



Community & Environment Committee

Agenda: *Community & Environment Committee*

Date: *Monday 28 November 2005*

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

24 November 2005

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

Dear Councillors

Community & Environment Committee Meeting – 28 November 2005

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 28 November 2005 at 6.00pm.**

Gary James
General Manager

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 14 November 2005	1
D2	Extraordinary Meeting Woollahra Traffic Committee Minutes – 21 November 2005	2
D3	Excessive Street Signs – 255.G	15

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

R1	Water & Energy Savings Action Plans – 990.G	29
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Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 14 November 2005**
Author: Les Windle, Manager - Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 14 November 2005 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 14 November 2005 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: **Extraordinary meeting**
Woollahra Traffic Committee Minutes - 21 November 2005
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.

Recommendation:

THAT the Recommendations contained in the minutes of the Woollahra Traffic Committee during its Extraordinary Meeting held on Tuesday 21 November 2005, Items Y11-Y12 be adopted.

Warwick Hatton
Director – Technical Services

Woollahra Local Traffic Committee Extraordinary Meeting - Minutes

The Extraordinary Meeting of the Woollahra Local Traffic Committee was held by phone and email, on Monday 21 November 2005.

1. Attendances

Committee Members:

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

Staff: Mr Alan Opera (Woollahra Municipal Council)
Mr Frank Rotta (Woollahra Municipal Council)

2. Minutes of Previous Meeting

Nil

3. Matters Arising from Minutes of Previous Meetings

Nil

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

Nil

5. Extraordinary Meetings

Nil

6. Late Item/Correspondence

Nil

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

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

Subject: **Proposal for temporary One -Way Movement in Greenoaks Avenue, Darling Point - Upgrade of sewer and water Mains in Greenoaks Avenue**

Author: Frank Rotta – Traffic Engineer

File No: T203

Reason for Report: Request from contractors on behalf of Sydney Water to control traffic while they upgrade Water Sewer and Stormwater mains in Greenoaks Ave, in conjunction with development at 11-21 Greenoaks Avenue, Darling Point.

Recommendation:

- A. That the temporary one-way west bound movement of traffic in Greenoaks Avenue, Darling Point from 6 December, 2005 to 25 January, 2006 be approved subject to the Advisory signposting being installed at least 7 days prior to the commencement of works.
- B. That the TMP submitted by Planet Plumbing for the implementation of this one-way movement be approved in principle subject to the inclusion of the following:
- i) The Electronic Warning Sign (No.1) in New South Head Road, just west of New Beach Road is to be relocated 30 meters west of New Beach Road to provide more warning for vehicles which would normally turn left at this location.
 - ii) Additional Warning Signs (Type No.5 on the TMP) are to be provided in New South Head Road, just west of Mona Road, in William Street, just east of the Primary school and in Greenoaks Avenue in both directions.
 - iii) The Electronic Warning Sign (No.2) in New South Head, just south of William Street is to be relocated approximately 60 metres north of William Street to ensure that vehicles see the sign prior to committing to the right turn bay in New South Head Road at William Street.
 - iv) The final details of the TMP shall be subject to the approval of Council officers, the RTA and the Police.
- C. That the current Works Zone and the unrestricted parking across the road from the site be relocated just north of the current vehicular entrance to this development site and that parking be provided on both sides of Greenoaks Ave north of the site as allowed by the one-way movement for the time period of the one-way movement, following which the current restrictions in Greenoaks Avenue will be reinstated.
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Item No: Y12 Traffic Matters on State Roads – Recommendation to C&E for Consideration

Subject: **Proposal for Childrens Christmas Carnival in Guilfoyle Park on Saturday 10 December 2005**

Author: Frank Rotta – Traffic Engineer

File No: 209.

Reason for Report: Request from Double Bay Chamber of Commerce to hold a Children’s Christmas Carnival in Guilfoyle Park from 10 am top 3 pm on Saturday, 10 December, 2005.

Recommendation:

- A. A temporary child proof fence shall be provided by the organisers around the area where the activity is being held to ensure that any children entering or leaving the site do so at a location controlled by properly qualified traffic controllers.
- B. The temporary fencing shall be a minimum of 1.5 metres back from the kerblines in Guilfoyle Avenue and extend along the western boundary of Bay Street.
- C. Advanced Warning Signs advising motorists that they must be prepared to stop and that they are approaching an area controlled by Traffic Controllers, shall be provided on both approaches to this area in Bay St as shown on the attached Traffic Control Plan (TCP).
- D. The metered parking in Bay Street adjacent to Guilfoyle Park shall be changed to ‘No Parking’ for the duration of the event.
- E. All costs involved in the fencing and/or traffic management of this event shall be at the organiser’s expense.

Alan Opera
Chair

Item No: D3 Delegated to Committee
Subject: Excessive Street Signs
Author: Alan Opera
File No: 255.G
Reason for Report: To report back to Council on the subject of this report.

Recommendation:

1. That Council adopt the Draft Guidelines for Parking Signs.
2. That the Guidelines and Council's aim to reduce the proliferation of signs throughout the Municipality be reported to the Woollahra Traffic Committee.

Background:

At the Community & Environment Committee meeting held on 5 September 2005 it was resolved:

- 1. That in-house guidelines for regulatory signposting be developed along the lines outlined in this report and referred to a future meeting of the Community and Environment Committee in about two months time.*
- 2. That the guidelines, about the Council's concerns about the proliferation of signs, be drawn to the attention of the Traffic Committee."*

This resolution followed a Notice of Motion by Councillor Petrie on 11 April 2005.

Issues:

A proliferation of parking signs has transpired in recent years throughout the Municipality. This report delves into the legislative and operational changes that have occurred which have contributed to the proliferation of signs throughout the municipality. A synopsis of the relevant legislative and operational changes is given below. These matters refer specifically to the question of sign posting of parking restrictions:

- In 1999, the Road Transport (Safety and Traffic Management) Act, and the Road Transport (Safety and Traffic Management)(Road Rules) Regulation were enacted and thereby introduced for the first time, standard Australia-wide traffic regulations known as the Australian Road Rules (ARR).

Note: Whilst this legislation embodies the broad spectrum of traffic rules across Australia, for the purpose of this report, only those matters relating to signposting are referenced.

- In 2001, Council assumed responsibility for the enforcement of on-street parking restrictions.
- In 2002, Council assumed responsibility for the installation and maintenance of on-street parking signs.

The adoption of the ARR as a national standard has resulted in, or has contributed to, significant changes to the provision and enforcement of on-street parking restrictions. The notable changes and the effects on signposting of these restrictions are detailed below:

- a) The pre-1999, three-tier parking restriction classification system has changed to a two-tier system. No Standing is being phased out and only No Parking and No Stopping restrictions are to be used in future. A transition period has been enacted by the State Government (1999-2006) during which time the existing three-tier parking restrictions retain their previous definitions and therefore remain enforceable as either No parking, No Standing or No Stopping. At the completion of this transition period however, any remaining No Standing restrictions will automatically adopt the meaning of No Stopping.

During the transition period Council is required by the RTA to replace all existing No Standing signs with either No Parking or No Stopping as may be appropriate. In keeping with the adoption of the ARR, since 1999 no new No Standing restrictions have been introduced within the Municipality and existing signposting has been replaced with either No Parking or No Stopping when appropriate (i.e. with the introduction of new restrictions or with the replacement/maintenance of existing signage).

The transition period expires on 1 December 2006 and we are developing a program of No Standing sign replacement to meet this deadline. Council has recently commissioned an extensive audit which will provide details of the location and condition of all signs and lines throughout the Municipality. This audit will also provide information on the number and location of existing No Standing signs within the Municipality and will therefore provide information to establish a program of sign replacement. An estimate of cost of replacing No Standing signs throughout the Municipality will be included in the 2006/2007 draft budget.

- b) The noteworthy amendment to parking regulations relates to the enforcement of parking across driveways. Whilst previously vehicles parking across driveways were breached in accordance with the Local Government Act under the provision of 'Causing Obstruction', these vehicles are now breached under the provisions of the ARR.

The importance of this change is that under the provisions of the Local Government Act it was previously only illegal to park across a driveway if an obstruction was being caused and as such enforcement would only be effected if a complaint was received. It is now illegal to park across a driveway at any time, even if the driveway is to one's own premises.

- c) In 2001, the authority to enforce on-street parking restrictions was extended to Council's enforcement arm. Whilst NSW Police still retains power to enforce parking restrictions, the majority of enforcement duties have been passed on to the Council and the Police Department rarely acts on complaints relating to enforcement of parking restrictions.

In practice, what has transpired is that Council's enforcement officers are now required to enforce all parking restrictions and the police department is only called upon in extraordinary circumstances (e.g. out-of-hours infringements when Council's rangers are not available to enforce restrictions). In respect of (b) above, the Police can be called upon if a vehicle is illegally parked across a driveway at night time.

- d) In 2002, Council accepted the RTA block grant for traffic facilities and thereby now performs all maintenance and new installation of parking signs. Whilst the RTA provides grant funds, any works performed beyond the means of this grant requires Council to fund the facilities at its own cost. The grant received from the RTA and Council's ability to fund these facilities directly affects the number of replacements or installations completed by Council each year.

- e) The proliferation of parking signs in the Woollahra Council area follows a national trend which is directly related to an increase in car ownership of almost 40% in the past thirty years. As a result the number of signs has increased due to an increased demand for driveways, resident parking facilities, and regulatory signposting (e.g. clearways, transit lanes, etc.).

It should be noted the use of painted kerbs or lines on the roadway (in lieu of signs) as is used in Europe and the UK has been investigated by the RTA but is unlikely to be adopted in NSW in the foreseeable future. The RTA cites the large variances in parking restrictions used in NSW as making any form of painted facility unworkable.

The RTA does at this time permit the use of a red painted line on the roadway (similar to clearways) to reinforce No Stopping zones. At the very least, however, these zones must be signposted at either end and therefore would not reduce the number of signs required to designate short zones. As the vast majority of No Stopping zones on local roads are short (i.e. 0-20 metres), no discernible reduction in signs would be achieved on local roads.

Strategy:

The proposed guidelines for signposting provide a strategy for the assessment and implementation of parking restrictions and signs for the Municipality. This strategy complies with current legislation, is transparent and readily defensible, and is based on sound traffic engineering principles and local circumstances. It should be noted that in the preparation of these guidelines, advice was sought from the Police Department and from the Legal Division of the RTA on matters of law and in the case of ambiguity or inconsistency. Furthermore, in such cases, merit has been given to standard traffic engineering principles and accepted practices.

The proposed guidelines are presented as Attachment 1 to this report. These guidelines would be used in the assessment of the installation and the maintenance of parking signs. The guidelines address the following matters:

A. DRIVEWAYS

In 2000, Council adopted a policy whereby in response to a resident's request and under certain conditions, in preference to installing No Stopping signs, lines could be painted on a public road either side of a driveway to reinforce the ARR provisions and to ensure vehicular access to a driveway. This course of action was specifically directed at reducing the number of signs which were being installed to provide unobstructed access to premises. Although under the ARR it is now illegal to park across a driveway at any time and therefore it is no longer necessary to install signs to enforce this illegal parking, in practice there are circumstances where the introduction of these restrictions may be justified.

The question of installing or not installing signs across driveways does not have a universal answer as every driveway situation is different. It is, however, possible to stipulate desirable outcomes in keeping with current legislation, and the proposed guidelines provide detailed assessment criteria for this purpose.

B. STATUTORY RESTRICTIONS

By legislation, statutory parking restrictions apply to specific locations (e.g. at intersections, traffic signals, pedestrian crossing, etc.) where it is illegal for vehicles to be parked even if these areas have not been signposted. Although these statutory restrictions apply across the Municipality, in practice the majority of these locations (perhaps 90%) are not currently signposted and are likely to remain un-signposted in the future. It is pointed out however, that requests are frequently and continually received to install signposting because these statutory restrictions are being ignored.

Under the proposed guidelines, the signposting of statutory restrictions will only be performed under specific circumstances.

C. SUPERFLUOUS SIGNS

Over time, a substantial number of signs have been introduced which are now considered to be superfluous. The proposed guidelines are aimed at reducing the number of signs where it is considered appropriate and technically viable to do so.

There are many reasons why superfluous signs exist, but the predominant cause is that new or replacement signs have been installed without due consideration being given to the broader picture and to urban design.

D. USE OF POWER POLES, SEWER VENTS, etc

The use of existing on-street “permanent” structures for the installation of signs is highly desirable as it reduces the cost and clutter of installing signage. Whilst the use of these structures (especially Power Poles) has been widespread in the past, the guidelines propose that this practice be exercised wherever possible.

E. STANDARDISATION OF RESTRICTIONS

The proposed guidelines define the criteria necessary to ensure consistency of restrictions across the Municipality, or at the very least within homogenous precincts within the Municipality. The purpose of standardisation is four-fold:

- Reduce the visual impact of signage
- Minimise driver confusion
- Reduce the number of signs, and therefore installation and maintenance costs
- Promote consistency with the National Standard (i.e. The Australian Road Rules)

Three aspects of standardisation within the guidelines present a structured approach to signage within a specific precinct, or across the Municipality, with consistency of design, hours of operation and type of restriction.

F. ENFORCEMENT

It is accepted practice (supported by both the RTA and NSW Police) to only introduce parking restrictions if enforcement of the restrictions can be assured. In considering the introduction of parking restrictions due consideration shall be given to current resource levels and local conditions. Signposting shall not be installed if adequate enforcement is not considered practicable.

G. DISTANCE BETWEEN SIGNS

The maximum distance between signs in many instances determines the number of signs which are installed in a street. Whilst this maximum distance is not specified in the ARR it is commonly accepted practice to install signs at maximum spacing of approximately 30 metres. This rule of thumb stems from the generally accepted tenet that a driver should not be more than 15-20 metres from a parking sign when parking a vehicle. This spacing has been generally accepted by the courts.

Practical Example:

Attachment 2 to this report shows plans of existing signposting on the eastern side of New Beach Road, Darling Point and of the reductions achievable by following the proposed guidelines. New Beach Road has been selected as an example since the issue of signage in New Beach Rd was the subject of a Notice of Motion at the Council meeting held on 10 October 2005. The eastern side of New beach Road currently has 60 signs and 50 stems for parking restrictions. This can be reduced to 45 signs and 34 stems (i.e. a net reduction of 15 signs and 16 stems) by following the proposed guidelines.

(Note: Parking restrictions on the western side of New Beach Road are being considered in conjunction with the Darling Point Traffic Study.)

Summary:

The proposed guidelines provide controls by which a significant reduction in signposting can be achieved over time. It is therefore recommended that these draft guidelines be adopted for use in the assessment of all future works (i.e. for the installation of new signs & maintenance of existing signs).

It is considered economically impractical and wasteful for Council to attempt to immediately remedy all existing signposting problems throughout the Municipality and therefore it is not proposed that Council undertake a wide scale scheme of sign rationalisation/replacement. Whilst this strategy will take time to realise a significant reduction in street signs, gains will continue to be made. In respect of extreme cases (e.g. New Beach Road) it is recommended that remedial action be taken at the discretion of the Director – Technical Services, as funds permit.

Identification of Income & Expenditure:

No additional costs to be incurred as a result of adopting the proposed guidelines. All new or replacement signs to be costed to Council's Block Grant for Traffic Facilities.

An estimate of the cost to replace No Standing signs by 1st December 2006 will be included in the 2006/2007 draft budget.

Alan Opera
Traffic Team Leader

Warwick Hatton
Director – Technical Services

Attachments:

1. DRAFT GUIDELINES
2. EXAMPLE – NEW BEACH ROAD

Item No: R1 Recommendation to Council
Subject: **Water and Energy Savings Action Plans**
Author: Rebecca Peacock - Environmental Protection Coordinator
File No: 990.G
Reason for Report: To advise Council of the requirements for the preparation of the Water and Energy Savings Action Plans.

Recommendation:

- A. That the report on Council's requirement to prepare Water and Energy Savings Action Plans be received and noted.
 - B. That \$22,000 is allocated to the preparation of the Water and Energy Savings Action Plans.
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Introduction

At the Community and Environment Committee meeting held on the 19 September 2005, Council adopted the following recommendations:

- A. That the report on Council's requirement to prepare a Water and Energy Savings Action Plan be received and noted.
- B. That a further report be presented to the Community and Environment Committee following the finalisation of the draft *Guidelines for Water Savings Action Plan* and *Guidelines for Energy Savings Action Plan*.

A copy of the report to the Community and Environment Committee is included as **annexure 1**. This report is in response to recommendation B.

Background

The *Energy Administration Amendment (Water and Energy Savings) Act 2005* gives the Department of Energy, Utilities and Sustainability (DEUS) the responsibility to promote improvements in the water and energy efficiency of key businesses, local government and NSW government agencies. The Act identifies designated water and energy users and requires that designated users prepare draft water/energy savings action plans. The draft savings action plans are to be submitted to the Minister for approval. The Act also enables DEUS to impose a penalty (maximum penalty 50 penalty units = \$5500) to those organisations who do not prepare a savings plan in accordance with the legislation.

DEUS wrote to Council on the 29 July 2005 advising of the requirement to prepare Water and Energy Savings Action Plans by 31 March 2006. The correspondence advised that the plans are to be prepared in accordance with the guidelines issued by the Minister. The approach adopted by DEUS is designed to improve energy and water efficiency and encourage cost effective investments that will save the organisation money.

Attached to the correspondence were copies of the draft *Guidelines for Water Savings Action Plans* and *Guidelines for Energy Savings Action Plans*. DEUS was seeking comments on the draft guidelines by the 22 August 2005, prior to their finalisation. Council, the Southern Sydney Regional Organisation of Councils and the Sydney Coastal Councils Group provided comments on the draft guidelines.

DEUS again wrote to Council on the 20 October 2005 advising that Council is to prepare a Water Savings Action Plan by the 31 March 2006 and an Energy Savings Action Plan by the 30 September 2006. DEUS also advised that the *Guidelines for Water Savings Action Plans* and the *Guidelines for Energy Savings Action Plans* had been finalised. The main changes to the guidelines relate to clarifying what baseline data should be used and how the guidelines relate to other water and energy programs, such as Sydney Water's Every Drop Counts Business Program. A copy of the correspondence from DEUS is included as **annexure 2**.

Preparing the Water and Energy Savings Action Plans

The purpose of preparing the Water and Energy Savings Action Plans is to determine base line water and energy use and to identify and implement actions to conserve their usage in Council's own facilities and actions. The guidelines state that both plans should aim to achieve a 20% reduction in water and energy consumption.

The following table summarises the tasks to be carried out by Council in preparing Water and Energy Savings Action Plans. The guidelines clarify what aspects of existing water and energy programs fully or partially fulfil the requirements of the plan. Reference is made in the table to the voluntary water and energy programs Council has been participating in and the related task. This text has been italicised.

	Water Savings Action Plan	Energy Savings Action Plan
Task 1	<p>Determine how much water is used. Collate 12 months of water usage data to determine Council's baseline water use. The chosen base year is to be representative of normal operations, without variations in water use if possible (variations include water restrictions). Develop Business Activity Indicators for your sites business sector.</p> <p><i>Council's involvement in the Every Drop Counts program, specifically the Joint Commitment partially fulfils the requirements of the plan.</i></p>	<p>Determine how much energy is used. Collate 12 months of monthly historical energy data use. The baseline data is to be obtained for a representative 12 month period prior to commencing the plan. The energy use to be included in the baseline is energy consumed by stationary equipment on a site. Develop Business Activity Indicators for your sites business sector.</p> <p><i>Council's involvement in the Cities for Climate Protection (CCP) Program, specifically milestones 1 and 2 fulfils the requirements of this task.</i></p>
Task 2	<p>Planning at management level. Undertake a Water Management Review. Senior Management commitment is vital for this task.</p> <p><i>Council's involvement in the Every Drop Counts program, specifically the Management Diagnostic fulfils the requirements of this task.</i></p>	<p>Planning at management level. Undertake an Energy Management Review. Senior Management commitment is vital for this task.</p> <p><i>Council's involvement in the CCP Program, specifically milestone 3, partially fulfils the requirements of this task.</i></p>

	Water Savings Action Plan	Energy Savings Action Plan
Task 3	Determine how water is used and efficiency opportunities. The level of technical review will be dependant on the amount of water consumed and whether water efficiency benchmarks have been developed; either a walk-through review or detailed review. It is recommended that councils include the top 10 sites in the plan to capture the bulk of water use. However, the measures in the plan may relate to more or fewer sites.	Determine how energy is used and efficiency opportunities. Technical reviews are required for organisation's sites. It is recommended that councils include the top 10 sites in the plan to capture the bulk of energy use. However the measures in the plan may relate to more or fewer sites.
Task 4	Preparing the plan. The plan is to utilise the outcomes of the assessment of the baseline water use, management review and technical review and be based on templates included in the guidelines.	Preparing the plan. 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. <i>Council's involvement in the CCP Program, specifically milestone 3, partially fulfils the requirements of this task.</i>
Task 5	Implementing and reviewing plans. Implementation of the plan is to be reviewed and reported to DEUS annually. The action plan is to be reviewed every 4 years.	Implementing and reviewing energy savings action plans. Implementation of the plan is to be reviewed and reported to DEUS annually. The action plan is to be reviewed every 4 years. <i>Council's involvement in the CCP Program, specifically milestone 4 and 5, partially fulfils the requirements of this task.</i>

Council was involved in the Sustainable Energy Development Authorities Energy Smart Business Program (ESBP) from July 1998 until June 2003. Although the guidelines recognise that involvement in this program partially or wholly fulfils the requirements of the plan, Council's ESBP action plan was successfully completed in June 2003. Therefore, Council's involvement in this program can not fulfil the tasks associated with the preparation of the Energy Savings Action Plan because all of the actions included in the plan have been implemented.

The Water Savings Action Plan is to be prepared and submitted to DEUS for approval by the 31 March 2006. The due date is as proposed initially in the correspondence from DEUS to Council dated the 29 July 2005.

The Energy Savings Action Plan is to be prepared and submitted to DEUS for approval by the 30 September 2006. The due date was extended from the 31 March 2006 in response to comments raised by organisations, including local government, during the consultation for the draft guidelines.

Identification of income and expenditure

DEUS released the timeframe for Water and Energy Savings Action Plans after Council had prepared and approved the 2005- 2008 Management Plan. No provision for staff or financial resources was made within the Management Plan towards the preparation of the two plans other than the staff time allocated for the preparation of the Water Conservation Plan.

The current programmed projects for the Environmental Protection Coordinator include:

1. Woollahra Sustainability Plan; finalising stage 2 and about to commence stage 3 the preparation of the plan. Management Plan target date – September 2006.
2. State of the Environment Report; adopted report to be forwarded to the Minister by 30 November 2005. Formatting/graphics of the adopted text, printing and distribution. Management Plan target date April 2006.
3. Notice of Motion reports on ground water use and desalination plants. Draft desalination report prepared and currently being reviewed. Investigations have commenced for the ground water report. Management Plan target date of September 2005 reviewed to 3rd quarter 2005/2006.
4. Water Conservation Plan. Management Plan target date March 2006.
5. Cities for Climate Protection (CCP) Plus Program. Management Plan target date March 2006.

Considering the current projects and priorities it is recommended that the CCP Plus program be postponed until the 4th quarter of 2005/2006 or 2006/2007 to provide staff resources for the preparation of the plans. Funds budgeted for the CCP Plus project (\$8000) can be redirected into the preparation of the plans, specifically the site water and energy technical reviews.

The guidelines require technical reviews to be carried out for Council's sites included in the preparation of the Water and Energy Savings Action Plans. These reviews are detailed and technical and many will involve the installation and monitoring of sub-metering. The level of detail required for the technical reviews is considered to be beyond the technical expertise of Council staff.

Advice has been sought from DEUS in relation to cost estimates for the on-site technical reviews required by the guidelines. DEUS advised that although the guidelines had been finalised, the level of technical review required for the energy reviews was still being determined. They are currently considering a cut off point for the detailed technical audit. A figure of 475 CO² tonnes was mentioned. If a cut off point of 475 CO² tonnes was adopted Council would only require a detailed technical energy audit for one of our top ten sites, Council's administration building at Double Bay.

An electrical consultant was contacted regarding estimated costs for energy reviews. Council was advised that costs vary depending on the size of the site and diversity of energy uses. A rough estimate comprises \$1,300 for a site plus the installation of sub-metering at a cost of \$500 for each sub-meter per week (installation and monitoring). Therefore, for the administration building the review plus installation and monitoring of three sub-meters for three weeks would cost approximately \$4,300.

DEUS advised that for the remainder of Council's top ten sites, a walk through style review would be satisfactory and that these should not cost more than \$1000 per site.

In relation to the water technical reviews, advice was sought from Sydney Water and DEUS. The guidelines state that the level of technical review (walk-through or detailed) will be dependant on the amount of water consumed (> 100 kL/day) and whether water efficiency benchmarks have been developed. DEUS advised that water efficiency benchmarks are available for Council's top ten water consuming sites and therefore walk through reviews are required for Council's top ten sites. Despite the guideline's requirements, it is recommended that Council undertake detailed audits for facilities that have high water usage and diverse water uses. From the preliminary data provided by Sydney Water, Sir David Martin Reserve and the Library are two sites where this would be beneficial.

Sydney Water's Every Drop Counts Program Project Officer advised that a detailed water technical review will cost approximately \$10,000 per site. Through Council's involvement in the Every Drop Counts Program, Sydney Water will pay for 50% of the detailed technical review costs. Sub-metering may need to be installed at some sites to determine water use. The estimated cost to install and monitor sub-metering is \$1,800 per metre.

Considering the advice provided by DEUS and Sydney Water it is estimated that the water and energy technical reviews will cost approximately \$30,000. The following table provides a breakdown of estimated costs and budgetary allocation.

Technical review	Estimated costs
Walk through style energy reviews (7 sites x \$1000).	\$ 7,000
Detailed energy review (1 site), including the installation and monitoring of 3 sub-meters.	\$ 4,300
Detailed water technical review (2 sites x \$5,000).	\$10,000
Installation and monitoring of water sub-meters (3 x \$1,800).	\$ 5,400
Estimated total	\$26,700
Adjusted total allowing for \$3,300 in contingencies.	\$30,000
CCP Plus budget reallocated to water and energy savings action plans project.	\$ 8,000
Amount requested to be reallocated to the water and energy savings action plans project.	\$22,000

It is requested that \$22,000 be allocated to this project for the water and energy technical reviews. The allocation of funds will be provided in the December budget review.

Due to the focus on reducing water and energy consumption from Council's own facilities and operations, it is recommended that the preparation of the plans be a joint project involving staff from Council's Strategic Planning and Property and Projects sections. It is envisaged that staff from Council's Public Open Space section will also be required to contribute to this process.

Conclusion

DEUS have finalised the *Guidelines for Water Savings Action Plans* and the *Guidelines for Energy Savings Action Plans*. The main changes to the guidelines relate to clarifying the base year data requirements and links to existing voluntary water and energy programs.

Council is required to prepare a Water Savings Action Plan by 31 March 2006 and an Energy Savings Action Plan by 30 September 2006. Due to the timing of the direction from DEUS, the preparation of the plans has not been adequately resourced in Council's Management Plan 2005 – 2008. The preparation of the plans thereby requires the reallocation of staff resources and funds.

Preparation of the Water and Energy Savings Action Plans is a mandatory State Government requirement. Penalties may be imposed to organisations that do not prepare the plans as required by the legislation.

Rebecca Peacock
Environmental Protection Coordinator

Chris Bluett
Manager Strategic Planning

Annexures

1. Report to Community and Environment Committee held on the 19 September 2005.
2. Correspondence from DEUS to Council 20 October 2005.