



# Community & Environment Committee

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

**Date:** *Monday 23 March 2009*

**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).

## **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

19 March 2009

To: His Worship The Mayor, Councillor Andrew Petrie ex-officio  
Councillors Peter Cavanagh (Chair)  
Anthony Boskovitz  
Susan Jarnason  
Greg Medcraft  
Ian Plater  
Isabelle Shapiro  
Susan Wynne (Deputy)

Dear Councillors

### **Community & Environment Committee Meeting – 23 March 2009**

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 March 2009 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	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 9 March 2009	1
D2	Woollahra Traffic Committee – Extraordinary Meeting 17 March 2009 – 595.G 2008	2
D3	Yarranabbe Park Trees – 226.G	5
D4	Tree Management Policy – 262.G	27

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

R1	Review of Community and Cultural Grants Policy and Guidelines – 30.G	32
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**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 9 March 2009**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 9 March 2009 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 9 March 2009 be taken as read and confirmed.

Les Windle  
Manager – Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Woollahra Traffic Committee Minutes 3 March 2009**  
**Author:** Warwick Hatton –Engineering Services  
**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-Y10 contained in the minutes of the Woollahra Traffic Committee, and as signed by the members of the Committee, held on Tuesday 3 March 2009 be adopted.

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**Warwick Hatton**  
**Director - Technical Services**

# Woollahra Local Traffic Committee Minutes

An extraordinary meeting of the Woollahra Local Traffic Committee (Meeting No.02a/09) was held by email on Tuesday 17 March 2009.

## 1. Attendances

### Committee Members:

Present:	Mr Warwick Hatton (Chairman)	(Woollahra Municipal Council)
	Mr Navin Prasad	(Roads and Traffic Authority)
	Snr Const D Peters	(Rose Bay Police)

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

**Item No:** Y11 Traffic Matters on Local Roads – Recommendation to C&E for Consideration

**Subject:** **No. 2a PACIFIC STREET, WATSONS BAY – WORKS ZONE**

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

**File No:** 407.G Pt12

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

**Committee Vote:** Unanimous Support

### **Recommendation:**

That approval be granted for a Works Zone to be temporarily installed to service No.2a Pacific Street, Watsons Bay. To implement the Works Zone, the following changes to parking restrictions are required;

- i. The Works Zone is to be located on the southern side of Pacific Street, commencing 10 metres west of the western kerbline in Cove Street and extending 6 metres in a westerly direction, and;
- ii. The existing No Stopping zone located on the northern kerb of Pacific Street, commencing from the western kerbline of Cove Street and extending 22 metres in a westerly direction.

The implementation of the Works Zone 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 52 weeks from late March, 2009 (to be calculated from sign installation date).
- 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. The Works Zone is to revert to 'unrestricted' parking outside 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 provide two permanently fixed, advance warning signs visible to oncoming traffic. The signs must be located on the corner of the intersection and 15 metres from the intersection on the Cove Street approach, indicating “CHANGED TRAFFIC CONDITIONS AHEAD” for no less than three months from the date of installation of the Works Zone.
- vii. The applicant must inform Council’s Traffic Engineer when the project is completed and the Works Zone can be removed.
- viii. 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.
- ix. Failure to comply with any of these conditions may result in the cancellation of the Works Zone at Council’s discretion.
- x. 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.
- xi. 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.

That the applicant notifies all residents in Pacific Street and residents whose property frontage is within 50 metres of the Works Zone.

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**Warwick Hatton**  
**Chair**

**Item No:** D3 Delegated to Committee  
**Subject:** Yarranabbe Park Trees  
**Author:** Bruce Rann - Acting Manager Open Space and Street Trees  
**File No:** 226.G  
**Reason for Report:** Report on assessment of trees in New Beach Road as required by a Council resolution

**Recommendations:**

1. That Council note the consultant's report on the assessment of the New Beach Road trees as required by Part C of the resolution of 8 September 2008;
2. That we remove Yarranabbe Tree 1;
3. That we monitor Yarranabbe Tree 12 with a view to determining removal or retention, and provide a further report;
4. That we undertake no pruning, (apart from necessary maintenance), or replacement planting until the Tree Management Policy is further developed, and the review of the Park Plan of Management is undertaken;
5. That we keep local residents informed of any works arising from these recommendations.

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**Background**

In June 2008 we responded to a question without notice:

*I have been barraged with letters about the Hills Weeping Fig that are or are not being planted. I am wondering whether those 2 trees are or were about to be planted and whether the Mayor could provide some publicity in your column as to the meeting that was held 2 weeks ago as to the situation.*

*Director Technical Services in response:*

*As we advised Councillors, there was a briefing given to Councillors the other night, subsequent to that briefing we have reviewed the proposed planting and the proposition is to plant 2 trees rather than 3 which preserves view corridors between the trees. That is the current proposal that is in hand.*

*Mayor in further response:*

*Councillors, can I remind you that this Council on 28th November 2005 adopted the Rushcutters Bay Park/Yarranabbe Park and Plantation Reserve Plan of Management. That was a document which had been out to public exhibition, it had reviewed the 1998 Plan of Management, it interviewed 300 users of the Rushcutters Bay and Yarranabbe Parks, consulted with other stakeholders including the Department of Lands, NSW Maritime, City of Sydney, local residents groups including Darling Point Society, Rushcutters Bay Foreshore Protection Association and the neighbouring Cruising Yacht Club and D'Albora. That was also out for public exhibition between June and July of 2005. One of the items which was defined as being of value to the parkland for the area was the maintaining of grassy expanse with large mature trees along the parks perimeter and major access. Part of the mid term plan was to replant certain trees in Yarranabbe Park to replace those which had somehow disappeared. I also draw to your attention Councillors, that the Plan of Management requires to be reviewed in 5 years, that is 2010. Like all plans of management it is subject to review between the times and you will recall that there has been a Notice of Motion that was passed at the last Council Meeting to the effect as to reviewing the situation*

In June 2008, we commenced the process of installing the figs adjacent to the playground. The planting of trees in this location would not only fill the missing gap in the avenue planting, but also would shade the playground. The potential for shading by the trees can be seen in **Error! Reference source not found.** where the shallow line of the nearest fig extends to the edge of the playground.

In consideration of the concerns residents expressed following notification of the proposed planting we recommended Council adopt one of three options:

1. *Plant three Hills Figs in accordance with Council's adopted Plan of Management.*
2. *Plant two Hills Figs further apart, therefore maintaining view lines between the trees.*
3. *Use Port Jackson Figs which are smaller in height. We note a Port Jackson Fig appears to have been included as part of the original planting scheme and is located opposite 74 New Beach Road.*

Subsequently, Council adopted the resolution of 8 September 2008. Consequently, we have not proceeded with replacement plantings in New Beach Road to date, but have carried out a detailed assessment of the trees.

Council at its meeting of 12 May 2008, adopted the following Notice of Motion:

*"That a report be brought to Community & Environment Committee setting out Council's Tree Policy and suggested amendments to make it an up to date document. Special attention to trees that cause view loss, including Council's own trees."*

A report was provided 25 August 2009. This report comprised:

1. An overview of Woollahra's Vegetation Management Strategy;
2. An overview of Woollahra's tree pruning practices;
3. The legal status of trees and views;
4. A review of how other Councils and government agencies manage trees in response to view requests by residents;
5. The principles that may apply to managing public foreshore vegetation in Woollahra;
6. An overview of the introduction of Hills Fig into Sydney parks and gardens;
7. Yarranabbe Park and the history of tree management;
8. Outline whether the Yarranabbe Park trees can be pruned without undue harm;
9. Address typical submissions made regarding trees in Yarranabbe Park; and
10. Conclusion and recommendations.

Please note: Points 8-9 are attached as Annexures 1 and 2.

Having considered this report, Council resolved 8 September 2009:

- A. *That a Public Tree Management Policy for the whole of the Woollahra Municipality be prepared within 9 months with timely reviews being reported to the Community and Environment Committee.*
- B. *That prior to the Policy being submitted to the Community and Environment Committee, that the draft policy be reviewed by appropriate consultants and that there be public consultation and working parties involving the public to enable them to have an input into the draft policy.*

- C. *That staff undertake a detailed assessment of each individual tree with the assistance of external consultants, along New Beach Road to determine options (if any), which may be able to be implemented which can retain the uniformity of the avenue, the health and integrity of the Figs, whilst considering the views of adjoining residents.*
- D. *That following preparation of the report required by Part A, a report be brought to the appropriate committee with a view to reviewing the Rushcutters Bay Park Plan of Management and in particular considering the Tree Policy, including selective view pruning and selective tree replacement and the report identify any changes required to the Rushcutters Bay Park Plan of Management arising from the review of the Tree Policy.*
- E. *That a review of the Rushcutters Bay Park Plan of Management be carried out that brings forward a new landscape plan which includes individual garden beds, edging and or alternative and identified tree plantings in the park and that a working party with community representatives be established and that a sunset clause be placed on that working party and that a report be brought to the appropriate committee.”.*

This report addresses Part C of the resolution. Part C calls for a technical assessment of the health and condition and possible future treatment of specific trees at New Beach Road, Darling Point. Parts A and B deal with the management of public trees throughout the municipality, and a separate progress report is being provided on this topic. Parts D and E will proceed following reporting on Part A.

### **Consultant’s assessment of New Beach Road trees.**

We engaged an experienced and highly qualified consultant, Peter Castor, of Tree Wise Men Australia Pty Ltd, to explore options which might be able to be implemented in Yarranabbe Park to retain the uniformity of the significant avenue planting, and to preserve the health, integrity and heritage significance of the Figs, whilst considering the views of adjoining residents. A detailed assessment was undertaken of each tree along New Beach Road, including visual assessments and ultrasound testing of trees with obvious cavities.

The key findings of Peter Castor’s tree analysis were:

#### *Generally*

- Any tree pruning and removal recommendations should aim to preserve the existing health and uniformity of the planting, to achieve an acceptable level of limb drop safety and to maintain stable tree biochemistry whilst improving, where possible, resident views.

#### *The Subject Trees*

- The 19 assessed trees form a prominent and significant feature in the landscape and were planted circa 1930.
- Two Ficus species are represented in the sample:
  - Hills Fig, *Ficus microcarpa* var *Hillii*
  - Port Jackson Fig, *Ficus rubiginosa* (Yarranabbe Tree 2 and Yarranabbe Tree 4)



**Figure 1** Assessed Figs looking north. Sir David Martin Reserve Tree 1 in foreground

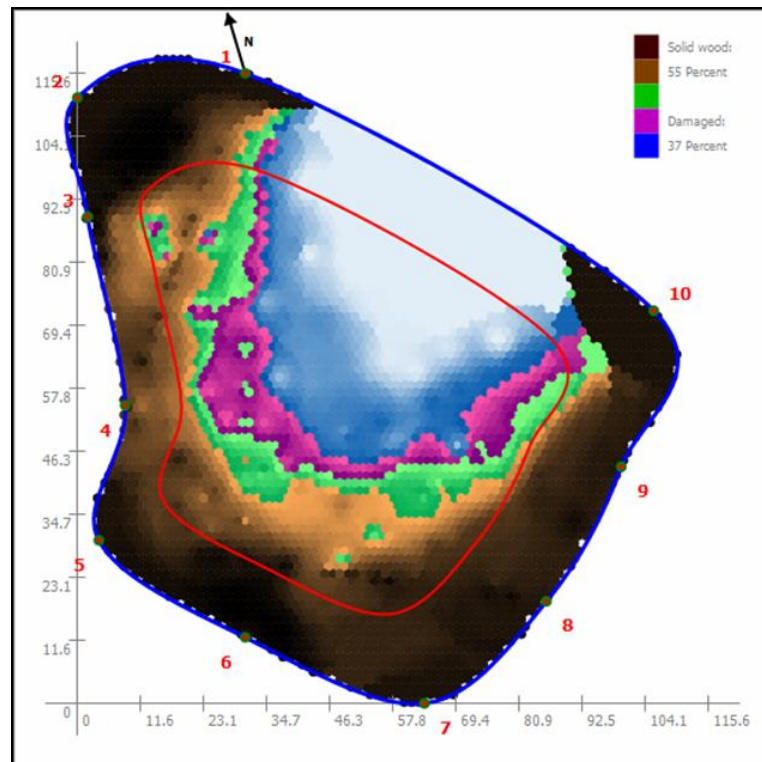
- There has been varied pruning performed on the trees over time.
- Some of the trees show evidence of topping (possible pollarding) at 4-5 metres above ground level.



**Figure 2** Yarranabbe Tree 2: Port Jackson Fig, *Ficus rubiginosa*

### *Assessment Methodology*

- Site inspections and tree assessments were undertaken on three occasions to collect data on the health and condition of the trees and root-crowns. These included:
  - Visual Tree Assessments by tree professionals (a recognised systematic method of identifying tree characteristics and hazard potential).
  - Sonic Tomograph Testing to determine the extent of internal decay in selected trees. It is generally accepted that trees with confirmed significant trunk or stem hollows should be removed in the interest of public safety.



**Figure 3** Tomogram of Yarranabbe Tree 1. The wound is located between sensors 1 and 10. The red line is indicative of the t/R ratio 70:30. P. Vezgoff

### Key Findings

- Some trees contained full or partial bark inclusions which can lead to structural defects within the branch junction if not managed appropriately.
- Pruning is recommended with the aim to prevent a major limb collapse. Major limb collapse can result in serious damage or injury.
- Pruning is the most appropriate management option where tree safety and resident views are to be considered.



**Figure 4** Yarranabbe Tree 5 with bark inclusion



**Figure 5** Limb defects Yarranabbe Tree 1



*Overall Recommendations*

- Yarranabbe Tree 1 is recommended for removal due to significant trunk and stem defects.
- Street Tree 2 and Park Tree 7 are recommended for 10% reduction pruning.
- Park Tree 12 has defoliated, it will need to be monitored and may need to be removed.
- The remaining 15 trees have been recommended to have varying amounts of reduction pruning, depending upon their individual existing vigour and condition.

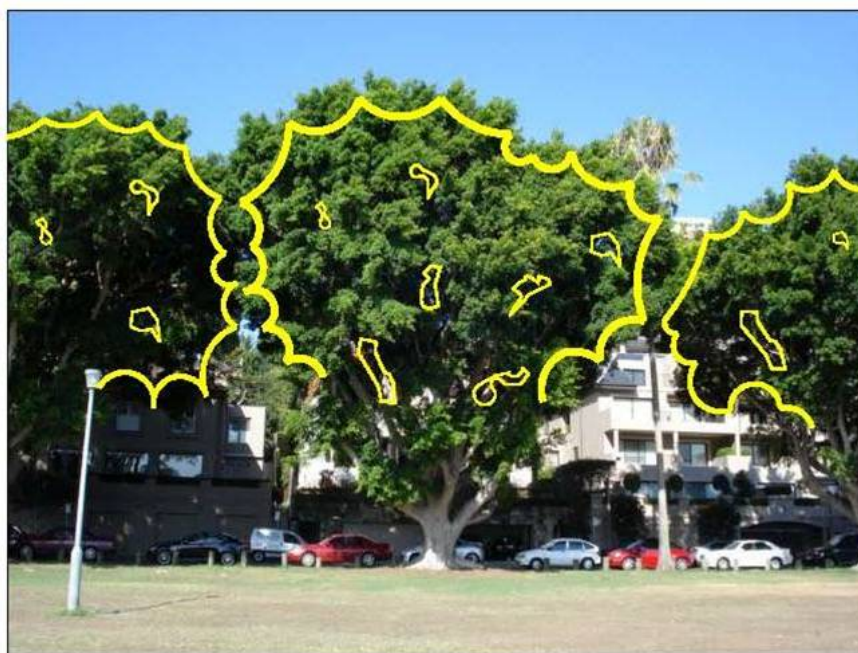


Legend	
Tree to be removed	<span style="color: red;">—</span>
Tree to be monitored	<span style="color: green;">—</span>
Tree to be pruned 10%	<span style="color: blue;">—</span>
All other trees to be pruned 5%	

**Figure 6** Tree Recommendations

*Recommendations in Relation to Tree Pruning*

- Generally the planting should be retained as the trees are in:
  - Good Vigour
  - Good Condition
  - With Long (40 years+) Safe Useful Life Expectancy.
- Reduction pruning is the method prescribed. This involves working from the outside of the crown and is designed to reduce the overall size of the height of the tree.
  - The widest and tallest branches are targeted but only to 5% or 10% of total leaf area should be removed.
  - The maximum diameter of limbs removed should be limited to 150mm at the final cut, with the majority of limbs being less than 100mm diameter.
- The aim of the moderate pruning program is to avoid initiating any subsequent epicormic growth following the pruning.
  - The leaf area will be reduced by 5-10% but without initiating new epicormics shoots.
  - Approximately 50% of the epicormic growth on the lower limbs should be removed.
  - Pruning of greater than 5-10% would initiate additional epicormic growth.
- Excessive pruning and reduced leaf area results in:
  - Reduced capacity of the tree to produce photosynthates (sugars) and could lead to tree decline. Trees with depleted sugar reserves are predisposed to disease and insect activity.
  - Dysfunctional roots which predispose trees to soil pathogens.
  - Creation of large wounds and decay entry points.
- The 5-10% reduction pruning will reduce the propensity for major limb failure through reduced wind loading and will maintain stable tree biochemistry. Crown reduction (<10% leaf area) will shorten length (lever arm) of tallest and widest limbs.
- Pruning should occur no more than once every 5 years. Following any form of canopy pruning the trees need time to “settle” to grow new leaves and re-establish a balanced root to shoot ratio.



**Figure 7** Example of Recommended Tree Pruning

- Gaps through the canopy and between trees will be created. There will be general view improvements as part of the prescribed 10-15% pruning



### *Recommendations in Relation to Ongoing Management*

- Many of the trees require additional mulching within the dripline.
- Root damage within the carriageway should be minimised by means of bitumen infill and ramping. The decay within the damaged roots was found to be localised with no spread back to the main trunk. Further mower damage to surface roots should be avoided through mulching or topdressing.
- Trip hazards within the footpaths are to be managed through ramping or other techniques which do not injure the trees' roots.
- Trees should be inspected annually.

### **Recommended actions in response to Consultant's findings.**

In response to the above findings we propose to:

- Remove Yarranabbe Tree 1 as this tree is in poor condition and could become a hazard;
- Monitor the condition of Yarranabbe Tree 12 with a view to determine whether it should be removed or retained;
- Undertake no pruning, apart from necessary maintenance, or replacement planting until:
  - The Tree Management Policy has been developed and reported to Council and the principles for replacement planting have been established , and
  - the review of the Yarranabbe Park Plan of Management has been undertaken
- Undertake mulching in the tree root zones;
- Undertake road pavement treatment as part of our road maintenance programs to remove trip hazards and protect tree roots.

### **Resident Group's Submission**

Following the receipt of the consultant's report, briefings were held on 9 February for Councillors and on 17 February for representatives of the Rushcutters Bay Parks Enhancement Group, a group of residents with properties facing Rushcutters Bay and Yarranabbe Park. Subsequently, the residents' representatives submitted the letter attached as Annexure 2. The letter concludes with 6 points as follows, with comments:

- 1. The review of the Rushcutters Bay Park plan of Management is paramount. It must be divorced from and not await the outcome of, the revised Public Tree Management Policy.*
- 2. The review must advance expeditiously its own program, so that the creation of the masterplan for the Parks can proceed independently and without constraints of further delays.*

[Comment on 1 and 2: the Council resolution requires the Tree Management Policy to be reported to Council first so that this will be considered in reviewing the Plan of Management – a primary objective of RUBPEG is to address the issue of trees affecting views and this must be considered in a municipality wide context ]

- 3. A working group should be established forthwith to set up the terms of reference for the review process. The working group would incorporate nominated Councillors, staff and community representatives, including RUBPEG.*
- 4. The working group would be charged to appoint lead consultants to advise on a suitable masterplan for the Parks.*

[Comment on 3 and 4: the Council resolution requires public consultation and a working group including one representative of RUBPEG, along with other community interest groups is one way this could be achieved]

5. *A report, incorporating the proposed masterplan, must be brought to Council by not later than 30 June 2009.*

[Comment: the Council resolution requires the Tree Management Policy to be reported to Council within 9 months – a report on the tree management policy is provided separately]

6. *Subject to Council approval, the masterplan will be implemented in stages in order of priority and affordability.*

[Comment: implementation of the plan will be subject to annual budget and management plan decisions]

## **Recommendations**

Following on the findings of the consultant's report it is now recommended:

- That Council note the consultant's report on the assessment of the New Beach Road trees as required by Part C of the resolution of 8 September 2008;
- That we remove Yarranabbe Tree 1;
- That we monitor Yarranabbe Tree 12 with a view to determining removal or retention;
- That we undertake no pruning, (apart from necessary maintenance), or replacement planting until the Tree Management Policy is further developed, and the review of the Park Plan of Management is undertaken;
- That we keep local residents informed of any works arising from these recommendations.

Bruce Rann  
Acting Manager Open Space and Trees

Warwick Hatton  
Director Technical Services

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## **ANNEXURES:**

1. Site-Line and Pruning Issues
2. Resident Group Submissions

**Item No:** D4 Delegated to Committee  
**Subject:** **Tree Management Policy**  
**Author:** Bruce Rann - Acting Manager Open Space and Trees  
**File No:** 262.G  
**Reason for Report:** To respond to a Council Resolution

**Recommendations:**

1. That the Principles set out in the report be endorsed as the basis of the draft Tree Management Policy.
2. That the Vegetation Management Strategy Working Party be convened to review the detailed draft Tree Management Policy.
3. That expressions of interest be invited from community groups to each nominated representative to participate in the review by the Vegetation Management Strategy Working Party.
4. That an expert peer review of the Tree Management Policy be carried out following feedback from the VMSC.
5. That, following completion of the peer review, the draft Tree Management Policy be submitted to the Community and Environment Committee with a view to placing it on public exhibition.

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**Background**

Council at its meeting on 12 May 2008 adopted the following Notice of Motion:

*“That a report be brought to Community & Environment Committee setting out Council’s Tree Policy and suggested amendments to make it an up to date document. Special attention to trees that cause view loss, including Council’s own trees.”*

A report was provided 25 August 2009. This report comprised:

1. An overview of Woollahra’s Vegetation Management Strategy;
2. An overview of Woollahra’s tree pruning practices;
3. The legal status of trees and views;
4. A review of how other Councils and government agencies manage trees in response to view requests by residents;
5. The principles that may apply to managing public foreshore vegetation in Woollahra;
6. An overview of the introduction of Hills Fig into Sydney parks and gardens;
7. Yarranabbe Park and the history of tree management;
8. Outline whether the Yarranabbe Park trees can be pruned without undue harm;
9. Address typical submissions made regarding trees in Yarranabbe Park; and
10. Conclusion and recommendations.

Having considered this report, Council resolved 8 September 2008:

- A. *“That a Tree Management Policy for the whole of the Woollahra Municipality be prepared within 9 months with timely reviews being reported to the Community and Environment Committee.*

- B. *That prior to the Policy being submitted to the Community and Environment Committee, that the draft policy be reviewed by appropriate consultants and that there be public consultation and working parties involving the public to enable them to have an input into the draft policy.*
- C. *That staff undertake a detailed assessment of each individual tree with the assistance of external consultants, along New Beach Road to determine options (if any), which may be able to be implemented which can retain the uniformity of the avenue, the health and integrity of the Figs, whilst considering the views of adjoining residents.*
- D. *That following preparation of the report required by Part A, a report be brought to the appropriate committee with a view to reviewing the Rushcutters Bay Park Plan of Management and in particular considering the Tree Policy, including selective view pruning and selective tree replacement and the report identify any changes required to the Rushcutters Bay Park Plan of Management arising from the review of the Tree Policy.*
- E. *That a review of the Rushcutters Bay Park Plan of Management be carried out that brings forward a new landscape plan which includes individual garden beds, edging and or alternative and identified tree plantings in the park and that a working party with community representatives be established and that a sunset clause be placed on that working party and that a report be brought to the appropriate committee.”.*

This report addresses Parts A and B of the resolution. Part C is the subject of a separate report which also refers to Parts D and E.

## **Overview**

Many of Woollahra’s famed leafy parks and streetscapes were established during the ‘Inter-war Period’. The arboricultural, aesthetic and heritage qualities of these trees are readily apparent through their age, scale, size and impact at the local community level as well as being visually significant from the harbour and adjacent ridges and valleys.

Because Woollahra has many streets with harbour and ocean views and a considerable number of waterfront parks, the potential for conflict between public and private interests regarding tree management is intense in certain locations. The Council, as the custodian of public assets and responsible for public amenity, must endeavour to strike a balance between these competing interests.

Significant concentrations of historic and cultural plantings exist that are remnants from historic estates, older subdivisions, and commemorative plantings. There are 12,000 street trees, approximately 30,000 trees in public parks, plus many thousands of trees on bushland and on private property, all of which contribute to the health and beauty of our area.

Our tree collections comprise a diverse range of species planted over a number of historical periods, and the management of our trees is a large and complex job. Trees are long term dynamic assets and their establishment and removal is often difficult from both physical and consultative points of view.

The policy will reflect industry best practice and will align with the goals and strategies of the Council’s draft Community Strategy Plan and Delivery Program, which relate to tree management.

The draft policy includes guiding principles we will use for maintaining our public and private tree collections in a safe, healthy and environmentally sensitive way, while balancing public and private amenity.

The Council resolution requested” *That a Public Tree Management Policy for the whole of the Woollahra Municipality be prepared within 9 months with timely reviews being reported to the Community and Environment Committee.*

As many of the objectives and principles for public trees apply equally to private trees, the proposed draft policy is designed to be applicable to tree management on both public and private property.

### **How the Policy will be structured**

The proposed Tree Management Policy will comprise the following sections:

1. Objectives: these are set out below and describe the overall aims for the policy
2. Principles: these are the guidelines for decision making which are set out below in three categories - general, replacement planting and view pruning.
3. Private Tree Management: this section covers the assessment of applications made under the Tree Preservation Order (which will become a Trees DCP in future) for the pruning or removal of trees on private property, and assessment of Development Application referrals.
4. Public Tree Management: this section covers the management and maintenance of street and park trees, including tree removals and replacement planting, programmed maintenance, responses to customer requests, tree asset inventories and condition surveys, guidelines for management of trees in relation to iconic views, guidelines for assessment of trees impacting on property, infrastructure and services, removal of undesirable species and replacement planting.
5. Significant and Heritage Trees: this is the currently adopted list of private and public significant trees and covers the need for review and updating.
6. Tree Selection: this comprises lists of suitable trees for street planting by street and precinct.
7. Plans of Management: this section covers guidelines for tree management and selection in site specific plans which recognise local characteristics, opportunities and constraints.

### **How the Policy will be developed**

The following steps are proposed to give effect to Council resolution of 8 September 2008, Parts A and B.

As the first step, this report sets out below the proposed Objectives and guiding Principles which we are recommending Council adopt as the basis for the detailed tree management policy.

As the next step, it is proposed that a preliminary draft of the policy be submitted to the Vegetation Management Strategy Working Party for review. This working party comprises two nominated Councillors, Cr Howe and Cr Grieve, and a number of industry experts who previously contributed to the revision of the Tree Preservation Order (adopted 2006) and our Noxious Weed Policy and Strategy (adopted 2007), who will be invited to participate in the development of the Tree Management Policy.

It is proposed that we also invite expressions of interest from community groups to participate in the Working Party, and /or to make submissions.

It is proposed that the Working Party will develop a draft text for the policy, which will be submitted to an expert in the field for a peer review, and then submitted to the Community and Environment Committee with a view to placing the Policy on public exhibition.

## **Policy Objectives and Principles**

### **Objectives**

The primary objectives of tree management in Woollahra are:

- to maintain our tree canopy and leafy landscape character,
- to ensure trees in our care are healthy and well maintained,
- to ensure public safety and

- to preserve a balance of public and private amenity.

## **Principles**

In making decisions about tree selection, planting, pruning, removal and replacement:

### **General Principles**

- We will consider the public interest and private interests; the public interest will generally take precedence over private interests, but a major private benefit may take precedence over a minor public detriment.
- We will take into account the Goals and Strategies of the [draft] Community Strategic Plan 2010-2025 and Delivery Program 2010-2013, the relevant provisions of the Woollahra LEP and relevant DCPs, REPs and SEPPs, and the relevant provisions of Community Land and Crown Land Plans of Management.
- Whenever practicable we will promote the use of local native plant species and indigenous trees in remnant bushland areas will not be permitted to be pruned or removed except where warranted by the condition of the tree.
- Unless otherwise authorised by a Plan of Management, DCP or other adopted Council policy which has been publicly exhibited, culturally significant trees or groups of trees, including avenue plantings, will be maintained and matching replacement plantings will be carried out where required to preserve the integrity of the group.

### **Replacement Planting Principles**

- Where trees are permitted to be removed because of poor condition or danger to public safety, replacement planting will occur with the objective of restoring (over time) lost tree canopy.
- Where trees are permitted to be removed as part of a TPO approval, replacement planting will be required as a condition of approval with the objective of restoring (over time) lost tree canopy.
- Where trees are permitted to be removed as part of a development consent, replacement planting will be required as a condition of consent with the objective of restoring (over time) lost tree canopy.
- Preferred species for private property, street and park tree replacement plantings will generally be indigenous to the local area or will be compatible with existing culturally significant trees, where applicable.
- Species selection will take into account specific local needs such as solar access, shade, overhead wiring, adjacent buildings, iconic harbour views and view corridors.
- Species selected for planting will be avoided which have potential to cause damage to or interfere with public infrastructure or private property, or iconic views.

### **View Pruning Principles**

- Pruning of public trees for views will be considered only in situations where they affect long-standing iconic harbour views and view corridors. Pruning for views will be managed to take into account and balance private and public interests. Pruning or removal of trees to create a new iconic view will not be permitted.
- Where repeated view pruning is assessed as detrimental (or potentially detrimental) to the condition of a tree, consideration will be given to removal and replacement planting which will allow views past, over or through the selected species.

## **Conclusion**

Council has resolved *“That a Public Tree Management Policy for the whole of the Woollahra Municipality be prepared within 9 months with timely reviews being reported to the Community and Environment Committee”* and *“That prior to the Policy being submitted to the Community and Environment Committee, that the draft policy be reviewed by appropriate consultants and that there be public consultation and working parties involving the public to enable them to have an input into the draft policy.”*

This report sets out objectives, guiding principles and a framework for the proposed policy and a process for developing the policy for Council consideration. As many of the objectives and principles for public trees apply equally to private trees, the proposed draft policy is designed to be applicable to tree management on both public and private property.

Bruce Rann  
Acting Manager Public Open Space and Trees

Warwick Hatton  
Director Technical Services

**Item No:** R1 Recommendation to Council  
**Subject:** **Review of Community and Cultural Grants Policy and Guidelines**  
**Author:** Manager Community Development  
**File No:** 30.G  
**Reason for Report:** Review of policy and guidelines for the allocation of community grants.

**Recommendation:**

- A. That Council adopt the changes to the Community and Cultural Grants Program as outlined in the proposal and the amendments to the policy and guidelines.
- B. That Council hold an annual Community and Cultural Grants Program information session for prospective applicants and a presentation event for successful applicants.

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**Background:**

Following a report to the Community and Environment Committee, at the Council meeting on 14<sup>th</sup> April 2008 Council resolved:

- A. *That Council continue the current procedure for the allocation of Community Grants in the 2008/09 financial year, with some minor amendments to the Policy, Guidelines and procedures.*
- B. *That an extensive review of the Community Grants Program be undertaken in accordance with the Social & Cultural Plan 2008, once adopted.*
- C. *That Council allocate \$40,372 from the Holdsworth Community Centre reserve to additional community grants as detailed in this report.*

The above report included a review which highlighted that some minor amendments were needed to the Policy and Guidelines and procedures. These recommended amendments were approved and are detailed below:

- Broadening of the guidelines to include grants to groups of individuals that are working together on a community activity that may not be an incorporated body. It is understood that these recipients generally do not have insurance so it will need to be assessed on an individual basis and only low risk activities will be approved.
- Broadening of the guidelines to allow residents groups to apply for funds to conduct activities that are community focussed, with no political or lobbying agenda.
- Separate the budget into two, with a separate amount allocated for Community Cultural Grants (20%) and General Community Grants (80%).
- Investigate new ways of receiving the application forms to reduce the time required to complete and submit to Council.
- Conduct a briefing session with Councillors regarding the applications prior to the presentation of recommendations for the grants allocation.

The review in 2008 identified some improvements that have been implemented, with the intent that once the Social and Cultural Plan 2008-13 (The Plan) was endorsed a more extensive review would be completed to align the objectives of The Plan with the grants program. This report outlines how the current grants program will be aligned with the objectives of the newly adopted Plan.



### **Current Situation:**

Council currently supports community organisations through its annual Community Grants and In-Kind Assistance Program. The financial support is provided under section 356 of the Local Government Act (1993).

This program is in accordance with the Community Services Policy adopted by Council in September 2005 which outlines Council's role in planning, facilitating and providing community services. Council acts primarily as a facilitator for community services rather than a provider of direct services, with many activities carried out in collaboration with service providers, such as community groups, charitable organisations, government agencies and adjoining Councils. This Policy outlines the role of Council to build strong and positive relationships with local community organisations to assist them to be sustainable and responsive to local community needs, and to fulfil their service delivery goals. Supported community organisations contribute to a well-serviced community and assists the capacity of the community to determine and achieve its own outcomes.

The current procedure and timeline for the Community Grants Program is detailed below.

<b>Timeline</b>	<b>Activity</b>
May/ June	Advertise community grants program through mailing list, Mayors column and Woollahra News.
Closing end June	Applications received from community groups and organisations.
July / August	Assessment of all applications against the objectives in the Community Grants Program Policy by Community Services staff, including Managers, Coordinators, Community Development Officers and other relevant staff.
August	Report to Community & Environment Committee, then to Full Council, with recommendations for support or otherwise.
August/ September	Presentation ceremony for successful recipients.
By 30 June of the next year	Grant acquittal and evaluation reports are completed by grant recipients and forwarded to Council.

Currently the grants program is run on an annual basis and is a non-recurrent small grants program made available to non-profit community based organisations. The organisations need to provide a service which is of benefit to the residents of the Woollahra Municipality or to particular target groups and which strengthen community networks and self supporting community relationships. Groups and individuals applying for funds should be based within the boundaries of Woollahra's Local Government area and /or principally serve people living and working in the area. The budget for the Community Grants program in 2008/09 is \$60,000, with a similar amount provided to this program over past years. Please see Annexure 1 for information on recipients of the 2008 – 2009 Grants Program.

The current objectives of the Community Grants Program are:

1. To encourage programs and activities which foster independence and social participation and which strengthen the social fabric of the Woollahra community.
2. To support innovative responses to community needs, particularly for disadvantaged groups and individuals.
3. To provide establishment grants where no alternative funding sources exist.
4. To encourage community partnerships between community organisations.

5. To encourage high quality service delivery.
6. To develop the skills of the local community.

Organisations that are not eligible for funding are:

1. Profit making groups and organisations.
2. Government departments or agencies.
3. Organisations which hold a liquor licence.
4. Political parties.
5. Groups which have not fulfilled previous Woollahra Council Grant conditions and specifications.
6. Organisations with substantial funds other than for asset replacement and staff entitlements.

See Annexure 2 for the current Community Grants Policy and Guidelines.

### **The Woollahra Social & Cultural Plan 2008:**

Adopted in July 2008, the Woollahra Social & Cultural Plan (the Plan) is a five year plan representing the social and cultural aspirations of the Woollahra community. It was developed after extensive consultation with key groups and Woollahra community in general. It provides a framework for Council to facilitate local community development and engagement to plan, allocate resources and develop partnerships to improve service provision and community capacity.

A strategy within the Plan, in *Objective 1: A Connected Community*, is to review the community grants program to further increase engagement in community activities. The Plan recognises that community cohesion is strengthened through partnerships and participation by local residents, businesses and community groups in local initiatives. The Plan also highlights the value of the small grants and other support provided by Council to community groups. It shows the multiplying effect of these grants and how they enable community members to work together to improve their community, thus improving community capacity and spirit.

The Plan takes an approach that focuses on working with the community and facilitating community engagement to enable the community to sustain itself. The priority objectives of the Plan focus on identifying and building on the strengths of a community to further develop community capacity or social capital. To ensure that the Community Grants Program reflects these objectives, the objectives and selection criteria of the grants program should reflect priority objectives from the Plan.

In addition, Council continues to implement a number of strategies in The Plan, in particular the identification of community leaders and assisting neighbourhood development. From initial discussions with local residents it is apparent that a small grants program offered regularly would assist in the provision of locally based activities and events which are driven and managed by community members. This would have an enormous impact on the participation and strengthening of local communities.

### **Feedback from past grant recipients:**

Recent recipients of Councils Community Grants Program have provided feedback in the areas of awareness, promotion and possible improvements to the grants program. The feedback indicated:

1. Council is often seen as a relevant funder for the types of activities/programs outlined in the application however a number do seek other avenues for partnerships and funding.
2. The provision of information and guidelines was seen by the majority to be clear.
3. Information to applicants from staff was generally clear.
4. The majority indicated an interest in both a small and large grants rounds.

Some of the suggested improvements included:

1. Email alerts when grants open and a reminder about deadlines.
2. Highlight the instructions regarding important information to be included in the application.
3. Provide concise information in instructions and guidelines.
4. Earlier promotion of the grants program.
5. Information sessions on grants program.

The feedback suggested a number of the initiatives that could be implemented under a small grant funding program. These included women's groups, art therapy groups, carer's workshop, living skills program, support for a band for people with disability, expanding and creating a project to be sustainable through volunteers and outdoor music performances in parks and public space to reach the broader community.

It is recognised that local groups and residents are keen to follow through on their initiatives for their local community. The grants program is available for these initiatives however the annual grant funding schedule is not always conducive to the timeline of these small activities/programs and the level of enthusiasm if there is an extensive waiting period.

The feedback received from recipients of the grants program has indicated that there is currently a good level of information provided for the existing funding round. However, there have been some good suggestions for further improvements which will assist potential applicants. More detail on the website and clearly articulating the important information required in the application will be addressed. It is proposed that Council hold an information session annually and prior to the June round to assist in the information dissemination for the grants program.

### **Environment Grants:**

Another grants program offered by Council since 2006 is the Community Environmental Grants Program. Funded by the Environmental and Infrastructure Levy, the total amount allocated to the program is \$10,000, with individual grants of up to \$1000 made available. This is an annual grants program with the closing date on June 30th each year.

The program is promoted to all local schools and relevant community groups to assist in any environmental initiatives these groups would like to develop and implement. There is no change recommended to this grants program.

### **Proposal:**

To ensure that the Community and Cultural Grants Program reflects the objectives of the Social & Cultural Plan, the objectives and selection criteria of the grants program should reflect priority objectives from the Plan.

Due to the "one round grants program" currently offered by Council applications have tended to focus on larger projects requesting larger amounts of funding. Whilst these projects have been successful initiatives it is recommended that Council offer an additional small grants program using the same funding pool. The small grants program would provide the opportunity to assist community groups in the provision and management of smaller projects and keep to a minimum the administration requirements whilst complying with section 356 of the Local Government Act (1993). Ideally the small grants program would be offered twice per year to respond in a timely manner for these local initiatives.

It is proposed that the Council Community Grants program include the following:

- Small Community and Cultural Grants Program (up to \$1,000) which will be offered twice per year for community initiatives up to \$1,000. The rounds will be in June and October of each year
- Large Community and Cultural Grants Program (up to \$5,000). There is no change to the funding round which closes in June each year.
- Environmental Grants Program. There will be no change to this grant funding program which also closes in June each year.

It is also proposed that 10-15% of the budgeted amount for the Community and Cultural Grants is allocated to the Small Grants Program, with half of this offered for each round per year.

The major changes to the Community and Cultural Grants Policy and Guidelines are:

1. The objectives for the grants program are now directly linked to the key strategies identified in the Social and Cultural Plan 2008-13.
2. The guidelines now incorporate information for organisations wanting to apply for the small grants program.
3. It has been renamed the Community and Cultural Grants Program to accurately reflect the program objectives and target groups.

See Annexure 3 for revised Community & Cultural Grants Policy and Guidelines.

To assist organisations to fully utilise and understand the changes in the grants program it is proposed that Council commence information sessions once per year. The sessions would provide information on the objectives, guidelines and application information required for Council to assess the application and level of funding for approval. The sessions will have an additional benefit of encouraging networking between community groups and fostering a greater shared knowledge of local resources. It also allows Council to encourage community partnerships that increase community capacity and the sustainability of projects. It is recommended that a Community Information Session is held annually and prior to the June funding round deadline.

A report will be submitted to Council for all Community Grant rounds for approval.

### **Consultation:**

The consultation carried out for the development of the Social and Cultural Plan 2008-13 has provided the basis and evidence of how local residents see their involvement in local life and their active participation in local initiatives.

In addition, feedback from recent recipients of the Community and Cultural Grants Program have provided some insight for future improvements to the program, which will benefit future applicants and their impact on the local community.

### **Identification of Income & Expenditure:**

The Budget allocation for the Community Grants program is \$60,000 and the Environmental Grants is \$10,000 for 2008/09, with these amounts recommended for allocation in 2009/10.

### **Conclusion:**

The review of the Community Grants Program was undertaken in accordance with the Social & Cultural Plan 2008-13 following its adoption on 14<sup>th</sup> July 2008. The Plan supports strategies that foster and facilitate a connected community where people can contribute meaningfully to their neighbourhood through local partnerships and participation in community life.

The proposed changes allow Council to assist and respond to community involvement in driving local initiatives for the benefit of the local community.

This is an opportunity for Council to make further provision of financial support and to respond in a timely manner to smaller initiatives whilst continuing to support the larger projects and activities annually.

Sue Turner  
Manager Community Development

Kylie Walshe  
Director Community Services

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**ANNEXURES:**

Annexure 1: Community and Cultural Grants Program – 2008/2009 Recipients

Annexure 2: Community and Cultural Grants Program - Current Policy and Guidelines

Annexure 3: Community and Cultural Grants Program – Revised Policy and Guidelines (Draft)

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

