



# Community & Environment Committee

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

**Date:** *Monday 31 March 2008*

**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

27 March 2008

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

Dear Councillors

### **Community & Environment Committee Meeting – 31 March 2008**

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Community and Environment Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 31 March 2008 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 10 March 2008	1
D2	Dunbar Anchor – Proposed Maintenance Works – 190.G	2
D3	Harbour Foreshore Cleaning Project – 1142.G	25
D4	Community Services Principal Activity – Draft 2008-2011 Management Plan – 827.G 08-11	50
D5	Natural Environment Principal Activity - Draft 2008-2011 Management Plan – 827.G 08-11	79
D6	Parks & Public Space Principal Activity - Draft 2008-2011 Management Plan – 827.G 08-11	98

## Meeting Agenda

<b>Item</b>	<b>Subject</b>	<b>Pages</b>
-------------	----------------	--------------

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

R1	Holdsworth Street Community Centre – 2008-2009 Strategic Plan – 126.6	107
R2	Review of Community Grants Policy & Guidelines – 30.G	154
R3	Draft Energy Savings Action Plan – 990.G	171

**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 10 March 2008**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 10 March 2008 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

**Recommendation:**

That the Minutes of the Community and Environment Committee Meeting of 10 March 2008 be taken as read and confirmed.

Les Windle  
Manager - Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Dunbar Anchor - Proposed maintenance Works**  
**Author:** David Sheils – Manager Public Open Space  
Rod Ward - Public Open Space Project Manager  
**File No:** 190.G  
**Reason for Report:** To recommend the Dunbar Anchor be removed to allow for maintenance works.

**Recommendation:**

- A. That the Dunbar Anchor be removed from Gap Park to allow for stage one maintenance works to be undertaken as outlined in the report.
- B. That a further report be prepared for Council’s consideration regarding preferred options for:
  - i) the anchor’s preservation following stage one investigations; and
  - ii) the future long-term display of the anchor.

**Background:**

The Dunbar Anchor, a large wrought iron Admiralty style anchor and chain are remnants from the British built merchant ship the Dunbar, wrecked off the southern end of Gap Park in 1857. The anchor that forms the Dunbar Memorial at the Gap viewing area was recovered from the Dunbar Wreck, in 1910. In 1930, the then Vaucluse Council mounted the anchor for display at the southern end of the main Gap viewing area.



Since the time the anchor was installed at The Gap it has been exposed to the corrosive effects of the salt laden coastal environment. The only known maintenance works aimed at preventing corrosion were undertaken in 1992 when the anchor was abrasively blasted and an epoxy coating applied. This coating has since failed due to its inflexibility and the anchor's metallic characteristic of physically expanding and contracting with temperature changes. The anchor's coating has been further compromised as a result of people climbing on the structure, thereby damaging the coating surface.

In recognition of the need to identify an appropriate course of action to arrest the effects of corrosion and conserve the Dunbar anchor, this year \$20,000 was allocated in the budget to specifically contribute to the anchor's maintenance and preservation. We subsequently engaged International Conservation Services (ICS), who have extensive experience in the conservation, management and care of cultural material and heritage items. ICS prepared a report (Annexure1) which identified that the overall condition of the anchor as being 'structurally sound,' however, the anchor is 'actively corroding' with blisters and areas of delaminating surfaces. It also noted that the previously applied coating on the anchor has failed.

The report also noted that the current condition of the anchor cannot be accurately determined until the surface corrosion and metal core coating is analysed which cannot be undertaken until the existing surface coating is removed. In preparing this report ICS consulted with a number of agencies with expertise in conservation of maritime objects including the Western Australian Museum and the Australian National Maritime Museum.

### **Conservation Options:**

The ICS report identifies the following options for treatment:

- Do nothing – will see further deterioration at an increased rate.
- Relocate anchor – to an environmentally controlled indoor environment, removing the causes of deterioration (salts, wind, water etc). But would not solve existing problems of the failing paint system and contamination.
- Reposition anchor – to prevent public contact. This would increase the lifespan of any paint system applied. However this would not remove the causes of the deterioration such as salts, wind and water.
- Protective coating - Fish oil to be applied as it is very efficient at migrating into the metal surface and acts by preventing access to water and oxygen. The main disadvantage is that it must be regularly maintained with six-monthly inspections and recoating. Aesthetically it has an advantage as the surface of the metal remains visible rather than hidden under paint.
- Two part coating systems – is the application of a layered paint system with typically zinc coating applied to the metal surface and an epoxy or polyurethane is applied as a top coat. The disadvantage is that for recoating it will require removal and abrasive blasting, with resulting loss to the surface of the metal.
- Electrolysis – is the most comprehensive conservation treatment available for maritime archaeological anchors. It involves immersion in an electrolytic bath; salt (chloride ions) are forced from the metal into the rinse solution. This method is accepted as the best for stabilisation of the metal.
- Cathodic Protection – The method involves the use of a sacrificial anode connected to the anchor. This method is suitable only in conjunction with a protective coating.

## **Proposal:**

It is proposed to undertake a comprehensive conservation treatment as recommended by ICS. The treatment involves:

### *Stage one*

- Remove the anchor from its current display location to be transported to a facility for conservation treatment.
- Signage regarding the anchor and its removal for conservation treatment will be installed.
- Abrasive blast the anchor to remove existing paint system and loose corrosion.
- Test to determine chloride (salt) concentration. If significant (over 50 ppm) proceed to electrolysis treatment Stage two. If not significant move to Stage three.

### *Stage two*

- The electrolysis treatment it may require the anchor to remain in an electrolytic bath for a period of up to 2 years. If this option is required, a small scale above ground pool structure could be housed at Council's nursery at Trumper Park.

### *Stage three*

- If not significant salt concentrations either commit to a maintenance programme of fish oil coatings every six months.
- *OR* apply a suitable protective paint system.

### *Stage four*

- Return the anchor to existing or new display location. An investigation into the merits of alternative locations will be subject to a further report to Council.

## Gap Park Masterplan

The maintenance of the anchor is supported by the Gap Park Masterplan which states:

- *“Protect and conserve historic anchor due to severe rust deterioration, through best practice electrolysis treatment (off site) and then specialist treatment as part of a critical protection regime to protect the anchor.*
- *Consider sculpture (selected through public tender) to act as temporary substitute during restoration process.*
- *Investigate relocation of anchor to permanent museum, another location or on site location that offers improved protection and closer context to the to the actual wreck site (refer to Jacobs Ladder)*
- *Install interpretive signage explaining original anchor from 1857 wreck received in 1910 and erected in current location in 1930.”*

It is noted that Woollahra History and Heritage Society, in its submission to the Gap Park Masterplan, supports the Plan's proposal that the anchor be relocated near Jacobs Ladder, as it is a more appropriate location being closer to the Dunbar wreck site and where the only survivor, James Johnson, was rescued.

## **Heritage Significance**

The anchor is listed in the Woollahra LEP 1995, as a heritage item and is included on the State Heritage Register. NSW Heritage Office website describes the Dunbar Anchor as follows:

*“The anchor and plaque have historic and social significance for their association with the worst sea disaster to occur in the vicinity of Sydney Harbour in the nineteenth century. It also has significance for its association with many 'old colonists' who were amongst the 63 passengers to die. The shipwreck was responsible for the construction of lights on both North Head and Hornby Light on the tip of South Head and the memorial is significant as part of the historic remnants and structures which make up the features Gap Park and surrounds.*

*On the evening of 20 August 1857 the clipper Dunbar was wrecked at the foot of South Head bluffs. 121 of the 122 people aboard were lost, the disaster having a major psychological impact on Sydney's young colony, which was totally reliant on long distance sea travel for contact with the rest of the world."*

Throughout the process of investigating the maintenance of the anchor and consideration of maintenance options, we have consulted with Mr David Nutley – Marine Archaeologist from the Department of Planning's Heritage Branch (formerly NSW Heritage Office). Mr Nutley has provided support and advice on our proposal to undertake specialist maintenance works on the anchor as outlined in this report. The *Heritage Act 1977*, provides an exemption from the need to obtain an approval from the Department's Heritage Branch for maintenance works as proposed.

However, should Council consider relocating the anchor to an alternative permanent location (and which would be subject to a further report), a development application will be required to be submitted in accordance with the requirements of *Woollahra Local Environmental Plan 1995* and as part of this process a referral to the Department's Heritage Branch in accordance with the *Heritage Act 1977*.

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

This financial year \$20,000 has been identified for the conservation of the Dunbar anchor. To date \$2,950 been spent for the preparation of the Condition Report prepared by ICS.

To undertake the first stage of the conservation treatment requires:

- the removal of the anchor and transport to a facility;
- abrasive blasting of the metal to remove the remaining paint system; and
- transport to a storage facility which is estimated to cost approximately \$11,000.

An allowance of up to \$5,000 is also required to undertake specialist metallurgical testing to determine chloride levels prior to proceeding to stages two, or three, dependant upon the results of the test. There are sufficient funds currently available to undertake all of the above stated maintenance works.

Other costs associated with future stages include:

Stage two (if required as determined from test results)

- Design and operation of a electrolysis pool (including plumbing, pumps etc) \$40,000

Stage three (to be determined and subject to a further Council report)

- Fish oil coatings every six months - estimate of \$400
- *OR* apply a suitable protective coating system – estimate of \$6,000.

It should be noted that these costs estimates differ than that provided by ICS, as further and more accurate quotes for the various components of the project have been obtained.

### *Funding assistance*

The NSW Heritage Office provides funding programs for heritage items. It currently advises that under the Works Grants funding program dollar for dollar grants from \$12,500 up to \$75,000 are available for works to heritage items listed on the State Heritage Register or of state heritage significance that are either:

- Listed as a state heritage item in the Local Environmental Plan, or
- Supported by council's heritage advisor or other heritage specialist as being of state heritage significance

The Dunbar Anchor project meets these guidelines and funding opportunities will be pursued. The Department advises that grant applications will be received in late 2008 and we will be informed in due course as to the closing date and any changes to the guidelines.

Therefore we propose to allocate \$23,000 in the draft 2008/09 Capital Works Program, being 50% of the total estimated cost of completing stages two and three of the anchor's conservation, should they be required. The unfunded 50% could be sought from the heritage grant program.

**Conclusion:**

It is recommended that stage one maintenance treatment of the Dunbar Anchor begin as soon as possible and the anchor be removed for initial treatment of abrasive blasting and assessment for salt concentrations to determine next stage of treatment and costs. An amount of \$23,000 is proposed in the 2008/09 budget, together with a grant application to fund further conservation of the anchor if determined to be warranted.

A further report is also proposed to be presented to Council which outlines options for the long-term preservation of the anchor, including where it should be mounted to aid in its preservation and its use as a tool in interpreting the wreck of the Dunbar.

David Sheils  
Manager Public Open Space

Warwick Hatton  
Director Technical Services

Rod Ward  
Public Open Space Project Manager

---

**ANNEXURE:**

1. Dunbar Anchor Condition Report - International Conservation Services, 21 January 2008.

**Item No:** D3 Delegated to Committee  
**Subject:** **Harbour Foreshore Cleaning Project**  
**Author:** Melanie Tasker - Sustainability Projects Coordinator  
David Sheils - Manager Public Open Space  
**File No:** 1142.G  
**Reason for Report:** To outline opportunities to improve the effectiveness of Council's beach cleaning operations.

**Recommendation:**

- A. That the information be noted.
- B. That a further report be prepared that details how mechanical beach cleaning may be incorporated into Council's beach cleaning program including detailed costs, plant and funding options and staff rosters.

---

**Project Background**

This report addresses the Harbour Foreshore Cleaning Project listed in the Environmental Works Program (EWP) in Section 2.2 - Stormwater Systems (Including Floodplain Management & Environmental Monitoring) contained within the 2007-10 Management Plan. It includes a review of the current foreshore cleaning program and makes recommendations for improvements as a result of the investigation.

A review of our beach cleaning activities commenced at the end of last year and coincided with the start of the summer swimming season. Prior to this we had a small number of reported cases of syringes being found at some beaches which included an article in the Wentworth Courier. We also received correspondence from Mr Paul Tobin (Annexure 1), a resident of Vaucluse, who raised concerns regarding our current beach cleaning activities and made suggestions on how this might be improved through the use of a mechanical beach cleaner.

**Issues specific to Harbour Beaches**

Cleaning issues specific to harbourside beaches in the Woollahra LGA include;

- accumulation of wrack (seaweed debris – explained in detail further);
- existence/proximity of marine organism and bird feeding habitat e.g. Rose Bay tidal flats;
- geographical location i.e. north-west facing beaches act as collection points for any floating debris from the harbour during peak season (May - October);
- difficult four-wheel-driving conditions for maintenance vehicles and/or access points at some beaches;
- high sand compaction, especially in tidal zones;
- rubbish generated by Sydney's catchment-wide stormwater discharge, Harbour boat users and localised drainage outlets;
- safety issues due to type of waste and waste disposal e.g. syringes;
- large tidal variances associated with gently graded beaches; and
- sections of the community that expect beaches be cleaned every day and that all wrack should be removed regardless of any negative environmental outcome removing wrack may cause.

The primary differences between harbour-side and ocean beaches are:

- the sand in harbour beaches is often finer and more compacted; and
- the gently sloping gradients of the beach profiles, combined with historic land filling for housing and roads has created narrow harbour beaches which are often dramatically reduced in size at high tide. Bondi Beach, for example, can be cleaned at any time irrespective of tides due to the relative large width of sandy beach strip available, even at high tide. Cleaning of Double Bay Beach, in contrast, is highly dependant on changing tides; a very high tide can render much of the beach area submerged, thereby leaving a narrow exposed strip of sand.

‘Wrack’ describes seagrass, other marine vegetation, shells and the like that is naturally deposited along the high tide line, particularly following storm events. Wrack is an essential part of the ecology of sandy beaches, and the Harbour generally, providing habitat for intertidal organisms and forming part of the food chain, being decomposed by bacteria, and fragmented by small invertebrates, which in turn are preyed upon by larger molluscs such as crabs and birds (*Jones, Gladstone & Hacking, 2004*). Beach cleaning using mechanical methods in inter-tidal areas is known to remove wrack and decrease macrofaunal abundance by up to 40%. It is also known to remove the abundance and diversity of shells on the beach.

Despite a lack of specific legislation, current best practice regarding the issue of wrack accumulation is that wrack not be removed from beaches. However, due to the importance of aesthetics and the image of a pristine sandy beach for recreational purposes, NSW Department of Primary Industries (Fisheries) recommend that wrack collected on the beach be relocated, rather than disposed of off- site. In our current program, wrack deposited within the tidal zone is retained and only a limited amount of wrack located above the high tide mark (i.e. no longer located within the tidal zone), is collected at the discretion of staff, when considered necessary due to unpleasant odours or because unsightly litter becomes entangled in the wrack.

### Current Foreshore Cleaning Program

In summary, our current foreshore cleaning program consists of manual ‘sparrow-picking’ cleaning services, by two permanent staff members who work on a weekly schedule. The current schedule provides a two-person cleaning team on Mondays, Tuesdays and Fridays and a one-person team on Wednesdays and Thursdays. Weekend shifts are worked as required by a one-person team. The usual shift is 5.30am - 12.30pm. The early morning start is designed to ensure many of the beaches are cleaned for the day’s use. The current foreshore cleaning schedule is summarised in Table 1:

**Table 1. Beach cleaning schedule**

	Site	Task
1	Camp Cove Beach	beach cleaned and bins emptied daily
2	Watsons Bay Beach	beach cleaned and bins emptied daily
3	Robertson Park Beach	beach cleaned and bins emptied daily
4	Watsons Bay Baths	beach cleaned and bins emptied daily
5	Redleaf Pool	beach cleaned and bins emptied Mon, Wed & Fri
6	Gibsons Beach	beach cleaned and bins emptied Mon, Wed & Fri
7	Parsley Bay Beach	beach cleaned twice per week
8	Double Bay Beach	beach cleaned twice per week
9	Tingira Beach	beach cleaned twice per week
10	Rose Bay Tidal - Dumaresq Rd (Tidal Zone 1) - Caledonian Rd (Tidal Zone 2) - Percival Park (Tidal Zone 3)	beaches cleaned twice per week

11	Rose Bay Park Beach	beach cleaned twice per week
12	Lady Martins Beach	beach cleaned twice per week
13	Seven Shillings Beach	beach cleaned twice per week

An aerial photograph of each beach is provided in Annexure 2. All cleaning services are provided within the constraints of tide timing and variable weather conditions. The current program addresses key environmental habitat and sand density issues through use of low impact manual cleaning techniques. Resident complaints and increased peak-season cleaning requirements are addressed through provision of extra services where possible on an 'on demand' basis.

The current cleaning operation is effective in collecting all visible litter on the sand surface. However, manual cleaning is not able to collect any litter that may lie immediately below the surface, unlike mechanical beach cleaning machines which can effectively rake 100mm below the surface. Mechanical beach cleaning machines are commercially available and typically attached to a tractor to provide access through sand and the necessary driveshaft to operate the cleaning mechanism.

Some beach users and foreshore residents are not aware of the frequency of our beach cleaning activities as a result of beach cleaning activities being conducted early in the morning and the fact that aside from the removal of any flotsam waste from the beach, little evidence remains to indicate that staff have visited the site. In some locations this gives some residents the misconception that the beach has not been cleaned, when in fact litter has been removed. Where mechanical beach cleaners operate, the beach is raked, or 'groomed' to provide a relatively even finish. The grooming of the beach provides obvious evidence that beach cleaning activities have occurred.

Complementing our program, the NSW Maritime Authority Environmental Services Branch is responsible for cleaning all waterways and beaches up to the mean high tide mark. NSW Maritime also manage an ongoing land-based Joint Foreshore Cleaning Project described as follows:

*'For several years, Environmental Services have been conducting a Joint Foreshore Cleaning Project. Local Council areas nominate foreshore areas to be cleaned in a land based operation, labour is provided through the Department of Corrective Services Community Service Order and Periodic Detainee Rehabilitation Program, Clean Up Australia's bus is loaned to the project with all planning and supervision provided by Environmental Services. Councils bear the cost of transport and disposal of rubbish collected.'*

The Joint Foreshore Cleaning Project occurs on scheduled dates approximately once every 3-4 weeks according to a predefined six-monthly program provided by NSW Maritime. Council's role in this program is to nominate priority areas a week prior to the scheduled clean date, ensure access is available to the site and to arrange for removal of the bagged rubbish. Our priority areas are typically Rose Bay Park or Rose Bay Tidal Beach for additional cleaning as this beach provides easy access for teams, is a seasonal hot spot for large litter items and the subject of many customer requests.

### **Potential opportunities to improve the actual and perceived cleanliness of our beaches**

There are a number of opportunities available to reduce the amount of litter reaching our beaches and improve our beach cleaning operations including:

#### *Preventing local litter reaching harbour beaches*

- Over the last decade Council has installed several stormwater cleaning devices which prevent litter from reaching the Harbour. The Environmental Works program continues to identify and fund priority stormwater projects aimed at reducing stormwater pollution. More recent examples include:

- Rose Bay Promenade stormwater capture and reuse project.
- The Crescent - Installation of gross pollutant trap and bio-filtration system.
- Cooper Park Pond restoration – Installation of gross pollutant trap and sand filters.
- Council’s street sweeping and drainage pit cleaning operation removes litter, organic waste and sediment from the roads and associated drainage systems. We plan to retain these services as part of new works and install stormwater pit baskets that trap litter before it enters the stormwater system.

*Beach cleaning operations*

- Our current schedule prioritises beach cleaning sites into daily, twice and three times / week (Table 1). High visitation beaches such as Parsley Bay are cleaned only twice / week. Therefore the opportunity exists to review the cleaning frequency at each beach in consideration of visitation and rubbish accumulation.
- Currently one beach cleaner is used on Saturday and Sunday when beach use is at it highest. The opportunity exists to review the schedule to increase staffing on Saturday and Sunday to ensure optimum beach cleaning activities are undertaken for the peak use periods.
- Our current beach cleaning operation is undertaken by hand. The opportunity exists to utilise mechanical beach cleaning devices that may supplement current cleaning methods. Beach cleaning machines collect litter immediately below the sand and could assist in reducing the potential for buried hazards such as syringes, broken glass and sharp oyster shells being left in the sand. To assist in understanding the potential and suitability of mechanical beach cleaning for Woollahra’s beaches, a trial was conducted.

**Mechanical Beach Cleaning Trial**

On 12 March 2008, commencing at 7.30am a mechanical cleaning trial began at Double Bay Beach (end of Bay Street) and continued working its way east, stopping at Rose Bay Park, Tingira Memorial Park, Rose Bay Tidal Zone 2 - Caledonia Street, Parsley Bay and Gibsons Beach.

Mike Shepherd of Jetco Engineering (representing the Barber Surf Rake Co.), arranged for Waverley Council’s beach cleaning tractor and mechanical ‘rake’ to be used. Waverley Council’s tractor and ‘rake’ were considered larger than would be needed for Woollahra’s beaches when considering the smaller volumes of rubbish to be collected and the restricted width of the access points to Woollahra’s beaches.

Suitability of beaches in the current Foreshore Cleaning Program for mechanical cleaning is outlined in the table below. Beaches marked unsuitable are inaccessible for the required tractor and mechanical beach cleaner. Some areas of the Rose Bay Tidal zone are also inappropriate due to the highly compacted nature of the sand and environmental habitat concerns associated with migratory waders feeding in Rose Bay at low tide. The same areas are also difficult to access irrespective of the cleaning method, mechanical or manual.

**Table 2. Suitability of beaches for mechanical cleaning**

<b>Beach</b>	<b>Suitable Access</b>
1. Camp Cove Beach	No
2. Watsons Bay Beach	No
3. Robertson Park Beach	Yes
4. Watsons Bay Baths	No
5. Redleaf Pool	No
6. Gibsons Beach	Yes
7. Parsley Bay Beach	Yes
8. Double Bay Beach	Yes
9. Tingira Beach	Yes

10. Rose Bay Tidal	
- Dumaresq Rd (Tidal Zone 1)	No
- Caledonian Rd (Tidal Zone 2)	Yes
- Percival Park (Tidal Zone 3)	No
11. Rose Bay Park Beach	Yes
12. Lady Martins Beach	No
13. Seven Shillings Beach	No

The trial also established that Camp Cove and Watsons Bay are currently inaccessible, but with modifications could be accessed. This would involve slightly widening the existing ramp at the Cliff Street entrance to Camp Cove Beach and replacing the steps at Watsons Bay Beach with a ramp. Photographs of the current access points at both locations have been included as Annexure 3. We plan to provide more detailed information regarding these potential modifications as part of a further report to Council.

The one-day trial was considered by all involved to be a success. Photographs from the trial have been included in Annexure 4. All beaches visited proved accessible and positive comments from local residents and beach users were received regarding the quality and appearance of the beaches. Staff also considered that the groomed finish of the beaches after mechanical cleaning was aesthetically pleasing and provided strong visual evidence of cleaning operations, and hence, increased community awareness that beaches had been cleaned.



Tractor and mechanical rake at Rose Bay (adjacent to Caledonian Street entrance)

The tines of the Surf Rake Model 600HD, were effective in collecting litter to a depth of 100mm below the surface of the dry sand, providing a level of cleaning not possible using manual techniques. Waste collected included cigarette butts, plastics, cans, stones and oyster shells to 100mm and small pieces of wood, leaves and other organic material, and totalled a volume of 1.0m<sup>3</sup>. Contents of the Surf Rake hopper were effectively dumped into and disposed of using the standard beach cleaning fleet vehicle (Ford Ranger utility).



Mechanical rake collects waste which can be deposited directly into a garbage truck, or utility.

The time taken to clean beaches using the machine was noticeably less as compared with the manual cleaning.

### **Can mechanical beach cleaning be applied at Woollahra?**

Foreshore cleaning program options include 100% manual service (no change to current program), or a combination of mechanical and manual cleaning. Mechanical cleaning is not able to physically access some of Council's beaches, such as Redleaf Pool and Lady Martins Beach, where vehicle access is simply not possible.

Eight of thirteen beaches in the current program are potentially suitable for a mechanical cleaning service. However, of these eight suitable locations, Camp Cove and Watsons Bay would require upgrading works to beach access points before a mechanical beach cleaner of any type could be used. Where beach access for machinery does exist, manual cleaning would still be required in the areas which would not be accessible to the machine such as around the edges and adjacent to retaining walls. Access for machinery would also not be available at some locations during high tides.

Therefore, an option may exist to incorporate both mechanical and manual servicing of beaches. This would improve the way we clean the beaches, while respecting environmental concerns. The beach grooming provided by the machine would also assist to change the community's perception that Council does not remove litter from the beaches, or its service is infrequent.

Any options considered for future improvements to the Foreshore Cleaning Program will need to address the cleaning issues specific to harbour beaches. For example, any mechanical cleaning machinery considered should be of minimum weight (to avoid variable sand compaction issues in tidal zones), superior manoeuvrability (to negotiate tight beach access points and minimise need for upgrade works), small size (for ease of storage and towing), but with large cleaning width (to ensure time efficiency of cleaning service). Beach cleaning machine use would also be limited within the tidal zone to ensure wrack is maintained.

Aside from an upfront cost to purchase a tractor and rake, ongoing running costs such as fuel, maintenance and depreciation also need to be considered.

**Proposal:**

It is proposed that staff further investigate the possibility of introducing mechanical cleaning as part of the Foreshore Cleaning Program. This investigation would include costing of any machinery required, both initial purchase and ongoing operational costs. The storage of equipment and staff training required to operate any proposed new machinery would also be considered.

It is further proposed that staff consider other opportunities for improvement identified during the recent program review and mechanical cleaning trial including:

- scope and cost of required upgrade works at Camp Cove and Watsons Bay beach access points for beach cleaning machinery;
- required changes to staff resourcing/scheduling to support proposed new program of combined manual and mechanical cleaning services, as well as optimum staffing over the weekends; and
- improved data recording systems and increased resident awareness by making available foreshore cleaning schedule and geographical information on Council's website.

Following the abovementioned investigation, a further report would be presented to Corporate & Works Committee for consideration in April.

**Identification of Income & Expenditure:**

Funding currently allocated from the Environmental Levy to the Environmental Works Program Harbour Foreshore Cleaning Project for 2007-08 equates to \$60,000 (including \$30,000 rollover from 2006-07 EWP). A further \$30,000 will be made available from the Levy as part of the 2008-09 budget.

No funding allocation is recommended at this stage. Purchase and/or operational costing details will be reported to Corporate & Works Committee for consideration subsequent to further investigation into the possibility of introducing mechanical cleaning as part of the Foreshore Cleaning Program. Should Council seek to incorporate mechanical beach cleaning equipment into our cleaning program, then the up-front purchase could be funded from the EWP and any on-going running costs funded from Council's operational budget.

The opportunity also exists for Council to consult with NPWS and Historic Houses Trust regarding providing a beach cleaning service, at cost, for Shark Beach (Nielsen Park) and the Beach Paddock (Vaucluse House).

In Mr Tobin's correspondence to Council the suggestion is made that residents assist with providing a financial contribution towards the purchase (including sponsorship) and operation of a mechanical beach cleaning machine for use at Parsley Bay. We do not believe this would be appropriate as:

- Any beach cleaning machine and tractor should be available for use at as many of Woollahra's beaches as deemed appropriate and necessary and should not be restricted to Parsley Bay. Council ownership of the tractor and rake allows for flexibility to use the equipment in the most efficient manner.
- The operation of a tractor and mechanical 'rake' is potentially hazardous and its use by community volunteers would expose Council to an unacceptable level of risk associated with OH&S and public liability. Council staff are appropriately trained to handle and maintain such machinery.

**Conclusion:**

Following the favourable results of the recent mechanical beach cleaning trial, we recommend that we investigate in detail the opportunity of incorporating a mechanical beach cleaner as part of our beach cleaning service with a report to be presented to the Corporate and Works Committee in April.

David Sheils  
Manager Public Open Space

Warwick Hatton  
Director Technical Services

---

**REFERENCES:**

JONES, A., GLADSTONE, W., HACKING, N. 2004, *SANDY BEACH ECOSYSTEMS AND CLIMATE CHANGE: POTENTIAL ECOLOGICAL CONSEQUENCES AND MANAGEMENT IMPLICATIONS*. AVAILABLE AT;  
[HTTP://NCCNSW.ORG.AU/INDEX.PHP?OPTION=COM\\_DOCMAN&TASK=DOC\\_VIE  
W&GID=99](http://nccnsw.org.au/index.php?option=com_docman&task=doc_view&gid=99)  
DATE ACCESSED 10 MARCH 2008.

**Annexures:**

1. Correspondence from Mr Paul Tobin dated 10 December 2007
2. Aerial photograph of each beach subject to Council beach cleaning services
3. Photographs of beach access points at Camp Cove and Watsons Bay
4. Photographs of mechanical beach cleaning trial

**Item No:** D4 Delegated to Committee  
**Subject:** **Community Services Principal Activity - Draft 2008-2011 Management Plan**  
**Author:** Kylie Walshe - Director Community Services  
Tim Tuxford – Manager Compliance  
**File No:** 827.G 08-11  
**Reason for Report:** To review the principle activity of Community Services prior to inclusion in the draft 2008-2011 Management Plan.

**Recommendation:**

That, subject to any variation to the budget, the programs and projects for the Community Services Principal Activity be included in the draft Management Plan.

---

**Background:**

Principal Activity No 5 of the Management Plan is "Community Services". This principal activity has the following sub- activities:

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

Included as Annexure 1 to this report is the proposed Community Services Principal Activity of the 2008-2011 Management Plan, with detailed comments on the programs and projects in each sub activity.

The Annexure includes all the details whereas set out in the following part of this report is a commentary, the purpose being to provide Councillors with a snapshot of the key influences and directions of each sub-activity within this Principal Activity.

The operating and capital budgets will be considered in a separate budget report that reviews the overall financial position of the Council.

Following is the commentary on each sub-activity:

**5.1 Community Services Management**

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

The 2006 Census data was released in 2007 and has provided detailed information on the demographics of Woollahra compared to the last Census in 2001. Using this data and complimentary research a new social and community plan has been developed and will be presented to Council for adoption in April 2008. This plan provides a framework for Council to facilitate local community development and engagement by identifying what is unique about Woollahra and setting out strategies for maintaining and improving local quality of life.

It recognises that asset-based community development and ongoing community engagement are key elements in building and sustaining strong local communities

The plan aims to actively support and promote the building of relationships, local networks and trust with other community service providers as demonstrated through the continuation of the annual Community Grants Program and the provision of subsidised accommodation. In particular, our relationship with the Holdsworth Community Centre and Services will be ongoing, with a commitment from Council to continue the long-standing support and recognition of the services provided by this organisation to Woollahra residents.

## **5.2 Library Services**

This sub-activity covers all library activities, including projects for library facilities and the library service as a whole.

Throughout 2007/08, Council has undertaken extensive community consultation to formulate a Library Strategic Plan for the next five years, which was adopted in November 2007. The Plan consists of strategies which aim to improve service delivery and meet the information needs of all residents. It aims to more closely align the provision of the Library Service to the changing needs of the community.

In the upcoming year, the Library will focus on implementing initiatives identified in the above Library Strategic Plan including an increased emphasis on outreach services as well as services to young adults and the further development of on-line services such as databases and email services. The Library will also continue with its major weeding project of outdated, older stock to ensure that the collection is both relevant and vibrant to the community's needs. It is anticipated that this will lead to an increase in circulation of materials across all branches.

## **5.3 Community Development**

This sub-activity covers planning, programs and activities for children & families, youth, women, older people, people with disabilities, people from diverse cultural backgrounds, Aboriginal & Torres Strait Islanders, community safety and volunteering.

The key focus areas for implementing projects in line with identified issues and strategies are; to continue to implement the Reconciliation Statement and the Community Cultural Relations Statement action plans; provide information and facilitate activities on healthy lifestyle choices for seniors, address the issues of social isolation for the frail aged and people with disabilities; promote and advocate for increased provision of child care places and family support programs; promote and facilitate an information campaign on healthy life choices for youth incorporating parent information sessions.

Key project areas will be, developing a social and recreational intergenerational program, a community leadership plan and identifying mentor and volunteering opportunities through partnerships and community engagement to increase community capacity. In addition, Community Safety issues will be addressed through the implementation of the Crime Prevention Action Plan.

## **5.4 Cultural Development**

This sub-activity covers cultural planning and cultural development programs and activities specific to the interests of the Woollahra community.

The reviewing and updating of the Cultural Plan as part of the social and community plan has enabled us to evaluate and develop strategies that are reflective of the current cultural aspirations of the Municipality.

Cultural Development will continue to support cultural programs in the Municipality that generate awareness of and enhance existing local cultural activity occurring in the area; including NAIDOC Week and Reconciliation Week activities, Poets Picnic, the Woollahra Small Sculpture Prize and Kids Day Out, the Writers and Readers series, public art program, Citizen of the Year Awards and the Youth Photographic Award. We will also encourage cultural networking by facilitating connections and partnerships between community members and community organisations. The development of new community cultural development opportunities will respond to identified changing values of residents.

## **5.5 Environment & Public Health**

The activities and projects listed under this sub-activity aim to protect the health and well being of residents and visitors to our area and specifically relate to the following;

- food safety
- public health
- microbial control
- swimming pool safety
- environmental pollution control
- immunisation.

During 2007;

- 345 food premises were registered;
- 130 health premises, including skin penetrations, beauty saloons and hairdressers were registered;
- About 5 notices were issued on food premises;
- Council's Environmental Health Officers investigated about 374 customer requests, about 100 relating to noise and 37 relating to other forms of pollution;
- About 87 notices and directions were issued under the *Protection of the Environment Operations Act 1997* or the *Local Government Act 1993* and
- About 220 babies were immunised at Council's monthly immunisation clinic.

The draft Management Plan generally focuses on the continued provision of the core environmental and public health activities, as detailed in the attached schedule.

The NSW Food Regulation Partnership between local councils and the NSW Food Authority will commence from 1 July 2008. Under the partnership local councils will need to be authorised by the NSW Food Authority as enforcement agencies and specify the food surveillance role that they can provide. A separate detailed report will be submitted on this issue in the coming months.

Nevertheless, the frequency of inspections of our food premises will continue in the coming year with our Environmental Health Officers aiming to inspect the higher risk premises that prepare and handle food, such as bakeries, cafes, restaurants, takeaways and the like twice a year. The frequency of inspections for lower risk premises that only sell package food such as bottle shops, newsagents and the like will remain a minimum of one inspection per year.

## **5.6 RANGER SERVICES**

Council's Rangers provide a variety of enforcement services to ensure the public safety and convenience of our community in relation to the use of public places.

During 2007;

- Council's Rangers investigated about 300 customer requests relating to abandoned vehicles, resulting in these vehicles being removed;
- About 15 dog related fines were issued;
- About 36 stray dogs and 15 stray cats were impounded;
- Council's Animal Control Officer investigated about 135 barking dog and 6 dangerous dog, dog attack and nuisance dog matters; and
- Our Rangers again worked with the NSW Police to manage road closures and changed traffic conditions on Boxing Day and New Years Eve.

The draft Management Plan does not propose any change to our core Ranger services, although a major project will be the continued implementation of the recommendations of the management review which was completed in 2006 including a trial of mobile access to the NSW Companion Animals Pet Registry for the Animal Control Officer.

We will continue to organise and deliver the popular and successful '*People & Pets*' day, focussing on different pet related issues each year.

**Conclusion:**

In summary, the projects proposed within the Community Services Principal Activity of the draft Management Plan 2008-11 are presented for consideration by the Community & Environment Committee.



**Tim Tuxford**  
**Manager Compliance**

**Kylie Walshe**  
**Director Community Services**

**ANNEXURES:**

1. Proposed Community Services Principal Activity of the 2008-2011 Management Plan

**Item No:** D5 Delegated to Committee  
**Subject:** **Natural Environment Principal Activity - Draft 2008-11 Management Plan**  
**Author:** Warwick Hatton - Director Technical Services  
Allan Coker - Director Planning and Development  
**File No:** 827.G 04-07  
**Reason for Report:** To review the principal activity of Natural Environment prior to inclusion in the draft management plan.

## **Recommendation**

That, subject to any variation to the budget, the programs and projects for the Natural Environment Principal Activity be included in the draft Management Plan.

---

## **Background:**

Principal Activity No 2 of the Management Plan is "Natural Environment". This principal activity has the following sub- activities:

- 2.1 Environmental Sustainability
- 2.2 Stormwater Systems
- 2.3 Tree Management
- 2.4 Waste Services
- 2.5 Street Cleaning
- 2.6 Bush Regeneration
- 2.7 Harbour Facilities
- 2.8 Sustainability Education

Included as an Annexure to this report is the proposed Natural Environment Principal Activity of the Management Plan with detailed comments on the programs and projects in each sub activity.

The Annexure includes all the details whereas set out in the following part of this report is a commentary, the purpose being to provide Councillors with a snapshot of the key influences or issues arising from this proposal.

The operating and capital budgets will be considered in a separate budget report which reviews the overall financial position of the Council.

Following is the commentary on each sub-activity.

### **2.1 Environmental Sustainability**

The title of the Environmental Protection sub-activity has been changed to Environmental Sustainability to better reflect Council's core functions and actions relating to the environment.

We will be building on the information gained through the preparation of the draft Woollahra Sustainability Plan and preparing an Environmental Management Strategy (EMS). Preparation of the EMS will coordinate and prioritise environmental action in Woollahra and assist Council in gaining additional income (i.e. grants) for the implementation of environmental projects. The EMS will form a part of the Integrated Planning and Reporting project.

We will be working with Waverley and Randwick councils on the implementation of the three year Urban Sustainability Grant Project that aims to reduce the ecological footprint of the Eastern Suburbs.

We will be monitoring the implementation of the Council's Water Savings Action Plan and Energy Savings Action Plan.

We will be participating in the next stage of the Cities for Climate Protection (CCP™) program, CCP™ PLUS. Council joined the CCP™ program in 2001 and completed the five milestones of the program in May 2005. The CCP™ PLUS program aims to continue to reduce greenhouse gas emissions from Council and the community. This will include a re-inventory of Council's energy use and greenhouse gas emissions.

The State of the Environment Report 2007/2008 will be completed by 30 November 2008, in line with Council's annual reporting requirements. The 2007/2008 report will be a supplementary report prepared in accordance with *Local Government Act 1993* requirements.

We will be organising community activities in the annual Sydney Coastal Councils Group Summer Activities Program (January) and Sydney Harbour Week (March).

Education programs promoting environmental sustainable initiatives will continue (see 2.8 Sustainability Education).

## **2.2 Stormwater Systems**

We will use hydraulic modelling analysis and a comprehensive condition survey of our stormwater system to identify and prioritise works to be included in the five year capital renewal program, funded from the Stormwater Management Charge.

Our Flood Plain Risk Management Committee will continue to provide community input in the development and implementation of floodplain management plans. Flood Studies have been completed for Double Bay, Rushcutters Bay, and Rose Bay catchments. Floodplain Management Studies and Plans will be carried out for these catchments.

We will review and finalise the Development Control Plan for Stormwater Management and Flood Management, and recommend a final version for Council adoption, subject to a resolution of the position regarding clause 25 in Council's LEP.

A baseline catchment management database will be developed which includes pits, pipes, GPT's, street sweeping, foreshore cleaning, catchment maps, hot spots, maintenance schedules & recording sheets. As part of this process a water quality monitoring system will be developed and implemented.

The principles of Water Urban Sensitive Design will be considered in all stormwater infrastructure projects. Stormwater quality treatment will be considered as part of the design process.

We will introduce improved methods of cleaning on our Harbour foreshore beaches.

### **2.3 Tree Management**

We are continuing to complete elements of the Vegetation Management Strategy, and are implementing these as they are adopted by Council. We will continue street tree management and planting in accordance with adopted strategies and plans, and in consultation with affected local communities. Detailed condition assessments of all street trees are being undertaken and will form the basis of future tree maintenance and replacement programs. An asset inventory of all high risk park trees is being undertaken. We are developing a proactive pruning program in conjunction with our public tree asset management system. This will reduce our reliance on reactive tree maintenance (in response to requests).

### **2.4 Waste Services**

We will implement education and community information projects to reduce dumping, and encourage reduced waste generation by households and increased levels of recycling. We will be reviewing our waste reduction strategies generally, and encouraging alternative waste disposal options including implementing the organics recycling service we have been trialling in conjunction with SSROC.

### **2.5 Street Cleaning**

We will implement revised street cleaning schedules and practices to improve effectiveness. We will implement educational programs for residents on the amount and nature of items that can be placed out for clean ups, and will review the frequency and nature of the clean-up service with a view to reducing waste generation and encouraging more recycling.

### **2.6 Bush Regeneration**

As in previous years, the volunteer Bushcare Program will continue to be expanded, to achieve greater community involvement and understanding of these assets. We will be reviewing our bush regeneration works program to expand the level of primary clearing achieved annually, and to increase our overall area of high quality, low maintenance bushland.

We will be continuing to encourage community awareness for noxious weed eradication through education programs.

### **2.7 Harbour Facilities**

We propose to carry out the upgrading of the Watsons Bay Baths, subject to receiving a suitable tender for the works in 2007-08. Investigations will also be undertaken to improve boat launching from Lyne Park with the assistance of NSW Maritime.

### **2.8 Sustainability Education**

We will conduct community education programs in waste reduction, recycling, sustainable living and water quality improvement.

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

**Allan Coker**  
**Director Planning & Development**

---

#### **Annexures:**

1. Proposed Principal Activity: Natural Environment of 2008-2011 Management Plan.

**Item No:** D6 Delegated to Committee  
**Subject:** **Parks & Public Space Principal Activity - Draft 2008-2011 Management Plan**  
**Author:** Warwick Hatton - Director Technical Services  
**File No:** 827.G 04-07  
**Reason for Report:** To review the principal activity of Parks & Public Space prior to inclusion in the draft management plan. .

**Recommendation:**

That, subject to any variation to the budget, the programs and projects for the Parks and Public Space Principal Activity be included in the draft Management Plan.

---

**Background:**

Principal Activity No 4 of the Management Plan is "Parks & Public Space". This principal activity has the following sub- activities:

- 4.1 Open Space Management
- 4.2 Open Space Asset Management
- 4.3 Open Space Maintenance & Construction
- 4.4 Park Facilities

Included as an Annexure to this report is the proposed Parks & Public Space Principal Activity of the Management Plan with detailed comments on the programs and projects in each sub activity.

The Annexure includes all the details whereas set out in the following part of this report is a commentary, the purpose being to provide Councillors with a snapshot of the key influences or issues arising from this proposal

The operating and capital budgets will be considered in a separate budget report which reviews the overall financial position of the Council.

Following is the commentary on each sub activity:

**4.1 Open Space Management**

We will be implementing actions arising from the Recreational Needs Study as these are adopted by Council. We will continue to coordinate the use of our public spaces and sportsgrounds for organised sports, events, photography, weddings and other recreation activities.

**4.2 Open Space Asset Management**

We propose to prepare Plans of Management for Lough Playing Fields and Harbourview Park. We are implementing Open Space asset management procedures and defect inspection reporting as part of the overall asset management system of the Council. We will continue to seek grant funding to supplement Council funds for capital works such as playgrounds, tourism direction signage and water saving initiatives.

### **4.3 Open Space Maintenance & Construction**

We will be implementing improved maintenance schedules, carrying out a range of landscaping and planting upgrades in parks and gardens throughout the municipality, and continuing to renovate playing surfaces. The picket fence around Trumper Oval will be replaced. Following the completion of the Rose Bay Promenade restoration, we plan to extend the promenade into Lyne Park, past the site of the former floating restaurant.

### **4.4 Park Facilities**

We will continue a roll out of new park furniture, lighting, and signage. We propose to install an upgraded playground at Rose Bay Park and add a shade structures to the playgrounds in Plumb Reserve and North Cooper Park. Lighting through Harbourview Park will be upgraded. An integrated computer system will be installed to coordinate the use of sportsground lights and irrigation systems to save electricity and water.

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

---

### **Annexures:**

1. Proposed 2008-2011 Management Plan Parks and Public Space Principal Activity

**Item No:** R1 Recommended to Council  
**Subject:** **Holdsworth Street Community Centre - 2008-2009 strategic plan**  
**Author:** Kylie Walshe  
**File No:** 126.6

**Reason for Report:** To report on the 2008 Strategic Plan for Holdsworth Street Community Centre.

**Recommendation:**

- A. That Council note the quarterly financial report for Holdsworth Street Community Centre for the quarter ending 31 December 2007 and congratulate the organisation for the service growth and improvements.
- B. The Council support in principle the Holdsworth Street Community Centre 2008 -2009 Strategic Plan.
- C. That Council reaffirm the Funding and Management Agreement and consider the budget request by Holdsworth Street Community Centre in its deliberations for the 2008/2009 budget.

---

**Background:**

Council entered into a Funding and Management Agreement ('Agreement') with Holdsworth Street Community Centre (HSCC) on 1 July 2006. The Agreement outlines the delegation and planning and reporting requirements of HSCC to Council. It commits HSCC to provide a yearly strategic plan and submission to Council regarding the proposed activities and funding to be delegated by Council, prior to the adoption of Councils budget and Management Plan each year.

This report includes the quarterly report for October to December 2007 and the 2008-2009 Strategic Plan and Budget. This includes key performance indicators as required in the Funding and Management Agreement for consideration by Council prior to the adoption of the Management Plan each year.

**Proposal:**

**1. Quarterly Report – October to December 2007:**

HSCC has provided a quarterly report on activities and progress against the strategic plan and budget for October to December 2007, the second quarter of 2007/08. (Annexure 1)

The reporting requirements are in Section 8 of the Agreement. It states that:

*HSCC will report to Council quarterly in a manner satisfactory to Council on:*

1. *Progress against the strategic plan and budget;*
2. *How funding provided by Council pursuant to clause 4 of this Agreement has been applied;*  
*and*
3. *Progress against the KPIs.*

*HSCC shall provide to Council:*

1. *Quarterly financial reports; and*
2. *An annual financial report for the previous financial year by the end of September each year.*

It should be noted that the 2006/07 financial reports were presented to Council in November 2007.

The December quarterly report shows significant improvement in financial management, staff retention and an increase in service outputs and congratulations should be extended to the Management Committee and staff that have been instrumental to these improvements.

## **2. HSCC Strategic Plan and Budget 2008/09:**

As required in the Funding and Management Agreement, HSCC is required to present a detailed budget and strategic plan to Council prior to the adoption of each Management Plan. The Agreement states:

- 3.1 *HSCC must submit a draft strategic plan and budget for the following financial year to the Council for its approval by the end of February each year or such other date as is agreed between the parties in writing.*
- 3.2 *The draft strategic plan and budget must not be inconsistent with the Management Plan.*
- 3.3 *The draft strategic plan and budget must include the following:*
  - 3.3.3 *Strategic direction, policies and procedures for HSCC;*
  - 3.3.4 *Any proposed Delegated Functions;*
  - 3.3.5 *Programs and services to be provided by HSCC in order to perform the functions to be delegated to HSCC which shall include, as a minimum the programs and services detailed in Annexure 2;*
  - 3.3.6 *Other programs and services proposed to be offered by HSCC;*
  - 3.3.7 *Proposed sources of funding to be sought by HSCC;*
  - 3.3.8 *A proposed budget for the forthcoming financial year;*
  - 3.3.9 *All Fees to be charged by the Centre;*
  - 3.3.10 *Proposed key performance indicators (KPIs) for the upcoming year, including for:*
    - (a) *Customer services;*
    - (b) *Operational matters; and*
    - (c) *Financial matters*

The Strategic Plan and Budget for 2008/09 is Annexure 2. The proposed services to be delegated by Council to HSCC are all in accordance with Council's Management Plan, strategic documents and the draft Social & Cultural Plan due to be presented to Council in April 2008. Representatives from HSCC have worked closely with Council staff to ensure that the services funded by Council are in demand by Woollahra residents. In particular, services for seniors and young families are key target groups that are well supported by HSCC in the 2008/09 Strategic Plan. It is recommended that the Strategic Plan be endorsed by Council.

Within the Strategic Plan is a budget that includes \$670,000 of funding from Council, which has been sufficient to fund the delegated services each year. This amount has been included in Council's draft 2008/09 budget in the Principal Activity 5.1 Community Services Management.

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

In conjunction with the Strategic Plan is a request for additional funds in 2008/09 and future years (Annexure 3). HSCC advocate that these funds would allow for a significant increase in service provision and the funding of a number of pilot programs as outlined in Section 4 of the Strategic Plan. HSCC has also requested that Council consider indexing of the funding in line with CPI each year, and that if this agreement is not reached services to Woollahra residents will be reduced if other sources of funding are not available. As Council funding is gap funding and is provided to enable HSCC to attract additional funds from other agencies it is recommended that Council reaffirm the Funding and Management Agreement with HSCC, in particular Section 4.3 below.

- 4.1 Council shall provide funding to HSCC in consideration of HSCC carrying out the Delegated Functions and managing the Centre.*
- 4.2 The amount of funding to be provided by Council to HSCC shall be determined by Council, in its absolute discretion, after Council has reviewed the strategic plan and budget prepared by HSCC.*
- 4.3 Notwithstanding Clause 4.1, HSCC must use its best endeavours to obtain funding to carry out the Delegated Functions from sources other than Council.*

In applying Section 4.3 above, HSCC is encouraged to apply for funding from other sources to carry out functions currently funded by Council, thus reducing the dependency of HSCC on Council funding. This should also be applied to cover additional expenditure required to continue existing services. As HSCC has been very successful in attracting additional recurrent and non-recurrent funding over recent years it has demonstrated the ability to obtain funding from other sources. However, there is a risk that if HSCC is not able to fund the gap between income and expenditure services may be reduced.

It is recommended that the HSCC 2008/09 budget request is noted and considered by Council in the context of Councils budget and the programs proposed to be provided, as outlined in the Strategic Plan in Annexure 2. Funding in future years should be considered by Council year by year and allocated according to the programs proposed to be delegated and funded by Council.

### **Conclusion:**

It is recommended that Council support the HSCC Strategic Plan 2008/09 as it is in accordance with Council's Management Plan 2007-2010, the draft Social & Cultural Plan and the Funding and Management Agreement between Council and HSCC. The proposed funding allocation to meet the proposed activities for 2008/09 should be considered in Councils deliberations for the 2008/09 budget.

Kylie Walshe  
Director Community Services

---

### **ANNEXURES:**

- Annexure 1 - Holdsworth Street Community Centre Quarterly Report – December 2007
- Annexure 2 - Holdsworth Street Community Centre Strategic Plan and Budget 2008/09
- Annexure 3 - Letter from Holdsworth Street Community Centre 28 February 2008

**Item No:** R2 Recommendation to Council  
**Subject:** Review of Community Grants Policy & Guidelines  
**Author:** Kylie Walshe – Director Community Services  
**File No:** 30.G  
**Reason for Report:** Review of the procedure for the allocation of community grants through the Community Grants Program.

**Recommendation:**

- 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.

---

**Background:**

Following a report to the Community & Environment Committee, at the Council meeting of 23 July 2007 Council considered the assessment of community grants and resolved:

- A. *That Council adopt the recommendation for the allocation of Community Grants for 2007/08 under Section 356 of the Local Government Act, and in accordance with Council's adopted policy objectives and selection criteria.*
- B. *That Council adopt the recommendation for the allocation of Community Environmental Grants for 2007/08 under Section 356 of the Local Government Act, and in accordance with the selection criteria.*
- C. *That a review of the Policy and Guidelines for the grants program be undertaken and reported to Council in early 2008.*
- D. *That Council consider the allocation of additional funds to Community Grants in future years.*
- E. *That a function be organised to present and celebrate the awarding of the Community Grants and Community Environmental Grants to successful organisations.*

This report will answer C above and the resolution of the Corporate & Works Committee on 21 January 2008 (Annexure 1):

- A. *That the allocation of unspent funds be deferred until the further report from the Director of Community Services on the revised policy on the allocation of funds for community grants.*

This report will detail the current procedure used when assessing applications for the Community Grants Program and the key findings and recommendations from a review of the Policy, Guidelines and procedure.

### **Current Procedure:**

The Community Grants Program has been in operation for many years, with a full review undertaken in 2003 when new Policy and Guidelines were adopted by Council.

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.

The objectives that the grants are assessed against by staff 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.

### **Review:**

A review of the Policy, Guidelines and procedure has been undertaken, including a review of the procedures used by other Councils in the region. Discussions have also been held with a sample of organisations that have received grants over the past two years. The key findings were:

- The current policy and guidelines meet the needs of existing grants recipients but some of the restrictions limit application for grants by groups of individuals that are not incorporated wanting to coordinate community activities. It also excludes the allocation of grants to residents groups. As these groups often coordinate valuable community activities their inclusion should be considered.
- As community and cultural activities are both funded by the same budget these are in competition for funds. This has limited the approval of funding to some worthwhile cultural activities in favour of traditional welfare based programs. As Woollahra residents have a passion for cultural activities a set allocation to cultural activities should be considered.
- The application forms cover all of Council's requirements but as they are not electronic they must be hand written, which is very cumbersome and time consuming for applicants.

- The limited funds available limit the amount of funds requested by most organisations. It has become apparent that a significant percentage of the annual grants funding is dedicated to organisations that have been funded for some years, reducing the level of funding available for new, innovative projects.
- It has been raised by Councillors that they often have little or no knowledge of the projects being assessed, making it difficult to assess the staff recommendation.

Overall, recipients were happy with the procedure and, in particular, enjoyed the presentation ceremony as it gave them a chance to discuss their projects with other organisations and service providers.

This review has highlighted that some minor amendments are needed to the Policy and Guidelines and procedures. These recommended amendments 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.

It is recommended that the minor amendments (shown in bold and italics) to the Policy, Guidelines and procedure be adopted and implemented in 2008/09. See Annexure 2.

Although this review has identified some improvements that will be implemented to the Program, the Program should also be reviewed in accordance with the direction and objectives of the new Social & Cultural Plan 2008. As this Plan is currently being drafted it is proposed that the Community Grants Program undergo a more extensive review once the Plan is adopted, with the direction and objectives the basis of the review. So far, research undertaken for the Social & Cultural Plan has highlighted the value that community groups put on the small grants and other support provided by Council. It has also shown 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.

### **Consultation:**

Consultation with past applicants have been undertaken, with it recommended that more extensive consultation with community and interest groups be included in the review in early 2009.

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

Council has allocated \$50,000 to the Community Grants Program over the past 5 years, with it increasingly difficult to fund new initiatives with this level of funding, as identified in a report to the Community & Environment Committee on 23 July 2007. It is recommended that this funding be split into two areas, Community Cultural Grants and General Community Grants.

A report was presented to the Corporate & Works Committee on 21<sup>st</sup> January 2008 (Annexure 1) recommending the allocation of additional funds to community grants due to an underspend by Holdsworth Community Centre in 2006/07. This request was made on the basis that the original funds were allocated by Council to community service activities and the allocation to community grants would be in keeping with this original intent.

The recommendation to provide additional funding was based on the assessment undertaken in July 2007 using the Community Grants Guidelines, with the exception of the Aboriginal Dance Theatre which did not go through the process. As the procedure is not recommended for major alterations at this time, it is recommended that the additional funds now available be allocated to all but the organisation that did not go through the initial assessment process. These organisations all provide valuable services to the Woollahra community and are listed in Annexure 3.

### **Conclusion:**

The review highlights the fact that agencies are responsive to Council grants and they provide a catalyst for non government organisations to respond to community needs. The grants program also helps drive the objectives of the Community Services Policy which is to support the community through partnerships to provide services rather than be a direct service provider. It is recommended that this Program continue in 2008/09 with minor changes to the Policy and Guidelines, with a more extensive review in early 2009 in accordance with the new Social & Cultural Plan.

This report also repeats the recommendation of the 21<sup>st</sup> January 2008 report to provide additional grant funds to community groups that missed out on funding completely or were only partly funded in July 2007. As the only reason that these projects missed out in the first round was the limited budget it is now recommended the Council provide additional funds to all but one of the groups listed in the report of 21<sup>st</sup> January, 2008. This exception is the Aboriginal Dance Theatre, Redfern as this organisation did not go through the initial assessment process in July 2007. This group will be able to apply for funding in 2008/09 and will be assessed with all other grant applications.

Kylie Walshe  
Director Community Services

---

### **ANNEXURES:**

Annexure 1 – Report to Corporate & Works Committee on 21 January 2008

Annexure 2 – Amended Community Grants Program Policy and Guidelines

Annexure 3 – Organisations and projects recommended for additional funds.

**Item No:** R Recommendation to Council - **ANNEXURE 1**  
**Subject:** **Reallocation of Funds for Community Services activities**  
**Author:** Kylie Walshe  
**File No:** 126.G  
**Reason for Report:** To request a reallocation of unspent funds by Holdsworth Community Centre to community organisations in the form of community grants.

**Recommendation:**

B. That Council reallocate \$43,372 from the Holdsworth Community Centre reserve to additional community grants as detailed in this report.

---

**Background:**

As reported to the Corporate & Works Committee meeting of 10<sup>th</sup> December (Annexure 1), Holdsworth Community Centre (HCC) underspent \$116,258 of the subsidy provided by Council in the 2006/2007 financial year. Council resolved that HCC will retain a portion of these funds, as requested, and 40% of the funds have been returned to Council.

This report will address Item C of the Council resolution of 17<sup>th</sup> December 2007:

C. *That a further report be presented to Council in early 2008 regarding opportunities for the reallocation of unspent operational funding provided to Holdsworth Community Centre in 2006/07.*

**Proposal:**

As the subsidy to HCC was provided for the provision of community services it is recommended that the unspent funds be used for this purpose, through additional community grants as recommended in the resolution at the Council meeting of 13<sup>th</sup> August 2007:

F. *That Council consider the allocation of additional funds to Community Grants in future years.*

As detailed in the report in Annexure 2, a large proportion of programs funded in 2007/08 have been funded for some years by Council. This includes WAYS, Bondi Outreach Project, Bondi Beach Cottage and Miroma. Each of these has limited ability to source funding from other funding bodies/fees and are extremely valuable to Woollahra residents. The consequence of payments to these agencies is that it limits the ability of Council to fund new innovative projects, with only approximately \$10,000 per annum remaining in the budget.

It should be noted that during the assessment process for the 2007/08 Community Grants program many organisations were either partly funded or not funded at all, despite the requests being reasonable and high priority to the Woollahra community. As the limited budget was the main reason for not funding many services and programs the funds returned by HCC provides a unique opportunity to provide much needed services to the community with no impact on Council's budget.

This proposal is in accordance with Councils adopted Community Services Policy (Sept 2005), which highlights that Council acts primarily as a facilitator for community services rather than a provider of direct services. The Policy states:

*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.*

*Council will encourage and assist other organisations to provide required community services to Woollahra residents.*

*Through the implementation of the Community Services Policy, Council will maximise access to services that are appropriate to community needs.*

In keeping with this policy the allocation of the unspent HCC funds to other agencies is an opportunity for Council to have a greater impact on the local community.

### **Recommended Recipients:**

A review of the Community Grants applications for 2007/08 has identified a number of programs and organisations that are still searching for funding. This includes organisations currently partly funded or unfunded by Council. It has also been identified that three youth services are still in need of funds and it is recommended that additional funds be provided to Bondi Outreach Service, Point Zero Youth Services and Waverley Action for Youth Services (WAYS) to enable them to continue and expand their valuable services.

In addition, since the advertisement of the Community Grants Program in May 2007 a number of organisations and individuals have requested funds from Council. Of these, one that is worthy of consideration is an application from the Aboriginal Dance Theatre (in association with Mudgin-gal Women's Corporation) for funding for a sporting group consisting of disadvantaged young women from the Eastern Suburbs region. This is recommended for funding as Council currently does not fund any such initiatives and it is a priority in Council's adopted Reconciliation Statement.

In summary, it is recommended that funding be provided to the organisations listed below, for the programs and amounts listed in Annexure 3.

- Aboriginal Dance Theatre Redfern, in association with Mudgin-gal Women Corporation.
- Bondi Outreach Project
- Circles of Learning
- The COA - Jewish Centre On Aging
- Eastern Suburbs Organisation For Reconciling Australia (ESORA)
- Jewishcare
- Junction House Inc
- Paradise Kids
- Point Zero Youth Services
- Sir Roden Cutler Charities Inc
- ToughLove NSW Inc
- Unique Hug
- Waverley Woollahra Arts Centre
- WAYS Youth Services
- Woollahra Philharmonic Orchestra

**Consultation:**

Ongoing communication and consultation has been held with each of the recipient organisations regarding their requirements, including funding.

**Identification of Income & Expenditure:**

The adoption of this proposal will have no impact on the current operational budget.

Council has the option of agreeing to the proposed reallocation of funds or retaining all \$46,288 in general revenue.

**Conclusion:**

The unspent funds by HCC provide an opportunity to fund additional services to the people of Woollahra in 2008, through small grants for existing programs and new initiatives. The organisations identified in this report are all providing valuable services to the Woollahra community and recommended for support.

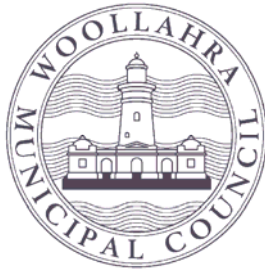


Kylie Walshe  
Director Community Services

---

**ANNEXURES:**

- Annexure 1 - Report to Corporate & Works Committee, 10 December 2007
- Annexure 2 – Report to Community & Environment Committee, 23 July 2007
- Annexure 3 – Recommended allocation of funds to Community Grants, January 2008



# Community Grants Policy *(draft)*

**Version No:** 2  
**Approved By:**  
**Approval date:**  
**Responsible Officer:** Director Community Services

## *Our policy*

Woollahra Council seeks to encourage the development of local community based services which meet identified needs of people living and working in the Woollahra Local Government area through the annual provision of Community Service Grants and in kind assistance. This support is provided under Section 356 of the Local Government Act (1993).

## Background

This is a non-recurrent small grants program made available to non-profit community based organisations **and groups** which provide a service **or activity** 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.

Donations are not intended to lead to a dependency on Council for ongoing funding.

Evidence must be provided that the organisation or group is community based and is not conducted for private gain.

Requests for funding will not automatically be approved, and if approved, Council makes no commitment towards continued funding.

## *Objectives*

The objectives of the Community Grants Program are:

7. To encourage programs and activities which foster independence and social participation and which strengthen the social fabric of the Woollahra community.
8. To support innovative responses to community needs, particularly for disadvantaged groups and individuals.
9. To provide establishment grants where no alternative funding sources exist
10. To encourage community partnerships between community organisations
11. To encourage high quality service delivery.
12. To develop the skills of the local community.

## *How this policy relates to our Management Plan*

*The Policy relates to Council's Principal Activity 5, Community Services and assists with achieving the following key objective:*

- *To plan, facilitate and provide a range of community services and activities responsive to needs of people who live and work in our area.*

#### Selection Criteria

Applications for a Grant must be made on the Community Grants Application form provided and will be assessed against the following criteria:

- the benefit that will accrue to the community as a whole and that which will be gained by residents facing particular needs within the LGA
- eligibility for funding from other sources
- the organisation's ability to effectively manage and deliver community or cultural services.
- capacity of the service or program to become self sustaining/ independent of ongoing financial assistance from Council
- the degree to which the proposed activity/program complements existing services and activities
- the degree to which cooperative relationships with other local organisations have been established in relation to the proposed activity/program
- priority of the project in relation to other applications.
- the degree to which proposed activity/program provides opportunities for community participation and skills development.

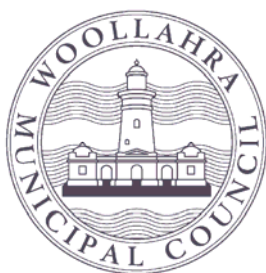
#### **ORGANISATIONS NOT ELIGIBLE FOR FUNDING**

- profit making groups and organisations
- government departments or agencies
- organisations which hold a liquor licence
- political parties **and resident associations/chambers of commerce (the latter may be eligible for Council funding under Section 356 grants for civic purposes)**
- groups which have not fulfilled previous Woollahra Council Grant conditions and specifications
- organisations with substantial funds other than for asset replacement and staff entitlements

#### Grants are not available for:

- projects which are already completed
- purchase of buildings or land
- staff positions that require recurrent funding
- major capital works
- upgrade of Council owned properties
- payment of Public Liability Insurance
- sporting activities
- contributions to individuals
- single events

*Gary James*  
**General Manager**



# Woollahra Council Community Grants & Subsidies Guidelines (*draft*)

# Community Grants Application Guidelines

## *Our policy*

Woollahra Council seeks to encourage the development of local community based services which meet identified needs of people living and working in the Woollahra Local Government area through the annual provision of Community Service Grants and in kind assistance. This support is provided under Section 356 of the Local Government Act (1993).

## Background

These guidelines cover Non-recurrent small grants that are made available to non-profit community based organisations *and groups* which provide a service *or activity* 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.

The grants may be in the form of funding for one-off projects or direct operational expenses associated with the provision of a service. This does not include indirect costs, or exceptions detailed in this policy.

## *Principles*

Donations are not intended to lead to a dependency on Council for ongoing funding.

Evidence must be provided that the organisation or group is community based and is not conducted for private gain.

Requests for funding will not automatically be approved, and if approved, Council makes a commitment towards continued funding.

## *Objectives*

The objectives of the Community Grants Program are:

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

17. To encourage high quality service delivery.

18. To develop the skills of the local community.

#### Guidelines and Selection Criteria

Applications for a Grant must be made on the Community Grants Application form provided and will be assessed against the following criteria:

- the benefit that will accrue to the community as a whole and that which will be gained by residents facing particular needs within the LGA
- eligibility for funding from other sources
- the organisation's ability to effectively manage and deliver community or cultural services
- capacity of the service or program to become self sustaining/ independent of ongoing financial assistance from Council in the long term
- the degree to which the proposed activity/program complements existing services and activities
- the degree to which cooperative relationships with other local organisations have been established in relation to the proposed activity/program
- priority of the project in relation to other applications
- the degree to which proposed activity/program provides opportunities for community participation and skills development

#### Applications must also:

- demonstrate the organisation's ability to effectively manage and deliver community or cultural services and not become dependent in the long term on ongoing financial assistance from Council.

#### **ORGANISATIONS NOT ELIGIBLE FOR FUNDING**

- Profit making groups and organisations,
- Government departments or agencies,
- Organisations which hold a liquor licence,
- Political parties ~~and resident associations/chambers of commerce (the latter may be eligible for Council funding under Section 356 grants for civic purposes),~~
- Groups which have not fulfilled previous Woollahra Council Grant conditions and specifications,
- Organisations with substantial funds other than for asset replacement and staff entitlements.

#### Applicants are requested to note that grants are not available for:

- projects which are already completed
- purchase of buildings or land
- staff positions that require recurrent funding
- major capital works
- payment of Public Liability Insurance
- sporting activities
- contributions to individuals

#### **INCORPORATION**

All groups/organisations applying for grants should be incorporated.

Non-incorporated groups can also apply, if they are able to demonstrate an ability to administer the Grant effectively.

## **GOODS AND SERVICES TAX (GST)**

In preparing your project budget you will need to consider any GST implications.

*Please note:*

If you do not have an ABN number Council will be required to withhold 48.5% of the grant and remit to the ATO on your behalf.

*It is important to remember that if you are successful in receiving a grant and you are registered for the GST the additional 10% in the cheque will need to be forwarded through the BAS (Business Activity Statement) to the ATO (Australian Taxation Office).*

## **ASSESSMENT OF APPLICATIONS**

Applications on the prescribed application form will initially be forwarded to the Community Services Director where they will be assessed in accordance with the aims, objectives, selection criteria and guidelines of the program. A report with recommendations for the allocation of grant funding will then be prepared for consideration and approval by Council.

## **GUIDELINES**

1. Groups *and individuals* applying for funds should be based within the boundaries of Woollahra Local Government Area and/or principally serve people living and working in the Woollahra Local Government area.
2. Evidence should be produced that the group/organisation is community based and not conducted for private gain, the purpose for which the funding is sought will be for the benefit of people within Woollahra LGA and that funding will not be put towards any profit making, unlawful or unconscionable purpose.
3. Applications should address Councils objectives, criteria and local community needs. Priority will be given where funding is sought to meet a demonstrated need in the area and cooperation with other services/community groups can be demonstrated and effective use is made of available resources.
4. The grants provided by Council are to be expended on projects and activities outlined in the application and should not lead to organisations or groups becoming dependent on Council for future allocations of funds.
5. An application should include a copy of the group/organisation's latest audited financial statement and balance sheet. (A statement of income and expenditure should be provided where an organisation is not subject to audit requirements). All accumulated funds should be adequately explained. Any organisation with substantial unused reserves will not be eligible.
6. The organisation/group is incorporated. If applying for the first time, attach a copy of your constitution or statement of aims and objectives. If you are not incorporated please refer to the note on Incorporation found earlier in this document. ***If not incorporated please demonstrate ability to administer the grant.***
7. Successful applicants will be required to:
  - provide evidence of expenditure of funds including a Statutory Declaration which identifies how the grant was spent. (The Grant from Council is to be shown as a separate item on your Annual Statement of Income and Expenditure);

- provide an evaluation of the project outlining what the organisation has achieved with the Grant. Council may carry out its own evaluation; and,
  - any unspent funds returned to Council by 30th June, in the following year.
8. Successful applications must give appropriate acknowledgement of Council's support in all their promotional material and programming information for the project/service.
10. Applicant groups, *individuals* and organisations shall adhere to the principles of access and equity.
11. The Grant will be fully expended within the financial year of the approval.

**Item No:** R3 Recommended to Council  
**Subject:** **Draft Energy Savings Action Plan**  
**Author:** Rebecca Peacock - Environmental Protection Coordinator  
**File No:** 990.G  
**Reason for Report:** To present the draft Energy Savings Action Plan for endorsement of final draft status by Council.

**Recommendation:**

THAT the draft Energy Savings Action Plan, contained in annexure 2 of the report to the Community and Environment Committee Meeting on 31 March 2008, be endorsed for the purpose of referral to the Minister of Utilities for approval.

---

**Background**

The introduction of the *Energy Administration Amendment (Water and Energy Savings) Act 2005* (the Act) allocates responsibility to the Department of Energy, Utilities and Sustainability (DEUS) to promote improvements in the water and energy efficiency of key businesses, local government and NSW government agencies. A key recommendation of the Act is that high water and energy using businesses, government agencies and large local councils (designated users) are legally required to develop Water and Energy Savings Action Plans. The draft plans are to be submitted to the Minister of Utilities for approval prior to finalisation.

The requirement to prepare both a Water Savings Action Plan and an Energy Savings Action Plan was reported to the Community and Environment Committee on the 19 September 2005 and the 28 November 2005. The Draft Water Savings Action Plan was endorsed by Council on the 26 June 2006 and approved by the Minister of Utilities on the 25 February 2007.

A report on the Energy Savings Action Plan was presented to the Community and Environment Committee on the 30 April 2007, outlining the Energy Performance Contract process endorsed by MANEX and the outcome of the *Request for Proposal for the Supply of Energy Performance Contracting Services*. The Energy Performance Contract process was commenced to carry out the technical aspects of the Energy Savings Action Plan. The following recommendations were endorsed by the Committee on the 30 April 2007 and at full Council on the 14 May 2007:

- A. *THAT Council enter into a Detailed Feasibility Study Agreement with Energy Conservation Systems.*
- B. *THAT the outcome of the Detailed Feasibility Study be reported to Council with a recommendation as to whether Council should proceed to enter into an Energy Performance Contract, and if so, on what terms.*

A copy of the 30 April 2007 report is attached as **annexure 1**.

Council signed a Detailed Feasibility Study Agreement with Energy Conservation Systems (the consultant) on the 22 August 2007 to carry out the Detailed Feasibility Study of sixteen Council sites, including the nine sites covered by the Energy Savings Action Plan.

## Purpose

The purpose of this report is to present the draft Energy Savings Action Plan to Council for endorsement and referral to the Minister of Utilities for approval. Once the report has been forwarded to and approved by the Minister, a further report will be presented to Council for adoption of the Energy Savings Action Plan.

## Preparation of the Energy Savings Action Plan

Preparation of the Energy Savings Action Plan has involved the review and investigation of energy use at nine of Council's top ten energy using sites, excluding street lighting. The plan has been prepared in accordance with the *Guidelines for Energy Savings Action Plans* (guidelines) released by the NSW Government in 2005. A copy of the draft Energy Savings Action Plan is attached as **annexure 2**.

The guidelines set out the tasks that need to be undertaken to prepare a satisfactory Energy Savings Action Plan. The following table summarises these tasks.

	<b>Energy Savings Action Plan</b>
<b>Task 1</b>	<b>Determine how much energy is used.</b> Collate 12 months of energy usage data to determine Council's baseline energy use. The chosen base year is to be representative of normal operations.
<b>Task 2</b>	<b>Planning at management level.</b> Undertake an Energy Management Review. Senior Management commitment is vital for this task.
<b>Task 3</b>	<b>Determine how energy is used and efficiency opportunities.</b> The level of technical review (detailed or walk through) is determined by the amount of energy used and the size of the site. It is recommended that councils include the top 10 sites in the plan to capture the bulk of energy use.
<b>Task 4</b>	<b>Preparing the plan.</b> The plan is to utilise the outcomes of the assessment of the baseline energy use, management review and technical review and be based on templates included in the guidelines.
<b>Task 5</b>	<b>Implementing and reviewing plans.</b> Implementation of the plan is to be reviewed and reported to DEUS annually. The action plan is to be reviewed every four years.

Council commenced work on the preparation of the draft Energy Savings Action Plan in August 2006, with the formation of the energy management project team. The team was formed to facilitate the investigations, plan preparation and the eventual implementation of the plan. The team consisted of Council staff from Strategic Planning, Property and Projects, and Finance. Preparation of the draft Energy Savings Action Plan was project managed by Council's Environmental Protection Coordinator, with assistance from the energy management project team.

The draft Energy Savings Action Plan has been prepared in accordance with the guidelines and in regular consultation with the Energy Savings Specialists at the Department of Environment and Climate Change. The draft Energy Savings Action Plan format follows the suggested format included in the guidelines. The main discussion of the results and actions has been included separately for each site due to the amount of information included in the draft plan. The templates included in the guidelines have been adapted and used in the draft Energy Savings Action Plan.

An energy management review was undertaken for task two of the Energy Savings Action Plan in August 2006. The purpose of the review was to evaluate the corporate level performance in energy resource management and to identify critical organisational actions. The results of the energy management review do not necessarily indicate a poor performance for energy management in the operation of Council. The review does, however, identify actions to further incorporate energy management into Council's organisational structure.

The majority of the investigations into Council's top nine energy using sites were undertaken by the consultant for the preparation of the Detailed Feasibility Study stage of the Energy Performance Contract process. The report to the Community and Environment Committee on the 30 April 2007 (**annexure 1**), details why Council embarked on the Energy Performance Contract process to assist with the preparation of the Energy Savings Action Plan.

The Detailed Feasibility Study involved the audit of Council's sites, the identification of energy conservation measures and the calculation of costs, savings and payback periods for each site. Energy Conservation Systems carried out the Detailed Feasibility Study in October / November 2007 and presented Council with the final report in February 2008.

The results of the Detailed Feasibility Study provided the technical detail for the nine sites covered by the Energy Savings Action Plan. The Detailed Feasibility Study is attached as an annexure to the Energy Savings Action Plan report.

The consultant identified a number of energy conservation measures to be implemented at seven of the nine sites included in the Energy Savings Action Plan. These sites are:

- Woollahra Council Chambers,
- Cross Street Car Park,
- O'Dea Avenue Works Depot,
- Grafton Street Car Park,
- Fletcher Street Depot,
- Sherbrooke Hall, and
- Double Bay Library (including the Annex).

The energy conservation measures from the first five sites listed above, known as the base projects, form the basis of the Energy Performance Contract with Council. The energy conservation measures for the last two sites are optional. Energy Conservation Systems are confident that there is potential for a stage two Energy Performance Contract project with Council.

Energy Conservation Systems have calculated that the capital cost to implement the base project energy conservation measures included in the Detailed Feasibility Study is **\$227,594**. Implementation of these energy conservation measures will save Council annually a total of **259,409 kWh** of energy, **243.8 tonnes of CO<sup>2</sup> e** (equivalent tonnes of CO<sup>2</sup>), and **\$38,255** in utilities and maintenance costs. Implementation of the base project Energy Performance Contract has an internal rate of return of **17.09%**. There is a payback period of **5.9 years** based on the annual savings and initial capital outlay.

A key principle for preparing the Energy Savings Action Plan, as stated in the guidelines, is that the plans should achieve an average 20% energy savings. The consultants calculate that there will be an 18.6% energy savings on the base year energy use with the implementation of the base energy conservation measures. Implementation of the optional energy conservation measures will further reduce energy use by 24,462 kWh and save an additional 23 tonnes of CO<sup>2</sup> e annually, and when combined with the base projects, will save 20.4% of base year energy levels.

## **Implementation and reporting of the Energy Savings Action Plan**

The guidelines state that the Energy Savings Action Plan must include the actions that will be implemented over the next four years. Designated users must prepare and submit an annual progress report of Energy Savings Action Plan outcomes to the DEUS. The guidelines also state that the Energy Savings Action Plan is to be reviewed every four years.

### **Identification of income and expenditure**

Implementation of the Energy Savings Action Plan has a financial implication to Council. The Detailed Feasibility Study identified energy conservation measures at seven of the eleven sites investigated. Implementation of the base projects (the top five projects) has a capital cost of \$227,594. A report will be presented to the Corporate and Works Committee on the 7 April 2008 regarding the financial requirements for implementing the energy conservation measures detailed in the Detailed Feasibility Study.

### **Conclusion**

Council has completed the draft Energy Savings Action Plan. The draft Energy Savings Action Plan has been prepared in accordance with the legislation and the guidelines. Council commenced the process of entering into an Energy Performance Contract to facilitate the development of the Energy Savings Action Plan, specifically for the technical review of Council's sites and the identification of energy conservation measures. The Detailed Feasibility Study identified energy conservation measures for seven of our top nine sites. Projects for five of these sites, known as the base projects, form the basis of negotiations with Council to enter into an Energy Performance Contract with Energy Conservation Systems. Implementation of the base projects energy conservation measures will save Council annually a total of **259,409 kWh** of energy, **243.8 tonnes of CO<sup>2</sup>e**, and **\$38,255** in utilities and maintenance costs. Implementation of these projects has an internal rate of return of **17.09%**. There is a payback period of **5.9 years** based on the annual savings and initial capital outlay. A report will be presented to the Corporate and Works Committee on the 7 April 2008 regarding the Detailed Feasibility Study and Energy Performance Contract process.

The next stage in the Energy Savings Action Plan process is to submit Council's draft plan to the Minister of Utilities for approval. The plan will then be reported back to Council for final adoption.

Rebecca Peacock  
**Environmental Protection Coordinator**

Chris Bluett  
**Manager Strategic Planning**

---

## **ANNEXURES**

1. Energy Savings Action Plan report to Community and Environment Committee 30 April 2007.
2. Draft Energy Savings Action Plan 2008.