners were not maintaining effective control of their animals and that other park users were interfered with by the animals, with allegations such as stealing food, urinating on prams and biting made. A number of people feared for safety of children and themselves and their enjoyment of the park was compromised. The issue of Council's liability was raised, in relation to creating a situation that could lead to an incident in which a child may be attacked by a dog. The park was considered by residents to be too small to allow dogs and children in the same area.

Conversely, many comments were made regarding the positive social environment for dogs, their owners, and others that do not object to dogs. People were in favour of the community environment and atmosphere created at the park during dog walking activities. In terms of dog behaviour it is understood that well exercised and socialised dogs are less prone to barking and nuisance behaviour.

RHW Park is smaller than other nearby parks offering unleashed dog access, thereby increasing the possibility of conflict between animals and people. Council's Animal Control Officer has indicated that there have not been any formal dog biting complaints made to Council originating from the park during the trial period, although some submissions did contain such allegations.

Enforcement of Companion Animals Act 1989

Comments were received regarding the need for greater enforcement or patrolling of the park to ensure that faeces are being removed, people are obeying the off-leash time restrictions and to ensure that dogs are under effective control. These issues are not limited to RHW Park.

Council's animal control officers undertook regular patrols of the Park over the trial period. 115 patrols were carried out between 8.30am and 4.30pm (on-leash period). During this time:

- 47 warnings were issued for dogs off-leash, and
- 2 warnings were issued for not removing faeces.

25 patrols were undertaken between 4.30pm and 8.30am (off-leashed period). During these patrols one warning was issued for not removing dog faeces. No fines were issued during the trial period. Rangers reported that there were faeces present in the park, however, owners were picking up after their dogs at the time of the patrols.

There are difficulties with enforcement of the *Act* particularly in relation to dog owners picking up after their dog. In practice, the presence of a ranger would generally result in people behaving appropriately. However, to ensure 100% compliance with the *Act* the constant presence of a ranger would be required, which is not possible. As noted earlier, 'peer pressure' may also increase compliance with the *Act*.

Alternative Options for Dogs and Children

Many submissions argued that there are other nearby areas of open space that cater for dog access or solely for children. Examples of exercise areas available for dogs in the Paddington area, the size of the park and the distance from RHW Park are identified in the table below.

Park Name	Dog Access	Area (ha)	Distance from RHW Park
Trumper Park	On leash at all times	6.78	900m
Rushcutters Bay Park	Off-leash 4.30pm-8.30am, leashed all other	6.47	800m
Yarranabbe Park	24 hour off-leash	1.89	1600m
Centennial Parklands	Various options		1200m
Royal Hospital for Women Park	Off-leash 4.30pm-8.30am, leashed all other	0.4	N/A

Playgrounds in the Paddington area are listed in the table below. These reserves primarily or only provide playground equipment catering for younger aged children and do not have any significant area of usable grassed open space.

Playground Reserve	Dog Access	Area (ha)	Distance from RHW Park
Union Street	Prohibited	0.02	500m
Cambridge Street	Prohibited	0.02	650m
Dillon Street	Prohibited	0.01	300m
Cooks Paddock	Prohibited	0.05	700m
Spring Street	Prohibited	0.02	200m
Soudan Street	Prohibited	0.06	1000m

In comparison with other open space areas where we provide for unleashed dog access, it is noted that RHW Park is limited in size and therefore difficult to separate dog and non-dog users. It is the only area of parkland located in the centre of Paddington and is surrounded by high density residential development. Most residential development has very small areas of private open space, therefore demand for park use is high.

Community Consultation:

The vote tally received in submissions in support of the various options are summarised in the table below.

Option	Votes
Total Prohibition of dogs	101
Dogs allowed on leash at all times	16
Dogs off a leash between 4.30pm and 8.30am	148
Dogs allowed off a leash at all times	90
I have no firm position on this issue but would like to submit comments	5
Other (e.g. suggested totally different times)	10
Total	370

Two petitions were also received, one in favour of banning dogs, with 99 signatures (Annexure 3), and a petition for maintaining the off-leash period of 4.30pm to 8.30am, with 213 signatures (Annexure 4).

Conclusion:

During the trial period it has been demonstrated that there are strong opposing views by sections of the community on how dogs should be managed in the Park.

The community consultation identified that allowing dogs off a leash between 4.30pm and 8.30am received the most support with 148 votes, as well as a petition with 213 signatures. There was also support for other types of dog access (24 hour on leash and off leash at all times), totalling 106 votes.

Banning dogs altogether received 101 votes and a petition of 99 signatures.

When considering the submissions received and the considerable demand for the Park by all user groups, it is recommended that the current dog trial be adopted long-term and the Park be declared a Type C dog access area, being dogs on leash at all times except between 4.30pm and 8.30am. This option provides a compromise for many park users.

Scot Hedge
Parks and Recreation Coordinator

Warwick Hatton
Director Technical Services

Annexures:

1. Submissions received during trial period
2. Summary of comments received during community consultation
3. Petition in favour of banning dogs
4. Petition in favour of continuing off-leash between 4.30pm and 8.30am