



# Community & Environment Committee

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

**Date:** *Monday 12 March 2012*

**Time:** *6.00pm*

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

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

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

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

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

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

**Committee Membership:**

7 Councillors

**Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

8 March 2012

To: Her Worship The Mayor, Councillor Susan Wynne ex-officio  
Councillors Susan Jarnason (Chair)  
Isabelle Shapiro  
Anthony Boskovitz  
Peter Cavanagh  
Greg Medcraft  
Andrew Petrie  
Toni Zeltzer

Dear Councillors

### **Community & Environment Committee Meeting – 12 March 2012**

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Community and Environment Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 12 March 2012 at 6.00pm.**

Gary James  
General Manager

# **Additional Information Relating to Committee Matters**

**Site Inspection**

**Other Matters**

## Meeting Agenda

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

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

D1	Confirmation of Minutes of Meeting held on 27 February 2012	1
D2	Woollahra Local Traffic Committee Minutes – 6 March 2012	2
D3	Public Art Advisory Committee Minutes – 1160.G Public Art	16
D4	2011 Community Services Cultural Program Evaluation – 79.G CCD, 20.G, 596.G	23
D5	Library Quarterly Report 1 October to 31 December 2011 – 48.G/48.G (Strategic)	50

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

**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 27 February 2012**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 27 February 2012 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

**Recommendation:**

That the Minutes of the Community and Environment Committee Meeting of 27 February 2012 be taken as read and confirmed.

Les Windle  
Manager – Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Woollahra Local Traffic Committee Minutes – 6 March 2012**  
**Author:** Tom O’Hanlon – Director, Technical Services  
**File No:** 595.G 2012  
**Reason for Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee.

**Recommendation:**

- A. That the Recommendations Y1-Y8 contained in the minutes of the Woollahra Traffic Committee held on Tuesday 6 March 2012 be adopted.
  - B. That the Traffic Committee items be funded as outlined in Annexure 1.
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Cathy Edwards-Davis  
Manager – Engineering Services

Tom O’Hanlon  
Director Technical Services

**Annexure 1**

<b>Traffic Item</b>	<b>Title</b>	<b>Funding</b>
Y1-1	Wunulla Road, Rose Bay – Police parking restrictions	Council’s Block Grant for Traffic Facilities
Y1-2	Bellevue Road, Bellevue Hill – Signage for traffic calming	Council’s Block Grant for Traffic Facilities
Y1-3	Bellevue Road, Bellevue Hill – Motorbike parking restrictions	Council’s Block Grant for Traffic Facilities
Y1-4	Drumalbyn Road, Bellevue Hill – Parking restrictions to facilitate waste collection access	Council’s Block Grant for Traffic Facilities
Y1-5	Spring Street, Double Bay –No Through Road signs	Council’s Block Grant for Traffic Facilities
Y1-6	Australia Lane, Woollahra – Parking restrictions	Cost of signposting to be charged to applicant
Y1-7	Carroll Lane, Woollahra – Statutory restrictions	Council’s Block Grant for Traffic Facilities
Y1-8	Vernon Lane, Woollahra – Motorbike parking restrictions	Council’s Block Grant for Traffic Facilities
Y1-9	Wallis Street, Woollahra – Motorbike parking restrictions	Council’s Block Grant for Traffic Facilities
Y1-10	Cambridge Lane, Paddington –Parking restrictions to facilitate access	Cost of signposting to be charged to applicant
Y1-11	Cascade Street, Paddington –Car share	Cost of signposting to be charged to applicant
Y1-12	Cecil Street, Paddington – Resident Permit Parking	Council’s Block Grant for Traffic Facilities
Y1-13	McGarvie Street, Paddington – Kerb blisters for planting purposes	Council’s Capital Works Program
Y1-14	Royston Street, Paddington – Parking restrictions	Council’s Block Grant for Traffic Facilities
Y1-15	Windsor Lane, Paddington – Parking restrictions	Cost of signposting to be charged to the owner of No.60 Windsor St, Paddington
Y2	Norwich Lane, Rose Bay - Road narrowing for footpath	Nil
Y3	Hopetoun Avenue, Vacluse - Traffic calming	A budget was allocated in the 2010/2011 budget which was sufficient for constructing the speed humps. Depending on the final option approved, the cost for the treatment will be charged to the Traffic Capital Works Program.
Y4	Vacluse Road, Vacluse – Traffic calming	This project has been identified in the draft 2012/2013 Traffic Works Program. This budget is subject to Council approval.
Y5	Sutherland Street, Paddington – Temporary road closure for works	All costs associated with the closure to be borne by the applicant.
Y6	City To Surf 2012	All associated costs to be recovered from the organiser of the event.
Y8	Bellevue Road, Bellevue Hill – Street Fair	All costs associated with the closure to be borne by Council.
Y7	Edgecliff Road, Woollahra / Bondi Junction - Traffic calming	Funds have been included in 2011/12 Traffic Capital Works Program.



## Woollahra Local Traffic Committee Minutes

The meeting of the Woollahra Local Traffic Committee was held in the Mansfield Room, Council Chambers, Double Bay, on Tuesday 6 March 2012 at 10.00am.

### 1. Attendance

#### Committee Members:

Present:	Ms Cathy Edwards-Davis (Chairperson) (Woollahra Municipal Council)	
	Mr Navin Prasad	(Roads and Maritime Services)
	Ms Robyn Attuell	(Clover Moore MP Representative)
	Ms Eloise Robertson	(Gabrielle Upton MP Representative)
	Snr Const Kylie Kemp	(Rose Bay Police - Traffic)
Staff:	Mr Tom O'Hanlon	(Woollahra Municipal Council)
	Mr Frank Rotta	(Woollahra Municipal Council)
	Ms Shirlene Yee Yet	(Woollahra Municipal Council)
	Mr Daniel Pearse	(Woollahra Municipal Council)
	Ms Armodee Reece	(Woollahra Municipal Council)
Observer:	Mr Eric Graham	(Transport NSW – State Transit)
	Mr John McDonagh	(Harbour View Residents Group)

#### Apologies:

Also in Attendance:	Ms Sandra Lee	(Resident – Item Y8)
	Ms Patricia Wentworth	(Resident – Item Y8)

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### 2. Minutes of Previous Meeting

The minutes of Meeting No.01/12 held in Council Chambers, Double Bay, on Tuesday 7 February 2012 were confirmed by Mr Navin Prasad & Snr Const Kylie Kemp.

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### 3. Matters Arising from Minutes of Previous Meetings

Nil

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

Nil

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### 5. Extraordinary Meetings

Nil

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### 6. Late Correspondence

Item Y1-13 – Submission from The Paddington Society dated 2 March 2012

Items Y3, Y5 & Y8 – Submission from Adrian Boss on behalf of BIKEast dated 3 March 2012

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

**Item No:** Y1 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Subject:** **Parking Restrictions Changes**

**Author:** Frank Rotta – Traffic Engineer,  
Daniel Pearse – Traffic Engineer

**File No:** (Refer to Table 1)

**Reason for Report:** Various parking restriction changes throughout the Woollahra Council area.

**Committee Vote:** Unanimous Support

**Recommendation:**

That the recommendations of Item Y1-1 to Y1-15 contained in Annexure 1 be adopted.

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**Item Y1-1: Wunulla Road, Rose Bay – Police parking restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

That ‘No Parking, Police Vehicles Excepted’ restrictions be installed on the eastern side of Wunulla Road, Rose Bay between the southern side of the driveway to the Rose Bay Police Station and the ‘No Stopping’ restrictions on the corner of New South Head Road (3 spaces).

**Item Y1-2: Bellevue Road, Bellevue Hill – Signage for traffic calming**

**Committee Vote:** Unanimous Support

**Recommendation:**

1. That a Winding Road (W1-5) (R) (A) sign be installed on power pole No. SY24386 on the south-western side of Bellevue Road on the prolongation of the common boundary between Nos 48 & 50 Bellevue Road facing north-west bound motorists.
2. That a Winding Road (W1-5) (L) (A) sign be installed on power pole No. SY24345 on the north-eastern side of Bellevue Road just west of Rosslyn Street facing south-east bound motorists.

**Item Y1-3: Bellevue Road, Bellevue Hill – Motorbike parking restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

1. That a 2.4 metre (2 spaces) ‘P Motor Bikes Only’ zone be installed on the western side of Bellevue Road, Bellevue Hill from the southern side of the Bus Zone outside Nos 54 and 56 Bellevue Road for a distance of 2.4 metres in a southerly direction.
2. That a 1.2 metre (1 space) ‘P Motor Bikes Only’ zone be installed on the northern side of Bellevue Road, Bellevue Hill between the driveways serving Nos 41 and 43 Bellevue Road.

**Item Y1-4: Drumalbyn Road, Bellevue Hill – Parking restrictions to facilitate waste collection**

**Committee Vote:** Unanimous Support

**Recommendation:**

That 'No Stopping' restrictions be installed on the western side of Drumalbyn Road, Bellevue Hill between power pole No. SY25272 on the southern boundary of No. 91 Drumalbyn Road for a distance of 43 metres in a northerly direction to power pole No. SY25271 on the northern boundary of No. 89 Drumalbyn Road.

**Item Y1-5: Spring Street, Double Bay – No Through Road sign**

**Committee Vote:** Unanimous Support

**Recommendation:**

That a 'No Through Road' sign be installed underneath the Spring Street nameplate located at the end of Marathon Mews to identify Spring Street, Double Bay as a "No Through Road".

**Item Y1-6: Australia Lane, Woollahra – Parking restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

That 'No Parking' restrictions be installed on the southern side of Australia Lane, Woollahra along the section of upright kerb opposite the rear boundary of No.106 Fletcher Street, Woollahra.

**Item Y1-7: Carroll Lane, Woollahra – Statutory restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

That 8 metres of 'No Stopping' restrictions be installed on the northern side of Carroll Lane, Woollahra, east of Adelaide Lane.

**Item Y1-8: Vernon Lane, Woollahra – Motorbike parking restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

That a 2.4 metre 'P Motor Bikes Only' zone be installed on the northern side of Vernon Lane, Woollahra between from 1 metre east of the driveway to No.232 Edgecliff Road, for a distance of 2.4 metres in an easterly direction.

**Item Y1-9: Wallis Street, Woollahra – Motorbike parking restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

That a 3.6 metre ‘P Motor Bikes Only’ zone be installed on the northern side of Wallis Street, Woollahra just west of the driveway serving No.120 Wallis Street and centrally located between the 2 driveways at this location.

**Item Y1-10: Cambridge Lane, Paddington – Parking restrictions to facilitate access**

**Committee Vote:** Unanimous Support

**Recommendation:**

That the matter be deferred for further investigation by Council’s Traffic Section.

**Item Y1-11: Cascade Street, Paddington – Car Share**

**Committee Vote:** Unanimous Support

**Recommendation:**

1. That one 4.5 metre Carshare parking space be installed on the eastern side of Cascade Street north of Windsor Lane, immediately north of the ‘No Parking’ restrictions at this location.
2. That the 4.5 metre Carshare parking space on the northern side of Paddington Street east of Hopetoun Lane, immediately east of the driveway to No.2 Cascade Street, be changed back to Permit Parking.
3. That the location be sign posted ‘No Parking Woollahra Council Authorised Car Share Vehicles Excepted Area CS- Pgtn 6’.
4. That Go Get Carshare advise residents with frontages within 50m of the signage changes.
5. That the zone be trialled for an initial twelve months and, if deemed unsuccessful at the end of the period, the zone be removed and revert to the existing unrestricted parking restrictions.

**Item Y1-12: Cecil Street, Paddington – Resident Permit Parking**

**Committee Vote:** Unanimous Support

**Recommendation:**

That the existing 10 metres of unrestricted parking on the eastern side of Cecil Street, Paddington immediately south of Hampden Street be changed to ‘2P, 8am-8pm, Mon-Fri, PHE, Pgn 5’.

**Item Y1-13: McGarvie Street, Paddington – Kerb blisters for planting purposes**

**Committee Vote:** Majority Support

This item was not supported by the representative of Clover Moore MP.

**Recommendation:**

1. That there are no objections on a traffic basis to the proposal to construct kerb blisters for planting purposes on the eastern side of McGarvie Street at its intersections with both Underwood and Caledonia Streets, Paddington as shown on the sketch plan in Annexure 1.
2. That the Assets Section consults with the neighbouring community prior to implementing this proposal.
3. That following the public consultation, the matter be referred to Council's relevant committee for determination.

**Item Y1-14: Roylston Street, Paddington – Parking restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

That the 17.8 metres (7, 90 degree angled parking spaces) between Power Pole SY08900 on the prolongation of the common boundary between Nos 9 & 11 Roylston Street, Paddington and Power Pole SY08898 on the prolongation of the common boundary between Nos 15 & 17 Roylston Street, Paddington be signposted '4P, 8am-6pm'.

**Item Y1-15: Windsor Lane, Paddington – Parking restrictions**

**Committee Vote:** Unanimous Support

**Recommendation:**

1. That the applicant be advised that vehicle swept paths demonstrating that satisfactory access for an 85<sup>th</sup> percentile vehicle can be achieved for the proposed off-street carspace providing that the loss of on-street parking is limited to 4 metres of the upright kerb opposite the proposed driveway to this development property shall be submitted with the development application for the development property.
2. That should a development application for the off-street carspace at the rear of No.60 Windsor Street, Paddington be approved, and the on-site works be completed as per the approved plans, 'No Parking' restrictions be installed on the northern side of Windsor Lane, Paddington along the easternmost 4 metres of the upright kerb opposite the proposed driveway to this development property.

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

**Subject:** **Norwich Lane, Rose Bay – Pedestrian Safety and Amenity**

**Author:** Daniel Pearse – Development and Traffic Engineer

**File No:** T333

**Reason for Report:** Residents concerns regarding pedestrian safety and traffic speeds in Norwich Lane, Rose Bay.

**Committee Vote:** Unanimous Support

**Note:** Discussion on the manner in which items are referred to Traffic Committee – RMS advised they consider this item should not be tabled for voting but be considered as a discussion item.

**Recommendation:**

That Council not proceed with the construction of a new footpath in Norwich Lane at this time and the alternative options are noted.

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

**Subject:** **Hopetoun Avenue, Vacluse – Traffic Calming**

**Author:** Shirlene Yee Yet – Team Leader Traffic and Transport

**File No:** T240

**Reason for Report:** To report on the progress of the traffic calming proposal for Hopetoun Avenue.

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That the following traffic calming proposal options for Hopetoun Avenue, Vacluse be referred for community consultation:-
- i. Watts profile speed humps at No. 10 and No. 18 Hopetoun Avenue as approved by Council in August 2010.
  - ii. Raised Intersection and Pedestrian ramps at Wentworth Avenue.
  - iii. Monitor speeds and crashes in Hopetoun Avenue and work with the Roads and Maritime Services (RMS) on developing an intersection treatment for the Old South Head Road and Hopetoun Avenue intersection.
- B. That Council canvass the local residents on the three options by sending out the proposals to all affected residents and placing an advertisement on site in Hopetoun Avenue to notify the wider community.
- C. That Council write to the Roads and Maritime Services (RMS) requesting an urgent review of the New South Head Road and Hopetoun Avenue intersection.
- D. That the results of the community consultation and officer recommendations be referred to the Woollahra Traffic Committee for consideration.

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

**Subject:** **Vaucluse Road, Vaucluse– Traffic Calming / Pedestrian Crossing Facilities**

**Author:** Shirlene Yee Yet– Team Leader Traffic and Transport

**File No:** T462

**Reason for Report:** Request from Kincoppal School to address excessive vehicle speeds in Vaucluse Road between New South Head Road and Gilliver Avenue.

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That “in principle” approval be given to construct a raised pedestrian crossing in Vaucluse Road, 12m north of the exit driveway to Kincoppal School.
- B. That the affected community be consulted on the proposal.
- C. That the results of the community consultation and officer recommendations be referred to a future Traffic Committee meeting for approval.
- D. That Council and MP Gabrielle Upton write to the RMS requesting that the RMS consider funding school zone flashing lights in 2012/2013.

**Item No:** Y5 Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** **Sutherland Street Between Taylor Street and Elizabeth Street, Paddington – Temporary Closure to Enable Removal of Tree**

**Author:** Daniel Pearse – Traffic Engineer

**File No:** T440.

**Reason for Report:** Request for a Stand Plant Permit to allow for the removal of a tree.

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That approval be granted for the temporary road closure of the section of Sutherland Street, Paddington between Taylor Street and Elizabeth Street between 7am-5pm on 28 March, 2012 subject to the following conditions:
- i. The applicant must apply for and obtain a Permit to Stand Plant from Council.
  - ii. The applicant must submit a Traffic Management Plan prepared by an RMS accredited traffic consultant to Council at least 14 days prior to the event. Council must submit the TMP and associated TCP to the RMS for approval of the temporary road closure.
  - iii. The applicant must inform all business proprietors, residents and other occupants in closed portion of Sutherland Street and 100m. beyond the proposed closure, at least seven (7) days and then one (1) day before the closure via a letterbox drop.
  - iv. The applicant must supply and erect any barriers and traffic signs necessary for the road closure and remove them at the completion of the works.
  - v. Council must be indemnified against all claims for damage or injury that may result from either the activities or from the occupation of part of the public way during the activities. A copy of Public Liability Insurance Cover to the value of \$10,000,000 shall be provided to Council at least 7 days prior to the event and Council must be listed as in interested party on the insurance.
  - vi. The applicant must gain approval of the owners of any private properties over which the crane lift extends.
  - vii. Council must be reimbursed for the cost of repair of any damage caused to Council property as a result of the activities.
  - viii. The applicant must inform all Emergency Services of the proposed road closure (that is NSW Police, Fire Brigade, Ambulance, SES and the RMS (formerly RTA)).
  - ix. Woollahra Council reserves the right to cancel this approval at any time.



**Item No:** Y6 Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** **Sun Herald City to Surf 2012**

**Author:** Frank Rotta – Traffic Engineer

**File No:** 16.G

**Reason for Report:** To approve conditions for the running of the 2012 Sun Herald City to Surf.

**Committee Vote:** Unanimous Support

**Recommendation:**

A. That approval be granted for The Sun Herald City to Surf 2012 foot race, to be held on Sunday 12 August 2012, through the streets of the Woollahra Municipality, subject to the following conditions:

- i. Approval of a Traffic Management Plan (TMP) by the RMS and Police.
- ii. Road Closures – Details of the road closures, including the method and authorised persons to control and regulate these closures be submitted to Council by 20 July 2012 for consideration.
- iii. Signage – full details of all signage proposed to be erected as part of the event, including height, clearance and fixing details, etc, prior to or during the event, being submitted to Council by 20 July 2012 for consideration.
- iv. Television Camera Stands – Full details of all structures proposed to be erected on the public roadway as part of this event being submitted to Council for approval under the Roads Act by 20 July 2012.
- v. Event Clean-Up – Assurance that the roadway is not opened to through traffic, until such time as cleaning has been satisfactorily completed is to be provided by the Sun Herald and the Police.
- vi. Advertising Road Closures and Event Details – Local residents being advised of the road closures, opening times etc by the Sun Herald. These advertisements are to be placed in the local paper prior to the event.
- vii. Waste Management Clean Up Costs - Sun Herald to pay for all clean up costs.
- viii. Insurance - Evidence of current Public Liability Insurance to the value of \$20 million for the event is to be submitted to Council by 20 July 2012.
- ix. On-Site Contact – The Police and Sun Herald to remain in contact with Council’s nominated on-site contact person.
- x. Road / Street Cleaning – the Drink Supervisors being instructed, as part of their duties, to arrange for any empty drink cups to be swept or raked from the roadway towards the gutter during breaks, in between peak periods of the race event. The empty drink cup boxes are to be emptied into the Clean-Up Bins. Once the boxes are emptied, they are to be unfolded, flattened and then stacked for collection and recycling.
- xi. Drink Stations/ Clean Up Bins – the number and location of drink stations and clean up bins are to be provided to Council. All drink stations on New South Head Road are to be supplied with two bins on each side of the road. The last drink station on Old South Head should be supplied with two bins at the drink station site.
- xii. All bins to be placed on the footpath two (2) metres after the drink station. Council’s co-ordinator being contacted prior to the race in relation to Council’s requirements for bin locations and collection procedures.

**Item No:** Y7 Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** **Bellevue Road, Bellevue Hill – Temporary Road Closure for “Bellevue Hill Street Fair”**

**Author:** Daniel Pearse – Traffic Engineer

**File No:** T34

**Reason for Report:** Request from the Bellevue Hill Village Committee for a temporary road closure of Bellevue Road between Riddell Street and Buller Road with managed access between Rosslyn Street and Riddell Street and between Victoria Street and Buller Street on Sunday 29 April, 2012 between 10am and 3pm for the Bellevue Hill Street Fair.

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That approval be granted for the temporary road closure of Bellevue Road between Riddell Street and Buller Road with managed access between Rosslyn Street and Riddell Street and between Victoria Street and Buller Street, between 6am and 7pm for the Bellevue Hill Street Fair on Sunday 29 April, 2012.
- B. That the above special event be categorised as a Class 3 event.
- C. That the approval of the above event and the associated road closure be subject to the following conditions :
  - i. The applicant must submit an Activity Application to Council’s Compliance Section and this application needs to be approved and the applicant must comply with any conditions of consent.
  - ii. The applicant must obtain approval for the event from Police by completing a “Notice of Intention to Hold a Public Assembly” form.
  - iii. The approved Traffic Management Plan being submitted to the RMS’s Sydney Transport Management Centre (TMC) notation at least seven (7) days prior to the event.
  - iv. The applicant must inform all business proprietors, residents and other occupants in the vicinity of the proposed activities, at least fourteen (14) days before the event via a letterbox drop and an advertisement placed in the local paper at least seven (7) days before the event.
  - v. Any barriers and traffic signs necessary for the road closure must be erected the morning of the event and be removed at the completion of the event.
  - vi. Council must be indemnified against all claims for damage or injury that may result from either the activities or from the occupation of part of the public way during the activities. A copy of Public Liability Insurance Cover to the value of \$10,000,000 shall be provided to Council prior to the event and Council must be listed as an interested party on the insurance.
  - vii. Council must be reimbursed for the cost of repair of any damage caused to Council property as a result of the activities.
  - viii. All Emergency Services must be informed of the proposed road closure (that is Fire Brigade, Ambulance and the SES) and a four-metre emergency vehicle lane must be maintained at all times, with all services (eg. fire hydrants) remaining free of any obstruction.

- ix. Noise created by use of equipment or activity must be controlled as required by the "Protection Of The Environment Operations (Noise Control) Regulation 2000".
- x. The applicant must make arrangements with Council for the provision of additional waste bins and for the removal of all waste from the site at the end of the event.
- xi. Woollahra Council reserves the right to cancel this approval at any time.

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**Item No:** Y8 Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** **Edgecliff Road, Woollahra / Edgecliff – Traffic Calming**

**Author:** Frank Rotta – Traffic Engineer

**File No:** T148

**Reason for Report:** Report following liaison with the Roads and Maritime Services Bicycle and Pedestrian Unit.

**Committee Vote:** Unanimous Support

**Recommendation:**

- A. That the proposal referred to as Plan No. 15142 Revision A, dated 30 September, 2011(attached as Annexure 1) dealing with works at the intersection of Edgecliff Road with Trelawney Street and Roslyndale Avenue be altered as follows and approved for construction subject to Sydney Buses agreeing to the proposed lane widths at this location:
  - i. The combined parking and northbound bicycle shoulder lane on the western side of Edgecliff Road in the vicinity of the intersection shall have a width of 3 metres.
  - ii. The northbound and southbound lanes in Edgecliff Road in the vicinity of the intersection shall be 3.2 metres in width in both directions.
  - iii. An unbroken centreline shall be introduced in Edgecliff Road for a distance of 20 metres on both sides of this intersection with Raised Pavement Markers (rpms) at 2 metres centres.
  - iv. The southbound bicycle lane on the eastern side of Edgecliff Road in the vicinity of the intersection shall have a width of 1 metre.
  - v. The kerb blisters on the eastern side of Edgecliff Road either side of Roslyndale Avenue shall have a width of 2.4 metres to ensure that the sight distance for motorists exiting Roslyndale Avenue into Edgecliff Road is enhanced.
  - vi. The kerb blisters on the western side of Edgecliff Road either side of the Trelawney Street intersection shall be removed.
  - vii. The kerb blister in the southern side of Trelawney Street just west of Roslyndale Road shall be constructed in concrete instead of being painted.
  - viii. The opening in the pedestrian refuge treatment in Roslyndale Avenue shall be increased from 1.2 metres to 2 metres.
- B. That all the residents of Roslyndale Avenue, Weerona Avenue, Trelawney Street and residents in Edgecliff Road within 200m of the Edgecliff Road/Roslyndale Avenue/Trelawney Street intersection, Woollahra be advised when the final construction plans incorporating all of the alterations above have been completed and are available for perusal.

**8. Late Items**

Nil

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There being no further business, the meeting concluded at 11.35am.

**Cathy Edwards-Davis**  
**Chair**

**Item No:** D3 Delegated to Committee  
**Subject:** **Public Art Advisory Committee Minutes**  
**Author:** Maria Lacey, Cultural Development Officer  
**File No:** 1160.G Public Art  
**Reason for Report:** To table the minutes of the Public Art Advisory Committee meeting held on 15 February 2012.

**Recommendation:**

- A. THAT the minutes of the Public Art Advisory Committee meeting held on Wednesday 15 February 2012 be noted and endorsed.
- B. THAT Council not accept the proposed sculpture donation *Whittling* by Seward Johnson.

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**Background:**

This report outlines the meeting held by the Public Art Advisory Committee (PAAC) on 15 February 2012 (Annexure 1).

**Public Art Projects 2012:**

PAAC is discussing and advising on a range of projects initiated in 2011. A summary of PAAC generated public art priority projects and their respective directions are as follows:

1. Signal/Utility Box Project: The design submissions for the inaugural Traffic Signal Box project were presented and discussed. Three artists were selected to partake in this project.
2. Royal Hospital for Women Park: Artwork proposals from two shortlisted artists were presented and discussed. The Royal Hospital for Women Park Working Party will make a final recommendation to Council of a preferred artwork for the park.
3. Temporary Art Installation Program: Two sculptures, *Red Mountain* by Russell McQuilty, in Guilfoyle Park, Double Bay and *One* by Campbell Robertson-Swann in Lyne Park, Rose Bay has been installed. A third sculpture *Sitting Pretty* by Kevin Norton will be placed at a pocket park on Windsor Street, Paddington, before the end of February. The sculpture donation *It Takes Two* by Gillie and Marc is to be placed in Paddington, pending an agreement with the private landowner.
4. Public Art Trust: Lawyer Roland Gridiger has been engaged to draft a Trust Deed. The Public Art Trust Committee will comment and amend this initial draft to suit the requirements identified for the Public Art Trust.

**Offer of Sculpture Donation:**

Council has received an offer of a sculpture donation from a private collector. The sculpture *Whittling* by Seward Johnson (Annexure 2) was discussed in relation to its artistic qualities, relevance to the local area and Council's Public Art Policy. Based on these discussions, PAAC recommends that Council will not accept the donation.

**Conclusion:**

PAAC is satisfied with the progress and commencement of all the Public Art Projects currently undertaken.

Maria Lacey  
Cultural Development Officer

Kylie Walshe  
Director – Community Services

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**ANNEXURES:**

1. Minutes of the Public Art Advisory Committee Meeting, Wednesday 15 February 2012.
2. Whittling by Seward Johnson, proposed donation.

**Item No:** D4 Delegated to Committee  
**Subject** **2011 Community Services Cultural program evaluation**  
**Author:** Maria Lacey, Cultural Development Officer  
**File No:** 79.G CCD, 20.G, 596.G  
**Reason for Report:** To provide a detailed summary of the 2011 Community Services Cultural Program and present information on the 2012 Community Services Cultural Program along with recommendations for future cultural development initiatives.

**Recommendation:**

- A. THAT the evaluation of the 2011 Community Services Cultural Program summary be noted.
- B. THAT the 2012 Community Services Cultural Program be noted and endorsed.

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**Background:**

Council annually facilitates or hosts cultural activity that engages with the local community and benefits a range of age and target groups. Well established cultural activity coordinated by Council includes:

- Poets' Picnic, now in its 23<sup>rd</sup> year;
- Youth Photographic Award, now in its 18<sup>th</sup> year and
- The Woollahra Small Sculpture Prize, now in its 12<sup>th</sup> year.

An evaluation of Council's Community Services Cultural Program is undertaken each year. The purpose of this report is to provide a summary of key cultural events and activities within the 2011 Community Services Cultural Program and to provide a calendar of scheduled programs and activities for 2012.

**Relationship to the Delivery Program and Operational Plan:**

Council's adopted Delivery Program and Operational Plan identifies that a key strategy for Cultural Development within Goal 3: A creative and vibrant community of the theme 'Community well-being' is to *Support and promote arts, artists and cultural development within the local community* (pg 37).

Goal 3: A creative and vibrant community recognises that '*Woollahra will be a place where people of all ages and backgrounds have access to lifelong learning opportunities, cultural and community activities. We will support local creativity, cultural pursuits and creative talents.*' (pg 44).

Goal 3 also indicates that meeting the demand for increased arts and cultural activities within the Municipality is a key challenge.

### **2011 Community Services Cultural Program:**

Consistent with strategies, priorities and actions identified in the Woollahra Council Delivery Program and Operational Plan, the Community Services Division continued to strengthen its Cultural Program by bringing together a range of projects supported by Cultural Development, Library and Information Services, Community Development and Community Liaison Team staff. Community organisations were involved in many of these activities, with Council staff working with the community in a collaborative approach.

Community Services cultural programs and activities are regularly evaluated and feedback from community members, attendees and participants is encouraged as part of the evaluation process.

Overall, the cultural activities facilitated and coordinated by Council were successful and met their aims and objectives, with the evaluation process highlighting some areas for improvement in specific activities that will be implemented in 2012. Please see Annexure 1 for a summary listing of 2011 Community Services cultural activities, including intended aims and objectives of the activity as well as evaluation comments.

It should be noted that the evaluation of the Kids Day Out event has found that this event is no longer required due to the high number of competing activities that occur in Spring for the same target market. The detailed evaluation in Annexure 1 outlines the rationale for this decision and should the reasons for ceasing this event change in the future, the decision will be revisited. Ceasing this event will have no impact on the ability for Council to meet its goals and objectives as adopted in the Delivery and Operational Plan.

### **2012 Community Services Cultural Program:**

A summarised calendar of the scheduled 2012 Community Services Cultural Program is provided in Annexure 2.

### **Role of Council in the development of community led cultural activities**

The Woollahra Social and Cultural Plan 2008 to 2013 indicate that Council is a community builder and facilitator of services and programs. In meeting the social and cultural needs of its community, the Plan identifies (pg 24) that *'Woollahra Council is best placed to take a leadership and facilitation role in the provision and facilitation of accessible services and facilities.'*

Based on this approach, Council continues to support local organisations and residents to develop their own community driven cultural activity through:

- the provision of grant funding through the Community and Cultural Grants Program;
- the development of Partnership Agreements, known as Community PACs;
- considerable staff liaison time to provide expert advice and activity development support;
- the waiver of fees for venue or park hire associated with the activity where appropriate and
- promotion of community driven cultural activities where appropriate.

### **Summary of 2011 key local, community led cultural activity resulting from the Community and Cultural Grants Program**

The following selected cultural activities are examples of how funding through the Community and Cultural Grants Program can lead to exciting events for the entire community to enjoy. With help from Council's Community & Cultural Grants Program, smaller community organisations can host events of benefit to the wider community.



### Woollahra Festival

The community led Woollahra Festival (Arts and Ideas) was held for the second year in Queen Street on the weekend of 10-13 November 2011. The Festival offered a series of 30 talks, 100 outdoor performances and concerts, and a range of children activities. Woollahra Festival organisers continues to receive outstanding feedback from stakeholders of all types including audiences, speakers and sponsors and aim to produce this cultural activity in future years.

### Woollahra Philharmonic Orchestra

The Woollahra Philharmonic Orchestra (WPO), founded in 1996, is a local community orchestra. It was established by local amateur musicians after receiving support from Woollahra Council. With the continued support of Woollahra Council, The Orchestra has steadily grown in stature and now makes an important contribution to the cultural life of the Woollahra Municipality and the wider eastern suburbs of Sydney.

### Waverley Woollahra Art School

Waverley Woollahra Arts Centre Co-Op Ltd ("WWAC") is an independent, non-profit, artists' co-operative that was established in 1968 to provide art and craft classes to the community and in doing so, provide employment to artists. The Art School also runs School Holiday Programs for children, the annual Waverley Art Prize on behalf of Waverley Council and Tutor and Student exhibitions. The Art School is primarily self-funding, with a small percentage of its operating budget being provided by Waverley Council and Woollahra Council. This support is vital for the School to be able to maintain the diversity of education services it can provide to the community.

### Miroma

The annual Miroma Art Exhibition showcases the developing artwork of individuals with a range of disabilities living in the Eastern suburbs. The featured artists attend Miroma and participate in a Fine Arts Program. This well-developed project showcases the talents of people with disabilities and encourages skills development and self-esteem.

### Urban Arts Base

Urban Arts Base is a community arts program for young people between 15-25 years recovering from mental illness. The funding for the "Art Challenge" project, which ran during October, Mental Health Month, provided weekly art/drama workshops for at-risk youths as well as carry out a '7 Days of Art Challenge'. The project was innovative and responds to young people's needs when recovering from mental health conditions.

### **Conclusion:**

The 2011 Community Services Cultural Program was conducted through an integration of Library and Information Services, Cultural Development and Community Development for the coordination of a diverse and overall successful program which met Council objectives. The whole of division and partnership approach used to coordinate activities and programs continues to maximise resources and ensure professional events were delivered to the community.

The 2012 Community Services Cultural Program will continue with the same approach as well as endeavour to be responsive to any changing community needs through strategic review and evaluation processes. The major change in the 2012 program is the deletion of the Kids Day Out event, held in November in past years.

Woollahra Council has an important role in the facilitation and development of community led cultural activity and will continue to encourage local organisations and residents to pursue available opportunities through the Community and Cultural Grants Program and Community Partnership Agreements.

Maria Lacey  
Cultural Development Officer

Kylie Walshe  
Director – Community Services

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**ANNEXURES:**

1. 2011 Community Services Cultural Program Summary
2. 2012 Community Services Cultural Program Calendar

**Item No:** D5 Delegated to Committee  
**Subject:** **Library Quarterly Report 1 October to 31 December 2011**  
**Author:** Vicki Munro, Manager, Library and Information Services  
**File No:** 48.G / 48.G (Strategic)  
**Reason for Report:** To review the operations of Woollahra Library and Information Service for the quarter, 1 October to 31 December 2011.

**Recommendation:**

That the report of the library service for the quarter 1 October to 31 December 2011 be received and noted.

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This report reviews Woollahra Library and Information Service's activities and projects for the period 1 October to 31 December 2011, including detailed statistical analysis, as well as progress in implementing the Library Strategic Plan, *The Way Forward*.

**1.0 Library Usage**

To gain a better understanding of the Library usage, this report compares statistics from 1 October to 31 December 2011 with the same quarter for the previous year – 1 October to 31 December 2010. See Annexure 1 for statistical figures.

**1.1 Lending Services**

- As at 31 December 2011, Woollahra Library and Information Service had 14,144 active members. Active membership is defined as borrowers who have used the service within a two year period. This represents a decrease of 5.6% in total Library membership over the same period last year but does reflect a small increase over the previous quarter. Following the recent renovations at Double Bay Library, the number of new adult and junior members at Double Bay has increased 57% and 86% respectively over the previous quarter. It pleasing to see that Watsons Bay active membership continues to increase since the branch renovation in March 2010.
- The percentage of borrowers to population currently sits at 28% based on the Woollahra LGA population of 50,161 (2006 ABS census).
- Paddington Library experienced a 99% increase in visitor numbers, receiving 38,903 visits compared to 19,573 in the same quarter in 2010. Currently, door counts are only an estimate at Double Bay, but accuracy will improve with the installation of the junior security gate and with the replacement of equipment at Watsons Bay Library.
- Despite a small decrease in the Library's circulation over the same period in 2010, there has been a significant increase in usage (12.9%) over the July-Septprevious quarter. There was an average of 45.54 loans per hour for this quarter.

Statistics to highlight include:

- Paddington Library continues to show an increase in circulation, following on from the previous quarter when Double Bay Library was closed for renovations. The significant increase in large print and talking books loans is due to the relocation of the Home Library Service. It will return to Double Bay Library on 12 March 2012.
- Junior fiction circulation has increased by 15% across the Library service, mostly due to new purchases and weeding / de-selection of old titles, which results in a vibrant, relevant and creative collection.
- Magazine circulation has also increased by 16% for the quarter. The new shelving at Double Bay Library has contributed to the increase as well as the careful selection of resources to meet community demand.

- As the Library heads to total self-service (RFID) loans and renewals across all its service points, it is interesting to note that currently:
  - Double Bay loaned 62,046 items this quarter, with 71% (43,789 items) being self service loans. The machines were used 12,843 times by members.
  - Watsons Bay also had a 71% self-service for its loans with 92% of returns being passed through the self-service machine.
  - The rollout of RFID to Paddington Library will occur by end June 2012.
- The free wireless service offered through uConnect continues to be well used with a total of 3,252 sessions this quarter, despite equipment difficulties at the Local History centre. Watsons Bay Library has experienced an increase of 82% which is in keeping with the popularity of the service point.

## 1.2 Information Service and Research

Total information and general customer enquiries increased this quarter by 7%, from 24,479 to 26,195. Information requests increased by 5% from 10,257 to 10,751 and general customer enquiries increased by 8% from 14,222 to 15,444. The increase in customer enquiries may be attributed to customer training by staff in the use of the self-check facilities, introduced 12 September at the Double Bay Library.

- Unfortunately, the integrated search engine for online databases has not been working during the quarter which has had a significant impact on database usage. Further developments for online resources this quarter include the addition of the genealogy database Find My Past, which is an added resource to the very popular Ancestry database.
- The number of YourTutor sessions (online homework help) has again decreased this quarter. More active promotion will occur at all service points and staff will be providing marketing and training directly to local teacher librarians.
- Projects completed by the Local History Centre in this quarter include:
  - Production of several displays, including the Historic Gardens of Woollahra, a Rose Bay Shoreline display for Kincoppal, a display of Edgecliff and Darling Point stories displayed at Paddington Library and street histories which were provided to the Wentworth Courier.
  - Assistance to the public on a wide range of topics, including assisting researchers preparing history for the 125 anniversary of Kambala School, providing images of the Stadium for the Historic Houses Trust (proposed exhibition) and researching information on St Michael's Church and local identities for church history.

## 1.3 Community Learning Programs

- The Children's program consisting of Rhyme Time, Preschool Storytime sessions and monthly Kids Club is continuing to fluctuate in numbers. As previously reported, an annual review of the program across all service points will soon be conducted.

An area needing to be addressed is Rhyme Time at Watsons Bay Library where attendance can exceed 35 children and their carers. Staff are currently monitoring attendance to establish optimum numbers and demand for an additional session, to ensure best practice for both effectiveness of presentations and safety.

In November, Mayor Susan Wynne visited Watsons Bay Library to read Mem Fox's picture book 'Ten little fingers and ten little toes', and joined in with songs and rhymes.



- Rhyme time sessions are also held at Holdsworth Community Centre on the first Tuesdays of each month. Attendance continues to increase at each session.
- The Children's and Young Adult team presented the following events:
  - At Vaucluse House Tearooms, a Christmas themed Storytime session was presented to an audience of 14 children and 18 adults and the Library has been invited to return in 2012.
  - During the October school holidays, a 'detective' from The Institute of Creative Learning, facilitated a fast paced, interactive performance: *Super Sleuth: The case of the missing eggs*. The detective entertainingly worked her way through numerous clues, keeping the children involved in the performance. Favourable comments on the Blackburn Gardens outdoor session were received from the 31 attendees. After the performance children applied their detective skills in a treasure hunt.
  - Darcey Bussell, former principal ballerina with the Royal Ballet in London, made a return visit, speaking about her children's book series *The Magic Ballerina* at Writers and Readers for Young People in November. The Saturday afternoon event was attended by 38 and featured a performance by students from Rose Bay's ballet school *The Ballet Class*. The event was well received and reported in the local newspaper.
  - In December, Festive Fun Party celebrations were held at all Library service points. All three sessions were well attended, with 28 at Double Bay, 20 at Watsons Bay, and 16 at Paddington. Children made Christmas cards, badges and decorated Christmas tree ornaments.
  - The Summer Reading Club was launched on December 5, with *The Amazing Read* theme encouraging children to read during their holidays. All service points were decorated and entry packs made available.

*Mayor Susan Wynne after attending the November Rhyme Time event at Watsons Bay Library*



- The Local Writers' Word Festival was held on 26 November, with 70 people attending sessions including talks and a workshop – part of the new expanded format. Nineteen submissions were received for awards consideration. The range of high-profile speakers included Andy Palmer, Publicity Director for Allen & Unwin and best-selling author Adriana Koulias. They spoke on their experience of the publishing industry. Feedback was generally very positive.

*Young investigators at the Super Sleuth interactive performance.*

- The Library's series of free, daytime talks continued this quarter with the 2011 Small Sculpture Prize Tea Topics being held in the Thornton Room, among the sculptures,. This event was promoted more broadly to include listings on events websites, and a specific mail out to arts colleges. Thirty attendees enjoyed a morning tea on the verandah, followed by a talk by the winning sculptor and a tour of the exhibition.
- The 55+ Club aims to provide an opportunity for older members to have a dedicated time to use the Library and to socialise. Attendance figures across the quarter varied from 6 to 10 at Paddington, and 4 to 7 at Watsons Bay.





- At the Woollahra Library Friends' Christmas Party held on 2 Decembner 2011, Bolinda e-Audiobooks was launched with a sense of fun by guest presenter Stig Wemyss, actor, writer and the voice behind hundreds of audio books. Bolinda Digital offers an extensive range of the most highly demanded audiobooks which now can be downloaded directly from the Library's website. The party was attended by more than 40 Llibrary Friends, Councillors and Library staff.
- The Home Library Service provided 3,892 resources in 559 visits this quarter. Volunteers made 68 visits. Currently there are 150 members of the service, with six new members joining this quarter.

*Local authors and attendees talk writing at the Word Festival.*

- Volunteer support has continued in this quarter with 7 volunteers delivering resources to Home Library members. A 'computer/techno buddy' visits 2 clients on a regular fortnightly basis and other members as requested. Three new volunteers will commence in early 2012. Volunteer meetings started on 4 November, and will be held quarterly.

Four DAISY players (digital playback devices) have been loaned to Library members with a disability. Member feedback is positive, for example: "I love my DAISY machine. It talks to me!" and a younger client is intrigued by the digital capabilities of the machine. Four library staff received training in the use of the equipment via teleconference with the Vision Australia education manager.

- On December 6, an end of year 'Festive fun' morning tea was hosted at Council Chambers for Home Library Service members and volunteers. Buses from Holdsworth and 3 care centres transported members and other residents to the event. The Gaden Choir and Woollahra Preschool children provided musical entertainment with a selection of appreciated seasonal songs. Much positive verbal feedback was provided by both attendees and carers.



*Attendees at the Festive fun morning tea.*

## 2.0 Library Strategic Plan – Progress update

The Library Strategic Plan "The Way Forward" was adopted by Council on 17 December 2007. Progress on the key strategies is as follows:

- **Buildings:**  
Planning for the New Kiaora Library continues with finalisation of the detailed design brief with consultant Dr. David Jones.  
The rollout of RFID equipment in the Double Bay Junior library also continues with a new desk and security gates to be installed.  
The entrance to the Watsons Bay library was covered by a large retractable awning in November 2011. This provides shade during sunny days, protection during light rain as well as additional space for the Library during children's and adult programs.

- **Collection:**  
As part of the Double Bay Library renovation and in keeping with the implementation of the Library's Collection Plan, a de-selection program was initiated to ensure a vibrant, useful and accessible collection.  
  
The Bolinda e-audiobooks service was launched on 2 December 2012. It provides web based access to over 250 high quality, predominantly Australian audiobooks for access by customers.
- **Technology:**  
Paddington Library refurbishment planning continues, with new self-checking units to be installed by end of June 2012. The RFID stocktake wands have been successfully tested.
- **Policies and Procedures:**  
The following key Library policies and procedures were reviewed throughout this quarter:  
  
Closing Procedure Double Bay Library  
Closing Procedure Watsons Bay Library  
Closing Procedure Paddington Library  
Opening Procedure Double Bay Library  
Opening Procedure Watsons Bay Library  
Paddington Evacuation Procedure  
Weekend Policies and Procedures  
Work Practices at Library service Points  
Incomplete Damaged Lost Items Policy

### **3.0 Community Information**

#### **3.1 Community Information Database (LINCS)**

Community Information Database searches this quarter decreased on last quarter by 27%, however this is a seasonal decrease occurring in December each year. This is evidenced by the fact that the number of searches when compared with the same period last year remained steady with only a minor decrease of 1% (from 590 to 587). Promotion will continue in the form brochures, posters and links with relevant Council programs such as Easy PC to ensure ongoing usage.

#### **3.2 What's On E-Newsletter**

The number of What's On subscribers continued to increase slightly from the previous quarter by 4% (from 1030 to 1073). Research will be conducted in the coming months on methods to improve promotion and prominence on the website.

#### **3.3 New Resident's Kits**

The number of New Resident Kits requested increased slightly on the previous quarter by 7% (from 42 to 45). The number of kits generally requested fluctuates each quarter as it depends on the number of new residents moving to the area. A new Guide to Living in Woollahra was developed specifically to improve the kit and commenced distribution in late 2011.

#### **Conclusion:**

The Woollahra Library and Information Service continues to provide a wide range of successful programs and services for the Woollahra community. Library staff continue to develop programs and services as identified in the Library Strategic Plan to keep abreast of technology and community changes.

Vicki Munro  
Manager – Library and Information Services

Kylie Walshe  
Director Community Services

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#### **ANNEXURES:**

Annexure 1: Library Statistics for 1 October to 31 December 2011

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

