



Community & Environment Committee

Agenda: *Community & Environment Committee*

Date: *Monday 30 April 2007*

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

26 April 2007

To: The Mayor, Councillor Keri Huxley, ex-officio
Councillors Anthony Boskovitz (Chair)
Tanya Excell (Deputy Chair)
Claudia Cullen
Marcus Ehrlich
Julian Martin
Andrew Petrie
Fiona Sinclair King

Dear Councillors

Community & Environment Committee Meeting – 30 April 2007

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 30 April 2007 at 6.00pm.**

Gary James
General Manager

Additional Information Relating to Committee Matters

Site Inspection

Other Matters

Meeting Agenda

Item	Subject	Pages
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 26 March 2007	1
D2	Woollahra Traffic Committee Minutes – 3 April 2007	2
D3	Extraordinary Meeting Woollahra Traffic Committee Minutes – 24 April 2007	9
D4	Gap Park Master Plan – 190.G	12
D5	Parks & Public Space Principal Activity – Draft 2007-2010 Management Plan – 827.G 04-07	14
D6	Community Services Principal Activity – Draft 2007-2010 Management Plan – 827.G 04-07	23
D7	SCCG Minutes Report – 814.G	51
D8	Natural Environment Principal Activity – Draft 2007-2010 Management Plan – 827.G 04-07	94

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

R1	Request for Proposals for the supply of Energy Performance Contract Services – Assessment of Proposals – Tender 07/06	113
R2	Library Fine Amnesty – 48.G	123

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 26 March 2007**
Author: Les Windle, Manager - Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 26 March 2007 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 26 March 2007 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D Delegated to Committee
Subject: **Woollahra Traffic Committee Minutes- 3 April 2007**
Author: Warwick Hatton, Director – Technical Services
File No: 595.G 2007
Reason for Report: For the Committee to consider the recommendations of the Woollahra Traffic Committee.

Recommendation:

THAT the Recommendations Y1-Y6 contained in the minutes of the Woollahra Traffic Committee on Tuesday 3 April 2007 be adopted.

Warwick Hatton
Director – Technical Services

Woollahra Local Traffic Committee Minutes

The meeting of the Woollahra Local Traffic Committee was held in the Council Committee Room, Double Bay, on Tuesday 3 April 2007 at 10.00am.

1. Attendances

Committee Members:

Present:	Mr Warwick Hatton (Chairman)	(Woollahra Municipal Council)
	Mr Navin Prasad	(Roads and Traffic Authority)
	Snr Const David Peters	(Rose Bay Police - Traffic)
	Ms Robyn Attuell	(Clover Moore MP Representative)
	Mr Eric Graham	(State Transit Authority)
Staff:	Mr Frank Rotta	(Woollahra Municipal Council)
	Ms Armodee Reece	(Woollahra Municipal Council)
Observers:	Ms V. Hofer	(Watsons Bay Communal Centre)
Absent	Mr Scott Farlow	(Peter Debnam MP Representative)

2. Minutes of Previous Meeting

The minutes of Meeting No.2/07 held in Council Chambers, Double Bay, on Tuesday 6 March 2007 were confirmed by Mr Navin Prasad and Snr Const David Peters.

The minutes of Extraordinary Meeting No.2A/07 held by phone and email, on Wednesday 14 March 2007 were confirmed by Mr Navin Prasad and Snr Const David Peters.

3. Matters Arising from Minutes of Previous Meetings

31 Manning Road, Double Bay – Bus Zone

Mr Eric Graham of Sydney Buses requested that this matter be reviewed in conjunction with Council officers. Mr Graham advised he will arrange a site meeting, with a bus on site to determine the extent of the alterations required to the bus zone.

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

Nil

5. Extraordinary Meetings

Noted

6. Late Correspondence

Nil

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

Item No: Y1 Traffic Matters on Local Roads – Recommendation to C&E for Consideration
Subject: **Parking Restrictions Changes**
Author: Frank Rotta – Traffic Engineer
File No: (Refer to Table 1)
Reason for Report: Various parking restriction changes throughout the Woollahra Council area.

Item Y1-1: Beresford Road, Bellevue Hill – Traffic conditions on bend

Recommendation:

1. That a broken centreline be installed on the bends in Beresford Road, Bellevue Hill between No.73 Beresford Road and 10 metres west of the western driveway to No.98 Beresford Road.
2. That the distance from the kerb to the unbroken centreline on the bend outside No.98 Beresford Road is to taper to a maximum of 6 metres where the road widens.
3. That RPMs be installed on the curved section on both of these bends.

Item Y1-2: Victoria Road, Bellevue Hill – Congestion at Traffic Signals

Recommendation:

1. That a 'No Stopping 7.30am-8.30am, 2.30pm-4.00pm Mon-Fri' zone be installed on the southern side of Victoria Road between the driveways to Nos.2C & 4 Victoria Road and including the driveway to No.4 Victoria Road, Bellevue Hill.

Item Y1-3: 17A Cooper Park Road, Bellevue Hill – Request for parking restrictions across driveway

Recommendation:

1. That No Parking restrictions be introduced extending 2 metres either side of the kerb return to the driveway at No.17A Cooper Park Road, Bellevue Hill.
2. That the Owners Corporation be advised that they will be responsible for all costs associated with the installation of the No Parking signage at this location.

Item Y1-4: Carlotta Road, Double Bay – Traffic conditions on bends

Recommendation:

1. That a broken centreline be installed on the bend in Carlotta Road just west of Suttie Road, Double Bay from the northern side of the driveway to No.53 Carlotta Road to the eastern side of the driveway to No.58 Carlotta Road, Double Bay.

2. That RPMs be installed on the curved section of this broken centreline.

Item Y1-5: Dwyer Lane, Woollahra – Vehicular access problems

Recommendation:

1. That the closed section of Dwyer Lane, north of James Street Woollahra be signposted with 'No Parking' restrictions.

Item Y1-6: View Street, Woollahra – Request for additional Resident Permit Parking spaces

Recommendation:

1. That 5 metres (two spaces) of '2 Hour Parking 8.00am-6.00pm Mon-Fri ARVE Wool1' be installed on the northern side of View Street, Woollahra immediately east of the vehicular access to No.101 Adelaide Street, Woollahra.

Item Y1-7: Albert Street, Edgecliff – Traffic conditions

Recommendation:

1. That the No Parking zone on the northern side of Albert Street from the driveway to No.428 Edgecliff Road to the No Stopping sign 10 metres west of the western kerb line in Edgecliff Road be removed and revert to two (2) unrestricted parking spaces.

Item Y1-8: Mona Road, Darling Point – Request for concrete island in parking lane

Recommendation:

1. That the Traffic Committee give 'in principle' approval for the provision of a concrete island at this location.
2. That the applicant submit a Section 138 application to install a trapezoidal island in the parking lane just north of the exit driveway to No.29-35 Mona Road, Darling Point in the No Parking zone in order to improve sight distance for vehicles exiting the driveway to these units in a forward direction.
3. That the western kerb face of the island be a maximum of 1.5 metres from the existing kerb face in Mona Road.
4. That the final design for this island be submitted to the Woollahra Traffic Committee for approval prior to construction
5. That the Owners Corporation be responsible for all costs involved in constructing this island.

Item Y1-9: New Beach Road, Darling Point – Parking restrictions just north of the roundabout

Recommendation:

1. That a No Stopping zone be installed on the western side of New Beach Road from the existing post a distance of 10.6 metres south of the prolongation of the common boundary between Nos.66 & 67 New Beach Road in a southerly direction to the kerb blister on the north-western corner of the roundabout at this location.

Item Y1-10: New Beach Road, Darling Point – Parking restrictions

Recommendation:

1. That a No Parking zone be installed on the eastern side of New Beach Road from the southern side of the driveway to No.30 New Beach Road to the northern side of the driveway to No.31 New Beach Road, Darling Point.
2. That the applicant pay all costs associated with the installation of the No Parking signage at this location.

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

Subject: **Cascade Street, Paddington – Resident Permit Parking**

Author: Frank Rotta – Traffic Engineer

File No: T87.

Reason for Report: Review of Resident Permit Parking zone PGTN3

Recommendation:

- A. That the existing 2 Hour Resident Permit Parking zone (Pgtn 3) on the western side of Cascade Street just north of Paddington Street be extended by approximately 32 metres in a northerly direction.
- B. That Council's enforcement officers take appropriate action to breach non-permit holders who park in this zone longer than the signage allows.

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

Subject: **No. 335 Edgecliff Road, Woollahra – Works Zone**

Author: Frank Rotta – Traffic Engineer

File No: 407.G Pt8

Reason for Report: Request for a Works Zone

Recommendation:

- A. That the application for a Works Zone to serve the development at No.335 Edgecliff Road, Woollahra not be approved.

Item No: Y4 Traffic Matters on Local Roads – Recommendation to C&E for Consideration
Subject: **No. 1A New South Head Road, Vaucluse – Works Zone**
Author: Frank Rotta – Traffic Engineer
File No: 407.G Pt8
Reason for Report: Request for a Works Zone

Recommendation:

- A. That the application for a Works Zone to serve the development at No.1A New South Head Road, Vaucluse not be approved.
- B. That the Construction Management Plan (CMP) for the site be approved subject to the following conditions:
- i. All vehicular movements to and from the site are to occur in a forward direction.
 - ii. The applicant must provide a Traffic Control Plan prepared by an RTA accredited Traffic Control Consultant to cover all truck movements to and from the site and the treatment of pedestrians while these movements are in progress. This plan must be submitted to the RTA's Traffic Management Centre for approval prior to the commencement of the works and a copy of the approved plan must be provided to Council for information.
 - iii. An RTA accredited traffic controller shall monitor all truck movements to and from the site to ensure that there is no disruption to traffic in New South Head Road and there are no conflicts with pedestrians and between vehicles leaving the site and vehicles turning right from New South Head Road into Towns Road.
 - iv. No vehicles are to enter or leave the site between the hours of 8am-9.30am and 2.30pm-4pm Monday to Friday, during the construction period.

Item No: Y5 Traffic Matters on Local Roads – Recommendation to C&E for Consideration.
Subject: **Five Ways Streetscape Project – Signage**
Author: Alan Opera - Manager Public Infrastructure
File No: 191.Project Pt 2 / T191
Reason for Report: Traffic Committee approval of signs.

Recommendation:

- A. That the proposed plan be reviewed by Council officers and resubmitted to the May Traffic Committee meeting for consideration.

Item No: Y6 Traffic Matters on Local Roads – Recommendation to C&E for Consideration.
Subject: **Greenoaks Avenue, Darling Point – Various Traffic Facilities**
Author: Frank Rotta – Traffic Engineer
File No: T203
Reason for Report: Traffic facilities resulting from Darling Point Traffic Study Action Plan.

Recommendation:

- A. That the proposal for signage, linemarking and painted medians detailed in the attached plans be adopted.
- B. That the residents be consulted on the proposal to implement 2 Hour permit parking restrictions in Greenoaks Avenue.
- C. That Council officers investigate the provision of a raised platform in Greenoaks Avenue just east of Darling Point Road when the design of the roundabout at this intersection is reviewed as part of the Darling Point Traffic Strategy Action Plan.
- D. That no action be taken to install a raised platform in Greenoaks Avenue just west of Ocean Avenue.

8. Late Items

Nil

There being no further business, the meeting concluded at 11.30pm.

Warwick Hatton
Chair

Item No: D3 Delegated to Committee
Subject: **Extraordinary Meeting**
Woollahra Traffic Committee Minutes - 24 April 2007
Author: Warwick Hatton, Director – Technical Services
File No: See Traffic Committee Minutes
Reason for Report: For the Committee to consider the recommendations of the Woollahra Traffic Committee (Extraordinary Meeting 3A/07).

Recommendation:

THAT the Recommendation contained in the minutes of the Woollahra Traffic Committee during its Extraordinary Meeting No.3A/07 held on Thursday 19 April and Tuesday 24 April 2007, Item Y1-11 be adopted.

Warwick Hatton
Director – Technical Services

Woollahra Local Traffic Committee Minutes

An Extraordinary Meeting (No. 3A / 07) of the Woollahra Local Traffic Committee was held by email on Thursday 19 April and Tuesday 24 April, 2007.

9. Attendances

Committee Members:

Present:	Mr Frank Rotta Mr Navin Prasad Snr Const David Peters	(Woollahra Municipal Council) (Roads and Traffic Authority) (Rose Bay Police - Traffic)
Staff:	Ms Armodee Reece	(Woollahra Municipal Council)

10. Minutes of Previous Meeting

Nil

11. Matters Arising from Minutes of Previous Meetings

Nil

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

Nil

13. Extraordinary Meetings

Nil

14. Late Correspondence

Nil

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

EXTRAORDINARY MEETING No.3A/07

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

Subject: **Parking Restrictions Changes**

Author: Frank Rotta – Traffic Engineer

File No: (Refer to Table 1)

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

Item Y1-11: Beresford Road, Bellevue Hill – Traffic conditions on bend

Recommendation:

1. That a Bus Zone be installed on the western side of Manning Road from 6 metres north of the prolongation of the boundary between No.1A Wallaroy Crescent and No.33-35 Manning Road for a distance of 18.5 metres in a northerly direction.
 2. That a No Parking Zone be installed on the western side of Manning Road from 24.5 metres north of the prolongation of the boundary between No.1A Wallaroy Crescent and No.33-35 Manning Road for a distance of 5.7 metres in a northerly direction.
 3. That the No Parking Zone south of the proposed Bus Zone referred to above revert to unrestricted parking, except for the driveway near the corner of Wallaroy Crescent which should retain its No Parking signage.
-

Frank Rotta
Chair

Item No: D4 Delegated to Committee
Subject: **Gap Park Master Plan**
Author: David Sheils - Manager Public Open Space
File No: 190.G
Reason for Report: To inform Council of the offer of grant funding for Gap Park Master Plan.

Recommendation:

That the Committee note the report.

Background:

Last month we were informed by the NSW Department of Planning of our success in securing \$31,000 under the Metropolitan Greenspace Program for the development of a Gap Park Landscape Master Plan. These funds supplement \$25,000 provided in this year's budget for the completion of a Landscape Master Plan. The aim of the Master Plan is to guide Council in undertaking necessary future improvements to the area.

Gap Park is a Crown Reserve and Woollahra Council is the Reserve Trust Manager. The Park and adjacent Robertson Park has been a popular destination for tourists since the early 19th century. In addition to spectacular views offered of the Ocean and Sydney Harbour, the Park also supports a rich history containing early fortifications, shipwreck relics, disused tramline and windswept native coastal vegetation. Unfortunately, Gap Park is also well known as a suicide location.

In 1982, Council undertook major works to upgrade Gap Park, including construction of pathways, renewed fencing, installation of furniture, landscape works and the commencement of bushland regeneration.

Since that time, revegetation works have been successfully established. However, items such as park furniture, signage, fencing and pathways have, through natural wear and tear, declined in condition. It is now necessary to replace the coastal fence and reinstate the, currently absent, park furniture. The Dunbar Anchor also needs substantial preservation works to prevent further corrosion. As part of any improvement works, the opportunity exists for Council to address the lack of disabled access to the main Gap Park viewing point.

The Woollahra Community Safety Committee and Council's Woollahra Crime Prevention Plan 2007, has identified the need to investigate lighting at Gap Park in the interest of reducing suicides and increase night-time safety. The Woollahra Bike Plan also identifies the opportunity to utilise the now disused tramline as a cycleway route.

Proposal:

The development of the Gap Park Landscape Master Plan will provide a comprehensive scheme to improve the area. The Plan will be developed in consultation with Council's Community Safety Committee, National Parks and Wildlife Service, adjoining land owners, the local community and experts in areas of mental health, lighting, heritage, natural environment and urban design. Concerns raised by Woollahra's Safety Committee and the Crime Prevent Plan will also be considered.

We are currently seeking quotations to engage a suitably qualified consultant team to prepare the Master Plan and facilitate the consultation sessions with relevant stakeholders.

The development of the Gap Park Master Plan will 'dovetail' with Council's completed design projects for Robertson Park and the Military Road precinct. Many of the works proposed by these plans directly address the impacts associated with high tourist visitation such as traffic and pedestrian movements.

Following the completion of the Gap Park Landscape Master Plan, it will be possible for Council to pursue significant funding contributions from the State and Commonwealth Governments to undertake the works proposed and those outstanding works required on Military Road and at Robertson Park.

In a similar situation to Gap Park, Echo Point and the Katoomba Town Centre was significantly upgraded by Blue Mountains City Council in 2003 with the assistance of \$10m provided by the State Government. These funds were provided in recognition of the tourism and economic benefits provided by improved visitor experiences at Echo Point and the shopping precinct.

With the support of the local Federal member, Waverley Council also received a \$2m grant from the Federal Government to undertake major upgrading works to Campbell Parade, Bondi. These works are aimed at improving traffic, parking and pedestrian arrangements and address the conflict between tourism and local traffic.

Conclusion:

The development of the Gap Park Master Plan is identified in the 2006/07 Budget with a funding allocation of \$25,000. With the addition of \$31,000 from the NSW Department of Planning, we will be able to complete this project and ensure adequate consultation and consideration is given to the many issues concerning this significant location. The preparation of the Plan will provide the basis for carrying out improvements to this area, and seeking funding assistance.

David Sheils
Manager Public Open Space

Warwick Hatton
Director Technical Services

ANNEXURES:

Nil

Item No: D5 Delegated to Committee
Subject: **Parks & Public Space Principal Activity - Draft 2007-2010 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 include promotional material on our parks for the web site, and for publication. A comprehensive master plan for Gap Park will be prepared in consultation with the community.

4.2 Open Space Asset Management

We propose to prepare Plans of Management for Foreshore Parks, Redleaf / Blackburn Gardens and Cooper Park, and manage dinghy storage in foreshore parks. 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, dinghy storage facilities, tourism direction signage and water saving initiatives. In Gap Park the historic Dunbar Anchor will be refurbished and new improved fencing installed at the main Gap viewing area. These works will be undertaken following the completion of the Gap Park master plan.

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. A new water efficient irrigation system will be installed at Christison Park.

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 Cook's Paddock and add a shade structure to the playground in Yarranabee Park. A new playground will be installed in Rushcutters Bay Park. We plan to install dinghy storage facilities at Tingira Memorial Park and Gibsons Beach Reserve. These facilities will assist to remove boat storage clutter and make available more foreshore land for public use.

Warwick Hatton
Director Technical Services

Annexures:

1. Proposed 2007-2010 Management Plan Parks and Public Space Principal Activity

Item No: D6 Delegated to Committee
Subject: **Community Services Principal Activity - Draft 2007-2010 Management Plan**
Author: Kylie Walshe - Director Community Services
Tim Tuxford – Manager Compliance
File No: 827.G 04-07
Reason for Report: To review the principle activity of Community Services prior to inclusion in the draft 2007-2010 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 2007-2010 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.

This year will see the release of the 2006 Census data which will give us 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 will be developed in early 2008. This plan will identify priority target groups and include strategies to improve the quality of life of those living in this area.

Our relationship with other community service providers will also be ongoing, with the continuation of the annual Community Grants Program and a subsidy to the Woollahra Seniors Welfare Association for the provision of services to the people of Woollahra. We will also be delegating the provision of direct services to Holdsworth Street Community Centre in the areas of aged and disability, neighbourhood services, family support services and community transport.

5.2 Library Services

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

The past two years has seen an emphasis on services for young people and children with the development of the young adult collection and the DVD and CD collections . There has been an increase in overall circulation in this year throughout each of the libraries.

In 2007/08 we will further develop and consolidate these initiatives with the development of the Library Strategic Plan, The Way Forward. The Strategic Plan, through its emphasis on community consultation will lead to the development of strategies for improved service delivery and the provision of appropriate services to meet the information needs of all residents. It will more closely align the provision of the Library Service to the changing needs of the community.

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 back grounds, Aboriginal & Torres Strait Islanders, community safety and volunteering.

We will continue to provide direct services for children at Woollahra Preschool, and for seniors at a number of our community facilities.

The key focus areas for implementing projects in line with identified issues and strategies are; the implementation of the Reconciliation Statement and the Community Cultural Relations Statement and subsequent action plans; address the issues of social isolation for the frail aged and people with disabilities; to facilitate activities to foster healthy ageing; promote and advocate for increased service provision of child care places and family support programs; promote and facilitate recreational and cultural activities for young people and to recognise women's contribution to the community.

In addition, Community Safety issues will be addressed through the implementation of the Crime Prevention Action Plan, while Volunteering will be addressed in partnership with non government organisations and in particular Holdsworth Street Community Centre.

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 Woollahra Cultural Plan 2003 details the opportunities to improve the cultural life of Woollahra residents, and assists the community to express pride in their place. In 2007/08 the reviewing and updating of the Cultural Plan as part of the community and social planning process will enable us to evaluate and develop strategies that are reflective of the current cultural aspirations of the Municipality.

The continuation and development of cultural awareness and advocacy programs will enhance cultural activity occurring in Woollahra, including; NAIDOC and Reconciliation Week activities, participation in the Eastern Region Local Government Aboriginal and Torres Strait Islander Forum, Kids Day Out, Poets Picnic, the Woollahra Small Sculpture Prize, the Readers and Writers series, Harmony Day promotion and local Citizen of the Year Awards.

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 2006;

- 340 food premises were registered;
- 140 health premises, including skin penetrations, beauty saloons and hairdressers were registered;
- About 15 notices were issued on food premises;
- Council's Environmental Health Officers investigated about 398 customer requests, about 120 relating to noise and 55 relating to other forms of pollution;
- About 85 notices and directions were issued under the *Protection of the Environment Operations Act 1997* or the *Local Government Act 1993* and
- About 185 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.

Last year a minor change was made to the frequency of inspections of our food premises, with a distinction being made between high and low risk premises based the activity undertaken. This practice 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.

The NSW Food Regulation Partnership between local councils and the NSW Food Authority is scheduled to commence in 2007. Under the partnership local councils will specify the food surveillance role they can provide and will enter into a formal agreement with the NSW Food Authority.

The last advice received from the NSW Food Authority indicated that the required Food Bill that will enact the Food Regulation Partnership had not as yet been passed by State Parliament. Nevertheless, in March 2007 the NSW Food Authority commenced pilot programs with several councils in an endeavour to identify and address any concerns that may arise.

Before Council enters the Food Regulation Partnership, it is proposed that a full review of Council's Food Safety Program will be undertaken. This review will occur in conjunction with a review of Council's Environmental Services & Public Health program area and aims at assessing our current practices and statutory obligations before benchmarking our operations and identifying possible areas for improvement. In addition to the food safety program, the review will consider the public health and pollution control programs.

The dates of the service review have been scheduled in the draft Management Plan to align with the NSW Food Authority's likely timetable for the Food Regulation Partnership.

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 2006;

- Council's Rangers investigated about 300 customer requests relating to abandoned vehicles, resulting in these vehicles being removed;
- About 50 dog related fines were issued;
- About 60 stray dogs and 45 stray cats were impounded;
- Council's Animal Control Officer investigated about 145 barking dog and 8 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. This will include;

- Reviewing the Rangers' spread of hours;
- Developing patrol sheets and work plans;
- Introducing multi-skilled "hybrid" crews that undertake parking patrol duties, such as school patrols, in conjunction with basic Ranger duties, such as patrols of Parks and Reserves; and
- Trial mobile access to the 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 2007-10 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 2007-2010 Management Plan

Item No: D7 Delegated to Committee
Subject: **SCCG Minutes Report**
Author: Rebecca Peacock - Environmental Protection Coordinator
File No: 814.G
Reason for Report: To provide the minutes of the Sydney Coastal Councils Group Technical Committee and Ordinary Meetings.

Recommendation:

- A. THAT the minutes of the Sydney Coastal Councils Group Technical Committee meetings held on the 14 December 2006 and the 15 February 2007 be received and noted.
- B. THAT the minutes of the Sydney Coastal Councils Group Ordinary Meeting held on the 17 March 2007 be received and noted.

1. Purpose

The purpose of this report is to provide the Community & Environment Committee with a copy of the minutes of the Sydney Coastal Councils Group (SCCG) Technical Committee and Ordinary meetings. Provision of the SCCG minutes informs the Committee of the environmental projects and initiatives the SCCG and member councils are currently addressing.

2. Background

The SCCG is a group of sixteen councils adjacent to marine and estuarine waters in Sydney. The councils are Botany Bay, Hornsby, Leichhardt, Manly, North Sydney, Pittwater, Randwick, Rockdale, South Sydney, Sutherland, Sydney, Warringah, Waverley, Willoughby and Woollahra. The aim of the SCCG is to promote coordination between member councils on environmental issues relating to the sustainable management of the urban coastal environment.

There are two types of meetings conducted by the SCCG:

- Technical Committee - attended by Woollahra Council's Environmental Protection Coordinator,
- Ordinary or Full Group Meeting - attended by Woollahra Councillors appointed as representatives.

Technical Committee meetings are conducted approximately every two months and the Ordinary meeting is conducted every three months. The minutes and agendas of both meetings can be found on the SCCG website www.sydneycoastalcouncils.com.au/minutes_agendas.htm.

3. Projects

The Technical Committee has been working on a number of projects that are of particular interest to Woollahra Council. The following provides a brief description of the projects.

Summer Activities Program January 2007

The SCCG Summer Activities Program is conducted each year in January. The program aims to educate the community about Sydney's beautiful coastal environment through organised activities. The activities are organised by the individual councils, and coordinated by the SCCG.

Woollahra Council organised the following activities for the January 2007 program:

- guided coastal bushwalk, Gap Park to Christison Park,
- SOS Science of the Surf Presentation by Dr Rob Brander, and
- Water Dragon and Coast Care story time for toddlers/preschoolers – stories and craft at the Woollahra Children's Library.

Approximately 45 people participated in Council's activities organised for the January 2007 program. Generally, feedback from the participants was very positive.

Walking Coastal Sydney

The Walking Coastal Sydney project will involve the development of a series of brochures that combined will provide a documented, walkable route from Palm Beach to Cronulla. The SCCG will be facilitating a number of multi stakeholder working groups to develop the brochures. Each working group will consist of representatives from local councils, the Walking Volunteers Group and relevant state agency departments. The SCCG is currently looking at possible funding opportunities to assist with payment of maps, brochures and additional promotional materials for the project.

The SCCG has been liaising with Council's Public Open Space section on this project.

A Systems Approach to Regional Climate Change Adaptation Strategies in Metropolises – SCCG / CSIRO partnership grant

The aim of this project is to develop and trial a method for a systems approach to regional climate change adaptation strategies in large urban areas. The project will:

- develop and test an integrated (systems) method to generate information about the likely impacts of climate change and feasible adaptation strategies in the Sydney region;
- further the understanding of the likely impacts of climate change and resulting adaptation options in the Sydney region through integration of existing models, vulnerability mapping, and an analysis of adaptive capacity.
- assess the transferability of the integrated (systems) method to other large urban areas, with transfer to be facilitated through the project National Reference Groups.

Consultation with all member councils on local impacts and capacity to adapt to climate change will be undertaken as part of the project. Three adaptation strategies within member council will be trailed and supported by the most recent climate change science.

The SCCG is currently recruiting for the project officer to coordinate this project.

4. Conclusion

Involvement in the SCCG Technical Committee provides member councils with an invaluable resource. Reporting of the minutes will keep the Committee informed of the environmental projects and initiatives the SCCG and member councils are currently addressing.

Rebecca Peacock
Environmental Protection Coordinator

Chris Bluett
Manager – Strategic Planning

Annexures:

1. Sydney Coastal Councils Group, Technical Committee Meeting (14 December 2006) Minutes.
2. Sydney Coastal Councils Group, Technical Committee Meeting (15 February 2007) Minutes.
3. Sydney Coastal Councils Group, Ordinary Meeting (17 March 2007) Minutes.

Item No: D8 Delegated to Committee

Subject: **Natural Environment Principal Activity - Draft 2007-10 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 Protection
- 2.2 Stormwater Systems
- 2.3 Tree Management
- 2.4 Waste Services
- 2.5 Street Cleaning
- 2.6 Bush Regeneration
- 2.7 Harbour Facilities

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 Protection

We will be completing the Woollahra Sustainability Plan. The project has involved the review of Council's existing functions, activities, programs and policies, identification of local issues, community consultation, establish local vision, objectives and identification of actions. The plan aims to build on and promote Council's existing programs, ensuring that the principles of Ecological Sustainable Development (ESD) are applied to all function areas. The Woollahra Sustainability Plan will provide the strategic direction for the sustainable management of Woollahra.

We will be finalising the Woollahra Energy Savings Action Plan, a NSW Government requirement. The plan focuses on the energy use of Council's top ten energy using facilities and the actions that can be implemented to conserve energy.

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.

We will be commencing the preparation of an Environmental Management Plan. Preparation of an Environmental Management Plan will build on the information gained from the preparation of the Woollahra Sustainability Plan and will provide Council with a document that will coordinate and prioritise environmental action in Woollahra.

The State of the Environment Report 2006/2007 is due to be completed by 30 November 2007, in line with Council's annual reporting requirements. The 2006/2007 report will be a supplementary report prepared in accordance with *Local Government Act 1993* requirements.

We will also be reviewing the structure and content of Council's State of the Environment reports to make them more outcomes focused.

2.2 Stormwater Systems

We will be using the recently completed hydraulic modelling analysis and a comprehensive condition survey, to identify and prioritise works to be included in the five year capital renewal program, funded from the proposed Stormwater Levy.

Our Flood Plain Risk Management Committee will continue to provide community input in the development and implementation of floodplain management plans. Floodplain management plans will be completed for the Double Bay and Rushcutters Bay catchments. A flood study of the Rose Bay catchment will be carried out.

Subject to a Council decision regarding the relevant clause in Council's LEP, we will complete the Draft Development Control Plans for Stormwater Management and Flood Management, place them on exhibition for community comment, and recommend a final version for Council adoption.

The principles of Water Urban Sensitive Design will be considered in future stormwater infrastructure projects as a means to introduce stormwater treatment as part of the design process. Harbour foreshore cleaning has also been listed to continue in accordance with the current review on beach cleaning practices.

A major project will be the preparation of an ecological footprint of the Woollahra LGA, using funds from an Urban Sustainability Grant, in association with Waverley and Randwick Councils.

2.3 Tree Management

We will continue to complete elements of the Vegetation Management Strategy, and implement these as they are adopted by Council. We will continue to undertake 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 will be completed to assist in future tree removal and replacement programs. We will develop our proactive pruning program in conjunction with our public tree asset management system, and reduce our reactive tree maintenance program.

2.4 Waste Services

We will implement education and community information projects to reduce incidence of dumping and increase levels of recycling. We will be reporting on a survey of selected residential areas regarding our waste collection services, reviewing our green waste services and continuing an organics recycling trial in conjunction with SSROC. Educational programs will be run for shop keepers on waste management.

2.5 Street Cleaning

We will implement further revisions of our 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 on our street sweeping schedules.

2.6 Bush Regeneration

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

The preferred option for upgrading the Watsons Bay Baths will be developed.

Warwick Hatton
Director Technical Services

Allan Coker
Director Planning & Development

Annexures:

1. Proposed Principal Activity: Natural Environment of 2007-2010 Management Plan.

Item No: R1 Recommendation to Council
Subject: **Request for Proposals for the Supply of Energy Performance Contract Services – Assessment of Proposals**
Author: Rebecca Peacock – Environmental Protection Coordinator
File No: Tender 07 06
Reason for Report: To recommend to Council the acceptance of a proposal.

Recommendation:

- 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.

1. 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 and government agencies, and large local councils 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 (WSAP) and Energy Savings Action Plan (ESAP) was reported to the Community and Environment Committee on the 19 September and the 28 November 2005.

Water Savings Action Plan

Council commenced the preparation of the WSAP in November 2005, and submitted the *Draft Water Savings Action Plan 2006* to the Minister of Utilities for approval by the 30 June 2006 deadline. The WSAP determined how much water was being used at Council's top ten water using sites and identified and prioritised actions to conserve water usage. Council's WSAP was approved by the Minister on 25 February 2007.

Energy Savings Action Plan

Council commenced the preparation of the ESAP in May 2006. The deadline for the preparation of the ESAP was originally September 2006. Council successfully applied for and received extensions from DEUS to the deadline, with the plan now due to the Minister by the 30 June 2007.

An energy management team was created to facilitate the investigations, plan preparation and the eventual implementation of the plan. The team consists of the Director Technical Services, Manager Strategic Planning, Manager Finance, Manager Property and Projects, Manager Parks and Street Trees, Manager Depot and Waste Services, Manager Public Infrastructure and the Environmental Protection Coordinator. Preparation of the ESAP is being project managed by Council's Environmental Protection Coordinator, with assistance from the energy management project team.

Tasks 1 (Council's baseline energy use) and 2 (Energy Management Review) of the ESAP have been completed and incorporated into the draft document.

Task 3 of the ESAP is a technical review of energy use and investigation of energy saving measures at Council's top energy using sites. The review includes, but is not limited to, the identification of energy usage trends (such as peak electricity consumption), energy using devices and equipment, operating and maintenance procedures and opportunities to utilise renewable or low-emission on-site generation.

Council has a current budget allocation for the project for a specialist energy consultant to carry out the technical review (audits) of nine of Council's top ten energy using facilities, street lighting excluded. A consultant's brief for the audits was prepared in consultation with DEUS in July 2006. The brief was distributed to six energy management consultants in July/August 2006, of which three provided proposals to Council to conduct the audits.

In general, all three proposals were consistent with the *Guidelines for Energy Savings Action Plans* (guidelines), and offered a similar level of service. The costs for the three proposals were \$35,914, \$47,190 and \$64,735.

The remaining consultants were contacted and asked for the reason why they did not respond to the consultant's brief. All of the consultants stated that busy workloads were the reason why they did not respond. One of the consultants, Energy Conservation Systems, stated that in addition to workload, they were more likely to get involved in energy efficiency with Council, if Council was to consider energy performance contracting (EPC) as an alternative to auditing sites.

Energy Performance Contracting

Energy Performance Contracting (EPC) is a form of contracting developed to overcome the major barriers to delivering cost-effective energy efficiency, including lack of technical knowledge, inability to raise sufficient funds and lack of confidence in technology performance. EPC can be used in any facility in which energy is used. The Australasian Energy Performance Contracting Association (AEPCCA) produced *A Best Practice Guide to Energy Performance Contracts* (the best practice guide) as a part of the Energy Efficiency Best Practice Program in the Australian Department of Industry Science and Resources. The guide states that an

EPC is when an energy service company (ESCO) is engaged to improve the energy efficiency of a facility, with the guaranteed energy savings paying for the capital investment required to implement improvements. Under a performance contract for energy saving, the ESCO examines a facility, evaluates the level of energy savings that could be achieved, and then offers to implement the project and guarantee those savings over an agreed term.

EPCs provide businesses with a low risk way to implement energy and water efficiency improvements. The risk is transferred to the ESCO who guarantees both the performance of the technology and the energy savings. If the contracted savings are not achieved, the ESCO can either do further work to achieve the targets or pay the difference.

There are four stages to negotiating an EPC:

1. Expression of Interest (EOI) stage; to identify contractors willing and able to offer proposals for an EPC,
2. Request for Proposal (RFP) stage; to select the preferred contractor with whom an EPC will be negotiated,
3. Detailed Feasibility Study (DFS) stage; to undertake the investigations that will form the technical basis for negotiating and implementing an EPC, and
4. Energy Performance Contract (EPC) stage; to enter into an EPC for the implementation of the energy saving projects based on the findings of the DFS.

Implementation of the EPC can either be funded by the customer, the contractor or through a third party. The guaranteed savings pay the 'loan' back and all future savings are returned to the customer. An EPC typically lasts for 5-10 years and is completed when the accumulated savings, discounted for inflation, equal the capital value of the contract.

A number of councils have EPCs, including Hornsby and Blue Mountains. A number of councils are also embarking on the EPC process as an alternative to carrying out the audits for the preparation of the ESAP.

The guidelines state that a DFS undertaken as a part of an EPC may fulfil a large portion of requirements for an ESAP.

A report was presented to MANEX regarding energy audits and EPCs in 8 September 2006, with the recommendation that Council proceed with the EPC process. A copy of the MANEX report has been included as Annexure 1. MANEX endorsed the recommendation and decided that Council proceed to the Request for a Proposal stage of the EPC process because the request for quotations already undertaken for the energy audits was equivalent to seeking Expressions of Interest.

The *Request for Proposal for the Supply of Energy Performance Contracting Services*, December 2006, was distributed to specialist energy contractors, including those that responded to the audit request for quotations, and AEPCA member contractors in December 2006. The main objective of the Request for Proposal was to engage a specialist energy consultant to investigate energy saving opportunities in Council's top energy using sites (DFS) with the possibility of entering into an EPC with the contractor to implement and monitor the actions. Proposals were to be lodged with Council by 2.30pm 14 February 2007.

2. Proposal assessment

Two proposals were received, both of which were deemed to be conforming.

The proposals were assessed in accordance with the selection criteria, as stated in the *Request for Proposal for the Supply of Energy Performance Contracting Services* document. The assessment panel comprised Chris Bluett (Manager Strategic Planning), Don Johnston (Manager Finance), Zubin Marolia (Manager Property and Projects), Joe Cavagnino (Purchasing Coordinator) and Rebecca Peacock (Environmental Protection Coordinator).

The proposals were given a score on each item of the selection criteria, which resulted in a score out of 100, with points being allocated as indicated in the following table. The weightings were determined and endorsed prior to the assessment of the proposals. The following table illustrates the scores and rankings of the proposals.

Further clarification of specific aspects of the proposals was sought from the contractors.

Evaluation criteria	Weighting	Contractor 1	Contractor 2
		Energy Conservation Systems	Total Energy Solutions
Technical soundness of the proposal	15%	15	13.5
Attractiveness of the financial outcome	17.5%	17.5	16.5
Extent of changes to the standard contract	5%	5	5
Attractiveness of financial package	17.5%	16	17.5
OH&S	5%	5	5
Methodology of EPC	10%	10	10
Staff Training and communication strategy	5%	5	5
Past experience and reputation	15%	15	13
Demonstrated understanding of Council's needs, expectations and requirements	10%	10	7
TOTAL	100%	99	92.5

Based on the results of the assessment of the proposals and the additional information provided to the assessment panel, the recommended contractor is Energy Conservation Systems.

Energy Conservation Systems has estimated that implementation of the energy saving projects will save approximately 22% of CO₂ equivalent emissions, 20% of the energy costs to operate Council's sites and \$4,000 in maintenance and operational costs per year. Implementation of the projects has an Internal Rate of Return of 16.71%, equating to an approximately seven year payback period on the capital investment.

The next stage of the process is for Council to enter into a Detailed Feasibility Study Agreement with the preferred contractor. The DFS agreement specifies Council's criteria for an EPC, for example the Internal Rate of Return, minimum energy cost savings, sites to be included in the study.

At this stage, Council is committed only to the DFS being undertaken, not necessarily the EPC to implement the recommended actions. If the DFS does not meet Council's pre-determined criteria, Council will be under no obligation to pay for any work undertaken by the contractor. Specifically Council will not be required to pay the contractor for the DFS, if the projected savings in the completed DFS are +/-20% of those quoted in the RFP response.

However, if the DFS meets the criteria in the RFP within the 20% limit, but Council decides, at its discretion, not to proceed with an EPC, Council will be required only to pay the contractor's quoted fee for developing the DFS.

The DFS will form the technical basis for implementing the EPC and will involve a thorough investigation of nine of Council's top ten sites, as a minimum.

The best practice guide recommends that organisations wanting to enter into a DFS agreement follow the standard agreement prepared by the AEPKA. Council is looking to engage the services of specialist consultant to review the standard DFS agreement document and to assist Council with contract negotiation, if required.

The preferred contractor has estimated that it would take eight weeks to conduct and prepare a DFS. Based on the information provided, it is anticipated that Council will negotiate a DFS agreement with the contractor and commence the DFS prior to the end of the 2006/2007 financial year. A report will be presented to Corporate and Works Committee outlining the results of the DFS. Recommendations on whether Council should, or should not, enter into an EPC will be presented in the report based on the outcomes of the DFS.

Should Council enter into an EPC, it is anticipated that the implementation of the proposed capital works will commence during the 2007/2008 financial year. The report will address staging and funding of proposed works.

3. Identification of Income & Expenditure

The cost to Council for ECS to carry out a DFS for the nominated facilities is \$15,540. There is an allocation in the 2006/2007 budget for \$15,540, should Council be required to pay the costs of the DFS.

Should Council decide to proceed with an EPC based on the findings of the DFS, a recommendation for a budget allocation for the capital works will be included in the report to Corporate and Works Committee. The RFP proposal estimated capital works to the value of \$168,721. The DFS process will more thoroughly investigate and determine actions, capital costs and savings. The DFS will form the basis of the EPC.

As noted above, the preferred contractor has estimated that implementation of the energy saving projects will save approximately 22% of CO₂ equivalent emissions, 20% of the energy costs to operate Council's sites and \$4,000 in maintenance and operational costs per year. Implementation of the projects has an Internal Rate of Return of 16.71%, equating to an approximately seven year payback period on the capital investment.

4. Consultation

This report has been prepared in consultation with the assessment panel and MANEX.

5. Conclusion

Council has a legislative requirement to prepare an ESAP. Preparation of the ESAP commenced in May 2006. Whilst progressing through the tasks for preparing the draft plan, it became evident that it would be more beneficial to Council to commence the process of entering into an EPC. A major part of the EPC process is the DFS, where by energy saving opportunities are identified. By undertaking the DFS, with the intent to enter into an EPC, Council will not only satisfy the audit requirements of the ESAP, but will also guarantee the implementation of energy saving actions and energy savings.

The tender panel recommends that Council enter into a Detailed Feasibility Study Agreement with Energy Conservation Systems, with the intention, but under no obligation, to enter into an EPC, subject to the outcome of the DFS.

Rebecca Peacock
Environmental Protection Coordinator

Chris Bluett
Manager Strategic Planning

ANNEXURE:

1. Report to MANEX 8 September 2006.

Item No: R2 Recommendation to Council

Subject: **Library Fine Amnesty**

Author: Vicki Munro – Manager, Library and Information Services

File No: 48.G

Reason for Report: The purpose of the report is to seek Council approval to conduct an amnesty, from 1 – 30 June 2007, on charges for outstanding Library items, in conjunction with surrounding Libraries - Waverley, Randwick and Botany.

Recommendation:

1. That Council participate in a one month amnesty program from 1 – 30 June 2007 on charges for outstanding Library items, to be conducted with Waverley, Randwick and Botany Councils.

Background:

The Woollahra Library and Information Service has been asked to be involved in a regional amnesty program, with Waverley, Randwick and Botany Libraries, during the month of June 2007, on outstanding Library items.

Woollahra Library and Information Service currently allows its members to borrow up to 10 books, 10 magazines and 10 tapes/CDs with up to 4 videos / DVD's and 2 toys, at any one time. These items can be on loan for up to three weeks with the provision for two renewals of all items except DVDs which have a one week loan period with provision for two renewals.

The Library has the following charges relating to the late return of borrowed items:

Books – Adults (per day):	\$0.40
Books – Sen/pens & child (per day):	\$0.10
Videos / DVDs – Adult (per day):	\$1.10
Videos / DVDs – Sen /pens & child (per day):	\$0.30
The maximum charge is:	\$7.00 per item.

The Library sends three overdue notices to its Library members, requesting the return of overdue items and advising of the accumulation of fines. Members can continue to borrow if they have overdue items and their fines are allowed to accumulate until they reach \$50.00, after which the Library members cannot borrow until their fines are either paid or reduced to under \$50.00. Library member's borrowing rights are also cancelled if an item is three months overdue.

It is common practise that many members receiving these notices decide not to return to the library service at all, thus reducing our membership, services to the community and the return of valuable items to the collection.

Proposal:

In conjunction with Waverley, Randwick and Botany Libraries, Woollahra Library would like to participate in a regional amnesty on charges for outstanding library items on loan, during the month of June 2007. It is proposed that during the amnesty those people returning late items will be asked to donate an item of non perishable food or gold coin, which will be donated to a suitable local charity, at the end of the amnesty month. The program would be titled "Waiving Charges for Charity".

Currently Woollahra Library has approximately 17,900 items on loan, of which 400 items are up to three months overdue with approximately 4,000 items considered long overdue. It is anticipated that through participation in the regional Amnesty program, many items may be returned to the Library which could otherwise have been considered lost, thus making them available for future community use.

From feedback of other libraries who have conducted Amnesties, it appears that the rate of return of outstanding items varies and can depend on the extent of publicity. However, it is generally acknowledged that the community regards amnesties on library fines and charges as a positive step in encouraging the return of items to circulation. Another positive outcome is that it will also encourage members that have not visited the service due to high overdue fees to return to the service.

The Amnesty would be advertised throughout May at all Council facilities and in the local media. Letters would also be sent to Library members with outstanding library items and fines advising them of the Amnesty, future strategies for management of fines and encouraging them to participate in the upcoming Amnesty program. Due to the regional approach to the Amnesty program, the promotion will be widespread, lead to greater community involvement and hopefully lead to the return of more long outstanding overdue material.

Following the Amnesty period, it is proposed to introduce a staged reduction to the accumulation of fines. It is proposed that:

- From 1 July 2007 to 30 June 2008, Library members will only be able to continue to borrow if they have overdue items for up to two months and will be able to accumulate fines to a maximum of \$25.00, prior to the cancellation of their borrowing rights.
- From 1 July 2008 to 30 June 2009, Library members will not be able to borrow until all overdue items are returned and will be able to accumulate fines to a maximum of \$10.00, prior to cancellation of their borrowing rights.

It is believed that this will assist both borrowers and staff in managing overdue items.

Financial Implications

In the 2006 /07 budget, the estimated income for Library fines is \$34,000. As at 30 March 2007, \$21,714 has been received (approximately \$2,400 per month). By participating in the regional amnesty program it is anticipated that Council will forgo receipt of approximately \$2,400 in Library fines, should all fines be paid. Based on past practises, this is highly unlikely.

It is anticipated that the value of returned items will be well in excess of the library fines foregone.

Conclusion:

By participating in the regional Amnesty program with surrounding Councils, Waverley, Randwick and Botany, for the return of outstanding Library items during June 2007, Woollahra Library and Information Service would seek the return of long outstanding items to the library's collection and use it as an introduction to a new approach to Library fine management.



Vicki Munro
Manager, Library and Information Services

Kylie Walshe
Director Community Services
