Agenda: *Community & Environment Committee*

Date: *Monday 27 August 2012*

Time: *6.00pm*

Outline of Meeting Protocol & Procedure:

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

Recommendation only to the Full Council ("R" Items)

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

Delegated Authority ("D" Items)

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

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

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

23 August 2012

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

Dear Councillors

Community & Environment Committee Meeting – 27 August 2012

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Community and Environment Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 27 August 2012 at 6.00pm.**

Gary James
General Manager

Additional Information Relating to Committee Matters

Site Inspection

Other Matters

Meeting Agenda

Items to be Decided by this Committee using its Delegated Authority

Note: Annexure 1 Distributed Under Separate Cover

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

Item No:	D1 Delegated to Committee
Subject:	**Confirmation of Minutes of Meeting held on 13 August 2012**
Author:	Les Windle, Manager - Governance
File No:	See Council Minutes
Reason for Report:	The Minutes of the Meeting of Monday 13 August 2012 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

Recommendation:

That the Minutes of the Community and Environment Committee Meeting of 13 August 2012 be taken as read and confirmed.

Les Windle
Manager – Governance

Item No:	D2 Delegated to Committee	
Subject:	**Resident Parking Permits – Review of Controls**	
Author:	Cathy Edwards-Davis – Manager Engineering Services	
File No:	900.G	
Reason for Report:	Response to Notice of Motion	

Recommendations:

A.   That Council implement the additional Resident Parking Permit controls as recommended in the report.

B.   That Council review the implementation of the additional Resident Parking Permit controls in six months' time, including assessing the need to undertake an audit of off-street parking spaces.

Background

At the Council meeting on the 9 July 2012, the following Notice of Motion was adopted:

Residents Parking Permits for Residents with Off-St Parking
That a report be received to the appropriate Committee as to the adequacy of Council controls or possible enhancements to ensure that the Council policy is complied with in reducing the entitlement to on-street parking permits to those residences with off-street parking.

At the Council meeting on the 25 June 2012, the following Question without Notice was asked:

What is the result of the recently conducted compliance audit on Resident Parking Permits in Paddington to ensure those with off-street parking have not been granted more than the allowed single parking permit?

The report below seeks to address both of these matters.

Existing Resident Parking Permit Scheme

Parking in parts of Woollahra is a big issue. Since Woollahra Council is unable to increase the supply of on-street parking, the only equitable way to manage the parking in some areas and give residents and visitors fair access to the resource, is to place time restrictions on the available parking spaces and to operate a managed Resident Parking Permit scheme.

Clause 124 (1) of the Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999 provides that a parking authority (Council) may issue a parking Permit authorising the parking of a vehicle without charge or time restrictions in a designated parking area or a road as specified on the Permit.

Woollahra Council has previously introduced a Resident Parking Permit Scheme in some areas, to give residents preferential access to the parking resource. Vehicles, which display the Resident Parking Permit, are able to park in zones marked "permit holders excepted" and not be subject to the time restriction and/or parking meter fee.

Woollahra Council's current Resident Parking Permit policy generally allows a maximum of two resident permits per property, less any off-street parking. Residents are required to declare on the application form how many off-street parking spaces they have.

Council currently issues approximately 4,500 permits per year.

Until July 2012, when applying for a new Resident Parking Permit, residents had to provide one current proof of residential status. Since July 2012, residents when applying for a new Resident Parking Permit have to provide two current proof of residential status from the documents below:

- Driver's Licence
- Bank Statement
- Electricity/Gas Account
- Telephone Account
- Home and Contents Insurance
- Council rates notice (owner residents only)

Residents must submit an application form and the applicable annual fee. Residents must also provide a copy of their car registration papers if the vehicle is privately owned; OR if they use a company car, a copy of the car registration papers AND a letter from their company (on company letterhead) authorising private use of vehicle. For privately owned vehicles, Council does not currently require the vehicle to be registered to their Woollahra property. This has arisen historically as residents frequently choose to have their vehicle registered outside of Sydney as it is cheaper.

New Resident Parking Permits may be applied for in person at the Customer Service counter or via mail, fax or email.

Permit Renewal

When a resident has a current and valid Resident Parking Permit, they are posted a Renewal Notice about two months prior to the expiry of the existing permit. The Renewal Notice invites residents to renew their permit online or they may renew in person at the Customer Service counter or via mail, fax or email.

Currently, Council does not require residents to resubmit their vehicle registration and/or proof of residence documentation with permit renewals. The Renewal Notice states "If there has been any changes to the above renewal details…please advise Council and verify the changes by submitting copies of all appropriate documents (ie. Proof of residency and car registration papers in your name…)."

Review of Other Councils

A review of surrounding Councils reveals the following application requirements:

Council	New Permit Applications		Permit Renewal	
	Application Method	Proof of Residence	Application Method	Proof of Residence
City of Sydney	Customer Service counter Mail Email Fax	Vehicle registration plus two forms of proof of residence required	Customer Service counter Mail Email Fax	Vehicle registration plus two forms of proof of residence required to be resubmitted
Randwick	Customer Service counter only	Vehicle registration plus two forms of proof of residence required	Customer Service counter only	Vehicle registration plus two forms of proof of residence required to be resubmitted
Waverley	Customer Service counter Mail Email Fax	Vehicle registration plus two forms of proof of residence required	Customer Service counter Mail Email Fax	Vehicle registration plus two forms of proof of residence required to be resubmitted

The above table demonstrates that surrounding Councils all require two forms of proof of residence to be submitted with a new permit application AND with all permit renewals. The surrounding Councils do not offer online applications for the initial permit or permit renewals.

Resident Parking Permit Database

Council recently experienced a problem with its Resident Parking Permit database which resulted in a number of Resident Parking Permits being duplicated. Council's Manager Customer Service advised that manual processes were immediately put in place to control the generating of permits while the system problem was corrected. Incorrect permits generated by the system were destroyed. Information in the Resident Parking Permit database and details on generated permits were also manually corrected and checked on a daily basis prior to posting of any permits.

This was a one-off problem with the database and has now been resolved. Whilst unfortunate, this does not indicate systemic problems with the administration of the Resident Parking Permit Scheme.

Review of Controls

The Engineering Services and Customer Service departments have undertaken a review of the current Resident Parking Permit controls. This review found a number of potential avenues for abuse or fraudulent use of the scheme. On this basis, Engineering Services and Customer Service have developed a number of options for additional controls. Some of the more minor additional controls have already been implemented.

There are five key areas in which additional controls can be implemented/ continued:

• Documentation
• Administration
• Replacement Administration
• Renewal Administration

- Enforcement
- Further Information/ Audit

The additional control options are outlined in the table below:

Control Area	Option	Action	Dept	Recommended
Documentation	1	Update application form and website such that two forms of proof of residential address are required (instead of one).	ES	Complete June 2012
	2	Update application form and website such that residents leasing their property must show a copy of their Residential Tenancy Lease with a minimum 6 months. This is to ensure that short stay residents (eg hotel guests) do not obtain permits.	ES	Complete June 2012
	3	Update application form such that applicants sign the following, "I have completed the application checklist and, based on the information provided, I am eligible for a parking permit. To the best of my knowledge the information I have provided in support of my application for a resident parking permit is true and correct. I acknowledge that Council staff may undertake a physical inspection of the subject address and/ or review the approved development application plans for the property. I acknowledge that my parking permit may be cancelled without notice if any of the facts provided are proven to be incorrect. A parking permit obtained through a dishonest act of deception may be considered fraud under Section 192E of the Crimes Act."	ES	Complete June 2012
	4	Update the Resident Parking Permit information page on the Council website with the above statement about fraud (see Option 3).	ES	Complete July 2012
	5	Update the resident parking renewal letter to include the above statement about fraud (See Option 3).	ES	Yes
	6	Update the website where online renewals are undertaken to include the above statement about fraud (See Option 3).	ES/ IT	Yes

Control Area	Option	Action	Dept	Recommended
	7	Update the application form and website with the following conditions of use: • Residents are not entitled to a permit if they have leased, licensed, alienated, disposed of or permitted any other party to possess or use (for any purpose) any parking space which they are (or were) entitled to possess, or use in association with the premises. • Residents are not entitled to use their permit in the event that they cease living in the residence. • Residents are not entitled to use their permit if a parking space within the premises becomes available for use by them.	ES	Complete June 2012
	8	Modify the Resident Parking Permit itself to include one or both of the following additional anti-fraud measures: • A holographic foil which makes it difficult to colour photocopy the permit • Each permit is to be given a unique barcode which Rangers can scan and check against the vehicle's registration if fraud is suspected	CS/ Rangers	Yes
	9	Update the application form and website to include the following statement: • When considering Resident Parking Permit entitlements, the size of the off-street parking space/s, the difficulty of parking in the space/s and/or the size of the resident's vehicle will not be taken into consideration.	ES	Yes
Administration	10	A section of Double Bay currently has parking restriction signs marked as "Authorised Permit Holders Excepted". Update the signs to say "Permit Holders Excepted Area DB"	ES	Yes
	11	For privately owned vehicles, Customer Service staff are to ensure the vehicle is registered to the Woollahra address	CS	Yes
	12	Customer service staff are to ensure two forms of proof of residential address are provided (Sydney Water bills are not acceptable as proof of residential address).	CS	Yes
	13	Customer Service staff are to ensure that residents on a lease show a copy of their Residential Tenancy Lease with a minimum 6 months	CS	Yes
	14	For leased properties, Customer Service staff are only to issue a permit for the length of the Residential Tenancy Lease.	CS	No
	15	For leased properties, Customer Service staff are to check the number of parking spaces noted on the Residential Tenancy Lease and ensure this tallies with the information submitted by the resident on their application form.	CS	Yes

Control Area	Option	Action	Dept	Recommended
	16	Customer service staff are to take copies of the proof of residential address and attach it to the application form (this allows for fact checking in the future where fraud is alleged)	CS	Yes
	17	Permits are only to be sent to the Woollahra residential property address. Permits which are posted out to the resident are not to be sent to a PO Box.	CS	Yes
	18	Permits are only to be sent to the Woollahra residential property address. Permits which are posted out to the resident are not to be sent to a property outside of Woollahra.	CS	Yes
	19	Customer service staff are to ensure that the property in question is a residential property. That is, staff are to check that the property is zoned residential and that they are paying for a domestic waste service on their rates notice.	CS	Yes
	20	Where a resident is suspected of obtaining a permit fraudulently (eg. they are no longer living in Woollahra; OR they have off-street parking and are not entitled to a permit) their permit is to be cancelled and/ or the resident is to be sent a letter asking them to provide further information as to why they should retain the permit.	CS	Yes
	21	A new field is to be included in the Authority database which records the number of off-street parking spaces that the property has. This field may be progressively populated as the information becomes available and is verified by Council staff. Customer Service staff are to keep a scanned copy of documentation such as Residential Tenancy Leases, which shows the number of off-street parking spaces), within the Authority database.	IT/ CS	Yes
	22	From time to time, Resident Parking Permits are printed with incorrect details. These Permits are to be destroyed securely.	CS	Yes
	23	Resident parking permits are to be kept in a secure location. Only authorised staff will be permitted to retrieve the Permits.	CS	Yes
	24	Customer Service Team Leader or Manager are to undertake a random monthly internal audit of Resident Parking Permit applications to ensure Customer Service staff are complying with the above controls. That is, that Customer Service staff have taken a photocopy of the proof of residence and that private vehicles are registered to their Woollahra address, etc.	CS	Yes

Control Area	Option	Action	Dept	Recommended
Replacement Administration	25	Where a resident has moved house within Woollahra, at the time of seeking a replacement permit, their application must be accompanied by two forms of proof of (new) residence.	CS	Yes
	26	Where a resident has purchased a new vehicle, at the time of seeking a replacement permit, their application must be accompanied by the registration papers for the new vehicle. For privately owned vehicles, the new vehicle is to be registered to their Woollahra address.	CS	Yes
	27	Where a resident is seeking a replacement permit for change of address or change of vehicle, they must return the old permit.	CS	Yes
Renewal Administration	28	Resident Parking Permits are not to be renewed, unless all details remain the same. The resident will be required to submit a new application with proof of residence.	CS	N/A See Option 33
	29	Permits available for renewal are to be cancelled if the person has not paid within 3 months. The resident will then be required to submit a new application with appropriate documentation.	CS	N/A See Option 33
	30	Renewal letters are only to be sent to the Woollahra residential property address. Renewal letters are not to be sent to a PO Box and/or a property outside of Woollahra.	CS	Yes
	31	When renewing their Permit online, residents are to sign that all details remain the same.	ES/ IT	N/A See Option 33
	32	At the time of renewal, Customer Service staff are to check the total number of parking permits issued to a property to ensure ongoing compliance with Council's policies.	CS	Yes
	33	Resident Parking Permit renewal applications are to be accompanied by the resident's vehicle registration and two forms of proof of residence each year. This is consistent with surrounding Council requirements.	CS	Yes
	34	Resident Parking Permit renewal applications are to be accompanied by the resident's vehicle registration and two forms of proof of residence every 2 years. In the years where residents are not required to resubmit their proof of resident, online renewals could be retained.	CS	No
Enforcement	35	Council's Rangers are to investigate any permits which they believe are fraudulent, including checking the additional anti-fraud measures (see Option 8).	Rangers	Yes

Control Area	Option	Action	Dept	Recommended
	36	Council's Rangers are to enforce restrictions for permits which are parked outside the nominated Resident Parking Area, in an adjoining Resident Parking Permit area (unless as per prior agreed arrangements with the residents in exceptional circumstances such as major road works)	Rangers	Yes
Further Information/ Audit	37	Council's Traffic Engineer is to inspect and investigate individual properties where a resident alleges that their neighbour is not entitled to a Resident Parking Permit. The outcome of this investigation is to be reported back to Customer Service and the information is to be stored in the Authority database for future reference. If the allegation is upheld, Customer Service staff are to cancel the permit and/ or the resident is to be sent a letter asking them to provide further information as to why they should retain the permit.	ES/ CS	Yes. Ongoing - This is currently undertaken on an as-needs basis
	38	Engage a contractor to investigate the number of off-street parking spaces in each property within the designated Resident Parking Areas.	ES	Review in six months' time

Table Legend: CS = Customer Service; ES = Engineering Services

Discussion

The current practice when issuing Resident Parking Permits has been to help ensure a good customer service experience. To an extent, there has been a bias towards providing an "easy" application process to the customer. If the Council resolves to implement the recommended additional controls, it should be noted that some residents may *perceive* that the level of customer service assistance has diminished.

Where some customers may have this perception, it will be important to stress that the aim of the changes is to improve the fairness of the Resident Parking Permit system. This will require some trade-off in terms of ease of applying for permits.

Since Woollahra Council is unable to increase the supply of on-street parking, the only equitable way to manage the parking in some areas and give residents and visitors fair access to the resource, is to place time restrictions on the available parking spaces and to operate a managed Resident Parking Permit system. If Council were to issue parking permits to everyone who wanted one, the demand for parking would exceed the supply of available parking. That is, Council may as well not operate the scheme at all. If Council is not "tough" on enforcing the eligibility requirements for Resident Parking Permits, then those people who have a legitimate permit as per the policy will be increasingly unable to find a parking space.

In parts of Woollahra where parking is particularly in high demand, a Resident Parking Permit is potentially worth money on a "black market". A review of advertisements revealed that off-street parking spaces in Paddington can be leased for up to $30-$75 per week. In parts of Woollahra, an annual Resident Parking Permit could therefore potentially be worth several thousand dollars. This does provide some incentive for people to abuse the scheme. Removing the potential for fraud makes the scheme fairer for those who are legitimately entitled to parking permits.

Given the real potential for abuse of the scheme, it is recommended that Council implement most of the 38 control options identified in the table above.

Option 2

Option 2 recommends that Permits only be issued to people who have a minimum six month lease. Currently, people who apply for a Permit for a period of less than six months must receive Customer Service Team Leader signoff.

The purpose of Resident Parking Permits is to provide legitimate long-term residents with preferential access to the parking resource. The intention of the scheme is not to provide a form of cheap parking for short term residents such as hotel guests. It is therefore recommended that permits only be issued for a minimum period of six months for long-term residents with supporting evidence.

Option 8

Council currently pays $0.77 for the printing of each Resident Parking Permit. The introduction of additional anti-fraud measures will make each permit more costly. Residents are currently charged $52 for the first permit and $105 for the second permit (with discounts for pensioners). These fees do not currently reflect the full cost of printing Resident Parking Permits, installing resident parking signage, administration costs and the management of the resident parking scheme. The additional printing cost will result in Council further subsidising Resident Parking Permits. The fees and charges for Resident Parking Permits could be modified in 2013/2014 to reflect any CPI increases and the additional printing costs.

Option 11

For privately owned vehicles, Customer Service staff are to ensure the vehicle is registered to the Woollahra address. The only exception to this requirement is to be for defence personnel who can demonstrate that they have moved for work purposes. Some defence personnel are required to move frequently and as a result they do not generally re-register their vehicle each time.

Option 14

Option 13, which is recommended for implementation, requires Customer Service staff to ensure that residents on a lease provide a copy of their Residential Tenancy Lease with a minimum lease term of 6 months.

Option 14 states that for leased properties, Customer Service staff are only to issue a permit for the length of the Residential Tenancy Lease. This option is not recommended. The reason for this is that it is very common for tenants to take an initial 6 or 12 month lease, and to then extend the lease on a month to month basis with their landlord. It is common for tenants not to re-enter into another formal Residential Tenancy Lease. Customer Service staff could issue the permit for the length of the original Residential Tenancy Lease; however, it is then unclear how this would be managed after this initial Lease period. As per Option 33, discussed below, residents who are leasing will be required to provide other proof of residence on a yearly basis.

Options 33 and 34

As per the above table, it is not recommended that Council implement Options 28, 29 and 31. The reason for this is that Option 33, which is recommended, is "tougher" than Options 28, 29 and 31.

Currently, Council does not require residents to resubmit their vehicle registration and/or proof of residence documentation with permit renewals. The review of surrounding Councils reveals that they DO require residents to resubmit their documentation each year.

Option 33 recommends that Resident Parking Permit renewal applications must be accompanied by the resident's vehicle registration and two forms of proof of residence each year.   It would not be possible for Council to offer an online renewal with this option.

Option 34, which is not recommended, requires Resident Parking Permit renewal applications to be accompanied by the resident's vehicle registration and two forms of proof of residence every two years. Permit renewals without proof of residence would be permitted on alternate years. This option would allow the Customer Service staff to confirm eligibility for the permit scheme on an ongoing basis. However, at the same time, this option is less onerous for residents than Option 33. In the years where residents are not required to resubmit their proof of resident, online renewals could be retained.

Option 34 is not consistent with surrounding Council requirements. Further, as discussed above, given the value of Resident Parking Permits, it does not seem too onerous to require residents to resubmit their documentation on an annual basis. This will largely remove the potential for residents who have moved out of the area to renew their permits. This will help ensure more equitable access to the parking for those who are legitimately entitled to a permit. Option 33 is therefore the recommended approach.

Option 38

Woollahra Council's current Resident Parking Permit Scheme generally provides a maximum of two residential permits, less any off-street parking. At the moment, data on the number of off-street parking spaces is largely based on the honesty of residents when completing the application form. Residents are required to declare on the application form how many off-street parking spaces they have.

In June 2012, Council added a new section to the application form such that applicants sign the following:

> I have completed the application checklist and, based on the information provided, I am eligible for a parking permit. To the best of my knowledge the information I have provided in support of my application for a Resident Parking Permit is true and correct. I acknowledge that Council staff may undertake a physical inspection of the subject address and/ or review the approved development application plans for the property.

> I acknowledge that my parking permit may be cancelled without notice if any of the facts provided are proven to be incorrect.

> A parking permit obtained through a dishonest act of deception may be considered fraud under Section 192E of the Crimes Act.

The above statement will not deter all people who are intent on fraudulently obtaining a Resident Parking Permit. However, by forcing residents to sign such a statement, the majority of people who are largely honest are likely to be deterred from providing false information. Further, it does make it clear to residents that they are not just telling a "white lie" which has no consequences. The above statement makes it clear that residents can face real penalties for providing false information on Council's form. The legal consequences for fraud include up to ten years imprisonment and/or a penalty of up to $11,000 for individuals in the Local Court.

At the moment, Council's Traffic Engineer inspects and investigates individual properties where a resident alleges that their neighbour is not entitled to a Resident Parking Permit. The outcome of this investigation is reported back to Customer Service. This process is undertaken on an as-needs basis when complaints are received. It is proposed that this control will remain in place on an as-needs basis.

Option 38 is a further control which has been considered by staff. This involves engaging a consultant or student engineer to investigate and audit the number of off-street parking spaces in each property within the designated Resident Parking Areas. This control is not recommended to be implemented.

An off-street parking space audit would require the following:

- A desktop investigation using Council's aerial photographs and Google maps
- Physically inspecting those properties where the number of spaces can be counted from the footpath
- Retrieval of DA files from Council's off-site archive
- An examination of the approved DA plans for secure properties where the number of spaces cannot be counted from the footpath.
- Modifications to Council's internal Authority database to include a field for off-street parking
- Uploading off-street parking information into the Authority database

This is a very labour intensive audit, for which funding is not currently available. There are 20,462 dwellings within Woollahra. It estimated that approximately 30-40% of these properties are within Resident Parking Areas. It is therefore estimated that an audit such as this would cost in the order of $26,000.

Council does not currently have this project identified in the 2012/2013 budget. It is recommended that the other Options be introduced as soon as practicable. The impact of these Options can then be reviewed in six months' time. The need for the audit identified in Option 38 can be assessed once the other options have been implemented.

Special Consideration Permits

Council currently issues approximately eight Special Consideration Permits per year. These Permits came about to address an issue where people drive multiple vehicles on a regular basis. This is largely associated with people who work for car dealerships and therefore drive a different vehicle almost every day. The Special Consideration Permits are issued under the following controls:

- The Permits are issued for a maximum of six months.
- The Permits are not renewable. The resident must reapply for the permit every six months.
- The resident must provide a letter from their employer outlining the nature of their work.
- The resident must sign a statutory declaration advising that the information they have provided is true and correct.
- A Customer Service Team Leader must review the application and approve the Permit.
- A Committee consisting of Council's Manager Customer Service, Team Leader Traffic & Transport and Team Leader Regulatory Services reviews and approves any applications for Special Consideration Permits issued to new residents.

It is recommended that these Special Consideration Permits be retained, subject to the above controls.

Carer's Permits

Council currently issues approximately three Carer's Permits per year. These Permits were introduced to allow parking for carers who regularly visit residents to assist with their needs. The Carer's Permits are issued under the following controls:

- The Carer's Permit must be allocated from within the resident's overall permit entitlement (ie. A maximum of two permits per property, less any off-street parking)
- The applicant must submit a letter from their organisation confirming that they are a carer providing support for the resident
- The Carer's Permit has "Carer" written on the Permit. Council's Authority database records up to three vehicle registration numbers which may utilise that permit. If Rangers suspect fraud, they may check the registration numbers against the unique Permit identification number.

It is recommended that these Carer's Permits be retained, subject to the above controls.

Conclusion

It is recommended that Council implement the additional Resident Parking Permit controls as outlined in the table above.

Identification of Income & Expenditure:

Additional cost of Resident Parking Permits as outlined in the report.

Cathy Edwards-Davis
Manager Engineering Services

Tom O'Hanlon
Director Technical Services

Nevan Doody
A/ Manager Customer Service

Stephen Dunshea
Director Corporate Services

Item No: D3   Delegated to Committee

Subject: **Visitor Parking Permits**

Author: Cathy Edwards-Davis
File No: 467.G/Q10
Reason for Report: Public Exhibition Submission

Recommendation:

A.   That Council proceed with the trial of a Visitor Parking Permit scheme such that all
      residential properties within Resident Parking Areas are entitled to ten (10) one-day single-
      use Visitor Parking Permits.

B.   That the trial Visitor Parking Permit scheme be review in two years.

Background:

At the Community & Environment Committee on the 28 May 2012, the following was
recommended:

A.   That Council trial a Visitor Parking Permit scheme such that all residential properties within
      Resident Parking Areas are entitled to ten (10) one-day single-use Visitor Parking Permits.

B.   That the trial Visitor Parking Permit scheme be placed on public exhibition for 28 days,
      including the proposed charge of $2 per Visitor Parking Permit and any submissions be
      reported back to the Committee after the close of the exhibition period.

C.   That the trial Visitor Parking Permit scheme be reviewed in two years.

This recommendation was subsequently adopted by Council on the 11 June 2012.

Information on the trial Visitor Parking Permit scheme was placed on Council's website on the 11
July 2012 for more than 28 days. At the time of writing this report, one submission had been
received.

Submissions

Council has received a submission from a resident of Edgecliff Road, Woollahra. The resident has
advised that she has a Resident Parking Permit and even with this permit, she currently finds it
difficult to find a vacant parking space. The resident has raised concerns that if Council now makes
Visitor Parking Permits available to residents, this will make it even more difficult for residents to
find an available parking space. The resident is concerned that this problem will be further
exacerbated as the proposed cost of the permits is just $2. The resident believes that the proposed
scheme will help the few, to the detriment of the many.

The concerns raised by the resident are legitimate. The original Council report, attached, noted that
the proposed scheme will have a modest impact on the parking resource in terms of occupancy
rates.

The Council report included an analysis of a sample area in Paddington. Assuming a "worst case" scenario, this review found that on an average day, the Visitor Parking Permits will take up 4.1% of the parking resource. It was concluded that should Council resolve to proceed with a Visitor Parking Permit scheme, it is felt that residents, visitors and business customers should still be able to find a parking space within a reasonable distance of their destination.

On the basis of one resident objection to the Visitor Parking Permit scheme, it is not recommended that the scheme be abandoned at this stage. It is noted that the scheme is to be the subject of a two year trial.

It should also be noted that Council reviews parking restrictions on an ongoing basis. It may be that some of the unrestricted parking in and around Edgecliff Road should become restricted parking, resident permit holders excepted. This would provide residents with increased opportunities to access the parking resource.

Implementation Progress

The Visitor Parking Permits have been printed.

Council staff are in the final stages of making modifications to Council's software systems to allow for the recording of when, the number, and to whom Visitor Parking Permits have been sold. It is anticipated that these software modifications will be completed in the next few weeks and Council will be able to commence with the scheme.

The scheme will be publicised through the local paper.

Conclusion:

For the reasons discussed above, it is recommended that Council proceed with the trial of the Visitor Parking Permit.

Cathy Edwards-Davis
Manager Engineering Services

Tom O'Hanlon
Director Technical Services

Annexures:
Previous report on Visitor Parking Permits

Item No:	D4 Delegated to Committee
Subject:	**Delivery Program 2009 to 2013 and Operational Plan 2011/12 (DPOP) Quarterly Progress Report June 2012 – Goals (1) – A Connected & Harmonious Community, (2) – A Supported Community, (3) – A Creative & Vibrant Community, (5) – Liveable Places, (7) – Protecting Our Environment & (8) – Sustainable Use of Resources**
Author:	Kylie Walshe - Director Community Services Tom O'Hanlon - Director Technical Services
File No:	1229.G
Reason for Report:	To review the status of the Priorities and Actions in Council Delivery Program 2009 to 2013 and Operational Plan 2011/12 for the three months ending 30 June 2012.

Recommendation:

THAT the June 2012 Quarterly Progress Report on Goal 1 (A connected & harmonious community), Goal 2 (A supported community), Goal 3 (A creative & vibrant community), Goal 5 (Liveable places), Goal 7 (Protecting our environment) and Goal 8 (Sustainable use of resources) of Council's Delivery Program 2009 to 2013 and Operational Plan 2011/12 be received and noted.

Background:

In May 2011 Council adopted its revised Delivery Program 2009 to 2013 and Operational Plan 2011/12 (DPOP) in line with the new Integrated Planning and Reporting Legislation for NSW Local Government.

As a consequence of the Integrated Planning and Reporting Legislation, the *Local Government Act 1993* was amended to require Council to report on the progress of its Delivery Program at least every six months. In response to the amendments, and in order to ensure that Council's reporting to the community remains transparent, timely and manageable under the legislation, progress reports on the DPOP continue to be presented quarterly for the end of September, December, March and June each year.

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

Theme: **Community well-being**
Goal 1:   A connected and harmonious community.
Goal 2:   A supported community.
Goal 3:   A creative and vibrant community.

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

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

Theme: Local prosperity
Goal 9:   Community focused economic development.

Theme: Community leadership and participation
Goal 10:   Working together.
Goal 11:   A well managed Council.

Annexure 1 to this report is Council's Quarterly Progress Report for the period 1 April to 30 June 2012 for Goals 1, 2, 3, 5, 7 and 8, being most relevant to the Community and Environment Committee (C&E).

A 'tick' in the final column in the tables headed "Comments Updated" indicates that the comments relating to that action have been updated since the previous quarterly report to Council. This enables Councillors and other readers of the report to easily identify where an action status has been updated.

Adopted notices of motion and other decisions of the Council:
To further improve the efficiency and transparency of Council's Integrated Planning and Reporting procedures, notices of motion and other decisions of the Council which are strategic and/or project based are now included as additional actions in the DPOP and reported on through the Quarterly Progress Report.

Adopted notices of motion which are non-strategic in nature, such as placement of an additional agenda item on a meeting or writing a letter to an organisation, will be monitored administratively.

During the period 1 April to 30 June 2012, three new notices of motion have been identified as strategic and/or project based in nature. Details of this new action are provided below.

ACTION ARISING FROM A NOTICE OF MOTION	
Action number in 2011/2012 Quarterly Progress Report	**Action description**
5.1.1.5	Prepare a report to Council, following consultation with Mr Rose's family and the community, as a matter of urgency investigating the possibility of either: 1) renaming Redleaf Pool; 2) co-naming Redleaf Pool; 3) installing a suitable memorial at Redleaf Pool; to honour the passing of the great Australian Murray Rose AM. [Refer NOM 30/04/2012 - Clrs Boskovitz & Grieve].
5.1.5.5	Renamed the EJ Ward Centre to the EJ Ward Paddington Community Centre. [Refer NOM 28/05/2012 - Clrs Cavanagh & Medcraft].
5.3.1.2	Prepare a report on removing existing residential subdivisions that apply to Cooper Park and consolidate this important regional park into a single, or minimum number of lots (allowing for the different use in the valley floor with the tennis courts and kiosk) to protect its environmental values and keep it in public ownership. [Refer to NOM 12/06/2012 - Clrs Carmichael & Shoebridge].

Annual reporting:

The progress against all DPOP actions for 2011/12 reported to the Community & Environment Committee will be included in Council's Annual Report 2011/12.

The progress reported in the Annual Report will address the five themes and eleven goals within DPOP. This is a combination of the reporting of the three standing committees being the Community and Environment Committee, Corporate and Works Committee and Urban Planning Committee and hence satisfies legislative requirements under the *Local Government Act 1993*.

Conclusion:

It is recommended that the March 2012 Quarterly Progress Report on Goal 1 (A connected & harmonious community), Goal 2 (A supported community), Goal 3 (A creative & vibrant community), Goal 5 (Liveable places), Goal 7 (Protecting our environment) and Goal 8 (Sustainable use of resources) of Council's Delivery Program 2009 to 2013 and Operational Plan 2011/12 be received and noted.

Kylie Walshe   Tom O'Hanlon
Director Community Services   Director Technical Services

Annexure

1   DPOP Quarterly Progress Report March 2012 for Goal 1 (A connected & harmonious community), Goal 2 (A supported community), Goal 3 (A creative & vibrant community), Goal 5 (Liveable places), Goal 7 (Protecting our environment) and Goal 8 (Sustainable use of resources) – *distributed separately.*

Item No:	D5 Delegated to Committee
Subject:	**Woollahra Plaques Advisory Committee - Minutes of Meeting 16 August 2012**
Author:	Joan Ruthven - Library Community Programs Team Leader
File No:	474.G Plaques
Reason for Report:	To table the minutes of the Woollahra Plaques Advisory Committee meeting held on Thursday 16 August 2012.

Recommendation:

That the minutes of the Woollahra Plaques Advisory Committee meeting held on Thursday 16 August 2012 be noted and endorsed.

Background:

At the meeting of 11 April 2011, Council resolved to establish a Woollahra Council Plaque scheme. The aim of the scheme is to commemorate people who have resided in the Woollahra LGA and significantly contributed to the development of Australia and its culture; or significant historical or cultural events which took place in the history of Australia or the Woollahra Municipality.

As part of the formation of the plaque scheme, Council supported the digitization and online display of existing plaques on Council's website. The Woollahra Plaques Scheme is to be driven by community suggestion and will rely on the public making interesting and viable proposals.

The Woollahra Plaques Advisory Committee (WPAC):

Council approved the terms of reference for an Advisory Committee to determine selection and assess nominations from the community for commemorative plaques on 9 July 2012. It was proposed that the Woollahra Plaques Advisory Committee would be composed of five members as follows:

- Chairperson; Mayor or Councillor nominated by the Mayor;
- Advisory Committee Members;

  o   one Woollahra Councillor representative,
  o   two Woollahra Community residents and,
  o   one Woollahra Heritage and History Society member.

The Mayor selected Councillor Howe and Councillor Cavanagh as representatives for the Committee, with Councillor Howe as the Chairperson.

An advertisement was initially placed in the Wentworth Courier on 11 July 2012 as well as Council's website requesting Expressions of Interest from the community for membership to the Woollahra Plaques Advisory Committee. The community was also approached through the Community Services contact list including the Woollahra Library Friends.

Council received seven applications from the community interested in becoming members of the Woollahra Plaques Advisory Committee. Based on the strong field of applicants, the community membership on the Woollahra Plaques Advisory Committee was increased from two to seven, with membership offered to all that had applied. Membership was accepted by the following community members:

- Di Brown
- Christopher Dawson
- Sophia Hart
- Camilla Strang
- Graham Humphrey
- Adrian Gruzman
- James Dolton

The Woollahra Heritage & History Society thanked Woollahra Council for the invitation to be a member of the Committee but has declined membership at this stage.

Woollahra Plaques Advisory Committee meeting of 16 August 2012:

The inaugural Woollahra Plaques Advisory Committee meeting was held on Thursday 16 August 2012 and the minutes are attached as Annexure 1. The agenda included background information of the establishment of the Woollahra Plaque Scheme including the Notice of Motion, Council report 28 March 2011 and Terms of Reference adopted by Council 9 July 2012. The 2012/13 budget for the Scheme of $4,500 was outlined and a demonstration was provided by Ian Walker from Search Tech, of the new online database displaying existing plaques, photographs and Council minutes. A demonstration was also provided of the draft Woollahra Council Plaque Scheme website page.

The two main discussion points at the Advisory Committee meeting were the draft selection criteria for plaque nominations and the style of plaques. A draft document prepared by Library staff was tabled as a starting point for comment by the Committee. Following much discussion the Committee agreed to the attached selection criteria (See Annexure 2). Members of the Committee were asked to bring to the next meeting their ideas on the style of plaques.

Conclusion:

The Woollahra Plaques Advisory Committee had a successful inaugural meeting and determined the selection criteria for plaque nominations. The next date for the Committee meeting is Thursday 6pm, 25 October 2012.

Joan Ruthven   Vicki Munro
Library Community Programs Team Leader   Manager, Library & Information Services

Kylie Walshe
Director, Community Services

Annexures:

1. Minutes of the Woollahra Plaques Advisory Committee meeting, Thursday 16 August 2012
2. Woollahra Council Plaque Scheme Selection Criteria

Item No:	D6 Delegated to Committee
Subject:	**Public Art Advisory Committee Minutes**
Author:	Maria Lacey, Public Art and Cultural Development Officer
File No:	1160.G
Reason for Report:	To table the minutes of the Public Art Advisory Committee meeting held on 8 August 2012.

Recommendation:

THAT the minutes of the Public Art Advisory Committee meeting held on Wednesday 8 August 2012 be noted and endorsed.

Background:

This report outlines the meeting held by the Public Art Advisory Committee (PAAC) on 8 August 2012 (Annexure 1).

Public Art Projects update:

A summary of PAAC generated public art priority projects and their respective directions are as follows:

1.   Royal Hospital for Women Park: The work *Egg Swing* by Mikala Dwyer is in construction with a planned launch for Saturday 1 September 2012.
2.   Women in Woollahra: The artist agreement is to be signed shortly with Sam Harrison. The plinth of the sculpture *Seated Woman II* will include the commemoration of a selected number of women related to the Women in Woollahra project. Further discussions will determine the appropriate way to do so.
3.   Signal Box Project 2013: The Committee selected six boxes to be included in next year's project with confirmation on suitability from the Road and Traffic Authority (RTA) to follow.
4.   Temporary Art Installation Program: The sculptures *Sun Disks* by Diego Latella are to be installed at Christison Park, Vaucluse before the end of August. The Committee agreed to include a sculpture by David Teer, displayed on the corner of Paddington Road and William Street, Paddington.
5.   Public Art Trust: The Australian Taxation Office (ATO) has approved the tax deductible gift recipient status for the Woollahra Public Art Trust. A draft collection policy will be written for the future Trustees to authorize.

Conclusion:

PAAC is satisfied with the development and progression of all the current projects undertaken.

Maria Lacey   Kylie Walshe
Public Art and Cultural Development Officer   Director – Community Services

Annexure:

1.   Minutes of the Public Art Advisory Committee Meeting, Wednesday 8 August 2012

POLITICAL DONATIONS DECISION MAKING FLOWCHART
FOR THE INFORMATION OF COUNCILLORS

Matter before Committee or Council meeting

Did the applicant, owner (if not the applicant) or someone close to the applicant make a donation in excess of $1,000 that directly benefited your election campaign? (Code of Conduct Cl 7.23)

Yes →

Action
Declare a significant non-pecuniary conflict of interest, absent yourself from the meeting and take no further part in the debate or vote on the matter (Code of Conduct Cl 7.17(b))

No ↓

Did the applicant or someone close to the applicant make a donation less than $1,000 that directly benefited your election campaign? (Code of Conduct Cl 7.23)

Yes →

Do you believe the political contribution creates a significant non-pecuniary conflict of interest for you? (Code of Conduct Cl 7.24)

Yes →

Action
Declare a significant non-pecuniary conflict of interest, absent yourself from the meeting and take no further part in the debate or vote on the matter (Code of Conduct Cl 7.17(b))

No ↓

Action
Consider appropriate action required. This could include limiting involvement by:
1. participating in discussion but not in decision making (vote),
2. participating in decision making (vote) but not in the discussion
3. not participating in the discussion or decision making (vote)
4. removing the source of the conflict

or →

Action
Participate in debate and vote on the matter

Is the matter before the meeting a Planning Matter?

Yes →

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

No ↓

Staff to record decision process (motions/amendments) and determinative resolution or recommendation in the meeting minutes