Agenda: Community & Environment Committee

Date: Monday 9 September 2013

Time: 6.00pm
Outline of Meeting Protocol & Procedure:

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

Recommendation only to the Full Council:

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

Delegated Authority:

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

Committee Membership: 7 Councillors
Quorum: The quorum for a Committee meeting is 4 Councillors.
WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

5 September 2013

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

Dear Councillors

Community & Environment Committee Meeting – 9 September 2013

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 9 September 2013 at 6.00pm.

Gary James
General Manager
Additional Information Relating to Committee Matters

Site Inspection

Other Matters
### Meeting Agenda

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<td>Note Council resolution of 27 June 2011 to read late correspondence in conjunction with the relevant Agenda Item</td>
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</tr>
<tr>
<td>3</td>
<td>Declarations of Interest</td>
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**Items to be Decided by this Committee using its Delegated Authority**

| D1   | Confirmation of Minutes of Meeting held on 26 August 2013                                  | 1     |
| D2   | Woollahra Local Traffic Committee Minutes – 3 September 2013                                | 2     |
| D4   | Delegation of Operational Traffic Matters                                                  | 32    |

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

| R1   | Policy for Traffic Management & Parking near Schools, Preschools & Childcare Centres – 900.G | 76    |
Item No: D1 Delegated to Committee
Subject: Confirmation of Minutes of Meeting held on 26 August 2013
Author: Les Windle, Manager - Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 26 August 2013 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 26 August 2013 be taken as read and confirmed.

Les Windle
Manager – Governance
Item No: D2  Delegated to Committee

Subject: Woollahra Local Traffic Committee Minutes – 3 September 2013

Author: Cathy Edwards-Davis, Manager Engineering Services

File No: 595.G 2013

Reason for Report: For the Committee to consider the recommendations of the Woollahra Local Traffic Committee

Recommendation:

A. That the Recommendations Y2-Y3 contained in the minutes of the Woollahra Traffic Committee held on Tuesday 3 September 2013 be adopted.

B. That the Recommendation Z1- Z2 contained as an informal item in the minutes of the Woollahra Traffic Committee held on Tuesday 3 September 2013 be adopted.

Cathy Edwards-Davis  
Manager – Engineering Services

Tom O’Hanlon  
Director Technical Services
Woollahra Local Traffic Committee
Minutes

The meeting of the Woollahra Local Traffic Committee was held in the Thornton Room, Council Chambers, Double Bay, on Tuesday 3 September 2013 at 10.00am.

1. Attendance
Committee Members:

Present: Ms Cathy Edwards-Davis (Chairperson) (Woollahra Municipal Council)
Mr Stephen Brown (Roads and Maritime Services)
Sgt Michael Capon (Rose Bay Police)
Mr Alex Greenwich MP (Member for Sydney)
Mr John Giblin (Gabrielle Upton MP Representative)

Staff: Ms Shirlene Yee Yet (Woollahra Municipal Council)
Mr Frank Rotta (Woollahra Municipal Council)
Ms Carla Hetherington (Woollahra Municipal Council)
Mr Colin DeCosta (Woollahra Municipal Council)

Observer: Mr Eric Graham (Transport NSW – State Transit)

2. Minutes of Previous Meeting
The minutes of Meeting No.7/13 held in Council Chambers, Double Bay, on Tuesday 6 August 2013 were confirmed by Mr John Giblin and Mr Stephen Brown.

3. Matters Arising from Minutes of Previous Meetings
Nil

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

5. Extraordinary Meetings
Nil

6. Late Correspondence
Item Y3: Underwood Street, Paddington – Streetscape Works
7. Traffic Matters on Local Roads – Recommendation to C&E for Consideration

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

Subject: Parking Restriction Changes

Author: Frank Rotta – Traffic Engineer

File No: (Refer to Table 1)

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

Nil

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

Subject: Newcastle Street, Rose Bay – Rose Bay Street Fair 2013

Author: Shirlene Yee Yet – Team Leader Traffic and Transport

File No: T256

Reason for Report: To inform and seek Council’s approval for the event

Officer Recommendation:

A. That approval be granted for the temporary traffic control measures required to hold the Rose Bay Street Fair 2013 in Newcastle Street, Rose Bay, between New South Head Road and Wilberforce Avenue intersections on Sunday 27 October 2013, from 5am to 5pm, subject to the following conditions;
   i. That the event organiser provide Council with a copy a Road Occupancy Licence issued by the RMS, approving the road closure of Newcastle Street covering the period 5am – 5pm Sunday 27 October 2013, no less than 2 weeks prior to the event.
   ii. That the special event be categorised as a Category 2 event.
   iii. That a 4 metre wide emergency access lane must be maintained throughout the length of the closed section of Newcastle Street.
   iv. The applicant to obtain approval for the event from the NSW Police by completing a “Notice of Intention to Hold a Public Assembly” application.
   v. The applicant must inform all business proprietors, residents and other occupants within 200 metres (walking distance) of any part of the temporary closures, at least fourteen (14) days prior to the event via a letterbox drop and an advertisement placed in the local paper at least twenty-eight (14) days before the event.
   vi. The traffic controllers working on the day of the event must be instructed that residents of the section of Newcastle Street which is being closed must be guided to and from their homes on the day of the event and not unduly inconvenienced as a result of these closures.
   vii. The applicant must supply and erect the traffic control measures depicted in the TMP dated July 2013 and TCP “Rose Bay Street Fair” prepared by Alert Traffic dated 18 August 2013 for the event and remove them at the completion of the event.
   viii. 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 road reserve 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 in interested party on the insurance.
   ix. Council must be reimbursed for the cost of repair of any damage caused to Council property as a result of the activities.
x. The applicant must inform all Emergency Services of the proposed road closures (that is NSW Police, Fire Brigade, Ambulance, SES and the RMS) and must maintain a four metre emergency vehicle lane at all times, with all services (eg. fire hydrants) remaining free of any obstruction.

xi. Noise created by use of equipment or activity must be controlled as required by the “Protection Of The Environment Operations (Noise Control) Regulation 2000”.

xii. The applicant must make arrangements to remove all waste from the site at the end of the event.

xiii. All costs associated with implementing the temporary traffic control and complying with the conditions of this approval are to be borne by the applicant.

xiv. Woollahra Council reserves the right to cancel this approval at any time.

B. The following parking restrictions be implemented:

i. No Stopping restrictions be temporarily implemented on both sides of Newcastle Street between New South Head Road and Richmond Road for the period 6:00 pm Saturday, 26 October 2013 to 6:00 pm Sunday, 27 October 2013 to facilitate setup and pack up of the Street Fair.

ii. No Stopping restrictions be temporarily implemented at the closure areas in Newcastle Street and Wilberforce Avenue to allow u turns for vehicles wishing to leave these areas for the period 6pm Saturday, 26 October 2013 to 6pm Sunday, 27 October 2013.

C. That Council’s Manager Compliance, Manager Civil Operations, Manager Customer Services and Council’s Business Centres & Street Cleaning Coordinator be provided a copy of Council’s approval and event details.

Committee Vote: Unanimous Support

Resolved to Recommend:

Adopt the Officer Recommendation

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<thead>
<tr>
<th>Item No:</th>
<th>Y3</th>
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<tbody>
<tr>
<td>Subject:</td>
<td>Underwood Street, Paddington – Streetscape Works</td>
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<tr>
<td>Author:</td>
<td>Cathy Edwards-Davis – Manager Engineering Services</td>
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<tr>
<td>File No:</td>
<td>459</td>
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<tr>
<td>Reason for Report:</td>
<td>Approval for planned streetscape works</td>
</tr>
</tbody>
</table>

Officer Recommendation:

That Council proceed with a hybrid option for footpath and road infrastructure works in Underwood Street, Paddington, between Heeley Street and Jersey Road as per the attached plans numbered 15156-001 and 15156-218-228.

Committee Vote: Unanimous Support

Resolved to Recommend:

That Council proceed with a hybrid option for footpath and road infrastructure works in Underwood Street, Paddington, between Heeley Street and Jersey Road as per the attached plans numbered 15156-001 and 15156-218-228, subject to the construction drawings being satisfactory to the committee.
8. **Informal Matters** - For discussion by committee members and recommended to Community and Environment Committee by Council Officers

**Item No:** Z1  Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** Neild Avenue, Paddington – Proposed Speed Hump By City of Sydney

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

**File No:** T324

**Reason for Report:** To provide additional information for the proposed speed hump

**Recommendation:**

That Council note the additional design information provided by the City of Sydney and give in principle support for the installation of a speed hump midblock in Neild Avenue, Paddington, between Boundary Street and New South Head Road subject to the following conditions:

i. The City of Sydney advice Council in writing once this proposal has been approved for funding.

ii. The City of Sydney fund the cost of the construction of the speed hump and any other associated works, for example, lighting upgrades and pedestrian fencing.

iii. The City of Sydney be responsible for all future maintenance requirements for the speed hump including pedestrian fencing, signs, lighting and linemarking.

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**Item No:** Z2  Traffic Matters on Local Roads – Recommendation to C&E for consideration.

**Subject:** Special Event Traffic Management – Naval International Fleet Review

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

**File No:** 37.G Traffic – Special Events

**Reason for Report:** To provide an update on the traffic management for the naval event

**Recommendation:**

That the Naval International Fleet Review 2013 Traffic Management Plans prepared by the Transport Management Centre and the Traffic Control Plans (prepared for Council’s 2012 New Years Eve Event) prepared by Woollahra Council in relation to the road closures and special event clearways be noted.

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9. **Late Items**

**Nil**

There being no further business, the meeting concluded at 10.21 am.

**Cathy Edwards-Davis**

Chair
Item No: D3  Delegated to Committee

Subject: Consideration of the Implementation of Skateboarding Facilities in Paddington

Author: Paul Fraser, Team Leader - Open Space & Recreation Planning

File No: 900.G

Reason for Report: To respond to an adopted Notice of Motion considering the implementation of skateboarding facilities in Paddington.

Recommendation:

A. That Council engage a skate facility designer to prepare a site analysis for Rushcutters Bay Park and 2 other locations that would service the Paddington area. In addition to the site analysis concept drawings be produced.

B. That consultation with the local community is undertaken to determine the community need for a possible skate facility.

C. That a further report is presented to the Community & Environment Committee discussing the community consultation and various design options and locations.

Background:

At the Council meeting of 8 April 2013 a local resident group presented a study and their ideas to Councillors regarding the identification of suitable locations for skateboarding in the Paddington area. The study was conducted with local Paddington children between the ages of 8 and 14 to identify suitable locations for, and the design of, skateboarding facilities for children of that age group.

The study was named SKATERCRAFT which was a resident project to explore how to make our urban environment more accessible, inclusive and more attractive to children. It was initiated by a local resident/architect and the Manager of the Glenmore Road Public School After School Care Cottage. They invited a focus group of 25 Paddington children aged between 8-14 years of age to take part in proactively redesigning a small part of their built environment to make it more skate friendly.

It was identified in the presentation that the 8-14 age group is growing within Paddington and the facilities for play are limited. It was expressed that children of this age are not independent enough to travel to facilities in other areas on their own, such as cinemas, shopping centres and playgrounds for older children. Skateboarding is a popular activity with children in this age group however, without a designated facility or space, children skate regularly on Paddington’s steep streets to the detriment of their own safety and the safety of pedestrians, vehicular traffic and residents.

The study identified potential sites including Trumper Park and Rushcutters Bay Park.

As a result of the presentation, Council on the 22 April 2013 adopted the following Notice of Motion:

That a report be brought to the Community & Environment Committee considering the implementation of skate-boarding facilities in Paddington, to cater for children in the 8-14 years age group.
That the report examine, but not be limited to, the following:

a) Identification of a suitable site/s in Paddington and/or its surrounds, with respect to:
   i) Noise and amenity impacts on local residents
   ii) Safety impacts for children using the site
   iii) Capacity for site/s to enjoy passive surveillance and adequate policing to ensure child safety from undesirable characters loitering at the site.

b) The range of skate-boarding facilities available and indicative construction costs

c) Other potential facilities that could be installed or that are pre-existing, that could be utilised by this same age group within the site or at other locations.

The sport of skateboarding continues to gain popularity with children under 18, especially with the recent promotion of, and interest in, extreme sports. Skate facilities and youth inclusive spaces are proving to be a successful solution to getting young people actively engaged in a healthy activity. It is however, extremely important that the planning phase is accepted by the local community prior to any site selection or construction takes place.

**Proposal:**

A review of skate facilities in other Council areas was undertaken prior to preparing this report. Staff also met with staff from other Councils and a Skate Facility Designer (Convic) to discuss the implementation process that they followed and any recommendations that they could provide.

Items for consideration were as follows:

- There should be a demonstrated need for the facility.
- Community consultation is very important and it is paramount that local youth are involved in the design and implementation of a facility.
- Ensure that a recognised skate facility designer/builder is involved in the process.
- The skateboard facility needs to be visible and have good opportunity for passive surveillance. Many facilities are incorporated into parks that are activated with other activities including sports and passive recreation.
- Be aware of positioning a facility in and around existing vegetation due to leaf and branch drop. Landscaping should be low and be consistent with the location.
- Many of the locations that housed skate facilities were alcohol free zones.
- The budget needs to deliver a facility that will meet the needs of the users and also allow for landscaping and amenity costs.
- Implementation of a maintenance/management plan once a facility is built.

The identification of suitable sites should take into consideration the following criteria which was developed using information from the Sport and Recreation Victoria’s Skate Park guide and Convic’s own professional experience:

**Physical site conditions & technical considerations**

This first broad criterion is based on the physicality of the various sites and whether they can accommodate a skate facility of the required scale and type required by Council. It also considers technical implications such as drainage and soil conditions.

Questions asked at each site include:

- Is the proposed site of adequate size (approx. 400+sq.m)?
- Is the site able to accommodate a variety of design options e.g. bowl, street, urban, plaza?
- Is the site able to accommodate a diversity of skate elements and areas for several small groups or individuals?
Can the site accommodate the needs of different skill levels?
Can the site accommodate access for users and spectators including refuge areas with seating, viewing and adequate separation in an inclusive design?
Does the site have the ability to cater for larger crowds and temporary infrastructure during peak use and events?
Can the proposed site accommodate potential future expansion?
Is the proposed site free of existing land use implications, right of way, covenants, easements, service access requirements and/or underground/overhead powerlines, water and gas?
Are there minimal complex drainage requirements for the proposed site?
Does the geotechnical classification for the site suggest minimal construction implications?
Does the topography at the proposed site require minimal construction implications (i.e. no need for significant earthworks, cut/fill or retaining structures)?
Is there existing potable water and electricity to the site?

**Access/transport**

This second criterion looks at how easily accessible the site is for users, parents and those viewing the skate facility or events. With the main age group using this facility being children without the ability to drive, it is important to ensure that the facility can be easily accessed by all.
- Are there pedestrian/footpath connections from transport nodes to the proposed site?
- Is there a safe drop off area (evaluation of existing vehicular traffic arrangement may be necessary)?
- Is there adequate car parking?

**Natural surveillance, security and safety**

It is critical to ensure that the facility is open and safe and easily accessed in the case of an emergency.
- Is the proposed site visually prominent with good public surveillance for safety and for the promotion of the facility and skate activity?
- Is the proposed site a short distance from police response calls and does it provide ease of police access on schedules routes?
- Can the proposed site provide adequate emergency vehicle access (fire and ambulance)?
- Can vehicular access be restricted at the proposed site to prevent skating at night by car light?
- Can the proposed site provide safe entry to and from the site and safe setbacks from busy roads and intersections?

**Proximity to amenities (water, toilets, shade, food & drink)**

An active public sporting facility such as a skate facility should have appropriate ancillary amenities. This includes shade for viewing and resting, water bubblers and nearby toilets given users can spend many hours using a skate facility in a single session.
- Are associated amenities such as public telephone, toilets, water, shelter and shade existing and available or cost effective to install at the proposed site?
- Is the proposed site close to shops selling food and drink and is there potential for seasonal, peak time and/or event day food and drink outlets?
**Impact on existing facilities, adjoining uses and users**

To assess the suitability of a site, one of the main considerations is how much impact the new skate facility will have on the existing users and use of the space.

- Can the proposed site facilitate no net loss of green space?
- Can the proposed site facilitate no impact on ecological systems e.g. wetlands, foreshore and bushland
- Can the proposed site facilitate no loss of mature or significant trees
- Can the proposed site facilitate no impact on pedestrian or road network and access including existing desire lines?
- Will the location of a skate facility on the proposed site not displace existing recreational or other site users?
- Are there no existing heritage items or indigenous people’s claims for land title or sites cultural significance at the proposed site?
- Is there no history of social activity on a site including those considered ‘anti-social’?

**Distance from housing & incompatible land use**

Another major consideration for any new public sporting facility is the potential impact of noise and light to nearby housing. It is important that the new skate facility is placed to minimise impact to surrounding residential areas. As a guide 50m is considered an acceptable distance. Please note that this is subject to a more detailed acoustic assessment as each location has different factors such as surrounding noise, landform, prevailing winds etc.

- Is the site location an adequate distance (50m) from residential dwellings and incompatible land uses to avoid potential noise and light intrusions?
- Has the site the capacity to be placed to maximise noise attenuation.

**Management & Maintenance issues**

This is subject to Council’s expectations of the management of the facility. It depends on the level of on-site supervision and maintenance of the facility. Almost all skate facilities around Australia other than major CBD facilities are unsupervised and so management may not be important in this case. Maintenance is important to ensure the park can be cleaned easily and regularly.

- Does the proposed site have the availability of infrastructure to house management requirements including first aid, toilets and potential supervisors?
- How readily accessible is the skate facility to regular cleaning for existing Council cleaning and maintenance teams.

**Context & Amenity**

The criteria is most applicable to the socialisation that occurs at skate facilities and the importance of providing facilities that are where young people want to be and provide important amenity (sun protection, wind etc.)

- Is the proposed site location where young people want to be, or adjacent to where they currently congregate?
- Is the proposed site in close proximity to existing shopping centres, sports or recreation facilities or interested schools?
- Is it possible for the design to complement the existing visual amenity of the site?
- Is the proposed site within or adjacent to a major community hub or central area?

Should this report be adopted and a suitable location is approved this criteria would form the basis of further consultation and concept design.
The Notice of Motion asked to specifically examine the following:

**a) Identification of a suitable site/s in Paddington and/or its surrounds, with respect to:**

i) Noise and amenity impacts on local residents  
ii) Safety impacts for children using the site  
iii) Capacity for site/s to enjoy passive surveillance and adequate policing to ensure child safety from undesirable characters loitering at the site.

The Paddington area is a built up area with narrow streets prompting the roads to be busy with pedestrian and vehicular traffic. The parks are generally small pocket parks with the exception of Trumper Park which is a major regional park. The closest park to the north is Rushcutters Bay Park which is identified as a potential site that could house a skate facility.

**Rushcutters Bay Park**

The park is located in Rushcutters Bay and is separated from the City of Sydney by a drainage canal. It is characterised by significant mature trees, open grassland and recreational facilities including a kiosk, public toilets, two sporting fields, walking pathways and a fitness station. The park is well used by local and Sydney-wide residents and other visitors enjoying the harbour views, a variety of informal recreation and sporting activities, and occasional special events.

The park enjoys very good passive surveillance and access with New South Head and New Beach Road with various transport options being Edgecliff Train Station, Sydney Buses, on-street carparking and an extensive network of footpaths.

A proposed location recommended within Rushcutters Bay Park is within the western end of the park between the drainage canal and footpath as illustrated. This area is separated from the formal sportsfields and is less popular for recreation use.
Further discussion with the community and a Skate Designer would be able to determine the best location within this area and the most appropriate design elements for such a facility if approved. It is not proposed to utilise the whole illustrated area just a portion to house a small to medium facility.

An initial review of the area was conducted with the following information provided:

- Approximately 190m from New Beach Road residents.
- Approximately 70m – 150m from Clement Street residents, City of Sydney (dependant on location).
- It has good exposure and surveillance (consistent with a key principle of Crime Prevention Through Environmental Design) that will enhance its safety and attractiveness for skaters of all ages and abilities.
- The site does not appear to be well used as a community space; however, due to the large size of the parkland area the strategic placement of a skate facility should still ensure significant sections of open space remain available for broad community recreational use.
- The site is easy to access for skaters who need to use public transport or a car to arrive at the site. Public transport is available via Edgecliff Train Station and Sydney Buses along New South Head Road and New Beach Road. Ample on-road car parking is available adjacent to the site and a network of footpaths lead into the park from all surrounding areas.
- There are public toilets, water bubbler and a café within easy walking distance.
- The land is flat which allows for various design and landscaping options.
- The sub-surface of the park is not known at this stage. If the sub-surface is poor quality fill, this will likely impact the construction cost of the skate park due to additional engineering and building works associated with establishing a suitable foundation.
- The loss of ‘green’ public open space. This factor can firstly be mitigated by incorporating sections of grass and other plants within the footprint of the skate facility.

**Trumper Park**

Trumper Park was also highlighted in the SKATERCRAFT study as a possible location, however due to the close proximity of residents and the lack of unused open space this site was not considered as part of this report. Should Council adopt the recommendation and consult further with a skate designer, Trumper Park could be included in further site analysis.

Historically there has been a lot of negativity surrounding skate facilities in Council open space. Two of the main reasons that contribute to this perception are that they are located in the wrong area and are poorly maintained. The location of a skate facility in a local park is critical. Often these facilities are constructed in isolated areas with no natural surveillance. A successful skate facility needs to be accessible, close to public transport and close to activity. It is paramount that the children are involved in the planning of a facility so that they gain a sense of ownership of the facility therefore reducing the likelihood of vandalism and anti-social behaviour.

Any new facility needs to be accompanied with appropriate Conditions of Use signage, a scheduled maintenance program, support from the local Police and possible youth events or programs located at the facility.

At the time of initial planning it would be necessary to implement the Crime Prevention Through Environmental Design (CPTED) strategy with the Local Police. The CPTED is a crime prevention strategy that focuses on the planning, design and structure of cities and neighbourhoods. It reduces opportunities for crime by using design and place management principles that reduce the likelihood of essential crime ingredients.
Concerns about undesirable or anti-social behaviour often underlie opposition to skate facilities. Some studies however have stated that in fact ‘the lack of things for young people to do’ is a greater risk for undesirable behaviour. Good placement and planning of these facilities can minimise many of the perceived problems. The facility should be designed to handle a primary social gathering place.

b) The range of skate-boarding facilities available and indicative construction cost.

When planning for a skate facility, thought should go into the design to ensure that the users are engaged and the facility is challenging enough to accommodate the users growing skills. Council should employ experienced designers that are respected among the skateboarding community to get the right design in the right location. A skate facility should not be hidden away as this will encourage anti-social behaviour.

There are a huge variety of skate-boarding facilities that are available and it is important to construct the right facility at the right location.

Types of Skate Facilities

In discussions with Convic Skate Designers they provided the following summary on the types and trends of facilities that are currently being built all over the world.

1. Skate Plazas – a skate facilities that is designed to mimic the urban environment i.e. Steps, handrails, seats etc.

Cammeray Skate Plaza, Ernest Street, North Sydney
2. **Regional Skateparks** – These are large scale facilities that can cater for a range of skill levels and can also cater for large scale events for eg. Bondi Skate Bowl.

*Bondi Skate Park, Bondi Beach*

![Bondi Skate Park](image1.jpg)

3. **Youth Precincts** – some Councils are developing integrated ‘youth precincts’ to provide a range of different recreation, sports and arts opportunities in the one place.

*Redlands Youth Precinct, QLD*

![Redlands Youth Precinct](image2.jpg)
4. **Single Focus Facilities** – many local facilities with limited budgets have to prioritise which style of action sport or styles they will cater for. These are smaller facilities which are designed for a single focus i.e. Skate, BMX, Scooters etc.

5. **‘Incidental’ Components** – This idea is relatively new and involves the concept that any pathway has the possibility to have sections widened to accommodate skateable items or undulating terrain to create an ‘incidental’ skate facility. Incidental skate elements are focused more on where young people want to be so that you add recreational opportunity in existing interest areas. An example of integration of skate areas into existing pathways in a park setting is illustrated.
Construction Costs

Skate facilities in parks vary greatly in price and costs are significantly dependent on the size, complexity, landscape, amenity of the facility and the elements that are included in the facility.

Convic Skate Designers have provided an indication of costs as follows:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Cost Range</th>
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<tbody>
<tr>
<td>Skate Plaza - Local</td>
<td>$100K - $300K</td>
</tr>
<tr>
<td>‘Incidental’ Components - Pathways</td>
<td>$75K each</td>
</tr>
<tr>
<td>Regional Skate Facility</td>
<td>$500K - $1.5M</td>
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</table>

Due to the size requirements and the cost of building a skate facility it is recommended that should further consultation be approved any designs be targeted towards a small/medium skate plaza.

c) Other potential facilities that could be installed or that are pre-existing, that could be utilised by this same age group within the site or at other locations.

On 16 April 2012, the Council were presented with a report (Annexure 1) that detailed what strategies can be undertaken to develop specific youth designated spaces including skate and basketball facilities. This report resolved to approve Lyne Park for the location of a basketball court which has since been constructed and is proving very popular with the local community. It should be noted that there have been no incidents of vandalism or anti-social behaviour since the court was opened.

Paddington as a whole has a very limited amount of space both on the footpaths and within the public open space that can be utilised for facilities targeted at the 8 -14 year age group.

Consultation:

As previously discussed it is paramount that the community supports the idea and location of a skate facility. It is recommended that Council engage a skate designer to consult with the community and provide a site analysis for up to 3 locations that would service the Paddington area.

The Rushcutters Bay Park Plan of Management and the Recreational Needs Assessment and Strategy assist Council to take a lead role in the provision of recreational services. One of the key findings in the Recreational Needs analysis was to identify a preferred location for a skateboard facility.
The popularity and need for these types of facilities can also be represented in the recent article in the *Local Government Managers Australia - Statewide* publication (Issue No 155, 2013 Annexure 2). The article discussed the current statistics of skateboarding for boys and girls have increased due mainly to the popularity of action sports and the issues that the world faces in relation to children inactivity and obesity. It stated that for a relatively small investment local councils can assist in community and individual health through the provision of these types of facilities.

**Identification of Income & Expenditure:**

The approximate cost of a consultation process by *Convic Skate Designers* is $20K which would include:

- Detailed site analysis of 2-3 proposed sites
- 2 community consultation meetings
- A concept design and opportunity drawings

Should the recommendation be resolved the funds would be available through Council’s 2013/14 Operating Budget, Public Open Space Planning & Asset Management - 413 3439 4180.

**Conclusion:**

Due to the complexity and differing opinions surrounding skate facilities it is recommended that we engage a professional skate designer to consult with the wider community to determine the need of the facility, the public perception and a suitable location.

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Paul Fraser  
Team Leader – Open Space & Recreation Planning

Tom O’Hanlon  
Director, Technical Services

Bruce Rann  
Manager – Open Space & Trees

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**Annexures:**

1. Youth Facilities Report April 2012
2. Statewide Publication 2013
Item No: D4 Delegated to Committee

Subject: Delegation of Operational Traffic Matters

Author: Cathy Edwards-Davis, Manager Engineering Services

File No:

Reason for Report: One year review of Delegations

Recommendation:

That the information be noted.

Background

At the Council meeting on the 13 August 2012 the following was adopted:

A. That the General Manager be given delegation from Council to vote at the “electronic” meetings of the Woollahra Traffic Committee on Council’s behalf for operational traffic matters as outlined in the report.

B. That the impact of the delegations be reviewed in one year’s time and reported to the Community & Environment Committee.

The previous Council report is attached.

Following the Council resolution, the General Manager granted delegation to the Manager Engineering Services to exercise the vote of Council on the Traffic Committee for operational traffic matters. Under the legislation, Council must still consult with the other Traffic Committee members, including RMS, the NSW Police and the local State Members. As a courtesy, Sydney Buses is also consulted on operational traffic matters.

Review

The delegation of operational traffic matters has now been in place for one year.

From August 2012 to August 2013, the Woollahra Traffic Committee gave consideration to 157 traffic matters. 75 (48%) of these were considered at formal Traffic Committee meetings. The remaining 82 (52%) matters were operational traffic matters and were considered under delegation by the Manager Engineering Services. The operational traffic matters included the following:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Number</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Zone</td>
<td>1</td>
<td>1.2</td>
</tr>
<tr>
<td>Disabled Parking</td>
<td>3</td>
<td>3.7</td>
</tr>
<tr>
<td>Driveway access</td>
<td>10</td>
<td>12.2</td>
</tr>
<tr>
<td>Minor linemarking change</td>
<td>3</td>
<td>3.7</td>
</tr>
<tr>
<td>Minor parking change (eg. 10m statutory No Stopping at intersections)</td>
<td>17</td>
<td>20.7</td>
</tr>
<tr>
<td>Motorbike parking</td>
<td>8</td>
<td>9.8</td>
</tr>
<tr>
<td>Police parking</td>
<td>1</td>
<td>1.2</td>
</tr>
<tr>
<td>Resident parking</td>
<td>4</td>
<td>4.9</td>
</tr>
<tr>
<td>Statutory signage</td>
<td>1</td>
<td>1.2</td>
</tr>
<tr>
<td>Temporary road closure</td>
<td>8</td>
<td>9.8</td>
</tr>
<tr>
<td>Warning sign</td>
<td>1</td>
<td>1.2</td>
</tr>
<tr>
<td>Work Zone</td>
<td>25</td>
<td>30.5</td>
</tr>
<tr>
<td>Total</td>
<td>82</td>
<td>100.1</td>
</tr>
</tbody>
</table>
The formal Traffic Committee meetings are held once per month (February to December). Prior to the introduction of the delegations, customers may have been forced to wait up to seven weeks for an approval of a relatively minor matter, such as a temporary road closure. The introduction of delegations has allowed staff to handle these requests in a more timely manner. Generally the operational traffic matters are collated into an agenda and emailed to the Traffic Committee members twice per month.

Since the introduction of delegations, operational traffic matters have been approved on average 11 days more quickly than they would have been otherwise. Some items, which were given consideration over the December / January holiday period, were approved 50 days more quickly than they would have been otherwise.

**Discussion**

82 operational traffic matters were considered under delegation by the Manager Engineering Services.

When the original report was considered by Council it was noted that from time to time, Council staff make a recommendation to the Traffic Committee, which once implemented causes community concern. It was noted in the earlier report, that it is likely that under the delegated arrangements, a small number of even these operational matters will occasionally cause community concern. In the first year of the delegation of operational traffic matters, Council staff have not received any complaints regarding decisions made under delegation. No issues have had to be reviewed or reconsidered. Should complaints be received regarding future delegated matters, Council staff will look at the matter again and refer any new or further relevant information to the Traffic Committee for review.

**Identification of Income & Expenditure**

Nil

**Conclusion**

The introduction of delegations for operational traffic matters has meant that Council staff can provide an improved and faster service to customers. Further, there have been no resident complaints with regards to decisions made under delegation. It is therefore recommended that the traffic delegations remain in place.

Cathy Edwards-Davis
Manager Engineering Services

Tom O’Hanlon
Director Technical Services

**Annexures:**

1. Previous Council report
Item No: D5  Delegated to Committee
Subject: Community Facilities Report - Usage levels 2012/13
Author: Susan Murray, Venue Coordinator
File No: 79.G
Reason for Report: To provide information to Council regarding the hiring and usage of community facilities managed by Council.

Recommendation:

That this report on the usage levels of community facilities for 2012/13 be received and noted.

Background:

Council has historically provided venues for use by residents for community and social activities. A priority in the 2009 - 2013 Delivery Program and Operation Plan is to: “Provide and promote access to community venues for community activities”

Council has ten venues available for hire in 2012 – 2013 by the community (see Annexure 1 for locations):

• Cooper Park Community Hall
• Rose Bay Cottage
• Canonbury Cottage
• The Drill Hall (Sir David Martin Reserve - SDMR)
• The Studio (Sir David Martin Reserve - SDMR)
• The Gunyah
• Vaucluse Bowling Club
• EJ Ward Paddington Community Centre
• Cross St Studio 1 Double Bay
• The Bay Room, Cosmopolitan Centre

An update on venue usage is presented to the Community & Environment Committee on an annual basis. This report will review usage levels for 2012-13 and opportunities for the use of the venues for 2013-14.

Summary:

In total, the provision of ten community venues in 2012/13 resulted in an income of $280,975 and an expenditure of $133,838 giving an operating profit of $147,137. When combined with capital expenditure of $89,727 this shows a net profit to Council of $57,410. The total gross income to Council has increased by 7.5% in this financial year.

Community usage of Council venues continues to increase each year with a growth of 44% in the period from July 2008 to June 2013, with many of the venues now operate at near capacity levels during peak hiring times, thus offering limited potential for future growth. Whilst operating at these levels is considered a good result, it is important to note this reduces available space in the community for new hirers. Council also fully supports exclusive use agreements with Miroma at The Gunyah and Cooper Park Community Hall and with Critical Path at The Drill Hall. The extensive use by these groups, while valuable, limits access by a broad mix of community users.
Anecdotal evidence shows approximately 5 users each week are turned away due to lack of availability at their preferred venue. Other spaces offered are either unsuitable or undesirable due to location or capacity issues. Feedback shows many hirers are unwilling to use venues north of the Rose Bay region. More accessible venues that have the capacity to accommodate a broad range of activities would greatly increase the ability to satisfy community demand.

Whilst this report covers usage and demand for community venues over the past financial year, to investigate the long term community need for multi-purpose facilities, in 2011 Council commissioned AECOM Consultants to complete the Woollahra Community Facilities Study. This provided Council with information and recommendations regarding the provision of multi-purpose community facilities throughout the Municipality to respond effectively to the changing needs of the local community.

The Study’s recommendations provides a strategic direction for the ongoing planning and provision of community space to meet the future demands for activities and programs for the local community.

The Property Assets Working Party met on 6th August 2013, to consider this study and determine priorities for 2013/14. The outcomes of this meeting were reported to the Corporate Works Committee meeting on 19th August 2013.

Definitions:

Usage by hirers in this report have categorized into two groups:

- **Casual Hirers:** One–off or occasional hirers of Council venue/s. E.g. for birthday parties, weddings, private functions etc.

- **Regular Hirers:** Hirers who utilize Council venue/s on a regular basis or numerous times throughout a calendar year on a schedule basis. E.g. weekly use for exercise classes, book clubs, playgroups etc.

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**COOPER PARK COMMUNITY HALL – USAGE 2009 – 2013:**

This hall is located at 12 Cooper Park Road, Bellevue Hill. The hall sits in the peaceful surrounds of Cooper Park and has one large room available for hire that holds up to 70 people. There is a playground area at the rear of the venue and off-street parking available. The ability to hold both indoor and outdoor activities at this venue makes it a popular choice, particularly for children’s parties aged 6 to 12 years.

The hall is used exclusively by Miroma Light Industries from 8am to 9pm Monday to Thursday and 8pm to 5pm Fridays.

The venue is available to other hirers from 5pm to 9pm Fridays and 9am to 9pm weekends.

**Venue Statistics – Cooper Park Community Hall:**
The chart below shows the trend in usage levels over the past four years.

<table>
<thead>
<tr>
<th>Years</th>
<th>Total Hours Used</th>
<th>(Miroma) Hours Used</th>
<th>Casual Hours Used</th>
<th>Regular Hirer % Used</th>
<th>Casual Hirer % Used</th>
<th>Average use per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/10</td>
<td>3448</td>
<td>2867</td>
<td>581</td>
<td>83.1%</td>
<td>16.9%</td>
<td>66 hrs</td>
</tr>
<tr>
<td>2010/11</td>
<td>3491</td>
<td>2863</td>
<td>628</td>
<td>82.0%</td>
<td>18%</td>
<td>67 hrs</td>
</tr>
<tr>
<td>2011/12</td>
<td>3481</td>
<td>2863</td>
<td>618</td>
<td>82.2%</td>
<td>17.8%</td>
<td>66.9 hrs</td>
</tr>
<tr>
<td>2012/13</td>
<td>3691</td>
<td>3002</td>
<td>689</td>
<td>81.3%</td>
<td>18.7%</td>
<td>70.9 hrs</td>
</tr>
</tbody>
</table>

The following chart shows the monthly breakdown of hourly usage of Cooper Park Community Hall from July 2009 to June 2013.
Analysis – Cooper Park Community Hall:

Total usage levels have increased by 210 hours over 2011/2012 numbers. Miroma Light Industries have continued with the same amount of regular usage and the increase shown in their hours occurred because they no longer take a mid year holiday break in July, as they have done in previous years.

Casual hire continues to give a good return with an annual increase of 71 hours. The casual use is exclusively from private hire for birthday parties and social gatherings.

The size, position, accessibility and parking make this a great community facility, and while Council fully support the activities of Miroma, their exclusive use since 2008 has resulted in reduced availability of this venue for multi-purpose use by the broader community.

Painting of the ceiling and removal of window grids was undertaken in July 2011 and the kitchen facilities were upgraded in December 2011. Further capital work scheduled for this year includes new tiling in the toilets to take place in September 2013. This should assist in attracting repeat and referred business as the state of the toilet facilities has often been a complaint of past hirers.

Opportunities – Cooper Park Community Hall:

The average use per week of 70.9hrs shows this venue to be at near optimal usage. The weekdays are at capacity and daytime weekend party sessions are near capacity with the majority of bookings made several months in advance. Many community groups and other community users are being turned away due to the lack of availability at peak times (weekday mornings/weekday evenings).

Opportunities for increased usage over the coming year are limited and will primarily only come from increased use of the 5pm – 9pm timeslot on Friday, Saturday and Sunday evenings for children’s birthday parties and private hire. Historically this has been a difficult timeslot to fill.

ROSE BAY COTTAGE – USAGE 2009 – 2013

Located at Woollahra Golf Club, O'Sullivan Road, Rose Bay, the Cottage is a small venue designed for use by young children and their families and can hold up to 30 people. It features a playroom, a fenced outdoor area with a soft-fall synthetic grass surface with a sunshade and a grassed area suitable for children’s games.

Rose Bay Cottage is used at various times during the weekdays by a number of playgroups. Holdsworth Community Centre & Services (Holdsworth) also utilise the Cottage on Saturday mornings. It is a popular venue on weekends for birthday parties for children aged 5 years and under.

The Cottage is available for hire Monday to Sunday 9am to 8pm, but is rarely used past 5pm on weekdays or weekends.
Venue Statistics – Rose Bay Cottage:

<table>
<thead>
<tr>
<th></th>
<th>Total Hours Used</th>
<th>Playgroup Hours Used</th>
<th>Other Regular Hours Used</th>
<th>Casual Hirer Hours Used</th>
<th>Regular Hirer % Used</th>
<th>Casual Hirer % Used</th>
<th>Average use per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/10</td>
<td>890</td>
<td>583</td>
<td>99</td>
<td>208</td>
<td>76.6%</td>
<td>23.4%</td>
<td>17 hrs</td>
</tr>
<tr>
<td>2010/11</td>
<td>1021</td>
<td>579</td>
<td>86</td>
<td>356</td>
<td>65.1%</td>
<td>34.9%</td>
<td>20 hrs</td>
</tr>
<tr>
<td>2011/12</td>
<td>1334</td>
<td>816</td>
<td>107</td>
<td>411</td>
<td>69.2%</td>
<td>30.8%</td>
<td>25 hrs</td>
</tr>
<tr>
<td>2012/13</td>
<td>1400</td>
<td>685</td>
<td>295</td>
<td>420</td>
<td>70.00%</td>
<td>30.0%</td>
<td>27 hrs</td>
</tr>
</tbody>
</table>

The chart below shows the trend in usage levels over the past four years.

Rose Bay Cottage

The following chart shows the monthly usage over the past four financial years for Rose Bay Cottage.
Analysis – Rose Bay Cottage:

Rose Bay Cottage saw a large usage increase (30%) in 2011/12, this has been maintained and slightly increased another 4.9% this year with average weekly usage up by 2hrs to 27 hrs per week.

A change in hiring trends has occurred between the usage by playgroups and regular hirers. In January this year two playgroups ceased operation when their children started school, this allowed some peak times to become available for other community groups in the regular hire sector. The addition of a regular dance class for toddlers and a weekly music and activity class has seen regular usage increase by 175% from 107 to 295 hours. So while the playgroup hours are down by 16%, this change has resulted in increased income for Rose Bay Cottage as playgroups are charged at a subsidised rate while regular hirers attract the regular community/arts/recreation rate.

Holdsworth continues to use the cottage every Saturday morning for an activity for children with a disability, the remainder of the weekend is booked by casual hirers predominately for the use of children’s birthday parties.

Opportunities – Rose Bay Cottage:

Rose Bay Cottage is a very popular venue with weekend usage for children’s parties nearing capacity and all peak morning hours also being utilised.

Limitations of this venue includes its small size, which limits usage to small groups (up to 30 people) and the fact that the hiring demographic prefers activities up until noon each weekday only.

The opportunities at this venue will be to maintain the current high level of peak time usage and the potential to attract regular hirers for afternoons and evenings such as small fitness groups, after school activities or mums and bubs yoga. Future promotion will aim to obtain regular hirers for these times by targeting promotional activities to providers of after school and early evening activities on weekday afternoons.
Canonbury Cottage – usage 2008 – 2012:

Located at McKell Park, 159 Darling Point Road, Darling Point. The Cottage is located in the beautiful surrounds of McKell Park on the foreshore of Sydney Harbour. It features a kitchen and small open room downstairs and two small upstairs meeting rooms. The cottage can accommodate up to 30 people.

The venue is used during the week for exercise classes, the Probus Club and a book club. On weekends it must be hired in conjunction with McKell Park and is used for weddings and private gatherings and these bookings are managed by the Recreation Coordinator.

The Cottage is available for hire Monday to Sunday sunrise to sunset. Only one booking is permitted in McKell Park each Saturday and Sunday.

Venue Statistics – Canonbury Cottage:

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Hours Used</th>
<th>Regular Hirer Hours Used</th>
<th>Casual Hirer Hours Used</th>
<th>Regular % Used</th>
<th>Casual % Used</th>
<th>Average use per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/10</td>
<td>775</td>
<td>557</td>
<td>218</td>
<td>71.9%</td>
<td>28.1%</td>
<td>14 hrs</td>
</tr>
<tr>
<td>2010/11</td>
<td>712</td>
<td>627</td>
<td>85</td>
<td>88.1%</td>
<td>11.9%</td>
<td>13 hrs</td>
</tr>
<tr>
<td>2011/12</td>
<td>739</td>
<td>637</td>
<td>102</td>
<td>86.2%</td>
<td>13.8%</td>
<td>14 hrs.</td>
</tr>
<tr>
<td>2012/13</td>
<td>680</td>
<td>610</td>
<td>70</td>
<td>89.7%</td>
<td>10.3%</td>
<td>13 hrs.</td>
</tr>
</tbody>
</table>

The chart below shows the trend in usage levels over the past four years.
The following chart shows the monthly usage over the past four financial years.

![Usage Chart]

**Analysis – Canonbury Cottage:**

Total usage levels have decreased by 8% and while the regular use remains constant there has been a drop in the number of casual weekend bookings which is primarily an add-on to the hire of McKell Park for weddings and other ceremonies. Because of the size of the venue, it does not provide adequate wet weather options for most party gatherings, rather it is just the kitchen and bathroom facilities being utilised by these groups using the park for their function.

The small size is magnified by the awkward layout, which includes a staircase in the middle of the room and an overly large bathroom upstairs—limiting the amount of usable space available. This prohibits the venue being able to accommodate physical activities such as yoga or dance. Other limitations to attracting hirers, is the lack of parking in the area and the restriction of McKell Park closing at sunset thus limiting after hours community activities.

Regular hire continues with 50 Plus Fitness and Therapy who use the courtyard area for seniors’ fitness activities two days per week. Other regulars include Double Bay Ladies Probus Club and Canonbury Book Club.

**Opportunities – Canonbury Cottage**

50 Plus Fitness Therapy continue to occupy the small office space upstairs and a new hirer has just commenced 3 days per week in the large upstairs office for violin practice. This usage is not reflected in the usage figures as these rooms are not considered part of the standard hire space. It does however result in an income that is included in those figures.

Opportunities for Canonbury Cottage lie in hiring the downstairs space for small meetings or language classes. Other activities such as photography or drawing classes would also be ideally suited to this venue.
Drill Hall – Sir David Martin Reserve – Usage 2009 – 2013:

Located in Sir David Martin Reserve on the Ground Floor at 1C New Beach Road, Rushcutters Bay, the Hall is a unique heritage venue overlooking beautiful Sydney Harbour. It features a semi-sprung dance floor with tarkett overlay and 3 metre drop black-out drapes. It can accommodate up to 150 people.

Use of the venue has been restricted to recreational activities, particularly creative development and performing arts rehearsals. No birthday parties, social gatherings or private functions are permitted in the venue. The venue is used exclusively by Critical Path 7 days a week for 12 hours per day for approximately 9 months of the calendar year.

When not utilised by Critical Path, the Drill Hall is available for hire Monday to Sunday 9 to 9.

Venue Statistics – Drill Hall:

<table>
<thead>
<tr>
<th></th>
<th>Total Hours Used</th>
<th>Critical Path Hours Used</th>
<th>Casual Hirers Hours Used</th>
<th>Critical Path % Used</th>
<th>Casual Hirers % Used</th>
<th>Average use per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/10</td>
<td>3458</td>
<td>3240</td>
<td>218</td>
<td>94%</td>
<td>6%</td>
<td>66 hrs</td>
</tr>
<tr>
<td>2010/11</td>
<td>3238</td>
<td>3084</td>
<td>154</td>
<td>95%</td>
<td>5%</td>
<td>62 hrs</td>
</tr>
<tr>
<td>2011/12</td>
<td>3582</td>
<td>3240</td>
<td>342</td>
<td>90.5%</td>
<td>9.5%</td>
<td>68 hrs</td>
</tr>
<tr>
<td>2012/13</td>
<td>3705</td>
<td>3672</td>
<td>33</td>
<td>99%</td>
<td>1%</td>
<td>71 hrs</td>
</tr>
</tbody>
</table>

The chart below shows the trend in usage levels over the past four years.
The following chart shows the monthly usage over the past four financial years

![Chart showing monthly usage](image)

**Analysis – Drill Hall:**

Total usage increased from last year by 3.4%. This may be because Critical Path operates by calendar year and the time of year they take their 12 week break can vary. This results in usage data fluctuations from year to year as in some years they may use more weeks in one financial year period than in another. The increased hours for Critical Path in this time frame resulted in less hours available for casual hire particularly when they closed in December and we were unable to attract another hirer during this time as the general trend is for all venues to be empty during the holiday season.

**Opportunities – Drill Hall:**

Critical Path’s license allows Council to hire the venue to the community for three months of the year. This is an ideal venue for performance companies looking for rehearsal space to prepare for upcoming events, particularly with the new floor and upgraded heating facilities.

Whilst it is hard to predict when theatre and performance companies may be looking for venues, a targeted marketing campaign to this sector alerting them to the Drill Hall facilities along with the availability for the coming year may result in an increase in this type of usage.

Additionally, proactive marketing leading up the vacant periods during 2013/14 will target a broader range of recreational activities such as Yoga and Meditation workshops.

Historically the limited parking and public transport options have dampened the appeal of the venue, especially in attracting larger numbers of participants to recreational programs or full day events. The allowable activities as listed in the development application continue to limit access to the broader community resulting in interested users being turned away.
The Studio – Sir David Martin Reserve – Usage 2009 – 2013:

Located on the First Floor at 1C New Beach Road, Rushcutters Bay, the Studio is part of a unique heritage venue located in Sir David Martin Reserve, Rushcutters Bay overlooking beautiful Sydney Harbour. It features polished timber floor boards and a balcony overlooking the harbour. It can accommodate up to 60 people.

As with the Drill Hall, use of the venue has been restricted under the development application to recreational activities, particularly creative development and performing arts rehearsals. No birthday parties, social gatherings or private functions are permitted in the venue.

The Studio is available for hire Monday to Sunday 9am to 9pm.

Venue Statistics – The Studio:

<table>
<thead>
<tr>
<th></th>
<th>Total Hours Used</th>
<th>Regular Hirers Hrs. Used</th>
<th>Casual Hirers Hrs. Used</th>
<th>Regular % Used</th>
<th>Casual % Used</th>
<th>Average use per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/10</td>
<td>1137</td>
<td>348</td>
<td>789</td>
<td>31%</td>
<td>69%</td>
<td>21 hrs</td>
</tr>
<tr>
<td>2010/11</td>
<td>1030</td>
<td>490</td>
<td>540</td>
<td>48%</td>
<td>52%</td>
<td>19 hrs</td>
</tr>
<tr>
<td>2011/12</td>
<td>1128</td>
<td>861</td>
<td>267</td>
<td>76%</td>
<td>24%</td>
<td>21 hrs</td>
</tr>
<tr>
<td>2012/13</td>
<td>908</td>
<td>498</td>
<td>410</td>
<td>55%</td>
<td>45%</td>
<td>18 hrs</td>
</tr>
</tbody>
</table>

The chart below shows the trend in usage levels over the past four years.
The following chart shows the monthly trends of the four financial years.

![Chart showing monthly trends for four financial years](chart.png)

**Analysis – The Studio:**

Regular hire at the Studio has a higher turnover than other venues. Hirers are initially attracted to the setting and facilities but often cease their hire after one or two terms due to complaints and low attendance directly attributed to the lack of parking in the area. The loss of these hirers and the down time between refilling the space has led to a drop in regular hire of 42% during this past financial year. Zumba, yoga, tango and two children’s ballet groups are included in the hirers that commenced and also finished hire within this period.

The casual hire has increased by 53% due mainly to one day, one off type of workshops for activities such as meditation, personal development and play readings. These types of bookings do lead to repeat business but they are infrequent.

Current hirers include children’s movement and music class holding three sessions per week, a martial arts group and a fitness class. The parking limitations in the area tend to attract bookings that will only last for 1.5hrs, so we require several groups of separate hirers to fill the hours.

**Opportunities – The Studio:**

The aim over the coming year will be to continue to promote the venue as a performing arts and rehearsal space and for community, arts and recreational activities with a view to attracting longer term regular hirers.

While the configuration of three smaller interconnecting rooms is not suitable for large exercise groups, the setting and outlook of the venue have been very attractive to smaller groups holding yoga and meditation classes. There is an opportunity to target similar groups to promote the venue for this type of activity for weekend workshops.
Vaucluse Bowling Club – Usage July 2009 – June 2013:

Located at 80 New South Head Road, Vaucluse, the Club is located close to Vaucluse shopping precinct. It features a large hall with a dance floor, commercial size kitchen and can accommodate up to 100 people.

The Vaucluse Bowling Club has a lease with the Department of Lands and Council operates the facility on a sublease arrangement from the Club.

The venue is primarily used by the Vaucluse Bowling Club four days per week and hired by Eastern Avenue Bridge Club four days per week who share the space with the bowlers during some of this time. It is also used by a Book Club, Men’s Chat Group, Alcoholics Anonymous, Zumba, Yoga and Martial Arts classes. The venue is also used occasionally for private hire.

The Vaucluse Bowling Club is available for hire Monday to Sunday 8am to midnight.

Venue Statistics – Vaucluse Bowling Club:

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Hrs. Used</th>
<th>Regular Hours Used</th>
<th>Casual Hours Used</th>
<th>Regular % Used</th>
<th>Casual % Used</th>
<th>Average use pw</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/10</td>
<td>1906</td>
<td>1772</td>
<td>135</td>
<td>93.0%</td>
<td>7.1%</td>
<td>37 hrs</td>
</tr>
<tr>
<td>2010/11</td>
<td>2324</td>
<td>2126</td>
<td>198</td>
<td>91.5%</td>
<td>8.5%</td>
<td>45 hrs</td>
</tr>
<tr>
<td>2011/12</td>
<td>2202</td>
<td>2107</td>
<td>95</td>
<td>95.7%</td>
<td>4.3%</td>
<td>42 hrs</td>
</tr>
<tr>
<td>2012/13</td>
<td>2258</td>
<td>2134</td>
<td>124</td>
<td>94.5%</td>
<td>5.5%</td>
<td>43 hrs</td>
</tr>
</tbody>
</table>

The chart below shows the trend in usage levels over the past four years.
The following chart shows the monthly trends from July 2009 to June 2013.

Analysis—Vaucluse Bowling Club:

There has been a slight change in the makeup of our regular hirers this year. When Eastern Avenue Bridge changed their operating hours to four days it released some night hours to be available to other community groups. The Martial Arts group is coming up for one year of continuous usage on Thursday evenings, and the Zumba class that commenced on Saturday mornings in January has now increased their usage to include Monday and Wednesday evenings due to local demand. A yoga class has also been operating on Friday mornings and Alcoholics Anonymous continue their use every Tuesday night. Overall the venue is well utilised by regular hirers.

The small percentage of casual hirers, 5.5%, is due to the restrictions we have imposed on holding Saturday night private parties where we no longer allow ‘Youth Parties’ at the venue. Despite procedures and the requirement of security guards at this type of function, they have continued to cause problems with damage to the venue and crowds and noise impacting on local residents. Casual hire now comes from private functions such as engagement parties, baby showers and corporate social gatherings.

Use of the venue is most attractive to the residents of the local area with many hirers from other areas unwilling to travel north beyond the Rose Bay region.

Opportunities—Vaucluse Bowling Club:

Overall the venue is currently well utilised Monday to Thursday. Friday remains unpopular for community, arts and recreational activities (a trend across all venues). Thus, the greatest opportunity to improve usage will be from further weekend hirers on Sundays.

Working in conjunction with Vaucluse Bowlers there is the opportunity to attract hirers looking to hold Sunday afternoon bowling functions. With this in mind, future promotional activity will be targeted to local residents and groups.

In line with our policy of attracting hire that does not impede on the local residents, another opportunity is to promote the venue to organisations as being suitable for holding workshops, training or information sessions on weekends.
The Gunyah, Room 1 – Usage July 2009 – June 2013:

Located at 335 Old South Head Road, Watsons Bay, The Gunyah is a historical sandstone building which has shared kitchen facilities, an outdoor deck area, ramp access, off street parking and outdoor toilet facilities. This venue is suitable for a wide range of uses. It consists of 2 rooms, Room 1 can accommodate up to 70 people and Room 2 can accommodate up to 40 people.

Room 1

The Gunyah, Room 1, is available for hire Monday to Sunday 8am to 11pm.

In January 2010 Miroma commenced operating a community program at The Gunyah and use the venue from 8.00am – 3.30pm Monday to Thursday and 8.00am – 5.00pm on Friday. The Ballet Class hire Room 1 from Monday to Thursday 3:30pm – 9:30pm as well as six hours on Saturday 9am – 3pm.

The venue is also used by other community, arts and recreational groups as well as for children and adult parties and social gatherings on weekends.

Room 2

Room 2 can accommodate up to 40 people. Miroma has had exclusive use of this room since May 2010. They entered a Council agreement in November 2010 with The Ballet Class which allows them to use the space for four afternoons per week 3:30pm – 9:30pm.

This agreement has resulted in Room 2 no longer being available to hire by any other parties.

Venue Statistics:

<table>
<thead>
<tr>
<th></th>
<th>Total Hours Used</th>
<th>License hirer (Miroma) Hours Used</th>
<th>Regular Hirer Hrs Used</th>
<th>Casual Hirer Hrs Used</th>
<th>Regular % Used</th>
<th>Casual % Used</th>
<th>Average use per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/10</td>
<td>2359</td>
<td>920*</td>
<td>891</td>
<td>548</td>
<td>76.8%</td>
<td>23.2%</td>
<td>45 hrs</td>
</tr>
<tr>
<td>2010/11</td>
<td>3278</td>
<td>1686</td>
<td>1136</td>
<td>456</td>
<td>86.1%</td>
<td>13.9%</td>
<td>63 hrs</td>
</tr>
<tr>
<td>2011/12</td>
<td>3276</td>
<td>1904</td>
<td>835</td>
<td>537</td>
<td>84%</td>
<td>16%</td>
<td>63 hrs</td>
</tr>
<tr>
<td>2012/13</td>
<td>3271</td>
<td>1809</td>
<td>1142</td>
<td>320</td>
<td>90%</td>
<td>10%</td>
<td>63 hrs</td>
</tr>
</tbody>
</table>

*Data from January 2010-July 2010
The following chart below shows the trend in usage levels over the past four years.

![Chart showing trend](image)

The following table shows the monthly breakdown of hourly usage July 2009 to June 2013.

![Table showing monthly usage](image)
Analysis – The Gunyah Room 1:

Total use for this venue has remained static for the past three years, however the ratio between regular and casual hirers has changed with regular usage up by 36% and casual usage down by 40%. This could be due in part to The Ballet Class booking several additional weekends during October and November of 2012 for their exam season, thus reducing the number of hours available to casual hirers. In March this year a local resident began new regular hire using the hall for dance rehearsal on Sunday nights, which resulted in an increase in these regular hours.

Like Cooper Park Community Hall, the venue operates at near capacity with the current use by Miroma and The Ballet Class occupying Monday to Friday from 9am – 9pm and The Ballet class on Saturday until 3:30pm. This limits availability for broader multipurpose community use, as all peak times are already in use.

Opportunities – The Gunyah Room 1:

The casual hire is predominantly made up from children’s birthday parties along with use for engagements, baby naming ceremonies and other celebrations. The venue continues to gain interest for evening parties, which over the past financial year have not caused any disturbance to nearby residents or other hirers. The figures show that opportunities exist to increase the casual weekend usage.

The large size, accessibility and off-street parking offered at this venue are some of the key drawcards. With this in mind, future promotion of the venue will be directed specifically to the local community for private party hire aiming to maintain the regular hire and increasing the casual usage levels during the next year.

EJ Ward Paddington community Centre - Usage JuLY 2010 to June 2013:

The Centre is a two storey building located in the heart of Paddington at 189 Underwood Street. Council has been managing this venue since 1 November 2010.

It has two main rooms for hire, a Dining Room and a Large Upstairs Room. The Dining Room accommodates up to 28 people and the Large Upstairs Room up to 40 people. The venue has a lounge room, kitchen and courtyard which are communal areas. The Centre also has eleven offices, six of which are accessed separately to the main hire spaces. The venue is available for hire Monday to Sunday 7am to 9pm.

The venue is utilised by a broad range of regular hirers at various times throughout the week. These include ballet, art and language classes, along with meditation and community groups.
Venue Statistics – EJ Ward Paddington Community Centre:

<table>
<thead>
<tr>
<th></th>
<th>2010/11</th>
<th>2011/12</th>
<th>2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upstairs Room</strong></td>
<td>1312</td>
<td>1564</td>
<td>1273</td>
</tr>
<tr>
<td><strong>Dining Room</strong></td>
<td>854</td>
<td>882</td>
<td>907</td>
</tr>
<tr>
<td><strong>Lounge Room</strong></td>
<td>282</td>
<td>256</td>
<td>167</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>2448</td>
<td>2702</td>
<td>2347</td>
</tr>
</tbody>
</table>

**Regular Rooms for Hire**

**Office Spaces for Hire**

Total Hours Hired

<table>
<thead>
<tr>
<th></th>
<th>2010/11</th>
<th>2011/12</th>
<th>2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Rooms</strong></td>
<td>2488</td>
<td>7851</td>
<td>10339</td>
</tr>
<tr>
<td><strong>Office Rooms</strong></td>
<td>2702</td>
<td>8618</td>
<td>10894</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>2309</td>
<td>11320</td>
<td>13203</td>
</tr>
</tbody>
</table>
Analysis – EJ Ward Paddington Community Centre:

Total usage of the regular hire rooms has declined during the past twelve months due entirely to the reduction in hours by our major hirer, Bambino Ballet. They have recently ceased all hire at the venue after operating there for seven years and had progressively wound down their usage. The ballet classes had exclusive use of the courtyard office and had run classes five days per week out of the large upstairs room and the dining room.

Other continuing regular hirers include Jen’s Art Classes, Paddington Community Art Group, Shake Wriggle and Roll, Zumba, Golden Wattle meditation, three separate Alcoholic Anonymous groups, a local choir group, upholstery recycling workshops and the Australian Theatre for Young People hold acting workshops during each school holiday break.

Several U3a language classes have been relocated to EJ Ward while the Woollahra Seniors Centre is being renovated. Some members of the groups attending these classes have limited mobility thus preventing the use of the upstairs rooms which would have otherwise been ideal for their use. They have had to be accommodated in the Dining Room and the Lounge Room which is normally reserved as a shared communal space.

Non subsidised office space rental has seen a large increase which is reflected in the growth in income for this facility. Holdsworth Community Centre occupied many of the offices spaces from February to November 2011 and these spaces then remained largely empty until the beginning of this year. Room 2G and Room 1A are hired exclusively by an opera singer and a piano teacher respectively and Room 2E is being used three nights per week for guitar lessons.

The Artists in Residence program began using rooms 1B, 2A, 2B and 2C in March 2013. This program will conclude in December with another round beginning again next March. While this is a Council run program that does not contribute to the centre’s income, the associated activities bring increased traffic and community engagement to the centre.

Opportunities – EJ Ward Paddington Community Centre:

While many of the midday day time hours previously occupied by Bambino Ballet will be difficult to fill, it will also allow other peak time vacancies to become available presenting the opportunity for other community groups to utilise the venue.

There is currently the opportunity for growth for recreation activities during the week days and some nights and on weekends for one-off workshops. Another identified opportunity is the use of the venue for organised children’s parties and activities such as art parties that have successfully been held this year. With this in mind, future promotion will target local community groups to attract this type of activity.

Limitations of this venue include limited parking, accessibility, building layout and noise. Of the rooms available to hire only two (the Dining Room and the Large Upstairs Room) are suitable or desirable for most activities.
Cross St Studio 1 (New Venue) - Usage September 2012 - June 2013:

Cross St Studio 1 is located on the corner of Cross St and Jamberoo Lane at Double Bay. It is attached to the Cross St car park above the Early Childhood Centre. It consists of one open room, a kitchen and toilet facilities downstairs and can accommodate up to 40 people. It has a large boardroom table and casual lounges and is an ideal space for art classes, meetings, classes and study groups. There is a lift in the car park providing level access through the back doorway to the venue.

The room is used by Urban Arts Base (UAB), an Anglicare group, every Thursday and Friday and is available for hire every other day from 9am – 9pm.

The following table and chart shows the monthly breakdown of hourly usage since we began managing bookings in September 2012.

<table>
<thead>
<tr>
<th></th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012/13</td>
<td>72</td>
<td>78</td>
<td>96</td>
<td>43.5</td>
<td>72</td>
<td>97</td>
<td>101</td>
<td>90.5</td>
<td>112</td>
<td>97</td>
</tr>
</tbody>
</table>

Analysis – Cross St Studio 1

Since November 2009 Cross St Studio 1 had been occupied by UAB on an exclusive use basis and was not available to other hirers, apart from a regular booking for Alcoholics Anonymous on Sunday evenings. The UAB program has been scaled down and has only been running on Thursdays and Fridays for some time. A new subsidy arrangement was made with UAB in August 2012 which allows them to continue their Thursday and Friday usage each week and now also allows Council to offer the venue for hire at other times.
In addition to UAB and the continuing AA group, our regular hirers include a Yoga class, Ukebebe children’s music class, Bondi Beach Cottage board meetings and casual bookings for local strata meetings. The hourly usage has increased from an average of 18 hours per week during the first 5 months of management up to an average of 24 hours usage per week in the second 5 months of management. Most of our regular hirers take a break during school holidays and usage dips around these periods.

**Opportunities – Cross St Studio 1:**

The amount of furniture in the room and carpet flooring make it unsuitable for physical activities such as dancing and most exercise groups. It is however ideally set up for small classes offering services such as languages, arts and crafts, workshops and group meetings. It is also accessible via a lift through the carpark. The Yoga group has recently ceased hire due to the size of the room, but the Ukebebe group have expanded their classes to 3 sessions over 2 days. We also have 2 new U3a book clubs commencing in August.

The venue is also available for children’s birthday parties on weekends but is restricted to organised functions such as jewellery making, science or art parties where the children are engaged in a contained activity, as there are no outside play areas available. Opportunities exist to expand this type of usage via direct marketing to providers of these types of activities.

**The Bay Room (New Venue) - Usage March 2013 - June 2013:**

The Bay Room is located inside the Cosmopolitan Shopping Centre with the street address of 45 Bay Street Double Bay. There is a lift in the shopping centre providing level access from the carpark. The venue consists of one large room that accommodates up to 60 people and has a new kitchen and toilets with accessible facilities. The venue has been newly furnished and is a corporate style room ideally suited to training sessions, workshops and seminars. It is also suitable for recreational activities such as yoga and meditation and is available for hire for private functions. The centre is open from 7am – 11pm Monday to Wednesday, 7am – midnight on Thursday and Friday and 7am – 1am on Saturdays.

The room is used by The Double Bay Networking Group for their fortnightly meetings and Yoga and Pilates groups on a regular basis.

The following table and chart shows the monthly breakdown of hourly usage since we began management in March 2013.
The Bay Room Hourly Usage

<table>
<thead>
<tr>
<th></th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012/13</td>
<td>11</td>
<td>35</td>
<td>32</td>
<td>34</td>
</tr>
</tbody>
</table>

Analysis – The Bay Room:

The Bay Room has only been available for hire since March 2013. The Double Bay Networking Group hold regular breakfast meetings and seminars and the Double Bay Chamber of Commerce also hold board meetings in the room and this usage is subsidised 100% by Council.

It has also been utilised by staff in Community Development for workshops, Woollahra Library for HSC seminars and Human Resources have four training sessions scheduled for August 2013. While this usage does not attract income, it is an ideal function space for use when rooms at Council Chambers are otherwise fully booked or closed for maintenance.

In April we had regular hirers commence classes that included two pilates and two yoga groups. Three of these have ceased hire as at the end of July due to lack of numbers in attendance, however there is a trend for this type of activity to drop off during the winter months. We only had one casual seminar booking during this period but have since had four bookings for this type of activity in July and August. We also have a new meditation group due to commence regular classes twice a week.

Opportunities – The Bay Room:

The venue is perfectly suited for training programs, workshops and seminar presentations, the furniture is new and of a high quality making it suitable for corporate groups who have high expectations for the function space they hire. The location inside the Cosmopolitan Shopping Centre provides excellent catering options and the venue is fully accessible. The size of the room and carpeting are suitable for quieter recreational activities such as meditation, reiki and yoga. To date the majority of bookings in the room have been directed from general enquiries to the venue coordinator. Since being advertised alongside the other venues on our website, there have been more direct enquiries about this venue and we should continue to see these increase.
Being new to our management, the community awareness of the venue is low and the opportunity exists to increase this through our website, direct marketing to local businesses and the inclusion on the LCD information screens located in Council’s Customer Service area. In addition, the more that people attend functions and events in the space we will start to see the repeat business and word of mouth recommendations that the other venues enjoy.

**Combined Venues Usage Levels:**

The chart below shows the usage trends for each venue over the last four financial years.

The following table and graph shows the total combined hours of usage across all venues for the last four financial years.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Combined Hrs. (All venues)</td>
<td>15,273</td>
<td>18,386</td>
<td>20,992</td>
<td>21,812</td>
<td>21,931</td>
</tr>
</tbody>
</table>
Casual Party Hire 2012 – 2013:

The most popular casual use of Council’s venues is birthday party hire for children under 12 years of age, which will generally book out several months in advance. Party sessions run for 3.5 hours with a morning session from 9am till 12:30pm and afternoon session from 1pm till 4:30pm. An evening session of 5pm – 9pm is also available however this is not a popular option for children in this age group. Some venues are not available for hire for all of these sessions due to existing regular bookings.

The venues primarily used for birthday parties are Cooper Park Community Hall (capacity 70), Rose Bay Cottage (capacity 35) and The Gunyah (capacity 70). We also offer party sessions at EJ Ward Paddington Community Centre (capacity 25) and Cross St Studio 1 (capacity 25), however these are not as popular due to size and the limitations in the layout of those rooms. The lack of outside play areas also limit these venues to supervised indoor activities.

In previous years the majority of party hire bookings were made over the phone. While this still remains a popular option, increased visitation to the Council website since 2011 has seen approximately 60% of bookings being made via email or online requests. This year the number of residents using this method to book and request further information has continued to increase allowing for the expected streamlining of e booking.

The following chart shows the total number of weekend daytime party sessions available for hire at each of the three popular venues compared with the amount of party sessions that were actually held in those venues. (The evening sessions have not been included.)

---

Weekend Daytime Party Hire

<table>
<thead>
<tr>
<th></th>
<th>Party Sessions Available</th>
<th>Parties Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooper Park CH</td>
<td>204</td>
<td>176</td>
</tr>
<tr>
<td>Rose Bay Cottage</td>
<td>161</td>
<td>112</td>
</tr>
<tr>
<td>The Gunyah</td>
<td>124</td>
<td>73</td>
</tr>
</tbody>
</table>

---

H:\Community & Environment Committee\AGENDA\2013\sept9-13c&eage.docx
This chart shows the month by month usage in each venue and demonstrates a trend of a lower number of bookings during school holiday periods.

Analysis:

Having attractive, affordable venue spaces available for hire for private gatherings is a valuable resource for members of the Woollahra Municipality. Analysis of the types of dwellings in this area from the 2011 census shows that 47.4% were high density dwellings, compared with 20.7% in the Greater Sydney respectively.

The greatest change in dwelling structure from 2006 – 2011 was in the growth of high density housing with an increase of 894. This greater concentration of high density dwellings is likely to attract more young adults and results in households that do not have large outdoor areas available for entertaining.

The venues are well attended for this type of casual hire. Of the available daytime party sessions, Cooper Park Community Hall was booked 86%, Rose Bay Cottage 70% and The Gunyah 59% of the available time.

Opportunities:

Due to greater availability, there is an opportunity to promote children’s parties at EJ Ward Paddington Community Centre and Cross St Studio 1 particularly to residents of Paddington and Double Bay.

Continued monitoring of the cleanliness and the physical condition of all the facilities will ensure repeat business and future word of mouth recommendations.
Customer Feedback:

In order to gauge casual hirer satisfaction levels with both the venues and the customer service they receive, we have been conducting monthly surveys through Survey Monkey. In the period July 2012 to June 2013 the results show 96.2% of respondents would hire the venues again and would also recommend them to other people and 97% found staff prompt and helpful and the booking conditions and processes clear and easy to follow. We will continue to monitor responses on a monthly basis and act on relevant comments to make improvements to both the service and venues.
Identification of Income & Expenditure:
Income and expenditure for the past four years (including staff salaries) is listed in the tables below.

Income:

Income Summary Table

<table>
<thead>
<tr>
<th>Venue</th>
<th>Income 09/10</th>
<th>Income 10/11</th>
<th>Income 11/12</th>
<th>Income 12/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooper Park Community Hall</td>
<td>$24,991</td>
<td>$28,619</td>
<td>$33,070</td>
<td>$34,089</td>
</tr>
<tr>
<td>Rose Bay Cottage</td>
<td>$5,610</td>
<td>$9,462</td>
<td>$14,624</td>
<td>$20,045</td>
</tr>
<tr>
<td>Canonbury Cottage</td>
<td>$12,963</td>
<td>$17,877</td>
<td>$17,580</td>
<td>$15,520</td>
</tr>
<tr>
<td>The Drill Hall &amp; Studio</td>
<td>$46,010</td>
<td>$56,675</td>
<td>$58,838</td>
<td>$62,353</td>
</tr>
<tr>
<td>Vaucluse Bowling Club</td>
<td>$24,764</td>
<td>$42,485</td>
<td>$34,750</td>
<td>$37,757</td>
</tr>
<tr>
<td>The Gunyah</td>
<td>$31,999</td>
<td>$44,439</td>
<td>$43,845</td>
<td>$50,845</td>
</tr>
<tr>
<td>EJ Ward Paddington Community Centre</td>
<td>$26,573*</td>
<td>$31,999*</td>
<td>$41,950</td>
<td>$49,006</td>
</tr>
<tr>
<td>Woollahra Community Centre</td>
<td>$1,187</td>
<td>$2,182</td>
<td>$16,801</td>
<td>0</td>
</tr>
<tr>
<td>Cross St Studio 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$6,779</td>
</tr>
<tr>
<td>The Bay Room</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$4,581</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$174,097</strong></td>
<td><strong>$230,665</strong></td>
<td><strong>$261,458</strong></td>
<td><strong>$280,975</strong></td>
</tr>
</tbody>
</table>

* This reflects income received by Council plus license fee for Sir Roden & Lady Cutler Foundation. As per the management agreement with Sir Roden & Lady Cutler Foundation hire income between 1/10/2009-31/10/2010 was retained by the charity. Therefore, this does not provide a complete view of income generated from this venue.

Analysis:

The total gross income to Council has increased by 7.5%. Rose Bay Cottage continues to show significant income growth this year and EJ Ward Paddington Community Centre and The Gunyah also saw good increases. The loss of Woollahra Community Centre was offset by the addition of Cross St Studio 1 and The Bay Room and both should show better figures next year after a full twelve months of hire. Only Canonbury Cottage recorded a loss of income which could be due to the restrictions on the amount of function hire allowed on weekends.

It should also be noted that Council subsidises the use of venues to selected community groups. Due to this subsidised use, it should be noted that there is not always a direct relationship between income and usage of the venues.

General Expenditure:

The following table shows general expenditure across all venues over the last four financial years. This includes cleaning expenses, salaries and general running costs associated with the provision of these venues. It excludes any capital expenses incurred, these are detailed separately.
## General Expenditure Summary Table

<table>
<thead>
<tr>
<th>Venue</th>
<th>General Expenditure 09/10</th>
<th>General Expenditure 10/11</th>
<th>General Expenditure 11/12</th>
<th>General Expenditure 12/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooper Park Community Hall</td>
<td>$12,510</td>
<td>$11,751</td>
<td>$10,964</td>
<td>$11,127</td>
</tr>
<tr>
<td>Rose Bay Cottage</td>
<td>$14,670</td>
<td>$11,306</td>
<td>$10,677</td>
<td>$11,168</td>
</tr>
<tr>
<td>Canonbury Cottage</td>
<td>$11,216</td>
<td>$11,294</td>
<td>$10,476</td>
<td>$10,586</td>
</tr>
<tr>
<td>The Drill Hall &amp; Studio</td>
<td>$10,332</td>
<td>$11,889</td>
<td>$9,418</td>
<td>$9,474</td>
</tr>
<tr>
<td>Vaucluse Bowling Club</td>
<td>$62,477</td>
<td>$55,561</td>
<td>$53,938</td>
<td>$53,655</td>
</tr>
<tr>
<td>The Gunyah</td>
<td>$15,408</td>
<td>$12,800</td>
<td>$11,482</td>
<td>$11,480</td>
</tr>
<tr>
<td>EJ Ward Paddington Community Centre</td>
<td>$9,110</td>
<td>$14,748</td>
<td>$15,145</td>
<td>$15,570</td>
</tr>
<tr>
<td>Woollahra Community Centre</td>
<td>$7,840</td>
<td>$9,015</td>
<td>$10,468</td>
<td>0</td>
</tr>
<tr>
<td>Cross St Studio 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$6,184</td>
</tr>
<tr>
<td>The Bay Room</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$4,594</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$143,563</strong></td>
<td><strong>$138,364</strong></td>
<td><strong>$132,568</strong></td>
<td><strong>$133,838</strong></td>
</tr>
</tbody>
</table>

### Analysis:

General Expenditure Is Up By 1% With Spending Across Each Venue Consistent With Previous Years And Within Cpi Increases.
Capital Expenditure:

Capital expenditure is incurred per annum, in addition to general expenditure in order to maintain the facilities at an acceptable level of safety and maintenance. The following table shows the capital expenditure for each venue over the last four financial years. See Annexure 2 for a breakdown of 2012/13 improvements.

Capital Expenditure Summary table

<table>
<thead>
<tr>
<th>Venue</th>
<th>Capital Expenditure 09/10</th>
<th>Capital Expenditure 10/11</th>
<th>Capital Expenditure 10/11</th>
<th>Capital Expenditure 12/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooper Park Community Hall</td>
<td>$0</td>
<td>$7,640</td>
<td>$10,650</td>
<td>$0</td>
</tr>
<tr>
<td>Rose Bay Cottage</td>
<td>$3,363</td>
<td>$0</td>
<td>$870</td>
<td>$13,340</td>
</tr>
<tr>
<td>Canonbury Cottage</td>
<td>$0</td>
<td>$690</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>The Drill Hall &amp; Studio</td>
<td>$0</td>
<td>$0</td>
<td>$76,485*</td>
<td>$0</td>
</tr>
<tr>
<td>Vaucluse Bowling Club</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>The Gunyah</td>
<td>$0</td>
<td>$2,500</td>
<td>$0</td>
<td>$18,887</td>
</tr>
<tr>
<td>EJ Ward Paddington Community Centre</td>
<td>$2,500.00</td>
<td>$34,470</td>
<td>$18,837</td>
<td>$52,000</td>
</tr>
<tr>
<td>Woollahra Community Centre</td>
<td>$0</td>
<td>$7,980</td>
<td>$15,421</td>
<td>N/A</td>
</tr>
<tr>
<td>Cross St Studio 1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$5,500</td>
</tr>
<tr>
<td>The Bay Room</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL COST TO COUNCIL</td>
<td>$5,863</td>
<td>$53,280</td>
<td>$122,263</td>
<td>$89,727</td>
</tr>
</tbody>
</table>

*The total cost of works was $126,485, with $76,485 net cost to council. These works were funded by $50,000 in grant funding from Arts NSW and the remainder by Council.

Analysis:

There is no discernible trend with capital expenditure as projects occur on an as-needs basis and are dependant on the funding available at the time. This will result in fluctuations each year as improvements are required and depending on wear and tear of each venue.
Summary:

The following table shows the income, expenditure, subsequent net gain or loss and the combined usage levels provided across all venues over the last four financial years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Income</th>
<th>Expenditure-General</th>
<th>Expenditure-Capital</th>
<th>Net Gain / Loss*</th>
<th>Combined Usage Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008/09</td>
<td>$181,503</td>
<td>$169,135</td>
<td>$54,192</td>
<td>- $41,824</td>
<td>15,929</td>
</tr>
<tr>
<td>2009/10</td>
<td>$174,097</td>
<td>$143,563</td>
<td>$5,863</td>
<td>$24,671</td>
<td>18,386</td>
</tr>
<tr>
<td>2011/12</td>
<td>$261,458</td>
<td>$132,364</td>
<td>$122,263</td>
<td>$6,831</td>
<td>21,812</td>
</tr>
<tr>
<td>2012/13</td>
<td>$280,975</td>
<td>$133,838</td>
<td>$89,727</td>
<td>$57,410</td>
<td>21,931</td>
</tr>
</tbody>
</table>

*The net gain or loss to Council will change each year due to its dependence on the need to upgrade and maintain the venues for optimal community use and safety.

As noted in the introduction, community usage of Council venues continues to increase each year however with many venues operating at near capacity levels during peak hiring times, there is limited potential for growth. As such it is not expected that the occupancy levels will fluctuate much over the next financial year. The main area of growth should come from securing more bookings for The Bay Room as it currently has the most vacant hours available.

Conclusions:

In total, the provision of ten community venues in 2012/13 resulted in an income of $280,975 and an expenditure of $133,838 giving an operating profit of $147,137. When combined with the capital expenditure of $89,727 this shows a net profit to Council of $57,410.

The net gain or loss to Council will change from year to year due to its dependence on the need to upgrade and maintain the venues for optimal community use.

Our goals for the next financial year are to continue to maintain the current occupancy levels, and continue to promote and improve the venues where practical with the aim of maximizing both usage and income.

Susan Murray
Venue Coordinator

Kylie Walshe
Director - Community Services

Annexures:
Annexure 1 – Location of venues.
Annexure 2 – 2012/13 Capital Expenditure breakdown
Annexure 1
Location of venues.
Annexure 2

Capital Expenditure breakdown for all venues 2012/13

<table>
<thead>
<tr>
<th>Venue</th>
<th>Project</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooper Park Community Hall</td>
<td>Nil</td>
<td>0</td>
</tr>
<tr>
<td>Rose Bay Cottage</td>
<td>Kitchen (excl appliances) electrical &amp; ceiling works and internal painting</td>
<td>13,340</td>
</tr>
<tr>
<td>Canonbury Cottage</td>
<td>Nil</td>
<td>0</td>
</tr>
<tr>
<td>The Drill Hall &amp; Studio</td>
<td>Nil</td>
<td>0</td>
</tr>
<tr>
<td>Vaucluse Bowling Club</td>
<td>Nil</td>
<td>0</td>
</tr>
<tr>
<td>The Gunyah</td>
<td>Window blinds, painting and re-pointing</td>
<td>18,887</td>
</tr>
<tr>
<td>EJ Ward Paddington Community Centre</td>
<td>External Painting</td>
<td>52,000</td>
</tr>
<tr>
<td>Cross St Studio 1</td>
<td>Internal painting</td>
<td>5,500</td>
</tr>
<tr>
<td>The Bay Room</td>
<td>Nil</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>89,727</strong></td>
</tr>
<tr>
<td>Item No:</td>
<td>R1</td>
<td>Recommendation to Council</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----</td>
<td>---------------------------</td>
</tr>
<tr>
<td><strong>Subject:</strong></td>
<td>Policy for Traffic Management and Parking Near Schools, Preschools and Childcare Centres</td>
<td></td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Cathy Edwards-Davis, Manager Engineering Services</td>
<td></td>
</tr>
<tr>
<td><strong>File No:</strong></td>
<td>900.G</td>
<td></td>
</tr>
<tr>
<td><strong>Reason for Report:</strong></td>
<td>Feedback from Public Exhibition</td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation:**

A. That Council adopt the attached Policy for Traffic Management near Schools, Preschools and Childcare Centres.

B. That Council staff undertake a road safety audit of all schools within the Woollahra Municipality, in consultation with the school and the school’s parent group, and report the findings to the Woollahra Traffic Committee and subsequently to the Community & Environment Committee.

---

**Background**

At the Community & Environment meeting on the 13 May 2013, consideration was given to a draft Policy for Traffic Management near Schools, Preschools and Childcare Centres. The Committee resolved:

A. That Council place the attached draft Policy for Traffic Management near Schools, Preschools and Childcare Centres on public exhibition for 28 days and write to all schools to alert them to the draft Policy.

B. That should comments be received in relation to the draft Policy for Traffic Management near Schools, Preschools and Childcare Centres during the exhibition period, that these be reported to the Community & Environment Committee.

C. That Council staff undertake a road safety audit of all schools within the Woollahra Municipality, in consultation with the school and the school’s parent group, and report the findings to the Woollahra Traffic Committee and subsequently to the Community & Environment Committee.

The draft Policy was placed on public exhibition from 3 July 2013 to 5 August 2013. At the request of some of the schools, the exhibition period was extended to 19 August 2013. All schools were sent a copy of the draft Policy and the Community & Environment report from the meeting on the 13 May 2013. The draft Policy was also placed on the “Have Your Say” section of Council’s website from 3 July 2013 to 5 August 2013.

Council received 10 submissions in response to the draft Policy. These submissions are discussed in detail below.
## Feedback from the Public Exhibition

The following table summarises the feedback received regarding the draft Policy and response comments:

<table>
<thead>
<tr>
<th>Feedback Received</th>
<th>Response Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ascham School</strong></td>
<td></td>
</tr>
<tr>
<td>WMC is treating schools in the LGA as external to the community and therefore potentially polarising local resident opinion.</td>
<td>The draft Policy is not intended to polarise opinion. The purpose of the Policy is to outline the responsibilities shared by the various relevant stakeholders to help ensure safety near schools. It appears that this concern has arisen because one of the objectives in the draft Policy is: To minimise the impact of staff and students arriving and departing on the surrounding community. This somewhat implies that the schools are not part of the community. The revised draft Policy has been amended so that this objective reads: To minimise the impact of staff and students arriving and departing on the community.</td>
</tr>
<tr>
<td>The recent imposts on schools by WMC on planning conditions has sought to control and constrain the natural development of private schools meaning we are unable to respond to the education demands of the eastern suburbs…Moreover the impost of student enrolment caps as well as staff and resident boarder caps allegedly because of traffic issues is a ‘blunt instrument’ to respond to what are very localised and specific issues at particular times during school term.</td>
<td>This is outside the scope of this Policy. The comments will be forwarded to Council’s Planning &amp; Development Division for consideration.</td>
</tr>
<tr>
<td>It is not incumbent upon Woollahra Council to dictate how a school best manages the safety of its student and staff population. Notwithstanding Ascham School already has in place many of the recommendations included in the Draft Policy.</td>
<td>It is noted that this is a Policy document which provides guidance. It has no legal status or enforceability. The responsibilities assigned to various stakeholders are guidelines and/or represent best practice. The draft Policy states, “In the absence of specific development application conditions, Council cannot practically enforce the roles and responsibilities, as outlined below, on the other groups. Council will continue to work with relevant stakeholders on traffic and parking management near schools, preschools and childcare centres.”</td>
</tr>
<tr>
<td>Feedback Received</td>
<td>Response Comments</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Ascham School &amp; Cranbrook School (combined submission prepared by Urbis)</strong></td>
<td></td>
</tr>
<tr>
<td>The Council’s proposed audit of schools’ road safety is welcomed, as it will</td>
<td>As per the recommendations, it is proposed that staff proceed with the road safety</td>
</tr>
<tr>
<td>provide valuable insight into road safety concerns and potential opportunities</td>
<td>audits at all schools.</td>
</tr>
<tr>
<td>for addressing traffic concerns affecting schools.</td>
<td></td>
</tr>
<tr>
<td>While the Draft Policy provides the WMC’s ‘wish list’ of outcomes to enhance road</td>
<td>It is noted that this is a Policy document which provides guidance. It has no legal</td>
</tr>
<tr>
<td>safety and distribute stakeholder responsibility… WMC have the opportunity to</td>
<td>status or enforceability.</td>
</tr>
<tr>
<td>assess development applications and impose conditions of consent only with</td>
<td>As noted by Ascham and Cranbrook, Council may impose conditions of consent with</td>
</tr>
<tr>
<td>reference to EPIs and not policy documentation, such as the subject Draft Policy.</td>
<td>reference to the relevant planning instruments.</td>
</tr>
<tr>
<td>The Policy sets for the community an unreasonable expectation that schools will</td>
<td></td>
</tr>
<tr>
<td>provide upgraded traffic management measures when they are either not obliged</td>
<td></td>
</tr>
<tr>
<td>(outside a development application process) or able to do so.</td>
<td></td>
</tr>
<tr>
<td>The Policy outlines a number of school ‘responsibilities’… that are not reflected</td>
<td></td>
</tr>
<tr>
<td>in the applicable planning documents, [including]:</td>
<td></td>
</tr>
<tr>
<td>• Separation of vehicle movement and pedestrian movement by safety fencing,</td>
<td></td>
</tr>
<tr>
<td>defined pathways, gates or other means.</td>
<td></td>
</tr>
<tr>
<td>• Consider the provision of school owned or chartered buses to transport students</td>
<td></td>
</tr>
<tr>
<td>to and from school.</td>
<td></td>
</tr>
<tr>
<td>• Allocation of staff to supervise and manage pick-up/drop-off zones.</td>
<td></td>
</tr>
<tr>
<td>• Education and Awareness Raising…</td>
<td></td>
</tr>
<tr>
<td>• Development of a Traffic Management Plan</td>
<td></td>
</tr>
<tr>
<td>• Consideration of ‘sharing’ parking spaces with another nearby property.</td>
<td></td>
</tr>
<tr>
<td>• Providing assistance to Council staff by providing feedback on road safety</td>
<td></td>
</tr>
<tr>
<td>audit questionnaires… and work with Council staff on Road Safety Audits…</td>
<td></td>
</tr>
<tr>
<td>• Staggering start and finish times for different school years.</td>
<td></td>
</tr>
<tr>
<td>• Minimise days that students are required to bring equipment to school.</td>
<td></td>
</tr>
<tr>
<td>These school ‘responsibilities’ are not enforceable by Council and thereby</td>
<td></td>
</tr>
<tr>
<td>unreasonably raise the expectation of the local community about how schools ‘should’</td>
<td></td>
</tr>
<tr>
<td>manage traffic generation and student movement and safety. Whil</td>
<td></td>
</tr>
<tr>
<td>whilst individual schools may choose to undertake such initiatives as part of</td>
<td></td>
</tr>
<tr>
<td>their</td>
<td></td>
</tr>
<tr>
<td>Feedback Received</td>
<td>Response Comments</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>operational management strategies, it is not incumbent upon Woollahra Council to dictate how a school best manages the safety of its student and staff population.</td>
<td></td>
</tr>
<tr>
<td>The Draft Policy attempts to shift a number of WMC obligations and financial commitments onto schools, such as the provision of external signage, street lighting and pavement reconstruction. General road and infrastructure upgrades should remain the responsibility of the relevant road authority and not be imposed upon schools without a clear nexus for such provision.</td>
<td>It is unclear which section of the draft Policy this comment is directed at. The draft Policy outlines that Council is responsible for providing adequate street lighting and undertaking road pavement reconstruction where needed. For infrastructure in the public road, the draft Policy states that <em>where subject to a development application</em>, schools are responsible, “To fund any traffic calming required as a result of the proposed development, including any additional pedestrian facilities or crossings required.” Therefore any condition of consent for traffic calming could only be imposed as part of a development assessment process and with reference to the relevant planning instruments.</td>
</tr>
<tr>
<td>The purpose, necessity and viability of the Draft Policy is questioned. It appears to replicate existing controls contained within WMC’s Development Control Plan, which currently fulfil the Draft Policy objectives in a more transparent and implementable manner.</td>
<td>The comment is noted.</td>
</tr>
</tbody>
</table>

**Community member (individual) commenting on Albermarle Avenue and Wilberforce Avenue**

I would like the issue of boat parking on Albermarle Avenue (and to a lesser extent Wilberforce) to be addressed. There are numerous boats and/ or trailers parked on the street. Could time parking restrictions be placed on both sides of Wilberforce and Albermarle Avenue (with exceptions for resident parking). | The issue of boat parking in Albermarle Avenue has been considered by the Traffic Committee and Council. Council resolved on the 12 August 2013: A. Note the Recommendation from the Traffic Committee that no further action be taken with regards to the installation of parking restrictions in Albermarle Avenue and Wilberforce Avenue, Rose Bay for the reasons outlined in the report. B. That Council advertise a proposal to implement the following parking restrictions in Albermarle Avenue and Wilberforce Avenue, Rose Bay: “1Hour Parking 9am – 11am Mon Resident Permit Holders Excepted” and unrestricted at other times - and a further report be presented to the Community & Environment Committee advising of feedback received. |

Could a pedestrian crossing be placed at or near the intersection of Wilberforce Road and Old South Head Road. | Site specific requests such as this will be considered as part of the road safety audit proposed to be undertaken at all schools.
Feedback Received | Response Comments
---|---
**Concerned Scots Neighbours Inc (submission from a representative)**
Scots College’s growth since 2004 to 2012 has been over 30%, from circa 1400 to circa 1900 (sourced from their yearly annual reports).
Scots is by far the fastest growing school in the area.
We have had increases of hundreds of students and there has been no effective changes to the traffic and parking conditions.
The main driving force behind parking is staff numbers at Scots, and to a lesser extent students who drive in year 11 and 12.
The Colston Budd [traffic] report uses staff numbers of 120 when it seems like the correct number should have been closer to 200 and IN FACT is now 276 staff according to the MySchool website.
Scots has developed an amazing extensive bus network, whilst it is good that buses are bringing students to the college as opposed to cars, we now have a situation that there are perhaps 10-20 buses arriving and leaving each day with only the public roads as drop off/ pick up facilities.
We believe it is important to add a ‘compliance’ component to your schools traffic policy. This should take the form of:
1. The school submitting a compliance program that shows how it will ensure that parents, staff and students follow its clearly defined parking and drop off rules.
2. That Council should undertake a regular audit of the traffic and parking compliance by the school.
We see a need in the policy to make sure that if student numbers increase by more than 5% from current levels that the traffic report would need to be re-submitted.

**Cranbrook School (St Mark’s Pre-School)**
I would like you to please reconsider reducing speed limits to 40 especially in the case of St Mark’s Pre School. Greenoaks Avenue is also used as a short cut to the city for traffic rather than going along New South Head road.
I hope you will also add flashing lights warning that drivers are coming into an area where young children are.

This is outside the scope of this Policy. The comments will be forwarded to Council’s Planning & Development Division for consideration.
Site specific issues such as this will be considered as part of the road safety audit proposed to be undertaken at all schools.
This is outside the scope of this Policy. The comments will be forwarded to Council’s Planning & Development Division for consideration.
The comments will be forwarded to Council’s Planning & Development Division for consideration.
RMS are responsible for imposing speed limits and installing School Zones. This request will be forwarded to RMS for consideration.
<table>
<thead>
<tr>
<th>Feedback Received</th>
<th>Response Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>I feel it can be still quite a risk to families with children under the age of 5 to get them safely into Pre School and so a warning sign or reduced speed limit would help to make the area safer for all.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kambala</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whilst we support the various elements to be included in a Sustainable Transport Plan, we would not promote or encourage the use of bicycles for Kambala students because of the busy, narrow and steep roads surrounding Kambala.</td>
</tr>
<tr>
<td>Council has a Bicycle Strategy 2009 which is being implemented on a prioritised basis. It is noted that the topography in Woollahra can be challenging for bicycle riders (particularly novices).</td>
</tr>
</tbody>
</table>

| In 2011, RMS installed No Stopping signs on the eastern side of New South Head Road, Rose Bay, between Towns Road and Rawson Road. This section of road has for several decades been a pick-up point for buses transporting Kambala students to excursions. Our concern is that we need to be able to manage several buses on such occasions when large numbers of students are involved. |
| RMS are responsible for parking restrictions on State Roads. This request will be forwarded to RMS for consideration. |

| We would be happy to assist Council representatives with the upcoming road safety audit. |
| As per the recommendations, it is proposed that staff proceed with the road safety audits at all schools. |

<table>
<thead>
<tr>
<th>Kincoppal School Rose Bay</th>
</tr>
</thead>
<tbody>
<tr>
<td>We largely agree with the objectives but make the comment that the Draft Policy refers to the “surrounding community” almost to say that a school is not part of a community.</td>
</tr>
<tr>
<td>One of the objectives in the draft Policy is: To minimise the impact of staff and students arriving and departing on the surrounding community. This somewhat implies that the schools are not part of the community. The revised draft Policy has been amended so that this objective reads: To minimise the impact of staff and students arriving and departing on the community.</td>
</tr>
</tbody>
</table>

<p>| The Council’s proposed audit of school’s road safety is welcomed as it will provide valuable insight into road safety concerns and potential opportunities for addressing traffic concerns affecting schools. |
| As per the recommendations, it is proposed that staff proceed with the road safety audits at all schools. |</p>
<table>
<thead>
<tr>
<th>Feedback Received</th>
<th>Response Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>While the Draft Policy provides the WMC’s ‘wish list’ of outcomes to enhance road safety and distribute stakeholder responsibility…WMC have the opportunity to assess development applications and impose conditions of consent only with reference to EPIs and not policy documentation, such as the subject Draft Policy.</td>
<td>It is noted that this is a Policy document which provides guidance. It has no legal status or enforceability. As noted by Kincoppal, Council may impose conditions of consent with reference to the relevant planning instruments.</td>
</tr>
<tr>
<td>The Policy sets for the community an unreasonable expectation that schools will provide upgraded traffic management measures when they are either not obliged (outside a development application process) or able to do so.</td>
<td>It is noted that this is a Policy document which provides guidance. It has no legal status or enforceability. The responsibilities assigned to various stakeholders are guidelines and/or represent best practice. The draft Policy states, “In the absence of specific development application conditions, Council cannot practically enforce the roles and responsibilities, as outlined below, on the other groups. Council will continue to work with relevant stakeholders on traffic and parking management near schools, preschools and childcare centres.”</td>
</tr>
<tr>
<td>The Draft Policy attempts to shift a number of WMC obligations and financial commitments onto schools, such as the provision of external signage, street lighting and pavement reconstruction. General road and infrastructure upgrades should remain the responsibility of the relevant road authority and not be imposed upon schools without a clear nexus for such provision.</td>
<td>It is unclear which section of the draft Policy this comment is directed at. The draft Policy outlines that Council is responsible for providing adequate street lighting and undertaking road pavement reconstruction where needed. For infrastructure in the public road, the draft Policy states that where subject to a development application, schools are responsible, “To fund any traffic calming required as a result of the proposed development, including any additional pedestrian facilities or crossings required.” Therefore any condition of consent for traffic calming could only be imposed as part of a development assessment process and with reference to the relevant planning instruments.</td>
</tr>
<tr>
<td>The purpose, necessity and viability of the Draft Policy is questioned. It appears to replicate existing controls contained within WMC’s Development Control Plan, which currently fulfil the Draft Policy objectives in a more transparent and implementable manner.</td>
<td>The comment is noted.</td>
</tr>
</tbody>
</table>
| We largely agree with and welcome the items listed as Council responsibility. We note that the policy does not nominate costs or the source of funding for the initiatives, nor does the policy outline a procedure for the | As per the earlier Council report, the draft Policy by its very nature has to be generalised. The precise treatments deployed at a particular school, preschool or childcare centre will be selected subject to a review of the individual...
<table>
<thead>
<tr>
<th>Feedback Received</th>
<th>Response Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>implementation of such measures.</td>
<td>traffic environment and local issues.</td>
</tr>
<tr>
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<td>• The provision of staff resources and equipment to trim street trees.</td>
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<td>KRB are already undertaking (or have undertaken) many of the items listed under the School responsibilities.</td>
<td>For infrastructure in the public road, the draft Policy states that <em>where subject to a development application</em>, schools are responsible, “To fund any traffic calming required as a result of the proposed development, including any additional pedestrian facilities or crossings required.” Therefore any condition of consent for traffic calming could only be imposed as part of a development assessment process and with reference to the relevant planning instruments.</td>
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<td>To fund any traffic calming required as a result of the proposed development - This ignores the possibility that there is an existing underlying problem that Council should attend to, in which case only an appropriate contribution would be the fair outcome.</td>
<td>Any future development application will be assessed with reference to the relevant planning instruments. Merits bases assessment is permitted under the relevant planning instruments.</td>
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<td>To provide on-site parking in accordance with DCP - This ignores the existing site conditions where it is not feasible to provide parking, and/or where a school is reducing its parking demand through other initiatives.</td>
<td>For infrastructure in the public road, the draft Policy states that <em>where subject to a development application</em>, schools are responsible, “To fund any traffic calming required as a result of the proposed development, including any additional pedestrian facilities or crossings required.” Therefore any condition of consent for traffic calming could only be imposed as part of a development assessment process and with reference to the relevant planning instruments.</td>
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<td>To provide an internal driveway for vehicles - This provision is not always the most sensible</td>
<td>Any future development application will be assessed with reference to the relevant planning instruments. Merits bases assessment is permitted under the relevant planning instruments.</td>
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<td>outcome and mixing vehicles and children within a school premises should not be presumed to provide the safest outcome in all situations.</td>
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<td>To provide on-site bus pick/drop-off facilities - the turning circles associated with buses is generally out of scale with most school facilities and again, the mix of large vehicles with children within a school site is not ideal. The driveway alone, for such a vehicle would be at least 10 metres wide to cater for the turning paths and achieve compliance with AS2890.2, and this is not suitable for a footpath environment along a school frontage.</td>
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<td>To provide onsite parking for service and emergency vehicles – Access should be provided in accordance with the BCA or fire engineering requirements.</td>
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<td>To provide undercover bicycle parking – KRB does not currently have provision for bicycle parking. This is an area that should be explore more fully but such developments must be thoroughly investigated and not just imposed.</td>
<td>Any future development application will be assessed with reference to the relevant planning instruments. Merits bases assessment is permitted under the relevant planning instruments.</td>
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<tr>
<td><strong>Residents of Glenmore Road, Paddington</strong></td>
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<tr>
<td>Significant safety risks and negative impact on the amenity of the neighbourhood have occurred due to Gurner Lane now being used daily as the main entry point to the school for all truck deliveries, all maintenance trucks and some parent traffic.</td>
<td>Site specific requests such as this will be considered as part of the road safety audit proposed to be undertaken at all schools.</td>
</tr>
<tr>
<td>In Gurner Lane, trucks park illegally, block the lane, reverse down the lane, reverse over the pedestrian crossing, travel at unsafe speeds and release diesel pollution from idling vehicles.</td>
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<tr>
<td>Trucks use Glenmore road as a short cut. This causes road blockages, side mirrors are taken off, scrapes down the side of parked cars and parked cars being crashed into.</td>
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<td>To address these issues we submit the following:</td>
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<tr>
<td>1. Gurner Lane should be a 10km/h Shared Zone.</td>
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<td>2. Traffic calming should be installed on Gurner Lane, at Glenmore Road.</td>
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<tr>
<td>3. Trucks not be allowed entry to Gurner Lane, particularly during school start and finish times.</td>
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<td>4. A designated truck parking area be allocated in Glenmore Road and/or Cambridge Street.</td>
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<td>5. The Cambridge St entrance to the school should be utilized by all traffic coming to the school.</td>
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<tr>
<td>6. The entrance to Glenmore Road at the intersection of Gurner Street be narrowed and traffic calming be installed.</td>
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<tr>
<td>7. Improved signage on truck tonnage restrictions for Glenmore Road.</td>
<td>As per the earlier Council report, the draft Policy by its very nature has to be generalised. The precise treatments deployed at a particular school, preschool or childcare centre will be selected subject to a review of the individual traffic environment and local issues.</td>
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With regard to policy development we suggest the following:

1. Mandatory 10km/h Shared Zones and traffic calming in laneways next to schools
2. Restrictions on the hours of delivery by trucks in school zones and allocation of safe parking areas for delivery
3. Mandatory traffic calming and truck tonnage restrictions on any narrow roads around schools
4. Adequate signage for the restriction of truck traffic in high risk streets near schools
5. Measures for adequate policing of restrictions such as parking rangers routinely patrolling at start and finish of the school day

As per the recommendations, it is proposed that staff proceed with the road safety audits at all schools. Through this process, Council staff will identify specific works which should be undertaken. Options such as these suggested by the residents will be considered at all schools.

### Rose Bay Primary School

**Boat and trailers on Albermarle Avenue – we need restrictions in line with those on Newcastle St.** The boats are an ongoing issue. The boats and trailers take up valuable parking spaces. The boats and trailers cause unsafe driving. The boats and trailers restrict visibility. The boats and trailers cause unsafe parking. The boats and trailers are a danger.

The issue of boat parking in Albermarle Avenue has been considered by the Traffic Committee and Council. Council resolved on the 12 August 2013:

A. Note the Recommendation from the Traffic Committee that no further action be taken with regards to the installation of parking restrictions in Albermarle Avenue and Wilberforce Avenue, Rose Bay for the reasons outlined in the report.

B. That Council advertise a proposal to implement the following parking restrictions in Albermarle Avenue and Wilberforce Avenue, Rose Bay: “1Hour Parking 9am – 11am Mon Resident Permit Holders Excluded” and unrestricted at other times - and a further report be presented to the Community & Environment Committee advising of feedback received.

Since the 2011 review of traffic and parking, Rose Bay School has significantly grown. The School has gone from 400 students to over 600 and continues to grow. As a result the traffic The road network capacity and number of on-street parking spaces are finite items. Any increase in student numbers will need to be accommodated within the existing facilities and
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<td>flow on Albermarle has increased; the parking availability has decreased.</td>
<td>this should be taken into consideration when undertaking future planning for the school.</td>
</tr>
<tr>
<td>The crossing on Albermarle Ave is dangerous and needs to be more visible with better signage.</td>
<td>Site specific requests such as this will be considered as part of the road safety audit proposed to be undertaken at all schools.</td>
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<tr>
<td>Assistance with how to manage the ‘go with the flow’ area on Wilberforce is requested.</td>
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<td>Signage on Wilberforce is complicated and causing confusion.</td>
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<tr>
<td>Pedestrian crossing on Wilberforce needs to be more visible.</td>
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<tr>
<td>We need a no stopping sign on Wilberforce Ave, near the corner of Albermarle Lane. A DANGEROUS AREA.</td>
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<td>Need to look at traffic flows on Wilberforce Ave during peak times.</td>
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<td>Pedestrian crossing (lights) needed on Old South Head Road at the intersection with Albermarle Avenue/ Liverpool Street. Currently the traffic lights service pedestrians only on 3 sides of the intersection but not on the North side and pedestrians frequently cross illegally (and dangerously)</td>
<td>RMS are responsible for signalised intersections. This request will be forwarded to RMS for consideration.</td>
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**Scots College (submission prepared by JBA Planning)**

Council has not properly set out why this policy is needed and how its adoption would be effective in achieving any of the objectives or provisions of the draft policy. The draft policy appears to simply replicate matters that are already set out in the DCP.

The comment is noted.

In circumstances where Council has a recently adopted a comprehensive DCP for Educational Establishments and the majority of the policy simply re-states provisions from this DCP or from other statutory instruments such as the NSW Road Rules, the need and utility for this Council policy is questioned.

The draft policy also seeks to set out the obligations and roles and responsibilities of various third parties beyond that of the Council. It is not clear why Council believes it is necessary to set out the responsibilities of these organisations in respect of educational establishments in an internal Council policy. Furthermore, the policy is not binding upon other third parties such as parents and carers.

It is noted that this is a Policy document which provides guidance. It has no legal status or enforceability.

The responsibilities assigned to various stakeholders are guidelines and/or represent best practice.

The draft Policy states, “In the absence of...”
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<td>specific development application conditions, Council cannot practically enforce the roles and responsibilities, as outlined below, on the other groups. Council will continue to work with relevant stakeholders on traffic and parking management near schools, preschools and childcare centres.”</td>
<td>Based on on-site observations undertaken at dozens of schools, throughout Sydney, the author is yet to observe a school which did not create congestion and parking issues near the school, which were directly related and attributable to the activities and functions of schools. It is noted that roads adjacent to schools also experience local and through traffic and therefore the congestion and parking issues are not solely attributable to the school’s activities.</td>
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<td>The prelude to the draft policy suggests that congestion and parking issues around schools (particularly in the morning) are directly related and attributed to the activities and functions of schools. We would point out that this is not necessarily the case, with a number of schools, including The College, located along main arterial roads and routes used by other members of the community who travel to and from work by private vehicle.</td>
<td>In general, it is agreed that sustainable modes of travel are the preferred mode of travel. However, they too can create impacts which need to be considered carefully and minimised as far as possible.</td>
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<tr>
<td>The objectives of the policy are largely supported and agreed with by The College. It is recommended that there needs to be a stronger reinforcement and emphasis within the policy to managing transport demand and shifting travel behaviour in order to facilitate more sustainable modes of travel. This by far more than any other strategy will assist with reducing private motor vehicle use and reducing traffic and congestion. The College has for some time acknowledged this strategy and has accordingly embraced it through investing in an expansive privately operated bus network. The service is well received amongst the College community with a high level of take up.</td>
<td>In the absence of a development application, Council cannot force schools to provide and/or support sustainable modes of transport. Council will continue to work with the relevant stakeholders to encourage appropriate sustainable modes of transport.</td>
</tr>
<tr>
<td>The College would particularly support a greater presence of Council rangers and Parking Patrol Officers.</td>
<td>This comment will be forwarded to Council’s Manager Compliance for consideration.</td>
</tr>
<tr>
<td>It is recommended that the policy set out in detail the means and financial resources/commitments in which the responsibilities of Council will be implemented.</td>
<td>As per the earlier Council report, the draft Policy by its very nature has to be generalised. The precise treatments deployed at a particular school, preschool or childcare centre will be selected subject to a review of the individual traffic environment and local issues.</td>
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It is noted that The College are already undertaking (or have undertaken) many of the items listed within the Draft policy.

Funding of Traffic Calming - This statement ignores the possibility that there is an existing underlying problem that Council should attend to, in which case only an appropriate contribution would be the fair outcome.

For infrastructure in the public road, the draft Policy states that *where subject to a development application*, schools are responsible, “To fund any traffic calming required as a result of the proposed development, including any additional pedestrian facilities or crossings required.” Therefore any condition of consent for traffic calming could only be imposed as part of a development assessment process and with reference to the relevant planning instruments.

Provision of on-site bus pick/drop-off facilities - the turning circles associated with buses is generally out of scale with most school facilities and again, the mix of large vehicles with children within a school site is not ideal. The driveway alone, for such a vehicle would be at least 10 metres wide to cater for the turning paths and achieve compliance with AS2890.2, and this is not suitable for a footpath environment along a school frontage.

Any future development application will be assessed with reference to the relevant planning instruments. Merits bases assessment is permitted under the relevant planning instruments.

Provision of bicycle parking - as a general policy The College does not encourage cycling due to risk. The topography of the Campus and surrounds, its location, and the lack of dedicated bicycle paths in the surrounding road network, means that cycling to the Campus is difficult and dangerous.

Council has a Bicycle Strategy 2009 which is being implemented on a prioritised basis.

It is noted that the topography in Woollahra can be challenging for bicycle riders (particularly novices).

The College is in the process of updating its comprehensive master plan, of which traffic...
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<td>management will form a key component. It is through this comprehensive planning exercise that appropriate recommendations for managing parking and traffic should stem from.</td>
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### Road Safety Audits

The schools generally indicated support for the proposed road safety audits. A number of schools contacted Council to request that their school be considered as a priority for undertaking the road safety audit.

As outlined in the previous report, this audit should be undertaken in consultation with the school’s staff and parent groups. It is recommended that this audit process prioritise primary schools in the first instance, before moving onto high schools. Council staff will aim to audit six schools per year. The outcomes of the investigation and any recommendations for improvements will be referred to the Woollahra Traffic Committee and subsequently to Council’s Community & Environment Committee.

### Identification of Income & Expenditure

As outlined in the Policy, Council’s budgetary commitment includes:

- The provision of staff resources to undertake traffic and parking investigations and road safety audits
- Funding for traffic calming, subject to prioritisation through the annual traffic strategy review process
- Funding for signage and linemarking, from the RMS block grant
- Funding for bus stop furniture, through the annual bus stop prioritisation process
- Funding for infrastructure renewal, subject to priorities outlined in the capital works program
- The provision of staff resources and equipment to trim street trees

### Conclusion

Minor amendments have been made to the draft Policy, based on the feedback received during the exhibition period. It is recommended that Council adopt the revised draft Policy.

Cathy Edwards-Davis  
Manager Engineering Services

Tom O’Hanlon  
Director Technical Services

### Annexures:

1. Previous Community & Environment Report dated 13 May 2013
2. Revised Draft Policy for Traffic Management near Schools, Preschools and Childcare Centres (version 1.2)
Political Donations – matters to be considered by Councillors at Meetings

Matter before Committee or Council 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 4.16b)

No

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))

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 4.16b)

No

Yes

Do you believe the political contribution creates a significant non-pecuniary conflict of interest for you? (Code of Conduct Cl 4.23)

No

Yes

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

Action
Participate in debate and vote on the matter

No

Yes

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

Is the matter before the meeting a Planning Matter?

No

Yes

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

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))

Matter before Committee or Council Meeting

Did the applicant, owner (if not 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)

No

Yes

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