Finance, Community & Services Committee

Agenda

Monday 5 November 2018

6.00pm
Outline of Meeting Protocol & Procedure:
- The Chairperson will call the Meeting to order and ask the Committee Members and/or Staff to present apologies and/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 (e.g. applicant/objector), the person(s) against the recommendation speak first.
- At the conclusion of the allocated four (4) minutes, the speaker resumes his/her seat and takes no further part in the debate unless specifically called to do so by the Chairperson.
- If there is more than one (1) person wishing to address the Committee from the same side of the debate, the Chairperson will request that where possible a spokesperson be nominated to represent the parties.
- The Chairperson has the discretion whether to continue to accept speakers from the floor.
- After considering any submissions the Committee will debate the matter (if necessary), and arrive at a recommendation (R items which proceed to Full Council) or a resolution (D items for which the Committee has delegated authority).

Recommendation only to the Full Council ("R" Items):
- Such matters as are specified in Section 377 of the Local Government Act and within the ambit of the Committee considerations.
- The voting of money for expenditure on works, services and operations.
- Rates, Fees and Charges.
- Donations.
- Grants Program.
- Asset Rationalisation.
- Corporate Operations:-
  - Statutory Reporting;
  - Adoption of Council’s Community Strategic Plan, Delivery Program and Operational Plan;
  - Delegations; and
  - Policies.
- Voluntary Planning Agreements (VPAs).
- Leases required to be determined by Full Council by specific legislative requirements.
- Matters which involve broad strategic or policy initiatives within responsibilities of Committee.
- Matters delegated to the Council by the Roads and Maritime Services.
- Residential Parking Schemes - Provision and Policies.
- 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 not within the specified functions of the Committee,
- Matters reserved by individual Councillors in accordance with any Council policy on “safeguards” and substantive changes.

Delegated Authority to be determined at Committee level ("D" Items):
- General financial and corporate management of the Council, except those specifically excluded by statute, by Council direction or delegated specifically to another Committee.
- Statutory reviews of Council’s Delivery Program and Operational Plan;
- Finance Regulations, including:
  - Authorisation of expenditures within budgetary provisions where not delegated;
  - Quarterly review of Budget Review Statements;
  - Quarterly and other reports on Works and Services provision; and
  - Writing off of rates, fees and charges because of non-rateability, bad debts, and impracticability of collection.
- Auditing.
- Property Management.
- Asset Management.
- Works and Services - Monitoring and Implementations.
- Legal Matters and Legal Register.
- Parks and Reserves Management.
- Infrastructure Management, Design and Investigation.
- Tenders as per Regulation requirements.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agenda (and as may be limited by specific Council resolution).
- Community Services and Programs.
- Cultural Programs.
- Library Services.
- Health.
- Licensing.
- Liquor Licences.
- Regulatory.
- Fire Protection Orders.
- Residential Parking Schemes (surveillance and administration).
- Traffic Management (Traffic Committee Recommendations).
- Waste Minimisation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agendas (and as may be limited by specific Council resolution).
- Confirmation of the Minutes of its Meetings.
- Statutory reviews of Council’s Delivery Program and Operational Plan.

Any other matter falling within the responsibility of the Finance, Community & Services Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed above.

Finance, Community & Services Committee Membership: 7 Councillors

Quorum: The quorum for Committee meeting is 4 Councillors
Woollahra Municipal Council

Notice of Meeting

31 October 2018

To: His Worship the Mayor, Councillor Peter Cavanagh ex-officio
Councillors Anthony Marano (Chair)
     Richard Shields (Deputy Chair)
     Claudia Cullen
     Megan McEwin
     Harriet Price
     Lucinda Regan
     Isabelle Shapiro

Dear Councillors,

Finance, Community & Services Committee – 5 November 2018

In accordance with the provisions of the Local Government Act 1993, I request your attendance at Council’s Finance, Community & Services Committee meeting to be held in the Council Chambers, 536 New South Head Road, Double Bay, on Monday 5 November 2018 at 6.00pm.

Gary James
General Manager
Meeting Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Leave of Absence and Apologies</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Late Correspondence</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Declarations of Interest</td>
<td></td>
</tr>
</tbody>
</table>

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

- D1 Confirmation of Minutes of Meeting held on 15 October 2018 - 18/174804 .......... 7
- D2 Boat and Trailer Parking Guideline - 18/149407 .................................. 9
- D3 Apprenticeships and Traineeships - 18/162488 ..................................... 15
- D4 Monthly Financial Report - September 2018 and Investments Held as at 31 October 2018 (FY259-05) - 18/168883 ...................................................... 19
- D5 Naming of unnamed laneway (Lot 7658) in Bellevue Hill - 18/171781 .............. 29
- D6 Delivery Program 2018 - 2021 and Operational Plan 2018/19 Quarterly Progress Report - September 2018 - Goal 1-A connected, engaged & harmonious community for all ages and abilities, Goal 2-A supported, enabled and resilient community, Goal 3-A creative & vibrant community, Goal 5-Liveable places, Goal 6-Getting around, Goal 10-Working together, 11-A well managed Council (FY230) - 18/147647 ........................................ 31

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

- R1 Ausgrid Easement - Alexandria Integrated Facility, 67A Bourke Road, Alexandria (SC99) - 18/158774 ................................................................. 125
- R2 Access Easement for Driveway - 51 Suttie Road, Bellevue Hill (SC4533) - 18/161592 ................................................................. 135
- R3 Paddington Library Sunday Opening Trial - 18/170060 .................................. 145
- R4 Prevention of Domestic and Family Violence and the Protection of its Victims - 18/171026 ................................................................. 149
Item No: D1  Delegated to Committee

Subject: CONFIRMATION OF MINUTES OF MEETING HELD ON 15 OCTOBER 2018

Author: Sue O'Connor, Secretarial Support - Governance

File No: 18/174804

Reason for Report: The Minutes of the Finance, Community & Services Committee of 15 October 2018 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 Finance, Community & Services Committee Meeting of 15 October 2018 be taken as read and confirmed.
Item No: D2 Delegated to Committee

Subject: BOAT AND TRAILER PARKING GUIDELINE

Author: Emilio Andari, Traffic and Transport Team Leader

Approvers: Aurelio Lindaya, Manager Engineering Services
            Tom O'Hanlon, Director - Technical Services

File No: 18/149407

Reason for Report: A guideline to address long term boat and trailer parking issues

Recommendation:

THAT the proposed Boat and Trailer Parking Guideline as outlined in this report be approved in order to deter long term trailer boat parking adjacent to problematic areas and increase parking opportunities for local residents and visitors.

Background:

Concerns continue to be raised by residents with boat trailers, box trailers, advertising trailers and horse floats which are parked on public roads for long periods of time.

Over the years, Council has implemented various traffic and parking measures to address boat and trailer parking issues across the municipality.

In 2015, the NSW Government passed the Impounding Amendment (Unattended Boat Trailers) Act 2015 No 27, which makes provisions for impounding boat trailers left unattended on streets.

The legislation allows Council to begin regulatory action to impound abandoned boat trailers after 28 days. In any area where the provisions are applied, boat trailers must move at least every 28 days. This rule means that a boat trailer must be moved past an intersection with another road as a minimum. If the boat trailer is proven to not have been moved after 28 days, Council can then provide notice of at least 15 days before impounding the trailer.

In March 2016, Council applied to gazette all public roads and lands within the Woollahra local government area (LGA) as declared areas under Section 15A of the Impounding Act 1993 and Impounding Amendment Act (Unattended Boat Trailer) Act 2015.

Some residents have raised strong concerns that the Impounding Amendment Act (Unattended Boat Trailer) Act 2015 does not go far enough in addressing the issues caused by boat trailers, box trailers, advertising trailers and horse floats parking on public roads. The following issues are regularly raised by residents:

- The 28 day timeframe is too long for boats and trailers to be parked on public roads and claim that these vehicles take up valuable parking resources, affect residential and visual amenity and in some instances impact on road safety;
- The legislation allows for boat trailers to be reparked in the exact same location provided that they move past an intersecting road every 28 days; and
- The legislation does not address the issues relating to box trailers and horse floats.
To address these concerns, a Boat and Trailer Parking Guideline has been prepared to address community concerns about boats and trailers accessing, using and parking in local roads in the Woollahra LGA. The guideline provides consistency for evaluating the need for parking controls to manage parking in local residential streets to increase parking opportunities for local residents and visitors and improve residential and visual amenity. The guideline was discussed in detail at a briefing for Councillors on 20 August 2018 and was supported by the Councillors present.

Discussion:

When developing Boat and Trailer Guidelines, it is important to note that the management of on-street boat and trailer parking is complex and there are a number of important aspects to consider. Such as:

- With regards to the installation of parking restrictions, it should be noted that this generally does not stop boats from parking in an area. Boats will merely park in other streets where there are no parking restrictions, often nearby.

- Many of the parking restrictions that could be installed to control boats and trailers apply to all vehicles and disadvantage residents and other road users who are forced to move their vehicles in accordance with the restriction.

- The installation of parking restrictions may not be justified as some roads have low parking occupancy rates.

- Majority of boat trailers parked on roads are owned by local residents. In 2012, Council conducted a Boat and Trailer survey which indicated that 70% of boat trailers parked within the municipality are owned by residents of Woollahra. Any parking restriction imposed to control boats and trailers would most likely adversely affect these residents who own boats and trailers.

- Traffic signs need to be installed in accordance with the Australian Standards/ NSW Roads and Maritime Services (RMS) Guidelines. The installation of many signs may detract from the residential amenity of some roads. Council has strongly been against the proliferation of signs on roads for many years.

- The installation of parking restrictions requires enforcement to be effective. The more restricted parking spaces are installed the more resources are required to enforce the restriction.

Types of Boat Trailer Parking Restrictions

Over the years, Council has implemented various types of parking restrictions to prevent the long term parking of boats and trailers. In accordance with the delegations provided to the Council by the RMS, these parking restrictions must comply with the approved RMS signage database.
Some examples of parking restrictions installed by Council in the past to control boat and trailer parking are shown in Table 1 below:

<table>
<thead>
<tr>
<th>Parking Restriction</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New South Head Road, Rose Bay</td>
</tr>
<tr>
<td></td>
<td>O’Sullivan Road and Newcastle Street, Rose Bay</td>
</tr>
<tr>
<td></td>
<td>Albemarle Avenue, Rose Bay</td>
</tr>
</tbody>
</table>
Table 1: Examples of current types of boat and trailer parking restrictions installed across the LGA

Council has also recently introduced an alternative type parking restriction which has been approved for use by the RMS known as ‘No Parking Motor Vehicles Excepted’ signs. These signs provide parking restrictions that would stop trailer owners leaving trailers and boats on the street, without disadvantaging residents who own motor vehicles.
Boat and Trailer Parking Guideline

The Boat and Trailer Parking Guideline will be used as an internal procedure to provide consistency for assessing the need for parking controls to manage boat and trailer parking issues.

1. If a request/issue is submitted to Council regarding boat and trailer parking issues for a particular street, Council’s Regulatory Services will begin to monitor the situation under the Impounding Amendment (Unattended Boat Trailers) Act 2015.

2. If there is community support for parking controls to address boat and trailer parking issues in the form of either a petition (minimum of five signatures) or at least five written separate submissions, Council staff will then investigate the matter and decide possible solutions to ameliorate the on-street parking situation.

3. A report to the Woollahra Traffic Committee will be prepared outlining the outcome of the investigation and whether or not to proceed with the introduction of parking restrictions or other measures.

The following set of warrants must be met before consideration of any proposed boat and/or trailer restrictions:

<p>| | |</p>
<table>
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<th></th>
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<tbody>
<tr>
<td>a)</td>
<td>Where 20% of the total on-street parking supply is being utilised by boats and/or trailers or 5 or more boats and/or trailers are parked within a length of 100m of roadway and none of them move in a 7 day period; and/or</td>
</tr>
<tr>
<td>b)</td>
<td>Where boats are parked in streets with 90% occupancy; and/or</td>
</tr>
<tr>
<td>c)</td>
<td>Where boats are parked on narrow roads with a carriageway width under 5.0 metres; and/or</td>
</tr>
<tr>
<td>d)</td>
<td>In locations where boats and/or trailer parking causes a road safety hazard.</td>
</tr>
</tbody>
</table>

Various types of parking restrictions may be considered as part of the report on a case-by-case basis. Many areas across the municipality have existing restrictions in place (i.e. resident parking schemes, short term parking to business areas, metered parking, and short term parking to recreational surroundings). In some cases, it would be appropriate to extend these parking restrictions to resolve the issues with boat and trailer parking. In other cases, proposed new parking restrictions may apply to suit the local environment (i.e. residential neighbourhood, mixed-use areas, and recreational areas).

In all cases, community consultation must be carried out on any proposed new boat and trailer parking restriction.

Following implementation, Council’s Traffic and Transport Section will monitor any new parking restriction and if issues arise, further reports to the Woollahra Traffic Committee may be warranted.

It should also be noted that in other various areas across the municipality, long term parking of trailers is actively being monitored by Council’s Regulatory Services and should parking problems continue to arise, the proposed new parking restrictions may be considered under special circumstances.
Conclusion:

Based on the reasons outlined above, it is recommended that the proposed Boat and Trailer Parking Guideline be approved in order to deter long term trailer boat parking adjacent to problematic areas and increase parking opportunities for local residents and visitors.

Annexures

Nil
Item No: D3  Delegated to Committee

Subject: APPRENTICESHIPS AND TRAINEESHIPS

Author: Ian MacKinlay, Manager - Organisational Development & Human Resources

Approver: Don Johnston, Director Corporate Services

File No: 18/162488

Reason for Report: To respond to a Notice of Motion requesting a report on opportunities to implement an apprenticeship and traineeship program.

Recommendation:

A. THAT the report in response to the Notice of Motion be received and noted.

B. THAT programs for apprenticeships and traineeships for those occupations where skills gaps have been identified be considered as part of preparing the 2019/20 Budget.

Background:

At its meeting on 20 August 2018 Council adopted the following Notice of Motion.

THAT Council:

1. Requests staff to prepare a report to Council investigating opportunities for Council to implement an apprenticeship and traineeship program which assists local youth and mature aged people (who may be re-entering the workforce or making a career change) to gain work experience and work opportunities with Council.

2. Requests that such a report also address opportunities to implement apprenticeship and traineeship programs for people with disabilities and Indigenous Australians.

3. Requests that such a report address any incentives that may be available to Council to implement an apprenticeship and traineeship program and make recommendations to Council as to benefits and costs of the implementation of such a program.

This report is in response to Council’s resolution.

Discussion:

Opportunities - Local Youth and Mature Aged

Opportunities to implement programs of this nature have always been available to Council and to some extent they have been implemented in the past.

Apprenticeship and or traineeship programs are typically developed by organisations for two reasons: as a way of addressing skills gaps, current or predicted, or as part of a commitment to meet their social responsibilities.
The apprenticeships and traineeships identified here are all suitable for the local youth and mature aged demographic. Subject to eligibility, certain apprenticeships and traineeships may be commenced while at school. There are a number of programs supported by the Federal and State governments which offer financial incentives specifically for these groups.

**Apprenticeships**

Apprenticeships, which can take three to four years to complete, potentially most relevant to Council would include the following:

- Landscaping
- Horticulture – Sports Turf Management
- Horticulture – Parks and Gardens
- Arboriculture
- Bush Regeneration

Other types of apprenticeships such as Plumbing, Gas fitting and Draining, Mechanical, Carpentry and Joinery and Electrical, while available, could not be provided with the range of skills training and work experience considered essential for satisfactory completion of an appropriate training program.

Financial incentives, subject to defined criteria, applying to these groups include:

- $1,500 on commencement of Cert 111 or above
- $2,500 on completion (or $3000 for an ‘existing’ worker)
- $750 for commencement and completion for Mature Aged (aged 45 and over) apprentices
- $4,000 for commencement and completion for Adult (aged 25 and over) apprentices

Council may also be eligible for funding assistance under the NSW Local Government Skills Strategy. While this Strategy focuses on regional councils, it offers:

- To cover cost of pre-employment training
- To cap formal course fees at $2000 for apprentices and $1000 for trainees
- To cover full cost of part qualification for existing employees

**Traineeships**

In previous years, Council has offered two types of ‘Trainee’ positions:

1. Paid temporary employment which offers the work experience required for the completion of a university degree, such as Engineering or Town Planning, as specified by the university.

2. As a registered traineeship with State Training Services, whereby employment is undertaken concurrently with completion of a Certificate III or Certificate IV qualification. These have been offered in Customer Service, Records and Woollahra Libraries. Employment is on a fixed term basis in line with the Training Contract undertaken with State Training Services, which specifies the length of time the trainee has to complete their qualification.
For the purposes of this report, ‘traineeships’ are those which are registered with State Training Services. Typically these take between six months and three years to complete. They could include the following:

- Customer Engagement
- Business Administration
- Library and Information Services
- Human Resources
- Individual Support
- Early Childhood Education and Care
- Information Technology – Information, Digital Media and Technology
- Asset Maintenance – Waste Management
- Local Government (General) – Local Government

**Opportunities – Disabled and Indigenous Groups**

The Federal and State Government programs identify Nominated Equity Groups which include the Mature Aged, Indigenous and Disabled participants. The apprenticeships and traineeships identified at Point 1 above would be suitable for these groups, subject to consideration of reasonable adjustments where the participant may be disabled.

Council has partnered with the National Disability Recruitment Co-ordinator who assisted us by conducting an audit of our recruitment policy and processes to ensure there were no administrative or cultural barriers to attracting candidates for employment.

Council recruitment processes ensure that we are strongly identified as an EEO employer but we have not established identified positions for indigenous placement on the basis that only 0.03% of our population identified as indigenous in the 2016 Census.

Financial incentives for employers, subject to defined criteria, applying to these groups include:

- $1,500 on commencement of Cert 111 or above
- $1,250 on commencement of Cert 11

In addition there is additional support available for Disabled Apprentices in the form of weekly payments of $104.30 and for employers there is financial support for the provision of off-the-job tutorial, mentor and interpreter assistance.

Council may also be able be eligible for funding assistance under the NSW Local Government Skills Strategy.

**Costs and Benefits**

The financial incentives available to employers are not a significant consideration in the development of apprenticeship/traineeship programs. They do not constitute a significant offset against the major costs of salary and wages and relevant formal course costs which are incurred over a period of years (3 to 4 years in the case of Cert 111 apprenticeships).

As an example, under the Local Government (State) Award 2017 apprentices and trainees (age 18 with HSC) would commence at $785.90 per week or $41,023.98 in their first year rising to $890.10 per week or $46,463.22 in their third year. In addition there would be fees for formal course work.
In terms of value to the organisation, the principal argument in favour of these programs is based on the need to fill skills gaps which might occur in our workforce and which are difficult to fill. As an example, we have identified problems in recruiting certain positions in horticulture and arboriculture and there would be a potential benefit in establishing apprenticeships in those areas. The use of apprentices in areas we have difficulty in recruiting could result in some savings in our overall recruitment costs, although they would not be significant.

As an organisation always seeking to establish and maintain its reputation as an Employer of Choice, the use of apprenticeship/traineeship programs helps to promote staff engagement and career commitment.

**Conclusion:**

While there are financial incentives available for apprenticeship and traineeship programs they cover only a small part of the cost of engaging people in these roles. Noting this cost, and that there may be relevant skills gaps opportunities that could be met through apprentices or trainees, it is recommended that such a program be considered in the context of the 2019/20 Budget.

**Annexures**

Nil
Item No: D4 Delegated to Committee

Subject: MONTHLY FINANCIAL REPORT - SEPTEMBER 2018 AND INVESTMENTS HELD AS AT 31 OCTOBER 2018 (FY259-05)

Author: Toby Andreassen, Financial Accountant
Approvers: Sue Meekin, Chief Financial Officer
           Don Johnston, Director Corporate Services

File No: 18/168883


Recommendation:

THAT the Committee:


B. Note that Council’s 12 month weighted average return for September 2018 on its direct investment portfolio of 2.77% exceeds the benchmark 90 day AusBond Bank Bill Index of 2.06%.

C. Note that the interest earned for the year to September 2018 of $532k has exceeded our budget forecast for the same period of $426k.

Background:

Clause 212 of the Local Government (General) Regulation 2005 (the Regulation) requires the Responsible Accounting Officer (RAO) (Council’s Chief Financial Officer) to provide the Council with a monthly report setting out details of all money that the Council has invested. This report must be made up to the last day of the month immediately preceding the meeting it is presented to.

The Monthly Financial Report for September 2018 is submitted to the Committee for consideration and includes the following:

- Investment Transactions for the month.
- Summary of Receipts, Payments and Bank Balance.
- Details of Investment Portfolio and market valuations.
- Statement of Investment Policy Compliance.
- Charts:
  - Weighted Average Maturity and Weighted Average Returns.
  - Weighted Average Returns v 90 day AusBond Bank Bill Index.
  - Actual Interest Earned v Original Budget & Revised Forecast.
- Movements in Book Value of Investments.
- Quarterly update on Arrears of Rents & Fees.
**Investment Transactions for the Month of September 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Investment Description</th>
<th>Term</th>
<th>Rate</th>
<th>Transaction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/09/2018</td>
<td>National Australia Bank TD</td>
<td>365</td>
<td>2.60</td>
<td>Maturity</td>
<td>-1,000,000.00</td>
</tr>
<tr>
<td>5/09/2018</td>
<td>AMP Bank TD</td>
<td>365</td>
<td>2.60</td>
<td>Maturity</td>
<td>-1,000,000.00</td>
</tr>
<tr>
<td>7/09/2018</td>
<td>National Australia Bank TD</td>
<td>367</td>
<td>2.75</td>
<td>Purchase</td>
<td>8,000,000.00</td>
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<tr>
<td>7/09/2018</td>
<td>AMP Bank TD</td>
<td>367</td>
<td>2.80</td>
<td>Purchase</td>
<td>2,000,000.00</td>
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<tr>
<td>18/09/2018</td>
<td>ING Direct TD</td>
<td>365</td>
<td>2.65</td>
<td>Maturity</td>
<td>-1,000,000.00</td>
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<tr>
<td>19/09/2018</td>
<td>National Australia Bank TD</td>
<td>90</td>
<td>2.68</td>
<td>Purchase</td>
<td>5,000,000.00</td>
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<tr>
<td>30/09/2018</td>
<td>Commonwealth Bank FRN</td>
<td></td>
<td></td>
<td>Fair Value Adjustment</td>
<td>-5,200.00</td>
</tr>
<tr>
<td>30/09/2018</td>
<td>Newcastle Permanent Bg Soc FRN</td>
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<td></td>
<td>Fair Value Adjustment</td>
<td>-800.00</td>
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<tr>
<td>30/09/2018</td>
<td>ANZ Bank FRN</td>
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<td></td>
<td>Fair Value Adjustment</td>
<td>-1,800.00</td>
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<tr>
<td>30/09/2018</td>
<td>AMP Online At Call movement</td>
<td></td>
<td></td>
<td>Deposit</td>
<td>53.74</td>
</tr>
<tr>
<td>30/09/2018</td>
<td>CBA Online At Call movement</td>
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<td></td>
<td>Withdrawal</td>
<td>-6,900,230.49</td>
</tr>
<tr>
<td>30/09/2018</td>
<td>NAB Online At Call movement</td>
<td></td>
<td></td>
<td>Withdrawal</td>
<td>-6,338,147.97</td>
</tr>
</tbody>
</table>

Net movement in Portfolio for the month: -1,246,124.72

**Closing Balance as at 30 September 2018**: $4,293,985.91

**Commentary:**

Council’s investment portfolio dropped $1.2m during September which is normal for a non-rates instalment month. It should also be noted that we had significant outgoings for loan repayments ($1.4m) and our quarterly payment of our Emergency Management Contribution ($0.5m).

Our Floating Rates Notes were revalued at month-end and were marked down by $7,800, on a face value of $14m.
### Summary of Receipts, Payments and Bank Balance

#### Cash Book Balance as at 31 August 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>General Fund Acct</th>
<th>Kiaora Bank Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Book Balance</strong></td>
<td>2,458,869.85</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Receipts

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>4,621,405.35</td>
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<tr>
<td>Investment Maturities</td>
<td>3,000,000.00</td>
</tr>
<tr>
<td>Transfers In from At Call Accounts</td>
<td>18,910,000.00</td>
</tr>
<tr>
<td>Other</td>
<td>4,322,150.73</td>
</tr>
</tbody>
</table>

**Total Receipts**: 30,853,556.08

#### Payments

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheque Payments</td>
<td>-570,620.28</td>
</tr>
<tr>
<td>Cancelled Cheques</td>
<td>4,388.80</td>
</tr>
<tr>
<td>EFT Payments</td>
<td>-5,934,688.65</td>
</tr>
<tr>
<td>Returned EFT Payments</td>
<td>1,500.00</td>
</tr>
<tr>
<td><strong>Total Payments before Direct Debits</strong></td>
<td>-6,499,420.13</td>
</tr>
</tbody>
</table>

**Cash Book Balance as at 30 September 2018**: 2,251,927.12

**Unpresented Cheques**: 176

**Outstanding Deposits & Miscellaneous Items**: 464,522.28

**Reconciled Cash Book Balance as at 30 September 2018**: 2,959,098.61

**Bank A/c Balances as at 30 September 2018**: 2,959,098.61

**Unpresented Cheques > $30,000.00**: 228793

<table>
<thead>
<tr>
<th>Cheque No.</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>228793</td>
<td>Roads and Maritime Services</td>
<td>34,053.00</td>
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</tbody>
</table>

#### Commentary:

This statement presents Council’s bank reconciliation as at 30 September 2018. The top ten receipt and payment items are provided. Excluding investment transactions, payments exceeded receipts by $2.2m resulting in a reduction in our investment portfolio ($1.2m) and the balance from cash at bank.
### Investment Portfolio as at 30 September 2018

<table>
<thead>
<tr>
<th>RATING</th>
<th>BANK &amp; SECURITY</th>
<th>PURCHASE DATE</th>
<th>MATURITY DATE</th>
<th>TOTAL TERM (DAYS)</th>
<th>REMAINING DAYS TO MATURITY</th>
<th>RATE %</th>
<th>FACE VALUE $</th>
<th>BOOK VALUE $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>OAKVALE CAPITAL Limited</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Emerald Reverse Mortgage Backed Security</td>
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</tr>
<tr>
<td>NR</td>
<td>POLICE CREDIT UNION (SA)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>ING DIRECT</td>
<td>9/01/2018</td>
<td>9/10/2018</td>
<td>273</td>
<td>9</td>
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<td>29</td>
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<tr>
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<td>ING DIRECT</td>
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<td>21/11/2018</td>
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<td>136</td>
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<td>15/02/2018</td>
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<tr>
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<td>16/02/2018</td>
<td>18/02/2019</td>
<td>367</td>
<td>141</td>
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<td>FLOATING RATE NOTE</td>
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<td>22/03/2019</td>
<td>1095</td>
<td>173</td>
<td>3.71</td>
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<td>TERM DEPOSIT</td>
<td>20/04/2018</td>
<td>23/04/2019</td>
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<td>205</td>
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<td>MEMBERS EQUITY BANK</td>
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<td>TERM DEPOSIT</td>
<td>21/05/2018</td>
<td>21/05/2019</td>
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<td>233</td>
<td>2.80</td>
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<td>TERM DEPOSIT</td>
<td>23/05/2018</td>
<td>23/05/2019</td>
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<td>235</td>
<td>2.80</td>
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</tr>
<tr>
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<td>TERM DEPOSIT</td>
<td>23/05/2018</td>
<td>23/05/2019</td>
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<td>TERM DEPOSIT</td>
<td>4/06/2018</td>
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<td>247</td>
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<td>MEMBERS EQUITY BANK</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>TERM DEPOSIT</td>
<td>4/06/2018</td>
<td>4/06/2019</td>
<td>365</td>
<td>247</td>
<td>2.80</td>
<td>1,000,000.00</td>
<td>1,000,000.00</td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TERM DEPOSIT</td>
<td>10/07/2019</td>
<td>10/07/2019</td>
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<td>283</td>
<td>2.55</td>
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<td>A</td>
<td>AMP BANK</td>
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<td>9/09/2019</td>
<td>367</td>
<td>344</td>
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<td>8,000,000.00</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>TERM DEPOSIT</td>
<td>7/09/2018</td>
<td>9/09/2019</td>
<td>367</td>
<td>344</td>
<td>2.80</td>
<td>2,000,000.00</td>
<td>2,000,000.00</td>
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<tr>
<td>AA</td>
<td>COMMONWEALTH BANK</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FLOATING RATE NOTE</td>
<td>18/01/2016</td>
<td>18/01/2021</td>
<td>1827</td>
<td>841</td>
<td>3.15</td>
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<td>10,119,800.00</td>
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<td>ANZ BANK</td>
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<td></td>
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<tr>
<td></td>
<td>FLOATING RATE NOTE</td>
<td>7/03/2017</td>
<td>7/03/2022</td>
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<td>1254</td>
<td>3.05</td>
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<td>2,014,920.00</td>
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<td>AT CALL:</td>
<td>COMMONWEALTH BANK</td>
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</tr>
<tr>
<td>A</td>
<td>ONLINE SAVER A/C</td>
<td></td>
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<td>1.70</td>
<td>2,788,827.55</td>
<td>2,788,827.55</td>
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<td>1.90</td>
<td>4,645,817.11</td>
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<td></td>
<td>1.50</td>
<td>50,000.00</td>
<td>50,000.00</td>
</tr>
<tr>
<td></td>
<td>Total WMC Direct Investments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>83,512,225.91</td>
<td>83,653,985.91</td>
</tr>
<tr>
<td></td>
<td>Weighted Average Days to Maturity of WMC Direct Investments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>292.49</td>
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<tr>
<td></td>
<td>Weighted Average Return of WMC Direct Investments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.77</td>
</tr>
</tbody>
</table>

I hereby certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's investment policy.

S. Meekin
CHIEF FINANCIAL OFFICER
Investment Policy Compliance Report  
as at 30 September 2018

<table>
<thead>
<tr>
<th>Acct</th>
<th>Bank</th>
<th>Rating Cat.</th>
<th>Policy Limit $</th>
<th>Current Holding $</th>
<th>% of Total</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMP</td>
<td>AMP Bank</td>
<td>A</td>
<td>15% 12,644,098</td>
<td>2,027,581</td>
<td>2%</td>
<td>Complies - $10,616,516 available</td>
</tr>
<tr>
<td>ANZ</td>
<td>ANZ Bank</td>
<td>AA</td>
<td>30% 25,288,196</td>
<td>2,064,920</td>
<td>2%</td>
<td>Complies - $23,223,275 available</td>
</tr>
<tr>
<td>CBA</td>
<td>Commonwealth Bank</td>
<td>AA</td>
<td>30% 25,288,196</td>
<td>13,908,628</td>
<td>17%</td>
<td>Complies - $11,379,568 available</td>
</tr>
<tr>
<td>ING</td>
<td>ING Direct</td>
<td>A</td>
<td>15% 12,644,098</td>
<td>4,000,000</td>
<td>5%</td>
<td>Complies - $8,644,097 available</td>
</tr>
<tr>
<td>MEB</td>
<td>Members Equity Bank</td>
<td>BBB</td>
<td>10% 8,429,399</td>
<td>5,000,000</td>
<td>6%</td>
<td>Complies - $3,429,399 available</td>
</tr>
<tr>
<td>NAB</td>
<td>National Australia Bank</td>
<td>AA</td>
<td>30% 25,288,196</td>
<td>24,645,817</td>
<td>29%</td>
<td>Complies - $642,378 available</td>
</tr>
<tr>
<td>NEW</td>
<td>Newcastle Permanent Big Soc</td>
<td>BBB</td>
<td>10% 8,429,399</td>
<td>2,007,040</td>
<td>2%</td>
<td>Complies - $6,422,358 available</td>
</tr>
<tr>
<td>OAK</td>
<td>Oakvale Capital</td>
<td>NA</td>
<td>0</td>
<td>640,000</td>
<td>1%</td>
<td>Grandfathered - Complies</td>
</tr>
<tr>
<td>POL</td>
<td>Police Credit Union Ltd (SA)</td>
<td>NR</td>
<td>5% 4,214,699</td>
<td>3,000,000</td>
<td>4%</td>
<td>Complies - $1,214,699 available</td>
</tr>
<tr>
<td>QLD</td>
<td>Bank of Queensland</td>
<td>BBB</td>
<td>10% 8,429,399</td>
<td>5,000,000</td>
<td>6%</td>
<td>Complies - $3,429,399 available</td>
</tr>
<tr>
<td>WBC</td>
<td>Westpac Banking Corporation</td>
<td>AA</td>
<td>30% 25,288,196</td>
<td>22,000,000</td>
<td>26%</td>
<td>Complies - $3,288,195 available</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$4,293,986</td>
</tr>
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</table>

Credit Quality Limits:

<table>
<thead>
<tr>
<th>Rating Cat.</th>
<th>Limit</th>
<th>$</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>AA</td>
<td>100%</td>
<td>62,619,385</td>
<td>74% Complies</td>
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<tr>
<td>A</td>
<td>45%</td>
<td>6,027,581</td>
<td>7%  Complies</td>
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<tr>
<td>BBB</td>
<td>13%</td>
<td>12,007,040</td>
<td>14% Complies</td>
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<tr>
<td>NR</td>
<td>10%</td>
<td>3,000,000</td>
<td>4%  Complies</td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td>640,000</td>
<td>1%  Grandfathered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$4,293,986</td>
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</tr>
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</table>

Term to Maturity Limits:

<table>
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<tr>
<th>Term</th>
<th>Limit</th>
<th>$</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Working funds</td>
<td>10-100</td>
<td>21,512,226</td>
<td>26% Complies</td>
</tr>
<tr>
<td>2. Short term funds</td>
<td>20-100</td>
<td>50,007,040</td>
<td>59% Complies</td>
</tr>
<tr>
<td>4. Medium term funds</td>
<td>0-50</td>
<td>12,134,720</td>
<td>14% Complies</td>
</tr>
<tr>
<td>5. Long term funds</td>
<td>0-20</td>
<td>640,000</td>
<td>1% Complies</td>
</tr>
</tbody>
</table>

Total $4,293,986
Commentary:

The month’s average dropped month-on-month with the bulk of the portfolio moving towards maturity.

Commentary:

The weighted average held steady at 2.77% with new investments placed on terms sustaining the running average.
Commentary:

This chart tracks Council’s weighted average return on its direct investment portfolio against a 90 day AusBond Bank Bill Index. Council’s weighted average remained unchanged from the month before at 2.77% with the AusBond index increasing by two basis points over the same period.

Commentary:

The chart shows the original budget and actual figures for interest earnings. The actual interest earned for the year to September of $532k exceeds the budget forecast for the same period of $426k. The forecast for interest on investments will be reviewed in the September quarterly budget review.
Movements in Book Value (Fair Value) of Investments

Formerly managed by Oakvale Capital

<table>
<thead>
<tr>
<th>Date</th>
<th>Securities</th>
<th>Total Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/06/2018</td>
<td>640,000.00</td>
<td>640,000.00</td>
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</table>

Direct Investments

<table>
<thead>
<tr>
<th>Date</th>
<th>Securities</th>
<th>Book Value</th>
</tr>
</thead>
<tbody>
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<td>30/06/2018</td>
<td>14,137,260.00</td>
<td>14,137,260.00</td>
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<tr>
<td>31/08/2018</td>
<td>5,060.00</td>
<td>14,142,320.00</td>
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<tr>
<td>31/08/2018</td>
<td>(1,460.00)</td>
<td>14,140,860.00</td>
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<tr>
<td>31/08/2018</td>
<td>8,700.00</td>
<td>14,149,560.00</td>
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<tr>
<td>30/09/2018</td>
<td>(1,800.00)</td>
<td>14,147,760.00</td>
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<tr>
<td>30/09/2018</td>
<td>(800.00)</td>
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<tr>
<td>30/09/2018</td>
<td>(5,200.00)</td>
<td>14,141,760.00</td>
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14,141,760.00

Commentary:

The table above details movements in Council’s portfolio formerly managed by Oakvale Capital along with Council’s direct investment floating rate notes (FRNs). It typically includes the maturity or sale of securities, quarterly coupon payments and fair value (market) adjustments.

Council’s FRNs were revalued for September month-end recording a MtM movement of $7,800 unfavourable against a face value of $14m.

All coupons due for September were received.
Arrears of Rent & Fees

The table below summarises the arrears (greater than 30 days) of rents and fees as at 30 September 2018. This information is provided on a quarterly basis along with details of any outstanding debts greater than $50,000.

Comparative information is also provided for the previous quarter and the same quarter last year.

<table>
<thead>
<tr>
<th>Type</th>
<th>Total Collectible (17/18 Revenue + Arrears)</th>
<th>&gt; 30 days</th>
<th>&gt; 60 days</th>
<th>&gt; 90 days</th>
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<td></td>
<td>Sep'18</td>
<td>Jun'18</td>
<td>Sep'17</td>
<td>Sep'18</td>
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<tr>
<td>General</td>
<td>3,148,559</td>
<td>16,026</td>
<td>16,626</td>
<td>157,691</td>
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<tr>
<td>% of Total Collectible</td>
<td>0.5%</td>
<td>0.2%</td>
<td>6.7%</td>
<td>3.7%</td>
</tr>
<tr>
<td>Environmental Health</td>
<td>44,371</td>
<td>2,754</td>
<td>0</td>
<td>2,523</td>
</tr>
<tr>
<td>% of Total Collectible</td>
<td>0.6%</td>
<td>0.0%</td>
<td>4.2%</td>
<td>3.4%</td>
</tr>
<tr>
<td>Preschool</td>
<td>181,385</td>
<td>0</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>% of Total Collectible</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Trade Waste</td>
<td>567,401</td>
<td>1,500</td>
<td>18,555</td>
<td>720</td>
</tr>
<tr>
<td>% of Total Collectible</td>
<td>0.3%</td>
<td>0.9%</td>
<td>0.1%</td>
<td>2.5%</td>
</tr>
<tr>
<td>Total</td>
<td>3,941,716</td>
<td>20,280</td>
<td>35,181</td>
<td>161,014</td>
</tr>
<tr>
<td>% of Total Collectible</td>
<td>0.5%</td>
<td>0.3%</td>
<td>5.1%</td>
<td>3.3%</td>
</tr>
</tbody>
</table>

The ageing in the above table is based on invoice date.

*Outstanding Rents and Fees Debts greater than $50,000 as at 30 September 2018.*

There are no arrears of rents and fees greater than $50,000 at 30 September 2018.

Annexures

Nil
Item No: D5  Delegated to Committee

Subject: NAMING OF UNNAMED LANEWAY (LOT 7658) IN BELLEVUE HILL

Author: Aurelio Lindaya, Manager Engineering Services
Approver: Tom O’Hanlon, Director - Technical Services
File No: 18/171781
Reason for Report: To seek Council approval to formally name an unnamed laneway in Bellevue Hill

Recommendation:

A. THAT Yawang Lane be adopted as the proposed name for the unnamed laneway (Lot DP 7658), in Bellevue Hill.

B. THAT Council apply to the Geographical Names Board to assign the name Yawang Lane to the unnamed laneway (Lot DP 7658), in Bellevue Hill.

Background:

A number of reports have been considered by Council regarding a request from the developers of 236-240 Old South Head Road, Bellevue Hill to formally name the unnamed laneway adjacent to the site (Lot DP 7658).

In September 2018, a road naming report was considered by Council’s Finance, Community and Services Committee. The report included a number of local Aboriginal words suggested by the Eastern Zone Gujaga Aboriginal Corporation (Gujaga) that would be appropriate for the unnamed laneway.

Yawang was road name recommended by Council staff as it means “path for anyone or anything”.

Subsequently, Council resolved:

   A. That, in accordance with the Roads Act 1993, the name Yawang Lane proposed for the unnamed laneway (Lot DP 7658), in Bellevue Hill be publicly advertised for a period of 28 days seeking comments and submissions.
   B. That the matter be reported back to Council following the public exhibition process.

Proposal:

The proposed road name was publicly exhibited between 19 September 2018 and 17 October 2018.

The public exhibition involved an advertisement in the Wentworth Courier, placing information on Council’s website and placing corflute signage in the unnamed laneway. The Geographical Names Board (GNB) was also consulted.

Two submissions were received, both supporting the proposed road name.
A summary of the responses is provided below:

- Yawang being the aboriginal word for Lane would be a great name change and would be very inclusive of the original owners of the land. It is also a lot easier to pronounce than the current and previous proposed name.
- I am a resident living in the Paddington Green development and feel the proposed name is appropriate & necessary given it currently is unnamed.

**Identification of Income & Expenditure:**

All road naming and advertising fees and charges will be paid for by the developers of 236-240 Old South Head Road, Bellevue Hill.

**Conclusion:**

It is recommended that Yawang Lane be the proposed name for the unnamed laneway and that Council apply to the GNB to assign the name to the roadway.

**Annexures**

Nil
Item No: D6  Delegated to Committee


Author: Helen Tola, Manager - Governance & Council Support

Approvers: Don Johnston, Director Corporate Services
Lynn Garlick, Director - Community Services
Tom O'Hanlon, Director - Technical Services

File No: 18/147647

Reason for Report: To review the status of the Priorities and Actions in Council’s Delivery Program 2018 to 2021 and Operational Plan 2018/19 for the three months ending 30 September 2018.

Recommendation:

THAT the September 2018 Quarterly Progress Report on Goal 1 - A connected, engaged & harmonious community for all ages and abilities, Goal 2 - A supported, enabled and resilient community, Goal 3 - A creative & vibrant community, Goal 5 - Liveable places, Goal 6 - Getting around, Goal 10 - Working together and Goal 11 - A well managed Council of Council’s Delivery Program 2018 to 2021 and Operational Plan 2018/19 be received and noted.

Background:

Council adopted its Delivery Program 2018 to 2021 and Operational Plan 2018/19 (DPOP) in June 2018 in accordance with the Integrated Planning and Reporting (IPR) Legislation for NSW Local Government. The Delivery Program and Operational Plan are two of the key strategic planning documents that comprise Council’s IPR Framework.

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

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

Theme: Community well-being
Goal 1: A connected, engaged and harmonious community for all ages and abilities
Goal 2: A supported, enabled and resilient community
Goal 3: A creative and vibrant community

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

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

Theme: Local prosperity
Goal 9: Community focused economic development

Theme: Community leadership & participation
Goal 10: Working together
Goal 11: A well-managed Council
Council’s Quarterly DPOP Progress Report as at 30 September 2018 for Goals 1, 2, 3, 5, 6, 10 and 11, being the goals most relevant to the Finance, Community and Services Committee, is provided as Annexure 1.

Progress comments for all DPOP Actions are provided in the tables of Annexure 1. Council officers provide updates on these comments on an ongoing basis for internal management purposes, with the comments collated at the end of the quarter for reporting to Council and the community.

A tick in the final column of the table in Annexure 1 headed “Updated Comments” indicates the comments relating to that action have been updated since the previous quarterly report to Council.

The purpose of the tick is to enable Councillors and other readers of the report to easily identify where an action status has been updated.

Statistics summarising the status of DPOP Actions are included in the introductory pages of Annexure 1.

**Adopted Notices of Motion (NOM):**

With the introduction of the new Committee Structure a re-alignment of the reporting of Goals occurred. Goals 1, 2, 3, 5, 6, 10 & 11 being reported to the Finance, Community & Services Committee, and Goals 4, 7, 8 & 9 being reported to the Environmental Planning Committee.

During the period 1 July 2018 to 30 September 2018, eleven (11) new NOMs were adopted by Council which best aligns with Finance, Community & Services Committee. To assist with tracking progress in relation to NOMs, Annexure 2 to this Quarterly Progress Report provides progress comments for all Finance, Community & Services Committee related NOMs.

The following table presents a summary of the status of all NOM as at 30 September 2018.

<table>
<thead>
<tr>
<th>Finance, Community &amp; Service Committee</th>
<th>New NOM (1 July to 30 Sept 2018)</th>
<th>Total NOM (at 30 Sept 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total NOM as at 30 September 2018</strong></td>
<td>11</td>
<td>24</td>
</tr>
<tr>
<td>Reported as ‘Completed’</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>Reported as ‘In Progress’</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>Reported as ‘Not Commenced’</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

A snapshot by status of NOMs as at 30 September 2018 is provided below:
Conclusion:

The September 2018 Quarterly Progress Report of Council’s Delivery Program 2018 to 2021 and Operational Plan 2018/19 on Goal 1 - A connected & harmonious community, Goal 2 - A supported community, Goal 3 - A creative & vibrant community, Goal 5 - Liveable places, Goal 6 - Getting around, Goal 10 - Working together and Goal 11 - A well managed Council is attached. This report is the final report against the Delivery Program 2018 to 2021 and Operational Plan 2018/19.

This report draws together progress comments from the respective Council officers. It is presented to inform the Committee and community of Council’s progress in implementing the actions in its Delivery Program and Operational Plan.

Annexures

1. DPOP Quarterly report - September 2018 (Finance, Community & Services Committee) [link]

2. Notice of Motion (NOM) Status Report as at 30 September 2018 (Finance, Community & Services Committee) [link]
Quarterly Progress Report

(September 2018)
What is our Delivery Program & Operational Plan?

The Delivery Program 2018 to 2021 and Operational Plan 2018/19 is structured on the Community Strategic Plan – Themes and Goals.

Each broad theme is supported by a number of Goals, Strategies, Priorities and Actions.

Progress reports for each of the five (5) Themes and eleven (11) Goals from our Delivery Program and Operational Plan are reported to the most appropriate Standing Committees on a quarterly basis, being to the Finance, Community & Services Committee or the Environmental Planning Committee. The Priorities and Actions contained in the Delivery Program and Operational Plan are presented by Theme, Goal and Strategy.

What are Quarterly Progress Reports and what is our reporting structure?

Our Quarterly Progress reports are designed to provide a snapshot to the Council and the community on the progress against the Priorities outlined in our Delivery Program and annual Actions contained in our adopted Delivery Program 2018 to 2021 and Operational Plan 2018/19.
Woollahra Municipal Council
Finance, Community & Services Committee Agenda

Annexure 1
DPOP Quarterly report - September 2018 (Finance, Community & Services Committee)

Quarterly Progress Report Status to end of September 2018

This report includes Actions included under Goal 1: A connected and harmonious community for all ages and abilities, Goal 2: A supported, enabled and resilient community, Goal 3: A creative and vibrant community, Goal 5: Liveable places, Goal 6: Getting around, Goal 10: Working together and Goal 11: Well managed Council.

A snapshot of the Action status by quarter is provided below:

<table>
<thead>
<tr>
<th>Status</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress(^1)</td>
<td>53</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ongoing</td>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Commenced</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of Actions</td>
<td>112</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Goal’s 1, 2, 3, 5, 6, 10, 11
Action Status as at 30 September 2018

- Completed: 21%
- In Progress: 47%
- Ongoing: 32%
- Deferred and Not Commenced: 0%

5 November 2018
# Delivery Program 2018 – 2021 & Operational Plan 2018 – 2019

## Table of Contents

<table>
<thead>
<tr>
<th>THEME : Goal 1</th>
<th>COMMUNITY WELL-BEING : A connected, engaged and harmonious community for all ages and abilities</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy 2030</td>
<td>1.1 Provide and facilitate a range of community projects, programs and events</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>1.2 Keep the community engaged and informed</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>1.3 Provide places and spaces for people to connect and interact</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>1.4 Encourage respect for social and cultural diversity</td>
<td>11</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>THEME : Goal 2</th>
<th>COMMUNITY WELL-BEING : A supported, enabled and resilient community</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy 2030</td>
<td>2.1 Foster and build community partnerships and networks</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>2.2 Provide support for vulnerable people</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>2.3 Plan for the needs and aspirations of families</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>2.4 Encourage independent living</td>
<td>19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THEME : Goal 3</th>
<th>COMMUNITY WELL-BEING : A creative and vibrant community</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy 2030</td>
<td>3.1 Provide innovative library services</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>3.2 Preserve and promote local history, including Indigenous history</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>3.3 Lead, celebrate and recognise the creativity and vibrancy of our community</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>3.4 Initiate, support and promote accessible arts, artists and cultural development</td>
<td>27</td>
</tr>
</tbody>
</table>
### THEME: Goal 5  
#### QUALITY PLACES AND SPACES: Liveable places

<table>
<thead>
<tr>
<th>Strategy 2030</th>
<th>5.1</th>
<th>Enhance local community, cultural and recreational facilities to become more attractive, integrated and accessible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5.2</td>
<td>Provide and maintain safe, clean, serviceable public infrastructure including roads, footpaths, bicycle facilities, parks, open space, stormwater drains and seawalls</td>
</tr>
<tr>
<td></td>
<td>5.3</td>
<td>Provide attractive, accessible, connected and safe parks, sportgrounds, foreshore areas and other public spaces</td>
</tr>
<tr>
<td></td>
<td>5.4</td>
<td>Protect trees, streetworks and landscapes</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
<td>Enhance the physical environment of our local suburbs, neighbourhoods and town centres</td>
</tr>
<tr>
<td></td>
<td>5.6</td>
<td>Reduce impacts of local flooding and improve floodplain risk management</td>
</tr>
<tr>
<td></td>
<td>5.7</td>
<td>Renew and upgrade ageing infrastructure including roads, footpaths, stormwater drains and seawalls</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THEME: Goal 6</th>
<th>QUALITY PLACES AND SPACES: Getting around</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy 2030</td>
<td>6.1</td>
</tr>
<tr>
<td></td>
<td>6.2</td>
</tr>
<tr>
<td></td>
<td>6.3</td>
</tr>
<tr>
<td></td>
<td>6.4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THEME: Goal 10</th>
<th>COMMUNITY LEADERSHIP AND PARTICIPATION: Working together</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy 2030</td>
<td>10.1</td>
</tr>
<tr>
<td></td>
<td>10.2</td>
</tr>
<tr>
<td></td>
<td>10.3</td>
</tr>
<tr>
<td>THEME : Goal 11</td>
<td>COMMUNITY LEADERSHIP AND PARTICIPATION : Well managed Council</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Strategy 2030</td>
<td>11.1 Facilitate community led decision-making that is open, honest, and ethical and benefits the broad community</td>
</tr>
<tr>
<td>11.2 Develop and maintain effective reporting systems that enable Council to measure and report on performance</td>
<td>49</td>
</tr>
<tr>
<td>11.3 Maintain community access and effective participation in Council committees</td>
<td>51</td>
</tr>
<tr>
<td>11.4 Maintain Council’s strong financial position</td>
<td>52</td>
</tr>
<tr>
<td>11.5 Deliver high quality services that meet customer expectations</td>
<td>53</td>
</tr>
<tr>
<td>11.6 Minimise risk for Council and the community</td>
<td>57</td>
</tr>
</tbody>
</table>
**Quarterly Progress Report**

**Theme : Goal**  
**1 COMMUNITY WELL-BEING: A connected, engaged and harmonious community for all ages and abilities.**

**Strategy 2030:**  
**1.1 Provide and facilitate a range of community projects, programs and events.**

**Priority:**  
**1.1.1 Provide programs and activities that respond to the needs and aspirations of people as they age.**

**Priority Progress Comments :**

See below for programs and activities provided by the Community Services division. Council has also provided 18/19 Community and Cultural grants to support the following organisations deliver programs responding to the needs and aspirations of people as they age:

* Critical Path - A group of senior female creatives, connected to choreographic practice, will act as a focus for the support and celebration of older women working in creative industries across Woollahra.
* Sir Roden and Lady Cutler - Funding for their Pick Me Up service, which provides free door to door medical related transport to people in the Woollahra LGA who are physically, mentally, socially or financially disadvantaged.
* The Wallace co-op - Funding granted to support a 10 week acting course for over 55s at the Drill Hall in Rushcutters Bay.
* Bike East - towards the purchase of a trishaw, to enable BIKEast to offer a Cycling Without Age Program, connecting residents of care homes with volunteer 'pilots' to go for rides around their community.
* COA Sydney - to support fortnightly bus trips for seniors with significant mobility issues.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Status</th>
<th>Progress Comments</th>
<th>Responsible Person</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1.1 Provide healthy recreational and educational activities for older adults.</td>
<td>In Progress</td>
<td>During this quarter we continued to support: * The delivery of weekly over 50's walking groups in Rose Bay and Rushcutters Bay. 6 - 20 participants attend each group from both genders and aged between 50 - 90 years old. * A monthly Men's Chat Group at Woollahra Library at Double Bay, which attracts attendances ranging between 6 - 12 senior males each month. * 7 week Tech Connect courses for seniors at Woollahra Library at Double Bay and at Ascham school. Between 30 July and 10 September, 5 senior students were partnered with senior adults to deliver the bring your own device course at the Library and 6 senior students and adults for the PC-only course at Ascham school. The course will re-commence in 2019 and will be coordinated by library staff. * Planning is underway for the annual Seniors' Festival which will be held in February in 2019. A Seniors Festival grant request for $4,500 was submitted to NSW Dept of FACS in August for determination in November 2019. Planned activities include the annual Sunset Quartet at Blackburn Gardens, a 2 day expo at Woollahra Library at Double Bay, a gentle exercise class and an Aboriginal art class. Transport for seniors and the involvement of...</td>
<td>Team Leader Community Development</td>
<td>30/06/2019</td>
</tr>
</tbody>
</table>
1.1.1.2 Provide and monitor Library programs for people as they age.

In Progress

During Quarter 1 the Library has provided a range of programs suited for people as they age. They include:

- Woollahra Libraries offers a weekly Tech Connect program using volunteers to assist customers with any technology problems. Total attendance was 86 people.
- The 55+ Club continues to be popular at each Library. Twelve sessions were held with 192 attendees. Highlights included Maria Finlay talking about her life and career in the fashion industry and Jane Mathews discussing her book 'The Art of Living alone & Loving it' at both Double Bay and Paddington.

Librarian Community Programs Team Leader

30/06/2019

Priority: 1.1.2

Priority Progress Comments:

A variety of programs and activities for families, children and young people were facilitated by the Community Services Division during Quarter 1. July to September 2018. Highlights include a 'Who’s the Boss? How & when to say no to your adolescent'; NAIDOC Week activities; 'Coding with Cubetto' and the Library provided extended opening hours to support local HSC and IB students.

1.1.2.1 Provide education sessions and support for families with children and young people.

In Progress

50 people attended 'Who’s The Boss? How & When to Say No to Your Adolescent' - an information session held in partnership with Jewish Care.

Team Leader Community Development

30/06/2019

1.1.2.2 Provide and monitor the Children's under 5 year's Library program with a focus on fun and literacy.

In Progress

The Library's Under 5 program encouraged children's literature and language skill development through the following:

- During NAIDOC Week, 8 to 15 July 2018, with the theme 'Because of Her, We Can' Indigenous stories were incorporated into the Library's weekly Story Time sessions at each Library. One of the highlights was a session held at Woollahra Library at Double Bay with storyteller Kiran Shah on 2 July, using indigenous stories and finger plays to engage the young audience with 16 children and 10 adults attending.

Community Learning Librarian

30/06/2019
### Quarterly Progress Report

<table>
<thead>
<tr>
<th>Actions</th>
<th>Status</th>
<th>Progress Comments</th>
<th>Responsible Person</th>
<th>Target Date</th>
<th>Comment Updated</th>
</tr>
</thead>
</table>
| 1.1.2.3 Provide and monitor a responsive school aged Library program to encourage literacy and a love of learning. | In Progress | A responsive school aged Library program was provided across all Libraries as highlighted below:  
* Mini Makers Club (6-12 years) consists of STEAM activities (Science, Technology, Engineering, Arts and Mathematics). A total of 55 children attended sessions across all Libraries. A focus during the quarter was the use of ‘Ozobots’, designed to introduce the concept of coding to children.  
* The July School Holidays activities were Space themed. Youth events at Double Bay included ‘Galaxy Cupcakes’, with 10 attendees, (ages 12-17) and ‘Mario Kart Madness’, 6 attendees (ages10-15). At Watson Bay Library, ‘Exploding Stars’ craft sessions were popular with 19 attendees, whilst at Paddington Library ‘Alien Invasion’ attracted 12 attendees, and ‘Intergalactic Slime’ attracted 20 children.  
As part of school holiday programming targeting primary aged children, a Rainforeststation Virtual Reality session was held on 9 July to celebrate NAIDOC Week. This interactive session offered respectful educational discussions about the Aboriginal life pre | Community Engagement Officer - Venues | 30/06/2019 | |

* The weekly ‘Book Babies’ (0-18 months) program consists of a one-to-one session with carer and child, featuring language in rhymes, songs and finger plays. A total of 74 babies and 78 adults were involved over 11 sessions during the quarter.  
* Story Time (3-5 years) recorded 800 children attending 34 sessions across the Library network. Story Time themes included Indigenous Australians, Science, Koalas and Pirates.  
* Rhyme Time (0-3 years) attendance recorded 1,845 children held over 71 sessions across all Libraries.  
* ‘Coding with Cubetto’ is a STEM focused program for children aged 4-8 years. During Quarter 1, 10 children attended over two sessions. The monthly program is presented by Library staff and supported by Duke of Edinburgh students. |
### Quarterly Progress Report

**September 2018**

<table>
<thead>
<tr>
<th>Actions</th>
<th>Status</th>
<th>Progress Comments</th>
<th>Responsible Person</th>
<th>Target Date</th>
<th>Comment Updated</th>
</tr>
</thead>
</table>
| 1.1.2.4 Provide a responsive Library program for young people. | In Progress | During Quarter 1 a responsive Library program for young people was provided across all Libraries as highlighted below:  
- Woollahra Library at Double Bay again offered extended opening hours, during the HSC trial period from Monday 9 July to Thursday 16 August 2018. Approximately 5,000 people used the Library during these extended hours.  
- To further support young people, the Library hosted an "HSC Help" program to assist with stress management, and to provide assistance with specific subjects, in partnership with WAVS Bondi Junction. Held over July and August 2018, attendance was as follows - Chemistry (3), Legal Studies (0), Economics (12), Advanced English (4), General Mathematics (14) and Physics (19).  
- StudioSity (previously known as Yourtutor), is a free online tutoring service, offering homework help from professional tutors for primary and secondary school students. The service was strongly promoted during the HSC trial period. Online assistance was provided 96 times during this quarter, with an average duration of 18 mins. This represents an increase of 5% (91) compared to the same period last year. | Community Engagement Officer - Venues | 30/06/2019 | |  

**Priority: 1.1.3** Plan a range of activities and events that celebrate members of our community.

**Priority Progress Comments:**

A variety of programs and activities for families, children and young people were facilitated by the Community Services Division during Quarter 1, July to September 2018. Highlights include a "Who's the Boss? How & when to say no to your adolescent", NAIDOC Week activities, "Coding with Cubetto" and the Library provided extended opening hours to support local HSC and IB students.

**Responsible Person:** Manager Library & Information Services

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**30 October, 2018**

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**Annexure 1** DPOP Quarterly report - September 2018 (Finance, Community & Services Committee)
## Quarterly Progress Report - September 2018

<table>
<thead>
<tr>
<th>Actions</th>
<th>Status</th>
<th>Progress Comments</th>
<th>Responsible Person</th>
<th>Target Date</th>
<th>Comment Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.3.1 Conduct the annual Woollahra Citizenship Awards.</td>
<td>In Progress</td>
<td>The Woollahra Citizenship Awards recognise individuals or groups who have demonstrated excellent citizenship and contribution to the people of Woollahra and/or the wider community. Nominations for the 2019 Citizenship Awards program opened on 1 September, and will close on 31 October 2018. Categories include Citizen of the Year, Community, Cultural and Arts Initiative, Contribution to the Natural Environment, Contribution to the Community (Local or International), Seniors Award and Youth Award.</td>
<td>Team Leader Community Development</td>
<td>30/06/2019</td>
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<tr>
<td>1.1.3.2 Coordinate a range of activities and events to celebrate members of our community.</td>
<td>In Progress</td>
<td>Planning is underway for an International Day of People with Disabilities celebration event on Friday 23rd November 2018. Council will partner with Miroma, Jewish Care, Holdsworth Community and Ability Links to host a celebration in the Robertson Park Watsons Bay. Staff are also in the early stages of research to plan a women’s mentoring program in celebration of International Women’s Day which is held in March each year.</td>
<td>Team Leader Community Development</td>
<td>30/06/2019</td>
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### Priority: 1.1.4 Provide opportunities to connect people and ideas to encourage lifelong learning.

Priority Progress Comments:
To encourage lifelong learning a variety of high quality programs and events are facilitated across the Community Services Division with highlights including the Woollahra School of Philosophy, Slam Poetry workshops, Author events and coordination of eight Book Clubs. The Volunteer program across the Division supports over 100 volunteers undertaking a variety of roles.

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<tr>
<td>1.1.4.1 Provide the quarterly Woollahra School of Philosophy sessions.</td>
<td>In Progress</td>
<td>The future of print media was held on 12 September at Woollahra Library at Double Bay. Moderated by Michaela Kalowski, 47 attendees enjoyed the discussion with panellists Prof Nick Enfield - Linguistics, University of Sydney; Connie Leveit - Digital Editor, UNSW; and Elizabeth Colman - Editor, Wentworth Courier.</td>
<td>Team Leader Community Development</td>
<td>30/06/2019</td>
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| 1.1.4.2 Provide and monitor a range of Adult Library programs and events to promote lifelong learning, literacy and connect people with ideas. | In Progress | The following Adult Library programs and events were held:  
* Author Jessie Cole in conversation with Ailsa Piper discussed her memoir ‘Staying’ on 10 July as part of the Library’s Writers & Readers program. 15 people attended.  
* Three Tea Topics were held including - journalist Philippa | Manager Library & Information Services | 30/06/2019   |                |
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<td>3D Printer Workshops have continued to be popular this quarter with</td>
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<td>15 people attending two workshops in August and September 2018. A Pocket Filmmaking course was also held on 15 September attracting 7 attendees.</td>
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<td>15 people attending two workshops in August and September 2018.</td>
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<td>A Pocket Filmmaking course was also held on 15 September attracting 7 attendees.</td>
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<td>Friday Night Flicks is held monthly at Woollahra Library at Double</td>
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<td>Bay and aimed at families. Three sessions were held with a total of 31 attendees.</td>
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<tr>
<td>Bay and aimed at families. Three sessions were held with a total of</td>
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<td>31 attendees.</td>
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<td>Slam Poetry Workshop was held on 4 September 2018 facilitated by</td>
<td></td>
<td>2017 National Champion of the Australian Poetry Slam Jesse Oliver (9 attendees). It was a great example of lifelong learning with workshop attendees ranging from age 8 to age 92. Several workshop participants went on to compete in the Double Bay Head of the National Poetry Slam on 5 September 2018.</td>
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<td>2017 National Champion of the Australian Poetry Slam Jesse Oliver</td>
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<td>(9 attendees). It was a great example of lifelong learning with workshop attendees ranging from age 8 to age 92. Several workshop participants went on to compete in the Double Bay Head of the National Poetry Slam on 5 September 2018.</td>
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<td>Attendance continues to be strong across all eight Library Book</td>
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<td>Clubs. Book Club Kits continue to be utilised with a total of 35 kit loaned over the quarter.</td>
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<td>1.1.4.3 Promote and deliver a program of learning and networking</td>
<td>Not commenced</td>
<td>Woollahra Library at Double Bay’s venues were hired by 14 local businesses including the Australian Shareholders Association, generating an income of $2,087. There were no Business Bite workshops or networking events held during Quarter 1.</td>
<td>Library Community Programs Team Leader</td>
<td>30/06/2019</td>
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<td>opportunities for the local business community.</td>
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<td>1.1.4.4 Explore the possibilities that volunteering offers the wider</td>
<td>In Progress</td>
<td>9 Library volunteers have confirmed their interest in volunteering at Council’s Cultural Day celebrations in October where they will be tasked with undertaking intercept surveys with attendees to gain feedback about the event. Council has applied for a grant to celebrate Seniors Festival in February 2019 and if successful, will explore ways to engage volunteers to assist with activities. In addition to volunteers invited to participate in one-off activities, 2 local community members volunteer to run weekly walking groups at Rushcutters Bay and Rose Bay.</td>
<td>Team Leader Community Development</td>
<td>30/06/2019</td>
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| 1.1.4.5 Manage the Library Volunteer Program to support the operations of the Woollahra Libraries. | In Progress | During Quarter 1 the Library Volunteer program undertook the following actions:  
* A Volunteer quarterly meeting was held on 29 August 2018 with 28 volunteers in attendance.  
* The review of the Library Volunteer program was finalised this quarter with actions to be implemented throughout the year.  
* A Volunteer recruitment drive resulted in 10 new volunteers commencing in a variety of roles. The current number of active library volunteers is 78 Adults and 22 Students.  
* Woollahra Libraries hosted one Year 10 Work Experience student, one Charles Sturt University Professional Placement student and one TAFE Work Placement student. The Library also delivered a presentation and tour of Double Bay to approx. 45 library students and teachers from Charles Sturt University who visited as part of their course on 28 August 2018. | Library Community Programs Team Leader     | 30/06/2019   |                 |
| 1.1.4.6 Manage the Cultural Volunteer Program. | Ongoing     | Two volunteers recruited for the Woollahra Small Sculpture Prize in 2018 continued to participate in the program between July and September 2018.                                                                 | Cultural Development Coordinator         | 30/06/2019   |                 |
| 1.1.4.7 Develop a strategy for St Brigids Community Art Gallery volunteering. | Not commenced | This action has not commenced.                                                                                                                                                                                  | Cultural Development Coordinator         | 30/06/2019   |                 |
# Quarterly Progress Report

**Strategy 2030:** 1.2 Keep the community engaged and informed.

## Priority: 1.2.1 Provide information about community services, events and activities.

**Priority Progress Comments:**
Information provided via marketing support, graphic design services, template development, website updates, newsletter production, social media management, banner management, maintenance of Service Listings and other contact lists.

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<tr>
<td>1.2.1.2 Communicate the range of programs, services and facilities provided.</td>
<td>Ongoing</td>
<td>Action ongoing via graphic design services, staff templates, production of various newsletters, management of various social media profiles, banner management, Community Information Database, New Residents Kits and website updates.</td>
<td>Marketing &amp; Projects Coordinator</td>
<td>30/06/2019</td>
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<tr>
<td>1.2.1.3 Provide access to community information through various publications and tools.</td>
<td>Ongoing</td>
<td>Task ongoing on an as needs basis (e.g. Youth Photographic Award, Woollahra Small Sculpture Prize, Cultural Day). Library design templates for staff continue to work effectively and efficiently. Community Services public facing templates currently in redevelopment to match new 'wave' branding.</td>
<td>Marketing &amp; Projects Coordinator</td>
<td>30/06/2019</td>
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## Priority: 1.2.2 Respond to new opportunities for engagement.

**Priority Progress Comments:**
New Community Engagement Coordinator appointed this quarter. Planning for future engagement opportunities in progress.

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<tr>
<td>1.2.2.1 Support a community engagement culture.</td>
<td>In Progress</td>
<td>Awaiting corporate direction once new Community Engagement position is established. Planning for future engagement activities in progress.</td>
<td>Marketing &amp; Projects Coordinator</td>
<td>30/06/2019</td>
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## Quarterly Progress Report

### Strategy 2030: 1.3
Provide places and spaces for people to connect and interact.

### Priority: 1.3.1
Provide access to multipurpose and flexible meeting places

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| 1.3.1.1 | In Progress | **Woollahra Libraries continued to be well utilised providing innovative spaces and services to the local community.**  
1. Total Circulation: 169,510 loans  
2. Total Membership: 26,039 members  
3. Total Visitations: 181,117 visits  
4. *Paddington Library’s Quarterly Planning Group meeting was held on 25 July 2018 and the Annual Planning Group meeting was held on 29 August 2018 with City of Sydney representatives. In line with Council’s resolution of 20 August 2018, a letter has been sent to the City of Sydney’s Lord Mayor, Cllr Clover Moore requesting support for the 12 month trial for Sunday opening at Paddington Library. Council awaits a reply to this correspondence.*  
5. *Woollahra Libraries Bookable Spaces promotes a diverse range of interests and opportunities for library customers, the community and local businesses. These spaces include the Event Space, Tech Room and Group Study Rooms and are in high demand.* | Manager Library & Information Services | 30/06/2019 |  |
| 1.3.1.2 | In Progress | The following projects were undertaken during Quarter 1 to ensure technology provision at Woollahra Libraries responds to change and community expectations:  
1. *A draft Library Technology Plan (2018 - 2021) was presented to Library Staff through two workshop sessions held in July and August 2018 to facilitate stakeholder feedback. A number of emerging library technologies were showcased during these workshops to facilitate discussion and new ideas. The Library is now seeking feedback from the community on the technology they would like to* | Library Resources Management Team Leader | 30/06/2019 |  |
### Quarterly Progress Report

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<tr>
<td>1.3.1.3 Coordinate a successful rollout and promotion of the regional Library Outreach Van.</td>
<td>In Progress</td>
<td>During Quarter 1 progress has continued with the development of the regional Library Outreach van, which is an initiative of Woollahra, Waverley and Randwick Libraries, funded from the State Library of NSW Infrastructure grant. Actions this quarter included finalising the branding design for the van with quotations now being sought. Quotations are also being sought for furniture and the technology fit out.</td>
<td>Library Customer Services Team Leader</td>
<td>30/06/2019</td>
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<tr>
<td>1.3.1.4 Manage Council’s community venues for hire and use by community organisations for social goals.</td>
<td>Ongoing</td>
<td>Council’s 11 venues for hire continue to attract regular and casual hirers undertaking a range of social, cultural and recreational activities. The Venue Hire annual report which provides information about the hiring and usage of our venues available for use by the community has been drafted and will be presented to Council’s Finance and Community Services committee on Monday 15th October 2018. A Community Facilities Study will follow.</td>
<td>Manager Community Development</td>
<td>30/06/2019</td>
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**Quarterly Progress Report**

**Strategy 2030:**

1.4 Encourage respect for social and cultural diversity.

**Priority:**

1.4.1 Plan and promote inclusive multicultural / cross-cultural events and activities.

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<tr>
<td>1.4.1.1 Plan for and undertake Cultural Day celebrations.</td>
<td>In Progress</td>
<td>Viva America Latina will be held from 1pm to 5pm Saturday 27 October in Lyne Park, Rose Bay. Principal contractors for the coordination of the markets and for provision of power and lighting have been appointed. A stage truck and entertainment have also been booked, along with interactive football games, face-painters, artists, alpacas, children's craft activities coordinated by library staff and emergency services first aid. A traffic management plan, risk management plan and temporary bring your own alcohol ban within the perimeter of the event have all been developed and approved. Security guards and pay-for-use police will provide security at the event which will be staffed by Community Services staff, with bump in commencing Friday 26 October and bump out completed Monday 29 October. The event is trialling the 'no single use plastics' draft policy, with market stall holders only using recyclable environmentally-friendly serving containers for food and recyclable or compostable cups for serving alcohol. Community Development staff have met with Waste Services staff to work through the logistics for minimising landfill waste. A hydration station for attendees to refill their own bottles has also been booked. Local businesses trading directly onto Lyne Park have been visited on a number of occasions to ensure minimal disruption to their business and to gain their support for the event.</td>
<td>Team Leader Community Development</td>
<td>30/06/2019</td>
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<td>1.4.1.2 Promote inclusive cross cultural activities.</td>
<td>Ongoing</td>
<td>In Q1 Library staff in consultation with Community Development staff have developed programs for children and adults across all Libraries to be delivered across the month of October 2018 to</td>
<td>Manager Library &amp; Information Services</td>
<td>30/06/2019</td>
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### Quarterly Progress Report

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<td>support and promote Viva America Latina on Saturday October 27 2018. All programs have a Latin American theme and range from school holiday activities such as Samba percussion performances, hands on craft and Spanish Lessons for children. For adults, Uruguayan artist Paula do Prado has been secured to deliver a talk on her work and artistic process and a workshop for online Spanish lessons for adults has also been planned. The total Library programs held in October 2016 to support Viva America Latina numbers 12 across October.</td>
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<td>Priority:</td>
<td>1.4.2</td>
<td>Recognise and promote reconciliation.</td>
<td>Manager Community Development</td>
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<td>Priority Progress Comments:</td>
<td>Council at its meeting on 23 September 2018 resolved to fly the Aboriginal flag at Council chambers subject to consultation with the Aboriginal land owners, Elders and communities. Both the La Perouse and Metropolitan Local Aboriginal Land Council’s have been contacted for feedback with a view to implementing the resolution as soon as possible. Staff have also finalised draft Aboriginal and Torres Strait Islander protocols which will also be sent to the LALC’s for feedback prior to formal reporting to Council. Both of these initiatives are considered important steps in recognising and respecting the Aboriginal culture and promoting reconciliation. Planning for Council’s annual Bush Tucker walk season is also underway with 6 walks planned between the months of October 2018 and March 2019 in Nielsen Park. Community Services staff attended ELGATSI meetings.</td>
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<td>1.4.2.1 Conduct Reconciliation and NAIDOC week activities.</td>
<td>In Progress</td>
<td>NAIDOC Week is celebrated in July each year and Reconciliation Week is in May. 2 activities were held to celebrate NAIDOC Week: ‘Because of Her, We Can’ on 5 July and an astronomy evening on 12 July, with both activities acknowledging the significant contribution Aboriginal and Torres Strait Islander women have had in empowering past generations and paving the way for generations to come.  * At the first activity 50 attendees heard from Professor Jaklin Troy and Artist Bibi Barba who spoke of the importance of their language, culture and tradition.  * At the astronomy evening approximately 100 attendees were guided by Kirsten Banks - a proud Wiradjuri woman and UNSW astrophysics student - on a journey to learn about Aboriginal astronomy and the cultural significance of the night sky. Woollahra Libraries also celebrated NAIDOC Week, incorporating Indigenous stories and themes into the regular Story Time</td>
<td>Manager Community Development</td>
<td>30/06/2019</td>
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30 October, 2018
## Quarterly Progress Report

**Actions** | **Status** | **Progress Comments** | **Responsible Person** | **Target Date** | **Comment Updated**
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- Woollahra Library at Double Bay engaged storyteller Kiran Shah to present an Indigenous Story Time session on 2 July, using Indigenous stories and finger plays to engage the young audience with 16 children and 10 adults attending.
- As part of school holiday program for primary school children, a NAIDOC Week Rain Forestation virtual reality session was held on 9 July. This interactive session offered exercises and respectful educational discussions about Aboriginal life pre 1788. In the Virtual Reality experience, local Indigenous Pamaqirri guides encouraged observation and learning about the fascinating dances in Tropical North Queensland. There were 40 people in attendance over two sessions.
### Quarterly Progress Report

**Theme:** Goal 2  
Community Well-being: A supported, enabled and resilient community.

**Strategy 2030:** 2.1  
Foster and build community partnerships and networks.

**Priority Progress Comments:**  
The Community Services Director met with the following to build networks and look to future partnerships: Bondi Beach Cottage, Jewish House, FACS, Dementia Australia, UNSW (The Big Anxiety Festival) and Mark Moran Group. Community Services Director is contributing to the SESLHD Board community partnerships meeting to collaborate to address social isolation across the health district.

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| 2.1.1.1 Provide grants to community organisations, groups or individuals to support community and cultural programs and activities. | Ongoing | During this quarter several recipients of Council’s 18/19 Community and Cultural grants program held their funded activity. *Almost 1,000 people attended The Friendship Walk held by the Friendship Circle on Sunday 26 August in support of young people with disabilities.*  
*Miroma launched their annual art exhibition featuring artwork by people living with disability on Thursday September 6. The Mayor, Clr. Peter Cavanagh spoke at the exhibition launch entitled New Encounters.*  
*The Music Ensemble Program hosted their music festival on Sunday 16th September at Rose Bay Secondary College. Around 1000 young people, families and community members attended.* | Manager Community Development | 30/06/2019 | |
| 2.1.1.2 Work collaboratively with others to support positive physical health and mental well being. | Ongoing | During this quarter:  
*Council partnered with headspace Bondi Junction and the Music Ensemble Program to have an RUOK? Day stall at the annual Bayfest Music festival held at Rose Bay Secondary College. The stall was manned by headspace youth representatives who interacted with the community spreading the message of RUOK? Day and promoting the headspace service as a point of contact for any young people who may need to connect into a mental health service. Over 1000 community members attended.*  
*A first draft dementia friendly communities action plan has been developed by staff and Council will be taking a lead on working in partnership with Holdsworth to ratify the plan. Dementia-related activities are likely to fall within the age friendly communities strategy that staff are currently researching.*  
*Council’s Community Safety Committee met on 16 August where the Double Bay promenade lighting and traffic signage in Kiaora* | Team Leader Community Development | 30/06/2019 | |
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| Lane were discussed. The Committee were provided with an update from Eastern Suburbs Police Area Command about recent isolated incidences of unsecured possession theft from unlocked cars and homes, and were informed about the CCTV Register that endeavours to establish an accurate, comprehensive database of the location of CCTV systems across NSW so that police are able to access footage for crime investigation purposes. The Committee also heard reports from Neighbourhood Groups, Sydney East Business Chamber, Eastern Suburbs Suicida Prevention Network and Council about crime/safety related issues.
* Staff also attended the Eastern Suburbs Precinct Committee meeting 9 August where the updated BOCSAR website was profiled. | Ongoing | * Council continues to contribute the ESDVN and has recently designed and formatted a DV services contact card on behalf of the Network.
* Staff attended the Dementia Friendly Advisory Committee auspiced by Holdsworth and subsequently advised that Council will in future coordinate this group and ratify Council's draft action plan.
* Staff also attended a workshop run by LGNSW to discuss how Councils might best report on the mandatory Disability Inclusion Action Plans.
* Staff attended the Eastern Suburbs Youth Services Network on 9th August which covered the topic of Co-morbidity: AOD and Mental Health.
* Council's Youth Services forum on 30 July hosted a representative from the NDIS to guest speak about the roll out and its impact on young people. 18 people attended.
* Council also hosted the Eastern Region Local Government Aboriginal and Torres Strait Islander Forum meeting on 10 August at Redleaf. | Manager Community Development | 30/06/2019 |  |
| 2.1.1.3 Work in partnership with community groups to support local initiatives. | Ongoing | Ongoing promotion of local community group activities through social media, the website, What's On Woollahra (where appropriate) and Service Listings. Domestic violence service card currently in graphic design on behalf of network. | Marketing & Projects Coordinator | 30/06/2019 |  |
### Quarterly Progress Report

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| 2.1.1.5 Develop partnerships with businesses, community and other groups to promote Woollahra Libraries, programs and services. | In Progress | The following partnerships were undertaken during Quarter 1, July to September, 2018:  
* All Library partnership agreements are up to date with a number due for renewal at the beginning of 2019.  
* A partnership continues with the Australian Shareholder’s Association, through the monthly use of the Library Event Space for public meetings on investing in the share market.  
* A partnership with the Sydney Science Festival enabled two events to be held at Woollahra Library at Double Bay. They included ‘The Science of Women’s Brain Health’ (17 August, 77 attendees) and ‘Speed Meet a Scientist’ (18 August, 36 attendees). | Library Community Programs Team Leader | 30/06/2019 | ![ ] |
| 2.1.1.6 Coordinate Library outreach programs. | In Progress | During Quarter 1 the Library coordinated the following Outreach programs:  
* A total of 667 primary students and 233 Preschool children attended all Libraries as part of Children’s Book Week in August 2018. Sessions involved dynamic story time sessions with shortlisted books presented by Library staff supported by related hands-on activities and crafts.  
* Two monthly Rhyme Time sessions were held at Holdsworth Community in July and September, 2018 with a total of 42 children and 42 adults attending.  
* Angels of the Bay Preschool (14 children and 2 adults), Kesser Torah Early Learning Centre (15 children and 2 adults) and Kindergarten from Double Bay Public School (56 children and 4 adults) attended Outreach sessions at Woollahra Library at Double Bay reaching 85 children in total. | Community Engagement Officer - Venues | 30/06/2019 | ![ ] |
### Quarterly Progress Report

**Strategy 2030:** 2.2 Provide support for vulnerable people.

**Priority:** 2.2.1 Collaborate with a range of services to provide support for vulnerable people.

**Priority Progress Comments:**
- 34 people attended ‘Building Resilience for a Happier Life’ on July 18 at Woollahra Council. The presenter was from The Resilience Doughnut.
- 18 people attended a two-day Mental Health First Aid course held in partnership with South East Sydney Local Health District on 30 and 31 August.
- 36 people attended ‘Your Brain Matters’, a presentation by a speaker from Dementia Australia as well as two local experts working in dementia on September 6.

The Eastern Suburbs Suicide Prevention Network hosted their annual suicide awareness walk on 16 September where they partnered with the Jewish Suicide Prevention Strategy as well as LIV/N. The event consisted of a guest speaker, live music and a BBQ run by Rotary. Approximately 50 people attended.

Council continues to liaise with Mission Beat when notified of a homeless person in the LGA – there was 1 homeless person reported this quarter) with appropriate follow up.

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<td>2.2.1.1 Investigate the provision of available supports for people experiencing domestic violence in Woollahra.</td>
<td>In Progress</td>
<td>Initial research into how best to support people experiencing domestic violence has commenced including liaison with regional service providers and the Eastern Suburbs Police Area Command Domestic Violence Liaison Team. Council continues to attend the Eastern Suburbs Domestic Violence Network and has designed and formatted a domestic violence service contacts card. Council will also be hosting the Respectful Relationships Breakfast in partnership with CoSIES (community of schools in the eastern suburbs) on 27 November at Blackburn Gardens.</td>
<td>Team Leader Community Development</td>
<td>30/06/2019</td>
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**Quarterly Progress Report**

**Strategy 2030:** 2.3  Plan for the needs and aspirations of families.

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<th>Priority</th>
<th>2.3.1</th>
<th><strong>Encourage and promote services and support for families with young children</strong></th>
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**Priority Progress Comments:**
A report was presented to Council’s Finance and Community Services committee meeting on 3 September providing an update on child care needs including the supply of child care places across the Woollahra Municipality. According to the ABS census, in 2016 there were 3,180 children aged 0-5 years across the Woollahra LGA. In July 2018, there are 1374 child care places (not including 55 places at Sir Philip Baxter child care centre which is slated for closure at the end of 2018). Measuring supply against the benchmark of 0.44 places per child, there is a current (July 2018) gap of 25 child care places across the Woollahra LGA.

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| 2.3.1.1 | Manage the Woollahra Preschool Service | In Progress  
Highlights at Woollahra Preschool this quarter included:  
* A 2 week Hatch and Grow Duckling Program and Bollykids – Indian dance and songs.  
* Excursions including visits to Woollahra Library at Double Bay, a bus trip to the Australian Wildlife Park and walking excursions to Double Bay Public to view performance of their school musical.  
* Father’s Day Breakfasts for each group which were well attended by most fathers and grandfathers.  
The 2019 enrolment intake and interviews with each family to commence building a rapport.  
* A Parent Survey which was completed by 50 families.  
* Celebrations for the 70th anniversary of the stone laying of the Hugh Latimer Building which houses the Preschool, with a well-attended our Parent Advisory Committee party at the Royal Oak Hotel for all parents to acknowledge their support and contribution to the preschool. | Manager Community Development | 30/06/2019 | ✔️             |
## Quarterly Progress Report

### Strategy 2030:

| 2.4 | Encourage independent living. |

### Priority: 2.4.1

Provide and deliver services for socially isolated people with disability.

**Priority Progress Comments:**
- During this quarter Council allocated community grants to:
  - Bike East - towards the purchase of a trishaw, to enable BIKEast to offer a Cycling Without Age Program, connecting residents of care homes with voluntary 'pilots' to go for rides around their community.
  - COA Sydney - to support fortnightly bus trips for seniors with significant mobility issues.
  - Inala (Miroma) for the annual Miroma Art Exhibition which showcases the creative talents of individuals with disabilities living in the Eastern Suburbs.
  - Little Heroes Swim Academy - for an aquatic wheelchair to support a Learn to Swim program for young people with a disability living in the Woollahra area.
  - A Unique Hug - to enable members of the community come together to knit items for vulnerable and socially isolated people.

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<tr>
<td>2.4.1.1</td>
<td>Monitor actions and outcomes of Council's Disability Inclusion Action Plan and develop ongoing strategies to support the achievement of outcomes.</td>
<td>Ongoing</td>
<td>* Woollahra Preschool inclusion Support program continues including the employment of a early childhood qualified Inclusion Support Teacher and reduced fees for children with identified additional support needs. * Accessibility features of all 3 Library Service points are listed on the General Library brochures and a list of accessible features at our hire venues, where applicable, is included in the Venue Hire brochure. Hearing loop information is included for Community Development event promotional material where it is available (ie those held in event spaces A and B in the library or the Thornton Room) Accessibility features will be included on future Library promotional material. * Access and inclusion guidelines for community and cultural events document is in early draft stage, awaiting venue accessibility audit to inform the guidelines.</td>
<td>Manager Community Development</td>
<td>30/06/2019</td>
</tr>
<tr>
<td>2.4.1.2</td>
<td>Provide a dynamic Home Library Service</td>
<td>In Progress</td>
<td>During Quarter 1 the Home Library Service provided deliveries to 268 active members, compared to 189 members in Quarter 1 in 2017. This reflects a membership increase of 42%. A total of 4,016 items were loaned this quarter compared to 2,567 loans in the previous year. This represents an increase of 56%. To support this service 12 Library volunteers have assisted in the selection and delivery of Library materials to Home Library members.</td>
<td>Library Community Programs Team Leader</td>
<td>30/06/2019</td>
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## Quarterly Progress Report

### September 2018

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<tr>
<td>The Home Library Service commenced the Digi-Lit Accessibility Scheme where six android tablets were loaned to members with Library eResources and are a useful tool to teach digital literacy to the elderly. Interest in the Scheme has been greater than anticipated and there are plans to extend the Scheme with additional tablets in 2019. To reduce social isolation of older members of the Woollahra community, a Mad Hatter’s Lunch was held on September 6, 2018 with 55 Home Library members, plus carers attending the event and enjoying a pleasant afternoon with music provided by vocalist Len Mahemoff and pianist Shirley Politzer. The Community Engagement Officer - Home Library has also visited two nursing homes (Goodwin Village and Beresford Hall) as guest speaker discussing lifelong learning, technology and the Home Library Service. The Holdsworth Centre’s ‘Music and Movies Group’ visited the Library on July 31, 2018 and enjoyed afternoon tea whilst watching ‘Titanic’ followed by a discussion for 17 individuals plus 5 carers. This is a partnership arrangement which occurs on a quarterly basis. An additional partnership with Holdsworth has been established through a new Book Club based at their Centre which is supported by the Library through Book Club kits. Grant applications were submitted for Tech Savvy Seniors and the Seniors Festival which plan to be held from February 2019.</td>
<td>Library Community Programs Team Leader</td>
<td>30/06/2019</td>
<td>✔️</td>
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2.4.1.3 Implement the outcomes of the Library’s Seniors Strategy.  

In Progress  
The draft Library’s Seniors Strategy has been reviewed by Library management during Quarter 1. This will form part of the new Library Strategic Plan.
### Quarterly Progress Report

**September 2018**

**THEME:** Goal 3  
**COMMUNITY WELL-BEING:** A creative and vibrant community.

**Strategy 2030:** 3.1  
Provide innovative library services.

<table>
<thead>
<tr>
<th>Priority</th>
<th>3.1.1</th>
<th>Respond to new opportunities in the delivery of high quality and innovative libraries.</th>
</tr>
</thead>
</table>

**Priority Progress Comments:**
A tender brief has been written for the development of the next 5 year Library Strategic Plan. It is anticipated that the Plan will be finalised by the end of the financial year. The Library collection continues to be well used with an increase in circulation of 3% this quarter, compared to the same period in 2017.

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| 3.1.1.1 Be proactive in the delivery of the Library collection across the Library network and in accordance with the Library Collection Development policy and Collection plan. | In Progress | During Quarter 1 the following actions were undertaken across the library network to ensure the delivery of a highly used collection, in accordance with the Library Collection Development Policy and Collection Plan:  
  
  * Specifications for Selection 2018-2019 comprising of revised profiles, standing orders and budget allocations were sent to vendors for the new financial year.  
  * Monthly feedback meetings are held with vendors James Bennett and Elain to ensure that selection of new resources meets current demand, budget and is in accordance with the Collection Development Policy.  
  * The annual review of periodical subscriptions for both hard copy and eMagazines was completed in September 2018 for the coming year.  
  * The Quick Browse Collection at Woollahra Library at Double bay has been continually weeded and evaluated against performance, with multiple copies of popular items being added on a weekly basis.  
  * Total Library circulation across all formats recorded 169,510 loans for Quarter 1 compared to 163,842 loans for the same period in 2017, showing an increase of 3%.  
  * The eResource Collection continues to be popular with a total of 12,730 downloads recorded across all eResource platforms                                                                 | Library Resource Management Team Leader | 30/06/2019 |                |
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<td>compared to 8,529 downloads for the same period last year, showing an increase of 49%. This represents 8% of the total Library circulation.</td>
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<td>* There were 130,395 searches performed on the Library's online databases during the quarter. An increase of 15% from the same period last year (112,811 searches). The popular databases were literature (Book Index with Reviews, Novelist and Libraries Australia) and family history (Ancestry, Find My Past).</td>
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<tr>
<td>3.1.1.2 Implement the recommendations of the Library Strategic Plan.</td>
<td>In Progress</td>
<td>The tender brief for the Library Strategic plan, 2019-2024 has been completed and will be distributed to experienced Library consultants in Quarter 2.</td>
<td>Manager Library &amp; Information Services</td>
<td>30/06/2019</td>
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Quarterly Progress Report

Strategy 2030: 3.2 Preserve and promote local history, including Indigenous history

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<tr>
<th>Priority</th>
<th>3.2.1 Collect local history information and ensure accessibility to the public.</th>
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<tr>
<td>Priority Progress Comments:</td>
<td>Since the re-inclusion of the Local History collection into the new Woollahra Library at Double Bay, there has been a significant increase in awareness and usage of Local History resources. This collection is now available 7 days per week and with the ongoing development of the Local History Digital Archive, many parts of the collection are becoming available 24/7. Local History staff have introduced a service where they are available for 20 minute consultation sessions, between 10am to 12noon Monday to Friday and 10am to 1pm on Saturdays. The Library also holds monthly ‘Discover your Local History’ sessions as well as history walks of the local area, which are held in Spring and Autumn. The Woollahra Council Plaques Scheme continues to be a successful Council initiative.</td>
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<td>Responsible Person:</td>
<td>Manager Library &amp; Information Services</td>
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| 3.2.1.1 Deliver the Local History program. | In Progress | During Quarter 1 the Local History program delivered the following:  
* A total of 87 requests were received by Local History staff – either by providing assistance to researchers who were visiting the Library in person (18) or by undertaking research (69).  
* Three walking tours were conducted in Watsons Bay as part of History Week 2018 from 1 to 9 September 2018. They were based on the theme ‘Life and death’ with 44 people attending.  
* The ‘Discover Your Local History’ program included an author talk with Andrew Thn discussing William Charles Wentworth (5 July - 39 attendees); a Family History workshop with Danielle Lautrec from the Society of Australian Genealogists (2 August - 12 attendees) and a History Council sponsored speaker, Dr Rachel Franks examined the literature of True Crime (6 September - 15 attendees). | Library Community Programs Team Leader | 30/06/2019 | |
| 3.2.1.2 Ensure accessibility and preservation of the Local History collection. | In Progress | During Quarter 1 the following actions were taken to further develop the Local History Digital Archive as detailed below. The Archive is a database which currently provides access to photographs and other historic Council documents including building and development applications.  
* 8,566 searches were made on the Local History webpage with 439 searches on the Local History Digital Archive and 515 searches performed on the Council Minutes database compared | Library Community Programs Team Leader | 30/06/2019 | |
### Quarterly Progress Report

**September 2018**

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<td>to the same period last year of 7,584 searches on the Local History webpage with 399 searches on the Local History Digital archive and 780 searches performed on the Council Minutes database.</td>
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<td>* 655 catalogue records were added to the Local History Digital Archive. These were primarily the Woollahra Municipal Council Building Register which is now searchable by year and Building Application number. Volunteers have listed and sorted a further 535 Local History Research Files, in preparation for scanning, and performed a quality check on scanned files.</td>
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<td>* The Local History Digital Archive was demonstrated to customers requesting research assistance and highlighted in four 'Local History Sessions' series reaching 16 members of the public. The Archive was also demonstrated in staff training during July and August 2018.</td>
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<td>* A photographic exhibition titled 'Reflections on Rose Bay' celebrating people and places from Rose Bay's past was hung on level 3 of Woollahra Library at Double Bay during the quarter.</td>
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<td>3.2.1.3</td>
<td>In Progress</td>
<td>The Woollahra Council Plaque Scheme is a successful initiative which continues to be well received by the community. A plaque for Peter Sculthorpe AO MBE OBE (Australian Composer, Emeritus Professor of Composition University of Sydney) was unveiled on 8 August 2018 with 51 attendees.</td>
<td>Library Community Programs Team Leader</td>
<td>30/06/2019</td>
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## Quarterly Progress Report

### Strategy 2030: 3.3
Lead, celebrate and recognise the creativity and vibrancy of our community.

### Priority: 3.3.1
Lead, produce and promote community cultural programs and celebrations.

**Priority Progress Comments:**
A focus of work this year has been to move existing programs along the engagement spectrum to incorporate more engagement and collaboration. As well as a full annual program of community cultural programs and celebrations, this year the library and cultural services were successful in receiving a Grandparents Day grant to run intergenerational cultural programs.

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| 3.3.1.1 Deliver Woollahra Libraries community cultural program. | In Progress | During Quarter 1 the following initiatives were undertaken:  
* Planning for Poets Picnic 2019 is underway. This will be a special event as we celebrate the 30th anniversary of the Poets Picnic.  
* Two Culture Vulture events were held at Woollahra Library at Double Bay. The Double Bay Australian Slam Poetry heat was held on 5 September 2018 with 44 people attending including students from Cranbrook School and adults who had travelled across Sydney for the event. 12 people performed as part of the Slam with two entrants carrying onto the NSW State final. A second Culture Vulture was held 27 September 2018, with a performance by Alisa Piper and Tony Doherty celebrating famous extracts of correspondence. 60 attendees. | Library Community Programs Team Leader | 30/06/2019 |                |
<p>| 3.3.1.2 Review and deliver the Woollahra Digital Literary Award. | Not commenced | Planning for the 2019 Woollahra Digital Literary Award will commence in October 2018 with the appointment of new judges and a Call for Entries from December 2018 to February 2019. | Library Community Programs Team Leader | 30/06/2019 |                |
| 3.3.1.3 Lead, produce and promote the Woollahra Small Sculpture Prize. | In Progress | Preselction of 48 finalists from 666 entries occurred in July. Finalists were announced to media in August and preparation for the October launch began. | Cultural Development Coordinator | 30/06/2019 |                |
| 3.3.1.4 Lead, produce and promote the annual Youth Photographic Award and Short Film Prize. | In Progress | The 2018 Youth Photographic Award and Short Film Prize closed for entries on 10 August. 360 photographic entries and 25 short films were submitted and the photography judge and short film judge viewed and selected the winners by the end of August. The awards night was held on 13 September at the Woollahra Library in Double Bay with approximately 80 guests attending. The exhibition was on view until 23 September. | Public Art Coordinator | 30/06/2019 |                |</p>
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<tr>
<td>3.3.1.5 Develop and implement a community gallery program for St Brigid's community art gallery.</td>
<td>Not commenced</td>
<td>Awaiting the development of the art gallery.</td>
<td>Director Community Services</td>
<td>30/06/2019</td>
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</table>
## Quarterly Progress Report

### Strategy 2030: 3.4
Initiate, support and promote accessible arts, artists and cultural development.

### Priority: 3.4.1
Produce and support innovative and creative initiatives reflective of the community’s arts/cultural aspirations.

#### Priority Progress Comments:
Projects of the 2018 Artist in Residence Program continued through July to September 2018. The 2018 Artist in Residence Program guidelines were reviewed and a call for submissions will be issued in 2019.

The 2018 Youth Photographic Award and Short Film Prize exhibition was on view at the Woollahra Library at Double Bay, 14 - 23 September 2018. Three hundred and sixty photographic entries and 25 short films were submitted to the competition. Two photography workshops were held in relation to the Award.

The first quarter ‘Pop Up Posters Paddington’ exhibition of eight artworks was on view until end August 2018. This was followed by the second quarter exhibition of eight new artworks on view from September 2018 to end of November 2018.

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<tr>
<td>3.4.1.1 Coordinate and implement the installation of public art and public art opportunities across the LGA.</td>
<td>Ongoing</td>
<td>The Lyne Park artwork commission proceeded in this quarter and was completed by the end of August 2018. The commissioned artwork Embark was successfully produced and subsequently installed on site in Lyne Park, Rose Bay.</td>
<td>Public Art Coordinator</td>
<td>30/06/2019</td>
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<td>3.4.1.2 Implement the annual Pop Up Poster Program.</td>
<td>In Progress</td>
<td>The Pop Up Posters Program 2018/19 was launched in April 2018. A total of more than 120 design submissions were received and the selection panel (consisting of Cultural Development staff, Cultural Committee members and Library staff) selected 24 designs to be apart of the three different periods of exhibitions, from 1 June - 31 Aug, 1 Sep - 30 November and 1 December - 28 February 2019. The selected artwork designs will be on view at the Paddington Library.</td>
<td>Public Art Coordinator</td>
<td>30/06/2019</td>
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<tr>
<td>3.4.1.3 Implement the annual Traffic Signal Box Program.</td>
<td>Not commenced</td>
<td>The 2018 Traffic Signal Box Project was completed by May 2018. The next Traffic Signal Box Project will not be commenced until the last quarter of 2018 (November/December 2018).</td>
<td>Public Art Coordinator</td>
<td>30/06/2019</td>
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<td>3.4.1.4 Implement the mural program.</td>
<td>Ongoing</td>
<td>Artist Ignacio Querejeta was selected to paint his mural “In the Park” on the amenities block at Robertson Park, Watsons Bay. The mural is part of the Up the Wall Project which has been an initiative that is advised on by the Cultural Committee. In the Park best responded to the mural brief and is an abstracted combination of Australian birds, foliage and Eucalyptus blossoms</td>
<td>Cultural Development Coordinator</td>
<td>30/06/2019</td>
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30 October, 2018
### Quarterly Progress Report

**Actions** | **Status** | **Progress Comments** | **Responsible Person** | **Target Date** | **Comment Updated**
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3.4.1.5 Implement cultural initiatives identified in the Double Bay Place Plan and the Oxford Street Place Plan. | Ongoing | The Cultural Development Coordinator represents the Community Services Division on the Placemaking Team and participated in the assessment of Placemaking Grants in July. An artist EOI for the Perry Lane Art Project was circulated through the Department’s cultural networks in August. | Cultural Development Coordinator | 30/06/2019 | 🔗

### Priority: 3.4.2 Work in partnership with artists and arts/cultural organisations.

**Priority Progress Comments:**
The preselection of 48 finalists from 688 entries for the 2018 Woollahra Small Sculpture Prize occurred in July 2018. The innovative submissions – each for a freestanding sculpture of up to 80cm in any dimension – were selected by a judging panel comprised of Australian arts administrator Michael Lynch AO CBE and Director of independent art advisory LoveArt, Amanda Love.
The exhibition of finalists will be launched in the Thornton Room, from 6pm on Friday 19 October 2018 and will be accompanied by a community program of talks and workshops. Groups including schools have been invited to attend the exhibition.

**Actions** | **Status** | **Progress Comments** | **Responsible Person** | **Target Date** | **Comment Updated**
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3.4.2.1 Implement an annual Artist in Residence Program for the Woollahra area and facilitate completion of the artists’ community engagement projects. | Not commenced | The 2019 Artist in Residence Application form was updated ready for circulation in October 2018. Current resident artists continued with their studio practice. Tomas Prego held a successful open studio event at EJ Ward Paddington Community Centre in July. | Cultural Development Coordinator | 30/06/2019 | 🔗
3.4.2.2 Support, promote and implement cultural initiatives identified through local partnerships. | Not commenced | The preselection of 48 finalists from 688 entries for the 2018 Woollahra Small Sculpture Prize occurred in July 2018. The exhibition of finalists will be launched in the Thornton Room, from 6pm on Friday 19 October 2018 and will be accompanied by a community program of talks and workshops. Groups including schools have been invited to attend the exhibition. | Cultural Development Coordinator | 30/06/2019 | 🔗

30 October, 2018
# Quarterly Progress Report

**Theme:** Goal 5  
**Quality Places and Spaces:** Liveable places.

**Strategy 2030:** 5.1  
Enhance local community, cultural and recreation facilities to become more attractive, integrated, and accessible.

**Priority:** 5.1.1  
Plan for community, cultural and recreational facilities to ensure they reflect community needs and aspirations.

### Priority Progress Comments:

A review of playgrounds, recreational needs, community facilities, and libraries will begin soon. The development of the art gallery at St Brigid’s has been delayed pending decisions about the location of the lift.

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<tr>
<td>5.1.1.1 Progress planning for a community centre in Rose Bay within the Rose Bay car parks project</td>
<td>Not commenced</td>
<td>A Planning Proposal is being prepared for the redevelopment of both the Ian St and Wilberforce Ave car parks. A 750m2 community centre is included in the proposal.</td>
<td>Manager Community Development</td>
<td>30/06/2019</td>
<td><img src="image1" alt=" " /></td>
</tr>
<tr>
<td>5.1.1.2 Plan and implement a community art gallery at St Brigid's as part of the redevelopment of the whole facility</td>
<td>Not commenced</td>
<td>This project has been delayed. Options regarding the location of the external lift will be considered by the Strategic and Corporate Committee of Council on 29 October 2018.</td>
<td>Director Community Services</td>
<td>30/06/2019</td>
<td><img src="image2" alt=" " /></td>
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<tr>
<td>5.1.1.3 Complete the second phase of the St Brigid's redevelopment into a community art gallery and cafe/restaurant/hospitality space</td>
<td>Works Delayed</td>
<td>Project delayed. Options regarding the location of the external lift to be considered by the Strategic &amp; Corporate Committee of Council on 29 October 2018. Subject to the outcome of this meeting a new DA will be submitted later this year.</td>
<td>Manager Property &amp; Projects</td>
<td>30/06/2019</td>
<td><img src="image3" alt=" " /></td>
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<tr>
<td>5.1.1.4 Conduct research to develop a Community Facilities Strategy</td>
<td>Not commenced</td>
<td>A brief for consultants to undertake this work is being developed and we plan to present the findings to Council by 30 June 2019.</td>
<td>Manager Community Development</td>
<td>30/06/2019</td>
<td><img src="image4" alt=" " /></td>
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<tr>
<td>5.1.1.5 Plan and implement a community art gallery at St Brigid's as part of the redevelopment of the whole facility</td>
<td>Not commenced</td>
<td>Awaiting the development of the art gallery.</td>
<td>Director Community Services</td>
<td>30/06/2019</td>
<td><img src="image5" alt=" " /></td>
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<tr>
<td>5.1.1.6 Complete review of the Recreational Needs Analysis</td>
<td>Works</td>
<td>We are currently reviewing the previous consultants work in 2016 on the Review of the Recreational Needs Analysis. Once this is complete we will continue with it's review and undertake the relevant community consultation to ensure currency. The review</td>
<td>Manager Open Space and Trees</td>
<td>30/06/2019</td>
<td><img src="image6" alt=" " /></td>
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## Quarterly Progress Report September 2018

### Actions

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<tr>
<th>Priority</th>
<th>Consider issues of access and disability in all designs for infrastructure renewal.</th>
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<tr>
<td>Priority Progress Comments:</td>
<td>Access and disability is considered in designs for all infrastructure renewal projects. Australian Standards, Council’s Infrastructure Specifications and the Disability Discrimination Act is taken into consideration during the planning and design phase of all projects.</td>
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<tr>
<td>5.1.2.2 During development of the project brief and detailed design for all infrastructure renewal projects, ensure the following DDA compliant standards are used:</td>
<td>Works Commenced</td>
<td>This is a standard requirement for all Engineering Services Projects. Designs are prepared by suitably qualified and experienced designers and endorsed by Council’s Engineers.</td>
<td>Manager Engineering Services</td>
<td>30/06/2019</td>
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### Priority: 5.1.3 Implement a prioritised program of capital improvements to community and recreation facilities.

| Priority Progress Comments: | Budgeted capital works are undertaken in a timely manner, within budget and to a high standard. | Responsible Person: Manager Property & Projects |

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**30 October, 2018**
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| 5.1.3.6 Implement programs of capital improvements for community & recreation facilities as approved by Council in the 2018/19 Capital Budget. Significant projects in 2018/19 include:  
  - Drill Hall, Sir David Martin Reserve, major fire services upgrade and external restoration works  
  - Gyunyah, internal refurbishment  
  - Cooper Park tennis building painting  
  - Rose Bay Cottage, internal refurbishment  
  - Christison Park Grandstand, external painting | In Progress  
  Program commenced. Specific project updates provided separately in the Capital Works report. | Manager Property & Projects | 30/06/2019 |
## Quarterly Progress Report

### Strategy 2030: 5.2
Provide and maintain safe, clean, serviceable public infrastructure including roads, footpaths, bicycle facilities, parks, open spaces, stormwater drains and seawalls.

<table>
<thead>
<tr>
<th>Priority Progress Comments</th>
<th>Responsible Person</th>
<th>Target Date</th>
<th>Comment Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.2.1</strong> Implement the infrastructure maintenance programs for all classes of public infrastructure.</td>
<td>Manager Civil Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.1.1 Implement the infrastructure maintenance programs including restoration following utility works.</td>
<td>Ongoing</td>
<td>Asset inspections are maintained in accordance with set schedules. Full time asset inspection officer employed and undertaking suburb by suburb detailed infrastructure inspections including utility works identifying 230 defects within the first quarter.</td>
<td>Civil Works Coordinator</td>
</tr>
<tr>
<td>5.2.1.2 Undertake scheduled maintenance and cleaning of stormwater pits and pipes, and stormwater quality improvement devices.</td>
<td>Not commenced</td>
<td>Storm water pits and GPT's are maintained in accordance with set schedules. Stormwater pits - last quarter total of recorded waste tonnage is 21.45 ton GPT - last quarter total of recorded waste tonnage is 40.00 ton. Total of 181.45 tonnes.</td>
<td>Civil Works Coordinator</td>
</tr>
<tr>
<td>5.2.1.3 Undertake scheduled cleaning of smart poles, parking meters and new paved areas within all business centres and cleaning of porous inlets in Rose Bay.</td>
<td>In Progress</td>
<td>All smart poles were pressure cleaned July 2018 and are cleaned 3 times a year. Parking meters are cleaned weekly. The inlets are cleaned each year.</td>
<td>Business Centres &amp; Street Cleaning Coordinator</td>
</tr>
</tbody>
</table>

### Priority: 5.2.2
Undertake regular reviews of street lighting.

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<tr>
<th>Priority Progress Comments</th>
<th>Responsible Person</th>
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<tbody>
<tr>
<td>Street lighting reviews are prioritised and undertaken regularly by Council’s Engineers. Faulty streetlights are reported to Ausgrid and/or Council’s Electrical contractors for urgent repair.</td>
<td>Manager Engineering Services</td>
<td></td>
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</tr>
</tbody>
</table>

30 October, 2018
### Quarterly Progress Report

**Strategy 2030:** 5.3 Provide attractive, accessible, connected and safe parks, sportgrounds, foreshore areas and other public spaces.

#### Priority: 5.3.1 Ensure Plans of Management for public open spaces are updated periodically and reflect community needs and aspirations.

**Priority Progress Comments:**
Sir David Martin Reserve Plan of Management is currently being reviewed. All internal stakeholders have been consulted with. The next phase will be community consultation.

**Responsible Person:** Manager Open Space and Trees

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<tr>
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</thead>
<tbody>
<tr>
<td>5.3.1.1 Update and finalise the Plan of Management for Sir David Martin Reserve.</td>
<td>Works Commenced</td>
<td>The Sir David Martin Reserve Plan of Management is currently under review. All internal stakeholders have been consulted and the next step is to undertake community consultation.</td>
<td>Team Leader Open Space &amp; Rec Planning</td>
<td>30/06/2019</td>
<td></td>
</tr>
<tr>
<td>5.3.1.2 Finalise the Recreational Needs Analysis and advertise to the community.</td>
<td>Works Commenced</td>
<td>The Recreational Needs analysis is currently under review. We had previously sought public comment and need to ascertain whether the information gathered from this process is still valid. The work out of the playground strategy will also provide components of this analysis.</td>
<td>Team Leader Open Space &amp; Rec Planning</td>
<td>30/06/2019</td>
<td></td>
</tr>
<tr>
<td>5.3.1.3 Identify accessible parks, amenities and public spaces throughout the Municipality.</td>
<td>Ongoing</td>
<td>We promote and identify accessible parks via Council’s website. We also manage events such as New Years Eve and include information that relates to accessibility and where possible include infrastructure that assists people with mobility issues for eg. accessible toilets at Yarranabbe Park Vantage point.</td>
<td>Manager Open Space and Trees</td>
<td>30/06/2019</td>
<td></td>
</tr>
<tr>
<td>5.3.1.4 Program works to increase accessibility of parks, amenities and public spaces</td>
<td>Ongoing</td>
<td>We continue to implement upgrades to park facilities to increase accessibility for all. An example of upcoming projects include the upgrade to Parsely Bay Playground where we have included accessible footpaths and equipment.</td>
<td>Team Leader Open Space &amp; Rec Planning</td>
<td>30/06/2019</td>
<td></td>
</tr>
<tr>
<td>5.3.1.5 Publicise accessibility of parks, amenities and public spaces</td>
<td>Ongoing</td>
<td>Communications has coordinated content and image updates from both the Property &amp; Projects Team and Open Space Team to improve information available on our website featuring these locations. Extensive communications support offered during these recent projects: Watsons Bay Capital Works upgrades, Guilfoyle Park, the proposed Rushcutters Bay Youth Recreation Area and the upgrade of the Parsely Bay Playground.</td>
<td>Manager Communications</td>
<td>30/06/2019</td>
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</table>
## Quarterly Progress Report

### Priority: 5.3.2 Implement a prioritised program of capital improvements to public open spaces.

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<tbody>
<tr>
<td>5.3.2.2 Implement the funded Public Open Space Capital Works Program in line with Parks Asset Management Plan.</td>
<td>Ongoing</td>
<td>The asset management plan and register of park assets are used to implement the public open space capital works program. Specific project updates are provided separately in the Capital Works report.</td>
<td>Manager Open Space and Trees</td>
<td>30/06/2019</td>
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</table>

### Priority: 5.3.3 Continue improvement program for horticultural sites in business centres.

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<tbody>
<tr>
<td>5.3.3.1 Implement maintenance programs with up to date schedules to ensure proper servicing and improvement for public open spaces.</td>
<td>Ongoing</td>
<td>The Summer Maintenance Schedule is well underway. During Summer, sites are maintained more regularly to help address the rapid grass and weed growth.</td>
<td>Coordinator Assets &amp; Parks Maintenance</td>
<td>30/06/2019</td>
<td></td>
</tr>
<tr>
<td>5.3.3.2 Improve the Business Centres horticultural sites through the municipality</td>
<td>Ongoing</td>
<td>The Double Bay Business Centre Planter Pots have been replanted with Flowers for the Spring/Summer season. Open Space is currently looking at improvements for the Oxford St Planter Pots.</td>
<td>Coordinator Assets &amp; Parks Maintenance</td>
<td>30/06/2019</td>
<td></td>
</tr>
</tbody>
</table>

### Priority: 5.3.4 Support and promote public safety in public open spaces through local law enforcement officers.

| Priority Progress Comments: Rangers undertake routine patrols throughout the LGA, in addition to responding to customer requests. | Responsible Person: Manager Compliance |

### Priority: 5.3.5 Provide lifeguard services to Camp Cove Beach.

| Priority Progress Comments: Life guard services not provided during 1st quarter. Service commences at Camp Cove only on the last weekend in October 2018. | Responsible Person: Manager Compliance |
## Quarterly Progress Report

**Strategy 2030: 5.4**  
Protect trees, streetscapes and landscapes.

### Priority: 5.4.1
Implement adopted policy for public and private tree management throughout Woollahra.

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<tbody>
<tr>
<td>5.4.1.1 Tree asset inspections to include live data capabilities to improve tree data collection.</td>
<td>Ongoing</td>
<td>The tree database software upgrade has been implemented. We are currently commissioning a contractor to utilise this new software to undertake a review of all Council's street trees.</td>
<td>Coordinator Tree Maintenance</td>
<td>30/06/2019</td>
<td></td>
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</tbody>
</table>
| 5.4.1.2 Participate in urban tree canopy project to be undertaken by Office of Environment & Heritage | Ongoing | The Environmental Planning committee resolved on 7 May 2018:  
A. That Council note the Woollahra LGA has a relatively good canopy cover as specified in the 2020 Vision Where Should All the Trees Go study by RMIT University through the NSW State Government.  
B. That we note the works commissioned later this year by the NSW Office of Environment and Heritage to undertake canopy mapping for metro Sydney which includes Woollahra.  
Once this is available, staff review the information and, where possible, include in Council's tree replacement strategies.  
C. Following the review of the canopy mapping as outlined in Recommendation B, prepare a further report detailing an approach to an Urban Forest Strategy including detailed cost estimates.  
Staff are actively involved in this project and when all the required information of the urban tree mapping has been made available will be presenting a follow up report to Council. | Coordinator Tree Maintenance | 30/06/2019  |                |
<table>
<thead>
<tr>
<th>Strategy 2030:</th>
<th>5.5</th>
<th>Enhance the physical environment of our local suburbs, neighbourhoods and town centres.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority: 5.5.1</td>
<td>Maintain and improve accessibility to public places for all user groups.</td>
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<tr>
<td>Priority Progress Comments:</td>
<td>Staff have had input into the accessibility document prepared by Council’s Community Services team. Planning for Capital Improvements always take accessibility into consideration.</td>
<td></td>
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<tr>
<td>Responsible Person:</td>
<td>Manager Open Space and Trees</td>
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</table>

30 October, 2018
### Quarterly Progress Report

#### Strategy 2030: 5.6 Reduce impacts of local flooding and improve floodplain risk management.

#### Priority: 5.6.1 Develop and implement a five year capital renewal program for stormwater drainage infrastructure and Environmental Works Program for water quality improvements.

**Priority Progress Comments:**
Stormwater Drainage Infrastructure Program has been developed and is based on various Council Flood Studies and Flood Risk Management Studies and Plans.

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<tbody>
<tr>
<td>5.6.1.2 Implement the Stormwater Capital Works Program as approved by Council in the 2018/19 Capital Budget. Significant projects in 2018/19 include:  - Cecil Street Paddington – flood mitigation measures  - Boronia Road Bellevue Hill – pipe upgrade  - Watsons Bay diversion wall  - Elizabeth Street Paddington – stormwater upgrade.</td>
<td>In Progress</td>
<td>This program is underway and all projects approved by Council in the 2018/19 Delivery Program are in investigation, planning, design, procurement or construction phase. For details on individual projects, please refer to specific Stormwater Capital Works project updates.</td>
<td>Manager Engineering Services</td>
<td>30/06/2019</td>
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</table>

#### Priority: 5.6.2 Develop a Floodplain Risk Management Plan for the various catchments in Woollahra.

**Priority Progress Comments:**
Floodplain Risk Management Plans are progressively being developed for various catchments within the Woollahra Municipality. Once these Floodplain Risk Management Plans have are completed they are referred to the Woollahra Flood Risk Management Committee and Council’s Environmental Planning Committee for adoption.

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<tbody>
<tr>
<td>5.6.2.2 Progressively complete Flood Risk Management Plans for all catchments in Woollahra and refer to the Floodplain Risk Management Committee for Council adoption.</td>
<td>Ongoing</td>
<td>Floodplain Risk Management Plans are progressively being developed for various catchments within the Woollahra Municipality. Once these Floodplain Risk Management Plans have are completed they are referred to the Woollahra Flood Risk Management Committee and Council’s Environmental Planning Committee for adoption.</td>
<td>Manager Engineering Services</td>
<td>30/06/2019</td>
<td></td>
</tr>
</tbody>
</table>
## Quarterly Progress Report

### September 2018

#### Strategy 2030: 5.7
Renew and upgrade ageing infrastructure including roads, footpaths, stormwater drains and seawalls.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Priority Progress Comments</th>
<th>Responsible Person</th>
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<tbody>
<tr>
<td>5.7.1</td>
<td>Complete annual condition surveys and prepare 5 year and annual Capital Works Program for all classes of public infrastructure.</td>
<td>Manager Engineering Services</td>
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</tbody>
</table>

#### Priority: 5.7.2
Implement the infrastructure Capital Works Programs for renewal for all classes of public infrastructure.

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<tr>
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<tbody>
<tr>
<td>5.7.2.23 Implement the Infrastructure renewal Capital Works Program as approved by Council in the 2018/19 Capital Budget. Highlights in 2018/19 include: - Carriotta Road Double Bay – road pavement and kerb &amp; gutter works - Bunna Place Woollahra – road reconstruction and kerb &amp; gutter works - Russell Street Vaucluse – road pavement, kerb &amp; gutter and footpath works - Marine Parade Watsons Bay – seawall and pathway reconstruction In Progress</td>
<td>This program is underway and all projects approved by Council in the 2018/19 Delivery Program are in investigation, planning, design, procurement or construction phase. For details on individual projects, please refer to specific Capital Works project updates.</td>
<td>Manager Engineering Services</td>
<td>30/06/2019</td>
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</tbody>
</table>

**30 October, 2018**
### Quarterly Progress Report

**Theme: Goal 6**

**Quality Places and Spaces: Getting Around.**

**Strategy 2030:**

6.1 Facilitate an improved network of accessible and safe alternate transport options.

**Priority: 6.1.1**

Provide for sustainable, safe convenient and efficient local movement of pedestrians and vehicles.

**Priority Progress Comments:**
Council’s transport networks are reviewed on an on-going basis to ensure that they provide for the sustainable, safe and convenient movement of people and vehicles. The Woollahra Integrated Transport Strategy is currently being developed and will consider the provision of safe and efficient transport networks.

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</thead>
<tbody>
<tr>
<td>6.1.1.1 Implement projects arising from recommendations of the Woollahra Local Traffic Committee (LTC).</td>
<td>Ongoing</td>
<td>The recommendations made by the Woollahra Traffic Committee are programmed for implementation once they are endorsed by Council’s Finance, Community &amp; Services Committee. For standard signs and lines projects, works are prioritised and sent to Council’s Civil Works Team for implementation. For larger traffic projects (such as pedestrian refuges, roundabouts, raised pedestrian crossings etc), these projects are included and considered as part of the future traffic capital works program.</td>
<td>Manager Engineering Services</td>
<td>30/06/2019</td>
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</tbody>
</table>

**Priority:**

6.1.2 Convene and service the Woollahra Local Traffic Committee and implement actions arising from this Committee’s recommendations as adopted by Council.

**Priority Progress Comments:**
The Woollahra Traffic Committee is held on a monthly basis and operates in accordance with RMS Guidelines and legislation. The actions arising from the Traffic Committee are prioritised and implemented once they are endorsed by Council’s Community and Environment Committee.

**Responsible Person:** Manager Engineering Services
# Quarterly Progress Report

## Strategy 2030: 6.2
Improve the management of public parking on-street and off-street.

### Priority: 6.2.1
**Maintain public parking infrastructure and parking across the municipality.**

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<tr>
<th>Actions</th>
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</thead>
<tbody>
<tr>
<td>6.2.1.1 Review of parking restrictions, including resident parking areas.</td>
<td>Ongoing</td>
<td>Parking restrictions are reviewed regularly on an on-going basis. A major review of the Resident Parking Zones in Paddington is currently underway and will be completed in the third quarter 2018/19. The review of the Woollahra zones have commenced with the distribution of resident questionnaires.</td>
<td>Manager Engineering Services</td>
<td>30/06/2019</td>
<td>🌐</td>
</tr>
<tr>
<td>6.2.1.2 Advocate for increased accessible private parking and community transport</td>
<td>Not commenced</td>
<td>Defined actions relating to this Priority in the Disability Inclusion Action Plan (DIAP) will be addressed in the second quarter.</td>
<td>Manager Engineering Services</td>
<td>30/06/2019</td>
<td>🌐</td>
</tr>
</tbody>
</table>

### Priority: 6.2.2
Provide parking enforcement services.

**Priority Progress Comments:**
Routine parking patrols are undertaken across the LGA, as well as responding to customers’ specific requests. During the first quarter, 11,099 street parking infringements were issued, with 50.9% being for parking continuously for longer than permitted. 1,159 infringements were issued in Council carparks, with 62% being for fail to comply with terms of notice.

**Responsible Person:** Manager Compliance

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**30 October, 2018**
## Quarterly Progress Report

**Strategy 2030:** 6.3 Promote provision of better, more integrated public and community transport.

### Priority: 6.3.1 Provide services and programs to support improved and accessible public transport.

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<tbody>
<tr>
<td>6.3.1.1 Develop a Transport Strategy for Woollahra which considers services and programs to improve active transport, public transport and road network efficiency.</td>
<td>Not commenced</td>
<td>The Transport Strategy is currently being developed. It is anticipated that the draft Strategy report will be complete and Councillors briefed by the end of 2018.</td>
<td>Manager Engineering Services</td>
<td>30/06/2019</td>
<td></td>
</tr>
<tr>
<td>6.3.1.2 Advocate for maintenance and upgrade of accessible public transport facilities</td>
<td>Not commenced</td>
<td>Project will be considered once the Woollahra Integrated Transport Strategy is considered and adopted by Council.</td>
<td>Manager Engineering Services</td>
<td>30/06/2019</td>
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</table>

### Priority: 6.3.2 Maintain and upgrade where possible, public transport facilities.

| Priority Progress Comments: Council advocates for the NSW Government to upgrade public transport infrastructure. Council has advocated for improved access for mobility impaired people at Edgecliff Station and is considering pedestrian infrastructure improvements to and from the Double Bay and Watsons Bay Ferry Wharf. | Responsible Person: Manager Engineering Services |

### Priority: 6.3.3 Fund Holdsworth Community Centre and Services to conduct individual and community transport services throughout the Municipality.

| Priority Progress Comments: Holdsworth continues to conduct individual and community transport throughout the Municipality with support from Council. | Responsible Person: Manager Community Development |
## Quarterly Progress Report

### Strategy 2030: 6.4 Reduce traffic congestion, noise and speeding.

<table>
<thead>
<tr>
<th>Priority</th>
<th>6.4.1 Reduce vehicle speed and traffic congestion through the introduction of traffic management facilities.</th>
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<tbody>
<tr>
<td>Priority Progress Comments:</td>
<td>Traffic management facilities are implemented as part of the Annual Traffic Capital Works Program which is based on Council’s adopted Traffic Management Strategy. The strategy provides a framework for the installation of traffic calming on key roads within the municipality aimed at reducing speed and traffic congestion and improving road safety.</td>
</tr>
<tr>
<td>Responsible Person:</td>
<td>Manager Engineering Services</td>
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<th>Target Date</th>
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<tbody>
<tr>
<td>6.4.1.1 Implement the funded annual Traffic Capital Works Program.</td>
<td>In Progress</td>
<td>This program is underway and projects approved by Council in the 2017/18 Delivery Program are in investigation, planning, design, procurement or construction phase. For details on individual projects, please refer to specific project updates in the Capital Works Program Quarterly Progress Report.</td>
<td>Manager Engineering Services</td>
<td>30/06/2019</td>
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</table>
## Quarterly Progress Report

### Theme: Goal

#### Community Leadership and Participation: Working together.

**Strategy 2030:**

- **10.1** Improve communication with the community and increase awareness of Council’s activities.

**Priority:**

- **10.1.1** Provide professional publications, promotional material and media releases.

**Priority Progress Comments:**

Our team works closely with staff in other work areas to help with the preparation of media releases that promote who we are and what we do. We conduct training and induction for other departments (new staff) to build their awareness about communication, what makes news and how to develop a media story. This helps create an understanding of the value of communication. Media releases are approved by the Communications Manager, the Mayor and the GM, following consultation with the relevant Director (depending on the issue/project/initiative). We conduct an induction module for new staff on Communications protocol and remind staff through our bulletin board that there is a central unit for communication coordination. Corporate branding and all promotional material needs to go through Communications. Our procedure on writing and distributing media releases guides staff on our protocols. Regular communication with relevant department staff help with compliance.

We have received excellent feedback on the upgrade of our website which is continuing to service the information needs of our community.

Website statistics for Q1 July to September 2018 are as follows:

- Page views: 470,708
- Users: 102,973
- Sessions: 175,462

The website is a popular source of information and our website team are working closely with staff to ensure information is current, engaging and easy to find.

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<tbody>
<tr>
<td>10.1.1.43 Ensure staff have access to relevant resources to support inclusion</td>
<td>Ongoing</td>
<td>Communications have been working with Community Services staff to increase image stock that promotes inclusion of all abilities and greater diversity. Images have been sourced from Holdsworth with permission.</td>
<td>Manager Communications</td>
<td>30/06/2019</td>
<td></td>
</tr>
<tr>
<td>10.1.1.44 Review Council guides, policies and procedures to ensure inclusivity and accessibility features.</td>
<td>Not commenced</td>
<td>Community Engagement policy development to include references to as broad an inclusive process as possible and relevant.</td>
<td>Manager Communications</td>
<td>30/06/2019</td>
<td></td>
</tr>
<tr>
<td>10.1.1.45 Increase the visibility of people with disability in Council publications and communications.</td>
<td>Ongoing</td>
<td>A number of images have been sourced from local agencies for potential use in future Council publications as appropriate.</td>
<td>Manager Communications</td>
<td>30/06/2019</td>
<td></td>
</tr>
<tr>
<td>Priority:</td>
<td>10.1.2</td>
<td>Provide educational tours for school children and community groups on local government processes and Council’s role in the community.</td>
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<tr>
<td>Priority Progress Comments:</td>
<td>We host very successful school tours for local students at Council Chambers. These excursions provide students with the opportunity to learn about local government and sustainability. We also work closely with local schools to promote their participation in the Environmental School Sculpture Prize and the Woollahra Youth Photographic and Short Film Prize – both initiatives encourage creative engagement on local issues, people and places.</td>
<td>Responsible Person: Manager Communications</td>
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30 October, 2018
## Quarterly Progress Report

### Strategy 2030:

10.2 Plan for the future for Woollahra.

### Priority:

10.2.1 Maintain a long term Community Strategic Plan for Woollahra.

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<th>Priority Progress Comments</th>
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<tbody>
<tr>
<td>Council's Community Strategic Plan, Woollahra 2030, was adopted by Council in June 2018. It will continue to be maintained and be informed by future community engagements. The next full review of the Community Strategic Plan is due following the September 2020 Local Government election.</td>
<td>Director Corporate Services</td>
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The Community Strategic Plan is supported by Council's Delivery Program and Operational Plan which is reviewed and updated annually with progress reports on the Priorities and Actions in it submitted to relevant Committees on a quarterly basis.

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<tbody>
<tr>
<td>10.2.1.1 Integrate Council's community engagement to continuously inform Council's strategies and plans and to inform the Integrated Planning and Reporting Framework to guide decision making and updates to the Community Strategic Plan.</td>
<td>In Progress</td>
<td>Council's Community Engagement Coordinator has been appointed and commenced during the quarter. This new role will play a key role in completing this action by bring together Council's engagements so they can inform future updates of our integrated planning and reporting documents.</td>
<td>Director Corporate Services</td>
<td>30/06/2019</td>
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</table>
## Quarterly Progress Report

**Strategy 2030:** 10.3 Build and foster relationships, strategic networks and work collaboratively with all levels of government, non-government organisations, the private sector and community groups.

**Priority:** 10.3.1 Work closely with the Southern Sydney Regional Organisation of Councils (SSROC) and other appropriate regional bodies to improve service efficiency and effectiveness and to promote Council’s position on matters of common interest.

**Priority Progress Comments:**
Council continues to work closely with SSROC and other appropriate regional bodies in all areas including ordinary meetings, standing committees and working parties, and will monitor any impacts on the operations of SSROC under the State Government’s local government reform program.

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<tbody>
<tr>
<td>10.3.1.1 Continue to actively contribute to the effective operations of SSROC</td>
<td>In Progress</td>
<td>Council contributes to the effective operations of SSROC as relevant opportunities arise.</td>
<td>Director Corporate Services</td>
<td>30/06/2019</td>
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</table>
### Quarterly Progress Report

**Theme: Goal 11**

**Community Leadership and Participation: Well managed Council.**

**Strategy 2030:**

**11.1** Facilitate community led decision-making that is open, honest and ethical and benefits the broad community.

**Priority:**

**11.1.1** Undertake community consultation and engagement processes in Council decision-making and the delivery of projects.

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<tbody>
<tr>
<td>11.1.1.2 Implement the Community Engagement Strategy and embed new business processes to coordinate engagement activities across Council.</td>
<td>Ongoing</td>
<td>Council has engaged a full time Community Engagement Officer to work with all Council departments to improve our community engagement and support staff in delivering well planned and relevant engagement opportunities for our community.</td>
<td>Manager Communications</td>
<td>30/06/2019</td>
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<tr>
<td>11.1.1.3 Develop Council's online engagement presence and promote participation across the community.</td>
<td>Ongoing</td>
<td>Council has launched and used a new online Your Say section on our website for large community engagement projects. For example, the proposed Rushcutters Bay Youth Recreation Area. The platform provided survey capacity. FAQs, a video-fly-through and relevant timeline and project details to promote feedback.</td>
<td>Manager Communications</td>
<td>30/06/2019</td>
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**Priority:**

**11.1.2 Provide organisational support systems that facilitate transparent and democratic decision-making.**

**Priority Progress Comments:**

The Governance team continues to provide support for an open meeting process where members of the public can attend Committee meetings and address the Councillors on any matter on the agenda. Council also has a Public Forum session at Council Meetings for anyone to address Councillors on any matter affecting local government or the local area, except for matters currently being considered by Council. This promotes open transparent decision making. Council’s well established and documented processes are continually under review to ensure legislative compliance and to maintain customer focus. Council promotes its decision making activities through the timely availability of meeting agendas and minutes on its website and at Council’s Customer Information Centre.

**Responsible Person:** Manager Governance & Council Support

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*30 October, 2018*
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<tr>
<td>11.1.2.6 Provide ongoing reporting to Council and the community on matters arising from the State Government’s review of the Local Government Act.</td>
<td>In Progress</td>
<td>Council awaits the prescription of the Code of Meeting Practice which will allow the release of the final Code by the Office of Local Government (OLG). Guidelines in relation to Councillor Induction &amp; Professional Development have been issue by the OLG, however, more detailed guidance on the new requirements will not be provided until the Regulations are made. The is no definitive timeframe for either of these releases.</td>
<td>Director Corporate Services</td>
<td>30/06/2019</td>
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<tr>
<td>11.1.2.7 Report to Council on matters arising from IPART’s review of Rating legislation.</td>
<td>In Progress</td>
<td>IPART’s report on the local government rating system has been with the Minister for Local Government since December 2016. The Government is yet to provide a response to IPART’s recommendations.</td>
<td>Director Corporate Services</td>
<td>30/06/2019</td>
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# Quarterly Progress Report

**Strategy 2030:**

| 11.2 | Develop and maintain effective reporting systems that enable Council to measure and report on performance. |

**Priority:**

| 11.2.1 | Ensure Council maintains a transparent and integrated planning and reporting framework that is legislatively compliant and facilitates effective decision-making. |

**Priority Progress Comments:**

Council's current Community Strategic Plan, Woollahra 2030, was adopted by Council in June 2018 together with the 2018/19 Delivery Program and Operational Plan.

**Responsible Person:**

Director Corporate Services

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<tr>
<td>11.2.1.1</td>
<td>In Progress</td>
<td>Monitor Council’s compliance with the Integrated Planning &amp; Reporting legislation.</td>
<td>Council’s 2017/18 Annual Report is currently being prepared and will be published on our website before the 30 November 2018 deadline. The September quarter progress reports on the Delivery Program &amp; Operational Plan will be submitted to the Environmental Planning and Finance Community &amp; Services Committee in November.</td>
<td>Chief Financial Officer</td>
<td>30/06/2019</td>
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**Priority:**

| 11.2.2 | Ensure Council maintains a strong governance framework by continually reviewing Council policies and procedures for adequacy and currency. |

**Priority Progress Comments:**

The review of corporate and governance policies and procedures is an ongoing process. Policies and procedures are reviewed and where required updated to reflect current legislative and operational changes and best practice processes.

**Responsible Person:**

Manager Governance & Council Support

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<tr>
<td>11.2.2.45 Conduct an updated review of Council’s policies, procedures and processes against the Office of Local Government’s Promoting Better Practice self-assessment checklist.</td>
<td>Ongoing</td>
<td>Council’s policies, procedures and processes continue to be reviewed and updated. An initial review of Council policies and procedures was undertaken against the OLG Better Practice checklist in Oct-Dec 2017. Further review scheduled for December 2018.</td>
<td>Manager Governance &amp; Council Support</td>
<td>30/06/2019</td>
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<tr>
<td>Priority: 11.2.3</td>
<td>Report regularly on Council’s activities and achievements to the community.</td>
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<tr>
<td>Priority Progress Comments:</td>
<td>Council’s activities and events are regularly communicated through a range of mediums including media engaged with all Council departments to work with them on how best to communicate their activities and achievements. Our website is a popular source of information for residents and stories and advertising, social media and direct mail. We are actively visitors to the area and allows us to share dynamic and current content with our community. Council’s annual report provides a detailed and public account of what we do and our service priorities.</td>
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<tr>
<td>Responsible Person:</td>
<td>Manager Communications</td>
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## Quarterly Progress Report

### Strategy 2030: 11.3 Maintain community access and effective participation in Council committees.

**Priority: 11.3.1** Provide effective support to manage the efficient operation of Council and other Committee meetings.

**Priority Progress Comments:**
Support to Council and Committee meetings includes the preparation of meeting agendas, publishing of agendas and minutes, delivery to the Councillors and to members of the public. Agendas and Minutes are published onto Council’s HUB and Council’s website within service standards. Post meeting support continues to be provided and includes the distribution of the meeting decisions to staff for the implementation of the decisions of Council and/or Committee Meetings.

**Responsible Person:**
- Manager Governance & Council Support

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**Priority: 11.3.2** Encourage community representation on subject based sub-committees.

**Priority Progress Comments:**
The level of community representation on sub-committees is determined by each sub-committee’s Terms of Reference. The activities to maximise the benefit of community participation includes a periodic review of the promotion of each sub-committee through Council’s website, reviewing the operation of each sub-committee to their adopted Terms of Reference to ensure the conduct of meetings provide the best opportunities for community participation and reviewing the reporting mechanisms of each sub-committee to Council and the community.

**Responsible Person:**
- Manager Governance & Council Support
Quarterly Progress Report

September 2018

Strategy 2030: 11.4 Maintain Council’s strong financial position.

Priority: 11.4.1 Effective management of Council’s finances.

Priority Progress Comments:
Council's Financial Statements for the year ended 30 June 2018 were prepared and informally referred for audit. The Statements were considered by the Finance, Community & Services Committee (FC&S) on 3 September 2018, adopting management's recommendation which was subsequently adopted by Council on 24 September 2018. It is anticipated that the Financial Statements, together with the Auditor’s Reports, will be formally presented to the public at the FC&S Committee on Monday 19 November 2018.
The final results for 2017/18 were again very positive with Council achieving an operating surplus of $8.6m and surplus budget result of $1.1m. All financial indicators were above benchmark at 30 June 2018.
Revotes and rollovers of incomplete 2017/18 projects and activities were considered by FC&S on 6 August 2018 and adopted by Council on 20 August 2018. They were updated into the 2018/19 Budget following adoption by Council.
The September Quarterly Review is currently being prepared and will be presented to the FC&S Committee on Monday 19 November 2018.

Priority: 11.4.2 Manage the leasing and licensing of Council buildings.

Priority Progress Comments:
Property Officers manage the leasing & licensing of Council buildings and ensure that all agreements are attended to in a timely manner.

Priority: 11.4.3 Implement the outcomes of the Property Assets Study.

Priority Progress Comments:
Property Asset Working Party meetings are held as required and recommendations reported to the Finance, Community & Services Committee. Next meeting is scheduled for 19 November 2018.

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<tr>
<td>11.4.3.3 Rose Bay Car Parks - redevelopment, second phase (01276)</td>
<td>Not commenced</td>
<td>A report on the procurement options and affordable housing component to be submitted to the next Property Assets Working Party on 19 November 2018.</td>
<td>Manager Property &amp; Projects</td>
<td>30/06/2019</td>
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## Quarterly Progress Report

**Strategy 2030:** 11.5 Deliver high quality services that meet customer expectations.

### Priority: 11.5.1 Provide the best practice customer services in a timely and professional manner.

#### Priority Progress Comments:
Customer information activities and initiatives this quarter include the continuation of monthly team meetings. Cross training of all staff has continued.

Statistics September Quarter 18/19 Statistics September Quarter 17/18:

- DA’s & CDC’s - 230 DA’s & CDC’s - 267
- Calls - 18,379 Calls – 21,115
- Service Level - 99% Service level – 99.93%
- Visitor permits - 250 Visitor Permits – 259
- Parking permits - 1160 Parking Permits – 1,159

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<tbody>
<tr>
<td>11.5.1.22 Investigate opportunities to provide Council-wide customer service response at the new Double Bay Library.</td>
<td>In Progress</td>
<td>A suitable location with adequate space and facilities is under investigation.</td>
<td>Executive Coordinator Customer Information</td>
<td>30/06/2019</td>
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<tr>
<td>11.5.1.23 Ensure recruitment practices are inclusive</td>
<td>Ongoing</td>
<td>Fully compliant and reviewed regularly.</td>
<td>Human Resources Advisor</td>
<td>30/06/2019</td>
<td></td>
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<tr>
<td>11.5.1.24 Inclusive Customer Service Charter</td>
<td>In Progress</td>
<td>The new charter is working well and all staff are aware of the expectations for delivering customer service. Feedback is provided weekly.</td>
<td>Customer Service Team Leader Front Counter</td>
<td>30/06/2019</td>
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<tr>
<td>11.5.1.25 Inclusive crisis communications and business continuity plan</td>
<td>Ongoing</td>
<td>Regularly reviewed and discussed within the team and with Risk Management Auditors and Consultants.</td>
<td>Manager Communications</td>
<td>30/06/2019</td>
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<tr>
<td>11.5.1.27 Improve staff knowledge about options for accommodating disability in the workplace</td>
<td>Ongoing</td>
<td>A draft Reasonable Adjustment Policy has been prepared and is with the Manager Organisational Development &amp; Human Resources for finalisation prior to submission to Manex for review and endorsement.</td>
<td>Human Resources Advisor</td>
<td>30/06/2019</td>
<td></td>
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<tr>
<td>11.5.1.28 Improve staff skills to apply access and inclusion principles in their key job responsibilities.</td>
<td>Ongoing</td>
<td>Guide Dogs Australia will be providing training on Pathways to Inclusion (looking at the impact of built environment and Council policies on those with vision impairment) in November 2018.</td>
<td>Human Resources Advisor</td>
<td>30/06/2019</td>
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</table>
## Quarterly Progress Report

**Priority:** 11.5.2  Provide for the effective planning and delivery of information technology services to enable efficient services to the community.

### Priority Progress Comments:
Performed multiple technology upgrades including the Skype for Business phone system, library bookings system, authority database and windows servers.

### Actions

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<tr>
<td>11.5.1.29 Improve Council capacity to deliver contracts that support employment of people with disabilities.</td>
<td>Ongoing</td>
<td>Ongoing - activities programmed into corporate training calendar.</td>
<td>Human Resources Advisor</td>
<td>30/06/2019</td>
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<tr>
<td>11.5.2.8 Review Council’s 5 year Information Technology Strategy to ensure our electronic business systems continue to meet operational needs and community expectations.</td>
<td>Not commenced</td>
<td>No actions during the 1st quarter.</td>
<td>Chief Information Officer</td>
<td>30/06/2019</td>
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<tr>
<td>11.5.2.9 Continued staged implementation of Council’s EDRMS to integrate with other corporate systems.</td>
<td>Not commenced</td>
<td>No actions during the 1st quarter.</td>
<td>Chief Information Officer</td>
<td>30/06/2019</td>
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<tr>
<td>11.5.2.16 Continue to implement Council’s Business and Risk Assurance Business Continuity Plans, monitor and report on progress and emerging risk mitigation.</td>
<td>Ongoing</td>
<td>Reviewed HIRARC AND BRACM registers and updated them.</td>
<td>Chief Information Officer</td>
<td>30/06/2019</td>
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<tr>
<td>11.5.2.17 Conduct an independent review of Council’s Information Technology and prepare a Roadmap for ongoing strengthening of performance of IT and improved service delivery and customer experience.</td>
<td>Not commenced</td>
<td>No actions during the 1st quarter.</td>
<td>Chief Information Officer</td>
<td>30/06/2019</td>
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</table>
**Quarterly Progress Report**

**Priority:** 11.5.3  
*Maintain a highly skilled, productive, committed and customer focused workforce.*

**Priority Progress Comments:**
During this quarter we conducted our biennial Staff Climate Survey. 80% of our staff responded and the corporate results identify us as industry leaders on key benchmark measures. The tender for a replacement HRMIS was successfully completed. Recruitment activity was again reasonably heavy with 30 new staff commencing. 176 staff attended training during the quarter including 27 who attended external courses. Work commenced on refreshing our Best Service Program (our approach to continuous improvement).

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<tr>
<td>11.5.3.1 Continue to promote customer service excellence across all areas of Council's operations.</td>
<td>In progress</td>
<td>Customer service continue to monitor all calls and service provided across Council.</td>
<td>Executive Coordinator Customer Information</td>
<td>30/06/2019</td>
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<tr>
<td>11.5.3.2 Promote and coordinate the Best Service Program as an integral part of council's approach to business, by strengthening the capacity of all departments to integrate continuous improvement techniques in their ongoing business operations.</td>
<td>Not commenced</td>
<td>Review and refresh of program has commenced. New regular presentations are in design phase.</td>
<td>Manager Organisational Development &amp; Human Resources</td>
<td>30/06/2019</td>
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<tr>
<td>11.5.3.6 Ongoing monitoring and review of Council's Best People Program as part of our 4 Year Workforce Management Plan and promote initiatives in line with the plan's four objectives - Staff Engagement, Skills and Productivity, Best use of Resources and Corporate Brand.</td>
<td>Not commenced</td>
<td>Council’s Best Service Program, our continuous improvement program, is to be reviewed in light of information gained from the Staff Survey.</td>
<td>Manager Organisational Development &amp; Human Resources</td>
<td>30/06/2019</td>
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### Quarterly Progress Report

**Priority:** 11.5.4  
Implement and conduct a Service Delivery Review Program to identify improvements to services delivery, customer experience, develop performance measures to deliver value for money for our community.

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| The first review being undertaken in meeting this new Priority is a review of Council's development application process. Council has adopted a target that the overall net mean time for the processing of applications does not exceed 70 days. The current overall net mean time for processing applications is 112 days. The review will be undertaken in two stages:  
Stage 1 - Undertake an analysis of our business processes, determine where delays are occurring and where the focus should be to improve turnaround times. This should include a desktop review of each stage of the development assessment process to ascertain work-loads, how long each stage takes and where the second stage of this review should be targeted.  
Stage 2 - Carry out a more focussed review of those parts of the development assessment processes which contribute most to delays.  
Stage 1 is currently underway. | Director Corporate Services |

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**30 October, 2018**

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Page 56 of 57
# Quarterly Progress Report

**Strategy 2030:** 11.6 Minimise risk for Council and the community.

### Priority: 11.6.1 Maintain a risk management framework that achieves best practice in managing risks associated with Council’s business activities.

**Priority Progress Comments:**
The Council has in place a Risk Management Framework for 2016 to 2021. In responding to this Framework each Council Department is required to have its own Risk Management Plan (part of the Department’s Business Assurance Plan) which is reviewed annually and progress is reported on a quarterly basis. An action for each Department is included in their Department Service Plan.

**Responsible Person:** Manager Business Assurance & Risk

### Priority: 11.6.2 Maintain a corporate wide Business Assurance Framework to manage our systems/processes and risks to improve and protect Council’s current and future performance.

**Priority Progress Comments:**
Council maintains a Business Assurance Framework that includes the operation of an Audit & Assurance Committee and a comprehensive Audit Program. The five lines of defence that comprise Council’s Business Assurance Framework are: (1) Management, (2) Strategic Framework, (3) Audit Services; (4) Audit & Assurance Committee; (5) Finance, Community and Services Committee/Council. Council has an Audit Management Software System to monitor our progress on the implementation of audit recommendations, to plan for future audits and to provide executive reports to management and the Audit & Assurance Committee. Each Department is required to have a Department Audit Plan (part of the Department Business Assurance Plan) identifying the audits to be completed over the period 1 July 2016 to 30 June 2021. An action for this is included in the Department Service Plans and progress is reported quarterly to Divisional Directors.

**Responsible Person:** Manager Business Assurance & Risk

## Actions

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<tr>
<td>11.6.2.60 Ongoing monitoring of the Implementation of Council’s rolling three year internal audit program and annual internal audit plan in consultation with the Audit &amp; Assurance Committee.</td>
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## Progress Comments

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<tr>
<td>Meeting held with Council’s internal auditors, BDO, on 7 September to discuss 2018/19 Annual Audit Plan to allocate timesframes for completion of Internal Audits. Dates agreed. Currently scopeing Environmental Management review, Children’s Services at the Preschool and Library and Management of Media Communications.</td>
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## Responsible Person

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<tr>
<td>Manager Business Assurance &amp; Risk</td>
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## Target Date

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## Comment Updated

- [ ]
Finance, Community & Services Committee – 5 November 2018

Item - ANNEXURE 2

Notices of Motion
Quarterly Progress Report
(September 2018)

Link to Community Strategic Plan – Woollahra 2030

Goal 1: A connected, engaged & harmonious community for all ages and abilities
Goal 2: A supported, enabled and resilient community
Goal 3: A creative and vibrant community

Goal 5: Liveable places
Goal 6: Getting around
Goal 10: Working together

Goal 11: Well managed Council
## Notices of Motion: Quarterly Progress Report (as at 30 September 2018)

### COMMITTEE:
FINANCE, COMMUNITY & SERVICES COMMITTEE
Goals: 1, 2, 3, 5, 6, 10 & 11

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| Skate Park | A report on possible implementation of skateboarding facilities in Paddington to cater for 8-14 y/o. [NOM 22/4/2013] | In progress | On 26 February 2018, the Community and Environment Committee resolved the following resolution:
A. That a concept plan be prepared for a Youth Recreation Facility at the location identified as Option 3 in this report.
B. That the proposal for a Youth Recreation Facility based on the draft concept plan be placed on public exhibition for comment.
C. A further report on the public exhibition be presented to Council. Community Consultation was undertaken from the 25 July – 31 August 2018, Staff are presented a report on the consultation at the Finance, Community & Services Committee on the 15 October 2018. | Manager Open Space & Trees | |
| Grafton Street Car Park | To evaluate the feasibility of retaining the Grafton Street Car Park [NOM 24/11/2014] | In progress | A report will be submitted to the next Property Assets Working Party tentatively scheduled for November 2018. | Manager Property & Projects | |
| Vaucluse Bowling Club Greens And Adjacent Areas | THAT Woollahra Council investigate and report to the Corporate & Works Committee on the viability of Council making a submission to the NSW Government for Council to manage by way of long term lease or ownership the Vaucluse Bowling Club greens and | In progress | As previously reported, the Director Technical Services commenced discussions with representatives of Department of Primary Industries – Crown Lands and the Vaucluse Bowling Club in late 2017. These discussions were suspended through early 2018 as the Club was seeking written confirmation from the | Director Technical Services | |
## Notices of Motion: Quarterly Progress Report (as at 30 September 2018)

**Committee:** Finance, Community & Services Committee  
**Goals:** 1, 2, 3, 5, 6, 10 & 11

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<td>adjacent areas (including the tennis courts and gardens). This report is to consider: 1. that Council recognises the importance in protecting Vaucluse Bowling Club as a community asset; 2. the viability of long term leasing or accepting a transfer of ownership of this Crown Land to Woollahra Council; 3. the suitability of this Crown Land to provide economic, social and cultural benefits for the local community including the potential for an upgrade to make 4 to 6 multi-use courts (tennis/basketball/handball/netball courts) and an upgrade of the built structures for further community use, and 4. any short term and long term budgetary issues. [NOM 16/10/2017]</td>
<td>Department that discussions with Council could proceed. This confirmation has now been received and discussions have re-commenced. We are advised that the officers of Department of Primary Industries are preparing an internal report regarding future management arrangement for the site. Director Technical Services has sought an update on progress from Department of Primary Industries but this is not available at time of writing.</td>
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<td>New Sub-Committee Focussing On Small Business</td>
<td>[NOM 30/10/2017]</td>
<td>[NOM 30/10/2017]</td>
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<td>A.</td>
<td>In progress</td>
<td>THAT a new sub-committee be formed that focusses on ‘small business’ and ‘start-ups’. B. THAT The Mayor, in consultation with the General Manager, is charged with determining the Terms of Reference, scope and constitution of this new sub-committee so that it is able to convene as soon as possible.</td>
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<td>Draft terms of reference have been prepared to assist with Item B.</td>
<td>Manager Placemaking</td>
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### Notices of Motion: Quarterly Progress Report (as at 30 September 2018)

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| Constables Cottage, Camp Cove | THAT Council resolve to request a meeting of staff, the Mayor and Councillor Cullen meet with Gabrielle Upton, MP for Vaucluse and Minister for the Environment to discuss future management options for Constables Cottage, Camp Cove. Options to be discussed should include; 1. The transfer of Management of the Constables Cottage site from National Parks and Wildlife Service to Woollahra Council; 2. Operation of the site as a low intensity kiosk/café to service users of Camp Cove Beach; and 3. Removal and replacement of the existing toilet block.  

Awaiting outcome from State Government. | PA to the Mayor and General Manager |  |
| Darling Point Ferry at McKell Park | That Council staff prepare a report assessing whether access points to the Darling Point Ferry at McKell Park comply with the Disability Discrimination Act (DDA) specifically ensuring that in the event of the assessment finding there is non-compliance at the access points that the report identifies means by which compliance can be achieved and the costs associated with such.  

[NOM 13/11/2017] | In progress | Council presented a report to the Finance, Community & Services Committee on the 6 August 2018. At the Council meeting on the 20 August the following was resolved;  
A. THAT Council defer its decision on upgrading the Darling Point Ferry until staff reports on the following to the Finance, Community & Services Committee:  
i. further detail on costings in relation to the potential to provide an equitable access to and within McKell Park; and  
ii. the information detailed in paragraphs C, D and E below. | Manager Open Space & Trees |  |
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<td>B. THAT notwithstanding, and as exception to, paragraph A above, the following recommendations made by Accessibility Solutions in its ‘Access Audit and Option Study’, dated 18 June 2018 be implemented immediately: i. upgrade the kerb ramp at the intersection of Lindsay Avenue and Darling Point Road to ensure compliance with AS1428.1; and ii. install one designated on street-accessible parallel parking space to ensure compliance with AS2890.6 (including the installation of a kerb ramp to access the footpath in compliance with AS1428.1); and i. upgrade the main entrance path with more stabiliser and sealer to ensure full compliance with AS1428.1.</td>
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<td>C. THAT Double Bay ferry wharf is reviewed for access points to ensure compliance with the Disability Discrimination Act, with means identified by which compliance can be met and/or Transport NSW Ferry Stop information updated.</td>
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<td>D. THAT Council write to the Minister for transport, the Hon Andrew Constance MP and the local member for Vaucluse the Hon Gabrielle Upton MP noting the Rose Bay wharf upgrade and seeking clarification of the State’s intentions regarding upgrading the Double Bay, Watsons Bay and Darling Point Ferry Wharves, noting that the Rose Bay Ferry Wharf has been upgraded to be accessible.</td>
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**Multi Use Sports Grounds**

THAT Council requests staff to prepare and submit a report to Council’s Community and Environment Committee by March 2018 (or the best date to align with budget preparations) investigating the cost, timing, benefits, disadvantages (if any) and budgetary consideration of introducing and/or upgrading existing Woollahra Municipality facilities (available playing fields / greens) to hard surfaced multi-purpose courts (for use as basketball / netball / handball / multi-purpose courts) and specifically in relation to Christison Park and Lough Playing Fields.

[NOM 13/11/2017]

- **Status:** In progress
- **Progress Comment:** On 7 May 2018, the Finance Community & Services Committee resolved the following:
  - A. That Council proceed with community consultation and upgrade to the Christison Park Basketball Court to cater for multi-use sports including netball. That the upgrade also include for the provision of low level floodlighting.
  - B. That Lough Playing Fields be further investigated as the location of a possible multi-court facility. Upon completion of the investigations a further report be presented to the Finance, Community & Services Committee that entails all design elements and/or issues including detailed costings.

- **Responsible Person:** Manager Open Space & Trees

**Single-Use Plastics**

THAT Council:

1. Notes the public forum presentation at the Council meeting of 26 February 2018, made by Climate Action Eastern Suburbs on the impacts of single-use plastics and marine

- **Status:** In progress
- **Progress Comment:** The Environment & Sustainability Team, with input from other teams, has drafted a Single Use Plastics Policy and the associated guidelines are in development. Steps taken to date include:
  1. Review of policies and guidelines developed by Team Leader Environment & Sustainability
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| pollution.                                                           | 2. Notes progress in the United Kingdom towards reducing single-use plastics, in particular the advocacy of Her Majesty the Queen, His Royal Highness the Prince of Wales and Sir David Attenborough. |        | • Requested other councils share their policies and guidelines with us for review.  
  • Selected some good examples of guidelines from other areas, but noted the complexity and detail needed to thoroughly address this issue. |
| 3. Adopts as Council policy that all local festivals and events that Council sponsors, endorses and/or participates in, be free of single-use plastic. | 4. Request staff to prepare guidelines for event organisers around what constitutes single use plastic items, including but not limited to plastic drink bottles, glasses, cutlery and plastic bags. |        | 2. Development of policy and guidelines  
  • A Policy is in draft form, having had input from a number of Council teams. Following the trial at the Latina Festival (see below), the Policy will be refined if needed, and reported to Council for adoption.  
  • Guidelines are in development. The aim is to have a balance of being easy to use yet retaining sufficient detail to cover considerations such as health requirements. |
| 5. Request staff to investigate and implement at all appropriate Council assets and properties a receptacle or depot, for the collection of single use plastic and investigates means by which this plastic can be forwarded to those companies or organisations who recycle it. | [NOM 12/03/2018]                                                                 |        | 3. Latina Festival trial of policy  
  • Discussion has been taking place with Community Development staff to determine ways to improve sustainability and reduce single use plastics at the Latina Festival event. The event planning contractor has confirmed the steps being taken to reduce the use of plastics at the event.  
  • There is a plan to monitor how compliant people are at the event and note examples of good practices, challenges faced and suggestions for improvement. There may need to be some allowances made for instances where health and hygiene requirements do not enable an alternative to single use plastic.  
  • We are also investigating the possibility to |
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<td>improve recycling at the event with new bin covers or lids to reduce contamination. • Results from this will help to inform the development of our own guidelines.</td>
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<td>4. Working with Double Bay Organic Markets • Discussions have commenced with Double Bay organic market organisers to confirm steps they already take to minimise plastic use and identify strategies for further reduction. • We are also investigating methods to improve recycling at the markets.</td>
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<td>5. Sustainable event kit for use at Council workshops • A ‘Sustainable Event Kit’ is being prepared for use at workshops held by Council. This will include ceramic mugs and other reusable items to provide more sustainable options Council staff hosting events off-site.</td>
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<td>6. Recycling single use plastics • Recycling of many single use plastics occurs via Council’s residential recycling service. Although Council provides recycling bins at events, the waste collected is highly contaminated. As mentioned above, Council is investigating ways to reduce contamination of recycling bins at events, which will potentially be trialled at the Latina Festival. • Council’s Waste Team has contacted ‘Redcycle’, who collect soft plastics from Woolworths and Coles. They have advised that they do not have</td>
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| Prevention of Domestic and Family Violence and the Protection of its Victims | THAT Council requests staff to prepare and submit a report on the prevention of domestic and family violence and the protection of its victims to the relevant Council committee which:  
A. Articulates Council’s commitment to supporting the prevention of domestic and family violence and the protection of its victims,  
B. Considers mechanisms for financial support including partnering with an existing provider to deliver support including providing temporary accommodation and other resources in the Woollahra Municipality, exclusively for domestic and family violence victims, and  
C. Recommends a budget allocation for the prevention of domestic and family violence and the support and protection of its victims for inclusion in the Council budget for 2018/2019 and subsequent years.  
D. Council writes to the Minister for Community Services and our two Local Members advising of this resolution. | Completed | A report has been prepared for the 5th November 2018 FC&S. | Director Community Services | |
| Bike Share Coordination and Improvement | 1. THAT Council write to the Hon. Andrew Constance, Minister for Transport and Infrastructure:  
a. supporting the NSW Future Transport | Completed | A letter has been sent. | Manager Engineering Services | |
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| Strategy 2056 stated aim of making walking or cycling the transport choice for short trips less than 2 kms.  
  b. noting that:  
  - a proliferation of bike share businesses have sprung up in Sydney, including in the Woollahra Local Government Area (LGA);  
  - while Woollahra Council supports the concept of bike share, there have been a number of problems associated with the current bike share arrangements such as:  
  a. the limited ability of Councils to set mandatory rules or regulations covering the safety, quality, size and operations of the bike share operators. (Guidelines have been developed however they are not enforceable.)  
  b. the lack of data available to Councils to determine the usage and success or otherwise of the bike share programs;  
  c. the lack of docking or tethering of bikes leading to vandalism, theft and littering;  
  d. damaged and vandalised bikes being left with Councils for waste management;  
  e. sub-optimal redistribution of bikes, leading to bikes building up and clogging popular destinations while other locations have few or no bikes;  
  f. requesting the Minister give powers to the NSW Point to Point Transport Commissioner to design, operate and enforce a state-wide bike share permit process which has clear | | | | | |

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| and measurable rules in relation to:  
  g. the type (e.g. certain proportion of bikes to be electric; have baskets or child seats etc)  
  and quality of bikes provided including maintenance obligations;  
  h. the density number of bikes;  
  i. provision and use of helmets (voluntary or not);  
  j. tethering, geolocking and/or docking of share bikes;  
  k. efficient and effective redistribution of share bikes;  
  l. tracking mechanisms for share bikes;  
  m. places where bike share parking is permitted; and  
  n. data sharing requirements and the form of those data feeds.  
  o. calling on the Minister to work with Road and Maritime Services and Councils to ensure sufficient funding and support is provided to Councils to build protected/separated bike paths to support the stated aims of the NSW Future Transport Strategy 2056.  
  [NOM 21/05/2018] | | | | | |
| Enforcing Noise controls in the Double Bay Commercial Centre | A. THAT Council immediately instate a presence in the Double Bay commercial centre to enforce the conditions of consent related to noise, particularly arising from licensed premises. This noise includes but is not limited to amplified music and the | Completed | A. Staff surveillance was carried out from Friday 22/06/2018 to Monday 25/06/2018 from 11.00pm to 6.00am.  
Follow-up surveillance was carried out on Friday 6/07/2018 and Saturday 7/07/2018 between | Manager Compliance | |

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24 October 2018  
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| smashing of glass bottles after closing time, which emanates from numerous sites.  
B. THAT Council immediately assess the numerous private contractors that pick up garbage from the centre overnight, up to 7 nights a week, sometimes working as early as 3 am and cause sleep deprivation to local residents living in the centre on an ongoing basis.  
C. THAT Council monitor its own garbage trucks in the Double Bay commercial centre to make sure that the pick-up times, every morning are consistent and meet its own obligation to control noise and produce liveable environments for residents.  
D. THAT a formal procedure for reporting of noise complaints be prepared.  
[NOM 18/06/2018] | | 11.00pm to 6.00am.  
Following the above surveillance;  
1. Meetings were held with the operators of the Royal Oak Hotel, Mrs Sippy and Pelicano;  
2. "Show cause" letters were issued by Council's Solicitors to each operator;  
3. Acoustic consultant Renzo Tonin was engaged to undertake acoustic testing to ascertain breaches of the noise control conditions of the relevant development consents. Testing not yet completed.  
4. The hotel is now operating without live bands and with footpath seating ceasing at 10.00pm in compliance with earlier modification application.  
5. The L&EC consent for extended footway dining will not operate until acoustic certification is accepted by Council.  
6. The hotel is currently implementing acoustic attenuation measures, including the installation of double doors separating the ground level areas to achieve the required acoustic certification. The hotel has also implemented new management measures and installed noise limiters on sound equipment.  
7. Acoustic testing by Renzo Tonin taken from a Cosmopolitan Centre apartment on 04/08/2018 found:  
- Mrs Sippy complying with development consent conditions;  
- Pelicano in breach of development consent conditions. Penalty infringement notice issued. To be reassessed at time of testing of Royal Oak Hotel. | | |

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<td>8. The footway dining license for Pelican is being reviewed and updated.</td>
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<td>9. Further meeting with the licensing Police on 16/10/18 about the Oak Hotel. The Police will follow up the licensee in relation to footway drinking and licensing issues.</td>
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<td>10. Further meeting with the licensee of the Oak Hotel on 26/10/18. Assurances provided that the hotel is working hard to address all issues which have arisen.</td>
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<td>B. A full list of private waste contractors was compiled for the Bay Street, Short Street, Cooper Street and Gumtree Lane areas from the surveillance carried out in response to item A. above and via direct interviews with business operators. All contractors initially contacted by Council’s Waste Services staff. Significant improvement achieved with one (1) recalcitrant contractor that has now agreed to comply.</td>
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<td>C. Changes have been made to Council’s waste and recycling collection services to ensure they are not carried out before 7.00am Monday – Friday and 8.00am on Saturday and Sunday in the Bay Street, Short Street, Cooper Street and Gumtree Lane areas.</td>
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<td>D. Modifications made to Council’s ‘Customer Request Management System’ with the introduction of a new category specifically for ‘Licensed Premises’. All requests logged are</td>
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**FINANCE, COMMUNITY & SERVICES COMMITTEE**

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<td>Bellevue Hill School Crossing</td>
<td>THAT as a result of the recent expansion and increase in student numbers at Bellevue Hill Public School, that Council, in conjunction with the RMS: A. Investigates the feasibility of installing a pedestrian crossing and any other safety measures in Birriga Road to ensure safe crossing of students. This was a recommendation of our traffic engineers to the most recent DA submitted for the expansion of the school. B. Investigates whether adjustments can be made to the vehicular egress from the slip lane in Birriga Road, at Victoria Road, to improve safety around the Bellevue Hill Public School during drop-off and pick up times of the day. C. An online petition requesting the pedestrian crossing has been initiated and it is anticipated this petition will be submitted to Council in the near future.</td>
<td>Completed</td>
<td>Immediately directed to Council’s Development Compliance Officer for investigation. Council’s website has also been updated with detailed information on how complaints can be lodged in relation to the operation of licensed premises.</td>
<td>Manager Engineering Services</td>
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<td>Live Minute Taking</td>
<td>THAT Council: 1. Receives a report on the implementation of “live minuting” of all Council, Committee and Sub-Committee meetings.</td>
<td>Not commenced</td>
<td>Staff are awaiting the release of the Model Code of Meeting Practice (to which Council provided a submission in March 2018) to progress this report. The latest advice from the Office of Local</td>
<td>Manager Governance &amp; Council Support</td>
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| 2. Notes the aims of this measure are to increase efficiency, accuracy and transparency in the conduct of council business.  
[NOM 16/07/2018] | | | Government is that the release of the Model Code of Meeting Practice is likely to prescribed by the Minister by the end of year. | | |
| **Frequency of Full Council Meetings & Standing Committees**  
A. THAT Council restores the fortnightly cycle of Full Council meetings rather than the current monthly cycle, which was introduced earlier this year. The change to fortnightly meetings of full council to begin 2 weeks after the currently scheduled monthly meeting for September 2018. This provides staff with two months to structure the change.  
B. THAT all Full Council meetings in this new cycle of fortnightly meetings are restored to the 8pm time slot, rather than the current 6pm time slot, which was introduced earlier this year.  
C. THAT the 6pm time slot on the same day of the Full Council meetings is reserved for formal briefings of Councillors or for Strategic and Corporate meetings, and other meetings as required.  
The alternate Monday evenings to those of full council meetings shall be assigned to the two standing committee meetings. The standing committee meetings will retain the 8 pm time slot.  
In summary for each month, two of the Monday evenings will be assigned to full council beginning at 8 pm and the alternate two Monday evenings will be assigned to | Completed | Revised meeting schedule arranged and will recommence in November 2018. | Manager Governance & Council Support |  

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<td>1. standing committee meetings of council which will begin at 6pm.</td>
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<td>Director Planning &amp; Development</td>
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<td>2. THAT staff be advised that in passing this Notice of Motion, Council no longer requires the preparation of the report on the Committees as scheduled for September 2018.</td>
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<td><strong>Submissions for Gap Park</strong></td>
<td>THAT noting the deadline for submissions on the proposal by Gap Bluff Hospitality to the Office of Environment and Heritage has been advertised to close on 6 September 2018, an Extraordinary Council Meeting be held at the conclusion of the Committee meetings on 3 September 2018 to consider the recommendation from the Environmental Planning Committee in this regard, in the event that no extension is granted by the Minister.</td>
<td>Completed.</td>
<td>On 3/9/18 staff submitted a report which assessed the merits of the proposal to the Environmental Planning Committee. The Committee resolved to advise the Office of Environment and Heritage that the proposal was unsatisfactory for a number of reasons. The Committee’s recommendation was adopted by Council on the same evening. The necessary correspondence arising from Council’s resolution was issued thereafter.</td>
<td>Director Planning &amp; Development</td>
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<td><strong>Opening Hours - Paddington Library</strong></td>
<td>THAT Council: 1. Opens the Paddington Library on Sundays, during the hours of 10am-4pm, for a trial period of 12 months (the Trial). 2. Notes: 2.1 the approximate total cost of the Trial is $81,2721; 2.2 that pursuant to the current funding</td>
<td>Completed</td>
<td>A report has been prepared for the 5th November 2018 FCS.</td>
<td>Manager Library</td>
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24 October 2018
HPE18/175975

[NOM 20/08/2018]
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<tr>
<td>Apprenticeships and Traineeships in Woollahra Municipal Council</td>
<td>THAT Council: 1. Requests staff to prepare a report to Council investigating opportunities for Council to implement an apprenticeship and traineeship program which assists local youth and mature aged people (who may be re-entering the workforce or making a career change) to gain work experience and work opportunities with Council. 2. Requests that such a report also address opportunities to implement apprenticeship and traineeship programs for people with disabilities and Indigenous Australians. 3. Requests that such a report address any incentives that may be available to Council to implement an apprenticeship and traineeship program and make recommendations to Council as to benefits and costs of the implementation of such a program. [NOM 20/08/2018]</td>
<td>In progress</td>
<td>Staff are progressing the report and anticipate it will be presented to Finance, Community &amp; Services Committee in November 2018.</td>
<td>Manager Organisational Development &amp; Human Resources</td>
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<td>Creative Hoardings</td>
<td>THAT staff be requested to prepare a report on how Council can introduce requirements for public art on hoardings and scaffolding associated with building and construction work within our commercial centres. The report to consider issues such as: 1. The areas and circumstances where public art should be required. 2. The type of artwork, graphics and/or images required, e.g. a heritage image, a creative image and/or façade replication.</td>
<td>In progress</td>
<td>Planning staff have consulted with Council’s Cultural Development Coordinator and the Acting Manager Compliance (the Compliance Team is responsible for the hoarding application approval process). Various councils have also been contacted including Sydney City, Melbourne City, Parramatta City and Ryde Council to provide insight into their experiences. Data from Council’s hoarding register is also being analysed. This information will inform a preferred policy position which will be reported to the EP Committee.</td>
<td>Director Planning &amp; Development</td>
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**Notice of Motion: Quarterly Progress Report (as at 30 September 2018)**

**COMMITTEE:** Finance, Community & Services Committee

**Goals:**
1, 2, 3, 5, 6, 10 & 11

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| 3. Whether or not a Local Approvals Policy should be produced to set out design and public art requirements.  
4. Approval processes and procedures, including approval of artwork.  
[NOM 20/08/2018] | | In progress | Drafting of a Policy in response to the NOM of the 20 August 2018 is in progress and will be presented to a meeting of the Finance, Community & Services Committee in the second quarter of 2018/19. | Manager Governance & Council Support | |
| Place Naming | THAT Council:  
1. Notes the responsibilities and obligations it has as a naming authority pursuant to legislation and other guidelines concerning place naming (including but not limited to the Geographical Names Board of New South Wales (GNB)).  
2. Requests staff to prepare a draft Naming Policy and Framework to document, guide and inform Council’s decision making when suggesting, endorsing and approving the naming of:  
(a) roads;  
(b) open spaces;  
(c) buildings and all other assets owned, operated or managed by Council (Council’s Places).  
3. Gives consideration to including (but not limited to) the following principles, criteria and guidelines in drafting a Naming Policy:  
(a) that place naming:  
(i) reflects community values and history;  
(ii) preserves the unique heritage and identity of Woollahra Council; | | | | |

*24 October 2018*  
HPE18/175975
### Notices of Motion: Quarterly Progress Report (as at 30 September 2018)

**COMMITTEE:** Finance, Community & Services Committee  
**Goals:** 1, 2, 3, 5, 6, 10 & 11

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<td>iii. includes names drawn from the languages of the traditional custodians of the land, the Gadigal and Bidjigal people, only with appropriate consultation and consent; and iv. complies with all relevant legislation and guidelines (including but not limited to GNB place naming criteria). (b) naming of Council’s Places by reference to eminent persons such as historic figures, prominent local residents or other community identities be reserved for members of the community who have made a substantial and exceptional contribution to the Woollahra Municipality and only applied after their death: (c) naming of Council’s Places must not be for commercial or private interests; and (d) that any naming proposal be placed on public exhibition for community feedback and consultation before seeking endorsement by a resolution of Council. 4. Publicly exhibit and seek community feedback on the draft Naming Policy and Framework.</td>
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[NOM 20/08/2018]
## Notices of Motion: Quarterly Progress Report (as at 30 September 2018)

### Committee: Finance, Community & Services Committee

### Goals: 1, 2, 3, 5, 6, 10 & 11

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| Paddington Pilot - Organic Waste | THAT: 1. Council notes that in:  
   a. 2014, a survey of businesses in the Eastern Suburbs was undertaken that showed strong interest in an organic collection service;  
   b. 2017, Woollahra Municipal Council (WMC), Waverley Council (WC) and Randwick Council commissioned a commercial waste organics study; and  
   c. late 2017, WMC and WC commenced discussions on a combined organics collection service. These discussions are currently on hold, pending a review by WC of its own services.  
   2. Council also notes:  
      a. its current waste target of 75% waste diversion from landfill by 2021-2022;  
      b. its key goal of educating and engaging the business community in sustainability issues by providing support to local business to adopt:  
         i. more sustainable practices;  
         ii. waste minimisation and avoidance behaviours; and  
      c. the goals and actions contained in its Delivery Program 2018-2021 and Operational Plan 2018-2019 (the DPOP).  
   3. Staff investigate the costs and logistics of initiating a trial organic waste recycling program for a select group of Paddington cafes and restaurants (the Paddington Pilot). | In progress | A report is being prepared for the December meeting of the FCS Committee | Manager Civil Operations |
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<td>4. The Paddington Pilot could include (but is not limited to) the following initiatives:</td>
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<td>a. waste audits and reviews of current recycling practices;</td>
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<td>b. consideration of implementing:</td>
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<td>i. small scale organics processing technology;</td>
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<td>ii. a program for the treatment and recycling of spent coffee grounds;</td>
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<td>iii. a program to supply local community gardens and Council parks with biomass created from a food dehydrator;</td>
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<td>c. collaboration and cooperation with universities; and</td>
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<td>d. an engagement and educational program about organic recycling (including assistance with setting up source separation systems in commercial kitchens).</td>
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<td>5. Council investigates applying for funding from the New South Wales Environmental Trust, the Environment Protection Authority and any other grants to support the Paddington Pilot.</td>
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<td>6. Council establishes a Paddington Pilot Working Party (with a membership of interested councillors, staff, Paddington business owners and other industry groups, including universities) to establish and implement the Paddington Pilot.</td>
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<td>7. A report is prepared to the Finance, Community and Services Committee prior to</td>
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### Notices of Motion: Quarterly Progress Report (as at 30 September 2018)

**COMMITTEE:** Finance, Community & Services Committee  
**Goals:** 1, 2, 3, 5, 6, 10 & 11

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| commencing the trial including:  
  a. detailed particulars on the progress of the matters outlined in paragraph 1 (above);  
  b. detailed particulars on the precise actions Council is undertaking to meet its goals and commitments in the DPOP, the Environmental Sustainability Action Plan and its other strategic documents;  
  c. approximate costings (including potential funding from grants) and other logistics of implementing the Paddington Pilot; and  
  d. commentary on the potential for the Paddington Pilot to be used as a model program in other commercial centres.  

[NOM 20/08/2018] | | | | | |
| Expansion of Child Care Services Provided by Council at Hugh Latimer Centre | THAT Council,  
  1. Notes the Child Care Needs Study 2014 (the Study) recommended that Woollahra Council "should review ... if it should avail itself of the opportunity to expand provision at the Hugh Latimer Centre. Council should also keep in mind that its service is a high quality service with a very good reputation in the local area." [at p.6]  
  2. Notes that the Study concluded that “there is a current gap (2014) of 361 places and a forecast gap (2021) of 653 places, assuming no additional supply” [at p.5]  
  3. Notes that Local Government has a legislated role to plan for the needs of children | In progress | Following this NOM a Child Care Needs report was presented to Council’s Finance, Community & Services Committee meeting on 3 September and the recommendations of that Committee subsequently approved by Council at it’s meeting of 24 September 2018. Investigations into increasing Preschool places at the Hugh Latimer Centre have commenced. An architect is developing concept plans for costing. Evidence of demand is being compiled. These will inform an application for capital funding from the NSW Department of Education and Communities which is due for submission on 2 November 2018. An update on progress will be presented to the | Director Community Services |  

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**24 October 2018**  
**HPE18/75975**
### Notices of Motion: Quarterly Progress Report (as at 30 September 2018)

**COMMITTEE:** Finance, Community & Services Committee  
**Goals:**
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| in relation to early education and care.  
4. Notes the recent closure of the community based/not for profit, Paddington Church of Christ Kindergarten (28 places), the Bo Peep Kindergarten, Rosebay (25 places) and the imminent closure of the Sir Phillip Baxter Child, Care Centre, Woollahra (60 places).  
5. Staff review the current supply and demand for early education and care within the LGA in line with the 2016 Australian Bureau of Statistics Census of Population and Housing data.  
6. Staff review the changes to the ‘Start Strong Pre-School Program’ and its implications for the demand for extra child care places.  
7. Staff prepare a report for the next Finance and Community Services Committee meeting (noting the recent reduction of child care spaces in the LGA (at paragraph 4 (above) and incorporating the reviews contained at paragraphs 5 and 6 (above)), outlining the approximate cost and timeframe and any other relevant information to expand the child care services provided by Council:  
a. at the Hugh Latimer Centre so as to:  
   i increase the number of pre-school places; and  
   ii open and run a long-day child care centre on the ground floor and/or in the recently vacated ‘Wheels on Meals’ space.  
b. At any alternative sites owned by Woollahra Municipal Council,  
   i increase the number of pre-school places; and  
   ii open and run a long-day child care centre on the ground floor and/or in the recently vacated ‘Wheels on Meals’ space. | FCS in November. |
### Notices of Motion: Quarterly Progress Report (as at 30 September 2018)

**COMMITTEE:** Finance, Community & Services Committee

**Goals:** 1, 2, 3, 5, 6, 10 & 11

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<td>Sydney Marine Park</td>
<td>THAT Council: A. Notes: i The release of Phase Three of the NSW Government's Hawkesbury Shelf Marine Bioregion Assessment including a proposal for a new marine park for the region; ii The Discussion paper proposes new protections through proposed sanctuary zones, including new sanctuary zones at Camp Cove and Neilson Park; and iii The closing date for public submissions to the plan is 27 September 2018. B. Prepares a submission supporting these proposed marine park protections and encouraging the Government to consider further appropriate Sanctuary Zone options for Sydney Harbour. C. That Council write to the Minister for the Environment, The Hon. Gabrielle Upton, appraising her for this initiative and urging her to proceed with the proposed new marine park proposals.</td>
<td>Completed</td>
<td>A submission in support of the proposal was provided on 26 September 2018. A letter of congratulations has been forwarded to the Hon. Gabrielle Upton MP.</td>
<td>Director Technical Services</td>
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[NOM 20/08/2018]

[NOM 24/09/2018]
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| Aboriginal Flag | THAT Council, subject to consultation with Aboriginal land owners, Elders and communities:  
A. Fly the Aboriginal Flag at Council chambers permanently and in accordance with: 
   i. the Australian National Flag Protocols published by the Department of the Prime Minister and Cabinet;  
   ii. the Flags Act 1953; and  
   iii. any other relevant legislation or protocols (including any protocols in consultation with the local Aboriginal community).  
B. Notes:  
   i. its priority to ‘recognise and promote reconciliation’ as outlined in its Delivery Program 2018-2021 and Operational Plan 2018-2019 (the DPOP); and  
   ii. Councillor Price’s Question on Notice and the answer recorded in Council’s agenda dated 20 August 2018 that - ‘A resolution of Council would be required to have the Aboriginal flag flown at Chambers on a permanent basis.’  
   iii. Its Reconciliation Statement dated December 2012.  
C. Prepares a report on:  
   i. the status of its ‘Reconciliation Action Plan’ as outlined in its Reconciliation Statement; and | In progress | Community development staff have consulted with ERRLOGATSIF and they are pleased with this development. Council’s draft reconciliation statement, including actions from this NOM have been sent to the Land Councils and we are awaiting their response. | Director Community Services |
### Notices of Motion: Quarterly Progress Report (as at 30 September 2018)

**COMMITTEE:** Finance, Community & Services Committee  
**Goals:** 1, 2, 3, 5, 6, 10 & 11

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<td>ii. When the Reconciliation Statement will next be reviewed.</td>
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[NOM 24/09/2018]
Item No: R1  Recommendation to Council

Subject: AUSGRID EASEMENT - ALEXANDRIA INTEGRATED FACILITY, 67A BOURKE ROAD, ALEXANDRIA (SC99)

Author: Anthony Sheedy, Senior Property Officer

Approvers: Zubin Marolia, Manager - Property & Projects
           Tom O'Hanlon, Director - Technical Services

File No: 18/158774

Reason for Report: To consider the Ausgrid proposal for an Easement over land portion of the Alexandria Integrated Facility

Recommendation:

THAT Council:

A. Approves the execution of a Deed of Agreement for Easement over part of the Alexandria Integrated Facility property known as Lot 18 DP270785, 67A Bourke Road Alexandria between Ausgrid Operator Partnership and Woollahra Municipal Council and Waverley Municipal Council as joint owners, subject to appropriate sign off from Council’s lawyers and Ausgrid obtaining all the relevant consents and approvals.

B. Notes the easement is to be used for the purposes of the Ausgrid installation of underground electrical cables and associated purposes.

C. Approve the amount of $10,000 easement compensation to be paid to the joint Council’s from the Ausgrid Operator Partnership.

D. Authorises the Mayor and General Manager to do all things necessary to give effect to the Deed of Agreement for Easement and to finalise the documentation.

Background:

In 2012, Council in partnership with Waverley Council purchased Lots 12-15, 67A Bourke Road, Alexandria from Macquarie Development Capital Australia for the purpose of constructing an integrated depot facility on the site. In 2014, Woollahra and Waverley Councils reached agreement to become Tenants in Common of the premises (land and building) with a 41/59 percent share respectively.

Because of the Westconnex roadway extension through south west Sydney, a part of the original subdivision created by Macquarie Development Capital Australia was compulsorily acquired by NSW Roads and Maritime Services. This necessitated creation of a new Lot 18 in the subdivision plan for Community Association Scheme DP270785 which is owned jointly by Woollahra and Waverley Council (see Annexure 1).

A report was submitted to the Finance, Community and Services (FC&S) Committee on 15 October 2018 (copy attached), with a staff recommendation to grant an easement to Ausgrid over part of the common driveway being Lot 1 in DP 270785. This recommendation of the FC&S Committee was submitted to Council meeting on 29 October 2018 for adoption.

As mentioned in the previous report there was an additional piece of land that also needed to be formalised being a grant of easement to Ausgrid for part Lot 18 for laying of underground power cables (see hatched subject area of approximately 70 sqm shown in Annexure 1).
Proposal:

An easement 5m wide is proposed in favour of Ausgrid for the installation of underground power cables and associated purposes running under part Lot 18. A plan of the proposal shown as ‘E1’ (shown hatched) plus site photos are contained in Annexure 2. Ausgrid Lawyers have prepared a draft Deed of Agreement for the proposed Easement. Because Woollahra Council is a joint owner of this subject land, approval is required from Council for execution of the ‘Deed of Agreement for Easement’, with the Ausgrid Operator Partnership.

Ausgrid as a utility provider has the power to seek an easement over private land. It is therefore very difficult to refuse or block an easement proceeding. If a private owner refused to provide consent Ausgrid would acquire the easement through a compulsory acquisition process. The Deed of Agreement to Easement will provide that the construction is done in a manner and at times that do not adversely impede the operation of the Council’s depot.

Consultation:

As approval for the easement is dependent on the joint owners agreeing, the proposal from Ausgrid was circulated to both Councils for their review. Waverley Council staff will also be seeking their Council approval of the proposal to enter into a Deed of Agreement for Easement with Ausgrid.

Identification of Income & Expenditure:

In order for the Councils to accept the burden of the easement over part Lot 18 in DP 270785, compensation must be paid and this should take into account impacts (if any), that the easement has on the title to the land. As the easement sought is underground, and small in size (70sqm) there is little impact on the depot site or its land title.

Because compensation payment will be due to the two Councils for granting such an easement on their land, Ausgrid engaged valuers Preston Rowe Patterson (PRP) have assessed the compensation at $5,000 excl GST.

To ensure this amount was appropriate, independent valuer (FPV Consultants) were engaged to review the PRP report. They assessed the compensation to be within the range of $5k-$10k. Accordingly with further negotiation, Ausgrid agreed to increase the compensation payment offered to $10,000 (excl GST).

Conclusion:

It is recommended to approve the Deed of Agreement for Easement over Lot 18 in DP270785 and provide through a Council resolution approval to execute the necessary documentation on behalf of Woollahra Council.

Annexures

1. Plan of Council Community Association Scheme DP270785
2. Plan of Ausgrid Easement (E1) & Site Photos
3. Report to Finance, Community & Services Committee - Dated 15 October 2018
Item No: R1  Recommendation to Council
Subject: AUSGRID EASEMENT - ALEXANDRIA INTEGRATED FACILITY AND COMMUNITY ASSOCIATION DP270785 (SC99)
Author: Anthony Sheedy, Senior Property Officer
Approvers: Zubin Marolia, Manager - Property & Projects
            Tom O’Hanlon, Director - Technical Services
File No: 18/144353
Reason for Report: To consider the Ausgrid proposal for an Easement over common area land of the Alexandria Integrated Facility and the Community Association DP270785

Recommendation:

THAT Council:

A. Approves the execution of the Deed of Agreement for Easement over part of the common property known as Lot 1 DP270785, 67A Bourke Road Alexandria between Ausgrid Operator Partnership and the Community Association Scheme DP270785 in which Woollahra Municipal Council is a joint owner, subject to appropriate sign off from Council’s lawyers and Ausgrid obtaining all the relevant consents and approvals.

B. Notes the easements are to be used for the purposes of the Ausgrid installation of underground electrical cables and associated purposes.

C. Approve the amount of $50,000 compensation to be paid to the Community Association Scheme DP 270785 from Ausgrid Operator Partnership.

D. Authorises the Mayor and General Manager to do all things necessary to give effect to the Deed of Agreement for Easement and to finalise the documentation.

Background:

In 2012, Council in partnership with Waverley Council purchased Lots 12-15, 67A Bourke Road, Alexandria from Macquarie Development Capital Australia for the purpose of constructing an integrated depot facility on the site. In 2014, Woollahra and Waverley Councils reached agreement to become Tenants in Common of the premises (land and building) with a 41/59 percent share respectively.

As part of the original subdivision created by Macquarie Development Capital Australia, a common concrete road was built from Bourke Road which leads into the various lots that are now owned by Waverley, Woollahra and City of Sydney Councils. All three Councils have an allocated amount of lot entitlement based on their individual ownership of land under the Community Association Scheme DP270785 (see Annexure 1). The said concrete road is a jointly owned common area of the Community Association Scheme and is managed under the Community Association Act, which is similar in operation to a strata title scheme.

Ausgrid have sought an Easement over part of this common concrete driveway for laying underground cables.
Proposal:

An easement 5m wide (and of varying width) is proposed in favour of Ausgrid for the installation of underground high power cables and associated purposes running under the common concrete driveway being Lot 1 in DP270785. A plan of the proposal shown as ‘E2’ (shown hatched plus site photos are contained in Annexure 2. Ausgrid Lawyers have prepared a draft Deed of Agreement for the proposed Easement. In addition the proposed ‘E1’ easement shown on the plan is another Ausgrid proposal which only involves the land of Woollahra and Waverley Councillors and will be the subject of a forthcoming report once staff negotiations have been completed.

Because Woollahra Council is a joint owner of the common driveway, approval is required for execution of the ‘Deed of Agreement for Easement’, between Ausgrid Operator Partnership and the Community Association Scheme.

Ausgrid as a Utility provider has the power to seek an easement over private land. It is therefore very difficult to refuse or block an easement proceeding. If a private owner refused to provide consent Ausgrid would acquire the easement through a compulsory acquisition process.

As indicated in the labelled coloured diagram of Annexure 2 to this report, the easement through the common driveway known as Lot 1 will run past the depot wash bay entrance. Therefore the Deed of Agreement to Easement will provide that the construction is done in a manner and at times that do not adversely impede the operation of the Council’s depot. A satisfactory traffic management and construction plan will be required to be submitted before any works commence.

Consultation:

As the approval to the easement is dependent on all owners agreeing under the Community Association Scheme, the proposal from Ausgrid was circulated to all three Councils for their review. The City of Sydney Council have already approved the Ausgrid easement in an August 2018 resolution (see Annexure 3). It is anticipated that Waverley Council will also be seeking their Councillor approval of the proposal to enter into a Deed of Agreement for Easement with Ausgrid and obtain a resolution in September or October this year.

Identification of Income & Expenditure:

In order to accept the burden of the easement over the common driveway, compensation must be paid and this should take into account impacts (if any), the easement has on the title to the land. As the easement sought is under a common roadway, there is very little impact on the depot site or its land title.

Because compensation will be due to the Community Association Scheme for granting such an easement on their land, Ausgrid engaged valuers Preston Rowe Patterson (PRP) who have assessed the compensation at $45,000 excl GST.

To ensure this amount was appropriate Waverley Council engaged its own valuer (FPV consultants) to review the PRP report. They assessed the rent to be a very similar amount, however with further negotiation Council staff were able to increase the compensation offered by Ausgrid to $50,000 (excl GST).
The compensation of $50,000 excl GST will be receipted to the Trust account of the Community Association Scheme, and then either distributed to the three Councils based on their lot entitlement or held in Trust to offset ongoing levies and costs.

**Conclusion:**

It is recommended to approve the Deed of Agreement for Easement over Lot 1 in DP270785 and provide through a Council resolution approval for the Community Association Scheme to execute the necessary documentation on behalf of Council.

**Annexures**

1. Plan of Council Community Association scheme DP270785
2. Plan of Ausgrid Easement (E2) & Site Photos
3. City of Sydney - Council resolution 13/8/2018
Resolution of Council

13 August 2018

Item 6.9

Ausgrid’s Proposed Acquisition by Agreement for Easement over Community
Title Lot 1 DP270785, 67A Bourke Road, Alexandria (Part) for Underground
Electrical Cables and Other Purposes

It is resolved that:

(A) Council note that the City and Waverley Council hold interests in the Community
Scheme, being Community Association DP270785, comprising Lot 1 in DP 270785;

(B) Council approve the acquisition of part Lot 1 in DP 270785 by Ausgrid (as shown at
Attachment A to the subject report) for an easement over part of the common property
of the Community Association to be used for the purpose of the installation of
underground electrical cables and associated purposes;

(C) Council approve the amount of compensation to be received from Ausgrid in return for
the grant of easement as set out in Confidential Attachment C, and note that this
amount will be split amongst Waverley Council and the City as members of the
Community Scheme, in accordance with the Community Management Statement and
based on their total individual units of entitlement within the Community Scheme; and

(D) authority be delegated to the Chief Executive Officer to approve and direct the
Community Association to:

(i) complete the negotiations and do all things necessary to finalise the Deed of
   Agreement for Easement with Ausgrid; and

(ii) approve the execution and administration of the Deed of Agreement for
    Easement with Ausgrid.

Carried unanimously.

S117083
Item No: R2  Recommendation to Council

Subject: ACCESS EASEMENT FOR DRIVEWAY - 51 SUTTIE ROAD, BELLEVUE HILL (SC4533)

Author: Anthony Sheedy, Senior Property Officer
Approvers: Zubin Marolia, Manager - Property & Projects
            Tom O’Hanlon, Director - Technical Services

File No: 18/161592

Reason for Report: To consider an application for a grant of an access easement for a driveway at the rear of 51 Suttie Road, Bellevue Hill

Recommendation:

A. THAT an inspection be arranged of Council land parcel Lot 2 in DP 1043883 prior to the next Finance, Community and Services Committee meeting of 3 December 2018.

B. THAT a further report be received following completion of part A.

Background:

In a letter to Council dated 28 August 2018 the owner of 51 Suttie Road, Bellevue has requested an easement for access over an existing concrete driveway on Council land identified as Lot 2 in DP 1043883 (see Annexure 1).

Due to the steep topography of the residential site, rather than use the concrete driveway and layover at the front of 51 Suttie Road (see site photos in Annexure 2), some decades ago, the then owner sought approval from Council to access the residence from the rear of their property, by constructing a carport with concrete driveway access over the parklands off Lough Park. Council approved this proposal in 1976. Subsequently a new residential building was approved by Council in 1990. This new development included a double garage at the rear, with driveway access over a portion of Lough Park reserve noted above.

In 1993, Council classified the land in Lough Park reserve as ‘Community Land’ to comply with the new Local Government Act. However this portion of land has historically had a concrete driveway on it and it has been alienated for many decades from Lough Park due to its location in a corner edge of the park and the dense line of trees. This effectively limits public use of this land and provides little benefit to the general public.

In 2001 the previous owners of 51 and 53 Suttie Road requested that Council sell the adjoining land to them. They argued that they had continuous use of the land and access driveway for many years. The Corporate and Works Committee resolved on 5 March 2001 to advertise the proposal. There were no objections received from the public advertisement and notification to the adjoining owners.

On 28 May 2001 Council resolved to consent to the subdivision and reclassification of portion Lough Park for the purpose of the sale of the driveways accessing the properties at 51 & 53 Suttie Road. This strip of land adjoining 51 & 53 Suttie Road was later subdivided by DP 1043883.

The owner of No. 53 purchased Lot 1 in DP1043883 comprising their driveway access, whilst the then owner of No. 51 did not accept the sale price offered by Council for Lot 2 and made a counter offer which was not acceptable to Council. Consequently the sale did not proceed.
Classification of this Land:

Lot 2 in DP 1043883 has remained in Council ownership, however its classification was changed from Community Land to Operational Land, pursuant to Council’s resolution and NSW Gazette No 98 made on 14 June 2002. The land was also rezoned from Open Space to Residential ‘A’ (currently R2). See Annexures 3 & 4.

Council has received legal advice that an easement for access may be granted over Council land which is classified as Operational Land.

Proposal:

The current owners of 51 Suttie Road in their letter to Council stated that the concrete driveway is currently in a degraded condition with many cracks and potholes, which poses a risk to pedestrians as well as vehicles. The owners therefore want to reconstruct the driveway and provide some safety lighting.

Council staff including the Team Leader, Infrastructure Assets inspected the driveway condition earlier this year and confirmed the poor condition of the driveway. Due to the uncertainty and significant reconstruction costs, the owners would like to formalise their driveway access through an easement over Lot 2.

Council has the option to accede to the request for an easement and resolve to grant an easement over land classified as Operational Land. This would formalise the vehicle access to the double garages, which Council has previously consented to. Under Section 6 of the Roads Act, 1993 an adjoining owner has a right of access to the road, however because this is not part of Suttie road reserve, the adjoining owner requires a formal easement for access over the Lot 2 Council land parcel.

The proposal is to provide the owners of 51 Suttie Road an easement over the driveway portion of Lot 2 only. They will be responsible for all repairs, maintenance and insurance of the driveway. Council will retain responsibility for all the trees on this Lot.

Identification of Income & Expenditure:

It is proposed that the driveway reconstruction and safety lighting installation works will be undertaken by the owners at their cost. The owners would have to agree to pay all Council’s legal costs incurred in the resolution of this matter. Easement compensation to Council will also be payable by the owners. This payment will be assessed by an independent registered valuer. Further reports will be provided to this Committee, should approval be given to progress this request.

Conclusion:

Council has received a request from the owner of 51 Suttie Road, Bellevue Hill for an easement granting them access over the adjoining Lot 2 DP 1043883. They propose to reconstruct the concrete driveway, which leads to their garages and install some safety lighting.
In 2001 Council was prepared to sell Lot 2 to a previous owner, however this did not proceed due to an insufficient sale price offer. As 17 years has elapsed since then, Council’s Property staff recommend that the site be inspected by Councillors on the evening prior to the Finance, Community & Services Committee meeting of 3 December 2018, where this matter will be further considered.

Annexures

1. Cadastral plan showing subject Lot 2 DP 1043883
2. Lot 2 Site Photos
3. 1995 WLEP (Amendment 37)
4. Zoning Plan of Subject Lot 2
Annexure 1  Cadastral plan showing subject Lot 2 DP 1043883
Woollahra Local Environmental Plan 1995
(Amendment No 37)

1 Name of plan

This plan is Woollahra Local Environmental Plan 1995 (Amendment No 37).

2 Aims of plan

This plan aims:

(a) to reclassify the land to which this plan applies, being public land owned by Woollahra Municipal Council, from community land to operational land within the meaning of the Local Government Act 1993, and

(b) to rezone the land from Zone No 6 (the Open Space Zone) to Zone No 2 (a) (the Residential “A” Zone) under Woollahra Local Environmental Plan 1995, and

(c) to apply a maximum height limit of 9.5 metres to the land, and

(d) to apply a minimum allotment size standard of 675m² to the land.

3 Land to which plan applies

This plan applies to part of Lot 3, DP 81467, being land adjoining (but not forming part of) 51 and 53 Suttle Road, Double Bay, as shown by distinctive colouring, edging, lettering or hatching on the 4 sheets of the map marked “Woollahra Local Environmental Plan 1995 (Amendment No 37)” deposited in the office of Woollahra Municipal Council.

4 Amendment of Woollahra Local Environmental Plan 1995

Woollahra Local Environment Plan 1995 is amended as set out in Schedule 1.
Woollahra Local Environmental Plan 1995 (Amendment No 37)

Amendments

Schedule 1 Amendments

1. Schedule 1 Definitions

   Insert in appropriate order in the definition of density map:
   Woollahra Local Environmental Plan 1995 (Amendment No 37)—Density Map

2. Schedule 1, definition of "height map"

   Insert in appropriate order:
   Woollahra Local Environmental Plan 1995 (Amendment No 37)—Height Map

3. Schedule 1, definition of "land use map"

   Insert in appropriate order:
   Woollahra Local Environmental Plan 1995 (Amendment No 37)—Land Use Map

4. Schedule 4 Classification and reclassification of public land as operational land

   Insert at the end of Part 3, under the headings of "Locality", "Description" and "Trusts etc not discharged", respectively:

   Double Bay

   Land adjoining (but not forming part of) 51 and 53 Sutie Road

   Part of Lot 3, DP 81467, Nil as shown edged heavy black on the map marked "Woollahra Local Environmental Plan 1995 (Amendment No 37)—Classification Map"—Woollahra Local Environmental Plan 1995 (Amendment No 37)
Annexure 3  1995 WLEP (Amendment 37)

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**ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979**
**WOOLLAHRA LOCAL ENVIRONMENTAL PLAN 1995**
**(AMENDMENT NO. 37) - Land Use Map**

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Scale 1:600  Locality of Double Bay

Certificate in accordance with the Environmental Planning and Assessment Act 1979 and Regulation

General Manager

Page 142
Item No: R3  Recommendation to Council

Subject: PADDINGTON LIBRARY SUNDAY OPENING TRIAL

Author: Vicki Munro, Manager - Library & Information Services

Approver: Lynn Garlick, Director - Community Services

File No: 18/170060

Reason for Report: Following advice from the City of Sydney, Council needs to consider whether to fund the 12 month Sunday Opening trial at Paddington Library for the period January 2019 to December 2019.

Recommendation:

THAT Council fund the 12 month trial of the Paddington Library Sunday opening, commencing January 2019 and report back to Council on the success of the trial and ongoing funding options with the City of Sydney.

Background:

At the meeting of 20 August 2018, following a Notice of Motion, by Clr Price, it was resolved that Council:

1. Opens the Paddington Library on Sundays, during the hours of 10am-4pm, for a trial period of 12 months (the Trial).

2. Notes
   2.1 the approximate total cost of the Trial is $61,272;
   2.2 that pursuant to the current funding arrangements between the City of Sydney (CofS) and Woollahra Municipal Council (WMC), the Trial would cost WMC approximately $36,763 and CofS $24,509;
   2.3 its Delivery Program 2018-2021 and Operational Plan 2018-2019 (the DPOP);
   2.4 the findings of the 'Woollahra Library and Information Services Strategy’ report dated November 2007 (the Library Strategy); and
   2.5 the 2018/19 budget for the Paddington Library.

3. Requests that the Mayor writes to the Lord Mayor of Sydney, Clover Moore, seeking:
   3.1 support for the Trial; and
   3.2 that the City of Sydney (CofS) fund (on a 60/40 basis) the costs of the Trial and (depending on the outcome of the Trial), the costs of permanently opening the Paddington Library on Sundays.

4. Following the conclusion of the Trial, undertakes community consultation to assess the Trial.

5. Requests staff to prepare a report on the Trial (including analysis and review of the community consultation) to the Finance, Community & Services Committee with a view to permanently opening the Paddington Library on Sundays.

In actioning Council’s resolution, the senior library management teams from both the City of Sydney and Woollahra Council met on Wednesday 29 August 2018 to discuss the possibility of a Sunday opening trial. The key messages from the meeting were:

- In an effort to reduce staffing costs for the Sunday opening, a revised cost estimate of $56,888.83 (40% City of Sydney = $22,756 / 60% Woollahra = $34,133) was presented for the 12 month trial;
- Both Councils will be reviewing their Libraries opening hours in the upcoming 12 months through their strategic planning processes including community consultation;
The City of Sydney staff indicated that due to the upcoming review of their Libraries opening hours, at this stage, they could not support additional funding for the Paddington Library – 12 month Sunday Opening trial. However, pending the outcome of the trial consideration would be given to joint funding of an ongoing arrangement of Sunday opening hours at Paddington Library; and

- Performance measures for the trial period were discussed and it was agreed that monthly visitation statistics for the Sunday opening trial period would be a good indicator. It was also agreed that an increase in visitation consistent with a similar City of Sydney library (Glebe) open on Sundays would need to be demonstrated at Paddington Library to warrant a permanent and ongoing arrangement.

A letter was sent to the Lord Mayor, City of Sydney, Clover Moore on 6 September 2018, to formally request:
1. the City of Sydney’s support for the 12 month Sunday Opening trial at Paddington Library and
2. that the City of Sydney give consideration to assist in funding (on a 60/40 basis) the 12 month Trial and pending the outcomes of the trial, the ongoing costs of permanently opening Paddington Library on a Sunday.

A letter has now been received from the Lord Mayor, City of Sydney, dated 16 October 2018 supporting the 12 month trial but advising that the City cannot assist with funding for the trial this year. They stated that they will monitor the trial and consider providing funding in the next financial year, depending on the outcomes of the trial against the agreed performance indicators. See Annexure 1.

Proposal:

In light of the above correspondence, it is proposed that Woollahra Council conduct a 12 month trial of Sunday opening for Paddington Library, commencing January 2019. The Library opening hours will be 10am to 4pm each Sunday, with 2 staff working 9.30am - 4pm and 1 staff member rostered to 12 - 4pm. This is the same hours and staffing structure for Saturday opening at Paddington Library.

It is proposed that the 12 month trial will be fully funded by Woollahra Council at approximately $56,889. This cost will be split over two financial years (2018/19 and 2019/20).

The key performance measures agreed to at the meeting with City of Sydney staff on 29 August 2018 are an increase in visitation to Paddington Library on Sundays throughout the trial period and Sunday’s visitation to be comparable to a similar library (Glebe) within the City of Sydney network.

Towards the end of the trial, Woollahra Libraries will undertake community consultation to assess the success of the trial and its ongoing requirements. A meeting will also be held with City of Sydney senior library management staff to discuss the outcomes of the trial against the agreed performance measures and future funding options, similar to the current funding ratio, where Paddington Library is funded 60% by Woollahra Council and 40% by the City of Sydney.

Both Woollahra and City of Sydney Libraries will be reviewing their Library opening hours in the coming 12 months and these outcomes will also feed into the above review.

To ensure the success of this proposal a marketing plan will be developed and implemented.
Conclusion:

By conducting a 12 month trial of Sunday opening at Paddington Library from January 2019, there will be an opportunity to ascertain the need and community response for an extension of service at Paddington Library. It may also assist in easing the demand on Woollahra Library at Double Bay on weekends. A further report will be submitted to the Finance, Community and Services Committee on the outcomes of the trial and subsequent funding options.

Annexures

1. Letter from Lord Mayor, City of Sydney, dated 16 October, 2018 on Paddington Library Sunday opening trial
16 OCT 2018

Cr Peter Cavanagh
Mayor of Woollahra
C/o Patricia Vella
PA to the Mayor & General Manager
By email patricia.vella@woollahra.nsw.gov.au

Dear Mayor

Paddington Library

I refer to your letter seeking the City of Sydney’s support for a 12 month trial to open Paddington Library on Sundays between 10am and 4pm.

Thank you for your letter. The City of Sydney is supportive of the trial. However, we are unable to provide financial support at this stage as the trial is not included in our current budget.

We will monitor the trial, and consider providing funding in the next financial year should Woollahra Council meet previously agreed key performance indicators. I understand City of Sydney library staff explained this at their recent meeting with their counterparts at Woollahra Council. Our library staff will continue to work with their colleagues at Woollahra around any changes to Paddington Library’s operations.

I wish Woollahra Council all the best with the trial, and look forward to hearing the results.

Yours sincerely

Clover Moore
Lord Mayor of Sydney

Sydney Town Hall 483 George Street Sydney NSW 2000
Phone 02 9265 9229 Fax 02 9265 9328 cmoore@cityofsydney.nsw.gov.au

Annexure 1 Letter from Lord Mayor, City of Sydney, dated 16 October, 2018 on Paddington Library Sunday opening trial
Item No: R4 Recommendation to Council
Subject: PREVENTION OF DOMESTIC AND FAMILY VIOLENCE AND THE PROTECTION OF ITS VICTIMS
Author: Lynn Garlick, Director - Community Services
Approver: Gary James, General Manager
File No: 18/171026
Reason for Report: Response to NOM

Recommendation:

A. THAT Council establish a partnership with a not-for-profit Social Housing Service on a fee for service model for three years to provide accommodation and support for survivors of domestic and family violence.

B. THAT $40,000 be included in the 18/19 budget to allow for this accommodation service to begin in February 2019, and future allocations of $90,000 per annum be included in the budget until June 2020.

C. THAT a review of the existing arrangements be undertaken in 12 months to reassess Council’s level of response, taking into account any additional responses from State and Federal governments.

Following a Notice of Motion from Councillors Elsing and Shields, at the meeting on 23 April 2018 it was resolved:

THAT Council requests staff to prepare and submit a report on the prevention of domestic and family violence and the protection of its victims to the relevant Council committee which:

A. Articulates Council’s commitment to supporting the prevention of domestic and family violence and the protection of its victims,
B. Considers mechanisms for financial support including partnering with an existing provider to deliver support including providing temporary accommodation and other resources in the Woollahra Municipality, exclusively for domestic and family violence victims, and
C. Recommends a budget allocation for the prevention of domestic and family violence and the support and protection of its victims for inclusion in the Council budget for 2018/2019 and subsequent years.
D. Council writes to the Minister for Community Services and our two Local Members advising of this resolution.

Background

Domestic and family violence is a significant community safety issue across Australia, but it is also a major health, housing, criminal, and child protection matter that requires a large coordinated effort across all areas of government and communities.
Domestic violence is the use of any form of violence by one person to control another. It can take many forms including: fear, intimidation, verbal and physical abuse, emotional and economic abuse, social and sexual abuse and/or stalking and controlling behaviours. People who experience domestic and family violence can come from a range of socioeconomic groups and can have vastly different life experiences.

The Australian Institute of Health and Welfare (AIHW) in its report, *Family, Domestic and Sexual Violence in Australia, 2018*, provides the following information:

- Intimate partner violence causes more illness, disability and deaths than any other risk factor for women aged 25-44 years.
- 25% of women have experienced emotional abuse by a current or former cohabiting partner.

In addition, since 1 January – 25 October this year, 57 women have been killed in Australia by men due to family violence.

**Impacts on children witnessing domestic violence**

According to a parliamentary research paper, *Domestic, family and sexual violence in Australia: an overview of the issues* (2014), “Children and adolescents living with domestic and family violence are at increased risk of experiencing emotional, physical and sexual abuse and that such social, behavioural, cognitive and emotional effects may also have a lasting impact on education and employment outcomes.”

These children may be more likely to experience: mood problems including depression, anxiety, trauma symptoms, increased aggression, antisocial behaviour, low self-esteem, loneliness, school difficulties, impaired cognitive functioning, and an increased likelihood of substance abuse.

**Homelessness**

The above mentioned AIHW report identifies domestic and family violence as a major cause of homelessness in Australia and it is consistently one of the most common reasons clients seek assistance from specialist homelessness services (SHS). In 2015-16, 38% of SHS clients had experienced family and domestic violence and 92% of these were women and children.

In 2017, the number of family and domestic violence clients has increased by 33% since 2011-12 (Australia’s welfare 2017: in brief; 19 October 2017 AIHW). Just under half (48%) of domestic and family violence clients were considered homeless on presentation. The report found that violence removes the sense of safety and belonging associated with the home; and secondly, leaving a violent situation usually requires leaving the family home (Chamberlain & Johnson 2013). People who leave their home because of violence often experience severe social and personal disruption, poorer housing conditions and financial disadvantage (Spinney & Bandy 2011).

**Accommodation Solutions**

Below is an overview of each type of housing solution. There is a shortage of each type of accommodation across Sydney and housing costs in Sydney are prohibitive if you are escaping an abusive relationship where there has been economic abuse. Even in a wealthy home a woman may have no independent income or access to income.
When there is no housing option available for a woman who has fled violence, either on her own or with a family, then she is forced to make a choice of returning to a place where her children have a home, but she is abused, or having her children be homeless. The local Police have said that after calling services for a place for women to stay and nothing can be found, many ask to return home.

**Staying Home Leaving Violence:** this Family and Community Services Initiative aims to increase safety and prevent homelessness by enabling the person experiencing domestic and family violence and their children to remain in their home whilst the perpetrator is removed. The service model includes outreach support, risk assessment, safety planning, security modifications and equipment, court support, casework and advocacy.

**Crisis accommodation:** refuges and women’s shelters offer short-term safe crisis accommodation for anything from two weeks to three months. These services will provide food and necessities and offer support services and help women to look for accommodation to move on to depending on their circumstances.

**Start Safely** is a subsidy which provides short to medium term financial help to eligible clients, including those with children, who have experienced domestic or family violence so that they can secure private rental accommodation and do not have to return to the violent situation. This is an arrangement where the State government provides rental assistance for up to three years, where the rent is affordable and the person escaping violence is on a moderate income. Due to the high rents in the Woollahra LGA, the subsidy could not cover accommodation in the area.

**Transitional housing:** is a form of social housing provided by registered community housing providers. It affords eligible people an opportunity to stabilise their accommodation before moving to a longer-term arrangement. This is usually up until 18 months. Tenant usually pays 25% of their income towards the rent.

**Medium-term housing:** this is a longer term form of social housing allowing the survivor stability to develop a plan, such as securing employment or upskilling and developing a plan towards living independently. The time period for this type of housing is usually 1-3 years. Tenant usually pays 25% of their income towards the rent.

**Woollahra LGA**

There were 89 reports in Woollahra Municipality in 2016, and in 2017 there were 93 reports made to police of women or children suffering at the hands of another person. (Bureau of Crime Statistics and Reporting). Out of 120 Woollahra is rated 106 against other Local Government Areas in Australia. A SMH article 2nd May 2018, stated that “Rose Bay and Canobolas were the only local area commands to record a reduction in domestic violence incidents, and it remained below three per cent per month.”

Domestic violence is a hidden crime. Due to shame, fear, control and financial dependence, many incidents of domestic violence will not be reported to police, so these statistics may be underrepresented. This is especially so where the abuse may involve methods other than violence to control, such as continual emotional, financial and psychological abuse in order to control. These situations are nevertheless a violation of human rights.
Consultation with services in Woollahra

Consultation was undertaken to understand the current service provision covering the Woollahra LGA, the current needs, police and policy approaches in order to get the appropriate response for the community. It was also important to build relationships with services in order to develop a referral pathway for clients.

Consultations was undertaken with the following organisations:
Eastern Suburbs Police Area Command, Jewish House, Jewish Care, the Deli, Bondi Beach Cottage, Randwick Council Community Services, Waverley Council Community Services, Inner West Council, Marrickville Legal Service, Family and Community Services, Holdsworth, Lokhai Foundation, Women NSW, Bridge Housing, Women’s Housing Company, FACS, Eastern Sydney Domestic Violence Network.

Local Support Services

The main free and confidential specialised DV support services accessed by local women are:

- **Bondi Beach Cottage**: a not for profit community organisation offering trauma-informed Specialist Domestic Violence Counselling Support for women, case management and advocacy, Court support for ADVO applications and DV support & therapeutic groups for women.

- **Jewish Care**: provides support services including counselling and a domestic violence program. Emotional support, counselling, advocacy, referral to legal services, court support, financial assistance, referral to housing services, and community education.

Crisis accommodation services nearby:

These services are located just outside the LGA, but in the Eastern suburbs:

- **Dolores Refuge** run by St Vincent De Paul, is a crisis accommodation and case management service for women who have experienced domestic/family violence.

- **Jewish House**: provides crisis accommodation, support and counselling services to anyone that is homeless, not specific to women who are escaping domestic violence, but 54% of their clients are victims of domestic violence. It is one of the few accommodation services that allow residents to keep their pets with them. Not wanting to leave family pets is sometimes a reason why people stay in abusive relationships.

In addition, some women from Woollahra may access services and crisis centres away from where they live.

Who is seeking help and what help are they seeking?

**Response from Sergeant Matthew BARHAM, Domestic Violence Team Leader, Eastern Suburbs Police Area Command, Rose Bay Police Station (April 2018)**

In a month, Sergeant Barham’s team attends 90 – 100 DV call outs, most are verbal and result in no offence. Of those that result in a charge, very few are assault and even fewer are violent assault. Requests for crisis accommodation are extremely rare in Woollahra.
Usually when someone needs crisis accommodation it is generally in an area that is away from the alleged offender. So people who currently reside in Woollahra LGA would end up in another LGA as we would want to limit the chances of them seeing each other. My team and I cannot recall a time when a resident from Woollahra needed to use one of these services. In saying that, there are people from other LGAs who would benefit if more crisis accommodation is available it would be appreciated by DV Victims and support services around the Sydney Metro area.

Bondi Beach Cottage: provides counselling, support, case management and referral.
In the first five months of 2018, they had opened 69 files offering DV support, counselling and case managing, referring clients to a wide range of services in and out of the Woollahra LGA – to art therapy, Centrelink, childcare, GP’s, Legal Aid, temporary housing, police, FACS and Housing NSW.
21% of our clients over the years are from the Woollahra LGA. They comment that the residents of Woollahra LGA all experience similar rates of DV tactics as in other areas: emotional/psychological, verbal, physical and financial abuse.

The Deli Women and Children’s Centre in Eastlakes: provides counselling, support, case management and referral.
Some clients seek the temporary respite of a refuge – currently in this region at Dolores - the single women’s refuge at Bondi or Killara - the woman and children's refuge at Randwick, and soon the Bayside Women’s Shelter at Botany. However this option does not appeal to all survivors, most of whom more need the therapeutic and practical supports we offer to heal and move forward from their trauma. Many women desperately need safe, affordable long term accommodation in the area where they have established a life for themselves and their children.

Rabbi Mendel Kastel, CEO from Jewish House, identified that most women who are homeless because they are escaping domestic violence from Woollahra LGA are well educated women who have not been in the workforce because they have children and their husband’s income is substantial. They need some time to update their skills, or networks in order to get a job.

Prominent Woollahra resident Kay Schubach, who wrote a book about her personal experience of domestic violence spoke at a domestic violence community information event organised by WMC in 2016. She referred to the “golden handcuffs” phenomenon as a problem in the eastern suburbs where women feel pressured to stay in abusive relationships to ensure finances are not cut off for their children’s education, lifestyle and extracurricular activities.

Response to B - Proposal to provide accommodation for survivors of domestic and family violence

Woollahra Municipal Council acknowledges that housing is a State government responsibility and that housing affordability is an ongoing problem in Sydney, and especially in the Woollahra LGA. Council would like to assist members of its community in hardship due to domestic violence. The pressures on crisis accommodation services for homeless women escaping domestic violence could lead to the conclusion that the best option would be to provide more crisis accommodation.
This would service up to 25 individuals a year for stays of less than 3 months. An alternative way to assist is to provide subsidised housing, so that there are less people in crisis accommodation and to offer a stable housing situation for 1-3 years, which is likely to assist these women to start a new life rather than returning to an abusive situation. This option addresses the crisis needs of fewer people, each year, but offers a different form of assistance, placing a number of families on an alternative life trajectory. It also frees spaces in crisis accommodation. The advice from local services working with survivors of domestic violence in the local area suggests that this would be a more targeted solution for the residents of Woollahra. To prioritise women with up to 2 children as recipients for this support is based on the evidence that shows that providing stability for children and having them receive appropriate emotional support is of prime importance to build children’s resilience after trauma.

Such an approach was also taken by Randwick Council in allocating two out of Council’s 20 affordable rental housing properties specifically for women and children exiting emergency refuges to provide more stable medium-term accommodation. Between 2016 and 2017, there were 373 reports in Randwick made to police of women or children suffering at the hands of another person.

**Housing for women over 50 years**

The above housing solution for families directs help to those who will benefit most. This is due to the impact this will have as a result of early intervention in a child’s life. This solution however does not address the need identified by services that women over 50 years are increasingly homeless, because they cannot afford rent and may not be able to find work, or do not have superannuation. Many of these women have either historically or recently been survivors of domestic violence. This was identified as a local issue by services in the area and needs addressing separately. It will be investigated whether as part of the funding agreement with the Holdsworth Homeshare pilot, Woollahra could request for two of the four matches being funded to be allocated to women who are over 50, who have historically been survivors of domestic violence, where it is safe to do so.

**Partnership Proposal**

It is proposed to initially provide medium-term accommodation for one to three years for two families. It is proposed to establish a partnership with a not-for-profit Social Housing Service on a fee for service model for three years to provide two secure units of accommodation for women with up to two children to allow them to live close to where they have support networks, and to allow their children to continue their childcare or schooling with minimal disruption. To prioritise women with up to 2 children as recipients for this support is based on the evidence that shows that providing stability for children and having them receive appropriate emotional support is of prime importance to build children’s resilience after trauma. The housing would be time limited, allowing them a period of stability in subsidised housing with a plan negotiated with the woman to transition to independent living.

This solution is scalable, it can increase or decrease in response to need to be reviewed every 12 months. Additional wrap around services can be added if needed and any philanthropic activity can be incorporated as more housing or additional support servicing or provisions, such as furniture, education expenses, etc for children. This solution offers a long-term solution, where a woman and her children can get the appropriate level of security and support to have a viable alternative to moving back into an abusive relationship.
The program can commence operation from February 2019 should funding be available for February to June 2019. The program would then operate for a three-year period from 1 July 2019 to 30 June 2022. In such an arrangement, the tenant pays 25% of household income and WMC pays the rest for up to 3 years. The costings have been made on the basis of a tenant having no income beyond Centrelink, as may be the case for some women until a Family Court settlement is completed.

The social housing service will:

- locate two safe and secure units (2 bedroom) in the private rental market in the Woollahra LGA.
- sign the leases for the duration of the program and manage the relationship with the real estate agent, including repairs and maintenance;
- undertake all tenancy management;
- assess referrals and make offers;
- sign a fixed term lease with the tenant;
- collect rent and manage rental arrears;
- review tenancy on a six monthly basis;
- ensure tenant is linking in with any required supports, meeting goals and on track to exit into sustainable housing at the end of the program;
- create a plan with the tenant setting goals to move towards independence; and
- provide an annual report to Council on progress, achievements and acquittal of funding.

Initial discussions have been held with community housing providers, Women’s Housing Company, Bridge Housing and Women and Girls Emergency Group who specialise in this type of housing. These are non-government, registered not-for-profit housing providers that operate under the National Regulatory System for Community Housing.

**Eligibility**

The suggested eligibility criteria is:

- women with up to two children;
- Woollahra residents who have escaped domestic violence;
- are in need of subsidised housing for a period of time;
- have a strong connection with the area and they would want to stay in the area because of the support network provided, such as remaining close to children’s schools and supports and
- it is deemed safe for them to stay in the area.

**Referral process**

Bondi Beach Cottage, Jewish Care, Jewish House and Delores are already in contact with women that are in crisis or temporary accommodation or still in their home, wanting a way to escape, so it is appropriate that these services can identify potential applicants for referral to the community housing provider. The housing provider will manage the referrals.
Supporting the family to achieve a sustainable future

The housing service would work with the tenant from commencement to set goals, link to supports and work towards a sustainable exit at an appropriate time - up to three years in total. This will vary depending on individual circumstances but will be a key consideration when assessing eligibility for this program. The housing service will link them to support services for furniture, health, legal, family support.

Income & Expenditure

Woollahra Council would pay a Social Housing Service who specialises in providing for women and children in these circumstances and is familiar with the Woollahra area, on a fee for service basis. The total cost to fund this program would be approximately $90,000 per annum for two properties. This includes a brokerage allowance to enable the purchase of goods and services to assist clients to achieve positive outcomes. This includes approximately $5,000 per annum per property suggested for brokerage, which could be provided as emergency brokerage to assist with essential needs at the start of tenancy (such as food) or could be applied towards educational services to facilitate transition out of the program.

The above-mentioned funding of approximately $90,000 per annum over the next three years would cover the following:

- The lease of two 2-bedroom properties in Woollahra – specifically the difference between the market rent paid to landlords and the subsidised rent charged to the tenants;
- An allowance for the repair of property damage;
- The costs of managing the tenancy;
- The costs of linking the tenant to support services;
- Property management costs: sourcing appropriate properties, liaison with the real estate;
- Agent, payment of rent, eventual termination of leases etc.;
- Reporting and acquittals, and
- Brokerage.

For the period of 1/2/2019 to 30/6/2019, funding of approximately $40,000 would be required to begin the tenancy early in the year to ensure children are settled at the start of the school year. It is recommended that Council include $40,000 in the 18/19 budget to allow for this. Future allocations of $90,000 per annum will be included in the budget until June 2022.

Longer term commitment

Each year for the next three years an evaluation of the proposed partnership housing program can occur, taking into account the broader responses from State and Federal government to the issue of domestic violence. Housing for survivors of domestic violence could be addressed in Council’s Housing Policy. Additional approaches might include offering developers incentives for the provision of transitional housing for survivors of domestic violence. For example, The Hills Shire since 2017 has had in place a policy that a developer who meets the criteria, can build two additional dwellings for every transitional home provided, and they have capped the ‘uplift’ to a maximum of three transitional homes per development.
Response to Part C - Prevention

Councils Initiatives in prevention to date

Woollahra Council’s role is to educate and raise awareness within the LGA. We achieve this by promoting local initiatives that challenge disrespectful behaviours so as to foster the elimination of violence and the promotion of respectful relationships. Council works in partnership with local community groups, organisations, networks and key national associations to do this.

Council is an active member of the Eastern Suburb Domestic Violence Network. The Network provides assistance to local organisations in accessing training for a school-based Domestic and Family Violence and Sexual Assault prevention program for students in Years 9 and 10. The Network also creates initiatives for 16 Days of Activism.

Council supports the work of the Community of Schools in the Eastern Suburbs (CoSiES) and their commitment to the Breaking the Silence program through hosting a Respectful Relationship Breakfast at Council. The breakfast celebration highlights the commitment of primary schools in raising awareness on the issue of violence against women, including displaying artworks developed by the students throughout the year around the theme of respectful relationships.

Council has previously funded the training of facilitators for the Love Bites program. This is an interactive school-based domestic, family and relationship violence and sexual assault prevention education program aimed at young people aged 14 – 16 years. The program is delivered in schools through a collaborative network of trained service providers from local organisations.

Council has held White Ribbon events annually to engage men in taking the White Ribbon oath and have White Ribbon ambassadors speak at such events. An information community session evening was held at for the past two years at Double Bay Library. These included two prominent keynote speakers that have survived DV – Kay Schubach in 2016 and Leslie Morgan Steiner in 2017. Counsellors have been available at the events where needed.

Council has been promoting a visible domestic violence message on a garbage truck for the past three years.

Current and future prevention initiatives

In 2018:

- Woollahra Council’s website resource page for domestic violence was updated, made current and more comprehensive. We are investigating including a quick release button for protection of readers who might be at risk if they were found reading this information.
- A support services listing brochure was developed with ESDVN
- On 27 November, the annual Respectful Relationships Breakfast will be held at Woollahra Council.

Proposal regarding prevention

Violence is prevented through changes to attitudes, social norms and structural inequalities that underpin domestic & family violence. Women’s empowerment is one element of this and informing the community about what constitutes a respectful relationship can help to raise awareness.
Bondi Beach Cottage commented that they spend time with clients working on what healthy relationships look like and what unhealthy ones might look like.

_The term “Domestic Violence” can alienate some clients who do not consider long term unhealthy relationships to be DV, despite being unable to have any financial freedom, unable to make decisions for the family or go anywhere without scrutiny._

The following activities are proposed:

- **December 2018:** The Stop it at the Start Commonwealth campaign aims to help break the cycle of violence by encouraging adults to reflect on the attitudes they might be passing on to their children, and have conversations about respect with young people. The campaign is aimed at parents and family members of children aged 10–17, as well as teachers, coaches, community leaders and employers of young people. We plan to reinforce this campaign in Woollahra by sharing these messages and campaign materials throughout December and January when families are spending time together.

- **February 2019:** Woollahra Council, Jewish Care and Mums for Mums will partner on a project addressing sexualisation, and violence against women. Our guest speaker will be Melinda Tankard Reist. Melinda is an author, speaker, media commentator, blogger and advocate for women and girls.

- **March 2019:** It is proposed that for International Women’s Day, 8th March and Women’s Week 3-9 March, Community Services will host activities that focus on celebrating women, women’s empowerment and women supporting each other to achieve their goals. Saturday 9th March Community Services proposes to host a Woollahra Women mentoring Woollahra Women event, where prominent Woollahra women are matched with mentees and provide ‘speed date’ mentoring, with additional small group discussions and living library storytelling in the afternoon.

- **Throughout 2019:** It is proposed to develop a localised positive social marketing campaign that would aim to promote respectful relationships and raise awareness of support services available on the side of garbage trucks, banners, social media, etc. This will be developed in consultation with relevant services and survivors. It will be evaluated for its impact. Inner West Council found that their localised campaign led to an increase in referrals to services.

- **In addition,** Councillors have identified community generosity to support survivors of domestic violence with pro bono offers and philanthropy. Engagement with the community on this issue and harnessing such support could occur as part of such a campaign.

**Conclusion**

Woollahra Council is committed to raising awareness of domestic violence and the associated homelessness as a major societal problem, and to work in partnership with other agencies and our community to prevent and address this locally. It is proposed that Council’s immediate response be to provide housing for two families for up to three years and to increase the impact of its preventative work in the community. Council will actively monitor the appropriateness of this level of response. Council will look to incorporating a longer-term solution into Council’s Housing Strategy.

**Annexures**

Nil
Political Donations: Matters to be considered by Councillors at Council and/or Committee Meetings

Matter before Council and/or Committee Meeting

- Did the applicant, owner (if not the applicant) or someone close to the applicant make a donation in excess of $1,000 that directly benefited your election campaign? (Code of Conduct Cl 4.21)
  - Yes: Action - Declare a significant non-pecuniary conflict of interest, absent yourself from the meeting and take no further part in the debate or vote on the matter (Code of Conduct Cl 4.16(b)).
  - No: Action - Participate in debate and vote on the matter.

- Did the applicant or someone close to the applicant make a donation less than $1,000 that directly benefited your election campaign? (Code of Conduct Cl 4.2)
  - Yes: Action - Declare a significant non-pecuniary conflict of interest, absent yourself from the meeting and take no further part in the debate or vote on the matter (Code of Conduct Cl 4.16(b)).
  - No: Action - Participate in debate and vote on the matter.

- Is the matter before the meeting a Planning Matter?
  - Yes: Staff to record decision process (motions/amendments) and Division of votes for the determinative resolution or recommendation in the meeting minutes.
  - No: Action - Consider appropriate action required. This could include limiting involvement by:
    1. participating in discussion but not in decision making (vote),
    2. participating in decision making (vote) but not in the discussion,
    3. not participating in the discussion or decision making (vote),
    4. removing the source of the conflict.

Staff to record decision process (motions/amendments) and Division of votes for the determinative resolution or recommendation in the meeting minutes.