

Community & Environment Committee

Agenda: *Community & Environment Committee*

Date: *Monday 11 August 2014*

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:

- 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 Roads and Maritime Services.
- 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:

- 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

7 August 2014

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

Dear Councillors

Community & Environment Committee Meeting – 11 August 2014

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 11 August 2014 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 28 July 2014	1
D2	Woollahra Local Traffic Committee Minutes – 5 August 2014	2
D3	Minutes of the Floodplain Risk Management Committee (FPRMC) held on 24 June 2014 – 626.G Committee	11
D4	Library Annual Report for the Period July 2013 to June 2014 – 48.G/48.G (Strategic)	18
D5	Delivery Program 2013 to 2017& Operational Plan 2013/14 (DPOP) Quarterly Progress Report December 2013 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 - 1229.G	46

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

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 28 July 2014**
Author: Les Windle, Manager - Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 28 July 2014 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 28 July 2014 be taken as read and confirmed.

Les Windle
Manager – Governance

Item No: D2 Delegated to Committee
Subject: **Woollahra Local Traffic Committee Minutes – 5 August 2014**
Author: Cathy Edwards-Davis, Manager Engineering Services
File No: 595.G 2014
Reason for Report: For the Committee to consider the recommendations of the Woollahra Local Traffic Committee

Recommendation:

That the Recommendations Y1-Y7 contained in the minutes of the Woollahra Traffic Committee held on Tuesday 5 August 2014 be adopted.

Cathy Edwards-Davis
Manager – Engineering Services

Tom O’Hanlon
Director Technical Services

Woollahra Local Traffic Committee Minutes

The meeting of the Woollahra Local Traffic Committee was held in the Thornton Room, Council Chambers, Double Bay, on Tuesday 5 August 2014 at 10.00am.

1. Attendance

Committee Members:

Present:	Ms Cathy Edwards-Davis (Chairperson) (Woollahra Municipal Council)	
	Mr Ryan Horne (Roads and Maritime Services)	
	Snr Const Corinne Dawes (Rose Bay Police)	
	Mr John Giblin (Gabrielle Upton MP Representative)	
Staff:	Ms Shirlene Yee Yet (Woollahra Municipal Council)	
	Ms Stacey Bulloch (Woollahra Municipal Council)	
Observer:	Mr Eric Graham (Transport NSW – State Transit)	
Apologies:	Mr Alex Greenwich MP (Member for Sydney)	
	Mr Frank Rotta (Woollahra Municipal Council)	

2. Minutes of Previous Meeting

The minutes of Meeting No. 6/14 held in the Council Chambers, Double Bay, on Tuesday 1 July 2014 were confirmed by John Giblin.

3. Matters Arising from Minutes of Previous Meetings

- A. Update on Y3 - Arthur Street, Bellevue Hills – Parking Restrictions from Local Traffic Committee Meeting held on July 1 2014.

This matter was presented to the Council Community & Environment Committee on 28 July 2014 where it was Resolved:

- i. The consideration of the matter be deferred to enable a record to be taken of the number of vehicles turning left from Bellevue Road into Arthur Street between the hours of 7.00am and 9.30am.
- ii. That a report be presented detailing the effects of a No Left Turn restriction from Bellevue Road into Arthur Street being put in place during the hours of 7.00am and 9.30am.

This matter will be presented back to the Committee once these items have been investigated.

- B. Update on Y4 – Bellevue Road, Bellevue Hills – Traffic Calming from Local Traffic Committee Meeting held on July 1 2014.

This matter was presented to the Council Meeting on 28 July 2014. It was Resolved that:

- i. Note the additional information provided in this report
- ii. Approve Option C – Intersection Treatments for detailed design and staged implementation plus the trial of speed trailers.
- iii. Approve that all the residents in Bellevue Road and abutting streets be informed of Council's decision.

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

Nil

5. Extraordinary Meetings

Nil

6. Late Correspondence

The Member for Sydney Representative did not attend the meeting. A copy of their votes has been distributed to the other committee members via email.

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

Item No: Y1 Traffic Matters on Local Roads – Recommendation to C&E for Consideration
Subject: **PARKING RESTRICTION CHANGES**
Author: Frank Rotta – Traffic Engineer
File No: T17 & 522
Reason for Report: Various parking restriction changes throughout the Woollahra Council area.

Committee Vote: Majority Support. RMS objected to item Y1-2.

Recommendation: That the recommendations of Item Y1-1 to Y1-2 be adopted.

Item Y1-1: Attunga Street, Woollahra – Request for No Parking Restrictions

Officer Recommendation:

That ‘No Parking’ restrictions be installed on the northern side of Attunga Street, Woollahra from 3m east of the prolongation of the common boundary between No.5-7 and No.9 Attunga Street for a distance of 20m in a westerly direction.

Committee Vote: Unanimous Support

Resolved to Recommend: Adopt the Officer Recommendation

Item Y1-2: Bathurst Lane, Woollahra – Request for No Stopping Restrictions

Officer Recommendation:

- A. That ‘No Stopping’ restrictions be installed on the eastern side of Bathurst Lane, Woollahra from the northern kerbline of Fletcher Street, for a distance of 6m in a northerly direction.
- B. That ‘No Stopping’ restrictions be installed on the eastern side of Bathurst Lane, Woollahra from the southern kerbline of View Street, for a distance of 6m in a southerly direction.

Committee Vote: Majority Support. RMS formally objects to the recommendation.

Resolved to Recommend: Adopt the Officer Recommendation

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

Subject: **Bingham Cup, Rose Bay**

Author: Shirlene Yee Yet – Team Leader Traffic and Transport

File No: 219.G, 195.G

Reason for Report: To submit the proposed Traffic Management Plan for the event to the Woollahra Traffic Committee

Officer Recommendation:

- A. That no objection be made to the Traffic Management Plan, dated 21 July 2014, prepared by the Bingham Cup Organising Committee and the Traffic Control Plan prepared by Who Dares for the 2014 Bingham Cup to be held at the Woollahra Ovals from Friday, 29 August - Sunday 31 August 2014.
- B. That the 1P parking restrictions on the eastern side of O’Sullivan Road between the Woollahra Golf Club car park entrance and exit be converted to No Parking from Thursday 28 August to Monday 1 September 2014.
- C. That the applicant must obtain approval for the road closure from the NSW Transport Management Centre and comply with any conditions of this consent.
- D. That the organisers comply with all conditions of approval for the road closure as stipulated by the Transport Management Centre.
- E. That the applicant must inform all business proprietors, residents and other occupants within 200 metres of the proposed activities, at least fourteen (14) days before the event via a letterbox drop and an advertisement placed in the local paper at least seven (7) days before the event.
- F. That the organisers include details of the traffic arrangements in the area in their notification letters which has been conditioned by Council’s Acting Manager Open Space and Trees. All Emergency Services should also be advised of these special traffic arrangements at least 2 weeks prior to the event.
- G. That the applicant must obtain approval for the event from the NSW Police by completing a “Notice of Intention to Hold a Public Assembly” form.
- H. That the applicant must supply, erect and remove all traffic control measures in accordance with the approved Traffic Management Plan documentation.
- I. That Council must be indemnified against all claims for damage or injury that may result from either the activities or from the occupation of part of the public way during the activities. A copy of Public Liability Insurance Cover to the value of \$10,000,000 shall be provided to Council prior to the event and Council must be listed as an interested party on the insurance.

- J. That Council must be reimbursed for the cost of repair of any damage caused to Council property as a result of the activities.
- K. That all Emergency Services must be informed of the proposed road closure (that is Fire Brigade, Ambulance and the SES) and a four-metre emergency vehicle lane must be maintained at all times, with all services (eg. fire hydrants) remaining free of any obstruction.

Committee Vote: Unanimous Support.

Resolved to Recommend: Adopt the Officer Recommendation

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

Subject: **Bellevue Road, Bellevue Hill – Bellevue Hill Fair**

Author: Shirlene Yee Yet – Team Leader Traffic and Transport

File No: T34

Reason for Report: To submit the proposed Traffic Management Plan for the event to the Woollahra Traffic Committee

Officer Recommendation:

- A. That there are no objections to the temporary traffic control measures as detailed in the Traffic Management Plan and Traffic Control Plan prepared by Who Dares Pty Ltd dated 29 May 2014, located on Bellevue Road between Rosslyn Street and Victoria Road on Sunday, 14 September 2014, subject to the following conditions;
 - i. The applicant must obtain approval for the proposed activity on a public roadway as required by Section 68 of the Local Government Act - 1993. This will require the submission of an Activity Application to Council's Compliance Section and the applicant must comply with any conditions of this consent. Event set up times and in turn road closure times will be determined by this Approval.
 - ii. The applicant must obtain approval for the road closure from the NSW Transport Management Centre and comply with any conditions of this consent.
 - iii. The applicant must obtain approval from the State Transit Authority in relation to bus diversions.
 - iv. The applicant must obtain approval for the event from Police by completing a "Notice of Intention to Hold a Public Assembly" form.
 - v. The applicant must inform all business proprietors, residents and other occupants in 200 metres of the proposed activities, at least fourteen (14) days before the event via a letterbox drop and an advertisement placed in the local paper at least seven (7) days before the event.
 - vi. The applicant must supply, erect and remove all traffic control measures in accordance with the approved Traffic Control documentation.
 - vii. Council must be indemnified against all claims for damage or injury that may result from either the activities or from the occupation of part of the public way during the activities. A copy of Public Liability Insurance Cover to the value of \$10,000,000 shall be provided to Council prior to the event and Council must be listed as an interested party on the insurance.
 - viii. Council must be reimbursed for the cost of repair of any damage caused to Council property as a result of the activities.

- ix. All Emergency Services must be informed of the proposed road closure (that is Fire Brigade, Ambulance and the SES) and a four-metre emergency vehicle lane must be maintained at all times, with all services (eg. fire hydrants) remaining free of any obstruction.
- x. Noise created by use of equipment or activity must be controlled as required by the "Protection Of The Environment Operations (Noise Control) Regulation 2000".
- xi. The applicant must make arrangements with Council for the provision of additional waste bins and for the removal of all waste from the site at the end of the event.
- xii. Woollahra Council reserves the right to cancel this approval at any time.

B. That the event be categorised as a Class 3 event.

Committee Vote: Unanimous Support

Resolved to Recommend: Adopt the Officer Recommendation

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

Subject: **Dorhauer Lane, Woollahra – Artisan and Community Markets**

Author: Shirlene Yee Yet – Team Leader Traffic and Transport

File No: 131 & DA 237/2014/1

Reason for Report: To submit the proposed Traffic Management Plan for the Community Markets to the Woollahra Traffic Committee

Officer Recommendation:

- A. That no objection be made to the Traffic Management Plan, dated 21 July 2014 prepared by Motion Traffic Engineers for the Woollahra Artisan Market (WAM) 'Spring Market 2014' to be held weekly on Sundays between 7:30am-2:30pm commencing Sunday, 31 August 2014 until Sunday, 21 December 2014.
- B. That the applicant must obtain approval for the road closure from the NSW Transport Management Centre and comply with any conditions of this consent.
- C. That the applicant must obtain approval for the event from Police by completing a "Notice of Intention to Hold a Public Assembly" form.
- D. That the applicant must inform all business proprietors, residents and other occupants impacted by the proposed activities, at least fourteen (14) days before the event via a letterbox drop and an advertisement placed in the local paper at least seven (7) days before the event. Access to all properties that have garages or off-street parking off Dorhauer Lane and Morton Lane must be maintained.
- E. That access arrangements for the National Council of Jewish Women building car park at 111-113 Queen Street must be approved in writing by a National Council of Jewish Women representative prior to any commencement of market operations. Access for this car park must be maintained.
- F. That the applicant must supply, erect and remove all traffic control measures in accordance with the approved Traffic Control documentation.
- G. That Council must be indemnified against all claims for damage or injury that may result from either the activities or from the occupation of part of the public way during the activities. A copy of Public Liability Insurance Cover to the value of \$10,000,000 shall be provided to Council prior to the event and Council must be listed as an interested party on the insurance.
- H. That Council must be reimbursed for the cost of repair of any damage caused to Council property as a result of the activities.

- I. That all Emergency Services must be informed of the proposed road closure (that is Fire Brigade, Ambulance and the SES) and a four-metre emergency vehicle lane must be maintained at all times, with all services (eg. fire hydrants) remaining free of any obstruction.
- J. That the organisers comply with all conditions of approval for the road closure as stipulated by the Transport Management Centre.
- K. That the organisers comply with all the conditions of consent as stipulated for the development application DA 237/2014/1 by Council.

Committee Vote: Unanimous Support.

Resolved to Recommend: Adopt the Officer Recommendation

Item No: Y5 Traffic Matters on Local Roads – Recommendation to C&E for Consideration
Subject: **Patterson Street, Double Bay - Changes to Road Layout and Parking**
Author: Frank Rotta – Traffic Engineer
File No: 355
Reason for Report: Kiaora Lands Development – Changes to Patterson Street Parking Layout

Officer Recommendation:

That the proposed signage and linemarking alterations as shown in Annexure 2 be approved for implementation.

Committee Vote: Unanimous Support

Resolved to Recommend: Adopt the Officer Recommendation

Item No: Y6 Traffic Matters on Local Roads – Recommendation to C&E for Consideration
Subject: **Old South Head Road, Watsons Bay – Traffic Issues**
Author: Frank Rotta – Traffic Engineer
File No: T338
Reason for Report: To respond to a traffic issue for Anglican Church, Watsons Bay.

Officer Recommendation:

- A. That a Pedestrian Warning Sign (W6-1B) be installed on ELP M000027 located on the northern side of Old South Head Road opposite Bell Street, facing southbound motorists.
 - B. That a Pedestrian Warning Sign (W6-1B) be installed on ELP M000149 located on the southern side of Old South Head Road which is on the prolongation of the common boundary between Nos 268 & 270 Old South Head Road, facing northbound motorists.
 - C. That the applicant notes that the request for additional 50kph signs has been referred to RMS for their consideration.
 - D. That the matter for a pedestrian refuge on Old South Head Road near the church gates be further investigated by Council officers and if found to meet the safety warrants for this location this facility will be placed on Council's Traffic Capital Works Program for future funding.
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Committee Vote: Unanimous Support

Resolved to Recommend: Adopt the Officer Recommendation

Item No: Y7 Traffic Matters on Local Roads – Recommendation to C&E for Consideration
Subject: **Cross Street, Double Bay – Taxi Zone**
Author: Shirlene Yee Yet – Team Leader Traffic and Transport
File No: T121
Reason for Report: Request from NSW Police

Officer Recommendation:

That the following parking restrictions be approved in Cross Street, Double Bay, subject to consultation with the Double Bay Chamber of Commerce and the local Traders:

- A. A 'Taxi Zone' be installed on the southern side of Cross Street, Double Bay along No.4 to No.8 Cross Street between the hours of 9pm and 4am on Friday, Saturday, and Sunday.
- B. A 'No Parking' area be installed on the southern side of Cross Street, Double Bay along No.28 to No.34 Cross Street, between the hours of 9pm and 4am on Friday, Saturday and Sunday.

Committee Vote: Unanimous Support

Resolved to Recommend: Adopt the Officer Recommendation

8. Informal Matters - For discussion by committee members and recommended to Community and Environment Committee by Council Officers

Nil

9. Late Items

Nil

There being no further business, the meeting concluded at 10.20 am.

Cathy Edwards-Davis
Chair

Item No: D3 Delegated to Committee
Subject: **Minutes of the Floodplain Risk Management Committee (FPRMC) held on 24 June 2014.**
Author: Michael Casteleyn –Design & Investigations Engineer – Stormwater & Environment
File No: 626.G Committee
Reason for Report: To report on the outcomes of the Floodplain Risk Management Committee meeting held on Tuesday, 24 June 2014.

Recommendation:

That the minutes of the Floodplain Risk Management Committee meeting held on 24 June 2014 be noted.

Background

A meeting of the Floodplain Risk Management Committee (FPRMC) was held in the Council Chambers on Tuesday, 24 June 2014, the minutes of which are attached as Annexure 1.

Michael Casteleyn Design & Investigations Engineer Stormwater & Environment	Tom O’Hanlon Director Technical Services
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Cathy Edwards-Davis
Manager Engineering Services

Annexures

1. Minutes of the FPRMC meeting held on 24 June 2014
2. Floodplain Management Program Status Report dated 24 June 2014

Floodplain Risk Management Committee Minutes

24 June 2014

The meeting of the Floodplain Risk Management Committee was held in the Committee Room on Wednesday 24 June 2014. The meeting commenced at 6.00 pm.

1. Attendance

Committee Members

Bart Foley	NSW Office of Environment & Heritage
Kim Edwards	Waverley-Woollahra State Emergency Service (SES)
Tony Gregory	Double Bay Residents Association
Nina Mistilis	Paddington Society
David Grasby	Sydney Water

Staff

Cathy Edwards-Davis	Manager Engineering Services
Michael Casteleyn	Design & Investigations Engineer – Stormwater & the Environment

Consultants

Richard Dewer	WMA Water
Philip Conway	WMA Water

Apologies:

Greg Levenston	Woollahra Municipal Councillor
Mathew Robertson	Woollahra Municipal Councillor
Maureen Clark	Rose Bay Residents Association
Tom O'Hanlon	Director Technical Services

2. Minutes of Previous Meeting

The minutes of the meeting held on 25 September 2013 were confirmed.

3. Items for information & Discussion

Item 3.1 Woollahra Floodplain Management Program

Submitted by Michael Casteleyn – Design & Investigations Engineer – Stormwater & Environment

A report was presented by Mr Michael Casteleyn summarising the progress of Council's floodplain risk management program as outlined in the meeting agenda/report.

Recommendation

That the information be noted.

Item 3.2 Watsons Bay Catchment Flood Risk Management Study and Plan

Submitted by Michael Casteleyn – Design & Investigations Engineer – Stormwater & Environment

Philip Conway of WMA Water gave a presentation on the progress of the Watsons Bay Catchment Flood Risk Management Study and Plan, see Appendix 3.

Of particular interest is the high degree of community engagement, demonstrated by the large number of responses received from residents.

Also of interest is the proposed mitigation measures that include new pipe infrastructure and a flood diversion wall that have the potential to greatly reduce flood damage in the area.

Recommendation

That the information be noted.

Item 3.3 Carlotta Road Flood Mitigation Scheme

Submitted by Michael Casteleyn – Design & Investigations Engineer – Stormwater & Environment

The consultants MI Engineers, in consultation with Council, have developed a design that will reduce flooding in the Carlotta Road and Glenden Road area of Double Bay. The design makes use of an underused existing pipe line that connects to an existing Sydney Water owned drainage tunnel. Council has made an application for funding to the Office of Environment and Heritage for this project under the 2014-2015 flood plain management programs and intends to construct the project next financial year if funding is received.

Tony Gregory expressed his support for the project.

Recommendation

That the information be noted

Item 3.4 Paddington Flood Study

Submitted by Michael Casteleyn – Design & Investigations Engineer – Stormwater & Environment

A Report was presented on the Paddington Flood Study, that is scheduled to be completed in 2014/15. This is subject to grant funding from the NSW Office of Environment & Heritage.

Recommendation

That the information be noted

4. General Business

Nina Mistilis requested an onsite meeting at Trumper Park with residents, Council officers and a Sydney Water representative.

Bart Foley the NSW Office of Environment & Heritage representative advised the Committee that he will be taking leave for a year. He was thanked by the Committee for his long term commitment to the Committee and his help in progressing many of the Committee's achievements.

Recommendation

That a meeting with residents, Council officers and a Sydney Water representative be arranged onsite at Trumper Park.

5. Date and time of the next meeting

The date of the next FPRMC is to be confirmed.

Meeting concluded at 7:30pm.

Item No: D4 Delegated to Committee
Subject: **Library Annual Report For The Period July 2013 To June 2014**
Author: Vicki Munro, Manager, Library and Information Services
File No: 48.G / 48.G (Strategic)
Reason for Report: To review the operations of Woollahra Library & Information Service for the period 1 July 2013 to 30 June 2014.

Recommendation:

That the annual report of the library service for the year 1 July 2013 to 30 June 2014 be received and noted.

This report reviews Woollahra Library & Information Service's activities and projects for the period 1 July 2013 to 30 June 2014, including detailed statistical analysis.

1.0 Library Usage

To gain a better understanding of the Library usage, this report compares statistics from 1 July 2013 to 30 June 2014 with the same period from the previous year - 1 July 2012 to 30 June 2013. See Annexure 1 for statistical figures.

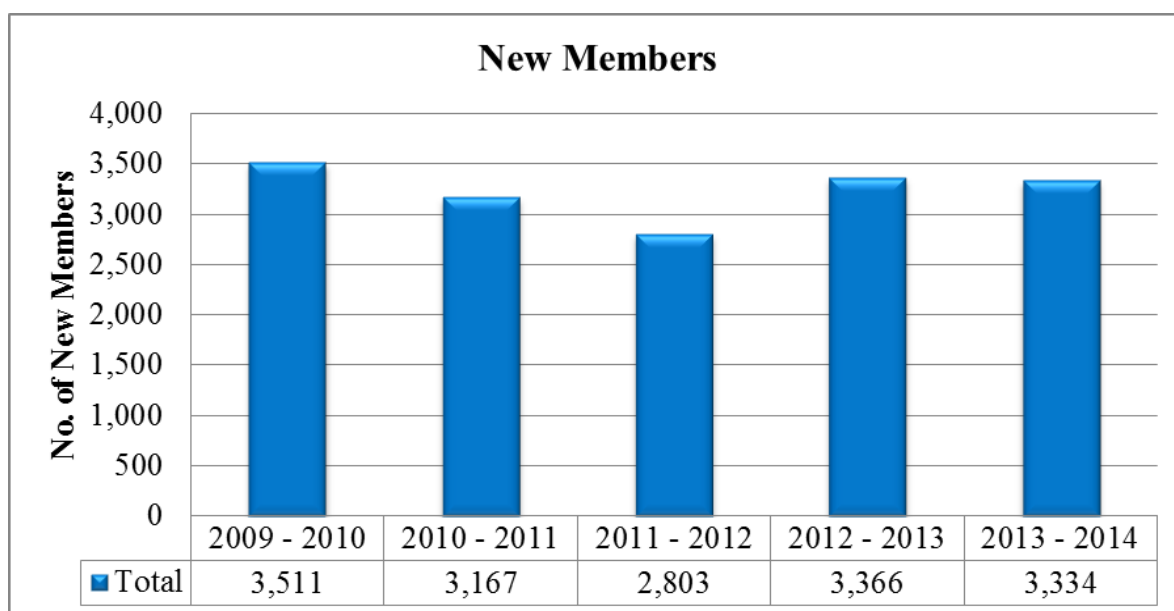
Significant points to note include:

1.1 Lending Services

- Standards and Guidelines for NSW Public Libraries are described in Living Learning Libraries published annually by State Library of New South Wales. To be consistent with State standards, active membership is defined as members who have used the service within the last three years and this was implemented from 1 July 2013. Prior to this, active members were defined as members who have used service in the last two years.



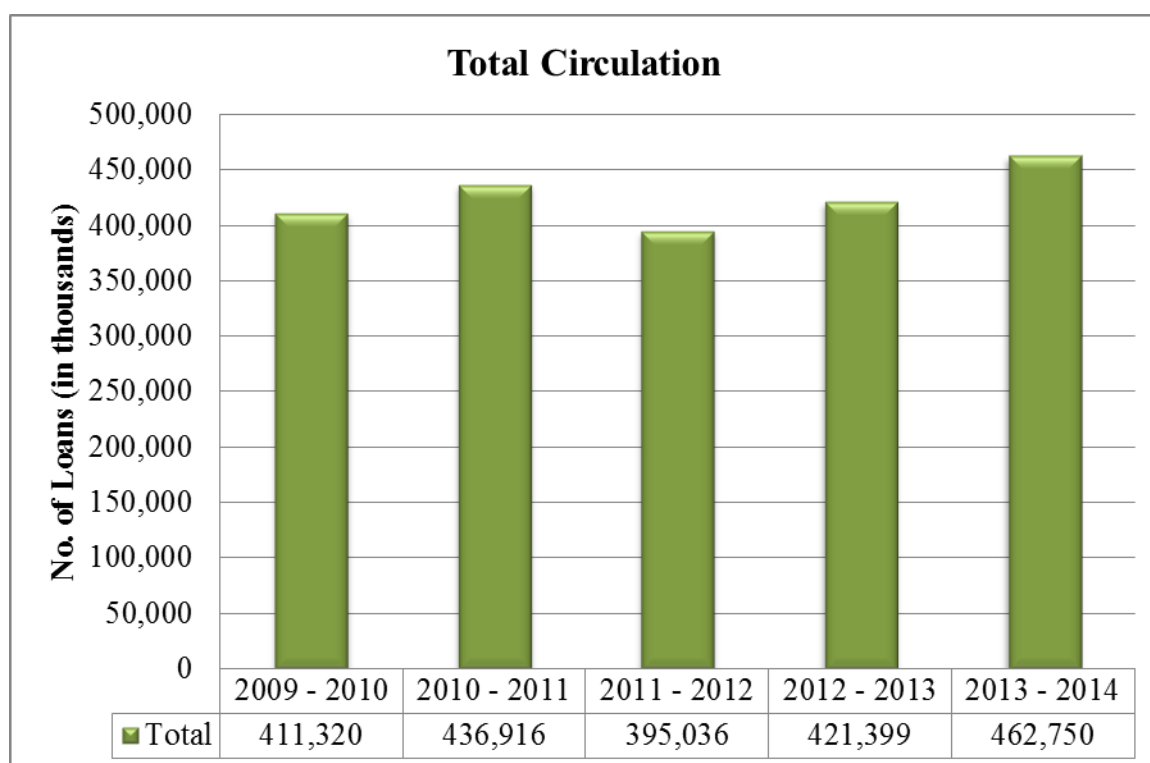
As at 30 June 2014, Woollahra Library & Information Service had 17,326 active members. Although there has been significant increases in this category compared to the same time last year this can largely be attributed to the change in definition specified above.



- Over the last twelve months there has been a slight decrease in of 1% in new memberships compared to the same period last year. However it is pleasing to see that Paddington Library has had a significant increase of 22% in new members.
- The percentage of borrowers to population currently sits at 30.76% based on Woollahra LGA population of 56,320 (2011 ABS Census).
- Overall, total circulation across all service points has increased by 10 % from 421,399 loans in 2012/2013 to 462,750 loans in 2013/2014. The key collections to have seen increases in circulation over the last twelve months are Fast Reads, Picture Books, Junior Non-Fiction and the DVDs.

During the year, Zinio eMagazines, Freegal eMusic and Bolinda eBooks were introduced as part of our growing eResources collection. The eResources circulation statistics have continued to increase throughout the year. This can be largely attributed to introducing new formats, purchasing new titles, training staff to assist customers and promoting the service.

In examining the three Library service points, Paddington Library has the highest increase in circulation of 18% followed by Watsons Bay Library with a 10% increase and Double Bay Library which has a 4% increase over the last twelve months.



- A total of 338,583 people visited Double Bay, Paddington and Watsons Bay Libraries during 2013/14. This is a 20% increase from the previous year which recorded 281,151 visits. The largest increase was 9% recorded at Paddington Library.
- Free Wireless internet continued to be well used across the three service points during the year recording a 9% increase from 14,177 to 15,480 compared to the same time last year. Paddington Library recorded the highest increase of 20% during this time.

1.2 Information Service and Research

Total information and general customer enquiries have decreased by 2% in comparison to the same period last year. The library recorded a total of 86,749 enquiries during 2013/14 compared to 88,894 in 2012/13. However the Local History enquiries have increased by 6%.

The main projects for the Local History Centre in 2013/14 included:

- Further development and additions to the Image Management database. The Image Management database allows hard copy resources including plaques, photographs, maps and historic Council records to be digitised and made available 24/7 via the library website to the public. This year 3,460 images were added to the Photographs, Plaques and Maps Library while 6,768 records were added to the Council Documents Archive. A total of 12,993 searches were recorded for the Photographs, Plaques and Maps Library while 5,308 searches were recorded for the Council Documents Archive.
- The roll-out of the inaugural Woollahra Plaques Scheme. The aim of the scheme is to honour famous people or events associated with the Woollahra Local Government area that have made a significant impact on life in the area or Australia as a nation. Four nominations were selected during 2013/14. These included plaques for - Dr Elwyn Lynn AM, Rudy Komon OBE, Sir John Robertson and the bombardment of Sydney Eastern suburbs by Japanese submarine I.24 on 8 June 1942 at the corner of Fletcher and Small Sts, Woollahra. There were a total of 134 attendees at the unveiling of the inaugural four plaques.

**Unveiling of plaque: shelling of Woollahra in WW2 by the Japanese submarines
Mayor Cllr Toni Zeltzer with Cllr Marano**



- There has been a significant increase in online database usage of 41% when comparing the two financial years. This came to a total of 254,575 searches compared to 181,191 from the previous year. During the year, the most popular databases were Book Index with Reviews followed by Novelist (a literature database which is linked to the catalogue to provide information about each book title) and Ancestry database.

The number of YourTutor sessions (online homework help) has decreased in usage compared to this time last year. To assist in promotion the service, the library will be extending the YourTutor service to include their “Lifelong Learning” module, effective July 2014. This module has an expert available online, between Monday and Fridays 3pm to 10pm, to help library customers prepare resumes, interviews, job applications, and for public speaking.

1.3 Community Learning Programs

- The Children’s program is a popular service which consists of Rhyme Time for 0-2 years, Storytime for 3-5 years and Kid’s Club for 6-10 years.
- Attendance at these programs across all service points increased by 8% during the twelve month period in comparison to the same period the previous year. Rhyme Time had the most significant increase of 11% during this time. Paddington Library has had the most noteworthy increase of 28% in total attendance at the children’s programs.
- A themed based story time with guest contributors have enhanced the popularity of this program. During the last twelve months themes have included *Hello Parks*, *NAIDOC Week*, *Neighbours Day*, *Beach*, *Families*, *Space and Gardening*. Council Street Sweepers attended a Storytime in September 2013 bringing their trucks for children to explore.

Storytime visit by Council Streetsweeper



Outreach Storytime which included sessions at Vacluse House, Centennial Parklands and visits to various schools and childcare centres have proved very popular totalling 54 sessions and 1,495 attendees throughout the year.

Staff from Woollahra Library and City of Sydney Library together trialled a Storytime session at the Reservoir Gardens in April 2014 located in close proximity to Paddington Library. 15 children attended.

- During the last 12 months, the Children's and Young Adults team presented many successful activities and events, including:
 - The Library participated in the national celebration of NAIDOC Week during July 2013 with dedicated storytimes and displays at all service points. A bush tucker walk was conducted at Cooper Park by the Eastern Suburbs Organisation For Reconciling Australia (ESORA). Expert John Lennis led a total of 22 primary school aged children and 13 adults in the walk and a 'bush tucker' tasting treat was provided for morning tea.
 - In August 2013 Children's Book Week was celebrated featuring the theme *Read Across the Universe*. Displays and storytimes highlighting the books shortlisted for the Children's Book of the Year awards were held at Double Bay, Paddington and Watsons Bay Libraries. A total of 441 children attended.
 - Summer Reading Club encouraging children to read during the summer holidays ran from December 2013 to January 2014. Across the three libraries 130 children participated in reading over 1,300 books. To celebrate the success of the program a party was held on January 23 2014 and 50 children attended. There was also a special guest presenter Andy Jones who performed his *What's the joke?* show which engaged both children and adults.
 - The library took part in Harmony Week Celebrations in March 2014 with special multicultural storytimes featuring guest bilingual readers. On Harmony Day on the 21 March 2014, Paddington Library hosted a session with Drum Beats at which children played on drums and sang songs in different languages; 36 children attended this session.

Harmony Day celebrated with Drum Beats at Paddington Library



- During the year Writers and Readers for Young People workshops were held with guest presenters authors Aleesha Darlison, Wendy Milton, Nick Earls and artist Ben Wood.
- Two sessions were hosted by Woollahra Library as part of the *Ride the HSC Wave* collaboration with other Eastern suburbs libraries. Woollahra hosted English Advanced Module A: Comparative Study of Texts and Context - Elective 2: Texts in Time – *Frankenstein* and *Blade Runner* which was presented by Glenda McIntosh on 22 May 2014; and *Acing the HSC: Effective Exam Preparation* which was presented by Rowan Kuntz on 26 May 2014. A total of 45 students attended the sessions, with several students staying afterwards to discuss their studies with the presenters.
- Other major cultural events hosted by the Woollahra Library & Information Service during the year included:
 - The 9th annual Local Writers' Word Festival was held on Saturday 20 July 2013. The festival played host to a number of events, including inspirational talks by first-time authors, editing and self-publishing talks by Linda Funnell and Susanne Gervay, and talks by Underbelly Razor writer Larry Writer and award winning crime writer Marele Day. Although audience numbers were lower than expected at 45, the day received positive feedback.
 - During August/September 2013 the annual Youth Photographic Award & Short Film Prize was held. This year the photos were displayed on Flickr and a there was a 'people's choice' award given to the most popular entry. 50 people attended the awards evening on Thursday 5 September, where prizes were presented to finalists from the 186 photographic and 49 short film entries.

**Mayor Cr Andrew Petrie, Ethan Hatton-Warham,
Peter Ireland (Metro Screen) and James Law (The Wentworth Courier)**



- The 25th Poets Picnic was held on Tuesday 25 February 2014. The theme was ‘*It’s a Celebration!*’ to tie in with the fact that it was a special anniversary of this annual event. Poets Robert Adamson, Judith Beveridge, Kate Lilley, Toby Fitch, Astrid Lorange, Maggie Walsh and Peter Skrzynecki performed poems with a celebratory or festive theme in front of a record crowd of 450 people. They were joined by talented student poets from Reddam House, Ascham, Rose Bay Secondary and Cranbrook.
- Library and Information Week in May 2014 was celebrated with the annual Book Fair which raised \$9,160 from the sale of old Library items; participation in the National Simultaneous Storytime with 21 children attending the reading of the book *Too Many Elephants in this House* by Ursula Dubosarsky, as well as Bring Your Own Device sessions at Double Bay Library to assist customers using electronic resources.
- The library continued with its popular Writers & Readers program of author talks which included: *Outback heritage: In Stockman’s Footsteps* with Jane Grieve; Caroline Overington on her book ‘*No place like Home*’; Councilor Deborah Thomas and Kirstie Clements discussed their new book *50 years of Fashion in The Australian Women’s Weekly* and a discussion with Hugh Mackay on ‘*What makes us happy*’. A total of 205 people attended these sessions.
- Tea Topics, the Library’s series of free monthly daytime talks, continued during the year, encompassing a wide range of topics including author Helen O’Neill discussing the textile artist Florence Broadhurst, TV presenter and author Claudia Chan Shaw who spoke about collecting, architect John Curro and author Helen O’Neill discussed the life and influential career of Harry Seidler and Peter McNeil’s engaging talk about the Jewish Contribution to Australian Fashion. A total of 270 people attended these monthly talks.

- Guest speakers at Paddington and Watsons Bay Libraries for 55+ Club have delighted regular attendees in 2014. During this program, Paddington Library customers enjoyed hearing from Cryptic Crossword Specialist Ralph Penglis, increased their knowledge of digital possibilities in a Bring Your Own Device session with staff from Woollahra Library, and hosted Councillor Luise Elsing for a lively discussion about the history of Queen Street. Watsons Bay heard from Library Manager Vicki Munro about the new Double Bay Library and Bushcare Liaison Rudi Adlmayer about the native flora and fauna of the area. A total of 237 people attended these sessions over both library service points.
- Home Library Service made a total of 2,396 visits over the year, of which 588 were made by volunteers. 45 bulk loans were also made to 7 institutional care centres. At June 2014, 149 individual members were registered with the service, compared to 129 in 2012-2013.
- As part of the *Home Library Service Review* social inclusion recommendations the library hosted two popular events for Home Library Service members and their carers. In November 2013 an end of year morning tea was held, Deputy Mayor, Clr Katherine O' Regan welcomed guests and entertainment was provided by an ensemble from The Scots College. In May 2014 the Home Library Service took part in The Biggest Morning Tea raising \$171 for the Cancer Council. Home Library Service member, noted jazz pianist and vocalist Maree Steinway entertained guests. A total of 71 members attended these two events.

Home Library Service members enthusiastically attended the Biggest Morning Tea in May



2.0 Community Information

2.1 Community Information Database (LINCS)

Community Information Database searches has decreased by 26% to last year (from 2,863 to 2,112). Promotion will continue in the form brochures, posters and links with relevant Council programs such as Easy PC to ensure ongoing usage. If a similar decrease continue in the next quarter LINCS searches will need to be reviewed.

2.2 New Resident's Kits

The number of New Resident Kits requested increased in the last quarter of the year by 22%. Compared to previous year there has been a 5% decrease (175 to 167). The number of kits generally requested fluctuates each quarter as it depends on the number of new residents moving to the area.

Conclusion:

The Woollahra Library & Information Service has had a successful year in 2013/2014 both in terms of the completion of many projects identified in the Strategic Plan and overall usage of the Library. The Library has expanded its Fast Read collection which has resulted in an increase in loans as well as increasing the eResources collection to include magazines and music. The designs for both the new Double Bay Library and the Paddington Library rejuvenation are well underway and both will be completed before the end of the next financial year.



Vicki Munro
Manager – Library and Information Services

Kylie Walshe
Director, Community Services

ANNEXURES:

Annexure 1: Library Statistics for 1 July 2013 to 30 June 2014

Item No: D5 Delegated to Committee

Subject: **Delivery Program 2013 to 2017 & Operational Plan 2013/14 (DPOP) Quarterly Progress Report December 2013 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 2013 to 2017 and Operational Plan 2013/14 for the three months ending 30 June 2014.

Recommendation:

THAT the June 2014 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 2013 to 2017 and Operational Plan 2013/14 be received and noted.

Background:

Council adopted its Delivery Program 2013 to 2017 and Operational Plan 2013/14 (DPOP) in June 2013 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 April 2014 to 30 June 2014 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 2014, as indicated in the Target Date column.

A tick in the final column of the tables in Annexure 1 headed "Updated Comments" indicates that the comments relating to that action have been updated since the previous quarterly report to Council. The purpose of the tick is to 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 April 2014 to 30 June 2014, no new notices of motion have been identified as strategic and/or project based in nature.

Conclusion:

THAT the June 2014 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 2013 to 2017 and Operational Plan 2013/14 be received and noted.

Kylie Walshe
Director Community Services

Tom O'Hanlon
Director Technical Services

Annexures:

- 1** DPOP Quarterly Progress Report June 2014 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*.

Political Donations – matters to be considered by Councillors at Meetings

