



# Community & Environment Committee

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

**Date:** *Monday 26 November 2012*

**Time:** *6.00pm*

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

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

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

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

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

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

**Committee Membership:**

7 Councillors

**Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

22 November 2012

To: His Worship the Mayor, Councillor Andrew Petrie ex-officio  
Councillors Deborah Thomas (Chair)  
Anthony Boskovitz  
Peter Cavanagh  
Anthony Marano  
Elena Wise  
Susan Wynne  
Jeff Zulman

Dear Councillors

### **Community & Environment Committee Meeting – 26 November 2012**

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 26 November 2012 at 6.00pm.**

Gary James  
General Manager

# **Additional Information Relating to Committee Matters**

**Site Inspection**

**Other Matters**

## Meeting Agenda

Item	Subject	Pages
1	Leave of Absence and Apologies	
2	Note Council resolution of 27 June 2011 to read late correspondence in conjunction with the relevant Agenda Item	
3	Declarations of Interest	

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

D1	Confirmation of Minutes of Meeting held on 12 November 2012	1
D2	Delivery Program 2009 to 2013 & Operation Plan 2012/13 (DPOP) Quarterly Progress Report September 2012 against Goal 1 – A Connected & Harmonious Community, Goal 2 – A Supported Community, Goal 3 – A Creative & Vibrant Community, Goal 5 – Liveable Place, Goal 7 – Protecting our Environment & Goal 8 – Sustainable Use of Resources – 1229.G	2
	<b>*Note: Annexure 1 Distributed Under Separate Cover</b>	
D3	Woollahra Plaques Advisory Committee – Minutes of Meeting 25 October 2012 – 474.G Plaques	5

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

R1	Community & Cultural Small Grants Round 2012-2013 – 30.G	10
R2	McKell Park – Conditions of Hire – 175.G	14
R3	Review of the ‘Terms of the Reference’ & operations of the Animal Advisory Committee – 271.G AACM	20
R4	Oxford Street, Paddington – Proposed RMS Works	35

**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 12 November 2012**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 12 November 2012 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

**Recommendation:**

That the Minutes of the Community and Environment Committee Meeting of 12 November 2012 be taken as read and confirmed.

Les Windle  
Manager – Governance

**Item No:** D2 Delegated to Committee

**Subject:** **Delivery Program 2009 to 2013 & Operational Plan 2012/13 (DPOP) Quarterly Progress Report September 2012 against Goal 1 - A Connected & Harmonious Community, Goal 2 - A Supported Community, Goal 3 - A Creative & Vibrant Community, Goal 5 - Liveable Places, Goal 7 - Protecting our Environment and Goal 8 - Sustainable use of Resources.**

**Author:** Kylie Walshe - Director Community Services  
Tom O'Hanlon - Director Technical Services

**File No:** 1229.G

**Reason for Report:** To review the status of the Priorities and Actions in Council's Delivery Program 2009 to 2013 and Operational Plan 2012/13 for the three months ending 30 September 2012.

**Recommendation:**

THAT the September 2012 Quarterly Progress Report on Goal 1 (A connected & harmonious community), Goal 2 (A supported community), Goal 3 (A creative & vibrant community), Goal 5 (Liveable places), Goal 7 (Protecting our environment) and Goal 8 (Sustainable use of resources) of Council's Delivery Program 2009 to 2013 and Operational Plan 2012/13 be received and noted.

---

**Background:**

Council adopted its Delivery Program 2009 to 2013 and Operational Plan 2012/13 (DPOP) in June 2012 in accordance with the Integrated Planning and Reporting Legislation for NSW Local Government. The Delivery Program and Operational Plan are two of the key strategic planning documents that comprise Council's Integrated Planning & Reporting Framework.

It is a requirement under the Integrated Planning & Reporting Legislation that Council report on the progress of its Delivery Program at least every six months. In response to this requirement, and in order to ensure that Council's reporting to the community is transparent, timely and manageable under the legislation, progress reports on the DPOP are presented to Council quarterly for the periods ending 30 September, 31 December, 31 March and 30 June each year.

The framework for quarterly progress reports is consistent with the structure of the Delivery Program and Operational Plan developed around the following interrelated themes and supporting goals:

**Theme: Community well-being**  
Goal 1: A connected and harmonious community.  
Goal 2: A supported community.  
Goal 3: A creative and vibrant community.

**Theme: Quality places and spaces**  
Goal 4: Well planned neighbourhoods.  
Goal 5: Liveable places.  
Goal 6: Getting around.

**Theme: A healthy environment**  
Goal 7: Protecting our environment.  
Goal 8: Sustainable use of resources.

**Theme: Local prosperity**  
Goal 9: Community focused economic development.

**Theme: Community leadership and participation**  
Goal 10: Working together.  
Goal 11: A well-managed Council.

**Annexure 1** to this report is Council's Quarterly Progress Report for the period 1 July to 30 September 2012 for Goals 1, 2, 3, 5, 7 and 8, being most relevant to the Community and Environment Committee (C&E).

Progress comments for all Delivery Program Priorities and Operational Plan Actions are provided in the tables of **Annexure 1**. Council staff provide updates on these comments on an ongoing basis for internal management purposes, with the comments then collated at the end of the quarter for reporting to Council and the community. Generally, actions included in the Operational Plan relate to the current financial year, however there are a number of actions that extend beyond June 2013, as indicated in the Target Date column.

As this is the first quarterly report for 2012/13, the final column in the tables headed "Updated Comments" is blank. In future quarterly reports a tick will appear in this column to indicate that the comments relating to that action have been updated since the previous quarterly report to Council. This will enable Councillors and other readers of the report to easily identify where an action status has been updated.

#### **Adopted notices of motion and other decisions of the Council:**

To further improve the efficiency and transparency of Council's Integrated Planning and Reporting procedures, notices of motion and other decisions of the Council which are strategic and/or project based are now included as additional actions in the DPOP and reported on through the Quarterly Progress Report.

Adopted notices of motion which are non-strategic in nature, such as placement of an additional agenda item on a meeting or writing a letter to an organisation, will be monitored administratively.

During the period 1 July to 30 September 2012, five new notices of motion have been identified as strategic and/or project based in nature. Details of these new actions are provided below.

<b>ACTION ARISING FROM A NOTICE OF MOTION</b>	
<b>Action number in 2012/13 Quarterly Progress Report</b>	<b>Action description</b>
5.2.1.4	Prepare a report for Council to consider completing the paving work between 15 to 27 Stafford Street, Paddington in line with the paving completed in the remainder of the street. [Refer NOM 27/08/2012].
5.3.4.13	Attend to the maintenance of the Raoul Wallenberg Memorial Garden on Queen Street, Woollahra and work with the local community to hold a modest commemorative event at the memorial garden to mark the centenary of his birth. [Refer NOM 27/08/2012].
5.3.2.36	Prepare a report on cleaning of the paved footpath areas within the Double Bay Commercial area. [Refer NOM 27/08/2012].
5.3.5.3	Prepare a report in relation to the enforcement of Woollahra Council conditions of hire for McKell Park, Darling Point and to consider amending various conditions in the "Conditions of Hire". [Refer NOM 23/07/2012].
5.5.3.1	Council expresses its strong opposition to the roll out of green electricity bollards by energy infrastructure providers on footpaths across the municipality. [Refer NOM 13/08/2012].

**Conclusion:**

It is recommended that the September 2012 Quarterly Progress Report against Goal 1 (A connected & harmonious community), Goal 2 (A supported community), Goal 3 (A creative & vibrant community), Goal 5 (Liveable places), Goal 7 (Protecting our environment) and Goal 8 (Sustainable use of resources) of Council's Delivery Program 2009 to 2013 and Operational Plan 2012/13 be received and noted.

Kylie Walshe  
Director Community Services

Tom O'Hanlon  
Director Technical Services

---

**Annexures:**

- 1 DPOP Quarterly Progress Report September 2012 for Goal 1 (A connected & harmonious community), Goal 2 (A supported community), Goal 3 (A creative & vibrant community), Goal 5 (Liveable places), Goal 7 (Protecting our environment) and Goal 8 (Sustainable use of resources) – *distributed separately*.

**Item No:** D3 Delegated to Committee  
**Subject:** **Woollahra Plaques Advisory Committee - Minutes of Meeting 25 October 2012**  
**Author:** Joan Ruthven - Library Community Programs Team Leader  
**File No:** 474.G Plaques  
**Reason for Report:** To table the minutes of the Woollahra Plaques Advisory Committee meeting held on Thursday 25 October 2012.

**Recommendation:**

That the minutes of the Woollahra Plaques Advisory Committee meeting held on Thursday 25 October 2012 be noted and endorsed.

---

**Background:**

This report outlines the meeting held by the Woollahra Plaques Advisory Committee (WPAC) on 25 October 2012. (Annexure 1)

**Key discussion points at the Woollahra Plaques Advisory Committee (WPAC):**

The key matters discussed at the meeting included:

- An introduction to the new councillor representatives of the Advisory Committee following the NSW council elections on Saturday 8 September 2012. The Chairperson for 2012/13 is Councillor Anthony Marano and the Woollahra Councillor representative is Councillor Luise Elsing.

Following the meeting, the Mayor also requested Chris Howe for inclusion in the Advisory Committee membership as a community member.

- The launch of the Woollahra Council Plaque Scheme webpage on 24 October 2012. The webpage outlines the Scheme's aim of establishing plaques to honour:
  - those who have made a significant contribution to the development of Australia and its culture; or
  - sites where significant historical or cultural events in the history of the Woollahra Municipality or Australia as a nation took place.

Nominations from the community may be made online through the webpage or an application downloaded and posted to the Advisory Committee. The closing date for the first round of applications is the 22 February 2013.

- The key dates for the Advisory Committee being:
  - Calling for nominations from November 2012 until 22 February 2013;
  - Selection of nominations for plaques at Advisory Committee meeting 7 March 2013;
  - Research by local history librarians April – May 2013;
  - Confirmation of four plaques at Advisory Committee meeting 5 June 2013;
  - Adoption of selected plaques at Community & Environment Committee meeting 24 June 2013; and
  - First launch date July 2013.

**Conclusion:**

The Woollahra Plaques Advisory Committee had a successful meeting and confirmed the dates for the rollout of the Plaque Scheme. The next date for the Committee meeting is Thursday 6pm, 7 March 2013.

Joan Ruthven  
Library Community Programs Team Leader

Vicki Munro  
Manager, Library & Information Services

Kylie Walshe  
Director, Community Services

---

**Annexure:**

Minutes of the Woollahra Plaques Advisory Committee meeting, Thursday 25 October 2012

**Item No:** R1 Recommendation to Council  
**Subject:** **Community and Cultural Small Grants Round 2012-2013**  
**Author:** Romi Scodellaro, Community Development Officer  
**File No:** 30.G  
**Reason for Report:** To give consideration to applications for Section 356 Community and Cultural Small Grants Round from local community groups and services.

**Recommendation:**

That Council approve the selection panel's recommendations for the successful October 2012 Community and Cultural Small Grants Round.

---

**Background:**

Council has a long history of providing grants and support to local community organisations. It is through assisting these organisations that the Woollahra community has been enhanced and strengthened. The overarching aim of Community and Cultural Grants is "to encourage the development of local community based services which meet identified needs of people living and working in the Woollahra local government area". The provision of these grants is in accordance with the Community Services Policy and the Delivery Program and Operational Plan (DPOP) 2009-2013 which incorporates the strategies in the Woollahra Social and Cultural Plan 2008-2013.

The 2012/13 adopted budget for the Large (up to \$5,000) and Small (up to \$1,000) Community and Cultural Grants program is \$70,000 excl GST. The June grants program distributed \$55,624.74 to 18 organisations leaving \$14,375.24 allocated to the October Small Grants round.

**Process:**

The Community and Cultural Small Grants Program 2012/13 for October was advertised from early September and closed on Wednesday 31 October 2012. A total of seven applications totalling \$6,850 were received. Descriptions of these applications, along with comments and recommendations, are provided in Annexure 1.

Each application has been assessed in reference to the objectives and selection criteria adopted by Council and this process has been enhanced by individual officers' experience and knowledge of the sector in which applicants operate. The grants have also been assessed in accordance with the strategies in the DPOP 2009 - 2013. The applications recommended for funding are all projects that provide substantial benefit to high priority groups in Woollahra.

While a number of the applications have been recommended for support, there is one organisation that has not been recommended for funding. Further comments are provided in Annexure 1.

**Recommendation:**

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

### Small Community and Cultural Grants – October Round

Organisation	Amount Recommended
Art Month Sydney – Go East Tour and Gallery Map	\$1,000
Eastside Radio – Saturday Night at the Movies	\$1,400
National Council of Jewish Women – Mum for Mum	\$1,000
Sisters of Charity Outreach – Volunteer Christmas Liturgy	\$850
Sydney Alumni Orchestra – Woollahra Concert Series	\$1,000
Woollahra Philharmonic Orchestra – Chamber Plays	\$800
<b>Total</b>	<b>\$6,050</b>

Please note that it is recommended that an additional \$400 be allocated to the Eastside Radio initiative as to assist with the provision of a traffic management plan.

### Remaining funding allocation

There is \$14,375.24 grant funding allocated for this round. As the funding recommended for this round totals \$6,050, there is a total of \$8,325.24 unspent budget allocation. It is recommended that the remaining unspent money be kept for any urgent and or high priority requests by community and/or cultural groups during the remainder of this financial year.

### Consultation:

The assessment panel for the Community and Cultural Grants round consisted of Susan Turner, Manager Community Development, Jacky Hony, Team Leader Community Development, Jo Jansyn, Cultural Development Coordinator and Romi Scodellaro, Community Development Officer. Where applications were incomplete, further information was sought from applicants.

### Identification of Income & Expenditure:

The total allocation available for the Community and Cultural Grants program 2012-2013 is \$70,000 excl GST. The available grants budget for the October Small Grants Round is \$14,375.24. Six projects are recommended for funding totalling \$6,050.

### Conclusion:

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

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

Romi Scodellaro  
Community Development Officer

Kylie Walshe  
Director Community Services

### ANNEXURE:

1. Community and Cultural Small Grants Round – Recommendations, October Round

**Item No:** R Recommendation to Council  
**Subject:** **McKell Park - Conditions of Hire**  
**Author:** Paul Fraser - Team Leader, Open Space & Recreation Planning  
**File No:** 175.G  
**Reason for Report:** To respond to a Notice of Motion regarding the conditions of hire for McKell Park, Darling Point.

**Recommendations:**

- A. That the conditions of hire for McKell Park are restricted to 2 events per day on weekends.
- B. That a bond of \$200 be added to the fees and charges schedule for 2013/14 for all future events in McKell Park.
- C. That the maximum guest numbers for all functions at McKell Park remain at 120 and not be reduced to 80 people.
- D. That whenever possible the WMC Rangers will check on events at McKell Park and report back to the Recreational Booking Coordinator who will withhold the bond if any park hire conditions were not met.
- E. The impact of these amended conditions be reviewed and reported to the Community and Environment Committee after 12 months.

---

**Background:**

An adopted Notice of Motion on the 23 July 2012 stated:

*That a report be brought forward in relation to the enforcement of Woollahra Council conditions of hire for McKell Park, Darling Point and to consider amending various conditions in the "Conditions of Hire" as per the following:*

1. *That the conditions of hire restrict, reduce weddings, parties to one per day on weekends.*
2. *No tables or chairs (unless disabled or elderly people) be permitted at these events.*
3. *That the bond be increased from \$120 to \$750 for these events.*
4. *That the numbers for all functions be reduced from 120 to 80 people.*
5. *That the Council enforce the existing condition "That no amplification of any kind can be used".*
6. *That the Technical Services Department informs the Compliance Department of all bookings beforehand.*
7. *That patrols check on all events during the hiring.*

Prior to this Notice of Motion, Council on the 27 August 2012 resolved to place the McKell Park draft Plan of Management (PoM) on public exhibition with the following resolution:

- A. *That Council make the necessary changes as discussed in the report and place the McKell Park and Darling Point Reserve draft Plan of Management (PoM) which was presented on the 16 April 2012 on public exhibition for not less than 28 days and that submissions be received for a period of not less than 42 days from the date the plan is placed on exhibition, in accordance with Section 113 (c) of the Crown Lands Act 1989 and Section 38 of the Local Government Act 1993.*

- B. *Subject to recommendation A above, that Council hold a public hearing on the proposal to categorise the Community Land in McKell Park as 'Park' in accordance with Section 36 (4) and 40A (1) of the Local Government Act 1993.*
- C. *That Council considers submissions received and, where appropriate, incorporates changes in a Final Plan of Management to be further considered by Council.*

The draft PoM is currently with the Department of Primary Industries awaiting approval from the Minister for its release for exhibition.

It should be noted that this report and Notice of Motion is specifically about the **Conditions of Hire** for McKell Park and managing the enforcement of these conditions. The PoM is required to form a strategic approach to the management of the land and to guide Council in the care, control and management of the park. The PoM does not specifically deal with conditions of hire and enforcement of these conditions; this is the responsibility of Council procedures relating to the hiring of parks.

*Conditions of Hire* should follow the objectives of McKell Park which are stated in the draft PoM as follows:

- Provide quality open space and settings that meet the needs of the community.
- Keep major changes to McKell Park and Darling Point Reserve to a minimum.
- Limit additional developments and structures that do not relate to the roles of McKell Park and Darling Point Reserve.
- Minimise intensification of uses that have adverse impacts on users of McKell Park and Darling Point Reserve and local residents.
- Ensure future uses are compatible with the existing range of activities, the park's character, and the carrying capacity of its facilities and settings.
- Limit commercial activities to those that are related to community/social and recreation activities.
- Recognise that McKell Park and Darling Point Reserve attracts a local as well as a wider catchment of users.
- Encourage involvement of the community in planning, management and maintenance of McKell Park and Darling Point Reserve.
- Preserve the natural physical setting and protect vegetation and fauna habitat.
- Encourage use of the park for social and community activities.
- Maximise appropriate uses of Canonbury Cottage.
- Preserve items of heritage significance and remaining historical structures.
- Facilitate access to and enjoyment of views from the parks to Sydney Harbour.
- Maintain the natural visual character of the parks from Sydney Harbour.
- Maintain the privacy of surrounding residences from the parks.
- Recognise and promote the cultural value of the parks.
- Minimise conflicts between recreational and other uses of the parks.
- Recognise and celebrate the history of McKell Park in particular through interpretive and other effective means.
- Ensure access to the parks for everyone wherever possible.

### **Proposal:**

In the last 12 months, Council has implemented various conditions and strategies to address the concerns that neighbouring residents have of noise from special events at McKell Park. These strategies include:

- Council staff consulting with the National Trust regarding the coordination of bookings of McKell Park and Lindesay House for special events. Upon notification of the approved 12 functions per year (DA 28/1997), staff will not be accepting formalised bookings for McKell Park on these dates to assist to reduce impacts of traffic, parking and noise within the area.
- Continued coordination with Council's Compliance Department.
- Communication to hirers and follow up emails outlining the conditions of hire for the park.

### **Proposed Amendments of *Conditions of Hire***

#### **1. That the conditions of hire restrict, reduce weddings, parties to one event per day on weekends.**

The location and characteristics of McKell Park makes it an attractive and popular place for both the local and wider community in which to celebrate important events and social gatherings. Its proximity to the Sydney Harbour has made this park a very popular location with extensive open and filtered views of the harbour, Clarke Island and the city skyline.

The principles of Crown Land Management state that public use and enjoyment should be encouraged. The Crown have previously stated that as long as there are appropriate temporary licences issued which indemnified the Minister/Crown from any damages, they are satisfied with the way Woollahra Council is issuing these temporary licences and agrees that these licences are in accordance with the legislation.

A review of Council's booking system for the next 6 months indicates that we have a total of 37 bookings at McKell Park. Within these bookings there are four occasions where there are two bookings on a Saturday or Sunday. It is not unusual for our staff to get requests for more than one wedding per day at McKell Park in September as spring weddings are very popular; however a more common usage pattern for the rest of the year may include a children's birthday party in the morning and a wedding in the afternoon.

Although we will almost certainly keep getting many requests for spring weddings, our bookings staff believe that restricting the number of bookings to any less than two events per day will overly restrict the availability of the park for other special occasions such as social picnics, naming ceremonies and birthdays which we currently get many bookings for all year round.

It should also be noted that there would be a financial impact to Council should the bookings be limited to one per day on weekends. McKell Park currently contributes approximately 40% of the total income generated from special events in Woollahra.

#### **2. No tables or chairs (unless for disabled or elderly people) be permitted at these events.**

The current *Conditions of Hire* permit a maximum of 20 chairs for special events for the elderly or disabled guests. This condition was introduced to provide guidelines for the amount of equipment that can be brought into the Park and to minimise unnecessary damage to the turf. This condition is already in place under our current procedure and is written into the applicant's approval.

#### **3. That the bond be increased from \$120 to \$750 for these events.**

Under the current adopted *2012/2013 Schedule of Fees and Charges*, there is no bond outlined for special events for the general public. A suggested bond of \$750 is greater than our adopted fee for corporate events which include marquees and amusement devices, and far greater than any comparable bond used by other park and garden agencies in the Sydney area.

A review of other Councils and relevant Property Owners of similar venues was undertaken to determine what bonds were charged for special events. The findings are detailed below:

COUNCIL	WEDDINGS CONDITIONS	BOND
North Sydney Council	< 60	N/A
	Bridal photography	
	>60	N/A
	0 – 150 (Wendy Whitely Reserve)	\$200
Waverley Council	< 50	N/A
	50 - 250	Charged at Councils discretion
NPWS - South Head	0 – 120 guests	N/A
	Max. 15 chairs	If supervision was required for the event, there is a user pay fee at their discretion.
NPWS – Glass and Bottle Point, Vacluse	0 – 120 guests	N/A
	Max. 15 chairs Public address system permitted for celebrant	If supervision was required for the event, there is a user pay fee at their discretion.
NPWS – Bradleys Head, Mosman	0 – 120 guests	N/A
		If supervision was required for the event, there is a user pay fee at their discretion.
The Royal Botannical Gardens		Charged at the Trust's discretion.

It should be noted that our current charges are relatively high in comparison to other similar harbourside locations and that a bond of \$750 would be too onerous for our park users and out of keeping with other agencies. Our charges for special events are as follows:

*For the first hour:*

*1 – 50 people \$195.00*

*51 – 100 people \$345.00*

*101+ people \$410.00*

*Each additional hour (or part thereof): \$100.00*

After reviewing the information from the other park and garden agencies in the Sydney area it is recommended that a bond of \$200 is implemented for people who have 51+ people. This charge would be in line with our most expensive neighbour as North Sydney charges a \$200 bond for Wendy Whitely Reserve

If adopted this charge could be implemented into the Schedule of Fees and Charges at the next review.

#### **4. That the numbers for all functions be reduced from 120 to 80 people.**

Currently we permit up to 120 guests for our popular smaller park locations such as McKell, Blackburn and Chiswick, and we allow greater numbers at our larger parks on a case by case basis depending on the size of the park. This is consistent with the way event numbers are permitted at other similar harbourside locations and 120 is considered a physically comfortable number for our smaller lawn areas.

On reviewing our booking system we found that the most popular number for weddings is between 80 and 100 guests. Requests for weddings of less than 80 guests do occur but are far less frequent.

To reduce the amount of people permitted at a wedding or special event at McKell Park to less than 80 would greatly change this park's current usage pattern; therefore Council staff recommend that the numbers for special events at McKell Park remain at a maximum of 120, and that we continue to work with our Compliance Department on the enforcement of the *Conditions of Hire*.

**5. That the Council enforce the existing condition "That no amplification of any kind can be used".**

The current *Conditions of Hire* do not permit amplified music but allow ceremonies to be conducted using a battery operated microphone and small portable PA. Acoustic instruments are also permitted as part of the ceremony.

As outlined in more detail in other sections of this report our Rangers are now being given full events lists for McKell Park (and our other parks) prior to each weekend, and unless they are attending a more serious incident they will discreetly observe these events and report back to our event management staff.

**6. That the Technical Services Department informs the Compliance Department of all bookings beforehand.**

Council's Recreational Bookings Coordinator currently notifies the Compliance Department of all events that take place in Woollahra. They have been informed of the current residential issues and we will continue to work on a process to review special events and the compliance of these events.

**7. That patrols check on all events during the hiring.**

Council staff continue to work with the Compliance Department in the regulation and compliance of hire conditions in all Council's open spaces. Council's Manager – Compliance, Mr Timothy Tuxford, has stated that where possible the Rangers will attend to ensure that the hire conditions are being complied with, but it would be inappropriate for a Ranger to stop or interrupt a wedding. The Rangers can discreetly check the operation of the special event and if conditions are being breached report this back to the Recreational Bookings Coordinator who would take the necessary action (ie. retain the compliance bond).

**Conclusion:**

This report has been prepared in response to resident concerns relating to noise generating from organised special events within McKell Park.

Council staff have already made some improvements to the way events at McKell Park are conducted and we also recommend that the further conditions outlined in the body of this report be considered.

These conditions will allow McKell Park to be used in a more controlled way, while still allowing events and social gatherings to be enjoyed by the local and wider community in line with the Crown Lands principles for this park.

Paul Fraser  
Team Leader – Open Space & Recreation Planning

Tom O'Hanlon  
Director Technical Services

Bruce Rann  
Manager – Open Space & Trees

**Item No:** R3 Recommendation to Council

**Subject:** **Review of the ‘Terms of the Reference’ and Operations of The Animal Advisory Committee**

**Authors:** Suzy Rich, Chair - Animal Advisory Committee  
Colin DeCosta, Coordinator - Regulatory Services  
Tim Tuxford, Manager - Compliance

**File No:** 271.G AACM

**Reason for Report:** To review the ‘Terms of Reference’ and operations of the Animal Advisory Committee as required by the Community & Environment Committee resolution of 22 October 2012.

**Recommendation:**

- A. That the Animal Advisory Committee ‘Terms of Reference’ adopted on 27 September 2004 be amended in accordance with ‘Annexure 2’ to the report to the Community and Environment Committee meeting of 26 November 2012.
- B. That Council invites nominations from the respective community representative categories for membership to the Animal Advisory Committee in accordance with the amended ‘Terms of Reference’ adopted under Part A above.
- C. That the Mayor be delegated authority to appoint all representatives to the Animal Advisory Committee in accordance with the amended ‘Terms of Reference’ adopted under Part A above.
- D. That a letter of gratitude and special acknowledgement be issued to Dr Barrie Towers, Vicki Etherington and Dr Pamela Tinslay who have been members of the Animal Advisory Committee since its inception in 1997.

---

**Report:**

**1.0 Background**

The Animal Advisory Committee (AAC) was set-up in 1997 to coincide with the introduction of the then new *Companion Animals Act 1998*, which commenced operations on 1 September 1998. When enacted the Companion Animals Act introduced changes to the way dogs and cats were managed by Council. These changes included a wider range of issues including the question of access to public areas, the requirement under the Act for 24 hour off-leash exercise areas and animal management generally. The AAC was set up to provide advice and community consultation on these changes. The first meeting of the AAC was held on Wednesday 23 July 1997 and it would seem those who nominated themselves were invited to join the committee. Since the inaugural meeting, meetings have generally been held every three (3) months. When the AAC was initially convened there were no formal terms of reference and there was no set term of office. As stated above, members nominated themselves and retained their membership by being committed to attend the meetings. No formal review of the membership occurred until September 2004.

On 27 September 2004, Council adopted the current ‘Terms of Reference’ for the AAC. The ‘Terms of Reference’ state that the purpose of the AAC is;

- “1. To serve as an advisory body to Council to assist with the development of policies, programmes, services and plans for companion animals. The AAC shall not operate in a regulatory or authoritative capacity.
2. To organise community events and educational programmes to raise awareness about companion animals and the Companion Animals Act.”

The ‘Terms of Reference’ further state that;

*“The AAC is an advisory committee only and has no delegated authority. The AAC will report to the Community and Environment Committee as required.”*

A copy of the ‘Terms of Reference’ adopted on 27 September 2004 is attached and marked as “Annexure 1”.

As specified by the ‘Terms of Reference’, AAC meetings are held at 12.30pm on the third Wednesday of February, May, August and November of each year. In recent times copies of the minutes of the quarterly AAC meetings have been reported to the Community & Environment Committee. On considering the minutes of the last AAC meeting of 15 August 2012 the Community & Environment Committee resolved at its meeting of 22 October 2012 as follows;

- “A. That the minutes of the Animal Advisory Committee meeting of Wednesday 15 August 2012 be received and noted.
- B. That the Terms of Reference of the Animal Advisory Committee and the Animal Advisory Committee’s operations be reviewed and reported to the Community and Environment Committee prior to calling for nominations from community representatives for membership to the next term of the Committee.”

This report is in response to Part B of the above resolution.

The membership of the AAC has changed over the years with members moving in and out of the committee however after fifteen years of operations the most recent AAC included three of the original members, Dr Barrie Towers, Vicki Etherington and Dr Pamela Tinslay.

## **2.0 Consideration**

### **2.1 Review of the operations of the Animal Advisory Committee**

There is no statutory obligation to have an Animal Advisory Committee however the original reasons for forming the AAC were to provide advice and community consultation on the wider issues brought about by the *Companion Animals Act 1998*. Over the course of its life the AAC has considered and provided advice on significant animal management issues including;

- The establishment of three 24 hour off-leash exercise areas and seven other areas where dogs can be exercised off leash;
- Rationalisation of the dog controls at Vacluse Beach and Vacluse House;
- The introduction of dung beetle trials at Lough Playing Fields and Steyne Park rigging area;
- The planning of ‘People and Pets Day’ and the more recent ‘Puppies in the Park’ events;
- Trialing of poo bag dispensers in Council’s parks; and
- Provision of a dog drinking bubbler in Lyne Park Rose Bay.

A review of the 2012 AAC minutes shows that the committee is now considering operational issues, reports from Council staff on enforcement matters and the reporting of asset faults. While these issues are important, they should not be reported through an advisory committee and are outside the 'Terms of Reference' of the AAC.

Submissions on operational issues should be made directly to the applicable section of Council for their consideration. Similarly, asset faults should be reported through Council's Customer Request Management system when they are first identified, rather than waiting for a quarterly meeting.

In the AAC minutes of 15 August 2012 the AAC 'passed' the following resolutions which were considered outside the scope of the AAC;

- **Item 2.2 Dog Safety – On Leash:** *“Councillor Grieve proposes motion to review hours of all dog off leash parks - Motion passed unanimously”*
- **Item 3.2 Dog Bubbler Lyne Park – Paul Fraser:** *“Councillor Grieve puts forward a motion that the bubbler in Lyne Park be replaced and that the dog bubbler which was previously in Christison Park be returned. Parks to consult with Councillor Grieve - Motion passed unanimously”*
- **Item 4.1 Review of language used in signage:** *“Ericka Van Aalst suggests motion that language used in Council signage be changed to be polite and positively reinforced. Example: Thank you for keeping your dog on leash - Motion passed unanimously”*

While it is considered that the AAC has achieved its original purpose, it is critical that they operate strictly within the 'Terms of Reference' set by Council. In this regard changes are proposed to the existing 'Terms of Reference' as discussed in the following section of this report.

## **2.2 Review of the 'Terms of Reference' of the Animal Advisory Committee**

The AAC 'Terms of Reference' were first adopted by Council on 27 September 2004. During the last term of the AAC members of the AAC were asked for their comments on the current 'Terms of Reference', however no suggestions for improvements were made. Nevertheless, it is considered that a number of amendments are warranted, as explained below;

### **a) General layout**

To improve the presentation of the 'Terms of Reference' and to make it easier to refer to specific parts it is considered that all sections should be numbered.

### **b) Clarification of purpose**

The purpose as currently worded clearly indicates the role of the AAC is as an advisory committee only. However, it also state that that it is the purpose of the AAC *“[T]o organise community events and educational programmes”*.

Since the 'Terms of Reference' were initially adopted Council has appointed a Companion Animals Officer whose primary functions include the following;

*“To be Council's principal community liaison person with regard to companion animal matters, educating the public on responsible animal ownership and their statutory responsibilities under the Companion Animals Act 1998 and Regulation 1999.”*

As such, it is the responsibility of the Council's Companion Animals Officer, in conjunction with Council's Communications staff and not the AAC, to organise community events and educational programs.

c) **Members**

It is considered that the current AAC is too large, comprising 15 members. Therefore, it is recommended that the local animal professionals and the local residents be reduced from four (4) and seven (7) respectively to two (2) and three (3).

Further to be more in line with other community groups that the Council has put in place including the Community Safety Committee, the Ecological Sustainability Task Force, the Vegetation Management Working Party and the Woollahra Small Sculpture Prize Committee, staff should not be members of the Committee. It is staff's role to present animal management matters to the AAC that advice is required for and to provide guidance and support to the AAC to ensure they operate within the adopted 'Terms of Reference'. In addition, staff should assist with the administration of the AAC including the taking of the minutes, the arrangement of meeting rooms and the submission of minutes to the Community and Environment Committee as required.

With staff providing a support and administrative role only, the Chairperson and Vice-Chairperson should each be a Councillor appointed by the Mayor. This again is consistent with other Council community groups.

In an effort to simplify the 'Terms of Reference', it is not considered necessary to list the interest groups that may be requested to attend. This should be left to the discretion of the Chairperson in consultation with staff.

d) **Term of Committee Membership**

The term of the Committee should operate for 12 months, in line with the term of the Mayor, rather than four (4) years. This allows each newly elected Mayor the opportunity to review the operations of the AAC and to consider its effective over the preceding 12 month period.

In addition, the Mayor should be responsible for appointing all members of the AAC following the submission of expressions of interest from community members. This will allow casual vacancies to be filled quickly, which will be critical with a reduced number of members.

e) **Meeting procedures**

It is not considered necessary for the AAC to meet quarterly having regard to their general purpose. It is considered that the AAC should only meet when there are specific matters for them to provide advice to Council on. In this regard, the meetings could be convened by the Chairperson, in consultation with staff, at a time that is suitable to the AAC members, rather than being prescribed by the 'Terms of Reference'. This would provide greater flexibility and would be a better utilisation of the AAC resources.

f) **Duties**

Changes are proposed in this section of the 'Terms of Reference' so as to align with the amendments proposed under the preceding meeting procedures section.

In addition, the Vice-Chairperson should take on all the duties of the Chairperson if the Chair is on leave, rather than only being required to preside at meetings of the Committee. This will ensure the smooth operation of the AAC if the Chair is unavailable for an extended period.

Matters that are required to be submitted to Community and Environment Committee will be undertaken by staff in consultation with the Chairperson. This has not in the past been the role of the Secretary.

**g) Code of conduct**

The ‘Guidelines for the Model Code of Conduct – October 2008’ prepared by the former NSW Department of Local Government indicate that members of advisory committees and community representatives working with a council “*will be required to observe the provisions of a council’s code of conduct that apply to them.*” Section 10.0 has been added to the draft revised ‘Terms of Reference’ to draw this requirement to the attention of all members of the AAC.

A draft copy of the revised ‘Terms of Reference’ is attached and marked as “Annexure 2”. The changes discussed above are highlighted.

**3.0 Conclusion**

Since its inception in 1997 the AAC have been responsible for considering and providing advice on a number of significant animal management issues. However, these issues have declined in recent times. As such, it is considered that it is an appropriate time to review the 2004 ‘Terms of Reference’ of the AAC and to change them to be more in line with other community groups/committees that assist Council.

In this regard it is recommended that the draft ‘Terms of Reference’ attached to this report as “Annexure 2” be adopted and public notices be placed in the local newspaper seeking nominations for new community members of the AAC.

Further, a letter of gratitude and special acknowledgement should be issued to Dr Barrie Towers, Vicki Etherington and Dr Pamela Tinslay who have been members of the Animal Advisory Committee since its inception in 1997.

Suzy Rich  
Chair - Animal Advisory Committee  
Team Leader – Regulatory Services

Colin DeCosta  
Coordinator – Regulatory Services

Tim Tuxford  
Manager – Compliance

Allan Coker  
Director – Planning & Development

---

Annexure:

1. AAC Terms of Reference adopted on 27 September 20004.
2. Draft revised ‘Terms of Reference’

**Item No:** R4 Recommendation to Council  
**Subject:** **Oxford Street, Paddington - Proposed RMS Works**  
**Author:** Cathy Edwards-Davis, Manager Engineering Services  
**File No:**  
**Reason for Report:** Response to RMS Proposals

**Recommendation:**

- A. That Council write to the RMS expressing opposition to the proposed changes to Oxford Street, Paddington, including:
- Installation of a pedestrian fence in the centre of Oxford Street, between Oatley Road and Jersey Road
  - Extension of the central median islands in Oxford Street, across the intersections with George, William, Underwood and Elizabeth Streets
- B. That the Committee's recommendation proceed to the Council meeting on the 26 November 2012 as a matter of urgency, so that a submission can be made to RMS by the 3 December 2012.

---

**Background**

RMS is proposing to undertake the following works in Oxford Street, Paddington:

- Install a new narrow width median with a pedestrian fence on top in the centre of Oxford Street between Oatley Road and Jersey Road.
- Alter access to William Street (northern side) to a left turn out only arrangement and William Street (southern side) to a left turn in/ left turn out arrangement by closing the median to prevent right turn movements into or out of William Streets.
- Alter access to Underwood, Elizabeth and George Streets to a left turn in only from Oxford Street by closing the median to prevent right turn movements into or out of these streets.

RMS is proposing to undertake the changes based on concerns about road safety and the number of accidents which have occurred in the area. RMS has distributed a letter to the community, inviting them to comment on the above proposals by Monday 3 December 2012.

Oxford Street is a State Road and it is therefore under the management and control of RMS. Council may choose to make a submission to RMS regarding the proposals.

RMS is also proposing to undertake road maintenance works on Oxford Street, between County Avenue and Queen Street.

**Accident Analysis**

RMS has advised that from 2006 to 2010 the following accidents occurred in this area:

- Nine accidents involving pedestrians
- 29 accidents at the intersection of Oxford Street with George, William and Underwood Streets
- 24 accidents involving passing vehicles colliding with parked vehicles opening doors

Using the RMS Accident Database, an analysis of the pedestrian accidents on Oxford Street reveals the following:

Location	Number Pedestrian Accidents	Comment
Jersey Road	1	Signalised pedestrian crossing
Oatley Road	3	Signalised pedestrian crossing
William Street	1	No pedestrian facility
George Street	1	No pedestrian facility
Newcombe Street, west of	2	No pedestrian facility
?	1	Council staff could not identify the ninth pedestrian accident from the available statistics
Total	9	

All of the above pedestrian accidents resulted in an injury.

The above analysis demonstrates that four of the accidents occurred at an intersection with a signalised intersection and therefore there would be no benefit from pedestrian fencing.

Using the RMS Accident Database, an analysis of the accidents at the intersection of Oxford Street with George, William, Underwood and Elizabeth Streets reveals the following:

Location	Accident Type	Number Accidents	Accident preventable through centre median island
George Street	202 right through	1	Yes
	304 u-turn	3	Yes
	604 vehicle door	2	No
	004 pedestrian on carriageway	1	No
	104 right through from right	1	Yes
Underwood Street	306 lane change right	1	No
	604 vehicle door	1	No
Elizabeth Street	309 left turn swipe	1	No
	604 vehicle door	1	No
	307 lane change left	1	No
	201 head on (not overtaking)	1	Yes
	301 rear end	3	No
William Street	301 rear end	4	No
	104 right through from right	6	Yes
	101 cross traffic	1	Yes
	001 pedestrian near side	1	No
	701 off carriageway to left	1	No
	408 manoeuvring from footpath	1	No
	604 vehicle door	1	No
Total		32	

The above analysis demonstrates that there have been eight accidents at the intersection Oxford Street and George Street. Five of these could have been prevented with a centre median island.

There have been two accidents at the intersection of Oxford Street and Underwood Street. Neither of these could have been prevented with a centre median island.

There have been seven accidents at the intersection of Oxford Street and Elizabeth Street. One of these could have been prevented with a centre median island.

There have been 15 accidents at the intersection of Oxford Street and William Street. Seven of these could have been prevented with a centre median island.

Overall, there have been 32 accidents at the intersection of Oxford Street and George, Underwood, Elizabeth and William Streets. 13 of these could have been prevented with a centre median island. Of these preventable accidents, six resulted in an injury and seven were non-casualty accidents.

### **Pedestrian Fence**

There are a number of concerns regarding the proposal to install a pedestrian fence.

In an emergency situation, emergency vehicles will often cross to the “wrong” or opposing side of the road in order to bypass traffic congestion. This is feasible where there is a standard median island. However, if there is a central pedestrian fence, emergency vehicles cannot cross to the other side of the road. This creates serious safety concerns regarding emergency responses times. It is noted that Oxford Street serves as a key transport corridor for St Vincents Hospital.

Oxford Street is far more than just a traffic corridor, it has an important retailing role serving the local and wider community. It is also a significant pedestrian and cycling route. These additional functions of the street are negatively impacted on by streamlining and potentially speeding up vehicle movements.

Oxford Street is in the Paddington Heritage Conservation Area, which is one of the most significant HCAs in the southern hemisphere. The proposed fence will have a significant impact on the actual and perceived views of Paddington’s principle and intact shopping street. It will actually obstruct the view of drivers, passengers and pedestrians on the southern side of the street. It will also be a discordant and intrusive element in the view.

Urban design is concerned with more than just road safety. A pedestrian fence will create a physical barrier between Paddington Village, dividing the north and south retail areas. A fence will create a visually unappealing streetscape with a virtual “prison” type impact. Pedestrian fencing further perpetuates the perception that vehicles are the dominant activity within the road carriageway. The roadway appears to become a freeway and the environment becomes increasingly unpleasant for pedestrians.

It is noted that it is legal for pedestrians to cross Oxford Street midblock (except within 20 metres of a crossing). Midblock crossings allow improved access to shops and bus stops.

Road user behaviour has generally been recognised as being a major cause of traffic incidents as compared to elements such as the environment (road). However, there is growing interest in the way road users interact with their physical environment, and how improved road design can be used to promote better behaviour and safety.

Amongst other strategies, safety practitioners have in the past been concerned with attempting to segregate different road users by the use of devices such as barriers. This process, together with the growth of other visual intrusions such as street furniture and road-side advertisements can lead to a very visually cluttered road environment that relies on road users being able to filter out what is relevant to them and to ignore the rest. In recent years there has been an increasing interest in traffic management schemes aimed at simplifying the road environment to reduce complexity and driver confusion.

Simplified streetscape schemes have been introduced in a number of European countries, including the Netherlands, Denmark, Germany and Britain. For example, pedestrian barriers have been successfully removed in busy central London areas such as Kensington High Street.

In 2003, Transport for London undertook an extensive analysis of pedestrian fencing. The results of the investigation showed that the likely purpose for the erection of the pedestrian fencing had generally been achieved. That is, increasing the use of formal pedestrian crossings and reducing the number of mid-block pedestrian crossings and associated pedestrian accident rates. However, their study also found that the differences in most of the effectiveness indices between sites with and without pedestrian fencing were not statistically significant. Further at some sites, a decrease in pedestrian accidents by the introduction of fencing could be counterbalanced by an increase in accidents at other locations.

Transport for London's research concluded that the erection of new pedestrian fencing should not be considered if alternative safety measures could be used. Pedestrian fencing should only be considered when the expected effectiveness is significant, and unnecessary pedestrian fencing should be removed.

The introduction of new pedestrian fencing in Oxford Street would be contrary to research undertaken by Transport for London and the simplified streetscape schemes which have been successfully implemented in parts of Europe. The introduction of a new pedestrian fence would appear to be a quick and easy short-term solution which does not fundamentally address underlying road safety issues and the impact of the road environment on road user behaviour.

The overseas studies generally recommended that complimentary design elements and new features were required for simplified streetscape schemes. Notably, additional pedestrian facilities should be provided. Oxford Street, between Jersey Road and Oatley Road/ Ormond Street currently has the following pedestrian crossings:

- Two signalised crossings at the intersection with Jersey Road
- A midblock crossing, northwest of Elizabeth Street, near Paddington School
- A midblock crossing, northwest of William Street
- Two signalised crossings at the intersection with Oatley Road, near Ormond Street

Should the RMS wish to pursue pedestrian safety improvements on Oxford Street, it is suggested that additional mid-block signalised pedestrian crossings could be installed. This may be combined with other streetscape improvements.

### **Extension of Median Islands Across Intersections**

There are a number of concerns regarding the proposal to extend the median islands on Oxford Street, across the intersections of George Street, Elizabeth Street, William Street and Underwood Street.

The proposed modifications seem to further perpetuate the primacy of the State Road, Oxford Street, to the detriment of surrounding local roads and access for residents, businesses and retail customers. By removing the need for motorists to wait for right turning vehicles, it appears that the principal RMS objective is to improve through traffic movements on Oxford Street and increase vehicle speeds on this road corridor.

It is of serious concern that the proposal to extend the median islands on Oxford Street and therefore prevent numerous right turn manoeuvres has not been subject to traffic modelling. This proposal will create significant modifications to travel behaviour in motorists, increase traffic movements and it has the potential to greatly impact on the surrounding residential streets, to the detriment of residential and environmental amenity. The proposals will also decrease the accessibility of the retail locations. It is noted that, being in a heritage area, many of the surrounding alternative streets are narrow and cannot readily physically cater to significant increases in traffic volumes.

It is not appropriate for RMS to be forcing motorists to utilise surrounding local roads as an alternative to the State Road network.

### **Community Feedback**

At the time of writing this report, Council has received preliminary feedback from the Paddington Society and a number of businesses, who have indicated that they are strongly opposed to the proposed works in Oxford Street.

It is understood that the City of Sydney are also opposed to the proposed works.

### **Identification of Income & Expenditure**

Nil expenditure for Council.

### **Conclusion**

It is recommended that Council write to the RMS expressing opposition to the proposed changes to Oxford Street, Paddington for the reasons outlined above.

Cathy Edwards-Davis  
Manager Engineering Services

Tom O'Hanlon  
Director Technical Services

---

### **Annexures:**

RMS Consultation Letter to the Community

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

