



# Community & Environment Committee

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

**Date:** *Monday 12 May 2008*

**Time:** *6.30pm*

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

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

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

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

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

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

**Committee Membership:**

7 Councillors

**Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

8 May 2008

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

Dear Councillors

### **Community & Environment Committee Meeting – 12 May 2008**

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Community and Environment Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 12 May 2008 at 6.30pm.**

Gary James  
General Manager

# **Additional Information Relating to Committee Matters**

**Site Inspection**

**Other Matters**

## Meeting Agenda

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

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

D1	Confirmation of Minutes of Meeting held on 28 April 2008	1
D2	Woollahra Traffic Committee Minutes – 6 May 2008	2
D3	Community Services Management Plan Quarterly Report – 827.G 07-10	10
D4	Library Report for the Quarter, January to March 2008 – 48.G	40
D5	Exhibition of the Draft Woollahra Social & Cultural Plan 2008 to 2013 – 1059.G	50

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

R1	Draft Banner Policy – 900.G, 79.G Banners	106
R2	Application as an Enforcement Agencies under the Food Act 2003 – 10.G	111

**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 28 April 2008**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 28 April 2008 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 28 April 2008 be taken as read and confirmed.

Les Windle  
Manager - Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Woollahra Traffic Committee Minutes 6 May 2008**  
**Author:** Zubin Marolia, Manager – Property & Projects  
**File No:** 595.G 2008  
**Reason for Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee.

**Recommendation:**

THAT the Recommendations Y1-Y7 contained in the minutes of the Woollahra Traffic Committee, and as signed by the members of the Committee, held on Tuesday 6 May 2008 be adopted.

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**Zubin Marolia**  
**Manager – Property & Projects**

# Woollahra Local Traffic Committee Minutes

The meeting of the Woollahra Local Traffic Committee was held in the Council Committee Room, Double Bay, on Tuesday 6 May 2008 at 10.00am.

## 1. Attendances

### Committee Members:

Present:	Mr Nick Tomkins (Chairman)	(Woollahra Municipal Council)
	Mr Navin Prasad	(Roads and Traffic Authority)
	Snr Const Janna Brisby	(Rose Bay Police - Traffic)
	Ms Robyn Attuell	(Clover Moore MP Representative)
	Mr John Giblin	(Peter Debnam MP Representative)
Staff:	Mr Frank Rotta	(Woollahra Municipal Council)
	Ms Melissa Tranter	(Woollahra Municipal Council)
	Ms Lorna Oliver	(Woollahra Municipal Council)
	Ms Armodee Reece	(Woollahra Municipal Council)
Observer:	Mr R Smart	(State Transit Authority)
Apologies:	Mr Warwick Hatton	(Woollahra Municipal Council)
	Mr Don Dunn	(Peter Debnam MP Representative)

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## 2. Minutes of Previous Meeting

The minutes of Meeting No.3/08 held in Council Chambers, Double Bay, on Tuesday 1 April 2008 were confirmed by Mr Navin Prasad and Ms Robyn Attuell. The minutes of the Extraordinary Meeting No.3a/08 held by email on Tuesday 8 April, 2008 were confirmed by Mr Navin Prasad.

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## 3. Matters Arising from Minutes of Previous Meetings

Nil

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

Nil

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## 5. Extraordinary Meetings

An Extraordinary Meeting 3a/08 was held by email on Tuesday 8 April, 2008.

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## 6. Late Correspondence

Nil



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

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

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

**Author:** Frank Rotta – Traffic Engineer

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

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

### **Item Y1-1: Victoria Road, Bellevue Hill – Parking Restrictions**

**Decision:** Unanimous Support

**Recommendation:**

1. That No Parking restrictions be installed on the eastern side of Victoria Road from the prolongation of the common boundary between Nos 157 & 159 Victoria Road, Bellevue Hill for a distance of 8 metres in a northerly direction.

### **Item Y1-2: Bayview Hill Road & Tivoli Avenue Rose Bay – Alterations to parking restrictions**

**Decision:** Unanimous Support

**Recommendation:**

1. That “No Parking 8.15am-9.15am, 2.30pm-4.00pm School Days Only” be installed in Bayview Hill Road, fronting Kambala School, from the existing sign located 52.4 metres from the prolongation of the eastern kerblines in Tivoli Avenue for 42.4 metres in a westerly direction towards Tivoli Avenue.
2. That full time “No Stopping” be installed in Bayview Hill Road, fronting Kambala School, for 10 metres to the Tivoli Avenue intersection, and continuing into Tivoli Avenue for another 10 metres in a southerly direction.
3. That “No Parking 8.15am-9.15am, 2.30pm-4.00pm School Days Only” be installed in Tivoli Avenue, fronting Kambala School, from immediately south of Recommendation 2, for 30.3 metres in a southerly direction.
4. That 7.9 metres of full time “No Stopping” be installed in Tivoli Avenue centrally in front of the ‘exit’ driveway for service vehicles to Kambala School. This is the southernmost of the 2 service driveways, and immediately south of Recommendation 3.
5. That “No Parking 8.15am-9.15am, 2.30pm-4.00pm School Days Only” be installed in Tivoli Avenue, fronting Kambala School, from immediately south of Recommendation 4, for 40.1 metres in a southerly direction, finishing at the next driveway to the school gates.

**Item Y1-3: Bayview Hill Road, Rose Bay – No Entry signposting**

**Decision:** Unanimous Support

**Recommendation:**

1. That a “No Entry” sign be installed on the eastern side of Tivoli Avenue, 2.6 metres south of the prolongation of the southern kerbline of Bayview Hill Road, Rose Bay. The sign shall be angled to face west to advise motorists in Bayview Hill Road that they cannot proceed east beyond Tivoli Avenue.
2. That an “All Traffic (arrow left)” sign be installed on the northern side of Bayview Hill Road opposite Tivoli Avenue, Rose Bay.

**Item Y1-4: William Street, Double Bay – Request for Disabled Zone**

**Decision:** Unanimous Support

**Recommendation:**

1. That a ‘Disabled Zone’ be installed on the southern side of William Street from 4.8 metres east of the driveway serving No.63 William Street, Double Bay for a distance of 4.8 metres in an easterly direction.
2. That the applicant be advised of Council’s Procedure and conditions for Disabled Parking zones, including the requirement to renew these zones annually.

**Item Y1-5: Mona Lane, Darling Point – Parking Restrictions**

**Decision:** Unanimous Support

**Recommendation:**

1. That No Parking restrictions be installed on the southern and western sides of the bend in Mona Lane, Darling Point for a distance of 3.5 metres either side of the bend.

**Item Y1-6: Thornton Street, Darling Point – Review of Traffic Conditions**

**Decision:** Unanimous Support

**Recommendation:**

1. That the unbroken centreline in Thornton Street, Darling Point be relocated 0.8 metres in a southerly direction from the western kerbline in Darling Point Road for a distance of 28.4 metres in a westerly direction.
2. That the remaining 35 metres of unbroken centreline in this section of Thornton Street be changed to broken centreline and be transitioned to match the true centreline of the road, at a point 63.4 metres west of the western kerbline of Darling Point Road.

3. That 33.3 metres of No Stopping be installed on the southern side of Thornton Street opposite the unbroken centreline at this location.

### **Item Y1-7: Paddington Lane, Paddington – Parking Restrictions**

**Decision:** Unanimous Support

**Recommendation:**

1. That No Parking restrictions be installed on the southern side of Paddington Lane, Paddington from the prolongation of the common boundary between Nos.108 and 108A Paddington Street in a westerly direction for 7 metres.

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

**Subject:** **Proposed Car Share Location**

**Author:** Lorna Oliver – Traffic & Transport Planner

**File No:** 255.G/Car Share

**Reason for Report:** Approval for signage for car share facilities

**Decision:** Unanimous Support

**Recommendation:**

- A. That subject to receipt of payment for the signage and permit:
  - i. 10m of the statutory No Stopping be introduced on the western side of Edgecliff Road north of Albert Street.
  - ii. 5.5m of kerbside parking north of the No Stopping sign to be installed in (i) above be approved as a car share location for the pilot programme of car sharing in Woollahra.
  - iii. That the location be signposted as ‘No Parking Woollahra Council Authorised Car Share Vehicles Excepted Area CSEEDGE 1’
  - iv. That residents with frontages within 50m of the signage changes be notified.

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

**Subject:** **Victoria Road, Bellevue Hill - Scots College – Bus Zone Relocation**

**Author:** Lorna Oliver – Traffic & Transport Planner

**File No:** 255.G / T470

**Reason for Report:** Request for staged signage changes

**Decision:** Unanimous Support

**Recommendation:**

- A. That the proposed staging of the bus zone relocation and the inclusion of the pick-up and drop off zones at Scots College in Victoria Road, as detailed in Drawing IN90158/SK-102 Amendment E, be approved.
- B. That the associated signposting and linemarking shown on the above plans be approved.
- C. That the cost of all works related to this facility be borne by the developer.

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

**Subject:** **Turf to Surf – Proposed Bike Week Event**

**Author:** Lorna Oliver – Traffic & Transport Planner

**File No:** 256.G Bicycle Projects

**Reason for Report:** Information about a proposed event involving Woollahra, Waverley and Randwick councils.

**Decision:** Unanimous Support

**Recommendation:**

- A. That the information about the proposed 2008 ‘Surf to Turf’ event be noted.

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

**Subject:** No. 5 Little Comber Street, Paddington – Works Zone

**Author:** Frank Rotta – Traffic Engineer

**File No:** 407.G Pt11

**Reason for Report:** Request for a Works Zone

**Decision:** Unanimous Support

**Recommendation:**

- A. That approval be granted for a Works Zone to be temporarily installed for No.5 Little Comber Street, Paddington. The proposed Works Zone is to be located on the southern side of Little Comber Street, from the No Parking sign in front of No.3 Little Comber Street, in an easterly direction for 6 metres and is subject to the following conditions:
- i. Any directive provided by the NSW Police Department is to be complied with.
  - ii. The Works Zone is to operate between the hours of 7.00am-4.00pm Mon-Fri and 7.00am-1.00pm Sat for a period of 5 weeks from 19 May, 2008 to 22 June, 2008.
  - iii. Suitable traffic control measures are to be put in place to manage truck movements to and from the construction site, and if necessary to and from the adjacent street system, in accordance with the RTA's Traffic Control at Works Sites manual.
  - iv. Residents Permit Parking (currently 1P 8.00am-11.00pm ARVE Pgt 1) is to be maintained outside of the Works Zone hours of operation.
  - v. The applicant must ensure that the traffic lanes, footpaths and driveways, adjacent to the Works Zone, remain free of obstruction at all times during the construction.
  - vi. The applicant must inform Council's Traffic Engineer when the project is completed and the Works Zone can be removed.
  - vii. This Works Zone is in an area zoned as Residential 2(a). The fee payable shall be in accordance with Council's adopted fees and charges applying to the period for which the approval is given, and must be paid prior to the Works Zone being installed. Should the Works Zone be required for a shorter period, application may be made for a pro-rata refund.
  - viii. Failure to comply with any of these conditions may result in the cancellation of the Works Zone at Council's discretion.
  - ix. Should the Works Zone be required for a period longer than the approved period, permission from the Director of Technical Services is required to extend the Works Zone.
  - x. Should the Works Zone be required for additional hours of operation on any particular day, any amendment will require the approval of the Woollahra Traffic Committee.
- B. That the applicant notifies all residents and businesses whose property frontage is within 50 metres of the Works Zone.

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

**Subject:** No. 2 Etham Avenue, Darling Point – Works Zone

**Author:** Frank Rotta – Traffic Engineer

**File No:** 407.G Pt11

**Reason for Report:** Request for a Works Zone

**Decision:** Unanimous Support

**Recommendation:**

- A. That the application for a Works Zone to serve the development at No.2 Etham Avenue, Darling Point not be approved.

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

**Subject:** Nos. 11A & 13-17 Fullerton Street, Woollahra – Works Zone

**Author:** Frank Rotta – Traffic Engineer

**File No:** 407.G Pt11

**Reason for Report:** Request for a Works Zone

**Decision:** Unanimous Support

**Recommendation:**

- A. That approval be granted for a Works Zone to be temporarily installed for Nos.11A & 13-17 Fullerton Street, Woollahra. The proposed Works Zone shall extend from the southern side of the driveway to No.13-17 Fullerton Street, Woollahra in a southerly direction for 15 metres and is subject to the following conditions:
- i. Any directive provided by the NSW Police Department is to be complied with.
  - ii. The Works Zone is to operate between the hours of 7.00am-4.00pm Mon-Fri and 7.00am-1.00pm Sat for a period of 41 weeks from 19 May, 2008 to 16 March, 2009.
  - iii. Suitable traffic control measures are to be put in place to manage truck movements to and from the construction site, and if necessary to and from the adjacent street system, in accordance with the RTA's Traffic Control at Works Sites manual.
  - iv. Unrestricted parking is to be maintained outside of the Works Zone hours of operation.
  - v. The applicant must ensure that the traffic lanes, footpaths and driveways, adjacent to the Works Zone, remain free of obstruction at all times during the construction.
  - vi. The applicant must inform Council's Traffic Engineer when the project is completed and the Works Zone can be removed.
  - vii. This Works Zone is in an area zoned as Residential 2(b). The fee payable shall be in accordance with Council's adopted fees and charges applying to the period for which the approval is given, and must be paid prior to the Works Zone being installed. Should the Works Zone be required for a shorter period, application may be made for a pro-rata refund.
  - viii. Failure to comply with any of these conditions may result in the cancellation of the Works Zone at Council's discretion.

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- ix. Should the Works Zone be required for a period longer than the approved period, permission from the Director of Technical Services is required to extend the Works Zone.
  - x. Should the Works Zone be required for additional hours of operation on any particular day, any amendment will require the approval of the Woollahra Traffic Committee.
- B. That the applicant notifies all residents and businesses whose property frontage is within 50 metres of the Works Zone.
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## **8. Late Items**

Nil

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There being no further business, the meeting concluded at 11.00am.

**Nick Tomkins**  
**Chair**

**Item No:** D3 Delegated to Committee  
**Subject:** **Community Services Management Plan Quarterly Report**  
**Author:** Kylie Walshe - Director Community Services  
Tim Tuxford – Manager Compliance  
**File No:** 827.G 07-10  
**Reason for Report:** To review the status of works, services, and Notices of Motion for the Management Plan principal activity of Community Services for the three months ending 31 March 2008.

**Recommendation:**

- A. That the status of projects for the Community Services Principal Activity be noted.
- B. That variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.

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**Background:**

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the third quarterly review of Principal Activity No 5 of the Management Plan, which is "Community Services". This principal activity has the following sub- activities:

- 5.1 Community Services Management
- 5.2 Library Services
- 5.3 Community Development
- 5.4 Cultural Development
- 5.5 Environment & Public Health
- 5.6 Ranger Services

Included as Annexure 1. to this report is the Community Services Principal activity of the Management Plan, with detailed comments on the status of items in each sub activity.

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

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

Following is the commentary on each sub activity.



## **5.1 Community Services Management**

This sub-activity covers the area of strategic planning and activities that impact on all operations of community services.

The main achievement this quarter was the continued development of the Social and Community Planning process, with a number of meetings held with the Social & Community Planning Advisory Panel. The draft Social & Cultural Plan is on track for presentation to Council in May 2008.

## **5.2 Library Services**

This sub-activity covers all library activities, including projects for library facilities and the library service as a whole. Progress has been made in many of the management plan projects with several being completed.

Some highlights of the library activities and projects for this quarter as reflected in the Management Plan are listed below. It should be noted that a detailed quarterly report on the Library and Information Service is also submitted in tonight's business paper.

### **Library Management**

The adoption of the Library Strategic Plan by Council on 17 December 2007 was a significant achievement following extensive community consultation and research. The next step is for the development of a five year business and operational plan.

### **Lending Services**

- Weeding of the collection has continued to be given a high priority this quarter with the focus on material housed at Double Bay and Paddington Libraries.
- After a review of the audio collection, new formats have been made available for loan - CD MP3s and Playaways. CD MP3s are compressed audio books meaning 1 or 2 CDs per book rather than 12. Playaways are portable MP3 players the size of a pack of cards that have one audio book installed on them. This move to newer formats is the part of the culture of continuous improvement outlined in the Library Strategic Plan.

### **Children's and Young Adult Services**

- School Holiday activities in January 2008 were organised to coincide with the Summer Reading Club which attracted over 200 members this year. In keeping with the theme "Superheroes Read", the Library organised Superhero training sessions and storytime/craft sessions with 114 children attending.
- To commemorate Easter, a special storytime and Easter Egg hunt, complete with a visit by the Easter Bunny, was conducted at all three service points with 130 children participating.

### **Information Services**

- The annual Poets Picnic event was held in Blackburn Gardens on 19 February 2008 with approximately 450 people in attendance. The theme was "Australia Poetry Live" and hosted poets of the calibre of Les Murray and Robert Gray.
- Stage 2 of the "Women in Woollahra" project was launched at Council's International Women's Day event on 8 March 2008. This stage of the project celebrates the achievement of two women in the business world, namely Alice Doyle and Rosemary Foot, through the development of oral histories and biographies.

### **5.3 Community Development**

This sub-activity covers the programs for children, youth, community safety, volunteering and community development.

#### **Children's Services**

The Pre School continues to operate at full capacity providing an innovative curriculum for children.

#### **Youth**

The Parent Education Workshops are ongoing with Teaching Your Child to Drive Safely held in March and Positive Body Image held in February.

Council hosted a Forum on Mental Health for service providers in February to identify gaps in service and possible future roles of Council. Council worked in collaboration with local Councils and Waverley and Youth Services (WAYS) to provide a program of activities for youth during Youth Week in March.

#### **Community Safety**

As part of the projects identified in the Crime Prevention Plan, in collaboration with Jewish Care Council offered a total of seven free Self Protection Classes. They incorporated groups such as senior's, young women and a number of classes that covered all ages. Two additional classes were held at Miroma (people with an intellectual disability) providing information and active participation in the classes for participants.

#### **Volunteering**

As one of the initiatives of the Volunteer Forum, the first Volunteer Newsletter has been completed and distributed to local service providers. The newsletter included an article on Loys Thompson, receipt of the Eastern Region Senior Volunteer of the Year Award.

#### **Ageing & Disability Services**

The Woollahra Seniors and Community Centre continues to provide a range of activities in the centre for seniors with slight increase in the numbers participating in activities.

### **5.5 Cultural Development**

This sub-activity includes cultural events and cultural development activities. All management plan activities are on target.

Planning commenced for the 2008 Woollahra Small Sculpture Prize including two meetings of the Woollahra Small Sculpture Prize Committee. 2008 judges were confirmed as Deborah Edwards, Senior Curator of Contemporary Art, Art Gallery of NSW; and Edmund Capon, AM, OBE, Director, Art Gallery of NSW. Successful recruitment for the Woollahra Small Sculpture Prize Volunteers Program occurred.

Working with the Public Art Advisory Committee, a brief was developed for the \$100,000 gateway public art opportunity in Double Bay. Expressions of Interest were called in February.

Two bush tucker walks, hosted by the Eastern Suburbs Organisation for Reconciling Australia (ESORA) and supported by Woollahra Council were conducted in February and March. The walks were booked to maximum capacity and positive feedback was received from the community following this successful activity.

Council representation continued on the Eastern Regional Local Government Aboriginal and Torres Strait Islander (ERLGATSI) Forum. Planning and implementation of the ERLGATSI Forum Pauline McLeod Award for Reconciliation and the Reconciliation Week Primary Schools Art Competition was undertaken.

Award winners for the Citizen of the Year Program were announced as part of Council's Australia Day Citizenship Ceremony celebrations on Wednesday 23 January. Nominees were invited to attend the presentation to receive certificates, with William Holmes announced as the Woollahra Citizen of the Year and Emily Margo as the Young Citizen of the Year.

## 5.5 Environment & Public Health

The activities and projects listed under this sub-activity aim to protect the health and well being of residents and visitors to our area and include the following discrete programs:

- Food Safety – Council currently has 338 premises recorded as handling, preparing and/or selling food. Our Environmental Health Officers endeavour to inspect all premises that prepare and handle food twice a year and those premises that only have packaged food should be inspected at least once a year.
- Public Health – Council currently has 130 health premises recorded. These premises include skin penetrations, hairdressers, and beauty salons and our Environmental Health Officers endeavour to inspect these premises once a year.
- Microbial Control – Council currently has 53 premises with cooling towers and warm water systems recorded under this program and documentation is required to be submitted annually from the owner of these premises to ensure compliance with minimum health standards.
- Swimming Pool Safety
- Environmental Pollution Control
- Immunisation.

During the quarter;

- 23 food and 21 health premises were inspected as part of our Food Safety and Public Health Program;
- No food related notices were issued;
- 60 babies were immunised under our Childhood Immunisation Program, being approximately 29.7% above our quarterly target and 5.3% above the 2006/07 quarterly average;
- 39 pollution related matters were reported and investigated, as part of our Pollution Control Program, approximately 10.3% less than the 2006/07 quarterly average. 84.6% related to noise, 12.8% related to water and 2.6% related to land. There was no air related matters recorded for the quarter;
- 4 notice/order was issued under the *Protection of the Environment Operations Act 1997* and 4 were issued under the *Local Government Act 1993*; and
- Council's Environmental Health Officers completed 52 development application referrals for new food and health premises, acid sulphate soil and contaminated land assessments and noise assessments in an average of about 6.6 days per referral. The average turnaround time per referral is a significant improvement on our 2006/07 results, where the average turnaround time was about 14 days.

During the quarter progress has been made on the Food Regulation Partnership between local councils and the NSW Food Authority. As reported last quarter, the *Food Amendment Act 2007* received assent on 1 November 2007. The amending Act was subsequently proclaimed on 1 January 2008 and the NSW Food Authority is aiming to have local councils formally commence their new food regulation role by 1 July 2008.

As reported throughout last year via the quarterly Management Plan reviews, under the partnership local councils will be required to specify the food surveillance role they can provide and will enter into a formal agreement with the NSW Food Authority. The proposed Partnership, which will change how food surveillance is provided across New South Wales, was initially scheduled to commence at the beginning of 2007.

A separate report has been prepared on the new Food Regulation Partnership and will be presented to the Community and Environment Committee meeting of 12 May 2008. The report will consider the options and implications of Council becoming an enforcement agency pursuant to the amended Food Act, having regard to the other non-food related functions that the Council's Environmental and Public Health Section must undertake.

## 5.6 Ranger Services

Council's Rangers provide a variety of enforcement services to ensure the public safety and convenience of our community in relation to the use of public places. During the quarter the Rangers continued to focus on the following core activities;

- 104 abandoned vehicle matters were reported and investigated, being an increase of about 37.3% on last year's quarterly average;
- 24 road and footpath obstruction matters were reported and investigated being an increase of about 29.7% on last year's quarterly average;
- 7 private skip bin matters were reported and investigated, being about 30% less than last year's quarterly average;
- No littering fines were issued;
- 89 companion animals were registered on the New South Wales Companion Animals Register for our area, with 94.4% of these animals being de-sexed. The number of animals registered for the quarter is about 7.5% below last year's quarterly average, however the percentage of registered animals that are de-sexed is well above last year's annual result of 89%;
- 37 barking dog matters were reported and investigated, being about 10.4% more than last year's quarterly average;
- 1 dangerous dog notice of intention and 3 nuisance dog notices of intention were issued; and
- 3 dog related fines were issued, being below last year's quarterly average by more than 50%.

When considering the December quarter Management Plan review the committee requested details on the number of warnings issued by Council's Rangers to dog owners pursuant to the *Companion Animals Act 1998*. During the third quarter, 48 warnings were issued to dog owners primarily for off leash matters.

**Conclusion:**

In summary, the projects detailed within the Community Services Principal Activity for 2007/08 were completed predominantly on time and within budget, except as otherwise noted.



Tim Tuxford  
Manager Compliance

Kylie Walshe  
Director Community Services

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**Annexures:**

1. March 2008 Quarterly Review Report - Community Services Principal Activity of the Management Plan

**Item No:** D4 Delegated to Committee  
**Subject:** Library Report for the Quarter, January to March 2008  
**Author:** Vicki Munro, Manager, Library and Information Services  
**File No:** 48.G  
**Reason for Report:** To review the library operation for the quarter, 1 January to 31 March 2008.

**Recommendation:**

1. That the report of the library service for the quarter 1 January to 31 March 2008 be received and noted.

This report reviews activities and projects for the quarter January to March 2008 compared with the same quarter for the previous year, 2007.

**1.0 Lending Services**

**1.1 Circulation Statistics**

The following statistics show the circulation of the total library service for the period 1 July 2007 to 31 March 2008 as well as providing a comparison for the same periods in 2007. In particular, it covers the most recent reporting quarter, Quarter 3 – 1 January to 31 March 2008.

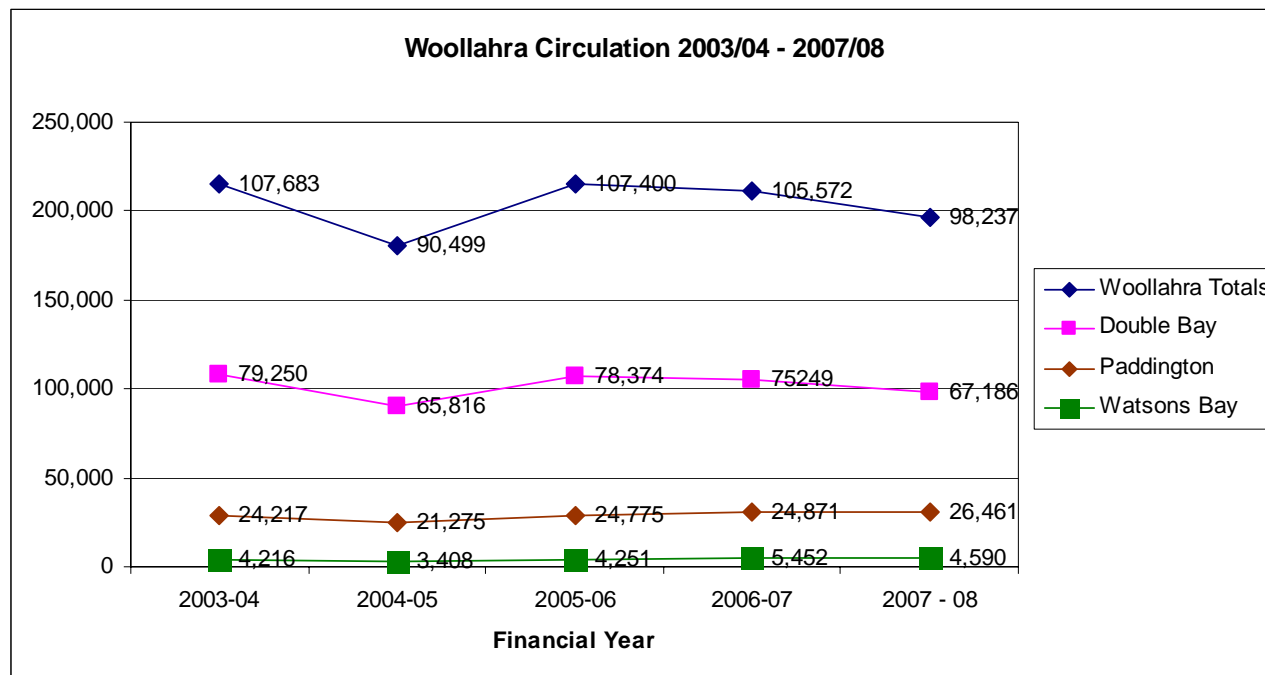
	Quarter 1 July-Sept 06/07	Quarter 1 July- Sept 07/08	% Change	Quarter 2 Oct-Dec 06/07	Quarter 2 Oct-Dec 07/08	% Change	Quarter 3 Jan-Mar 06/07	Quarter 3 Jan-Mar 07/08	% Change
<b>Totals</b>									
Adult Books	53,230	45,699	-14%	52,814	43,236	-18%	51,126	44,988	-12%
Children's Books	31,632	31,039	-2%	26,996	24,952	-8%	27,502	25,473	-7%
Periodicals	4,837	5,084	5%	4,764	5,022	5%	4,909	5,141	5%
Toys	855	669	-22%	724	426	-41%	755	394	-48%
Audio Visual	22,857	22,510	-2%	21,806	20,507	-6%	21,280	22,241	5%
<b>Total</b>	<b>113,411</b>	<b>105,001</b>	<b>-7%</b>	<b>107,104</b>	<b>94,143</b>	<b>-12%</b>	<b>105,572</b>	<b>98,237</b>	<b>-7%</b>

<b>Double Bay Central</b>	Quarter 1 July-Sept 06/07	Quarter 1 July-Sept 07/08	% Change	Quarter 2 Oct-Dec 06/07	Quarter 2 Oct-Dec 07/08	% Change	Quarter 3 Jan-Mar 06/07	Quarter 3 Jan-Mar 07/08	% Change
Adult Books	37,949	30,691	-19%	37746	29,027	-23%	35,846	30,287	-16%
Children's Books	23,516	22,219	-6%	19,960	17,917	-10%	19,932	17,788	-11%
Periodicals	3,175	3,104	-2%	3,126	3,303	6%	3,176	3,369	6%
Toys	840	660	-21%	719	423	-41%	752	394	-48%
Audio Visual	17,960	15,844	-12%	16,753	14,317	-15%	15,543	15,348	-1%
<b>Total</b>	<b>83,440</b>	<b>72,518</b>	<b>-13%</b>	<b>78,304</b>	<b>64,987</b>	<b>-17%</b>	<b>75,249</b>	<b>67,186</b>	<b>-11%</b>

<b>Paddington</b>	Quarter 1 July-Sept 06/07	Quarter 1 July-Sept 07/08	% Change	Quarter 2 Oct-Dec 06/07	Quarter 2 Oct-Dec 07/08	% Change	Quarter 3 Jan-Mar 06/07	Quarter 3 Jan-Mar 07/08	% Change
Adult Books	13,120	12,478	-5%	12,732	11,937	-6%	12,819	12,393	-3%
Children's Books	6,292	6,977	11%	5,042	5,761	14%	5,716	6,219	9%
Periodicals	1,525	1,731	14%	1,502	1,565	4%	1,596	1,616	1%
Audio Visual	4,088	5,660	38%	4,060	5,440	34%	4,738	6,233	32%
<b>Total</b>	<b>25,036</b>	<b>26,855</b>	<b>7%</b>	<b>23,341</b>	<b>24,704</b>	<b>6%</b>	<b>24,869</b>	<b>26,461</b>	<b>6%</b>

<b>Watsons Bay</b>	Quarter 1 July-Sept 06/07	Quarter 1 July-Sept 07/08	% Change	Quarter 2 Oct-Dec 06/07	Quarter 2 Oct-Dec 07/08	% Change	Quarter 3 Jan-Mar 06/07	Quarter 3 Jan-Mar 07/08	% Change
Adult Books	2,161	2,530	17%	2,336	2,272	-3%	2,461	2,308	-6%
Children's Books	1,824	1,843	1%	1,994	1,274	-36%	1,854	1,466	-21%
Periodicals	137	249	82%	136	154	13%	137	156	14%
Audio Visual	809	1,006	24%	993	750	-24%	999	660	-34%
<b>Total</b>	<b>4,935</b>	<b>5,628</b>	<b>14%</b>	<b>5,459</b>	<b>4,452</b>	<b>-18%</b>	<b>5,451</b>	<b>4,590</b>	<b>-16%</b>

A five year trend line of circulation for the library service for the year to date is outlined below.



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

- The Library circulation for the third quarter, 1 January 2008 to 31 March 2008 has shown a decrease of 7% on the same quarter in 2007. In examining the financial year to date, there has been an 8% decrease over the same period in 2006/07. It should be noted that in this quarter, in comparison to the previous year, the Library was closed an additional four days for public holidays.
- The decline in circulation, as in the previous quarter, is restricted to Double Bay Central and Watsons Bay libraries. Paddington Branch continues to see an increase in circulation (6%) which can be attributed to an increase in the use of the Audiovisual and junior collections.
- The general trend, as shown in previous quarters, has been a decrease in the use of the adult fiction and both the adult and junior non-fiction collections as more people access the internet both as a supplementary and alternate source of information. It is pleasing to note the increasing usage of the periodical and the audio visual collections within the Library Service. These increases lend themselves to support the notion that customers are using libraries to meet their recreational needs.
- During this quarter, there was an average of 46 loans per hour, up from 41 loans per hour last quarter. Also there were 64,591 visits made by customers to all service points, with an average of 30 visits per hour recorded, up from 26 visits per hour last quarter.

## 1.2 Membership

As at 31 March, 2008 the borrower profile for Woollahra Library and Information Service was as follows:

<b>Members who have borrowed over the past two years</b>	
	<b>This year</b>
Double Bay Adult	8,329
Double Bay Junior	2,947
Paddington Adult	3,712
Paddington Junior	730
Watsons Bay Adult	264
Watsons Bay Junior	112
<b>TOTAL</b>	<b>16,094</b>

- As noted in the Library's annual report, as of 1 July 2007, Woollahra Library and Information Service will measure its active membership over a two year period. Previously, membership was reported for members who have borrowed over the past three years. This change is in keeping with the annual statistics provided to the State Library of NSW and provides a more realistic picture of borrowing activity.
- As a percentage of active borrowers to population of 50,161 residents in the Woollahra local government area (2006 ABS census), the figure is 32%. This represents an increase over the last quarter where 30.37% of the Woollahra population were active Library members. The general Library benchmark is for 49% of borrowers to be active members.
- 1,022 new customers registered with the Library and Information Service during this quarter, 658 at Double Bay, 342 at Paddington and 11 at Watsons Bay. In the current financial year, a total of 2,831 new members have joined the Library and Information Service, an increase of 10.76% over the same period in 2007.

### 1.3 Home Library Service

	Quarter 1 July-Sept 06/07	Quarter 1 July-Sept 07/08	% Change	Quarter 2 Oct-Dec 06/07	Quarter 2 Oct-Dec 07/08	% Change	Quarter 3 Jan-Mar 06/07	Quarter 3 Jan-Mar 07/08	% Change
<b>Items lent to HLS Members</b>	3,803	4,022	6%	3,712	3,254	-12%	3,258	<b>4,128</b>	<b>27%</b>
<b>Items lent to HLS Institutions</b>	408	366	-10%	310	305	-2%	370	<b>241</b>	<b>-35%</b>
<b>Total</b>	<b>4,211</b>	<b>4,388</b>	<b>4%</b>	<b>4,022</b>	<b>3,559</b>	<b>-12%</b>	<b>3,628</b>	<b>4,369</b>	<b>20%</b>

- As at 31 March 2008, there were 184 active individual members and 8 institutional members of the Home Library Service. These figures remain steady as compared to the previous quarter.
- During the quarter, the Home Library Service made a total of 608 visits to members. There are 6 registered volunteers who assist Library staff in delivering items on a fortnightly / monthly basis. The 6 volunteers made 111 visits, while the Woollahra Library and Information Service courier undertook the other 497 visits. The number of visits remains relatively steady in comparison to the previous quarter, where 624 visits were made.
- There has been a significant increase in loans to Home Library members this quarter in comparison to Quarter 3, 2006/07. This is attributed to Audio-Read navigator statistics being reported in the overall usage statistics. This was not the case in the same quarter in 2006-2007. Loans to Institutions is down, however the Home Library Service Officer is currently implementing a new streamlined approach to managing Institutional loans to ensure greater accountability and improved control over such loans.
- The Audio-Read navigators continue to be very well used by individual members, with 555 digital downloads for the quarter. This represents a 102% increase over the same period in 2007.
- The Home Library Review is continuing and it is planned that a report will be complete before the end of the financial year. The objective of this review is to thoroughly research the Home Library Service field to ensure the Woollahra Home Library Service is best practice where social isolation is reduced and social interaction is improved.

### 1.4 Collection Development

Significant points to note are:



- Weeding of the collection has continued to be given a high priority this quarter. The focus for this quarter was on books housed at Double Bay Central and Paddington Branch libraries. Collections weeded included adult non-fiction books, adult folio books, junior fiction and non-fiction books and non-fiction videos. The criteria used when discarding library material includes the age of the title, its condition, relevance / accuracy of the information and frequency of usage.
- Discards for Quarter 3 totalled 8,409 items. The total number of items discarded since the major weeding programme was implemented in August 2007 is 24,124. The weeding programme is in keeping with the strategies identified in the adopted Library Strategic Plan, in particular developing a whole of life asset management approach.
- Items deselected from circulating stock will be offered for sale at the annual Library Bookfair, which will be held 9.30 – 4.30pm on May 10 and May 11, 2008 in the Council Committee Rooms.
- Collection development concentrated on audio book and DVD collections. The audio book collection was expanded to include Paddington Library. New playaway collections were received from suppliers and will be available for loan shortly. Playaways are portable MP3 players the size of a pack of cards that have one unabridged audio book recorded onto them. DVD collections were expanded and a 16% increase in loans has resulted.

## 2.0 Reference and Information Services

### 2.1 Reference Statistics

The Reference enquiries statistics cover three distinct areas, namely:

- General reference enquiries represent requests for Library based information, face to face enquiries and telephone and email at both Double Bay Central and Paddington Libraries;
- Local History enquiries which have been received either in person, telephone and email at the Local History Centre and at the Double Bay Central and Paddington Libraries;
- Community Information enquiries consisting of requests for information on community facilities, services and activities received either in person, by telephone or email at Double Bay Central and Paddington Libraries and the Local History Centre.

	Quarter 1 July-Sept 06/07	Quarter 1 July-Sept 07/08	% Change	Quarter 2 Oct-Dec 06/07	Quarter 2 Oct-Dec 07/08	% Change	Quarter 3 Jan-Mar 06/07	Quarter 3 Jan-Mar 07/08	% Change
<b>Reference Enquiries</b>	6,514	7,871	21%	5,119	7290	42%	6,717	<b>9,920</b>	<b>48%</b>
<b>Local History</b>	709	861	21%	539	606	12%	559	<b>668</b>	<b>19%</b>
<b>Community Information</b>	121	196	62%	236	277	17%	195	<b>220</b>	<b>13%</b>
<b>Total</b>	7,344	8,928	22%	5,894	8173	39%	7,471	<b>10,808</b>	<b>45%</b>

- The above figure shows that the total number of reference enquiries have increased by 48% this quarter in comparison to the same time last year. This increase can be attributed to the counting of “assistance with computers” within the library which has been considerable over the last quarter, due to problems with the public access computers.
- The Reference enquiries statistics are in keeping with the Public Libraries Evaluation Group measures (PLEG), established by the State Library of NSW. The information request completion rate of 76% as determined by PLEG is higher than the same time last year, which was 73%. This means that 76% of all reference enquiries were completed on the day that they were received. The remainder of enquiries were satisfied by delivery of items from Stack or Branches or by Inter-Library loan request.

## 2.2 Inter-Library Loans

	Quarter 1 July-Sept 06/07	Quarter 1 July-Sept 07/08	% Change	Quarter 2 Oct-Dec 06/07	Quarter 2 Oct-Dec 07/08	% Change	Quarter 3 Jan-Mar 06/07	Quarter 3 Jan-Mar 07/08	% Change
<b>Items lent to other Libraries</b>	872	945	8%	818	592	-28%	1,254	<b>862</b>	<b>-31%</b>
<b>Items borrowed from other Libraries</b>	265	246	-7%	254	252	-1%	263	<b>250</b>	<b>-5%</b>

- The decrease in items lent to other libraries may be due to the impact of the weeding programme and the settling down after the transfer to the Libraries Australia Document delivery system in July 2006.
- The Inter Library loan requests for Woollahra members (items borrowed from other Libraries) has remained steady with a slight decrease of 5% over the same quarter in 2007.

## 2.3 Electronic Information Service

	Quarter 1 July-Sept 06/07	Quarter 1 July-Sept 07/08	% Change	Quarter 2 Oct-Dec 06/07	Quarter 2 Oct-Dec 07/08	% Change	Quarter 3 Jan-Mar 06/07	Quarter 3 Jan-Mar 07/08	% Change
<b>Library Access</b>									
Logins	620	443	<b>-29%</b>	556	408	-27%	387	<b>334</b>	<b>-14%</b>
Searches	1,469	2,358	<b>61%</b>	1,169	3,247	178%	1,491	<b>2,980</b>	<b>100%</b>
<b>Remote / Home Access</b>									
Logins	229	178	-22%	103	158	53%	117	<b>176</b>	<b>4%</b>
Searches	516	283	-45%	645	205	-68%	822	<b>254</b>	<b>-81%</b>

- The number of users of the online databases within the library has fallen, however the number of searches conducted during online sessions has dramatically increased, as has been the trend throughout the year. This represents the growing use of electronic information, a greater confidence in searching techniques and knowledge of database content.
- Use of the online databases from home (remote) has increased over the last quarter. Although there have been more users, they have conducted less searches. This may be due to an improvement in searching techniques or demonstrate some frustration in not finding the required information.
- The main databases used remotely include Britannica Online, APAFT and What do I read next? While the popular databases within the Library include Libraries Australia, Global Books in Print and ANZRC. Please note there have also been technical problems with the public access computers which has meant that some searches have not been reported.

## 2.4 Local History Centre

The following table summarises enquiries at the Centre by broad category:

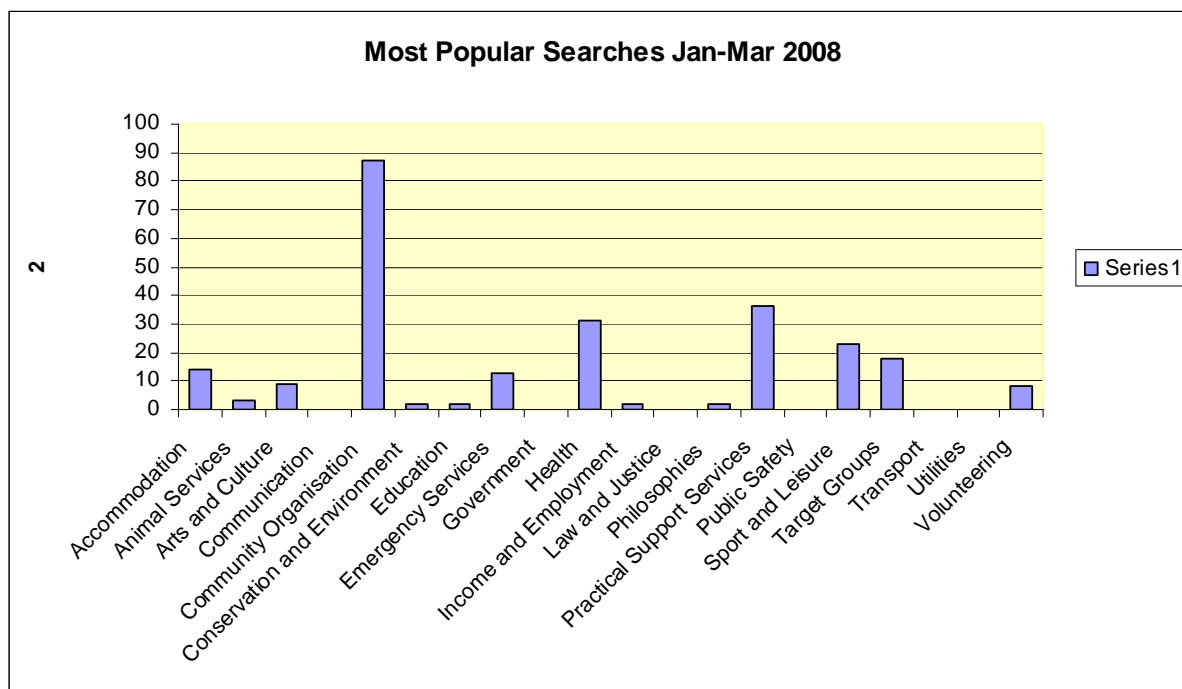
	Quarter 1 July-Sept 06/07	Quarter 1 July-Sept 07/08	% Change	Quarter 2 Oct-Dec 06/07	Quarter 2 Oct-Dec 07/08	% Change	Quarter 3 Jan-Mar 06/07	Quarter 3 Jan-Mar 07/08	% Change
Council	43	30	-30%	81	44	-46%	41	93	127%
Property	251	342	36%	163	227	39%	205	193	-6%
Local History	201	214	6%	121	114	-6%	109	153	40%
Family History	52	48	-8%	42	75	79%	64	50	-22%
Assistance with equipment	54	113	109%	35	59	69%	58	59	2%
Directional	32	44	38%	36	29	-19%	20	41	105%
Other	45	39	-13%	37	24	-35%	28	58	107%
Commissioned property histories	7	8	14%	7	11	57%	5	3	-40%
<b>Total</b>	<b>685</b>	<b>838</b>	<b>22%</b>	<b>522</b>	<b>583</b>	<b>12%</b>	<b>530</b>	<b>650</b>	<b>23%</b>

- There has been an increase of 23% in the number of enquiries to the Local History Centre this quarter, over the same period in the previous year. This reflects the cyclical nature of the Local History enquiries.
- The Local History staff have actioned the following this quarter :
  - **Women in Woollahra Stage 2** - The launch of stage two of the Women in Woollahra project occurred on 8 March 2008 to mark International Women's Day. Two women who made contributions through business to the community were selected for this stage, namely Alice Doyle and Rosemary Foot. The oral historian Frank Heimans completed oral history interviews on CDs – interviewing the sons of Alice Doyle, Michael and John Doyle and for the second CD interviewing Rosemary Foot. The biographies of the women, along with photographs and sound bites are being placed onto the Council website. The CDs and research material will be catalogued and placed in the Local History Collection.
  - **Woollahra Senior Citizens Centre** - Frank Heimans was also commissioned to prepare oral histories to mark the transfer of the Woollahra Senior Citizens Centre to Woollahra Council. Two long-term committee members, Bill and Eileen Holmes, were interviewed and the resulting CDs will be catalogued and added to the Local History Collection.
  - **Woollahra map collection - Community Heritage Grant.** The Council was successful in receiving a Community Heritage Grant of \$1,900 for a Map Preservation Study. Kay Soderlund of Preservation Australia has been appointed to provide a more appropriate assessment of the Woollahra Map Collection. It is anticipated that the work will be completed by September 2008.
- Significant donations to the Centre this quarter include:
  - Photograph and research material on old theatre site at 168 Hargrave Street, Paddington from Mr Gray;
  - Publication and CD, St Therese's Church, Dover Heights, from Maureen Brian;
  - Photographs and 4 limited edition prints by Austin Platt, Waverley Library;
  - Photograph albums of activities at Woollahra Senior Citizens Centre;
  - Further archives of Vaocluse Progress Association added to collection;
  - Photograph of Edgeworth School, 15 Black Street, Vaocluse, emailed from Keith Lambert & Betty Byrd, and
  - Colour copy of water colour painting of Parsley Bay, by William Henry Raworth, 1904, from the Dixson family.

## 2.5 Community Information

	2006/07	2007/08	Change
<b>Quarter 1 - July to Sept</b>			
July	132	189	43%
August	363	318	-12%
September	299	100	-67%
<b>Total for Quarter</b>	<b>794</b>	<b>607</b>	<b>-24%</b>
<b>Quarter 2 - Oct to Dec</b>			
October	233	119	-49%
November	367	33	-91%
December	253	69	-73%
<b>Total for Quarter</b>	<b>853</b>	<b>221</b>	<b>-74%</b>
<b>Quarter 3 - Jan to Mar</b>			
January	144	33	-77%
February	132	118	-11%
March	213	99	-54%
<b>Total for Quarter</b>	<b>489</b>	<b>250</b>	<b>-49%</b>

- A total of 250 searches were made on the LINCS Community Information database this quarter. This represents an ongoing decrease in the use of the service. It is believed that the location of the LINCS database on the Council website has contributed to the fall in usage. A review is currently being conducted of Community Information.
- The most popular searches were Community Organisations, Practical Support Services and Health.



### 3.0 Cultural Events

#### Library Lovers Day - Thursday 14 February, 2008

The Library Service was decorated for the annual “Library Lovers Day” held on Valentines Day with red, pink and white hearts, streamers and balloons. Customers were invited to take a “blind date with a book”, choosing amongst a selection of new books, wrapped in brown paper with a lonely hearts message on the front. The day was a success with 72 blind date books loaned. The theme will be extended in 2009 with similar activities taking place at Paddington Branch and as part of the Home Library Service.

#### Poets Picnic - Tuesday 19 February, 2008

The annual Poets Picnic event was held from 6 -8 pm on Tuesday 19 February 2008 in Blackburn Gardens. The theme was “Australian Poetry Live!” The Mayor, Clr Geoff Rundle welcomed all to the event which hosted poets Jess Cook, Kate Fagan, Jane Gibian, Lisa Gorton, Robert Gray, Geoffrey Lehmann, Les Murray and Jaya Savige. School students representing Kambala, Moriah, Rose Bay Secondary College and Scots College also read poetry supporting this year’s theme.

Attendance for the event was up on the previous year with approximately 450 attending.

#### Writers and Readers Series - Thursday 13 March, 2008 - Sabina Wolanski - *Destined to live*

Only one Writers and Readers evening was held this quarter. On the 13 March, 2008 Sabina Wolanski spoke about her book, “Destined to live”. This was the first Writers and Readers talk without Andrea Stretton who passed away in 2007. There is now a new panel of interviewers who will be called on to present the Writers and Readers Series. They are Sally Loane, Caroline Baum, Irina Dunn, Jacqui Kent and Kate Fitzpatrick.

Attendance: 86

#### Tea Topics Series - Friday 28 March, 2008

In the first Tea Topics for the year, Michael Mobbs author of the book “The Sustainable House” gave a talk on how to live sustainably in the city.

Attendance: 63

### 4.0 Children’s Services

#### 4.1 Story time sessions

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

	Quarter 1 July-Sept 06/07		Quarter 1 July- Sept 07/08		% Change	Quarter 2 Oct-Dec 06/07		Quarter 2 Oct-Dec 07/08		% Change	Quarter 3 Jan-Mar 06/07		Quarter 3 Jan-Mar 07/08		% Change
	Session	Children	Session	Children		Session	Children	Session	Children		Session	Children	Session	Children	
<b>Double Bay Central</b>															
Wednesday Story Time and Craft	11	149	13	115	-23%	10	111	12	94	-15%	13	102	11	75	-26%
Friday Play Group	5	98	5	55	-44%	7	147	5	99	-33%	4	61	6	72	18%
<b>Total</b>	<b>16</b>	<b>247</b>	<b>18</b>	<b>170</b>	<b>-31%</b>	<b>17</b>	<b>258</b>	<b>17</b>	<b>193</b>	<b>-25%</b>	<b>17</b>	<b>163</b>	<b>17</b>	<b>147</b>	<b>-10%</b>
<b>Paddington Branch</b>															
Storytime (Thursday)	12	125	12	123	-2%	11	84	13	161	92%	12	142	13	118	-17%
Toddler Story time (Friday)	13	252	11	163	-35%	11	229	14	173	-24%	11	166	13	113	-32%
<b>Total</b>	<b>25</b>	<b>377</b>	<b>23</b>	<b>286</b>	<b>-24%</b>	<b>22</b>	<b>313</b>	<b>27</b>	<b>334</b>	<b>7%</b>	<b>23</b>	<b>308</b>	<b>26</b>	<b>231</b>	<b>-25%</b>
<b>Holdsworth Street Community Centre</b>															
Pre School Children (Tuesday)	9	80	10	152	90%	10	129	9	200	55%	8	123	9	102	-17%
<b>Grand Total</b>	<b>50</b>	<b>704</b>	<b>51</b>	<b>608</b>	<b>-14%</b>	<b>49</b>	<b>700</b>	<b>53</b>	<b>727</b>	<b>4%</b>	<b>48</b>	<b>594</b>	<b>52</b>	<b>480</b>	<b>-19%</b>

- Storytime attendance across all service points has decreased this quarter. A review of this programme is currently underway. It is anticipated that once the recommendations of the review are implemented, story time sessions will become more age appropriate and attendance will increase.
- Holdsworth Street Storytime has decreased by 17% when compared to the same quarter last year. This could be due to both the recent change in session times, with the storytime now commencing at 10am, rather than 10.45am, and wet weather.

## 4.2 Special Children's Events

### Summer Reading Club - January, 2008

Over the January school holidays a number of activities were organised to coincide with the Summer Reading Club which attracted over 200 members this year. Superhero Training sessions were organised for both Double Bay Central and Paddington libraries to great acclaim by children and adults alike with 61 children attending. A Superhero craft morning was also held at all three service points with 53 children attending. The Summer Reading Club ended with an awards ceremony at Double Bay Central library on 24 January 2008 with 30 children attending.

### Library Lovers Day -14 February, 2008

For the first time this year Woollahra Library & Information Service participated in Library Lovers Day with a relevant themed storytime at Paddington and Double Bay library.

Attendance: 19 children

### Harbour Week - 3 to 7 March, 2008

A special Harbour Week storytime was held across all three library service points.

Attendance: 41 children

### Easter Activities - 18 to20 March, 2008

At Easter time a storytime, craft and Easter egg hunt was conducted at all three library service points. A special visit by the Easter Bunny made the children very happy and many positive comments were made by parents and children alike.

Attendance: 130 children

## 5. Conclusion

The Woollahra Library and Information Service continues to offer a wide range of programmes to the local community. The Library Strategic plan is the key focus for the library service with staff currently finalising a five year Business Operational plan which will assist with the implementation of the Strategic Plan.

Vicki Munro  
Manager – Library and Information Services

Kylie Walshe  
Director Community Services

**Item No:** D5 Delegated to Committee  
**Subject:** **Exhibition of the draft Woollahra Social & Cultural Plan 2008 to 2013**  
**Author:** Kylie Walshe  
**File No:** 1059.G  
**Reason for Report:** To present the draft Woollahra Social & Cultural Plan for approval to commence a public exhibition and submission period.

**Recommendation:**

- A. That the draft Woollahra Social & Cultural Plan 2008 be placed on public exhibition for a 28 day period.
- B. That the submissions received be presented back to Committee for consideration following this period.

**Background:**

A requirement under the Local Government Act and specifically under the Local Government (General) Amendment (Community and Social Plans) Regulations 1998 is for Councils to develop social plans and report annually through its management plan, identifying social plan projects it will undertake and provide a strategic direction to meeting the needs and aspirations of the local community.

The Management Plan 2007-10 includes a number of strategic planning projects that directly encompass this requirement:

- Review and redraft Social Plan
- Library and Information Services Strategic Plan
- Cultural Plan –Review and Adoption

It was decided to undertake these reviews and studies through an integrated planning process, with these projects commencing in March 2007. The planning process followed is shown below.

<b>Objective</b>	<b>Completion date</b>
Communication Strategy	Feb 07
Literature Research	March 07
Establishment of the Social & Cultural Planning Advisory Panel	March 07
Community Capacity Survey	March/April 07
Library Consultation	April 07
Australian Bureau of Statistics data	<u>First Release:</u> 27 June 2007 <u>Second Release:</u> Oct/Nov 2007
Targeted Social Research	July/October 07
Completion and adoption of the Library & Information Services Strategy	November 07
Completion of draft Social & Cultural Plan	May 08

An update report on the planning process was presented to the Community & Environment Committee on 23 July 2008 (Annexure 1), detailing key findings from the Community Capacity Survey, the 2006 Census data and the consultation for the Library & Information Services Strategy.

The planning process has now resulted in the draft Woollahra Social & Cultural Plan 2008 to 2013 (the draft Plan), included in Annexure 1.

### **The draft Woollahra Social & Cultural Plan 2008 to 2013:**

The draft Woollahra Social & Cultural Plan 2008 to 2013 is a five-year plan for the Woollahra community that:

- Describes the Woollahra community.
- Identifies local community and cultural abilities and assets.
- Provides a vision and key objectives for the Woollahra Local Government Area.
- Identifies key social and cultural priorities.
- Recommends strategies, projects, and programs for Council to deliver in partnership with the community.

This planning process identified a number of strengths, opportunities and challenges for Woollahra as we work towards a better place and community to live in. These have set the objectives that will address the challenges and strengthen the community connectedness, liveability, vibrancy and creativity for Woollahra.

### **Proposal:**

To obtain further community input it is proposed to publicly exhibit the draft Woollahra Social & Cultural Plan. This exhibition will be advertised widely and targeted invitations sent to all identified interest groups encouraging submissions.

### **Consultation:**

The Plan is the outcome of an integrated community planning process incorporating a number of strategic documents including:

- Library & Information Services Strategy 2007.
- Woollahra Community Capacity Survey Report 2007.
- Childcare Centre Supply and Demand Analysis 2007.
- Woollahra Crime Prevention Plan 2007-2010.
- Woollahra Social Needs Studies 2005-2007.
- Woollahra Council Cultural and Community Assets Audit 2007.
- Woollahra Draft Sustainability Plan 2007.
- Australian Bureaus of Statistics Census 2006 and Estimated Resident Population 2006.
- Woollahra Community Profile and Atlas 2001 to 2006.
- Recreational Needs Assessment and Strategy 2006.

In addition to the above studies, Council has consulted with a diverse range of community and cultural service providers, neighbouring Councils, Council staff, and local networks. The Community & Social Planning Panel was also established in April 2007, consisting of representatives from Council (Cr Dawson and Cr Excell), Woollahra Library Friends, community representatives, and staff and management from Holdsworth Community Centre and Services. This Panel has monitored the planning process and provided valuable input to the draft Plan.



**Identification of Income & Expenditure:**

The exhibition of the draft Plan has no impact on the operational budget of Council.

**Conclusion:**

The development of the draft Woollahra Social & Cultural Plan 2008 to 2013 has followed a thorough and extensive process, resulting in a draft Plan that identifies the needs and aspirations of the Woollahra community. It recognises the role of Council, other agencies, groups and individuals in mobilising the strengths of the Woollahra community to address community needs through a set of objectives, strategies, programs and projects. It is recommended that the draft Plan be placed on a 28 day public exhibition period to provide another opportunity for community comment. All submissions will be presented back to the Committee with any amendments that may arise from these comments prior to adoption.

Kylie Walshe  
Director Community Services

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**ANNEXURES:**

Annexure 1 – Report to the Community & Environment Committee – 23 July 2007

Annexure 2 – draft Woollahra Social & Cultural Plan 2008 to 2013

**Item No:** ANNEXURE  
**Subject:** Community and social planning  
**Author:** Susan Turner, Manager Community Development  
**File No:** 1059.G 1/3 and 1139.G Cultural Plan  
**Reason for Report:** To provide to Council with an update on Community and Social Planning 2007-2017

**Recommendation:**

1. That the completion and outcomes from the Community Capacity Survey be noted.
2. That the ABS Census 2006 Woollahra Data Snapshot to be noted.

**BACKGROUND**

A requirement under the Local Government Act and specifically under the Local Government (General) Amendment (Community and Social Plans) Regulations 1998 is for Councils to develop social plans and report annually through its management plan, identifying social plan projects it will undertake and provide a strategic direction to meeting the needs and aspirations of the local community.

The Management Plan 2007-10 includes a number of strategic planning projects in 2007 that directly encompass this requirement:

- Review and redraft Social Plan
- Library and Information Services Strategic Plan-“The Way Forward”
- Cultural Plan –Review and Adoption

**CURRENT SITUATION**

**1. COMMUNITY AND SOCIAL PLANNING 2007-2017 UPDATE**

The 2002-2007 Social Plan is due to be reviewed and updated by March 2008 providing a strategic direction for future activities and priorities for the provision of community and social services to the Woollahra Community.

**1.1 Current Timeline for Community and Social Planning 2008-2017:**

The Community and Social Planning Process has been unfolding well and is keeping to timeframes.

Objective	Core Activities/projects	Timeline & Status
<b>Preparation</b>		
Communication Strategy	Efficient provision of information to all key stakeholders re: Community and Social Planning	Feb 07 Ongoing
Literature Research	Review all relevant information and research	March 07 Completed
Community & Social Planning Advisory Panel	Councillors, HSCC, staff representatives To include reps from Library Advisory Committee	March 07 Ongoing
<b>Consultants</b>		
Community Capacity Survey	Sample population telephone questionnaire to be undertaken by consultants	March/April 07 Consultation and Report completed
Library Consultation	Detailed consultation with residents, member/non members (phone & focus groups)	April 07 Consultation completed and Report Pending

Objective	Core Activities/projects	Timeline & Status
<b>Research and Development</b>		
Australian Bureau of Statistics data	Stage 2 Include reports from the 2006 census	<u>First Release:</u> 27 June 2007 <u>Second Release:</u> Oct/Nov 2007
Targeted Social Research	Stage 3 Additional consultation with key target groups	July/October 07 Preliminary planning commenced
<b>Reporting</b>		
Library Strategy	Stage 4 Final Report to Council	Oct 07
Completion of Community & Social Planning document	Stage 5 Report to Council for endorsement for Public Exhibition	Dec 07
Public Exhibition	Stage 6 28 public exhibition period	Feb 08
Completion of Community & Social Planning –Report to Council	Stage 7 Final report adopted, including all aspects from Library Strategy, Cultural Planning and the Social Plan review.	March 08

## 1.2 Library and Information Services

The Library and Information Services is utilising this consultation process to maximise its potential and closely align its services and facilities to meet changing demands and community needs. There has been both telephone and face to face consultations as part of this process.

All consultations for the Library and Information Services have now been completed. This includes:

- User and Non User telephone survey conducted with the Woollahra population.
- Face to face consultations with community service providers, business leaders, young people, older persons, schools, progress associations, resident groups and families accessing playgroups.
- Library and Information Service's process review. This aimed to assist Library and Information Services with ensuring best practice.
- The consultation with Library and Information Services Staff and Council's Management Team.

The results of these consultations are due to be released by the end of July. The next step in the process will be site visits to various libraries that have the reputation for best practice and innovation in library and information service delivery.

## 1.3 The Cultural Plan

The current Cultural Plan was adopted in November 2003 in line with recommendations in the Social Plan 2002 – 2007. The Cultural Plan has provided key strategic directions on Council's role in cultural development as well as providing information, directions and links to other areas of Council activity.

The target date for amendment and adoption of a new Cultural Plan is listed in the Management Plan 2006 – 2009 as June 2007 (pg 98). This deadline has now been amended in line with the timetable for the social and community planning process, to ensure an integrated approach to planning.

A review of the status of actions contained within the current Cultural Plan was completed in December 2006. In order to guide the development of the Cultural Plan within the context of the Community and Social Planning process, a literature review examining current federal, state and local government directions for cultural planning and development is being finalised in July 2007.

## 1.4 Targeted Social Research

Further complimenting the consultations already underway will be a Targeted Social Research Project which aims to incorporate specific target groups that require further research and consultation. Specifically, this research will engage culturally and linguistically diverse (CALD) and youth based (12-24) service providers in order to, ascertain the overall demography, needs, interests and current gaps and barriers in service access and delivery within the Woollahra Council area. The outcomes of this research will assist in defining the appropriate levels and methods of engagement necessary for these target groups.

In addition to the targeted research an audit will be completed on child care places in the Municipality. Australian Bureau of Statistics data indicate that the early childhood age groups have been steadily increasing in the region and with the completion of the audit Council will be well positioned to advocate for additional services for this target group.

This project will commence in July and with a final report submitted in October.

## 2. COMMUNITY CAPACITY SURVEY

Part of the review and redraft of the Social Plan includes the completion of a Community Capacity Survey, which has been completed. This report provides an overview of the findings. The Community Capacity Survey will serve as a document that will inform and guide the overall Community and Social Planning strategic document.

The outcomes from this report are pivotal for Council as they effectively measure the impact that Council has in achieving its vision to *“support and promote active community participation to achieve a healthy social environment, appropriate cultural services and an efficient infrastructure.”* This includes public access to Council venues and parks, strategic and urban planning, community safety initiatives, community development initiatives, and social and cultural activities.

The purpose of the Community Capacity Survey was to:

- provide the context and underpinnings for Woollahra Municipal Council to assess current levels of engagement and the various ways in which the community interacts with each other; and
- Supply information to inform Woollahra Council in determining areas of need and provide a framework for assessing wellbeing values, social capital and in setting the goals and targets proposed for the Community and Social Planning 2008 – 2017.

The survey included responses from 600 residents of the 53,440 persons who were estimated to be living in the Woollahra Local Government Area (LGA). This random sample allows us to conclude with 95% confidence that the true population mean is within +/- 3.98% of the survey result.

It should be noted that whilst there may be limitations with surveys where sample quotas have not been stratified according to ABS demographic data (e.g. age, suburb, gender), the Community

Capacity Survey was stratified by age and suburb based on 2001 ABS Census data. The proportion of surveys collected in terms of the overall sample is directly comparable to the proportion of persons in the Woollahra region. The consultants conducting the Survey state that the output is sufficiently reliable to be regarded as quite reflective of community views.

The eight (8) selected social indicators measuring Woollahra's community capacity are:

- Social participation
- Barriers to social participation
- Health
- Community Networks
- Trust and safety
- Reciprocity
- Pro-activity
- Acceptance of diversity and inclusiveness
- Optimism

## 2.1 Key Results:

The Community Capacity Survey established that:

- Woollahra has high levels of participation, group membership and involvement in non-organised activities and communication modes.
- Woollahra has high perceptions of general health and strong levels of participation in individual exercise routines such as 'walking'.
- Woollahra has high levels of community networks, as evidenced by high levels of close personal networks of family and friends.
- Woollahra has high levels of community connectedness, with the vast majority of residents assisting their neighbours in a variety of circumstances.
- Woollahra has high levels of social cohesion, as measured by the ability to ask for help from neighbours when needed.
- On average, Woollahra residents scored highly in terms of residents thinking that they 'feel safe alone in their own home', 'my area has a reputation for being a safe place' and 'I trust those in my community'. This indicates that there are high levels of trust in the Woollahra community.
- Woollahra Residents aged 30-39 years and 40-49 years recorded the highest score for 'feeling safe alone in their own home' while older respondents recorded the lowest weighted average score for this statement. 'I trust those in my community' achieved the highest weighted average score amongst residents aged 60 years and over.
- A particular area of strength identified in the Woollahra community is the relatively high levels of community participation in the Municipality. Survey results indicate that nearly half the sample had assisted organisations/groups on a voluntary basis in the last 12 months (45%), with this proportion again most likely to be involved in 'community/welfare/education' groups. Survey results suggest that young people in the community have high levels of participation in local volunteer organizations within the last 12 months (52.3%).
- Participants who indicated that they were not involved in volunteering were asked whether they would be willing to register to assist with some form of community volunteer work. Survey results reveal that 26% were 'somewhat' willing to register to assist with some form of community work, with residents aged 15-29 years most likely to be 'somewhat willing' to register (34.5%)
- There are high levels of proactivity in their community as evidenced by the high rate of independent initiatives (such as picking up other people's rubbish) for the betterment of the community.
- There are strong levels of acceptance of diversity in Woollahra.

Overall, Woollahra is seen as a positive place by the community surveyed, with a high proportion of persons reporting that they '*have an optimistic view of the Woollahra area's future*' and that '*they feel valued by society*'.

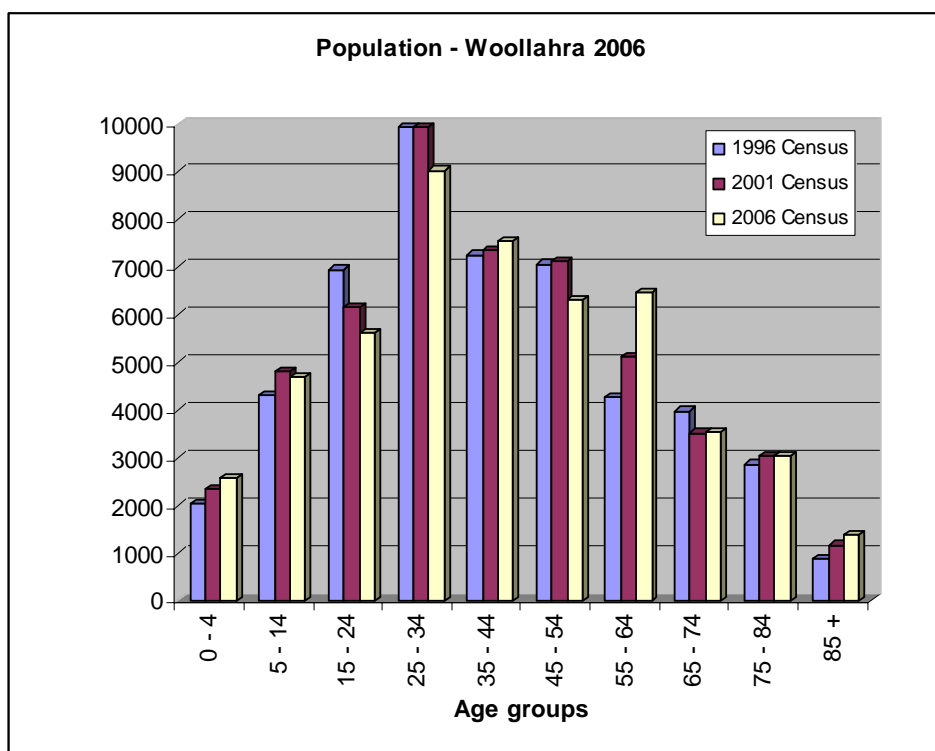
### 3. WOOLLAHRA DEMOGRAPHICS – 2006 CENSUS

The first release of the 2006 Census data was 27<sup>th</sup> June 2007, with a snapshot of the data for the Woollahra Local Government Area in Annexure 2. The second release information is due in October 2007.

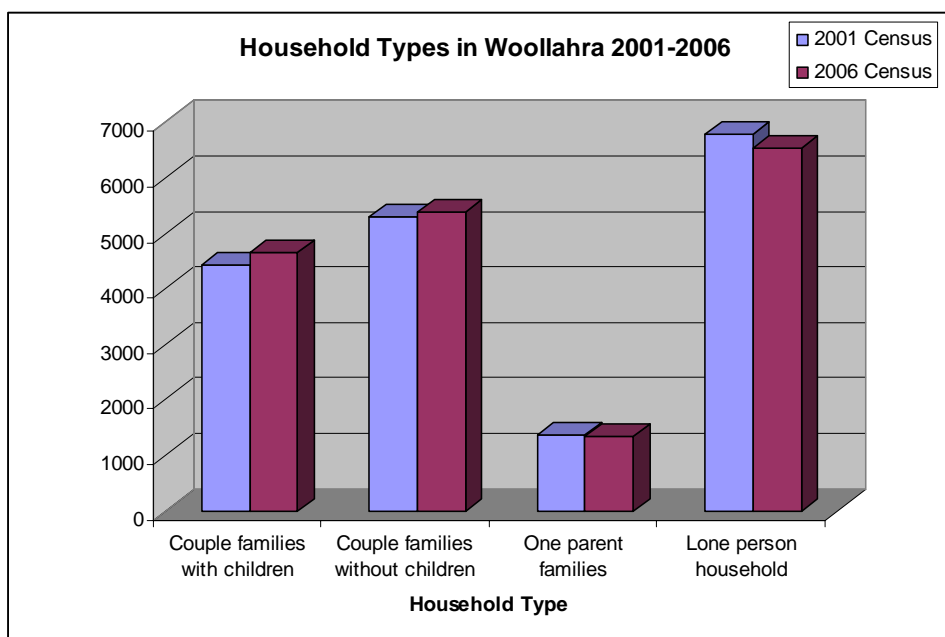
A new product has just been purchased to provide analysis of the census data from 1991, 1996, 2001 and 2006. It includes a detailed Community Profile and Community Atlas. The Community Profile shows comparisons of the population data from past Census dates and the Community Atlas shows this in a mapping format. These products have been completed for Woollahra for the 1991, 1996 and 2001 Census data, with the 2006 data due to be added by October 2007. At that time it will be linked directly to Council's website. *For the information of Councillors, a demonstration of this product will be undertaken in the Committee meeting.*

Whilst a full analysis of the 2006 Census data will be undertaken as part of the Social and Community Planning Process, it is interesting to note the following.

- The total population of Woollahra has increased from 49,911 to 50,161, an increase of 1%
- The composition of the Woollahra community has only changed slightly, with the continued trend in the increase in children 0 to 4 years and seniors, especially those 55 to 64 years and over 85 years.
- The 25 to 34 year age group remains the dominant age group but is decreasing, along with significant decreases in young people aged 15 to 24 years.



- The household structure in Woollahra shows a small increase in families with children, and a decrease in lone person households. However, lone person households are still the most dominant and many more households are without children than with, as shown below.



- Median incomes, per individual, household and family, remain well above the Australian average, with the median household income being \$1,917 per week. This is up from \$1,750 in 2001 and above the 2006 average for Australian households of \$1,027.
- The main religions have remained in relatively the same proportions, as shown below, with Christianity decreasing by 1.5% and Judaism increasing by 1.1%.

Religion	2001 Census (% of population)	2006 Census (% of population)
Anglican	21%	19.8%
Catholic	20%	19.7%
No Religion	15%	16.7%
Judaism	13%	14.1%
Eastern Orthodox	3%	3.1%

The 2006 Census information has confirmed the population trends of this Municipality and will be further analysed in the new Social Plan following the release of additional Census data in October 2007.

## CONCLUSION:

This report presents the second update to Council on a series of initiatives and planning processes that will cumulate with all key findings and recommendations in one key strategic document – Community and Social Planning 2008-2017. The final strategic document will outline a direction for Council to respond to community aspirations, understand fully the extent of the changing demography in the local area and appropriate responses and partnerships that Council may develop.

Susan Turner  
Manager Community Development

Kylie Walshe  
Director Community Services

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**ANNEXURES:**

- Annexure 1: Community Capacity Survey, Executive Summary – June 2007
- Annexure 2: 2006 Census Quickstats - Woollahra



**Item No:** R1 Recommendation to Council  
**Subject:** Draft Banner Policy  
**Author:** Jo Jansyn, Cultural Development Coordinator  
**File No:** 900.G, 79.G Banners  
**Reason for Report:** To provide Council with a consistent approach to banners in the public domain.

**Recommendation:**

1. That Council adopt the Draft Banner Policy as the policy for this activity.

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**Introduction:**

This report aims to address the following Notice of Motion which was adopted by Council on 13 August 2007:

*That Council calls for a report on developing a policy for the hanging of banners on poles in the public domain.*

This report and policy aims to address the hanging of banners on multi-function poles, light poles and other identified banner sites in the Local Government Area.

**Background:**

Currently Council has a number of light poles with banner fixtures located in Double Bay and Rose Bay with multi-function poles now installed in Five Ways, Paddington. In New South Head Road, as part of the Double Bay streetscape improvement works, Council proposes to install multi-function poles on which banners will be able to be installed from the footpath at street level. Other locations for multi-function pole installations are also under consideration. Additionally, there are other locations in the Local Government Area where banners (landscape oriented) are installed on a temporary basis, such as Foster Park, Double Bay. This practise will continue as approved by Council.

The use of banners on multi function poles, light poles and other sites by Council and community organisations based in the Local Government Area, subject to Council approval, has been recognised as one method of proactively assisting Council in achieving a number of objectives. This includes the following core activities identified in the 2006 – 2008 Woollahra Municipal Council Management Plan (pg 88).

*‘collaboration and support of local community groups and organisations’  
‘regular communication of activities and events’.*

**Proposal:**

It is proposed that Council adopt a Banner Policy (Annexure 1) that outlines principles and objectives for banner utilisation on multi-function poles, light poles and other banner locations throughout the Local Government Area, for the promotion of local events or activities that are coordinated by the Council or coordinated by charity, not-for-profit cultural and community service organisations and Chambers of Commerce based in Woollahra Local Government Area.

Following adoption of the Draft Banner Policy, it a procedure for application, approval, bookings and use of identified banner sites be developed. The procedures will address in detail the issues of banner design, application forms, approvals and design specifications.

**Consultation:**

Consultation into drafting a Banner Policy has been conducted with the Directory – Technical Services, Director – Community Services and Communications Manager.

**Identification of Income & Expenditure:**

The adoption of the Draft Banner Policy will have no additional impact on Council income or expenditure as non Council users will be required to cover administration and installation costs.

**Conclusion:**

A Banner Policy will guide Council with principles and objectives for the use of banners on identified sites that will assist with the promotion of local events or activities that are coordinated by the Council, or coordinated by charity, not-for-profit cultural and community service organisations and Chambers of Commerce based in Woollahra Local Government Area.

Jo Jansyn  
Cultural Development Coordinator

Kylie Walshe  
Director – Community Services

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**ANNEXURES:**

Annexure 1: Draft Banner Policy

**Item No:** R2 Recommendation to Council  
**Subject:** **Application as an Enforcement Agencies under the *Food Act 2003***  
**Author:** Tim Tuxford Manager - Compliance  
**File No:** 10.G  
**Reason for Report:** To determine what category of enforcement agency the Council will nominate for pursuant to the *Food Act 2003*, following a review of Council's current Environmental and Public Health functions.

**Recommendation:**

- A. That Council formally nominates to the NSW Food Authority to be appointed as an enforcement agency pursuant to the provisions of the *Food Act 2003*, with a 'Category B' responsibility.
- B. That the matter be referred to the Council Meeting on 12 May 2008, as a matter of urgency.

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**Reason for Report:**

To permit the continuing implementation of the Food Regulation Partnership between local councils and the NSW Food Authority (the 'Authority'), the *Food Amendment Act 2007* received assent on 1 November 2007 and was proclaimed on 1 January 2008. The resultant amendment of the *Food Act 2003* (the 'Act') introduced new provisions concerning the appointment of local councils by the Authority as "*enforcement agencies*" for the purpose of the Act.

On 14 March 2008, the Authority sent nomination forms to all local councils "*to nominate for a category of functions that may be exercised by an enforcement agency (s.111C(1)(a)), currently referred to as category A, B or C.*" The Authority will consider any representations made by local councils and will assess a council's resources and skills before making a final appointment determination.

The purpose of this report is to consider the options and implications of Council becoming an enforcement agency pursuant to the amended Act, having regard to the other non-food related functions that the Council's Environmental and Public Health Section must undertake.

**Background:**

NSW Food Authority and Food Regulation Partnership

The Authority is a State Government agency formed by merging SafeFood NSW with the food regulatory activities of NSW Health. The Authority was established on 5 April 2004, following the 2002 independent review of the food safety system in New South Wales by the Hon. John Kerin (the 'Kerin review'). The Authority is responsible for food regulation across the entire food industry, from primary production to point-of-sale.

In addition to recommending the formation of the Authority, the Kerin review also recognised the crucial role that local councils were playing in food regulation and identified a need for this role to be more definite and secure. In this regard the Kerin review recommended that:

*“The responsibility of Local Government for food regulation should be clearly defined and appropriately resourced. The NSW Government should explore with Local Government the implementation of a model which would mandate a Local Government role:*

- *Commensurate with the skills, expertise and range of responsibilities of Local Government Environmental Health Officers;*
- *Involving activities for which cost recovery would be appropriate;*
- *Funded by a mechanism for cost recovery such as an annual administration fee;*
- *Assisted by the NSW food agency through the provisions of tools and/or training as appropriate;*
- *Coordinated by the NSW food agency through mechanisms such as approved local plans or service level agreements; and*
- *Supported by robust strategic liaison agreements.”*

The NSW State and Local Governments agreed to work together to address the above recommendation and develop a model for a food regulation partnership. The Minister for Primary Industries and the President of the Local Government Association of NSW and Shires Association of NSW appointed a Steering committee to drive the work, which included representatives from:

- NSW Food Authority;
- Department of Local Government;
- NSW Health;
- Local Government Association of NSW & Shires Association of NSW;
- Australian Institute of Environmental Health; and
- Development and Environmental Professionals Association.

The Steering Committee took a consultative approach to their work. General directions for the food regulation partnership model were first proposed in November 2003 and in October 2004 an ‘Issues and Options Paper’ was published. The paper sought feedback on:

- Defining the ‘on the ground’ role of councils in food regulation;
- Funding mechanisms for the role;
- Coordination arrangements; and
- Support and assistance by the NSW Food Authority for councils.

As part of the consultation process workshops were run throughout NSW. These workshops were attended by 220 persons representing 121 Council’s and 52 written submissions were received.

In summary the feedback drew the following conclusions:

- Most councils are committed to food regulatory work (including routine food shop inspections and investigating complaints) and prefer this to remain the responsibility of councils;
- Most councils prefer a minimum role mandated in some form (whether that be by legislation or service agreements) with flexibility to undertake higher level roles where that suits an individual council;
- Most councils favour having stronger mechanisms for seeking cost recovery from local food businesses, but recognise that councils may want to continue some level of general revenue subsidy to lessen impacts on some businesses and/or meet community service obligations; and
- There is a general recognition that guidelines, reporting and support from the NSW Food Authority would be valuable, but need to be kept simple and meaningful.

These consultation findings significantly informed development of a draft model for a 'Food Regulation Partnership' between NSW Local and State Governments, which was published as an Exposure Draft in April 2005.

The Exposure Draft highlighted the recommendation of the Kerin review that the responsibility of local councils for food regulation should be clearly defined. The Exposure Draft stated;

*“This would avoid duplication and gaps between councils and the NSW Food Authority services. It would also ensure the most efficient use of NSW limited food regulatory resources and minimise the regulatory burden for industry.”*

In response the Exposure Draft introduced three levels of responsibility a council could consider participating in;

- **Category A:** Food premises approvals, emergency response; and urgent food recalls.
- **Category B:** Category A, plus for retail and food service businesses, food premises inspections, investigation of complaints, enforcement action and education.
- **Category C:** Category A and B, plus: Any other role negotiated directly between Council's and the NSW Food Authority, for example (but not limited to), premises inspections for manufacturers.

Since that time, as frequently detailed in the Community Services Management Plan Quarterly Report, local government has been awaiting the enactment of the required legislation to understand how the Food Regulation Partnership would operate. On 1 November 2007 the *Food Amendment Act 2007* received assent and on 1 January 2008 the Act was amended. The anticipated and required amendments to the *Food Regulations 2004* remain outstanding.

In February 2008 the Authority circulated to local councils its implementation documents titled 'Pathway to Partnership – a guide to food regulation in NSW'. On 14 March 2008, the Authority sent nomination forms to all local councils seeking them to nominate to undertake the food regulation functions as an enforcement agency in either category A, B and C, as defined above.

The Authority's aim is to have local councils formally commence their new food regulation role by 1 July 2008.

#### Legislative changes

The key legislative changes introduced by the amendment of the Act on 1 January 2008 included the following;

- **“Enforcement agency means:**
  - (a) the Food Authority, or
  - (b) a relevant body appointed as an enforcement agency under Division 2 of Part 9, or
  - (c) any person or body, or a person or body within a class of persons or bodies, prescribed by the regulations for the purposes of this definition (other than a relevant body within the meaning of Division 2 of Part 9).” (Section 4 of the Act)
- The Authority can appoint a relevant body as an enforcement agency after consultation and consideration of a council's resources and skills (Section 111 of the Act). It is considered the legislation permits the Authority to appoint a council as an enforcement agency, even if the council elects not to be appointed.
- The Authority can vary or revoke appointments and impose conditions or limitations (Section 111A of the Act).

- The Authority can issue guidelines in relation to various matters relevant to enforcement agencies, including the different categories of function and the making of representations to the Authority (Section 111C of the Act). The Authority has already developed draft protocols and guidelines to cover issues such as;
  - Food complaint referrals
  - Activity reports
  - Inspection frequency (copy attached and marked Annexure “A”)
  - Resource assistance in unforeseen circumstances
- It is the duty of the enforcement agency to undertake the functions conferred or imposed on it, or delegated to it (Section 111D of the Act).
- An enforcement agency is to report to the Authority on the exercise of its functions under the Act, including providing details of prosecutions (Section 113 of the Act). At the end of each reporting period, the Authority will publish summary reports of enforcement agency activities on its Food Regulation Partnership website.

Some provisions in the legislative amendment, mainly relating to fees and charges, require the making of regulations before they can properly take effect. In this regard an amendment of the *Food Regulation 2004* is still required to address the following matters;

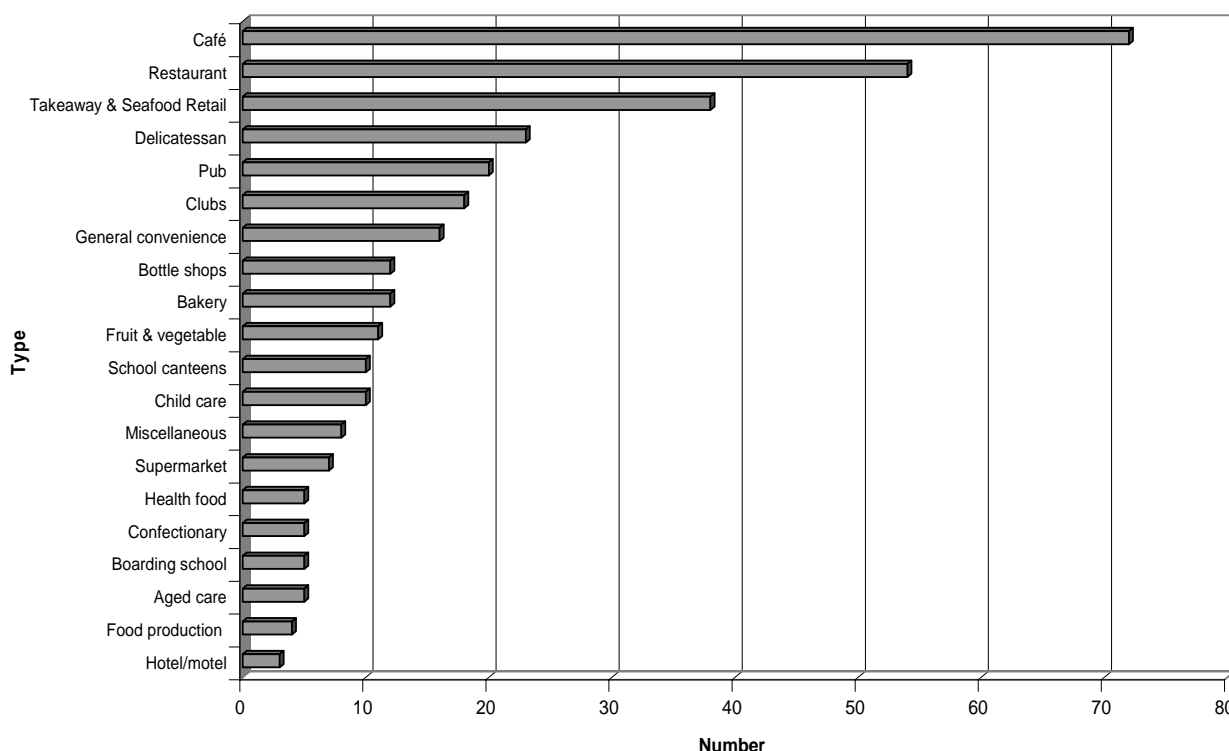
- A fee that may be charged to a person given an Improvement Notice; and
- An Annual Administration Charge that may be charged on a food business that is subject to routine inspection by a local council. Council’s draft 2008/09 Fees and Charges include a charge of this nature.

Inspection fees will continue to be adopted annually under the *Local Government Act 1993*.

#### Council’s current food surveillance program

At this time Council has 338 food businesses recorded in our food premises register. 293 (86.7%) of these businesses would be classified under the Authority’s risk classification (Annexure “A”) as ‘High Risk’ and would require a minimum of 2 inspections per year. 20 (5.9%) businesses would be considered ‘Medium Risk’ requiring a minimum of 1 inspection per year and 25 (7.4%) businesses would be considered ‘Low Risk’, requiring inspections on an incident only basis.

The actual break-up of Council’s 338 food businesses is shown in figure 1 below.



**Figure 1** – Food business types in Woollahra Local Government Area

As detailed in Council’s Management Plan, the Environmental Health staff endeavour to inspect those food businesses that prepare and handle food (considered ‘high risk’) twice a year and those with package food only (considered ‘low risk’) once a year. This standard is consistent with the guidelines proposed by the Authority (Annexure “A”), however the Authority further acknowledges that inspection frequencies should also reflect the performance history of a food business.

Council currently has three (3) Environmental Health Officer positions, with one of these positions being filled by casual staff until Council decides what food regulation role it will undertake. Over the past 12 months the casual staff have been undertaking Council’s food shop inspections, which has permitted our other staff to concentrate solely on the other functions required to be undertaken by our Environmental Health Officers, as detailed below.

Council’s current food surveillance functions are consistent with those prescribed by the Authority as ‘**Category B**’.

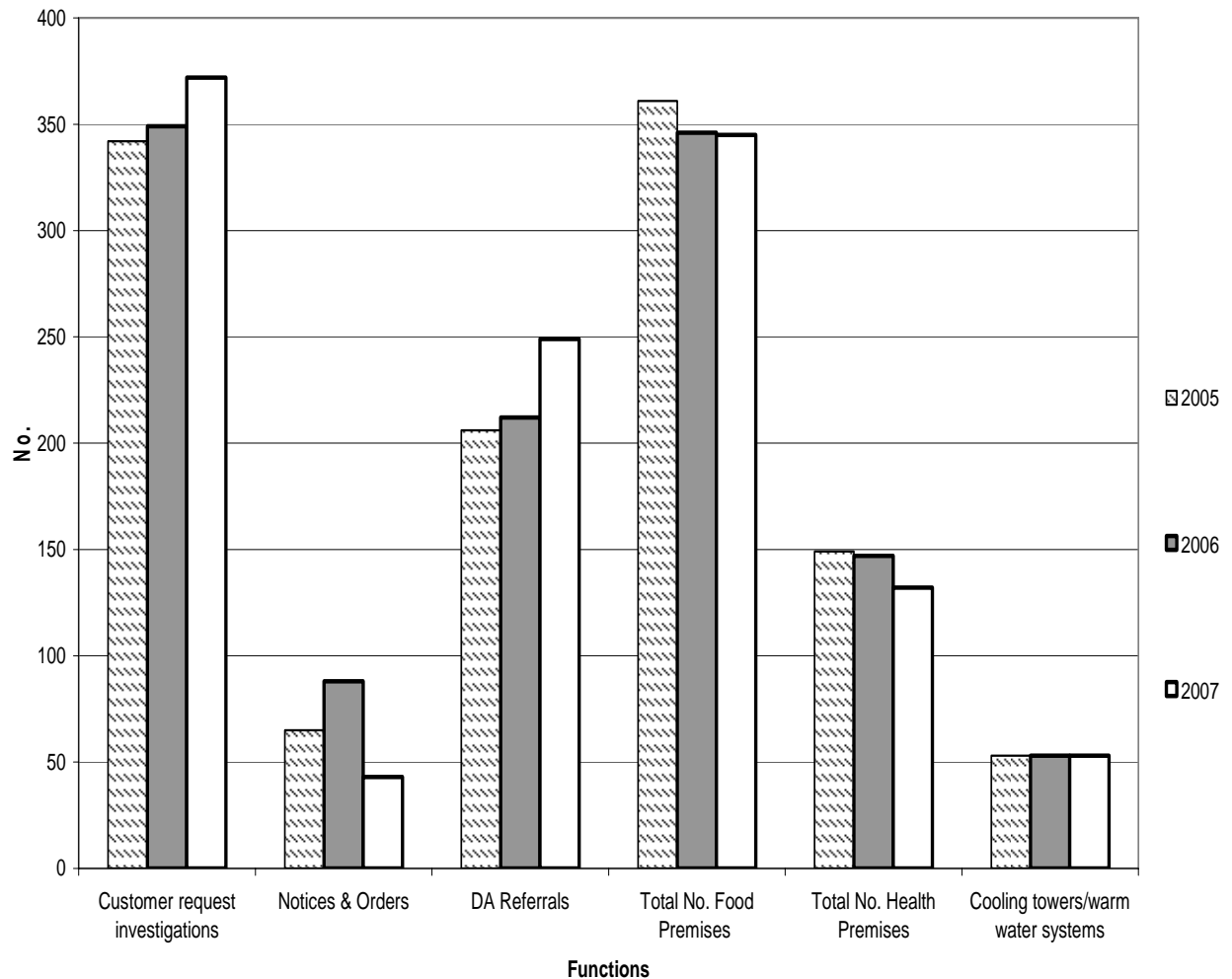
Council’s other Environmental and Public Health Functions

The difficulty with the Authority’s approach to the Food Regulation Partnership is a lack of understanding of the other environmental and public health functions that a local council must undertake. In addition to food surveillance functions, Council’s Environmental Health Officers are responsible for;

- Investigation of customer requests on issues relating to air, water, noise and land pollution, food and health premises, public and private nuisances including unhealthy premises and vermin.
- Providing expert assessment on development applications on issues of land contamination, acid sulphate soils, noise assessment and the fit out of food and health businesses

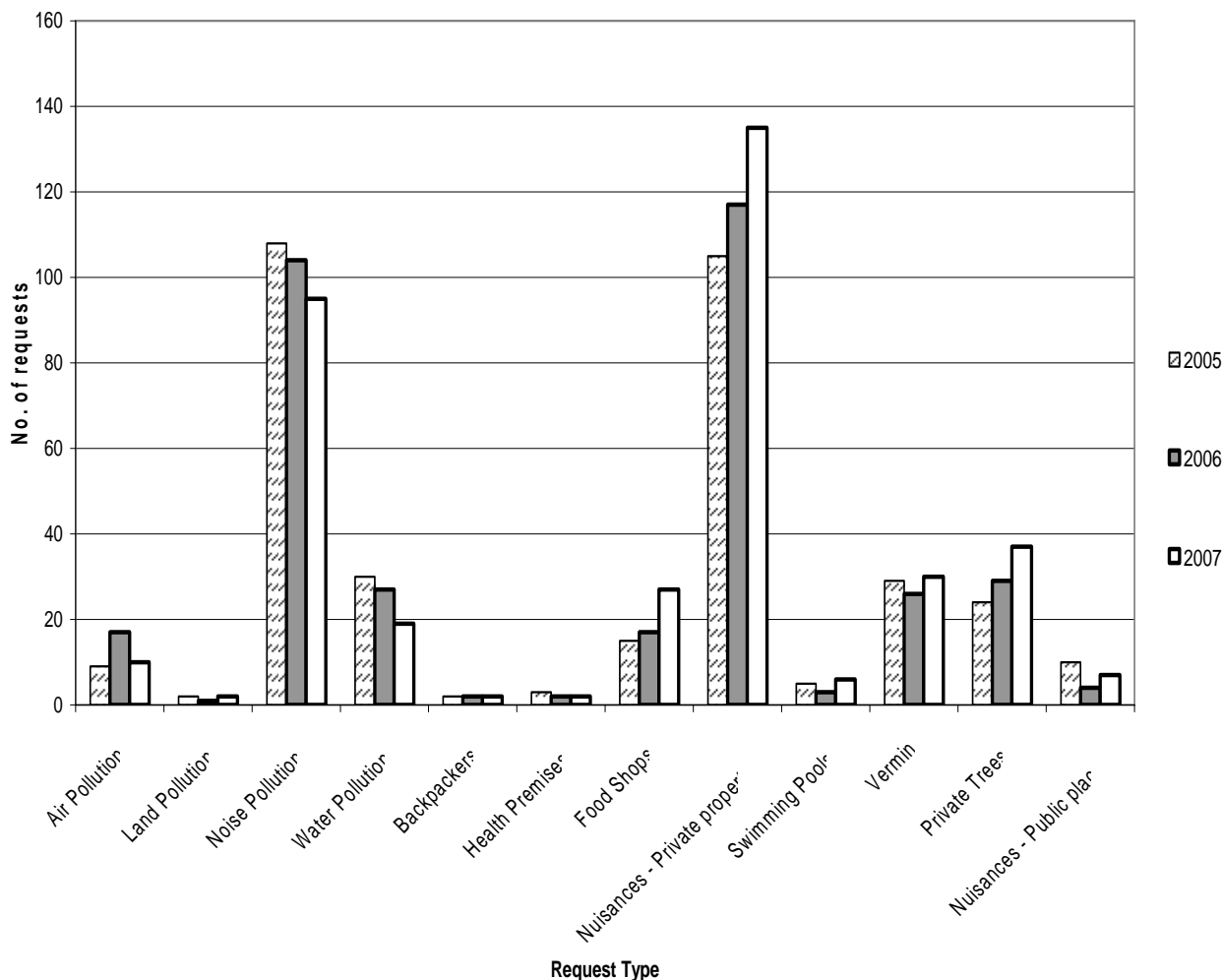
- Routine inspections of health premises such as skin penetration businesses, hairdressers, and beauty salons where it is essential that public health standards are maintained.
- Council’s microbial control program which ensures that the owners of buildings operate and maintain their cooling towers in a healthy manner and that towers are kept clean and free from micro-organisms liable to cause Legionnaires’ disease.
- Issuing notices and orders pursuant to the provisions of the *Protection of the Environment Operations Act 1997*, the *Public Health Act 1991* and the *Local Government Act 1993* where remedial action is warranted in any of the above functional areas.

A graphical depiction of the above activities for 2005, 2006 and 2007, is provided below.



**Figure 2:** Annual activity by Environmental & Public Health Function





**Figure 3:** Annual customer requests investigated by Council’s Environmental Health Officers

**Consideration:**

Council’s Environmental and Public Health Section has long undertaken a robust food surveillance role to ensure that safe food is sold in Woollahra. Generally Council’s food premises are of a high standard and this is reflected in the consistently low number of customer requests Council has received about food businesses over the past three (3) years. As illustrated in Figure 3 above, 15 customer requests were recorded for ‘food shops’ in 2005 and 17 in 2006. The moderate increase in 2007 to 27 requests can be attributed to the Authority’s changed practice of notifying local councils of alleged single case food-borne illnesses. While not required by the Authority to investigate such allegations, it is Council’s general practice to record the notification and inspect the subject business.

As stated previously, Council’s current food surveillance program is consistent with the Authority’s ‘Category B’ classification, however Council current has the flexibility to prioritise this program with the other functions it must undertake. Such flexibility may not apply under the Food Regulation Partnership.

The level of food surveillance a council will be required to provide will be determined by the Authority, following consultation with the council. However, the Authority has advised that councils will only be appointed to 'Category A' responsibilities where they have exhausted all other options, including the engagement of other councils or contractors to provide the required inspection services. Therefore it is considered the Authority will appoint most local councils as enforcement agencies with 'Category B' responsibilities.

The 'Category B' responsibilities for Council would include;

1. Resources for responding to emergency issues, including a 24 hour emergency contact;
2. Provide bi-annual reports to the Authority;
3. Agree to conduct routine inspections of businesses in the retail and food service sector;
4. Investigate medium and low risk food complaints with regard to the retail and food service sector;
5. Collaborate with the Authority on single case food borne illness complaints;
6. Undertake appropriate enforcement action with the food regulations;
7. Participate in food sampling;
8. Participate in the regional food surveillance forum;
9. Provide advice, education and training to food businesses; and
10. Liaise with other agencies or councils with conflict of interest issues.

Once appointed an enforcement agency, Council will have a statutory responsibility "*to exercise the functions conferred or imposed on it by or under this Act or delegated to it under this Act.*" (Section 111D of the Act). While the Authority will provide resource assistance, it will be limited to "*unforeseen circumstances*" that the Authority has described to include the following;

- An unexpected event, or series of events, that prevent council undertaking its food surveillance role, eg disasters such as power loss, fire, flood or earthquakes;
- A sudden loss of staff through resignation, serious accident or illness;
- Inability to recruit staff over an extended period; and
- Competing or urgent priorities overtake food surveillance functions.

The Authority states that councils have primary responsibility for food regulation, either on their own or in partnership with other councils or contractors and the Authority should only be approached for assistance where other options have been exhausted.

Having regard to Council's current level of food surveillance, it is considered that council should nominate as an enforcement agency with 'Category B' responsibilities. However, to ensure Council continues to address all the other environmental and public health functions it is required to undertake, and the community expects it to provide, it is considered the food surveillance role should be separated from the other functions, with a specialist food surveillance environmental health officer being appointed to oversee Council's Food Regulation Partnership responsibilities. If this was to occur, Council's other Environmental Health Officers could continue to concentrate on the Council's other environmental and public health functions.

The benefits of the above approach would include the following;

- Food surveillance would receive a high priority, without impacting on Council's other environmental and public health functions;
- A consistent food surveillance standard could be implemented across the municipality;
- Council's food surveillance program would have 'in-built' support from the other Environmental Officers;
- Improved expertise within Council; and
- Improved cost allocation and potential cost recovery.

### Staffing Implications

The Authority has identified that one (1) full time position allocated solely to conducting food surveillance is capable of inspecting 250 food premises per year. This figure seems conservative, especially in a local council setting where travel times would be significantly less than those of a Food Authority Officer.

Council's experience over the past 12 months indicates that one (1) full time officer could adequately manage Council's food surveillance program, which currently includes 338 food businesses, at a 'Category B' level.

Council's Environmental and Public Health budget provides for the employment of three (3) full-time Environmental Health Officers. One of these positions is currently vacant and it is now proposed that the vacant position should be reclassified as principally a food surveillance role, with the successful applicant overseeing Council's food surveillance program. This change would not result in any increase in Council's staffing levels.

### Financial Implications

With the reorganisation of Council's existing Environmental and Public Health staff, as described above, it is not considered that there will be any additional costs to the Council to nominate to the Authority to be an enforcement agency with 'Category B' responsibilities.

The Authority has indicated that local councils will be able to achieve full cost recovery. In this regard, the Authority will be providing councils with the scope to impose an annual administrative charge on all retail and food service businesses to assist councils to maintain a food business register and to meet their bi-annual statutory reporting obligations. In addition, councils will continue to be able to charge a fee for each inspection they carry out on food businesses.

In principle full cost recovery is possible, however the businesses in the retail and food service sector are small businesses that will find it difficult to carry a greater financial burden. Therefore, at the time of drafting Council's 2008/09 fees and charges, Council did not propose significant increases, only a rationalisation of the new fee structure.

At present Council charges a minimum of \$121 per food shop inspection, with no administration charge.

It is proposed in the 2008/09 fees and charges to introduce a new \$100 annual administration charge that will be applied to all food businesses irrespective of the number of inspections they receive a year. While this is a new charge, the minimum fee for an inspection of a food business has been reduced to \$75 for 30 minutes or less, resulting in a decrease of \$47 per inspection for the majority of food businesses.

Accordingly, it is estimated that the annual cost for the majority of food businesses in Woollahra that require two inspections per year will generally remain the same.

The 2008/09 budget estimates the following annual income from the above charges;

- Annual administration charge: \$30,000
- Business Inspection charge: \$37,000

**Conclusion:**

Having regard to the Council's current level of food surveillance and considering the NSW Food Authority's expectations, it is considered that Council should nominate as an enforcement agency, pursuant to the *Food Act 2003*, with 'Category B' responsibilities.

Tim Tuxford  
Manager - Compliance

Allan Coker  
Director – Planning & Development

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**Annexure:**

- A. NSW Food Authority's draft 'Retail and Food Service Types and their Inspection Frequencies'