



# Community & Environment Committee

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

**Date:** *Monday 27 August 2007*

**Time:** *6.00pm*

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

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

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

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

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

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

**Committee Membership:**

7 Councillors

**Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

23 August 2007

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

Dear Councillors

### **Community & Environment Committee Meeting – 27 August 2007**

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 27 August 2007 at 6.00pm.**

Gary James  
General Manager

# **Additional Information Relating to Committee Matters**

**Site Inspection**

**Other Matters**

## Meeting Agenda

<b>Item</b>	<b>Subject</b>	<b>Pages</b>
1	Leave of Absence and Apologies	
2	Late Correspondence	
3	Declarations of Interest	

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

D1	Confirmation of Minutes of Meeting held on 13 August 2007	1
D2	Library Annual Report for the Period July 2006 to June 2007 – 48.G	2
D3	Public Art Advisory Committee Minutes – 1160.G Public Art	15

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

R1	Unmade Road Portion – Victoria Street, Watsons Bay – 524.	20
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**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 13 August 2007**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 13 August 2007 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 13 August 2007 be taken as read and confirmed.

Les Windle  
Manager – Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Library Annual Report for the Period July 2006 to June 2007**  
**Author:** Vicki Munro, Manager, Library and Information Services  
**File No:** 48.G  
**Reason for Report:** To review the Library operations for the period 1 July 2006 to 30 June 2007

**Recommendation:**

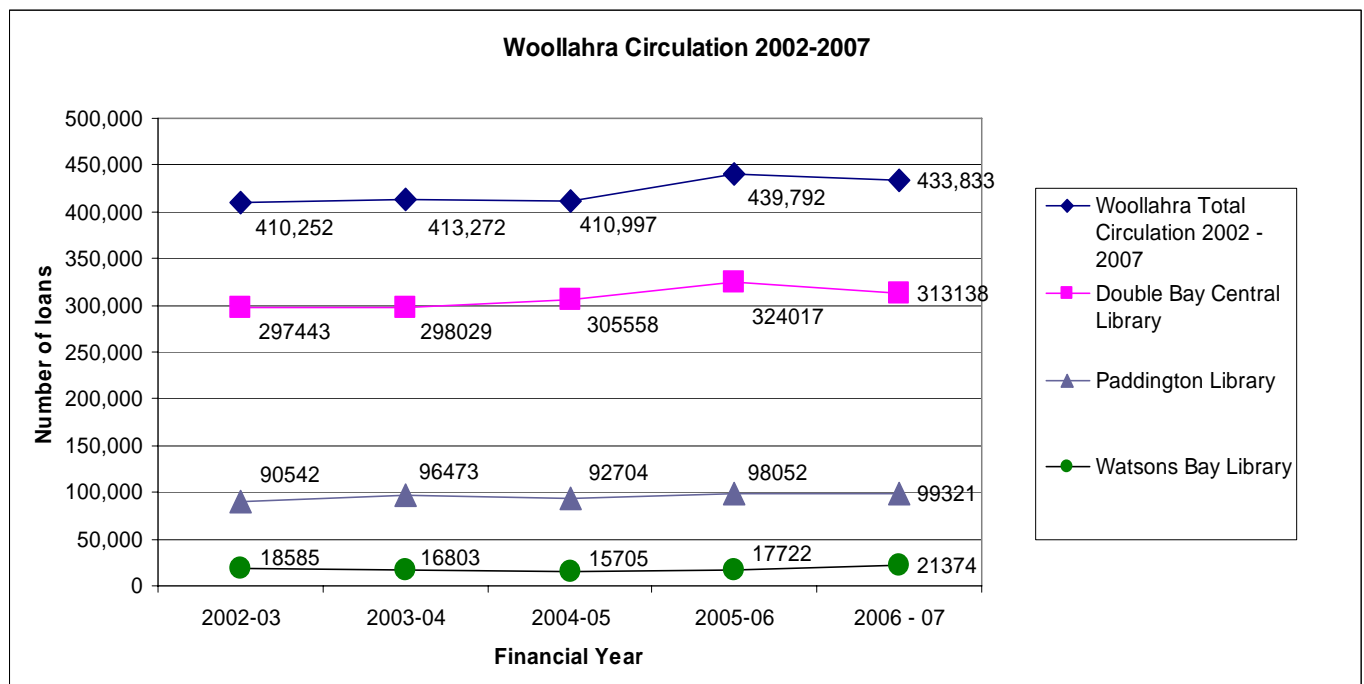
1. That the annual report of the library service for the year, 1 July 2006 to 30 June 2007 be received and noted.

This report reviews the Library activities and projects for the twelve months 1 July 2006 to 30 June 2007 with an analysis of statistics showing comparisons with the previous year and a five year circulation trend line graph. All statistical tables are listed in Annexure 1. The report covers the Library programme areas of lending services, reference and information services including local history, electronic information, community information and inter-library loan requests, children and young adult services and the Library's extensive cultural programme.

**1.0 Lending Services**

**1.1 Circulation Statistics**

The graph below shows the circulation for the total Library Service and for each library service point for the five year period 2002/03 to 2006/07.



Significant points to note from both the statistics and graph are:

- The statistics show a decrease of -5 % in total circulation for the period of April – June 2007 over the same quarter in 2006. This is due to a fall in the usage of the Double Bay Central Library, despite offsetting increases in the usage of both Paddington and Watsons Bay Branch Libraries (4 % and 31 % increase for Quarter 4, 2006/07 respectively). Of particular note, is the increasing demand for audio visual material at all service points.
- Overall, there was a -1 % decrease in the total lending of items for the financial year, July 2006 to June 2007 over the 2005/06 period. Again due to a fall in usage at Double Bay Central Library.
- When examining each service point for the year and comparing to the previous period, the following is noted:
  - Double Bay Central Library : -3 % decrease
  - Paddington Branch : 1 % increase
  - Watsons Bay Branch : 21 % increase
- Increases in usage of the children’s book collections and most significantly, the audio-visual collections have occurred throughout each quarter, at each service point. In light of this demand, the budget for both areas has been increased in the current financial year.
- As noted in previous quarterly reports, there has been an ongoing decrease in the usage of both the adult book and periodical collections, at all service points. The growing use of online resources and the internet are impacting upon the use of the non fiction book collection.
- Following analysis of the audio visual stock, it was found that the number of DVDs in the collection, across all Library service points has increased by 31.5 %. As at 30 June 2006, the total number of DVDs in the collection was 2491 and this has increased to 3276, as of 30 June 2007. These new purchases have resulted in a 16 % increase in the audio visual circulation.
- The significant increase in Watsons Bay Branch usage is due to excellent customer service, an increase in audio visual stock and the commencement of a regular children’s engagement programme at the branch.
- The Library participated in a regional Library fine amnesty in June 2007 with Waverley, Randwick and Botany Libraries. This has resulted in a very positive experience with 2253 outstanding items returned during the month (totaling \$69,792 in value) and \$1,500 raised for the Mudgin-gal Women's Centre, Chippendale.

## 1.2 Membership

As at 30 June 2007, the borrower profile for the Library and Information Service was as follows:

As at 30 June 2007

<b>Members who have borrowed over the past three years</b>		
	<b>This year</b>	Last year
Double Bay Adult	<b>10,597</b>	11,346
Double Bay Junior	<b>3,595</b>	3,721
Paddington Adult	<b>4,632</b>	4,912
Paddington Junior	<b>803</b>	742
Watsons Bay Adult	<b>313</b>	307
Watsons Bay Junior	<b>141</b>	147
<b>TOTAL</b>	<b>20,081</b>	21,175

- In comparing the borrower profile for the period ending 30 June 2007 with the same period for 2006, there was a decrease of 5.2% of active members. The exception to this trend has been Paddington junior and Watsons Bay adult.



- 871 new members registered during this quarter. In the current financial year, a total of 3,427 new members have joined the Library and Information Service.
- In keeping with the submission of statistics for the State Library of NSW, it is recommended that as of 1 July 2007, Woollahra Library and Information Service will measure its active membership over the last two years.

### **1.3 Home Library Service**

- There has been an 11 % increase in overall loans for the Home Library Service in Quarter 4, 2006/07 in comparison to the same period in 2006. This increase is due to the inclusion of the audio reader Navigator statistics in the overall statistics and an increase in items lent to institutions over the quarter.
- Total loans for 2006/07 were 17, 091 which did not include the audio read loans for the January to March 2007 quarter (274). Overall, there was a small decrease of 203 loans over the year, which represents a decrease of 1.2 %.
- As 30 June 2007, there were 154 active Home Library Service members and 9 active member institutions. Further there are 6 dedicated volunteers who regularly visit 22 Home Library members. A full review of the Home Library Service will be undertaken during the 2007/08 financial year and will examine best practice in the Home Library Service field.

## **2.0 Reference and Information Services**

### **2.1 Reference Statistics**

The Reference enquiries statistics cover three distinct areas, namely:

- General reference enquiries represent requests for Library based information, face to face enquiries and telephone and email at both Double Bay Central and Paddington Libraries;
  - Local History enquiries which have been received either in person, telephone and email at the Local History Centre and at the Double Bay Central and Paddington Libraries;
  - Community Information enquiries consisting of requests for information on community facilities, services and activities received either in person, by telephone or email at Double Bay Central and Paddington Libraries and the Local History Centre.
- Total reference enquiries for Quarter 4, 2006/07 increased by 16.6 % over the same quarter in 2005/06. This is mostly in the area of general reference enquiries, particularly at Double Bay Central Library.
  - Overall, there has been a slight increase in reference enquiries during 2006/07 compared with 2005/06. This represents an increase of 0.59 %.
  - The Information Services Librarian notes that enquiries cover a wide range including complex art and literature enquiries, law enquiries using the special Legal and Information Access Centre materials, senior high school and undergraduate level student needs, along with a range of general enquiries from adult education users on every conceivable subject.
  - It has been noted that most general enquiries can be satisfied more quickly, given the mix of resources - on-line and print which the Library now holds.

### **2.2 Inter-Library Loans**

- As noted in previous quarterly reports, the implementation of the Libraries Australia Document Delivery system (LADD) in July 2006 has meant a steady increase in the growth of Inter-Library Loan requests for Woollahra Library items from libraries throughout Australia and New Zealand.

- Items lent to other Libraries in Quarter 4, 2006/07 were down slightly from Quarter 3, 2006/07 by 14.8 %, however they have significantly increased by 125.8 % when compared to Quarter 4 in 2005/06.
- Items borrowed from other libraries for Woollahra Library customers have remained steady over the year, with an average of 266 items per quarter for 2006/07.
- When examining the Inter-Library Loan statistics for the 2006 /07 year, there have been increases in all areas of usage and as stated in the previous quarterly report, this service will be reviewed in the upcoming financial year.

### **2.3 Electronic Information Service**

- There are nineteen databases available, with fourteen available for remote use. The subject coverage is quite wide and includes public affairs, science, literature, health and general knowledge.
- Online database searches within the library for Quarter 4, 2006/07 were up on all previous quarters in 2006/07 and showed an increase of 39.2 % over the same quarter in 2005/06. However, it represents a decrease of 18.4 % in comparison to the 2005/06 period.
- Access to the online databases from home (remote access) for both Quarter 4, 2006/07 and the year as a whole were down. This was due to technical problems accessing some of the databases, particularly Encyclopaedia Britannica and APAFT, which unfortunately took some time to resolve.
- The online databases most used within the Library Service were ANZRC, Global books in Print, What do I read next? and Libraries Australia. Databases most used remotely included Encyclopaedia Britannica, Libraries Australia, APAFT and Health and Wellness Resource Centre.
- Database promotion is planned during 2007/08 with an emphasis on further promotion to local schools.

### **2.4 Local History Centre**

- Local History enquiries at both the Local History Centre and at the Library Service points during Quarter 4, 2006/07 were on par with those for the same period in 2005/06.
- Total Local History enquiries for 2006/07 were slightly down on 2005/06 by 4.7 %.

### **Significant achievements during 2006/07**

#### Women in Woollahra Project

The Women in Woollahra project was officially launched by Cr Keri Huxley, Mayor, on International Women's Day, 8 March 2007. The project consists of oral histories and biographies of two Woollahra Council aldermen, Belle Miller and Dutchie Backhouse, which have been placed on Council's website.

Stage 2 of the project, consisting of biographies on two women who have contributed through business or professional life as well as a Public Art concept design component (funded through grant) will be undertaken in 2007/08.

#### Council Minutes Indexing Project

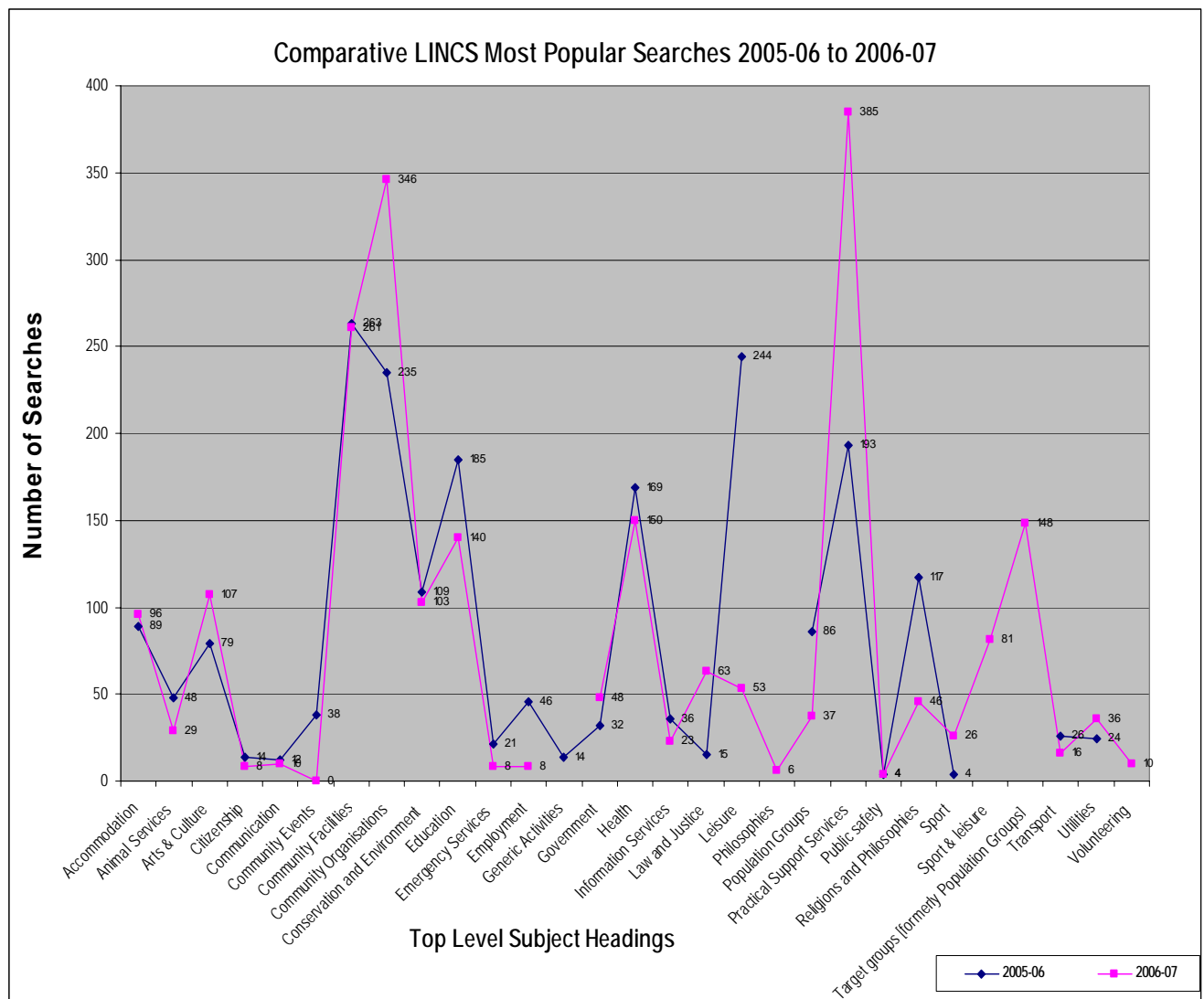
This project, funded through a grant from the State Library of New South Wales has seen the creation of an electronic index to the minutes of Woollahra Council meetings from 1860 onwards. At the end of June 2007, when grant funds were expended, the Woollahra Council Minutes were indexed to the end of 1871. It is intended that this project will continue within existing funding.

Local History Survey

The Information Services staff conducted the Local History Survey during the period 13-26 November 2006, with a full analysis of the results reported to Community and Environment Committee on 18 December 2006. The key outcomes included the need to further promote the Local History Centre as 74% of the respondents were unaware of the Centre and a greater understanding of the increasing workload of the staff at the Centre.

**2.5 Community Information**

- Searches on the LINC'S Community information database for Quarter 4, 2006/07 decreased by 26.88 % when compared to the same quarter in 2005/06 and represents a decrease of 6.85 % for the total year. This is possibly due to the change in the location of the database within the Woollahra Council website. It is planned to do a review of Community Information resources and needs during the 2007/08 year.
- The most frequent searches during the year were Practical Support Services, Community Facilities and Community Organisations.
- Arising from the late 2005 Community Information Survey, the Library service has implemented additional training of the LINC'S database, with more planned in the upcoming year and an increase in the number of email recipients of the "Whats On" Calendar.



### **3.0 Children and Young Adult Services**

#### **3.1 Extended Hours in the Children's Area of Double Bay Central Library**

- Council received funding of \$18,000 to undertake the trial opening of the Children's area of the Central Library from 6pm to 8pm Monday to Friday for the period September 2006 to date, with the aim of attracting young people to the service. The figures have not supported the continuation of the extended opening hours of the Children's Library, following the completion of the grant funding, due to end in September 2007.

#### **3.2 Story time sessions**

The Story time programme is a core part of the Library and Information Service's activities.

- Story time figures for Quarter 4, 2006/07 have decreased by 38.5% in comparison to the same period in 2006. However, when examining the year 2006/07 in comparison to 2005/06 there was a smaller decrease of 8.43%. It is not clear as to why these decreases in attendance have occurred, however one possible factor could be the variation in childcare centre visits throughout the year.

It is appropriate at this time and with the appointment of the new Children and Young Adult Librarian to review the current Story time sessions and consider other options for improvement.

- The numbers of children attending the Holdsworth Street Community Centre Story time have fluctuated from quarter to quarter as well as the number of sessions held. As a more consistent approach is developed, these numbers will hopefully improve.

#### **Special Children's Events**

A number of special events have been organised during Quarter 4, 2006/07 by the Children and Young Adult branch team.

These activities included:

- An Easter Egg Hunt in April 2007, at Paddington, Watsons Bay and Double Bay Central Library with a total of 134 children attending.
- A Teddy Bears picnic, 17 April 2007 at Paddington Library with 38 children attending.
- An Autumn Picnic on 20 April 2007, at Double Bay Central Library with 36 children attending.
- A visit from Kambala Public School on 30 May 2007, at Double Bay Central Library with 50 children attending.

### **4.0 Cultural Events**

#### **4.1 Key Cultural events held during 2006/07**

A detailed report on the events held by the Community Services Division was submitted to the Community and Environment Committee on 12 February 2007. It demonstrated the extensive range of community engagement programmes being delivered across the Division.

The key Library events included:

- Writers & Readers Series: 7 events were held with 466 people attending.
- Tea Topics: 3 events were held with 81 people attending.
- Poets Picnic: held on 20 February 2007, with 200 people attending.
- Dead Poet's Day: held on 7 September, 2006 with 11 speakers and 20 people attending.
- Local Writer's Day: held on 11 November, 2006 with 20 people attending.
- Youth Photo prize: held on 13 September, 2006 with 111 photographic entries and 27 film entries.

## **5. Conclusion**

The Woollahra Library and Information Service has had a successful year, both in terms of the completion of many projects identified in Council's Management Plan and the examination of the Library statistics which shows an increase in Library usage at the Paddington and Watsons Bay Libraries, increasing Reference enquiries and attendance at cultural programmes.

The finalisation of the Library Strategic Plan and its implementation will be an exciting time for both staff and customers' alike and will provide another platform for the ongoing development of the Library and Information Service.

Vicki Munro  
Manager – Library and Information Services

Kylie Walshe  
Director Community Services

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## **Annexures:**

1. Library and Information Services Annual Statistics 2006/07.

**Item No:** D3 Delegated to Committee  
**Subject:** **Public Art Advisory Committee Minutes**  
**Author:** Jo Jansyn, Cultural Development Coordinator  
**File No:** 1160.G Public Art  
**Reason for Report:** To table the minutes of the Public Art Advisory Committee Meeting held on August 2007

**Recommendation:**

1. That the minutes of the Public Art Advisory Committee meeting held on Thursday 2 August 2007 be noted.

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**Background:**

On Monday 23 July 2007, Council resolved to

*“support the recommendation that a national open competition is staged for the design of the eastern gateway which will link to the western gateway as part of the public domain improvements for Double Bay: and that a working party (of the Public Art Advisory Committee) be established to facilitate the competition, with invitations to key community members to become part of the working party”.*

At its meeting on Thursday 2 August 2007, the Public Art Advisory Committee further discussed the Double Bay public art project and agreed on Working Party membership. The minutes of the Public Art Advisory Committee meeting held on Thursday 2 August are attached in Annexure 1.

**Conclusion:**

The Public Art Advisory Committee further considered the Double Bay public art project following Council’s resolution on 23 July 2007. A Working Party of the Public Art Advisory Committee has been established to facilitate the Double Bay public art project.

Jo Jansyn  
Cultural Development Coordinator

Kylie Walshe  
Director – Community Services

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**ANNEXURES:**

1. Minutes of the Public Art Advisory Committee meeting, Thursday 2 August 2007.

**Item No:** R1 Recommendation to Council  
**Subject:** Unmade Road Portion - Victoria Street, Watsons Bay  
**Author:** Paul Fraser, Parks & Recreation Coordinator  
**File No:** 524  
**Reason for Report:** Proposed closure of unmade road portion of Victoria Street, Watsons Bay.

**Recommendation:**

- A. That Council advertise the proposal to close the road for a period of 28 days to ascertain community views.
- B. That, should any objections be received as a result of (A), a report be presented for Council's consideration outlining the nature of the objections.
- C. That, should no objections be received as a result of (A), Council apply to the Minister to close the unmade road portion of Victoria Street, Watsons Bay, for future dedication as public open space.
- D. That for the purposes of proceeding with the road closure, Council authorise the General Manager and Mayor to execute all necessary documentation including the affixing of Council's seal to the documentation.

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**Background:**

On 26 March 2007, Council resolved:

*"A report be prepared with a view to re-classify the unmade road reserve adjacent to 26 Pacific Street Watsons Bay, to public park so as to secure its protection for public use and recreation in perpetuity"*

The unmade road reserve is adjacent to 26 Pacific Street, Watsons Bay (Annexure). The subject unmade road portion is commonly known as Victoria Wharf Reserve and extends from Pacific Street to the Watsons Bay foreshore.

*History of site*

In response to the then concerns of rubbish being dumped and the untidy nature of the site, Council resolved, 12 July 1982:

1. *"That the Council, in accordance with the authority delegated to it by the Traffic Authority of NSW authorise the closure to traffic of Victoria Street, Watsons Bay, west of Pacific Street, subject to;  
a. provision for access being made for emergency use."*
2. *"That the Council approve Plan No. 13628/2 for the landscaping of the unmade portion of Victoria Street, Watsons Bay, west of Pacific Street."*

As part of these landscape works, tree planting was undertaken and park furniture installed. In recognition of an earlier wharf that was connected to the site and the absence of a name, Council, on 28 March 1988, resolved to name the site "Victoria Wharf Reserve".



**Photograph 1.**  
View of Victoria Street Reserve from Pacific Street.

### **Proposal:**

Although the land gives the outward appearance of being public open space containing shrubs, trees and a park bench with Harbour views, the unmade road has not been formally closed under the provisions of the Roads Act 1993. The site is zoned No 6 “Open Space” for general recreation in the Woollahra Local Environmental Plan (1995). Generally, public land zoned Open Space is classified as Community Land (under the Local Government Act 1993), however, where land is public road, such as Victoria Wharf Reserve, it remains unclassified.

The owner of land adjoining a public road is entitled, as of right, to access (whether on foot, in a vehicle or otherwise) across the boundary between the land and the public road.

The unmade road adjoins a nine-unit residential complex on one side and a single residential property on the other. In order to carry out works on an adjoining property, which could require vehicular access across the reserve, a Development Application would be necessary and an application to construct a driveway would have to be made to Council.

The merits of any such application would need to be assessed, however, it would be reasonable to assume the construction of a carriageway across the reserve would erode the site’s existing parkland character and would not be supported. Council could choose to refuse any development proposal for vehicular access across the site, however, this decision could also be potentially challenged in the Land and Environment Court. Considering the unit complex adjoining the reserve has a newly constructed masonry fence along the full length of the boundary and the house on the other boundary has existing street access, it is unlikely any proposal for driveway access across the site would be made in the near future.

If the site was closed as a road, the land would revert to Council ownership. As the land is zoned Open Space it would become classified Community Land and the construction of a driveway for access to one of the adjoining residential properties would no longer be a permitted use. In addition, future sale of this land would also not be permitted.

*Process of closing a road*



To proceed with the closure, we will need to commission a survey of road closure, which includes a subdivision plan of the land to create a separate lot from Victoria Street and notation that Council proposes to dedicate the lot as Public Open Space.

An application for road closure must then be made to the Department of Lands, seeking the Minister's consent to closure of the unmade road portion. The Department will give public notice of the proposal and will call for submissions within 28 days of the advertisement. Upon the Department's satisfaction of any objection raised, the Minister's consent will be granted to Council.

Once Council has received written advice of the Minister's consent, the Plan of Road Closure can then be registered at the Land and Property Information Office, showing Council as the owner of the subdivided lot. The Department is then notified of the registration and the road closure is gazetted. The land will be dedicated as Public Open Space when the subdivision plans are prepared and submitted to the Department.

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

The cost of the closure of this unmade road is estimated at \$5,675. This sum will be paid out of the current 2007/08 operational budget. The breakdown of this cost is as follows:

Advertisement Cost	\$200
Road Closure Applications	\$475
Plan of Road Closure	\$2,000
Legal Fees	\$3,000

### **Conclusion:**

To ensure lasting protection of the site as public open space and unobstructed public access to the foreshore, it is appropriate that Council seeks to close the road and the reserve be classified as Community Land. As part of commencing this process, it is recommended that, prior to expending costs associated with engaging a surveyor, Council locally advertise the proposal. Should any objections be received, a report could then be prepared for Council's consideration outlining the nature of the objections and a recommendation on whether the closure should proceed and / or be modified.

If, however, no objections are received, we could proceed to complete the survey for subdivision and commence the road closure process with the Department.

Paul Fraser  
Parks & Recreation Coordinator

Warwick Hatton  
Director, Technical Services

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### **ANNEXURES:**

Aerial Photo of Victoria Wharf Reserve