



Community & Environment Committee

Agenda: *Community & Environment Committee*

Date: *Monday 29 October 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

25 October 2007

To: His Worship The Mayor, Councillor Geoff Rundle, ex-officio
Councillors Tanya Excell (Chair)
Anthony Boskovitz
Marcus Ehrlich
Andrew Petrie
Isabelle Shapiro (Deputy Chair)
Fiona Sinclair King
John Walker

Dear Councillors

Community & Environment Committee Meeting – 29 October 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 29 October 2007 at 6.00pm.**

Gary James
General Manager

Additional Information Relating to Committee Matters

Site Inspection

Other Matters

Meeting Agenda

Item	Subject	Pages
1	Leave of Absence and Apologies	
2	Late Correspondence	
3	Declarations of Interest	
 Items to be Decided by this Committee using its Delegated Authority		
D1	Confirmation of Minutes of Meeting held on 8 October 2007	1
D2	Extraordinary Meeting – Woollahra Traffic Committee Minutes – 16 October 2007	2
D3	Parks & Public Space Principal Activity – 1 st Quarter Management Plan Review – 827.G 04-07	6
D4	Natural Environment Principal Activity – 1 st Quarter Management Plan Review – 827.G 04-07	15
D5	Community Services – Management Plan Quarterly Report – 827.G 07-10	31
D6	The Way Forward – Woollahra Library & Information Services Strategic Plan – 48.G (Strategic)	57
D7	Proposed Community Garden & Policy – 1208.G	64

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 8 October 2007**
Author: Les Windle, Manager - Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 8 October 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 8 October 2007 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: **Extraordinary meeting Woollahra Traffic Committee Minutes
16 October 2007**
Author: Warwick Hatton, Director – Technical Services
File No: See Traffic Committee Minutes
Reason for Report: For the Committee to consider the recommendations of the Woollahra
Traffic Committee (Extraordinary Meeting 9a/07).

Recommendation:

THAT the Recommendations contained in Part 2 of the minutes of the Woollahra Traffic Committee's Extraordinary Meeting No.9a/07 held on Friday 12 October and Monday 15 October, 2007, Items Y12, Y13 and Y14 be adopted.

Woollahra Local Traffic Committee Minutes

An Extraordinary Meeting (No. 9a / 07) of the Woollahra Local Traffic Committee was held by email on Friday 12 October and Monday 15 October, 2007. Three (3) items were referred to the Roads and Traffic Authority, the Paddington Police and the Local MP Representatives for their consideration and there were no objections.

1. Attendances

Committee Members:

Present:	Mr Frank Rotta	(Woollahra Municipal Council)
	Mr Navin Prasad	(Roads and Traffic Authority)
	Snr Const David Peters	(Rose Bay Police - Traffic)
	Ms Robyn Attuell	(Clover Moore MP Representative)
	Mr Don Dunn	(Peter Debnam MP Representative)
Staff:	Ms Armodee Reece	(Woollahra Municipal Council)

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

EXTRAORDINARY MEETING No.9a/07

Item No: Y12 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

Subject: **No. 599-601 New South Head Road (Cranbrook Road), Rose Bay – Wordk Zone**

Author: Frank Rotta – Traffic Engineer

File No: 407.G Pt9

Reason for Report: Request for a Works Zone (Deferred from October Meeting)

Recommendation:

- A. That approval be granted for a Works Zone to be temporarily installed for No.599-601 New South Head Road (on its Cranbrook Road frontage). The length of the proposed Works Zone is to be 31.5 metres and is to be located from the prolongation of the common boundary between Nos.599-601 New South Head Road and 1 Cranbrook Road in a northerly direction for a distance of 31.5 metres to the commencement of the No Stopping restrictions and is subject to the following conditions:
- Any directive provided by the NSW Police Department is to be complied with.
 - The Works Zone is to operate between the hours of 7.00am-4.00pm Mon-Fri and 7.00am-1.00pm Sat for a period of 8 weeks from 22 October, 2007 to 14 December, 2007.
 - Suitable traffic control measures are to be put in place to manage truck movements to and from the construction site, and if necessary to and from the adjacent street system, in accordance with the RTA's Traffic Control at Works Sites manual.

- iv. Unrestricted parking is to be maintained outside of the Works Zone hours of operation.
 - v. The applicant must ensure that the traffic lanes, footpaths and driveways, adjacent to the Works Zone, remain free of obstruction at all times during the construction.
 - vi. The applicant must inform Council's Traffic Engineer when the project is completed and the Works Zone can be removed.
 - vii. This Works Zone is in an area zoned as Residential 2(b). The fee payable shall be in accordance with Council's adopted fees and charges applying to the period for which the approval is given, and must be paid prior to the Works Zone being installed. Should the Works Zone be required for a shorter period, application may be made for a pro-rata refund.
 - viii. Failure to comply with any of these conditions may result in the cancellation of the Works Zone at Council's discretion.
 - ix. Should the Works Zone be required for a period longer than the approved period, permission from the Director of Technical Services is required to extend the Works Zone.
 - x. Should the Works Zone be required for additional hours of operation on any particular day, any amendment will require the approval of the Woollahra Traffic Committee.
- B. That the applicant notifies all residents and businesses whose property frontage is within 50 metres of the Works Zone.
- C. That no trucks during the demolition phase of this project, access the site between 8.00am-9.30am and 2.30pm-4.00pm on School days.

Item No: Y13 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

Subject: No. 9 Victoria Street, Watsons Bay – Works Zone

Author: Frank Rotta – Traffic Engineer

File No: 407.G Pt9

Reason for Report: Request for a Works Zone

Recommendation:

- A. That approval be granted for a Works Zone to be temporarily installed for No.9 Victoria Street, Watsons Bay. The length of the proposed Works Zone is to be 7 metres and is to be located on the southern side of Victoria Street from the eastern side of the driveway to No.45 Cove Street in an easterly direction for a distance of 7 metres and is subject to the following conditions:
- i. Any directive provided by the NSW Police Department is to be complied with.
 - ii. The Works Zone is to operate between the hours of 7.00am-4.00pm Mon-Fri and 7.00am-1.00pm Sat for a period of 15 weeks from 5 November, 2007 to 21 December, 2007 and from 21 January, 2008 – 15 March, 2008.

- iii. Suitable traffic control measures are to be put in place to manage truck movements to and from the construction site, and if necessary to and from the adjacent street system, in accordance with the RTA's Traffic Control at Works Sites manual.
 - iv. Unrestricted parking is to be maintained outside of the Works Zone hours of operation.
 - v. The applicant must ensure that the traffic lanes, footpaths and driveways, adjacent to the Works Zone, remain free of obstruction at all times during the construction.
 - vi. The applicant must inform Council's Traffic Engineer when the project is completed and the Works Zone can be removed.
 - vii. This Works Zone is in an area zoned as Residential 2(a). The fee payable shall be in accordance with Council's adopted fees and charges applying to the period for which the approval is given, and must be paid prior to the Works Zone being installed. Should the Works Zone be required for a shorter period, application may be made for a pro-rata refund.
 - viii. Failure to comply with any of these conditions may result in the cancellation of the Works Zone at Council's discretion.
 - ix. Should the Works Zone be required for a period longer than the approved period, permission from the Director of Technical Services is required to extend the Works Zone.
 - x. Should the Works Zone be required for additional hours of operation on any particular day, any amendment will require the approval of the Woollahra Traffic Committee.
- B. That the applicant notifies all residents and businesses whose property frontage is within 50 metres of the Works Zone.

Item No: Y14 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

Subject: **Five Ways Streetscape Project – Tcp & Signage**

Author: Frank Rotta – Traffic Engineer

File No: 191.Project Pt 2 / T191

Reason for Report: Traffic Committee approval of TCP and signage for Stages 8 & 9 of Construction Works.

Recommendation:

- A. That the TCP and Signage for Stages 8 & 9 of the Construction Works for the Five Ways Streetscape Project as detailed on the Drawing Nos N5173 – DETR – TRAF – 4008 Rev A and N5173 – DETR – TRAF – 4009 Rev A respectively be approved subject to:
 - i. The contractor providing a fence to separate the pedestrians and immediate worksite at all times and the fencing and associated ramps being placed to guide pedestrians onto the intended temporary walkway.

Item No: D3 Delegated to Committee
Subject: **Parks & Public Space Principal Activity - 1st Quarter Management Plan Review**
Author: Warwick Hatton - Director Technical Services
File No: 827.G 04-07
Reason for Report: To review the status of works, services and projects and Notices of Motion for the Management Plan principal activity of Parks and Public Space for the three months ending 30 September 2007. .

Recommendation:

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

Background:

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

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

Included as an Annexure to this report is:

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

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

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

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

Following is the commentary on each sub activity:

4.1 Open Space Management

This quarter we processed 1,169 park hire approvals and 14 filming and photography approvals.

Investigations have continued on issues arising from Notices of Motion including commercial dog walking, review of security lighting in parks and carparks and options for introducing community gardens. Reports regarding these items will be presented to Council next quarter.

A comprehensive report concerning the storage of private water craft on public land was presented to Council and a Policy adopted in August 2007. Research was undertaken into the development of Community Gardens in Council parks and a report will be presented next quarter.

In response to a Notice of Motion, a report was prepared regarding a proposal to close the unmade portion of Victoria Street, Watsons Bay. We have advertised the proposal to adjoining residents and will respond back to Council next quarter.

4.2 Open Space Asset Management

Updating of Plans of Management for Trumper Park, Cooper Park and Foreshore Parks is under way.

A series of public consultation sessions were undertaken regarding the development of the Gap Park Master Plan. The outcomes of the consultation and presentation of a developed draft Master Plan will be presented to Council next quarter.

We submitted grant applications for a number projects including Rushcutters Bay Park playground, Cooks Paddock playground, Parsley Bay interpretive signage, Trumper Oval fence replacement and provision of electronic irrigation and floodlight controllers. The outcome of these applications should be announced next quarter.

Preparation of tender documents for the Christison Park water saving project have commenced.

Data collection for the parks asset management project is underway with asset inventory and condition surveys on target for landscape and infrastructure assets in our parks and reserves.

4.3 Open Space Maintenance & Construction

See notes on capital works projects above.

All cyclic open space maintenance schedules were completed to standard this quarter. All programmed garden bed and sportsground renovations were satisfactorily completed.

The unmade road reserve and embankment landscape projects at Bathurst Lane were completed this quarter.

Rose Bay Park was cleared of unauthorised catamarans which provided the opportunity to undertake vegetation maintenance and improve the appearance of the park and beach area.

4.4 Park Facilities

The McKell Park lighting upgrade has improved access to the park and ferry. All scheduled maintenance to park and open space areas was completed to standard.

A new dinghy storage facility was installed at Rose Bay Park together with new picnic facilities.

Warwick Hatton
Director Technical Services

Annexures:

1. September 2007 Quarterly Review of Principal Activity: Parks and Public Space
2. September 2007 Quarterly Review of Outstanding Notices of Motion – Parks and Public Space

Item No: D4 Delegated to Committee

Subject: **Natural Environment Principal Activity - 1st Quarter Management Plan Review**

Author: Warwick Hatton - Director Technical Services
Allan Coker - Director Planning and Development

File No: 827.G 04-07

Reason for Report: To review the status of works, services and Notices of Motions for the Management Plan principal activity of Natural Environment for the three months ending 30 September 2007.

Recommendation

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

Background:

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

- 2.1 Environmental Protection
- 2.2 Stormwater Systems (including Floodplain Management & Environmental Monitoring)
- 2.3 Tree Management
- 2.4 Waste Services
- 2.5 Street Cleaning
- 2.6 Bush Regeneration
- 2.7 Harbour Facilities
- 2.8 Sustainability Education

Included as an Annexure to this report is:

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

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

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

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

Following is the commentary on each sub-activity

2.1 Environmental Protection

The draft Woollahra Sustainability Plan is currently being prepared. Delays have been experienced with this project due to staff resignations.

Council continued the preparation of the draft Energy Savings Action Plan (ESAP). The base year energy use has been calculated and undertaken the corporate energy management review. Contractors have commenced a Detailed Feasibility Study (DFS) of Council's top 16 energy using sites. The DFS will be used to complete the investigations required for the ESAP. We received an extension to the ESAP deadline from the Department of Environment and Climate Change, with the plan now due 30 November 2007.

Council commenced the preparation of the Woollahra State of the Environment (SoE) Report 2006/2007. The SoE 2006/2007 is a supplementary report. SoE reports are prepared as a part of Council's Annual Report. The SoE report and the Annual Report are to be submitted to the Minister for Local Government by 30 November each year.

We completed a review of the content and structure of the State of the Environment Report, to make the report more outcomes focused. The review was conducted in consultation with MANEX.

The environmental impacts and legal issues associated with private desalination plants have been investigated. The investigation considered the development of policy controls. A draft report has been prepared.

2.2 Stormwater Systems

Flood Study in Rushcutters Bay completed and adopted by Council. Quotations have been called for the Rushcutters Bay Floodplain Management Study and Plan. Currently awaiting grant approval to conduct this floodplain management study and plan.

The Flood Study in Double Bay has been completed and a draft report publicly exhibited. Submissions have been received and the outcomes of the public exhibition process will be reported to FPRMC on 8 November 2007.

The Flood Study in Rose Bay is 80% completed. A public questionnaire was distributed and received. Modelling from Waverley Council has been received and is currently being analysed.

Details of specific drainage works are included with Principal Activity No 8 of the Management Plan - Environmental, Infrastructure & Stormwater Works Program.

Tree Management

During this quarter we processed 175 applications for pruning or removal of trees protected by the Tree Preservation Order and assessed 135 development applications related to tree management issues. We serviced 332 applications for pruning or removal of street or park trees, and carried out new or replacement tree planting at 20 locations.

A draft Street Tree Masterplan has been developed as part of the Vegetation Management Strategy (VMS). The Street Tree Masterplan is proposed to be presented to the VMS Working Party early in the new year, and subsequently to the Community & Environment Committee. The Noxious Weed Policy, Strategy and declarations / species lists have been approved by Council.

Data collection is nearing completion for the street asset management project. Planning is underway for the park tree asset inventory and condition surveys.

2.3 Waste Services

We continued to work with our recycling contractor to implement educational programs targeted at recycling initiatives for Multiple Unit Dwellings and other areas of poor recycling.

A report on the food Organics Collection trial was approved by the C&E Committee and the trial has now been extended to December, when a further report will be written with a view to making the food organics collection a full time service and rolled out to other parts of the Municipality.

2.5 Street Cleaning

A review of the street cleaning schedules and rosters is taking place and will be finalised in early February 2008.

Our quarterly clean up service continues to be well used with an average of 80 tonnes collected per month. 10 tonnes of this is metal which is either source separated and collected separately or removed from the other dry waste at the tipping facility and recycled.

2.6 Bush Regeneration

The bush regeneration schedules were successfully completed for the first quarter.

Bushcare volunteer programs continued in Harbourview Park, Gap Park, Trumper Park and Cooper Park. Promotional material, training days, and the WMC website have helped us recruit to our current level of 48 volunteers.

2.7 Harbour Facilities

On 6 August, 2007, Council agreed to proceed with the detailed design for the reconstruction and upgrading of the Watsons Bay Baths including the submission of a Development Application for the works. We are obtaining consultancy proposals and quotations.

2.8 Sustainability Education

During this quarter we implemented four 'Gutter Talk' community stormwater education stalls at local shopping centres. Residents' response to the stalls was excellent, with over 100 broom trade-ins being completed and clean gutter pledges signed.

An environmental education stall was also staffed and well received by local residents at People & Pets Day on Sunday 16 September. The stall included an environmental 'Wheel of Energy' quiz game and prize giveaways including shower-timers and targeted children's colouring books to encourage water conservation, re-usable shopping bags and energy efficient light globes.

To address the ongoing problem of cigarette butt litter, 25 disposal units were installed at key locations within the business centres of Rose Bay, Double Bay and Edgecliff during July.

The winners of the 2007-08 Community Environmental Grants were announced and winners awarded their cheques at a presentation event on Tuesday 11 September 2007. Community groups and school category winners who received seed funding to assist them in completing environmental projects were also published on Council's website.

Also during September, a 'Water Saving in your Home and Garden' community information seminar was prepared for presentation in during Garden Week in early October and creative entries to the inaugural 'Environmental Sculpture Schools Competition', to be run in conjunction with the reputable Woollahra Small Sculpture Prize were invited from local schools.

Warwick Hatton
Director Technical Services

Allan Coker
Director Planning & Development

Annexures:

September 2007 Quarterly Review of Principal Activity – Natural Environment

September 2007 Quarterly Review of Outstanding Notices of Motion – Natural Environment

Item No: D5 Delegated to Committee
Subject: **Parks & Public Space Principal Activity - 1st Quarter Management Plan Review**
Author: Warwick Hatton - Director Technical Services
File No: 827.G 04-07
Reason for Report: To review the status of works, services and projects and Notices of Motion for the Management Plan principal activity of Parks and Public Space for the three months ending 30 September 2007. .

Recommendation:

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

Background:

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Preparation of tender documents for the Christison Park water saving project have commenced.

Data collection for the parks asset management project is underway with asset inventory and condition surveys on target for landscape and infrastructure assets in our parks and reserves.

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See notes on capital works projects above.

All cyclic open space maintenance schedules were completed to standard this quarter. All programmed garden bed and sportsground renovations were satisfactorily completed.

The unmade road reserve and embankment landscape projects at Bathurst Lane were completed this quarter.

Rose Bay Park was cleared of unauthorised catamarans which provided the opportunity to undertake vegetation maintenance and improve the appearance of the park and beach area.

4.5 Park Facilities

The McKell Park lighting upgrade has improved access to the park and ferry. All scheduled maintenance to park and open space areas was completed to standard.

A new dinghy storage facility was installed at Rose Bay Park together with new picnic facilities.

Warwick Hatton
Director Technical Services

Annexures:

3. September 2007 Quarterly Review of Principal Activity: Parks and Public Space
4. September 2007 Quarterly Review of Outstanding Notices of Motion – Parks and Public Space

Item No: D6 Delegated to Committee
Subject: **The Way Forward : Woollahra Library and Information Services Strategic Plan**
Author: Vicki Munro, Manager, Library and Information Services
File No: 48.G (Strategic)
Reason for Report: To update Council on the Consultation outcomes of the Library Strategic Plan and to outline the key strategies of the plan, to be reported in detail on 26 November 2007.

Recommendation:

1. That the initial findings and strategies of the Library and Information Services Strategic Plan 2007 be received and noted.

This report will provide Councillors with the initial findings of the consultation undertaken in the development of the Library and Information Services Strategic Plan, and the key strategies emerging from this consultation. The final report is in preparation and will be reported to Council at the 26 November 2007, Community and Environment Committee, where Dr Veronica Lunn will address the Committee on the Plan.

Background:

On 9 October 2006, the Community and Environment Committee considered a report on the successful receipt of a \$63,000 Library Development Grant from the Library Council of NSW for the development of the Woollahra Library Strategic Plan and its proposed implementation.

The aim of the strategic plan is to maximise the potential of the Library Service and to more closely align the services and facilities provided by the Library Service to the needs of the community of Woollahra. The study aims to:

- ensure the Library and Information Service meets the challenges of changing technology and service delivery and increasing community expectations; and
- review the future accommodation requirements for the Library and key recommendations of the April 2002 Accommodation Review Final Report.

In conjunction with the development of Council's Social / Cultural Plan, a Community Planning Advisory Panel was established with Councillors Dawson and Excell, representatives of Holdsworth Street, Woollahra Library Friends and key staff, to oversee the development of the Library Strategic Plan. The Panel appointed AEC Group lead by Dr. Veronica Lunn in February 2007 to undertake the study.

Summary of Key Strategies:

Analysis of community consultation results, the outcome of a process review of the Library's current procedures and an analysis of best practice principles has led to the identification of five key strategic directions.

The key strategic directions are detailed below.

1.0 Accommodation

Council has considered the provision of the accommodation needs of the library through a number of previous resolutions. It was first raised in a 1969 Council report that stated, "*the library building at Double Bay is becoming more and more cramped for space. It must eventually be replaced by another building or have extensive additions and alterations made.*"

On 17 October 1983, Council resolved "*that a report be submitted to the Policy and Works Committee canvassing future floor space needs of the Library and preferred geographical locations, with the object of taking advantage of possible opportunities arising in connection with future property developments.*"

A report title Woollahra Municipal Library – Space and Needs was prepared on 31 July 1985 recommending a new Central Library of 1850sqm. The issues of space and parking difficulties were raised by the community in the 1984 User study.

On the 28 November 1994, following a report by the Staff Accommodation Project Team, on the assessment of Accommodation Needs and provision in respect to the Council Chambers, Annexe, Library and Hugh Latimer Centre, Council resolved to identify preferred options for the location of the above Council operations.

Option 4(a): Administration component of the Council to Double Bay, relocate the Library to the Chambers and retain the public meeting rooms for Chambers. Leaving St. Brigids Library) to be used for alternate purposes, that is a community centre. Hugh Latimer Centre being sold for redevelopment or utilised for ongoing purposes.

Option 5: envisaged the relocation of the Library and Council Chambers (Administration and Chambers) to a development site in Double Bay. This would leave the Council Chambers building / annexe and Library sites vacant for utilisation for alternate purposes or for sale. Similarly the Hugh Latimer Centre could be sold for redevelopment purposes or utilised for other Council purposes.

A progress report was submitted to the Finance and Works Committee on 6 February 1995 and the Council at its meeting on 13 February 1995 resolved that the report be noted and that no further action be taken in relation to staff accommodation needs at that stage.

On 27 May 2002, Council considered the Library Accommodation Review report prepared by Consultants, Australia Street Company, in association with Stephenson & Turner Architects, where it was endorsed in principle that a new central library of 2000m² is needed to meet the information, cultural and recreation needs and expectations of the Woollahra community (in particular the needs of children and families, young people, students and older adults as well as the physical access needs of all members of the Woollahra community).

The key strategies emerging from the consultation process of 2007 support the findings of past studies and include:

- A high priority strategy and the catalyst for improved access and usage of library and information services by Woollahra residents is a new Central Library at a minimum of 2,200 sqm, incorporating the Local History section and co-located community centre facilities. To meet demonstrated community needs this Library should encompass meeting rooms, art spaces, community lounges, learning lounges and youth / study spaces.

- Retain Paddington Branch Library in joint agreement with the City of Sydney and investigate opportunities to modernize the service point.
- Investigate the option of moving Watsons Bay Branch Library to the Watsons Bay Tea Rooms to create a larger space and community hub with potential to utilise the encompassing grounds.
- Retain St Brigid's building for community use.

2.0 Improve technology to enable greater efficiency and public access

Many residents suggested improved technology, particularly young people, as a way that the library can become more relevant to their learning and recreational needs. Key strategies are:

- Development of a Technology plan that will include strategies relating to:
 - o Improved use and promotion of online data bases / resources;
 - o The provision of adequate computing facilities as well as the introduction of online internet booking software;
 - o Use of self-checkout functionality at all service points.

3.0 Collections/services and Programs to meet Community needs

The Collection and programs are traditional and meet the needs of a few groups, not the diverse Woollahra community.

Key strategies are:

- Implement a whole of life asset management approach to collection management.
- Review the Library Collections mix to account for increasing Internet use.
- Review the viability of a closed Stack Collection, currently located at Sherbrooke Hall.
- Introduce floating collection; that is items can be returned at any Service point
- Investigate the introduction of "shelf ready" material

4.0 Greater partnership development

Community organisations and schools identified programs that could be provided in partnership to meet the education and recreational needs of young people, people with disabilities and particularly for young families and seniors.

Key Strategies are:

- Develop partnerships with community based organisations such as Holdsworth Community Centre and all Early Childhood providers.
- Establish on-going networks with the local primary and secondary schools to ensure that the library services complement school facilities and services.

5.0 Develop and implement a marketing plan

It was found that many non-users and even users were not aware of all the services provided by the library, especially in the area of the on-line collection.

Key strategies are:

- Develop an integrated marketing plan and branding strategy
- Utilisation of a retail merchandising approach to the library layout and display.

Consultation Process:

Two types of consultation strategies were undertaken as a part of the Library & Information Services Strategic Plan.

1. Telephone Survey

A telephone survey of 400 Woollahra residents, consisting of 201 Library Users and 199 Library non users was undertaken. This was a random survey of residents aged 18 years and over, with consideration given to market research parameters (age, suburb and gender distribution) along with comparisons to 2006 Census averages. The telephone survey was conducted in May and June 2007.

Residents within Woollahra LGA were surveyed on a variety of factors, including:

- Relative importance and level of use of cultural and community activities;
- Relative importance and level of use of learning opportunities;
- Satisfaction with existing services;
- Usage patterns;
- Other library usage;
- Key areas of improvement;
- Determine who is not using the library and why;
- Identify what services would residents access via the Internet;
- Criteria for site selection;
- Importance of future access to learning opportunities;
- Current challenges/barriers in accessing library services; and
- Preferred opening hours.

2. Focus Group Consultation

A series of community consultation meetings were held from May 2007 to 13 June 2007. These sessions were aimed at targeted groups within the Woollahra community and included:

- Both well and frail aged;
- Council's Access Committee;
- Young people via visits to local High Schools / Colleges; the Regional Youth Committee;
- Young families via Holdsworth St playgroup and the Library's playgroup;
- Business community via Rotary;
- Community based groups;
- Woollahra Library Friends, Woollahra History and Heritage Society and the Readleaf and Cannonbury Book Clubs;

- Members of Progress Associations / Residents Groups;
- Local Schools, both primary and high school;
- Holdsworth Street Community Centre staff; and
- General residents who were survey participants.

In addition to these community focus groups, AEC Group conducted a series of workshops with Library Staff, and Council's Management as well as with the Community Planning Advisory Panel.

The final consultation session on the development of the strategic plan will be held with the Advisory Panel at their next meeting of 9 November 2007.

Key Outcomes of the Consultation:

1. Telephone Survey Results

The key outcomes of the telephone survey were:

- 71% of survey participants rated access to community and cultural activities as important/ very important;
- 51% of survey participants would use the Library if meeting /social facilities provided;
- The top five areas of Library satisfaction for Library users were:
 - Location (w/a 4.49);
 - Customer service / staff (w/a 4.37);
 - Atmosphere (w/a 4.28);
 - Children's collection / program (w/a 4.04);
 - Opening hours (w/a 4.02).
 -
- Library Users were least satisfied with the following areas:
 - Size / space (w/a 3.59);
 - Videos / CDs / DVDs (w/a 3.56);
 - Access to facilities (w/a 3.53);
 - Physical access (w/a 3.42);
 - Parking (w/a 2.69).
- 35% of Woollahra Library users access other libraries with the main reasons being:
 - Quality of collection (40%);
 - Location (25.7 %);
 - Transport / parking (22.1 %).
- The main reasons given by non Library users for not using Woollahra Libraries included:
 - Other (55.3%) e.g. no time; buy own books.
 - Access: transport / parking (11.6%);
 - Quality of collection (9.5%);
 - Location (7.5%);
 - Work /study elsewhere (5.5%).
- The provision of following facilities and / or services would encourage the non Library users to utilize our Service:
 - Convenient transport/parking (40.2%);
 - Coffee shop at library (26.1%);

- Services (21.6%) eg internet (12.6%); programs/events (9.5%) newspaper/periodicals (8.5%);
 - Good location (21.1%) eg proximity to home 14.1%;
 - More social meeting spaces (18.6%).
- Both Library users and non users indicated the main locality factors important for a new Library as:
 - Close to public transport (59.8%);
 - Near /in shopping centre (35.8%);
 - Other (28.8%) eg adequate/ free parking (24%).

2. Focus Group Consultation Results

The key outcomes of the Focus group consultation were:

- The main areas of Library satisfaction were:
 - Staff knowledge and expertise;
 - Co-location of Double Bay Central library with park, but it was acknowledged that a view is not essential to a quality library service;
 - Resources / programming were valued but it was recognised that limitations applied due to lack of space.
- The main comments relating to physical access included:
 - Lack of space impacts on all service provision/ no study or relaxing areas /conflict between computers and reading. It was acknowledged that this particularly impacts on young people visiting the library.
 - Lack of disabled access was stressed as needing immediate attention.
 - Concern that the Stack collection is too large and holds items that should be immediately available on the open public library shelves.
 - Concern over the alienation of St Brigid's building from the public if the library was to move.
- Most of the participants were not aware or didn't understand virtual access. Many suggested increased promotion.
- The key areas for improvement which were highlighted during the focus group consultation included:
 - Space
 - Disabled access
 - Need for parking/transport and co-location with other facilities
 - Need for library zones, e.g. reading lounge, student study space, computer room, meeting spaces, café.
 - Improve technology
 - Resources/collection – require a broader audio visual collection, more large print and audio books for seniors, more up-to-date collection with relevant student topics and the provision of a professional Corporate Library service.
 - Program improvement – suggestions range from computer classes, to multi-cultural story times, writing programs for children, a day time Writers and Readers series, conversation group, a Young Adults study groups

Process Review:


In preparing the Library Strategic Plan, the consultants were requested to undertake a process review of the current operations of the Library, to examine best practice and innovative systems and practices both nationally and internationally. A benchmarking exercise was also undertaken to compare the Woollahra Library and Information Service with a number of other libraries in the region (Waverley, Randwick, City of Sydney, Botany and Marrickville) and other similar sized Council areas (Mosman, Manly, Canada Bay, North Sydney, Lane Cove and Leichhardt).

The results indicate that Council technology and processes are inefficient compared to benchmarked libraries and recommendations will be made to improve these in the Strategic Plan.

Conclusion:

The development of the Library Strategic Plan, “the Way Forward” has involved wide ranging community consultation, staff contribution and research into best practice principles with a review of current Library practice. The implementation of the key strategies will ensure the Woollahra Library and Information Service moves into the 21st century. More information will be provided in the presentation of the Strategic Plan to the Committee on 26 November 2007.

Vicki Munro
Manager – Library and Information Services


Kylie Walshe
Director Community Services

Item No: D7 Delegated to Committee
Subject: PROPOSED COMMUNITY GARDEN AND POLICY
Author: Paul Fraser - Parks & Recreation Coordinator
File No: 1208.G
Reason for Report: To report the draft policy and proposed management model of establishing Community Gardens in the Woollahra Municipality.

Recommendation:

- A. That Council publicly advertise the community gardens policy and Trumper Park Community Garden proposal for 28 days, with a following report to be presented for Council's consideration.
- B. That the report also outline funding options available for the project to start (in the event that Council supports the project).
- C. That, as part of the public exhibition, residents directly adjoining the proposed Trumper Park community garden be informed of the proposal and invited to comment.

Background:

At its meeting of 28 August 2006, Council adopted the following Notice of Motion:

1. *"That a report be brought to the Community and Environment Committee as to potential management models, costs and site requirements for a community garden in the Woollahra Municipality.*
2. *That the report consider the possibility of a partnership or other co-operative arrangement with the Holdsworth Street Community Centre in either the management or use of any community garden in Woollahra.*
3. *That the report consider possible funding sources for both the establishment and operation of any community garden, including Council, the Community and state and federal grants.*
4. *That the report is to specifically consider the possibility of locating a community garden at Trumper Park within the context of the current development of a plan of management for that Park."*

Community gardens are a unique form of open space whereby people can learn, recreate, socialise and demonstrate sustainable principles within a garden setting.

Community gardening is a valuable community recreational activity that contributes to health and well-being, positive social interaction, community development, environmental education, sustainable principles, protection and use of public open space.

A presentation regarding the contents of this report and draft plan for Trumper Park was provided to Councillors on 8 October 2007.

Proposal:

A 'community garden' is defined as a parcel of public open space operated by the community (with Council assistance) where the site is used for:

- the production of produce for the personal use of its members through allotments or shared plots; and
- demonstration gardening or other environmental activities are undertaken and encourage the involvement of schools, youth groups and citizens in gardening activities.

History of Community Gardens

Community gardens originated in the 18th and 19th Century with the British Government, under the *Allotments Act (1877)*, allocating plots of land to the labouring poor to grow vegetables and flowers. The turn of the 20th Century saw an emergence of community gardens in Australia, as a response to the war and food shortages, continuing to serve community functions such as growing food produces, expressing cultural traditions and positively influencing neighbourhoods. One of the first community gardens in Australia was established in 1977 by a local councillor of Nunawading, Melbourne, who envisaged that a garden would benefit all demographics of the community by lessening polarisation between young and old members of the community and giving the unemployed persons something productive to participate in. Traditionally, community gardens in Australia were a mechanism to provide food during war periods but, with the post-war economic boom, their necessity declined. Recently because of environmental concerns there has been renewed attention focused towards community gardens. Community gardens are now found in housing estates, hospitals, schools and areas of high density living.

The benefits of involvement to the Community

Community Gardens have various benefits to the community and the environment such as:

- Social inclusion
- Education relating to gardening and the environment
- Learning the skills of gardening and the environment
- Active involvement in the community and local pride
- Breaking down the barriers of age, nationality and ability
- Healthy exercise (mental and physical) and rehabilitation
- Growing food at a local and sustainable level
- Easy access to fresh and nutritious food
- Sustainable principles and living.

Benefits to Council

Community Gardens can benefit Council in the following ways:

- A site for Council's demonstrations and workshops to the public (composting, waste reduction / recycling, sustainability practices, water saving principles);
- Promoting community involvement and relations with Council;
- Promoting Council as leaders in sustainability and environmental issues; and
- Positive image for Council.

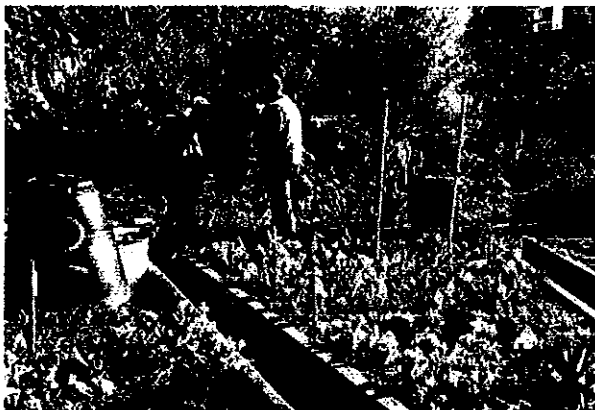
Other Sydney Councils that have successful gardens include City of Sydney (10 operational community gardens), Leichhardt Council (10), Waverley Council (1) and Randwick Council (2). Kogarah, Botany and Marrickville Council's are all in the process of establishing a community garden policy or new gardens.



Randwick Community Organic Garden



Glebe Community Garden



Bondi Junction Community Garden



Woolloomooloo Community Garden

Environmental Sustainable Development

We recognise that sustainable activities are important for the long-term health and well-being of its community and environment. Community gardens have a positive influence on the environment and provide a source of food for the people involved. All gardening methods will be fully organic and the sharing of produce between members encouraged. Community gardens will also be available for Council's Waste and Environmental Education Sections to conduct workshops and educational events for the community.

What happens in Community Gardens?

Community Gardens offer the community numerous opportunities and activities within the site including:

- growing food, flowers, ornamental and native plants for personal produce and sharing;
- eating and cooking – gardeners often share the cooking and eating of plants that are grown in the garden;
- socialising and passive recreation – gardens are a great way to meet neighbours and other people from the community;
- community education – a garden can be a site where training courses and workshops are offered to the community (gardening, recycling, sustainable principles, home composting);
- gardening space and educational services for schools;
- arts and crafts – gardens can be used as a venue for music, readings and other workshops in arts, mosaics and sculptures;
- celebrations – the garden can be used for environmental, community events and celebrations (Garden Week, Environmental Day); and
- solitude – gardeners or visitors can relax, read or be alone.

Who can be involved in Community Gardens?

- Young people (playgroups, schools, universities, families)
- Elderly (nursing homes, retirement villages, hospitals, community groups)
- People from diverse backgrounds (ethnic groups, local residents)
- Neighbouring residents and the local community
- Work placements, volunteer groups and corporate events.

Site Selection Criteria

Council may assist in locating new garden sites where available land exists, where neighbours are supportive and where a community group demonstrates interest and commitment. In identifying new sites for community gardens, the following guidelines should be considered:

- Consistency with the relevant Plan of Management for the reserve
- Interest and commitment of a gardening group
- Informed and supportive neighbours
- Availability and usability of site
- Proximity to high density living areas
- Soil quality and drainage
- Sun exposure
- Accessibility to public transport
- Close proximity to supporting infrastructure such as water, car parking and/or public transport
- An area of approximately 750m²

Possible Community Garden sites

In reviewing the site selection criteria above, we have identified possible sites for community gardens including (but not limited to):

- Trumper Park - located behind the tennis courts and joining the Council nursery. The area is currently under-utilised and has limited recreational use or purpose. Details of this site and its proposed use as a community garden are discussed further in the report.
- Moncur Reserve – is located at the corner of Moncur and Morrell streets, Woollahra. The park is a small grassed area that has some park seating and a kick-about area. It is adjacent to the Holdsworth Community Centre. Details about possible use by the Holdsworth Street Community Centre are discussed further in the report.
- Bellevue Gardens (Upper Cooper Park) – the site suggested is at the Victoria Road end of Cooper Park and is accessible from Kendall Street. The area has a small kick-about area that was used as an amphitheatre and space for informal recreation at the Kendall St end.

The feasibility of establishing a community garden at these sites will be subject to further detailed investigation.

Proposed Management Model

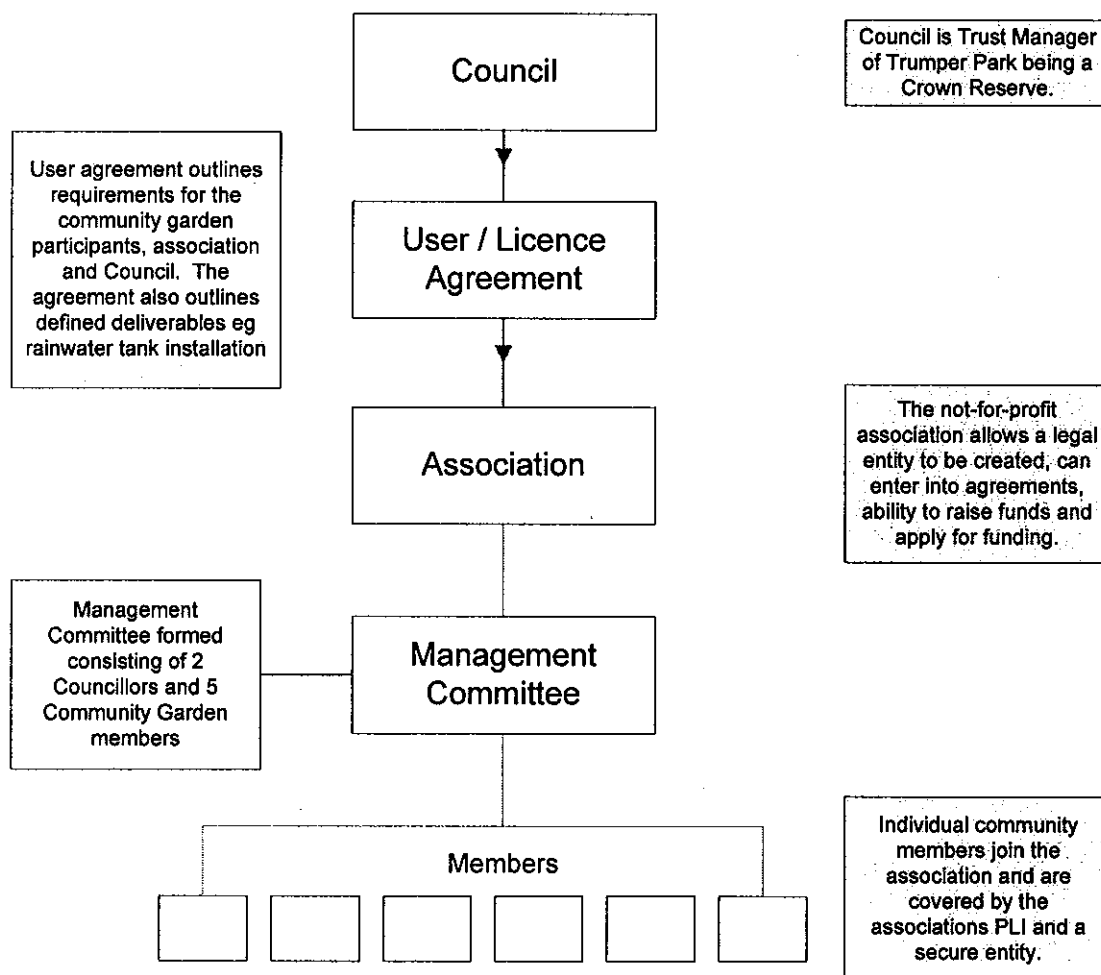
We have researched and surveyed existing community gardens throughout Sydney for a cohesive and comprehensive understanding by both Council and the potential garden community for the management and day-to-day operation of the proposed garden. A management model needs to:

- ensure Council is not exposed to risk as a result of actions from community garden participants;
- provide a degree of autonomy to garden participants, thereby ensuring Council resources are not required to directly supervise all activities; and
- ensure facilitating is managed in an equitable manner and consistent with the Community Gardens Policy.

The management model proposed is that Council, as the Trust Manager of Trumper Park being a Crown Reserve, will enter into a Licence / User Agreement with the community group outlining various requirements and a set of regulations. The group will be required to incorporate their association, which will create a legal entity, provide security, and enter into funding applications and contracts. The association also carries its own insurance policies, therefore protecting Council's interests.

To ensure adequate monitoring of the garden's activities and ensuring any agreed tasks, or projects are completed (as outlined in the User Agreement), it is proposed that a Management Committee be formed. This would not be a committee of Council, but facilitated by the Association and held on a quarterly basis. This committee would comprise two Councillors nominated by the Mayor and five Association members. The committee would report on garden activities, membership numbers and identify and any emerging issues that may need to be addressed.

Below is a flow chart of the management model proposed:



Incorporation / Association

The *Associations Incorporation Act 1984* provides small non-profit community based groups with an easier and relatively inexpensive means of establishing a legal entity rather than forming a co-operative or a company.

Incorporation creates a legal entity that is separate to the individual members. Members of unincorporated bodies face the possibility of being sued as individuals. Incorporation provides a certain amount of limited liability for members, as long as they follow accepted business and community standards. Incorporation will enable the group to seek donations and grant funding from various organisations, which will assist in the initial set up of the garden and any projects that may be initiated.

An incorporated association must have a committee. This committee is responsible for managing the association and appointing the public officer. The public officer is responsible for lodging documents and is the primary contact in the organisation.

Every incorporated association must have documented rules. These rules act as a 'safety net' for associations. To change the rules, a special resolution must be passed by members of the association and the public officer must lodge any changes with Fair Trading.

An annual general meeting must be held at least once in each calendar year and within six months of the end of the association's financial year.

Setting up an Incorporation

At least five members are required for a group to be eligible for incorporation and the following steps taken:

- An application for Incorporation of Association must be submitted with the Department of Fair Trading.
- Reserve a name by lodging an Application for Reservation of Name together with a prescribed fee.
- Apply for incorporation by lodging an Application for Incorporation, together with the prescribed fee.

Leasing / User Agreements

With the proposal to form an incorporated association to manage the community garden aspects, it will be necessary for the association to enter into a lease with Council to provide a legal arrangement between the two parties that clearly sets out the responsibilities of both parties, as well as the terms and conditions under which the association occupies the land.

It is proposed that, during the initial set up of the community garden, a 12 month lease be granted to the association. After this period, Council will review the overall operation and maintenance levels and propose to enter into a lease agreement or decide on the best management plan. The association will be required to provide quarterly reports to Council addressing membership numbers, maintenance and operational aspects and meeting Council objectives for the garden.

Randwick City Council have had a successful partnership with the Randwick Community Organic Garden in Paine Reserve at the corner of Rainbow and Botany Streets, Randwick. The Randwick Community Organic Garden is an incorporation and has signed a five year lease with Council. They currently have 40 members, who pay annual membership and allotment fees and fund their own Public Liability Insurance. The group also must meet Council guidelines and work towards improving the garden with various projects such as shelters, seating and water saving.

Trumper Park Site

The proposed site is located at the rear of the Palms Tennis Centre, adjacent to the Council Nursery, and access is from Quarry Street (Annexure 1). The area is under-utilised at the moment and is limited in its development potential for recreational purposes. The area is 759m² and a simple layout design (Annexure 2) has been prepared, which provides for 24 individual allotments, four large communal garden plots and three plots for the mobility impaired. The design also allows for the installation of a flat roof shelter with tables and seating below, that allows protection for participants from sun / rain and provides a focal point for socialising.

Trumper Park is situated in Paddington and neighbours Edgecliff, which are both high-density living areas where community gardens have proven successful in other Sydney suburbs, including Leichhardt, Glebe and Woolloomooloo. The site is in close proximity to the Goodwin Village, Holdsworth Centre, Paddington Bowling Club and various educational providers. It also has adequate parking facilities and easy access to Edgecliff Railway Station and various bus routes.

There is also the possibility to co-promote the community garden and Council's Volunteer Bushcare program within Trumper Park. Bush regeneration is currently being undertaken within Trumper Park and it is hoped that, if a community garden is established, garden participants may also be interested in local bushcare activities.

Permissibility

- Development consent is not required for the community garden or its activities
- Rainwater tanks that accumulate in excess of 10,000 litres and a shelter greater than 12m² would be subject to separate development approval
- The activity not inconsistent with existing Trumper Park Plan of Management 1996
- Use of site outlined in the draft PoM 2007, is supported.



Proposed Trumper Park site



Current Trumper Park site

Issues

The research we have done on community gardens has identified some perceived issues that have been encountered and resolved with management models and policy. In the establishment of the

garden, Council staff and the association will monitor any issues and resolve if needed. These include the following:

- Smell – An integral component of the garden is the ability for participants to mulch and generate organic compost for optimum plant growth. Some community members may raise concerns regarding potential problems, such as smell associated with this process. With the proper management of composting it should be odour free. Other council gardens were observed to have no odour issues.
- Pests – The community garden will be operated by following a set of guidelines that will be consistent with the community gardens policy, which includes following organic gardening principles. A well maintained garden tends not to attract pests.
- Noise – The community garden will only be used during daylight hours. Generally, operating community gardens does not generate noise. However, from time to time, some mechanical assistance may be required for the delivery of materials or the preparation of garden beds. Therefore, to protect the local amenity any noise generating activities will be restricted to the hours of:
 - a. Monday to Saturday, 8am to 6pm;
 - b. Sunday and Public Holiday, not permitted.
- Car Parking – Currently, there are adequate car parking spaces at Quarry Street near the Palms Tennis Centre. The draft Trumper Park PoM proposes to extend the number of 2 and 4hr parking areas to assist Trumper Park and tennis users. This action would also assist in providing parking opportunities for community garden users. Notwithstanding this, we would be encouraging local community garden members who could walk to the site.
- Vandalism - The site will be secured by a 2.5m fence with vehicular and pedestrian access. All members of the Association and Council staff will have access to the garden via a locking system. As the garden will be adjacent to the Council Nursery and Tennis Centre, it will be highly visible and open to high traffic for surveillance.

Costs

From the layout design that has been produced for Trumper Park (Annexure 2), it would indicate that the establishment costs are in the order of \$60,000 to cover the full extent of a functional community garden, including, site preparation, fencing, pathways, garden beds, shelter, tool shed, rainwater systems, watering facilities, compost tumblers and signage. However, it is recommended that Council does not contribute to the full cost of the garden, rather a contribution could be provided that ensures the site is fenced, water is accessible and garden plots are constructed. These costs are estimated to be in the order of \$35,000. The elevated garden beds necessary for use by the mobility impaired would cost a further \$10,000.

Local residents who have consulted with Council staff regarding setting up a community garden have equipment (compost tumblers and the like), that can be used and operated at the Trumper Park site and some funds that can be used for establishing the garden, which have carried over from their involvement in other Community Gardens. It is then proposed that the Association looks towards completing and funding projects following the layout design of the garden, with the assistance of Council in design and funding applications. Research has shown that this promotes community pride and a feeling of belonging to the site, which can reduce vandalism and promote security around the area.

Holdsworth Street Community Centre

The Director of the Holdsworth Street Community Centre has been consulted regarding the proposed Trumper Park Community Garden. Early feedback indicates the Centre strongly supports the proposal and would be interested in accessing the garden for the benefit of its members, in

particular the elderly and mobility impaired. Some of the Centre's existing customers are based at Goodwin Village which is located adjacent to Trumper Park.

The proposed garden layout provides for the needs of the elderly and mobility impaired with the provision of raised garden beds, generous aisle width for access and seating. The construction of these specific components of the garden is estimated to be \$10,000.

The opportunity for the Holdsworth Street Community Centre and / or other similar service providers to use the garden is supported, as it may assist local people to be involved in the garden who may not otherwise have the resources to do so themselves, or may have mobility, vision, or other disabilities which would otherwise limit their ability to maximise their involvement.

Members of the Holdsworth Street Community Centre, and any other similar organisation, would be able to join the Association. Conditions could also be specifically included in a user agreement with the Association that access be provided to these groups for use of the elevated garden beds.

Identification of Income & Expenditure:

To assist with the funding of such a project, Council would assist the Associations in research and applying for community grants. The NSW Environmental Trust and the Australian Open Garden Scheme are just two funding opportunities. The Australian Government's *Stronger Families and Communities Strategy*, launched in 2000, was a groundbreaking policy adoption, which focused on capacity building initiatives to strengthen Australian families and communities, with community gardens recognised as a mechanism for achieving the desired outcomes of the Strategy. Streaming from this Strategy will be funding mechanisms to not-for-profit organisations and community groups. In the event Council support is provided for the project, we propose to investigate possible funding opportunities and report back to Council with options to progress the project.

Policy for Community Gardens

The need exists for a policy to outline various management issues and establishment guidelines for community gardens. There has been significant research done on the positive outcomes of gardens and the interest has increased throughout Sydney over recent years. The majority of Sydney Councils that have established gardens for different purposes have experienced environmentally and sustainable benefits to the community.

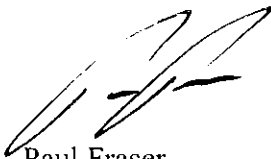
A draft policy for the management of community gardens in Woollahra is attached (Annexure 3). It includes;

- the goals and objectives of Council relating to community gardens
- identification of proposed sites and site selection requirements, particularly within high density living areas and at areas which are currently under utilised, and
- covers various issues of garden management and the development and operation of gardening members.

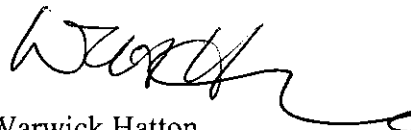
It is proposed to publicly exhibit the draft policy in conjunction with the proposed Trumper Park community garden site. This process would include placing advertisements in the Wentworth Courier, Council's website and notification to residents adjoining the Trumper Park site.

Conclusion:

The adoption of a Community Gardens Policy will assist Council in managing the establishment and management of gardens through the Municipality. The establishment of a community garden at Trumper Park, if approved by Council, would be the first for Woollahra and, depending on the associated interest and success, would act as a model for further developments. Should Council resolve to exhibit the community garden proposal at Trumper Park, adjoining residents and property owners will be consulted about the proposal. A follow up report will be presented to Council following the exhibition period for consideration.



Paul Fraser
Parks & Recreation Coordinator



Warwick Hatton
Director Technical Services

Annexures:

1. Location plan of the Trumper Park proposed site
2. Draft layout design of the Trumper Park community garden
3. Community gardens draft policy 2007



Proposed Trumper Park Community Garden

Site Location



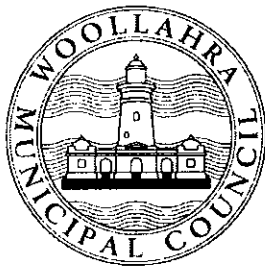
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Community Gardens Policy

Our policy

Woollahra Council recognises community gardening as a valuable recreational activity that contributes to health and well-being, positive social interaction, community development, environmental education and sustainable principles, protection and use of open space.

Definition

A 'community garden' is defined as a parcel of public open space operated by the community (with Council assistance), where the site is used for:

- the production of produce for the personal use of its members through allotments or shared plots, and
- demonstration gardening or where other environmental activities are undertaken also encouraging the involvement of schools, youth groups and citizens in gardening activities

Objectives

The objectives of this policy include:

- recognising the need and benefits of community gardens,
- establishing community gardens throughout the Woollahra Municipality on public open space, where feasible and appropriate,
- recognising the value of community gardens as a public amenity
- ensuring that all community gardens are managed in an efficient manner and maintained to an acceptable standard,
- acquiring, sharing and increasing knowledge and practice of organic gardening with various educational institutions and the local community, and
- offering a suitable site for Council environmental workshops and educational days.

How this policy relates to our Management Plan

This policy is prepared in accordance with the objectives of the Parks & Public Space Principal Activity. The objectives include the following:

- To provide open space and recreational facilities, which meet the needs of the community
- To promote appropriate use of open space and recreational facilities for the well-being of the community.

Council Support for Community Gardens

Woollahra Council supports community gardens by working with community partners, assisting to identify and contribute to site development activities. Subject to available resources we will:

- promote and raise awareness of community gardening,
- provide information to the public about the operation of community gardens,
- assist interested groups in searching for suitable public land for the development of community gardens,
- assist with site development, such as site planning and design, surveying and site preparation, and
- provide in-kind support where feasible (ie water options, mulch, etc)

Site Selection Criteria

Woollahra Council supports the development of community gardens, particularly in high density areas in the Municipality. Woollahra Council will assist in locating new garden sites, where available land exists, where neighbours are supportive, and where a community group demonstrates interest and commitment. In identifying new sites for community gardens, the following guidelines should be considered:

- Consistency with the relevant Plan of Management for the reserve
- Interest and commitment of a gardening group
- Informed and supportive neighbours
- Availability and usability of site
- Proximity to high density living areas
- Soil quality and drainage
- Sun exposure
- Accessibility to public transport
- Close proximity to supporting infrastructure such as water and car parking
- An area of approximately 750m²

Consideration will also be given to ensure existing park users are not displaced as a result of the installation or citing of a community garden.

Where community gardens are proposed to be created close to adjoining residents, Council will consult with the affected residents and, where objections are raised, report on the matter to Council for its consideration.

User Agreement – Non-Profit Community Group and Community Garden Member

The non-profit organisation agrees to develop, manage and operate the community garden according to a user agreement with their members, which specifies the terms of use, management responsibilities, user fees and access procedures, which include the following:

- Residents of the Woollahra Municipality will be given priority for membership, however, it will be open to all on a first served basis
- The association may set rules with the assistance of the Office of Fair Trading. Rules must not be inconsistent with Council's Community Garden Policy
- A list of by-laws are developed by the association and must comply with Section 11 of the *Associations Incorporation Act 1984* approved by Council (Staff). Members are required to sign a contract indicating their compliance
- Membership and use of the site can be revoked for non-compliance with the organisations by-laws, the applicable user agreement or this policy
- Gardeners need to commit to work within the communal garden and may need to undertake various courses before being allocated an individual allotment. Gardeners must be nominated by two current members
- Allotment gardens must be maintained to a minimum standard of aesthetics and orderliness. Year-round produce is encouraged
- Produce is to be organically grown and not to be sold for private profit. Excess produce can be donated
- The organisation is to have its own Public Liability Insurance (becoming a member of a Landcare group can reduce the cost of the PLI).
- Allow monitoring and review as stipulated by the agreement.

Management Framework

Community Gardens will be licensed to an incorporated community group with an approved Public Liability Cover of \$10 million that indemnifies Council. This community group will be required to manage safe access in and around the site and, if necessary allocation of garden plots. Management of the site will also need to follow Council's direction in the issue of Environmental Sustainable Development and encourage all members, through its functions and activities, to act more sustainable.

The incorporated community group will liaise with Council staff in regards to any new infrastructure or projects planned for the garden. Prior to erection / installation of any infrastructure, written approval from Council or, where required, Development Consent will be required.

The group will be required to report quarterly to Council on the function of the garden and how they are meeting Council objectives.

Information regarding community gardens will be advertised through Council's website and publications. It will also be advertised to the community at Council's community centres and during Council promotions and events.

Licence/Lease for Use

A licence for use agreement must be signed between Woollahra Council and the organisation for the purpose of developing and maintaining a community garden. The licence agreement would also contain conditions for the use of the site.

At the initial set up of a new garden, a license will be granted for 12 months with an option for a 3 year agreement after this period. All community gardens will operate on a not-for-profit basis.

Implementation

Upon Council receiving a request from the community for a community garden, an assessment will be undertaken in accordance with the above provisions.

Want to know more?

For further information on this policy, contact our Public Open Space Department. Advice is available from Councils:

- Parks and Recreation Coordinator on 9391 7142

Version: draft

Approval date:

This part of our policy provides an overall summary of the intention and reason for a policy. Specific implementation procedures are available on request. The General Manager has approved this policy and the attached procedures.

Gary James, General Manager