



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

COUNCIL CHAMBER

COUNCIL ADMINISTRATION BUILDING

COFF AND CASTLE STREETS, COFFS HARBOUR

16 JUNE 2005

**Commencing at the conclusion of
Planning, Environment & Development Committee**

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

16 JUNE 2005

Mayor and Councillors

CITY SERVICES DEPARTMENT REPORTS

S33 TRAFFIC COMMITTEE 4/2005

Purpose:

To confirm minutes from the Traffic Committee held on 2 June 2005.

Recommendation:

T.28 – First Avenue, Sawtell - Temporary Road Closure, Sawtell Chilli Festival (501520 / 1618 [1144627])

That :

- (a) the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 8.00am and 5.00pm on Saturday, 2 July 2005, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.**
- (b) the organisers of the Chilli Festival liaise with affected traders and obtain traders approval.**
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.**

Attachments:

**COFFS HARBOUR CITY COUNCIL
TRAFFIC COMMITTEE MINUTES 4/2005
2 JUNE 2005 - 10.30AM**

Present: Sgt Brian Hughes, Coffs Harbour Police
Graham Carthew, Roads and Traffic Authority
George Stulle, Coffs Harbour City Council

Minute Taker: Ann Graham

T.28 – First Avenue, Sawtell - Temporary Road Closure, Sawtell Chilli Festival (501520 / 1618 [1144627])

Consideration to a request for the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street on Saturday, 2 July 2005 between the hours of 8am - 5pm to conduct the Sawtell Chilli Festival.

Recommended: that :

- (a) the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 8.00am and 5.00pm on Saturday, 2 July 2005, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.**
- (b) the organisers of the Chilli Festival liaise with affected traders and obtain traders approval.**
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.**

S34 CBD CAR PARKING COMMITTEE

Purpose:

To report to Council on Minutes of the CBD Car Parking Committee meeting held on 4 March 2005 and 21 April 2005.

Description of Item:

Attached are the Minutes of the CBD Car Parking Committee Meeting of 4 March 2005 and 21 April 2005.

Recommendation:

That Council note the recommendations of the CBD Parking Committee as follows:

- 1. That investigation be carried out into extension of CBD special rate and inclusion of capital costs in 2006/07 Management Plan for provision of shade structures, lift and security to Castle Street car park. A feasibility study to be carried out for these works.**
- 2. That minutes of CBD Parking Committee be noted by Council.**
- 3. That investigation be carried out into provision of security cameras in all Council car parks in the long term.**

Attachments:

MINUTES
CBD PARKING COMMITTEE MEETING
4 MARCH 2005

Attendance: Cr Ian Hogbin
Cr Rod McKelvey
Cr David Featherstone
Cr Bill Palmer
Cr Gavin Smithers
Stephen Sawtell, CHCC
Gina Vereker, CHCC
George Stulle, CHCC
John Simmons
Craig Piper, Palms Centre
Sonja Wallis, Chamber of Commerce
David Brooks, CHCC

Apologies Mayor Cr Keith Rhoades
Megan Dixon, CHCC

1. Confirmation of Minutes from previous meeting (moved Sawtell, seconded McKelvey)
2. Outcomes from previous meeting:

Detailed information on the assessment of options nominated for investigation is attached to these minutes.

In summary:

- Lift to service Castle Street - cost in the order of \$200,000-\$250,000.
- Shade structures - estimated cost to cover upper levels Park Avenue car park - \$200,000
- Castle Street car park - \$300,000

218 Harbour Drive - Multi Storey Car park

- Capital cost in the order of \$3.7 million (not including land cost).
- Assuming 10% operational cost, would require in the order of 0.5 million per annum to service a loan.
- This would equate to a charge of \$13-\$14.00 per day per car parking space to generate required income.

Short term parking bays Harbour Drive

A proposal to install five ¼ hour parking bays at the Pacific Highway end of Harbour Drive and four ¼ hour bays at the Gordon Street end was approved at the Traffic Committee meeting of 3 March

3. Issues

- David Brooks Generally enough parking available to service the city centre at the present time.
Satellite car parking and bus shuttle services could be considered in the future.
- Ian Hogbin Do we have costs and options to secure car parking on the upper level of Castle Street car park.
- David Brooks "Security" means a person on the ground. Fake cameras are not a good option. Top two levels of Castle Street (150-200 spaces) need shade and security.
- Ian Hogbin Total cost of providing shade, a lift and security to the upper levels of Castle Street car park is therefore around \$1 million.
200 spaces at \$4-\$5 each could service a \$1 million loan.
Still need to solve traffic circulation problems however.
- David Brooks Circulation problems recognised years ago, that is why the new parking station was built. The lease to Ex-Services Club has negated the benefit of the extra access ramps.
- Craig Piper Circulation problems only exist for say eight weeks a year during peak flows.
- Ex-Services Long term plan is to build more off-street car parking therefore, Castle Street lease will not be required in the long term. Peak use of the Castle Street car park to Ex-Services Club members is 9.00am-1.00pm .
- Ian Hogbin Could a four hour permit parking system work in the Ex-Services car park to allow access to ramps.
- Craig Piper Why not open the down ramps only in the Ex-Services lease area and retain access control on the up ramp.
- Ian Hogbin These options need to be investigated.
1. Open down ramps on Ex-Services car park.
2. Instigate a permit system and open all access ramps.
3. Detail costs and charges for provision of shade and security on levels 6, 7 and 8 of the Castle Street car park.

Ex-Services Will discuss options at next board meeting

Bill Palmer Proposed lift should be carefully located to service all areas and levels of the Castle Street car park.

Ian Hogbin Agreed that 218 Harbour Drive is not economical at this stage.

Bill Palmer Need to revisit 218 Harbour Drive option after City Centre DCP is reviewed to allow higher structure.

Moved Cr Palmer, seconded Cr McKelvey to review City Centre DCP height restrictions as soon as possible.

Next Meeting: 21 April 2005 at 10.00am.

MINUTES

CBD PARKING COMMITTEE MEETING

21 APRIL 2005

Attendance: Cr Keith Rhoades
Cr Ian Hogbin
Cr Rod McKelvey
Cr David Featherstone
Stephen Sawtell, CHCC
Gina Vereker, CHCC
George Stulle, CHCC
David Brooks, CHCC
Craig Piper, Palms Centre
Sonja Wallis, Chamber of Commerce
Steve Fraser, Coffs Harbour Ex-Services Club

Apologies Cr Bill Palmer
Cr Gavin Smithers
John Simmons
Megan Dixon, CHCC

1. Confirmation of Minutes from previous meeting (moved Hogbin, seconded Piper)
2. Funding Options for car park improvements

Cr Hogbin tabled a suggestion to consider extension of the City Centre rate for an additional two-three years in lieu of paid parking.

Keith Rhoades Introduction of parking meters generally not supported. Extension of special rate should be investigated.

Ian Hogbin Need to get funding for car park improvement works included in Management Plan. Timing is right with good will and growth in CBD to start a program of continual improvements to car parking in the CBD.

Craig Piper Doesn't Council already benefit from increased property values.

Ian Hogbin Rates are capped.

Sonja Wallis Extension of special rate is worth further investigation.

Steve Fraser Is the confidence level in the CBD still there ?

Ian Hogbin Values will continue to rise particularly as a result of opening Hogbin Drive.

Steve Fraser How do we consult and involve stakeholders.

Keith Rhoades If proposal gets into Management Plan will require workshops with owners/traders.

3. Options for management of access to Castle Street car park

- Steve Fraser Ex-Services Board is concerned at any proposal which compromises access to car parking for members.
Deal between Council and the Club was negotiated to meet the need of Club members and the community.
Ex-Services Club Board however is happy to meet and discuss options.
- Stephen Sawtell Consider use of security guards to control or "usher" traffic at peak times.
- David Brooks Need to provide physical barriers. Could "chain" each parking module off.
- Craig Piper Management options all require significant resources for a problem which only exists six weeks/year.
Need to break problem into short term and long term issues.
- Sonja Wallis Need a CBD parking plan which balances short term/long term parking.
- David Brooks If we provide for long term/staff parking could free up to 20% more short term spaces in CBD.
- Steve Fraser Security is the issue. Cameras are a good response and can be a selling point.
- Keith Rhoades CCT is good but need to investigate possibility of having a person on the ground to provide confidence to parkers.

3. Outcomes from previous meeting

- David Brooks Reported on utilisation survey of Castle Street car park.
Level 6 generally 100% full
Level 7 average 50% full
Level 8 mostly empty, only used during peak periods.
Off-street car parks are currently designated "free car parks" under the Local Government Act. In order to charge a parking fee Council will need to change designation of car parks to "road related areas".
Cost estimates for provision of shade structures and security on levels 7 and 8:
- | | |
|------------------|-----------------|
| Shade | \$300-\$350,000 |
| Security cameras | \$20,000 |
| Ticket machines | \$15,000 |

Stephen Sawtell Summary of Outcomes

1. **Recommended** investigation into extension of CBD special rate and inclusion of capital costs in 2006/07 Management Plan for provision of shade structures, lift and security to Castle Street car park (moved Fraser, seconded Wallis).
2. **Recommended** minutes of CBD Parking Committee be reported to Council (moved Wallis, seconded Piper).
3. **Recommended** investigation into provision of security cameras in all Council car parks in the long term (moved Fraser, seconded Piper).
4. Steve Fraser and Stephen Sawtell to arrange a meeting to discuss options for management of Ex-Services section of Castle Street car park.

Next Meeting:

S35 2005 NATIONAL YOUTH WEEK

Purpose:

To report to Council on the activities of National Youth Week 2005.

Description of Item:

National Youth Week (NYW) is the largest celebration of young people on the Australian youth calendar. Developed by young people, NYW aims to celebrate and recognise the value of all young Australians to their communities.

As part of the ongoing commitment to local young people the Council contributed both monetary and inkind support to organisations participating in National Youth Week celebrations which were held from 9-17 April 2005.

Youth Week aims to provide young people with an opportunity to express their views and act on issues that impact on their lives. It provides local Councils with the opportunity to work with young people and better understand the issues and concerns that are important to them and it provides the community with an opportunity to focus on the positive contribution young people make and can make to society.

This has been achieved through the active involvement of young people in the planning and implementation of activities that:

- Raise issues, ideas and concerns of young people.
- Develop strategies to address the issues important to young people.
- Increase the community's awareness of young people and the issues which are important to them.
- Promote young people's contribution to the community.

The monies provided by Council and met dollar for dollar by the Department of Community Services were used to subsidise community organisations to implement activities. A total of 15 activities were subsidised with the available funding.

The media were very generous in their coverage of Youth Week. There were several articles in the local newspapers as well as items on both the local television and radio stations during the week.

Participating organisations:

- PCYC
- Administration Services, Coffs Harbour Education Campus (CHEC)
- Harbour Youth Service
- Sportz Central
- Arts Mid North Coast
- 1st Sawtell Scout Group

cont'd

S35 - 2005 National Youth Week (cont'd)

- Conservatorium of Music
- Northcott Society
- Bunker Cartoon Gallery
- Totally Wickid Tour
- JumpStart Art
- Coffs Harbour Youth Arts Council
- Music 0z

Attached is a copy of the Calendar of Events for Youth Week 2005.

"Make It Yours" was the slogan chosen by young people for 2005 Youth Week and was symbolised by their optimism, involvement and enthusiasm for life expressed through the above activities.

Issues:

Council contributed \$1,500 to match the \$1,500 provided by the Department of Community Services.

Participating organisations added their own resources to the subsidy to undertake the activities.

Participation by local schools was disappointing and in future more emphasis should be placed on getting schools more involved during Youth Week as they have a ready made captive audience to promote sexual health education, anti drug and alcohol presentations.

Recommendation:

That organisations who participated in 2005 National Youth Week celebrations in the Coffs Harbour local government area be commended in writing for the valuable contribution they have made to the young people in the community.

Attachments:



**Coffs Harbour City Council
YOUTH WEEK 2005**



Calendar of Events

YOUTH ROCK BAND

High Schools in Coffs Harbour

CHECK YOUR SCHOOL NOTICEBOARD FOR DATES

A 30 minutes showcase, featuring a local rock band, to visit local high schools.

Contact: Terry Ronan on 0414 448 138



COME AND TRY SPORTS DAY - 8 APRIL

10.00 am to 12 noon - Sportz Central, Bray Street, Coffs Harbour

A special day for children with a disability to interact with children from other schools and be introduced to sporting activities. Cost: FREE Contact: Adrian

Pickup on 6651 2501

SATURDAY, 9 APRIL

BREAKDANCE AND HIP HOP WORKSHOPS

PM on Saturday, 9 and AM on Sunday, 10 April - PCYC, Bray Street, Coffs Harbour

Beginners through to advanced. Instructors coming from Brisbane and Sydney, so don't miss out on this great opportunity for top class tuition and lots of fun.

Cost: \$10 per class Contact: Paul McAra on 6651 9961



LASER BALL CHALLENGE

5.00 pm to 7.00 pm - Sawtell Scout Hall Grounds, Lyons Road, Sawtell

A round robin laser challenge with campfire, barbeque and other activities.

Contact: Judith Peen on 6658 2352

OFFICIAL OPENING OF ART COMPETITION

6.00 pm - Coffs Harbour Bunker Cartoon Gallery, City Hill, Coffs Harbour

Contact: Leigh Summers on 6651 7343

ART EXHIBITION

10.00 am to 4.00 pm - Coffs Harbour Bunker Cartoon Gallery, City Hill, Coffs Harbour
Young people aged 12 to 25 years invited to submit an artwork for selection at the Bunker Gallery during Youth Week. Due Friday, 1 April. Works on paper, or framed art, any media, will be selected for showing. Theme "Make It Yours" -

\$200 prize money

Contact: Leigh Summers on 6651 7343

SUNDAY, 10 APRIL

CONSERVATORIUM WORKSHOPS

10.00 am to 3.00 pm - Coffs Harbour Regional Conservatorium, Homebase, Coffs Harbour



Bring your electric or acoustic guitar and cut a solo CD, assisted by Martin van Veluwen, our sound guru. Try your hand at the violin or piano with Peter K or test your lung capacity on clarinet, flute or saxophone as demonstrated by improviser extraordinaire, Chris Frater.

Contact: Carol Hellmers on 6652 1592

TOTALLY WICKID TOUR

12 noon to 5.00 pm - Toormina Skate Park, Minorie Drive, Toormina

A professional team of Xtreme sport skateboarding, BMX and inline. Display, safe skills riding clinic, lots of prizes, barbeque.

Cost: FREE Contact: Paul McAra on 6651 9961



MONDAY, 11 APRIL

PAVEMENT ART WORKSHOPS AND COMPETITION

10.30 am - City Square, Harbour Drive, Coffs Harbour

Available for young people to express themselves creatively using chalk on the pavement.

Cost: FREE Contact: Christy Lavers on 6658 3572

ETIGAMI WORKSHOPS

10.00 am to 12 noon - Coffs Harbour Bunker Cartoon Gallery, City Hill, Coffs Harbour
Etigami is a Japanese art form involving image and word images created using inks and implements on watercolour paper. Words that express feelings add to the cards. This is an easy to learn skill that is creative, interesting and thoughtful. All materials supplied.

Cost: FREE Contact: Leigh Summers on 6651 7343

WEDNESDAY, 13 APRIL

STATUE WORKSHOP FOR NORTHCOTT CLIENTS

9.30 am to 12.30 pm - Northcott Society, 31 Bonville Street, Coffs Harbour

Everyone will take home a fun and whimsical statue made with t-shirt material.

Contact: Karen Sedgwick on 6651 2366



COME AND SKATE ON THE BIG WAVE!

1.00 pm - PCYC, Bray Street, Coffs Harbour

Expert tuition available.

Contact: Paul McAra on 6651 9961

MOVIE MARATHON

3.00 pm and 5.00 pm - PCYC, Bray Street, Coffs Harbour

Two great movies showing on the big screen. Hot pizzas for sale.

Contact: Paul McAra on 6651 9961



THURSDAY, 14 APRIL

COFFS HARBOUR YOUTH ARTS COUNCIL

7.30 pm - Coffs Harbour Bunker Cartoon Gallery, City Hill, Coffs Harbour

Short film animation and new media art exhibition premiering work of young local film makers and artists. Submit your 10min or less, any theme or style. Send DVD or VHS to Harbour Youth Service by 31 March. Prizes for interesting entries. Exhibition on Thursday, 14 to Monday, 18 April. Opening night 14 March at 7.30 pm. Bring pillow or bean bag. Alcohol and drug free event. Also the launch of the Cool Bananas 40hr Film Frenzy Competition.

Cost: Gold Coin Donation Contact: Ben Whitaker on 0409 031 956

MARKET DAY YOUTH INFO STALL

All Day - City Square, Coffs Harbour
Youth Info stall at Growers Market. Lots of handouts and Youthie info.
Contact: Louise Morris on 6648 4041

SATURDAY, 16 APRIL

**AEROSOL ART PROJECT - SATURDAY, 16 AND SUNDAY, 17
APRIL**

**10.00 am to 4.00 pm - Harbour Youth Service, Earl Street, Coffs
Harbour**

**Involves young aerosol artists combining their skills to produce a
mural that reflects positive attitudes towards youth issues.**

Contact: Carole Villiers on 6651 3872



ME, YOUNG AND PROUD DANCE PARTY

7.30 pm - Coffs Harbour Ex-Services Club, Vernon Street, Coffs Harbour

**An anti-homophobia themed dance party for young people under 25 years. Free
mocktails.**

Cost: FREE Contact: Carole Villiers on 6651 3872

S36 CORINDI SEWER EMBARGO

Purpose:

To advise Council of the current status of Corindi sewer embargo and recommending this embargo be lifted.

Description of Item:

Background

Pristine Waters Council had an embargo on development in the residential areas of Corindi prior to the area being annexed to Coffs Harbour City Council. Coffs Harbour City Council has continued with this embargo up until now.

The embargo was put in place because of the capacity of the treatment plant and the ability to dispose of treated water. Pristine Waters Council had approved development up to the limit of the treatment plant, ie 1500 EP however inadequate discharge capacity is available. The systems as it stands today requires the effluent to be reused on Council's land and an adjoining property. Both have been infrequent users for a variety of reasons and we currently struggle to dispose of effluent.

Current Situation

Since Council has taken over the running of the plant the following plans have been put in place to enable the lifting of the embargo.

1. Negotiating with EPA to increase area of adjoining owners property which can be irrigated with owners consent.
2. Negotiated with Darlington Park Caravan Park to use reclaimed water once the Arrawarra/Mullaway sewerage is complete.
3. Sought clarification of lease arrangements of the Corindi sewerage plant land by a local grower (this will be the subject of a further report).
4. Survey and design of reclaimed main from the Corindi WRP to Darlington Park Caravan Park. Construction should be completed by February 2006.
5. Survey and design of Corindi PS3 to enable this pump station to be diverted to the Arrawarra/Mullaway system. This will free up an additional 150ET from the Corindi plant.

In addition to the above, with current growth rates once we have effluent discharge issues sorted out, the treatment plant will have an expected life capacity up to 2035 before expansion of the plant will be required. This life may vary should Corindi develop at a different rate to the rest of the City and we can expect an initial surge of development applications due to the embargo.

Legal

Legal advice has been sought regarding the lease of Council land by a local grower and will be the subject of a separate report.

cont'd

S36 Corindi Sewer Embargo (cont'd)

Sustainability Assessment:

- **Environment**

A Review of Environmental Factors is being carried out on proposed pipeline routes. The EPA has lifted a Pollution Reduction Program from the Corindi licence as a result of the above diversion strategy.

New user agreements will be drawn up for existing and new customers. Excess flows will be able to be diverted to the Deep Sea Release.

- **Social**

The lifting of the embargo will now enable Corindi to develop in an orderly manner.

- **Economic**

Broader Economic Implications

The construction of Pump Station 3 and reclaimed water bypasses to the Arrawarra/Mullaway systems has been budgeted for in this current year.

The lifting of the embargo will now allow the development of Corindi to its full potential.

Recommendation:

That Council lift the development embargo of the Corindi township associated with lack of sewerage infrastructure.

S37 COFFS HARBOUR WATER - URBAN RAINWATER TANK POLICY

Purpose:

To recommend to Council, the adoption of the Coffs Harbour Water, Urban Rainwater Tank Policy. The Policy, which covers stand alone and mixed constant flow rainwater tanks, relates to property owners within the Coffs Harbour City local government area who are connected to the town water supply and currently using or intend to install a rainwater tank.

Description of Item:

The introduction of BASIX (Building and Sustainability Index) in July 2005 will obligate most new residential developments to install a rainwater tank to achieve a 40% reduction in mains water usage. Also under CUPDR (Committee on Uniformity of Plumbing and Drainage Regulations in NSW) backflow requirements have been eased to reflect current requirements of BASIX.

Stand-alone rainwater tanks are not connected in any way to the properties potable water supply.

The mixed constant flow and rainwater tank component of the policy sets out the installation requirements for rainwater tank systems connected to internal house plumbing for use in toilet cisterns and/or washing machines and for selected garden outlets. It includes the "topping up" of rainwater tanks from the potable supply.

Sustainability Assessment:

- **Environment**

The use of rainwater tanks in urban areas has an environmental benefit by the retention of roof water on site and subsequent reuse. Also rainwater tanks could deprive the water cycle by lessening the natural flow in waterways.

Also, where rainwater tanks are connected to toilets and laundry outlets provides a significant step toward more sustainable water use.

- **Social**

When rainwater tanks are adequately installed and well maintained, the community will benefit as well as the environment, through less abstraction from the rivers and deferment of future augmentation of the bulk water supply.

The policy will ensure that tank owners are aware of the Legal and Health issues associated with the use of rainwater.

- **Economic**

The policy will have an economic effect to existing and potential rainwater tank users who utilize a dual water supply on their property. The installation requirements, to comply with this policy could financially impede potential users in some instances, by adding additional costs to their development.

All properties with a testable backflow prevention device are charged an additional fee on their water availability charge to cover administration, as per the current Fees & Charges (at present this is an additional \$15/annum/assessment).

cont'd

S37 Coffs Harbour Water - Urban Rainwater Tank Policy (cont'd)

Consultation:

AS/NZS 3500 / National Plumbing and Drainage Code

AS 2845 / Water Supply – Backflow Prevention Devices

New South Wales Code of Practice / Plumbing and Drainage

NSW Health Department Circular 2002/1 “Use of rainwater tanks where a reticulated potable supply is available.”

DIPNR – Building and Sustainability Index - BASIX

Related Policy and / or Precedents:

This policy relates to Council's Backflow Prevention Policy, which requires the registration of all testable backflow prevention devices. Coffs Harbour Water, as the water authority, requires a visible, unobstructed air gap on rainwater tanks where a mixed constant flow connection is installed. The air gap on rainwater tanks is not a registerable or testable device. In all cases the TESTER is to submit a backflow prevention device, inspection and maintenance report within five days of testing a backflow prevention device.

Other Department's comments:

Planning, Environment and Development actively support rainwater tanks in their efforts to reduce storm water runoff from residential properties.

Implementation Date / Priority:

Planning will submit a full report on the implications to Council of BASIX at the June meeting. This report will outline Council's strategy and will include rainwater tanks.

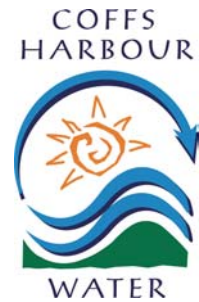
This policy will come into effect immediately and will apply to all new and existing rainwater tank installations.

Recommendation:

That the attached Coffs Harbour Water, Urban Rainwater Tank Policy be adopted.

Attachments:

URBAN RAINWATER TANK POLICY



Introduction

This policy is designed to address all issues regarding the installation of rainwater tanks in urban areas, where town water supply is available. The introduction of BASIX (Building and Sustainability Index) in July 2005 will obligate most new residential developments to install a rainwater tank to achieve a 40% reduction in mains water usage.

Relevant Legislation

AS / NZS 3500 *National Plumbing and Drainage Code*

NSW Code of Practice – Plumbing and Drainage

CUPDR Circular 18 *Guidelines for Plumbing Associated with Tanks in Urban Areas*

AS / NZS 2845 *Backflow Prevention*

Environmental Planning & Assessment Act – *SEPP 4*

DIPNR – *Building & Sustainability Index (BASIX)*

Department of Health – Circular 2000/1 *use of rainwater tanks where a reticulated supply is available.*

Policy

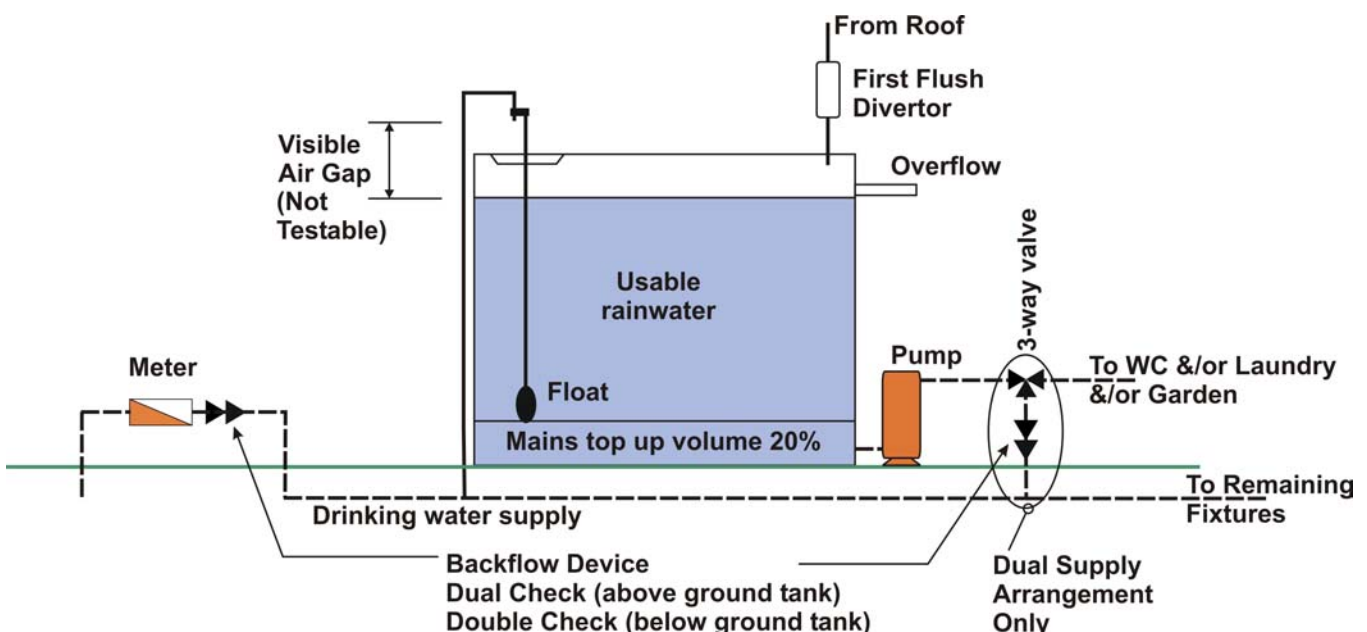
Generally:

1. A Rainwater Tank Installation Application must be submitted to Coffs Harbour Water to ensure compliance with this Policy and to track installations not requiring development consent.
2. All work is to be carried out by a licensed plumber as per *AS / NZS 3500 & NSW Code of Practice Plumbing and Drainage*.
3. Where approval is given by Coffs Harbour Water to top up from the mains supply:
 - ❖ The maximum size of the potable water supply line used for topping up shall be 15mm **OR** a flow restrictor must be installed to ensure the filling rate is no more than approx. 2 litres per minute.
 - ❖ There must be a visible air gap (external to the rainwater tank) between the inlet pipe from the mains supply and the invert level of the overflow pipe.
 - ❖ “Topping up” should not take place until the tank is at least 80% empty (a float valve is required to regulate the “topping up”)
 - ❖ All rainwater tanks topped up from the mains supply are categorised as a break tank and as such, must be registered with Coffs Harbour Water.
3. All tank outlets must be labeled ‘RAINWATER’ on a metallic sign as specified in *AS1319*

4. All pipes carrying rainwater must be labeled 'RAINWATER'. This can be done using pipe markers for above ground (made in accordance with AS1345).
5. Tank overflow water shall run to an approved Council storm water collection point.
6. First flush water diverters are recommended but not mandatory.
7. Pump and pressure systems must be sized to suit owner's requirements.
8. A backflow prevention device must be installed at the property meter to protect the mains supply. Where a testable device is required, a registration form and initial test certificate is to be forwarded to Coffs Harbour Water for registration, within 1 week of completion of installation and testing. The type of the device required varies in different situations.
9. Tanks and associated installations shall not adversely impact on the amenity of adjoining properties in terms of size, design, style height and location.
10. All tank / tank stand installations to be structurally sound and comply with manufacturers and / or designers specifications.
11. The rainwater tank must not collect water from a source other than gutters or down pipes or a potable water supply top up.
12. The rainwater tank must not be installed over or immediately adjacent to a water or sewer main.
13. The rainwater tank must not be installed over any structure or fitting used by Coffs Harbour Water in the maintenance of any water or sewer main or easements.
14. The rainwater tank must be enclosed and any inlet to the tank must be screened or filtered.
15. The rainwater tank must be maintained at all times, so as not to cause a nuisance with respect to mosquito breeding or overland water flow.
16. Where rainwater tanks are connected to mains supply by way of top up system, the property will be subject to any current level of water restrictions imposed.
17. Proximity to other services:

Above ground rainwater services shall **not** be installed within 100mm of any parallel drinking water supply.

Below ground rainwater services shall **not** be installed within 300mm of any parallel drinking water supply.



Maintenance:

Maintenance of a rainwater tank and the quality of the water supplied from a tank are the responsibility of the owner, not Coffs Harbour Water.

NSW Health does not recommend the use of rainwater tanks for drinking purposes, where reticulated drinking water supply is available.

- ❖ The roof, gutters and inlet should be cleaned regularly to ensure a safe water supply is captured in the rainwater tank.
- ❖ Leaves and debris should be removed from the gutter quarterly and overhanging branches trimmed and removed where possible.
- ❖ The inlet screen should be removed, thoroughly cleaned and replaced quarterly.

Backflow Protection:

1. For above ground rainwater tanks:

- ❖ **20 mm and 25mm meters with Potable Water Top up arrangement**

Coffs Harbour Water will replace the existing meter free of charge with a new integral dual check valve meter. (if not already fitted). This will be done on receipt of the customer's application form or by calling Council to arrange for the meter exchange.

- ❖ **32mm and larger meters with Potable Water Top up arrangement**

A minimum of a dual check valve must be installed adjacent to the meter.

- ❖ **All meters with Dual supply arrangement**

A dual check valve must be installed adjacent to the meter and immediately upstream on the potable supply, at the point of interconnection. An approved 3-way valve is required at the point of interconnection.

2. For below ground rainwater tanks:

A new meter is not required but a testable backflow device (DCV) must be installed at the meter. Where the below ground tank has a dual supply arrangement a testable backflow device (DCV) is also required immediately upstream on the potable supply, at the point of interconnection. An approved 3-way valve is required at the point of interconnection.

3. Testable Backflow Devices:

All costs associated with testable backflow devices are the responsibility of the owner. The device must be registered with Coffs Harbour Water and the owner must arrange for a licenced plumber/tester to test the device once a year.

Testable devices include:

- ❖ Double Check Valves (DCV)
- ❖ Reduced Pressure Zone Devices (RPZD)
- ❖ Registered Air Gaps

4. External Hose Taps:

All external hose taps must be fitted with a hose connection Atmospheric Vacuum Breaker (AVB)

Other Commercial Systems:

Coffs Harbour Water will assess all commercial tank top up and/or integrated systems for suitability, as they become available and they will be added to an approved systems list.

Alternative Water Supplies:

Where an alternative water supply (other than rainwater) is reticulated on a property an RPZD backflow prevention device must be installed at the water meter.

Alternative water supplies include:

- Treated grey water reuse
- Reclaimed wastewater
- Septic treatment/reuse systems

Other Related Policies

Backflow Prevention Policy

Water Restrictions Policy

Coffs Harbour City Council LEP 2000

S38 WORKS BRANCH REPORT

Purpose:

To advise Council of the progress of construction and maintenance programs undertaken by Works Branch up to 31 May, 2005.

Description of Item:

Capital Works

1. Completed Works in May 2005

- Regional Roads Rehabilitation Coramba Road Buchanans Road (1610m²)
Coramba Road Nana Glen (5376m²),
- Footpaths Harbour Drive / Edinburgh Street Coffs Harbour Jetty. 50m plus associated works
- Lyons Road Watermain. Underbore at Toormina Road then 852.5m of pipe to Celeste Avenue.
- Road rehabilitation work at Harbour Drive, Coffs Harbour (3065m²),
- MacKays Road Coffs Harbour (2760m²),
- Mt Brown Rail Overbridge and approach roads

2. Works in Progress and/or Commencing in June, 2005

- Velodrome construction, - Minorie Drive Toormina
- Road rehabilitation: - Thompsons Road Coffs Harbour (4625m²),
- Bruxner Park Coffs Harbour (6500m²)
- Footpaths, - Nana Glen Footpath (70m footpath, drain and retaining wall)
- Donn Patterson Drive (220m)
- Englands Road CCRRF and MRF Civil Site Works
- SH10 and Thompsons Rd Cycleway (345m), Kerb and gutter 200m, parking area and associated works
- Cycleways Sawtell Road Sawtell. Linden Avenue to Corrigan Avenue (380m) and associated works
- Lyons Road Reserve Stormwater Drainage Stage 1 (51.24m of 750mm dia pipe and associated works)
- Dolmans Point Parking
- Fitzroy Oval Drainage (90m)
- PAMPS Footpaths: - Azalea Avenue medium refuges
- Toormina Rd Toormina
- Sawtell Rd Barber Close

A financial attachment detailing expenditure verses budget for the 2004/2005 financial year is included for Councils information.

cont'd

S38 Works Branch Report (cont'd)

Maintenance

The Jetty landing, and staircase repair have been completed, and the boat ramp dredged extracting 964m³ of sand and rock.

Operations expenditure is within the allocated program budgets and will continue to be monitored.

Recommendation:

That:

- 1. Council notes the progress report on construction and maintenance works undertaken by Works Branch up to 31 May, 2005.**
- 2. Council notes that individual program expenditures are being monitored to ensure that the total program costs for 2004/2005 will be contained within the approved budget.**

Attachments:

**Works Branch-Construction Projects Budget/Expenditure
2004/2005 Program**

AS AT DATE: 31-May-05

| Description | Revised Budget | Actual Expenditure | % Project Complete | % Costs Expended |
|--|---------------------------|-------------------------------|-------------------------------|-----------------------------|
| Local Roads | | | | |
| Sealed Roads Reseals | \$606,800 | \$600,110 | 100% | 99% |
| Sealed Roads Reseals - Asphalt | \$57,000 | \$54,233 | 100% | 95% |
| Sealed Roads Rehabilitation | \$1,289,318 | \$1,093,869 | 84% | 85% |
| Dust Sealing | \$155,000 | \$143,580 | 100% | 93% |
| Unsealed Roads Gravel Resheeting | \$140,900 | \$95,268 | 71% | 68% |
| Total: | \$2,249,018 | \$1,987,060 | | |
| Federal Roads to Recovery | | | | |
| Residential Street Rehabilitation | \$264,662 | \$247,411 | 95% | 93% |
| Gravel Resheeting | \$105,000 | \$91,263 | 92% | 87% |
| Bitumen Sealing | \$228,828 | \$218,102 | 100% | 95% |
| Total: | \$598,490 | \$556,776 | | |
| Regional Roads | | | | |
| 3 X 3 Program | \$151,125 | \$133,915 | 93% | 89% |
| Total: | \$151,125 | \$133,915 | | |
| Drainage | | | | |
| Drainage Impts / Nuisance Flooding | \$259,265 | \$300,230 | 100% | 116% |
| Total: | \$259,265 | \$300,230 | | |
| Bridges | | | | |
| Major Repairs (includes Woolgoolga Rd No2) | \$204,746 | \$131,652 | 67% | 64% |
| Mt Brown Rail Bridge Approaches | \$35,580 | \$40,327 | 95% | 113% |
| Total: | \$240,326 | \$171,979 | | |
| Footpaths / Cycleways | | | | |
| Footpath Construction | \$305,540 | \$221,857 | 76% | 73% |
| PAMPS Footpath Works | \$111,987 | \$90,542 | 80% | 81% |
| Cycleway Projects | \$244,345 | \$179,376 | 71% | 73% |
| Total: | \$661,872 | \$491,775 | | |

S39 PLANT REPLACEMENT PROGRAM 2005/2006

Purpose:

To obtain Council's approval to the proposed 2005/2006 plant replacement program and to proceed with its implementation.

Description of Item:

A 10 year rolling program of projected plant and equipment replacement has been prepared for the 500 items operated by Council based upon optimum economical life spans for each piece of machinery.

All items to be replaced have been divided into four categories:

1. Light vehicles
2. Trucks
3. Heavy plant
4. Minor plant

The estimated cost to purchase new items, nett income after GST on disposal of existing units and estimated nett cost to Council in 2004/05 is detailed as follows:-

| Description | No | Price | Trade In | Nett Cost |
|-----------------------|----|------------------|------------------|----------------|
| LIGHT VEHICLES | | | | |
| Sedan | 18 | 517,000 | 356,700 | 160,300 |
| Utility | 22 | 486,000 | 411,000 | 75,000 |
| Vans | 2 | 54,000 | 33,000 | 21,000 |
| Wagon | 3 | 123,000 | 100,000 | 23,000 |
| 1 Tonne 2WD Utility | 12 | 219,500 | 161,000 | 58,500 |
| 4WD Vehicle | 1 | 33,000 | 25,000 | 8,000 |
| 4WD Utility | 8 | 236,000 | 191,000 | 45,000 |
| | | <u>1,668,500</u> | <u>1,277,700</u> | <u>390,800</u> |
| TRUCKS | | | | |
| 5-10 Tonne | 3 | 135,000 | 55,000 | 80,000 |
| 5-10 Tonne Tipper | 3 | 210,000 | 88,000 | 122,000 |
| 10-16 Tipper | 3 | 300,000 | 144,000 | 156,000 |
| Patching trucks | 2 | 398,000 | 93,000 | 305,000 |
| | | <u>1,043,000</u> | <u>380,000</u> | <u>663,000</u> |
| HEAVY PLANT | | | | |
| Bobcat | 2 | 135,500 | 48,000 | 87,500 |
| Sweeper | 1 | 260,000 | 80,000 | 180,000 |
| | | <u>395,500</u> | <u>128,000</u> | <u>267,500</u> |

cont'd

S39 Plant Replacement Program 2005/2006 (cont'd)

OTHER

| | | | | |
|------------------------------|---|----------------|---------------|---------------|
| Crane | 1 | 33,000 | 6,000 | 27,000 |
| Line Marker | 1 | 25,000 | 3,000 | 22,000 |
| 4WD Motor bike - Life Saving | 1 | 12,000 | 3,000 | 9,000 |
| Outfront Mower | 1 | 32,000 | 12,000 | 20,000 |
| Trays & Canopy for Utility | 5 | 17,500 | 2,000 | 15,500 |
| Woodchipper | 1 | 3,000 | 0 | 3,000 |
| | | <u>122,500</u> | <u>26,000</u> | <u>96,500</u> |

MINOR PLANT

| | | | | |
|-------------------|---|---------------|---------------|---------------|
| Blower | 4 | 1,570 | 800 | 770 |
| Brushcutters | 9 | 5,900 | 2,390 | 3,510 |
| Cement mixer | 0 | | 100 | -100 |
| Chainsaws | 5 | 5,700 | 1,980 | 3,720 |
| Edgers | 5 | 2,860 | 1,000 | 1,860 |
| Generators | 2 | 3,120 | 800 | 2,320 |
| Howard Fertiliser | 1 | 770 | 50 | 720 |
| Misting Machine | 0 | | 100 | -100 |
| Mowers | 5 | 4,100 | 1,580 | 2,520 |
| Power Pruners | 4 | 4,150 | 1,600 | 2,550 |
| Trailer | 0 | | 100 | -100 |
| Water Pump | 0 | | 300 | -300 |
| | | <u>28,170</u> | <u>10,800</u> | <u>17,370</u> |

SUMMARY

| | | | | |
|----------------|--|------------------|------------------|------------------|
| LIGHT VEHICLES | | 1,668,500 | 1,277,700 | 390,800 |
| TRUCKS | | 1,043,000 | 380,000 | 663,000 |
| HEAVY PLANT | | 395,500 | 128,000 | 267,500 |
| OTHER | | 122,500 | 26,000 | 96,500 |
| MINOR PLANT | | 28,170 | 10,800 | 17,370 |
| | | <u>3,257,670</u> | <u>1,822,500</u> | <u>1,435,170</u> |

Sustainability Assessment:

- **Environmental**

Council's plant fleet has been modernised over the past decade and all items have pre-determined change-over periods. Modernising the fleet allows new technology in vehicle engine, transmission and emission systems to be brought in resulting in better fuel economy, reduced emissions and reduced noise. It also reduces extended maintenance costs, including the need for spare parts, disposal of replacement parts, oils and coolants, all of which reduces environmental impacts created in manufacturing, distribution and disposal. Overall, there are positive environmental benefits to renewing the plant fleet on a regular basis.

cont'd

S39 Plant Replacement Program 2005/2006 (cont'd)

- **Social**

Renewal of Council's plant fleet increases the safety of employees and the public through improved safety features and operator controls. Health impacts are reduced through reduced engine emissions, reduced noise levels and better operator ergonomics. Regular updating of plant and vehicles also provides increased confidence in the organisation and community, improved skills and greater effectiveness in provision of services.

- **Economic**

Council operates its own plant fleet on the basis that it can own and operate the plant at a lower cost than to hire or lease the same plant. Internal hire rates are regularly compared to external leasing and hire opportunities to ensure that this criterion is met. The lower internal hire rates therefore return a premium to Council's programs, allowing more works and services than would otherwise be available with hired or leased plant.

Council does, however, use substantial numbers of contract plant in addition to its own fleet and this supports local business and employment.

Council's plant and equipment is controlled within a formal management system and allocated to works through the Plant Co-ordinator.

The system stands alone financially through hire income generated. These funds are then used to maintain, repair and replace each item of equipment when it reaches the end of its economic life.

All financial details contained in this report have been checked and budgeted estimates are considered to be fair and reasonable.

Revised Budget Summary for 2004/2005

| | | |
|---|-----------|------------------|
| Balance in plant reserve 1 July 2004 | | 3,553,763 |
| <i>Receipts</i> | | |
| Estimated operating income | 3,611,710 | |
| Estimated oncost income | 377,687 | |
| Estimated Diesel Fuel Rebate | 46,000 | |
| Estimated Vehicle Lease Payments | 196,785 | |
| Estimated Fuel Contributions | 5,500 | |
| Estimated interest income | 160,000 | |
| Plant reserve plus receipts | | <u>4,397,682</u> |
| | | 7,951,445 |
| <i>Less Expenditure</i> | | |
| Estimated operating expenditure & overheads | 2,265,000 | |
| Estimated nett cost of plant purchases | 2,300,000 | |
| Estimated driver training | 500 | |
| Contribution to additional plant purchases | 663,050 | |
| Contribution depot expenses | 35,356 | |
| Estimated capital works depot upgrade | 21,000 | <u>5,284,906</u> |
| <i>Estimated Balance as at 30 June 2005</i> | | <u>2,666,539</u> |

cont'd

S39 Plant Replacement Program 2005/2006 (cont'd)

Forecast for 2005/2006

| | | |
|--|-----------|------------------|
| Estimated balance in plant reserve 1 July 2005 | | 2,666,539 |
| <i>Receipts</i> | | |
| Estimated operating income | 3,750,000 | |
| Estimated oncost income | 396,000 | |
| Estimated Diesel Fuel Rebate | 42,400 | |
| Estimated Plant Sales | 1,822,500 | |
| Estimated Fuel Contributions | 5,700 | |
| Estimated Vehicle Lease Payments | 230,000 | |
| Estimated interest income | 160,000 | |
| Plant reserve plus receipts | | <u>6,406,600</u> |
| | | 9,073,139 |
| <i>Less Expenditure</i> | | |
| Estimated operating expenditure & overheads | 2,655,000 | |
| Estimated cost of plant purchases | 3,257,670 | |
| Estimated driver / operator training | 25,000 | |
| Dividend to General Fund | 200,000 | |
| Contribution depot expenses | 21,000 | |
| Estimated capital works depot upgrade | 20,000 | 6,178,670 |
| <i>Estimated Balance as at 30 June 2005</i> | | <u>2,894,469</u> |
| | | |
| Estimated replacement at current dollars | | |
| <i>Estimated net cost of plant 2006/07</i> | | 1,950,000 |
| <i>Estimated net cost of plant 2007/08</i> | | 1,500,000 |
| <i>Estimated net cost of plant 2008/09</i> | | 1,900,000 |

Replacements costs are estimates only. Replacement costs of major plant items tend to escalate at a greater rate than inflation and can also be impacted by movements in the Australian dollar. As well, the replacement program is regularly reviewed and changed.

Principles of the Plant Reserve

The Plant Reserve is managed as a non profit fund to enable Council to utilise plant and equipment at minimum hire rates, which are more than competitive with external market rates. As well, plant is replaced within appropriate timeframes and is properly maintained.

This means that Council's plant fleet is reliable, available when required and charged out at reasonable rates which enables maximum utilisation and work to be done for budget allocations.

Council's plant is constantly reviewed to ensure full (or appropriate) utilisation. Hire rates are regularly checked against external market rates. The hire rates are calculated by a formula which includes; hours of expected utilisation, annual running costs, expected replacement costs and the number of expected remaining years of life. The formula is applied to each item of plant (or group of similar items) and is based on it being able to completely fund its operational and replacement costs.

As plant is replaced on a rolling program, and interest is earned on the balance in the Plant Reserve, there are sufficient funds in the plant system to cover the replacement program, additional plant that can be economically justified and a dividend to Council.

cont'd

S39 Plant Replacement Program 2005/2006 (cont'd)

A dividend to the General Fund, recognises its investment in the plant fleet. The fund, although non profit, operates on sound business lines for the benefit of council.

In 2005/06 a dividend of \$200,000 has been allowed in the Draft Management Plan.

On 2 June 2005, Council resolved *"that a workshop be held to discuss the desirable minimum reserve levels for the plan replacement reserve and the basis for calculated dividend to the General Fund"*.

This could be considered at a Plant Committee Meeting with interested Councillors, Senior Staff and Managers invited to attend.

A basis for consideration of the dividend could be 5% of operating income and related on-costs. This would be a growth based return and would return approximately \$207,000 in 2005/06. The dividend could be fixed for the year at the time of preparation of the Draft Budget or reviewed in conjunction with quarterly budget reviews. The balance that should be in the Reserve at 30 June, in current dollars, could be between \$2.2M and \$2.8M. At this level, the cost of next year's plant replacement program is usually covered and there is a contingency built in, as major plant is not usually fully acquired until October.

During each year, the usual scrutiny of plant operations would reveal anything that might impact on the viability of the plant operation, which could be dealt with expediently. The impacts would primarily include:

1. Plant replacement costs.
2. Plant operating costs.
3. Plant income.
4. New/additional items of plant.

Consultation:

This replacement program together with plant hire calculations and methodology for 2005/2006 have been the subject of extensive consultation with Council's plant committee which comprises:

Plant Administration Officer
Plant Coordinator
City Treasurer
Works Manager
Parks and Recreation Manager
Parks and Recreation Coordinator
Workshop Co-ordinator
Director of City Services
Director of City Business Units
Director of Corporate Services
Councillors Palmer, Joass, McKelvey and Featherstone

Related Policy and / or Precedents:

Tenders will be called for the supply and delivery of all major items of plant. State Government contract facilities will be used where financially advantageous. Quotations will be obtained from local suppliers for those items which are readily available at competitive prices. Disposal of equipment will be by public auction, tender or trade-in, depending upon which method is the most financially advantageous to Council.

cont'd

S39 Plant Replacement Program 2005/2006 (cont'd)

Statutory Requirements:

All individual purchases over \$150,000 require the calling of public tenders.

Issues:

Plant and equipment to be disposed of or replaced has either reached the end of its economic life or is no longer required for Council's operations.

Items will only be purchased where there is clear evidence that it is cheaper for Council to own than to privately hire.

Effective plant utilisation has also been reviewed as part of Coffs Best Value and more staff have now been trained as relief operators to assist during the absence of permanent staff. The increase in trained operators has had a positive impact on utilisation rates.

Overall Council has in place an efficient Plant Management System and no change to the current approach is necessary.

Implementation Date / Priority:

It is intended that tenders and quotations be called after 1 July, 2005 and that the program be substantially completed by December, 2005.

Recommendation:

- 1. That Council adopt the proposed 2005/2006 Plant Replacement Program.**
- 2. That tenders and quotations be called for those plant items to be replaced as soon as practicable for purchase after 1 July, 2005.**
- 3. That the 2005/06 financial estimates, as set out in the report, be included in the 2005/06 Management Plan.**
- 4. That consideration of the basis for calculation of a dividend and the appropriate minimum reserve level be considered at a Plant Committee Meeting, with interested Councillors, Senior Staff and Managers invited to attend.**

Stephen Sawtell
Director of City Services