



# Community & Environment Committee

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

**Date:** *Monday 23 June 2014*

**Time:** *6.00pm*

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

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

### **Recommendation only to the Full Council:**

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

### **Delegated Authority:**

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

### **Committee Membership:**

7 Councillors

### **Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

18 June 2014

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

Dear Councillors

### **Community & Environment Committee Meeting – 23 June 2014**

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 23 June 2014 at 6.00pm.**

Gary James  
General Manager

# **Additional Information Relating to Committee Matters**

**Site Inspection**

**Other Matters**

## Meeting Agenda

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

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

D1	Confirmation of Minutes of Meeting held on 10 June 2014	1
D2	Rose Bay Community Garden – 1208.G, 219.G	2

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

R1	Community and Cultural/Environmental Grants 2014/2015 – 30.G, 1142.G/Education	6
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**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 10 June 2014**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 10 June 2014 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 10 June 2014 be taken as read and confirmed.

Les Windle  
Manager – Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Rose Bay Community Garden**  
**Author:** Caitlin Moffat – Open Space Planning Projects Officer  
Bruce Rann – Manager Open Space & Trees  
**File No:** 1208.G, 219.G  
**Reason for Report:** Council to develop a user agreement with the Rose Bay Community Garden Incorporated to operate a Community Garden adjacent to Woollahra Ovals 2 & 3.

**Recommendation:**

That Council staff develop a User Agreement with the Rose Bay Community Garden Incorporated for the use of the Rose Bay Community Garden adjacent to Woollahra Ovals 2 & 3 for 12 months with an option for a 3 year agreement after this period.

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**Background:**

At Council's meeting of 22 August 2011 there was an Adopted Notice of Motion:

1. *That Council investigate and report on the suitability of a Community Garden on or around the land past the Colleagues club house currently being used to store sand for the golf course and a dumping ground.*
2. *That if the site is considered viable as a community garden the report also considers suitable management structures for the garden.*

In response to this, the above mentioned location was considered as part of the draft Woollahra Park Plan of Management (POM) and Master Plan (MP). The draft POM and MP (including community garden options) were reported to Council for public exhibition in August 2012.

The draft POM and MP were on public exhibition for not less than 28 days and submissions were received for a period 42 days from the exhibition date, in accordance with Section 38 of the *Local Government Act 1993*.

During this time the proposed community garden received a lot of support from the local community. Several submissions praised Council for the initiative.

It was noted that Council's Community Garden's Policy outlines the recommended criteria for locating Community Gardens. The proposed location in Woollahra Park met a number of the criteria including close proximity to high density living, informed and supportive neighbours, sun exposure and vehicle access.

The design of the community garden has addressed the issues expressed ranging from size to safety. In the report to Council for the adoption of the Woollahra Park POM and MP, Council staff took on board the submissions and made the following recommendation that was adopted:

*The Community Garden will remain in the location indicated in the PoM and MP. Council staff will develop a remediation action plan of the site and a concept design that will be finalised via communication with the local community.*

In December 2011, Council adopted the Community Gardens Policy with the following resolution:

- A. *That the Community Gardens Policy 2011 be adopted with an amendment made to include the provisional inclusion of poultry/ livestock within community gardens that are deemed appropriate.*
- B. *That any requests for poultry/ livestock be approved by Council staff and assessed regularly.*
- C. *That any approval granted in respect of Recommendation (B) above be subject to a trial period with a review to be undertaken twelve months from commencement.*
- D. *That Council support the provision of a Community Garden at the Rose Bay Garden Estate.*

Council has since assisted the Rose Bay Community Garden Group with setting up their Association prior to construction, as well as advice on funding opportunities.

Upon adoption of the POM and MP, Council undertook the design of the Community Garden in consultation with the Rose Bay Community Garden Incorporated (RBCGI).

The Tender for construction works (*Rose Bay Community Garden - Bulk Earthworks and Roadworks Tender 14/04*) was adopted by Council on April 28, 2014. Works began shortly after and construction is expected to be completed early July 2014.

### **Proposal:**

Council has worked with the Rose Bay community group in setting up an Association being the Rose Bay Community Garden Incorporated (RBCGI). In line with Council's Community Gardens Policy, the RBCGI became an Incorporated Association with the NSW Office of Fair Trading on 24 April 2012. The Chairperson is Karen Firestone, who was involved in the Paddington Community Garden. There is an interim Steering Committee in place, however elections will be held upon the completion of the establishment of the garden. There will be an Executive Committee and other sub-committees.

In accordance with Council's Community Gardens Policy, a User Agreement must be signed between Woollahra Council and the organisation for the purpose of developing and maintaining a community garden. The licence agreement will also contain conditions for the use of the site.

As this is the initial set up of a new garden, the license will be granted for 12 months with an option for a 3 year agreement after this period. The User Agreement with the group can be revoked or not renewed if:

- the group disbands or ceases to function due to internal conflict.
- the garden is not maintained or becomes unsafe for public access,
- appropriate insurance cover is not maintained.

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

Council retains the capacity to use the garden as a demonstration site for community education activities such as tours and workshops. Council staff will work with the garden group to ensure that organised activities do not conflict inappropriately with other garden uses, such as regular working bees.

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

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

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

### **Conclusion:**

In keeping with our Policy and our successful community garden in Paddington, Council staff should develop a User Agreement with Rose Bay Community Garden Incorporated for the use of the Rose Bay Community Garden adjacent to Woollahra Ovals 2 and 3 for 12 months with an option for a 3 year agreement after this period.

Caitlin Moffat, Open Space Projects Officer

Bruce Rann, Manager Open Space and Trees

Tom O'Hanlon, Director Technical Services

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**Annexures: Nil**

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**Item No:** R1 Recommendation to Council  
**Subject:** **Community and Cultural / Environmental Grants  
2014 /2015**  
**Author:** Romi Scodellaro, Stephanie Martin  
**File No:** 30.G, 1142.G/Education  
**Reason for Report:** To give consideration to applications for Section 356 Community and Cultural Grants and Community Environmental Grants from local community groups /services /schools.

**Recommendation:**

- A. That Council approve the selection panel's recommendations for the successful 2014/15 Community and Cultural Large Grants and the first round of the Small Grants Program.
- B. That Council approve the selection panel's recommendations for successful 2014/15 Community Environmental Grants.
- C. That Council investigate another stream of grants and associated funding allocation for applications beyond the scope of the Community, Cultural and Environmental Grants Program.

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This report covers the long standing practice of providing community, cultural and environmental grants to support organisations that provide services and activities to the Woollahra community.

## **1. COMMUNITY AND CULTURAL GRANTS PROGRAM**

### **Background:**

The overarching aim of Community and Cultural Grants is to provide funding to "...non-profit community based organisations, groups or individuals who provide an activity or program which is of benefit to the residents of the Woollahra Municipality - or to particular target groups within Woollahra - and which strengthen community networks and self-supporting community relationships." The provision of these grants is in accordance with the Community Services Policy and the Delivery Program and Operational Plan (DPOP) 2013-2017 which incorporates the strategies in the Woollahra Social and Cultural Plan 2013-2023.

Council offers two grants rounds every year. The first is for both small and large grants, which are grants of up to \$1,000 and \$5,000 respectively. The second round is for small grants only, and will be open for applications throughout September and October.

The 2014/15 budget for the Community and Cultural Grants program is \$70,000. This allocation has been split with \$63,433 for the June allocation of grants and \$6,567 for the October grants allocation. The budget is further split into two, with approximately 20% allocated for community cultural grants, and 80% for general community grants.

A session was held in April 2014 providing information on the objectives, guidelines and application information required by Council to assess the application and level of funding for approval. The session allowed Council to encourage community partnerships that increase community capacity and the sustainability of projects.

## **Process:**

The Community and Cultural Grants Program 2014/15 was advertised from February through May and closed on 23 May 2014. A total of 26 large and 6 small applications, amounting to \$126,257, were received. Application descriptions, comments, and officer recommendations are provided in Annexure 1.

Each application has been assessed in reference to the objectives and selection criteria adopted by Council. The assessment panel consisted of Sharon Campisi, Manager Community Development, Jacky Hony, Team Leader Community Development, Jo Jansyn, Cultural Development Coordinator and Romi Scodellaro, Community Development Officer, as well as representatives from Randwick and Waverley Councils.

Each grant was assessed in accordance with the strategies in the Woollahra Social & Cultural Plan 2013-2023. Priority strategies for the Community and Cultural Grants Program are identified as but not limited to:

1. Further foster and build community partnerships and networks
2. Increase engagement in community activities
3. Improve access to information
4. Encourage respect and support for social and cultural diversity
5. Support opportunities to participate in active and healthy lifestyles
6. Increase opportunities for young people
7. Support the celebration of local people, places and cultural heritage
8. Support and promote arts, artists and cultural development within the local community

Each grant was also assessed according to how well it met the selection criteria below:

- Provides opportunity for community participation, engagement or skills development
- Forms partnerships with other local organisations or groups
- Complements existing services and activities in the local area
- Ability to effectively manage and deliver community or cultural services / activities
- Capacity to become independent of ongoing financial assistance from Council
- How the project will be evaluated
- Budget development

The applications recommended for funding are all projects that provide substantial benefit to priority groups in Woollahra. The funds have been allocated in the following proportions to organisations providing services or activities to the target groups of:

- Women and children / families (\$3,700)
- Young people (\$11,975)
- Older people (\$11,228)
- People with a disability (\$11,000)
- People with mental health issues (\$5,000)
- Community development projects that meet other priority strategies (\$6,000)
- Cultural activities (\$14,530)

As in past years, a significant proportion of the allocated budget is recommended to fund programs and organisations that have been supported financially for some years by Council. This includes Waverley Action for Youth Services (WAYS), Bondi Outreach Project and Miroma. The budget also provides Council with the ability to fund new projects for the Woollahra community, such as a reading project engaging local volunteers and seniors, a community choir, and a family fun walk and event in support of people with disabilities.

While a significant number of the applications have been recommended for support, there are twelve applications that have not been recommended for funding. Comments for these are listed in

Annexure 1. An increasing number of applications received through the Community and Cultural Grants Program relate to business development, which renders them ineligible. In this round of grants, these included Community Markets Inc. and Sydney Bingham Cup. A separate process may need to be developed by Council to assess and fund these. It is recommended that this be investigated prior to the next large grants funding round in 2015.

Over the next year, staff will be working to quantify the benefits provided to local community groups and organisations through subsidised accommodation and other in-kind support, in order to report on the full extent of Council's assistance. This will assist in assessing future grant applications.

### **Recommendation:**

It is recommended that the applications for Community and Cultural Grants listed below are adopted.

### **Large Community and Cultural Grants**

<b>Organisation</b>	<b>Amount Recommended</b>
<b>Community Grants</b>	
Bondi Outreach Project – Getting it Right – Decision Making and Early Intervention	\$4,975
Metro Screen – Seniors Filmmaking Workshop	\$5,000
Miroma – Miroma Art Exhibition	\$5,000
National Council of Jewish Women Australia (NSW Division) – Mum for Mum	\$3,000
NSW Friendship Circle – Friendship Walk	\$2,000
REELise Inc. – REELise Film Festival	\$2,500
Rose Bay Good Neighbour Group – Rose Bay Community Christmas Carols	\$5,000
Sailability NSW – Sailing Access Project	\$3,000
Shared Reading NSW – Giving Life to Literature	\$3,000
Sisters of Charity Outreach – Eastern Area Visit Program	\$2,000
Waverley Action for Youth Services – Safe Sumer Survival	\$4,500
Waverley Community Men's Shed – a defibrillator and a storage shed for timber materials	\$2,228
Urban Arts Base – Eco-Art	\$5,000
<b>Total</b>	<b>\$47,203</b>
<b>Cultural Grants</b>	
Australian Art Events Foundation – Go East Art Tour	\$2,000
Paddington Art Prize – Paddington Art Prize	\$1,500
Monday Nightingales – Monday Nightingales	\$2,630
Waverley Woollahra Art School – Digital Accessibility Development Program	\$3,400
Woollahra Philharmonic Orchestra –2013-2014 Subscription Orchestral Concert	\$5,000
<b>Total</b>	<b>\$14,530</b>
<b>Large Grant Total</b>	<b>\$61,733</b>

### Small Community Grants

Organisation	Amount Recommended
<b>Community Grants</b>	
A Unique Hug – A Unique Hug	\$1,000
Woollahra Primary Schools – Student Recognition	\$ 700
<b>Small Grant Total</b>	<b>\$1,700</b>
<b>Grand Total</b>	<b>\$ 63,433</b>

## 2. COMMUNITY ENVIRONMENTAL GRANTS PROGRAM

### Background:

2014/15 is the ninth financial year that the Community Environmental Grants Program has been in operation. Funded by the Environmental and Infrastructure Levy, the total amount allocated to the program this year was \$10,000, with individual grants of up to \$1,000 made available.

### Process:

The program was promoted to all local schools (including early learning centres, primary and high schools) and relevant community groups from early March 2014, closing on 23 May 2014. Nine applications were submitted, totalling \$8,803.70. These submissions were from three schools, two early learning centres and four community groups.

A summary of all applications together with recommendations by the selection panel is provided in Annexure 2. Each application has been assessed with reference to the objectives and selection criteria of the Community Environmental Grants Program adopted by Council. The nine applications recommended for full or partial funding all relate to projects that provide benefit to the environment, as well as develop knowledge, skills and/or awareness in environment related activities in the future.

Each project has been assessed individually on merit, need, innovation and benefit to the local community and environment. In keeping with the intention of the Grants to be used as ‘seed funding’ to allow ideas for new projects to be put into action, priority was given to new initiatives over existing projects that had previously received Council funding.

The assessment panel consisted of Chris Munro, Team Leader, Environment and Sustainability, Kathryn Brooks, Community Development Officer and Stephanie Martin, Environmental Education Officer.

### Recommendation:

It is recommended the Community Environmental Grants below be adopted for the 2014/15 period:

Organisation	Amount	Project
Circles of Learning	\$1,000	The Garden Circle
Hampshire House ELC	\$903.70	Toddler Room Vegie Patch
Kambala School	\$1,000	Kambala Compost Bins
Rose Bay Community Garden	\$1,000	Sustainable Water for the Garden
St Marks Pre School	\$1,000	Waterfall Vertical Garden
Vaucluse Bowling Club	\$500	Stage 2 - Development of Community Garden (Bee hive, lawn mower and pavers)
Vaucluse Primary School	\$1,000	The Gathering Place - VPS outdoor classroom
Windsor St Edible Garden	\$1,000	Windsor Organic Residents Meeting (WORM)
Woollahra Public School	\$1,000	Tumble compost and raised garden bed
<b>Total</b>	<b>\$8,403.70</b>	

Each of these projects meet the criteria listed in the Grant Guidelines provided in Annexure 3.

### **IDENTIFICATION OF INCOME & EXPENDITURE:**

The total allocation available for the Community and Cultural Grants program is \$70,000. Twenty projects are recommended for funding totalling \$63,433. The remaining funds are dedicated to the second Small Grants Round, scheduled for October 2014.

The total 2014/15 allocation available for the Community Environmental Grants program is \$10,000. Nine projects are recommended for funding totalling \$8,403.70. It is recommended that the excess of \$1,596.30 be rolled over to the Community Environmental Grants program for 2015/16, alternatively can be reallocated into the Environmental Works Program (project number 00004 Community Communication Strategy).

### **CONCLUSION:**

Through the provision of the Community and Cultural Grants, Council is playing a pivotal role in the development of the Woollahra community whilst clearly demonstrating Council's commitment to community and cultural services.

Through the provision of its Community Environmental Grants, Council is making a valuable contribution to the protection and enhancement of Woollahra's environment. The grants program sends a clear message to the community that Council values the environment and is willing to support community organisations to play a role in protecting and enhancing it.

As the recipients of these grants are key organisations in the Woollahra community, it is recommended that a presentation ceremony be scheduled to present the grant cheques.

Strong support for the grants program continues to be demonstrated by the local community through the high number of applications received. It is anticipated that the program will continue to grow in the future and that an alternative grant funding stream be investigated for projects falling outside the scope of the existing program.

Romi Scodellaro  
Community Development Officer

Stephanie Martin  
Environmental Education Officer

Kylie Walshe  
Director Community Services

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### **ANNEXURES:**

- Annexure 1 – Community & Cultural Grants – Summary, Recommendations and Comments
- Annexure 2 – Community Environmental Grants 2014/15 – summary of applications, recommendations and comments
- Annexure 3 – Community Environmental Grant Guidelines 2014/15

**Political Donations – matters to be considered by Councillors at Meetings**

