



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

COUNCIL CHAMBER

COUNCIL ADMINISTRATION BUILDING

COFF AND CASTLE STREETS, COFFS HARBOUR

21 JULY 2005

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

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CONFIDENTIAL ITEMS

The following items either in whole or in part may be considered in Closed Meeting for the reasons stated:

A portion of these reports is confidential for the reason of Section 10A(2):
(d) commercial information of a confidential nature that would, if disclosed:
 (i) prejudice the commercial position of the person who supplied it, or
 (ii) confer a commercial advantage on a competitor of the council, or
 (iii) reveal a trade secret,
and in accordance with Section 10A(1) the meeting may be closed to the public.

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

21 JULY 2005

Mayor and Councillors

CITY SERVICES DEPARTMENT REPORTS

S41 TRAFFIC COMMITTEE 5/2005

Purpose:

To confirm minutes from the Traffic Committee held on 7 July 2005.

Recommendation:

T.28 – First Avenue, Sawtell - Overtaking lane (R.501520 [1139196])

That double unbroken centre lines be installed in First Avenue, Sawtell, on approaches to Eleventh Avenue, as per Plan T.28.

T.29 – Moonee Street, Coffs Harbour - Disabled Parking (R.505330 [440627])

That no action be taken to install disabled parking in Moonee Street, Coffs Harbour, in the vicinity of the Local Court.

T.30 – Hogbin Drive, Sawtell - Speed Limits (R.500390 [1138424])

That no change to speed limits on Hogbin Drive, Coffs Harbour, be undertaken.

T.31 – Mildura Street, Coffs Harbour (R.505300 [1112346])

That traffic classifiers be installed in Mildura Street, Coffs Harbour, and the results brought back to Traffic Committee for consideration.

S41 Traffic Committee 5/2005 ...(Cont'd)

T.32 – Grafton Street, Nana Glen - 50km/70km/h speed limits (R.507430 [1128619])

That no action be taken to move the 50km & 70km/h speed limit signs on the southern side of Nana Glen.

T.33 – Red Rock Road, Red Rock (Red Rock Road [1121156])

That no action be taken at this stage to reduce the speed limit on Red Rock Road, Red Rock, however an audit of speed signs and linemarking be carried out together with installing traffic classifiers, and results brought back to Traffic Committee.

T.34 – St Francis Xavier School, Queen Street, Woolgoolga (R.508860 [1121156])

That 40km/h school zone signs be installed in Queen Street & Maldon Place, Woolgoolga, in the vicinity of St Francis Xavier School, in accordance with Plan No. T.34.

T.35 – Park Beach Road, Coffs Harbour - Proposed Pedestrian Crossing (R.505680)

That further investigation be carried out regarding to the installation of a marked pedestrian crossing in Park Beach Road, Coffs Harbour, in the vicinity of Northside Shopping Centre.

T.36 – Joyce/Beryl Street intersection, Coffs Harbour - Traffic Safety (R.504920 / R.503870 [1144489])

That no action be taken to change the configuration of the intersection at the corner of Joyce Street and Beryl Street, Coffs Harbour.

T.37 – Eastbank Road, Coramba - Speed Limits (R.506420 [1142779])

That no action be taken at this stage to reduce the speed limit on Eastbank Road, Coramba, however an audit of speed signs and linemarking be carried out together with installing traffic classifiers, and results brought back to Traffic Committee.

T.38 – Newcastle Drive, Toormina - B-Double Access (R.502200 [987923])

That the request for B-Double access to Newcastle Drive, Toormina, be deferred pending further investigation.

T.39 – Woolgoolga Beach Reserve, Woolgoolga - Woolgoolga Curry Fest (R.505680)

That :

- (a) the temporary road closure of Beach Street, Woolgoolga , between Carrington Street and Queen Street, from 9.00am to 9.00pm on Saturday, 15 April 2006, for the purpose of conducting the Woolgoolga Curry Fest, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers of the Curry Fest liaise with affected traders and obtain traders approval.
- (c) the organisers submit a Traffic Control Plan for approval by Council and 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 and clean up, including advertising.

T.40 – Various Roads, Central Bucca and Lowanna areas - Temporary Road Closures, GK Denney Tyres Rally (1113 / 1618 [1121869])

That approval be granted to use local roads for the GK Denney Tyres Rally of the Coffs Coast on Saturday, 27 August 2005, and for the temporary road closures of the following roads:

- | | |
|--------------------------------|------------------|
| • Wears Road, Central Bucca | 11.00am - 3.00pm |
| • Cradle Creek Road, Lowanna | 12 noon - 4.20pm |
| • Bushmans Range Road, Lowanna | 12 noon - 4.20pm |

Attachments:

**COFFS HARBOUR CITY COUNCIL
TRAFFIC COMMITTEE MINUTES 5/2005
7 JULY 2005 - 10.30AM**

Present: Councillor Bill Palmer, Coffs Harbour City Council
Snr Constable Tony Saunders, Coffs Harbour Police
Graham Carthew, Roads and Traffic Authority
George Stulle, Coffs Harbour City Council
Anne Shearer, Coffs Harbour City Council

Minute Taker: Ann Graham

T.28 – First Avenue, Sawtell - Overtaking lane (R.501520 [1139196])

Consideration to a request to review the linemarking in First Avenue, Sawtell, between 20th & 11th Avenue.

Recommended: that double unbroken centre lines be installed in First Avenue, Sawtell, on approaches to Eleventh Avenue, as per Plan T.28.

T.29 – Moonee Street, Coffs Harbour - Disabled Parking (R.505330 [440627])

Consideration to a request for disabled parking in the vicinity of the Coffs Harbour Local Court in Moonee Street, Coffs Harbour.

Recommended: that no action be taken to install disabled parking in Moonee Street, Coffs Harbour, in the vicinity of the Local Court.

Reason: Disabled parking cannot be constructed to the required standard at this location.

T.30 – Hogbin Drive, Sawtell - Speed Limits (R.500390 [1138424])

Consideration to a request for review of 100km/h speed limit on Hogbin Drive, Coffs Harbour.

Recommended: that no change to speed limits on Hogbin Drive, Coffs Harbour, be undertaken.

Reason: The current speed zones match the level of development and road standard and comply with Australian Standards.

T.31 – Mildura Street, Coffs Harbour (R.505300 [1112346])

Consideration to concerns regarding speeding of vehicles in Mildura Street, Coffs Harbour.

Recommended: that traffic classifiers be installed in Mildura Street, Coffs Harbour, and the results brought back to Traffic Committee for consideration.

T.32 – Grafton Street, Nana Glen - 50km/70km/h speed limits (R.507430 [1128619])

Consideration to a request that the 50km/h speed sign be moved south to Ferretts Road and the 70km/h speed sign be moved south to Nana Creek Road, Nana Glen.

Recommended: that no action be taken to move the 50km & 70km/h speed limit signs on the southern side of Nana Glen.

Reason: Extension of speed zones as requested would not be in accordance with Australian Standards.

T.33 – Red Rock Road, Red Rock (Red Rock Road [1121156])

Consideration to a request for a review of speed limits on Red Rock Road, Red Rock.

Recommended: that no action be taken at this stage to reduce the speed limit on Red Rock Road, Red Rock, however an audit of speed signs and linemarking be carried out together with installing traffic classifiers, and results brought back to Traffic Committee.

T.34 – St Francis Xavier School, Queen Street, Woolgoolga (R.508860 [1121156])

Consideration to a request for a 40km/h school zone in Queen Street & Maldon Place, Woolgoolga, in the vicinity of St Francis Xavier School.

Recommended: that 40km/h school zone signs be installed in Queen Street & Maldon Place, Woolgoolga, in the vicinity of St Francis Xavier School, in accordance with Plan No. T.34.

T.35 – Park Beach Road, Coffs Harbour - Proposed Pedestrian Crossing (R.505680)

Consideration to a revised pedestrian crossing plan in Park Beach Road, Coffs Harbour, in the vicinity of Northside Shopping Centre.

Recommended: that further investigation be carried out regarding to the installation of a marked pedestrian crossing in Park Beach Road, Coffs Harbour, in the vicinity of Northside Shopping Centre.

Reasons:

1. Pedestrian and vehicle counts do not meet the warrants for installation of a marked crossing.
2. Investigations have shown that lighting of a crossing at the proposed location would not be practicable.
3. Pedestrian refuge islands have been reconstructed in accordance with Australian Standards at the crossing location.
4. Investigation will be carried out on alternative location for a marked crossing in Park Beach Road.

T.36 – Joyce/Beryl Street intersection, Coffs Harbour - Traffic Safety (R.504920 / R.503870 [1144489])

Consideration to the intersection of Joyce Street and Beryl Street, Coffs Harbour, as there is confusion for motorists travelling west to east.

Recommended: that no action be taken to change the configuration of the intersection at the corner of Joyce Street and Beryl Street, Coffs Harbour.

Reason: Signposting and linemarking at the intersection is in accordance with relevant standards. The site has no accident history.

T.37 – Eastbank Road, Coramba - Speed Limits (R.506420 [1142779])

Consideration to a request for a reduction in speed limit on Eastbank Road, Coramba from 100km/h to 80km/h.

Recommended: that no action be taken at this stage to reduce the speed limit on Eastbank Road, Coramba, however an audit of speed signs and linemarking be carried out together with installing traffic classifiers, and results brought back to Traffic Committee.

T.38 – Newcastle Drive, Toormina - B-Double Access (R.502200 [987923])

Consideration to a request for B-Double access to Newcastle Drive, Toormina.

Recommended: that the request for B-Double access to Newcastle Drive, Toormina, be deferred pending further investigation.

Reason: Technical assessment of turning paths and sight distance at the Hulberts Road/Toormina Road intersection need to be carried out.

T.39 – Woolgoolga Beach Reserve, Woolgoolga - Woolgoolga Curry Fest (R.505680)

Consideration to a request for approval to hold the Woolgoolga Curry Fest at the Woolgoolga Beach Reserve in the area west of the VRA building, on Saturday, 15 April 2006, between 9am and 9pm, and also partial street closure of Beach Street, Woolgoolga.

Recommended: that :

- (a) **the temporary road closure of Beach Street, Woolgoolga , between Carrington Street and Queen Street, from 9.00am to 9.00pm on Saturday, 15 April 2006, for the purpose of conducting the Woolgoolga Curry Fest, be advertised and providing no substantive objections are received, the closure be approved.**
 - (b) **the organisers of the Curry Fest liaise with affected traders and obtain traders approval.**
 - (c) **the organisers submit a Traffic Control Plan for approval by Council and 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 and clean up, including advertising.**
-

T.40 – Various Roads, Central Bucca and Lowanna areas - Temporary Road Closures, GK Denney Tyres Rally (1113 / 1618 [1121869])

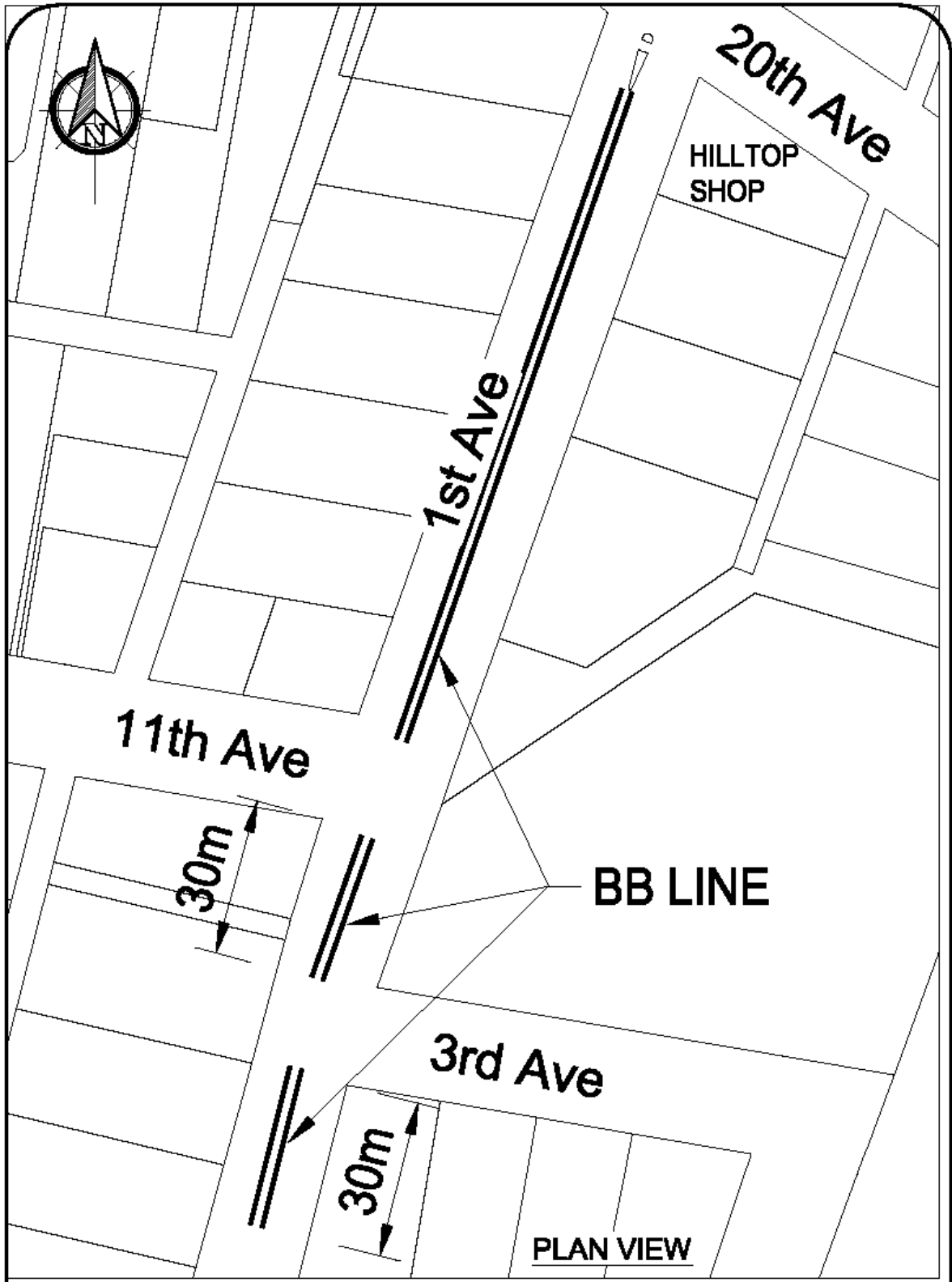
Consideration to a request for the temporary road closures of the following roads on Saturday, 27 August 2005 to conduct the GK Denney Tyres Rally:

- Wears Road, Central Bucca 11.00am - 3.00pm
 - Cradle Creek Road, Lowanna 12 noon - 4.20pm
 - Bushmans Range Road, Lowanna 12 noon - 4.20pm
-

Recommended: that approval be granted to use local roads for the GK Denney Tyres Rally of the Coffs Coast on Saturday, 27 August 2005, and for the temporary road closures of the following roads:

- | | |
|---------------------------------------|-------------------------|
| • Wears Road, Central Bucca | 11.00am - 3.00pm |
| • Cradle Creek Road, Lowanna | 12 noon - 4.20pm |
| • Bushmans Range Road, Lowanna | 12 noon - 4.20pm |

The meeting closed at 12.10pm.



NOTES:
 THAT DOUBLE UNBROKEN CENTRE LINES BE
 INSTALLED IN FIRST AVENUE, SAWTELL, ON
 APPROACHES TO ELEVENTH AVENUE

TRAFFIC INSTRUMENT

T.28-2005
 FIRST AVE
 SAWTELL

S42 INTEGRATED TRANSPORT PLAN

Purpose:

The purpose of this report is to provide to Council an update on the progress of the Integrated Transport Plan.

Description of Item:

The completion of an Integrated Transport Plan is part of council's 2004/07 Management Plan. It fits with Council's strategic directions in developing and implementing non motorised transport initiatives and also facilitating public transport initiatives.

The objective of the Integrated Transport Plan is to reduce car dependency, concentrating on the areas over which Council has most control. Special focus is on provision of footpaths, cycleways, better utilising public transport, promoting car pooling and land-use planning issues.

Council has done much in this area already with the development and implementation of the Pedestrian Access and Mobility Plan (PAMP) and the Coffs Harbour Bicycle Plan.

Steps that have been and will be taken to develop the Integrated Transport Plan are:

- Constitute Transport Working Group. It is planned that the membership of this group will include a councillor, representatives of transport providers and user groups, the Ministry of Transport Regional Co-ordinator and relevant council staff. A separate report recommending the setting up of this group and approving its membership will be submitted to Council in the next two months.
- Review the road network hierarchy in light of highway bypass location being confirmed (to be submitted to August Traffic Committee Meeting).
- Update cycleway plans and PAMP (to be completed by November 2005).
- Better utilise available public transport by working through transport providers and the Ministry of Transport.
- Promote car pooling/sharing. (Arrangements to be set up by December 2005.)
- Development of a web based transport directory to provide up to date and accurate information to users (to be set up by December 2005).
- Developing procedures to ensure integrated transport considerations are included in preparation of planning documents (December 2005).

Sustainability Assessment:

• Environment

There is a trend towards both increased rates of car ownership and increased distances travelled by car. An environmental downside of this is the increased emissions of CO₂ from cars and trucks which contributes to the enhanced greenhouse effect.

The Integrated Transport Plan's objective is to reduce car dependency.

Council's Greenhouse Action Strategy (September 2002) calls for the implementation of a City Bike Plan and City Public Transport Program.

S42 Integrated Transport Plan ...(Cont'd)

- **Social**

This local government area has relatively high unemployment, high level households with no car and is relatively socially disadvantaged. For people without a car in Woolgoolga or Sawtell a taxi could be the only public transport available to get into Coffs Harbour. The cost of this would be prohibitive.

This also applies to the hinterland areas.

Concerns about transport issues figured strongly in the recent public consultation for the Social Plan.

The Integrated Transport Plan aims to better utilise and co-ordinate available public transport facilities.

- **Economic**

Management Plan Implications

Provision has been made in the 2005/06 Management Plan to prepare the Integrated Transport Plan. As well Council has received a grant of \$5,500 from the Ministry of Transport to prepare a needs analysis.

Consultation:

Community consultation, both through the working group and the wider community will be conducted as part of the Integrated Transport Plan.

Implementation Date / Priority:

The Integrated Transport Plan is scheduled to be completed by May 2006.

Recommendation:

That this report on the status of the Integrated Transport Plan preparation be noted.

S43 COFFS HARBOUR ROAD USAGE SURVEY AND BICYCLE USER GROUP BECOMING SECTION 355/377 COMMITTEE

Purpose:

The purpose of this report is firstly to advise Council on the results of a road usage survey carried out by Dr Charmaine Daly of Southern Cross University and secondly to recommend that Council's Bicycle Users sub committee become a Section 355/377 Committee of Council.

Description of Item:

Last year Dr Charmaine Daly from Southern Cross University carried out a community road usage study for Council to investigate the over representation of Coffs harbour cyclists in reported casualties in the Northern Region of NSW. This was funded by a grant from the Institute of Public Works and Engineering.

The study consisted of a survey of 335 participants and was specifically designed to provide details of car and bicycle usage in the area and related reports of accidents, near misses, road rage and aggressive behaviour.

The sample was regarded as representative of the local government area and the results confirmed the predominance of the motor car. The results of the survey showed that car usage is high and seen as very important: 96% of respondents had driven their car within the last week..

Bicycle usage was relatively high (73%), and of those with bicycles, 80% had ridden them in the last six months. Cycling was important to very important for exercise and training but not important for travelling to work or education.

A copy of the Executive Summary is attached.

Also attached are recommendations from Council's Bicycle Users Sub Committee following its consideration of the results of the Study.

As a means of dealing with the first of the Committee's recommendations (ie "*investigate the use of voluntary groups of cyclists to trim vegetation encroaching on to the off-road cycle paths, and also to paint logos on off-road cycle paths*"), this report recommends that the Bicycle Users Sub Committee become a Section 355/377 Committee of Council. By doing this, some members of the group could be trained to supervise other volunteers to undertake the work outlined in the recommendation and be covered by Council's insurance and Workcover.

Sustainability Assessment:

- **Environment**
 - Ensuring vegetation is cleared in a way that is consistent with Council policy.
 - No litter on the Cycleways
- **Social**
 - The intent behind the road usage survey and the BUG Section 355/377 Committee recommendation is to make cycling safer. Cycling is an important recreational activity, which improves health and wellbeing.
 - Bicycle groups work in partnership with Council.
 - Encourage more people to cycle.
 - Ownership by the cyclists of the cycleways.

S43 - Coffs Harbour Road Usage Survey and Bicycle User Group becoming Section 355/377 Committee (Cont'd)

- **Economic**

Broader Economic Implications

Council currently spends around \$18,000 pa on cycleway maintenance. Of that, around \$5,500 is spent on removing vegetation. To undertake a proper maintenance job would cost around \$50,000 pa.

If the trimming of vegetation could be undertaken at least partly by volunteers, there is a saving to Council and the available maintenance funds are spread further.

Management Plan Implications

Given that we are adding to the cycle network every year, the maintenance budget would need to be increased. Including volunteers for simple maintenance tasks would offset some of these increases

Consultation:

The Bicycle Users Sub Committee was formed in 2002, initially chaired by Councillor McKimm, and now by Councillor McKelvey. The membership consists of representatives from all the bicycle clubs in the LGA as well as other stakeholders. They have worked in partnership with Council on several projects, and this survey was a result of one of these collaborations.

The Bicycle Users Sub Committee has reviewed the road usage survey and the second part of this report deals with a recommendation from the Group, following the advice of the Risk Coordinator

Statutory Requirements:

Section 355 of the Local Government Act provides for Council to appoint Committees.

Section 377 of the Local Government Act provides for Council to delegate its functions to Committees.

Issues:

The Bicycle Users Sub Committee are concerned about the potential for crashes and damage to bicycles on cycleways infrequently maintained, but understand the limits placed on available funds and staff. Bicycle User Sub Committee members are keen to assist with the maintenance of the cycleways wishing to form working groups similar to the Landcare groups. By making BUG a Section 377 Committee these people will be covered by Council's insurance policies whilst they are doing this work.

Recommendation:

- 1. That this report on the results of the Coffs Harbour road user survey be noted.**
- 2. That Council, in accordance with Section 355, appoint a Committee of one Councillor and six members to the Coffs Harbour Bicycle Users Committee.**
- 3. That in accordance with Section 377 Council delegate to the Coffs Harbour Bicycle Users Committee the functions of assisting Council with the maintenance of the city cycleways.**

Attachments:

EXECUTIVE SUMMARY

This report serves to provide information that may guide strategic implementations of an Integrated Transport Plan in the Coffs Harbour Local Government Area (LGA). Results of a local survey conducted in Coffs Harbour in early 2004 are summarised below. Responses from 335 participants were deemed suitable for analyses. The 36-item survey addressed three main areas:

- Part A: demographic data; behaviours and attitudes towards driving and cycling
Part B: cycling-related incidents that the participant witnessed or experienced in the Coffs Harbour region; feelings of safety when cycling
Part C: the importance of safe cycling initiatives; knowledge of safety training for cycling; readiness to change cycling behaviours

Key findings:

Part A

- **The sample** was regarded as representative of the Local Government area. Over 70% of respondents lived in Coffs Harbour, Sawtell or Woolgoolga. The largest participant groups were 35 – 44 and 45 - 54 year olds. Gender distribution was close to equal.
- **Car usage** is high and seen as very important - 94% of participants had access to a least one car; 96% of these had driven their car within the last week. Of respondents, 70% rated driving as *very important* for shopping and traveling to work. About 60% rated driving as *very important* for visiting and recreation or enjoyment, if public transport was a problem, and for speed of access to destination. Over 80% rated parking availability as *important* to *very important*. Driving for travel to school or education was rated as *not important* by 50% of respondents but 40% rated it as *very important*.
- **Bicycle usage** was relatively high (73%), and of those with bicycles, 80% had rode in the past 6 months. Of respondents, 80% saw bicycle riding as *important* or *very important* for exercise or training and for recreation or enjoyment but *not important* for any other given situations, including travel to work or education and when public transport was poor or not available. As such, participants have generally rated the importance of bicycle riding very differently from ratings of the importance of driving a car. The one commonality is that both transport methods are rated as *very important* for recreation and enjoyment.
- **When choosing a cycling route**, respondents rated as *very important* (60%) or *important* (30%) a route with least traffic, safety, enjoyment, bicycle lanes on roads, and bicycle paths separate from roads. The importance of the shortest route and least number of traffic lights was equally divided across the response range. Hogbin Drive was the most commonly identified cycleway. However, 50% of respondents did not identify any cycleway as available in their area.
- **The rights of cyclists as road users** were seen by 80% of both drivers and cyclists as equal with the rights of other road users.
- **If secure bicycle-parking was available** 57% of respondents said they would ride more often.

Part B

- **Witnesses to incidents** involving a cyclist totalled 93 participants; 71 of these incidents were in the last year; 45% of incidents were “near-misses”, defined as an incident where someone could have been harmed; accidents, where someone was harmed, accounted for 30% of incidents.
- **Drivers involved in incidents with cyclists** totalled 74 participants; 55 of these incidents were in the past year; 63% of incidents were “near misses”; 15% were aggressive behaviours - broadly defined as unfriendly gestures; 10% were accidents. These incidents resulted in 8 hospital attendances, with 1 admission.
- **Cyclists involved in an incident with a car or other cyclist** totalled 87 participants; 63 of these incidents occurred in the past year; 45% of these were “near-misses”, the remainder equally divided between accidents and aggressive behaviours. For all groups above, road rage (defined as actual physical assaults or threats of violence) was not a significant factor in reported incidents.
- **Cyclist’s feelings of safety** were rated, in the majority (50-75%), *very unsafe* when cycling beside buses or trucks, in high volume and high speed traffic, and across busy intersections. Whilst 50% reported feeling *very unsafe* through roundabouts and beside parked cars, the remaining cyclists feel somewhat safe under these conditions. Cyclists (54%) reported feeling *somewhat safe* in traffic slowing areas. The only circumstance under which the majority of cyclists (64%) reported feeling *safe* was along off-road paths.

Part C

- **Safe-cycling initiatives:** Over 80% identified improved motorist education and the provision of bike lanes on busy roads as *very important* initiatives. Almost 70% regarded improved cyclist education and the provision of bike paths on footpaths as *very important*
- **Access to information for safety training in cycling:** The Road Transport Authority (RTA) was regarded by 45% of respondents as a source of information.
- **Changing cycling behaviours:** Statistical analyses of statements related to Prochaska and DiClement’s stages of change yielded two instead of the three proposed factors. For the purpose of the current research, findings were regarded as relatively unreliable and of limited value. Proposals for improvement in future research will be addressed in a separate document.

Conclusions:

A representative sample of residents (>18yrs) in the Coffs Harbour Local Government Area identified high car usage for a range of tasks. Cycling was undertaken primarily for fitness or recreation. In the year 2003, 1/3 of the sample, 1/3 of cyclists and 1/5 of drivers witnessed or were involved in cycle-related traffic incidents. On average there were 15 incidents per month and half of these were near-misses; 1 in 3 hospital attendances result in an admission. Bicycle lanes on roads are seen as priorities for safety when cycling.

Recommendations:

Recommendations will be based on data obtained from the Coffs Harbour Road Usage Survey (Daly, 2004). These recommendations will be made following discussion with the Coffs Harbour City Council in early 2005.

S44 WORKS BRANCH REPORT

Purpose:

To advise Council of the progress of construction and maintenance programs undertaken by Works Branch up to 30 June, 2005.

Description of Item:

1. Completed Works in June 2005

- Footpaths Nana Glen Footpath (70m footpath, drain and retaining wall)
- Road rehabilitation work at Thompsons Road Coffs Harbour (1680m²)
- Cycleways Sawtell Road, Sawtell. Linden Avenue to Corrigan Ave (380m) and associated works
- SH 10 and Thompsons Rd Cycleway (345m), kerb and gutter 200m, parking area and associated works
- Velodrome construction, Minorie Drive Toormina

2. 2004/05 Works started in June 05 to be finalised in July 05

- Road rehabilitation work at Bruxner Park Coffs Harbour (6500m²)
- Footpaths Don Pattersons Drive (220m)
- Lyons Road Park stormwater drainage Stage 1 (40m of 750mm dia pipe and associated works)
- PAMPS Azalea Avenue medium refuges

3. Works continuing or commenced in July 05

- Englands Rd CRRF Civil Site Works and MRF Civil Site Works
- Fitzroy Oval drainage (90m)
- 2005/06 Road rehabilitation - Bray Street, Near PCYC
- Bus shelter , Vernon Street
- Bray Street, left turn lane

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

Several 2004/05 Management Plan jobs will be completed in July 05. These include Bruxner Park rehabilitation, Donn Paterson Drive footpath and SH 10 Thompsons Road cycleway. Delays were caused by rain.

S44 - Works Branch Report (Cont'd)

Maintenance Report

Operational expenditure for 2004/05 was within the allocated program budgeted and will be continued to be monitored in 2005/06 based on budgets contained within the draft 2005/06 Management Plan.

Moleton Bridge No.1 (a timber bridge) has been recently replaced with a concrete culvert following the identification of a failed girder.

The lighting on the Jetty was finalised in early June with the replacement of the 28 light poles with vandal resistant light fixtures.

The entrance to the boat ramp basin is due for dredging and it is anticipated that 400m³ will be extracted week commencing 11 July 2005.

Recommendation:

That Council notes:

- 1. The progress report on construction and maintenance works undertaken by Works Branch up to 30th June, 2005.**
- 2. The individual program expenditures have been monitored for 2004/2005 with most programs completed in June 2005 with the exception of several minor jobs extended into July 2005 due to wet weather delays.**
- 3. That the 2005/06 works program will be commenced based on the Draft Management Plan to avoid delay costs. Project expenditures will be monitored and costs will be contained within the approved budget. No special projects (with the exception of Bray St Left Turn Lane) will be commenced until the Management Plan is finalised.**

Attachments:**Works Branch-Construction Projects Budget/Expenditure****2004/2005 Program****AS AT DATE: 30-Jun-05**

Description	Revised Budget	Actual Expenditure	% Project Complete	% Costs Expended
Local Roads				
Sealed Roads Reseals	\$606,800	\$577,985	100%	95%
Sealed Roads Reseals - Asphalt	\$57,000	\$62,694	100%	110%
Sealed Roads Rehabilitation	\$1,289,318	\$1,221,801	95%	95%
Dust Sealing	\$155,000	\$144,943	100%	94%
Unsealed Roads Gravel Resheeting	\$140,900	\$94,424	100%	67%
Total:	\$2,249,018	\$2,101,847		
Federal Roads to Recovery				
Residential Street Rehabilitation	\$256,287	\$284,333	100%	111%
Gravel Resheeting	\$114,751	\$91,265	100%	80%
Bitumen Sealing	\$228,828	\$214,534	100%	94%
Total:	\$599,866	\$590,132		
Regional Roads				
3 X 3 Program	\$151,125	\$149,778	100%	99%
Total:	\$151,125	\$149,778		
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	\$162,982	100%	80%
Mt Brown Rail Bridge Approaches	\$35,580	\$40,539	100%	114%
Total:	\$240,326	\$203,521		
Footpaths / Cycleways				
Footpath Construction	\$305,540	\$224,752	75%	74%
PAMPS Footpath Works	\$111,987	\$90,064	100%	80%
Cycleway Projects	\$244,345	\$235,570	95%	96%
Total:	\$661,872	\$550,386		

S45 FEDERAL GOVERNMENT 2005/06 TO 2008/09 ROADS TO RECOVERY PROGRAM - 2005/06 ALLOCATION.

Purpose:

To present to Council a schedule of works for the Roads to Recovery Program to be completed in the 2005/06 financial year.

Description of Item:

The Federal Government has announced funding for the second Roads to Recovery Program, and confirmed the details to Council in correspondence dated 10 May, 2005.

This report presents to Council options for the allocation of the Roads to Recovery funding for works to be completed in the 2005/06 financial year.

Sustainability Assessment:

- **Environment**

The proposed works to be undertaken as part of the Roads to Recovery Program are in the existing road reserves and mostly on existing unsealed and sealed pavements. Consequently, the impact upon the adjacent environment is minimal and will be mitigated by employing site specific controls such as sedimentation containment, dust suppression, noise mitigation etc.

Where applicable, environmental assessments will be completed and recommendations implemented.

- **Social**

Council is responsible to provide a road network that is maintained and kept in satisfactory condition. Increasing development and the inclusion of the Red Rock, Corindi area has enlarged the network in recent years and increased the traffic burden on Council's existing transport infrastructure. The Roads to Recovery program allows an opportunity to fund some of the maintenance backlog on the road network, thus providing a more trafficable and improved road network for the community and visitors alike.

- **Economic**

Under the program Council's 2005/06 allocation is \$768,392 which must be accounted for in expenditure on roads additional to works currently scheduled in 2005/06. The net effect is an increase to Council's budget, Council not being required to contribute any of its own revenue to the program.

Statutory Requirements:

Council has received the conditions of the grant which are virtually the same as the previous program except for a change in expenditure reporting procedures. The Department of Transport and Regional Services advised that further conditions set out in a letter from the Deputy Prime Minister received by Council on 10 January, 2001 also apply.

S45 - Federal Government 2005/06 to 2008/09 Roads to Recovery Program - 2005/06 Allocation (Cont'd)

The main conditions are summarised as follows:-

- Work need not be restricted to local roads; it can also be on regional roads.
- Works can also include street lighting, pedestrian bridges and underpasses and bicycle paths.
- Payments can be varied from the equal quarterly installments where specific project requirements are justified.
- Payments will only be made on the basis of a submitted schedule of works.
- Existing Council road expenditures and forward allocations are to be maintained over the life of the program.
- Expenditures are to be accountable and auditable.
- Appropriate signage, acknowledging Commonwealth funding under the program, is to be displayed at the works.
- Details are to be provided of proposed works and works undertaken.

Issues:

As with the previous Roads to Recovery Program, Council must determine a schedule of additional road works for submission to the Federal Government. These works must be *in addition* to program allocations that are already scheduled by Council, and cannot be used to offset rising costs of existing Council road programs.

Of the \$768,392 available \$396,600 has been included in the draft 2005/06 Management Plan as Councils contribution to match RTA funding on a 50/50 basis for the following programs:

- Regional Roads Repair Program: \$159,100
- Regional Roads Timber Bridge Replacement Program: \$237,500

A table setting out viable options for expenditure of the available funds (\$371,792) is provided in Attachment 1, which also lists possible advantages and disadvantages for each option. The options are as follows:-

1. Increase the Sealed Roads Rehabilitation, Sealed Roads Resealing and Gravel Roads Resheeting Programs.
2. Increase the Sealed Roads Rehabilitation, Sealed Roads Resealing and increase funding to the Dust Sealing Program.
3. Reinstate the Road Reconstruction Program providing kerb and gutter and drainage to local roads.

From an asset management view point Council is unable to fund road rehabilitation, bitumen resealing, and gravel resheeting at the required annual levels to bring the sealed and unsealed road networks to a good condition. Considering the asset condition the most favourable option is option 1.

Using data from the Works Branch Pavement Management System the following table shows the desirable average annual funding levels compared to current levels of these programs.

S45 - Federal Government 2005/06 to 2008/09 Roads to Recovery Program - 2005/06 Allocation (Cont'd)

<u>Local Roads Program</u>	<u>Current Annual Funding</u>	<u>Desirable Average Annual Funding</u>
Sealed Roads Rehabilitation	\$922,000	\$1,992,000
Sealed Roads Reseals	\$625,000	\$1,229,000
Gravel Resheeting	\$115,000	\$393,000

Implementation Date / Priority

The Department of Transport and Regional Services advises that funds will be available to Councils commencing 1 July, 2005.

Recommendation:

That Council allocate funding of \$371,792.00 under the Federal Government Roads to Recovery program in 2005/06 to additional works in the following local roads programs as detailed in Option 1 of this report:-

- **Sealed Roads Rehabilitation** **\$205,000.00**
- **Sealed Roads Resealing** **\$116,792.00**
- **Gravel Road Resheet** **\$50,000.00**

Attachments:

**Federal Government “Roads to Recovery” Program
Options for Works in 2005/2006 - (\$371,792 Available Funds)**

Option No.	Description	Estimated Cost	Advantages	Disadvantages
1.	<p>Increase funding to programs as follows: -</p> <ul style="list-style-type: none"> • Sealed Roads Rehabilitation • Sealed Roads Resealing • Gravel Roads Re-sheeting <p>The attached schedule details roads for these programs.</p>	<p>\$205,000</p> <p>\$116,792</p> <p>\$50,000</p>	<ul style="list-style-type: none"> • Addresses high priority areas from pavement management viewpoint. • Reduces potential rehabilitation backlog; improves overall condition of the road network. • Short investigation & design phase 	<ul style="list-style-type: none"> • Does not address some other areas of Council priorities.
2.	<p>Increase funding to programs as follows: -</p> <ul style="list-style-type: none"> • Sealed Roads Rehabilitation • Sealed Roads Resealing • Dust Sealing <p>Roads that could be dust sealed are shown on the attached schedule.</p>	<p>\$185,000</p> <p>\$91,792</p> <p>\$95,000</p>	<ul style="list-style-type: none"> • Addresses high priority areas from pavement management viewpoint • Eliminates 1.3 km of gravel road surface. • Funds spread around rural areas. • No formal design required. 	<ul style="list-style-type: none"> • Council's pavement rehabilitation and resealing programs have higher priority than dust sealing from an asset management viewpoint.
3.	<ul style="list-style-type: none"> • Reinstate the Local Roads Reconstruction Program. (kerb and guttering) 	<p>\$371,792</p>	<ul style="list-style-type: none"> • Provides urban areas with kerb and guttered roads. • Improves roadside drainage, and maintenance. • Reduces the backlog of streets needing kerb & gutter. 	<ul style="list-style-type: none"> • Council's pavement rehabilitation and resealing programs have higher priority from asset management viewpoint. • Road reconstruction is expensive and a smaller amount of the road network is improved compared to road rehabilitation and reseals.

**PROPOSED WORKS
ROADS TO RECOVERY 2005/06**

Road Rehabilitation

Murphy Crescent	Various locations	\$11,000
Ganderton St (W)	Beach St - End	\$33,700
Pacific Ave	San Francisco Ave-Columbus Ave	\$18,140
Columbus Circ	York St-End	\$13,100
San Francisco Ave	Columbis Circ-End	\$20,160
Thompsons Rd	Green Links Ave-Golf Club Ent	\$60,900
Nimbin St	Albany St - End	\$28,000
Gordon St	Harbour Dr RAB - Vernon St RAB	\$20,000
		<hr/> \$205,000

Gravel Resheeting

Cassidys Road		\$10,000
Camp Creek Road		\$10,000
Gunderene Road		\$10,000
Wears Road		\$10,000
McClellands Road		\$10,000
		<hr/> \$50,000

Sealed Roads Resealing

Fourth Ave	Boronia St - Third Ave	\$12,336
Third Ave	Fourth Ave - First Ave	\$2,078
Corrabin Crs	Alleena Dr-Toormina Rd (Fibre-Dec)	\$12,897
Cabbage Palm Rd	Grandis Rd - End	\$5,290
McRae Cl	East end - Western End	\$4,238
Bligh Drive	Lindsays Rd-Mcrae Cl	\$11,442
Kasch Road	Bligh Dr-End	\$6,939
Irvines Rd	SH10 - End	\$6,676
Wedds Rd	Middle Boambee Rd - Bridge	\$9,777
Wedds Rd	Bridge - End	\$7,429
Titans Rd	SH10 - End	\$4,832
Keoghs Rd	Bridge - End	\$4,112
Butlers Rd	Valery Rd -End Dustseal	\$6,476
Bonnie St	Halls Rd - End	\$5,717
Cassandra Cl	Bonnie St - End	\$2,175
Halls Rd	Masonry Rd - AC	\$4,781
Haviland Street	Cul-de-sac – Backhouse St	\$7,325
Market St	Queen St – Carrington St	\$2,272
		<hr/> \$116,792

Dustseals

Old Upper Orara Rd	Upper Orara Rd - End	\$28,500
Taylors Cr Rd	Mount Coramba Rd - 250m	\$26,500
Mount Coramba Rd	29.6 - 550m	\$40,000
		<hr/> \$95,000

S46 COFFS HARBOUR WATER TREATMENT PLANT

Purpose:

To update Council on the status of planning for the proposed Coffs Harbour Water Treatment Plant and recommending tenders for the concept, design and construction proceed.

Description of Item:

With the finalisation of the Regional Water Supply, the quality of Coffs Harbour water will deteriorate with a much higher risk threat to the supply from blue/green algae outbreaks and pathogens.

In planning the Regional Water Supply, it was recognised that the water would require treatment and allowance has been made in this year's budget to commence planning with the construction to be completed over the next two years.

An independent evaluation of the need for a Treatment Plant has been carried out by GHD, Melbourne and has recommended treatment with a variety of options priced from \$17M to \$33M depending on the process and risk. This is for a 45ML/day plant and they recommend to budget with a 30% contingency to cover site conditions and escalation.

It would appear a dissolved air flotation and filter plant with powdered activated carbon for algae and UV for disinfection should be the chosen option costing an estimated \$17M + 30% contingency. This plant will cover all risk contingencies except odour and taste problems from algal blooms. With proper management of the catchment dams this should be a very low risk. Ozonation can be added at a later date if odour and taste become problems.

Procurement Approach:

To date no concept planning has been carried out for the proposed water treatment plant.

The alliance contracting process adopted for the Woolgoolga WRP has produced a great deal of innovation, a robust treatment plant, cost savings and a compressed construction phase.

It is proposed we use a similar procurement approach for the WTP and combine this project with the Coffs Harbour water reclamation plant upgrade. The total combined value of these two projects will be around \$80M and the combination of the two projects should result in cost savings through buying power, establishment costs and administration costs and is likely to result in companies offering their best teams.

Councillors have been briefed on the advantages of alliance contracting compared to traditional contracting and these projects lend themselves to an alliance contract.

Risks:

The major risk Council's water supply faces is the possibility of a blue/green algae outbreak and pathogen infection. We have no way of treating such an event at the moment and this could put the whole community at risk.

S46 - Coffs Harbour Water Treatment Plant (Cont'd)

Recent tests have revealed that algae that has caused problems in the Clarence Valley is now occurring on a regular basis in Karangi Dam since supply from the Nymboida commenced. The water generally has a higher turbidity and has more colour than the water abstracted from the Orara River. There is also an increases risk of pathogen contamination, dirty water complaints and odour problems.

We also need to proceed with planning for fluoridation to conform to the government direction and to be eligible for the subsidy offered.

Most major water supplies throughout the State have recognised the risks of not having adequate treatment and filtration and are either in the process of planning or constructing new plants.

However, to bring together a series of Reports and Risk Assessments on Water Quality and Treatment needs, GHD Melbourne was engaged to conduct a risk/needs assessment and options report.

Based on data available and generally the above risks, their assessment is that works should commence on a Treatment Plant as soon as possible. We recommend that the treatment process be PAC/DAFF/UV at an estimated cost of \$23M (subject to final siting and designs).

Sustainability Assessment:

- **Environment**

As stated above a REF will be required when a final site for the WTP is chosen.

The major environmental impact to be considered will be the disposal of backwash water and sludge.

- **Social**

Treated water will give the community a greater level of security for what is an essential service.

Treatment should reduce the amount of mains flushing required, minimise dirty water problems, minimise odour issues and provide another barrier to pathogen infections.

- **Economic**

Funding has been allowed in current and forward budgets. Until detailed risk assessment and concept designs have been carried out, realistic estimates cannot be produced as final costs can be influenced by many things from land purchases, environmental constraints, power supply, construction costs etc.

Construction costs have escalated dramatically over the last 18 months and are likely to continue to do so whilst the economy is in its current buoyant state. The sooner the plant is built the more beneficial the financial outcome will be, both in the short and long term.

The current Management Plans show \$30,500,000 being spent over the next two years to construct the plant.

S46 - Coffs Harbour Water Treatment Plant (Cont'd)

Other

Council requested baseline water quality sampling data be provided. The attached spread sheet is a copy of most recent data. The collection of this data is ongoing.

The Health Department has been requested to extend the requirement for fluoridation from November 2005 to November 2006 to enable it to be part of works associated with the new WTP.

Recommendation:

That Council proceed with the construction of the Coffs Harbour Water Treatment Plant utilising an Alliance type contract.

Attachments:

Results report

Page 1 of 2

Results Reporting by Analysis Type - All											
You have selected the following report -											
AHS - North Coast PHU Water Supply Authority - Coffs Harbour City Council (CH)											
Date Range - From - 01 January 2004 To - 31 December 2004											
Sample Type/s - All											
Laboratory/s - All											
Barcode Count - These results represent 551 distinct samples.											
Summary Display											
Parameter	Guideline Value	Mean	Median	Standard deviation	Min.	Max.	Number of samples	Number of exceptions	95th percentile	5th percentile	% meeting guideline values
Total Coliforms	0.0000 cfu/100 mL	0.4586	0.0000	2.9682	0.0000	46.0000	532	51	5.3264	2.3000	90
Thermotolerant Coliforms	0.0000 cfu/100 mL	0.0019	0.0000	0.0434	0.0000	1.0000	532	1	0.0730	0.0500	100
E. coli	0.0000 cfu/100 mL	0.0019	0.0000	0.0440	0.0000	1.0000	516	1	0.0741	0.0500	100
pH	6.5 - 8.5	8.0368	8.0000	0.3515	7.3000	8.7000	19	2	8.6133	7.3700	89
Turbidity	5.0000 NTU	1.5053	0.9000	2.6099	0.2000	12.1000	19	1	5.7855	0.7950	95
Free Chlorine	5.0000 mg/L	0.1595	0.0400	0.2731	0.0000	1.5500	531	0	0.6075	0.0775	100
Total Dissolved Solids (TDS)	500.0000 mg/L	80.2632	82.0000	16.0029	44.0000	117.0000	19	0	106.5080	47.6500	100
Aluminium	0.2000 mg/L	0.0847	0.0600	0.1008	0.0100	0.4600	19	1	0.2500	0.0325	95
Antimony	0.0030 mg/L	0.0010	0.0010	0.0000	0.0010	0.0010	19	0	0.0010	0.0010	100
Arsenic	0.0070 mg/L	0.0010	0.0010	0.0000	0.0010	0.0010	19	0	0.0010	0.0010	100
Barium	0.7000 mg/L	0.0121	0.0100	0.0052	0.0090	0.0290	19	0	0.0206	0.0100	100
Boron	4.0000 mg/L	0.0990	0.0990	0.0000	0.0990	0.0990	19	0	0.0990	0.0990	100
Cadmium	0.0020 mg/L	0.0005	0.0005	0.0000	0.0005	0.0005	19	0	0.0005	0.0005	100
Calcium	9999.0000 mg/L	19.7995	21.1000	5.9993	3.5600	25.8300	19	0	29.6383	4.6735	100
Chloride	250.0000 mg/L	14.1105	12.7000	4.0385	11.1000	25.3000	19	0	20.7337	11.8100	100
Chromium	0.0500 mg/L	0.0050	0.0050	0.0000	0.0050	0.0050	19	0	0.0050	0.0050	100
Copper	2.0000 mg/L	0.3085	0.0410	0.8113	0.0050	3.4680	19	1	1.6391	0.1782	95
Cyanide	0.0800 mg/L	0.0099	0.0099	0.0000	0.0099	0.0099	2	0	0.0099	0.0099	100
Fluoride	1.5000 mg/L	0.0990	0.0990	0.0000	0.0990	0.0990	19	0	0.0990	0.0990	100
Iodine	0.1000 mg/L	0.0199	0.0198	0.0003	0.0198	0.0210	19	0	0.0203	0.0199	100
Iron	0.3000 mg/L	0.0763	0.0700	0.0717	0.0100	0.3400	19	1	0.1940	0.0265	95
Lead	0.0100 mg/L	0.0023	0.0020	0.0011	0.0020	0.0070	19	0	0.0041	0.0023	100
Magnesium	9999.0000 mg/L	1.4253	1.3500	0.3612	1.0500	2.7200	19	0	2.0177	1.1335	100
Manganese	0.5000 mg/L	0.0139	0.0100	0.0085	0.0050	0.0290	19	0	0.0278	0.0062	100

Mercury	0.0010 mg/L	0.0001	0.0001	0.0000	0.0001	0.0001	19	0	0.0001	0.0001	100
Molybdenum	0.0500 mg/L	0.0050	0.0050	0.0000	0.0050	0.0050	19	0	0.0050	0.0050	100
Nickel	0.0200 mg/L	0.0099	0.0099	0.0000	0.0099	0.0100	19	0	0.0100	0.0099	100
Nitrate	50.0000 mg/L	0.9900	0.9900	0.0000	0.9900	0.9900	19	0	0.9900	0.9900	100
Nitrite	3.0000 mg/L	0.0990	0.0990	0.0000	0.0990	0.0990	19	0	0.0990	0.0990	100
Selenium	0.0100 mg/L	0.0020	0.0020	0.0000	0.0020	0.0020	19	0	0.0020	0.0020	100
Silver	0.1000 mg/L	0.0020	0.0020	0.0000	0.0020	0.0020	19	0	0.0020	0.0020	100
Sodium	180.0000 mg/L	9.7263	9.6000	1.1318	8.1000	12.9000	19	0	11.5824	8.3400	100
Sulfate	500.0000 mg/L	5.8895	2.4000	8.2916	2.1000	25.2000	19	0	19.4877	3.2550	100
Total Hardness as CaCO ₃	200.0000 mg/L	55.3053	57.6000	15.3104	15.5000	75.7000	19	0	80.4143	18.5100	100
True Colour	15.0000 Hazen Units (HU)	1.5495	1.3000	0.9578	0.9900	5.2000	19	0	3.1203	1.2005	100
Zinc	3.0000 mg/L	0.0542	0.0300	0.0757	0.0099	0.3400	19	0	0.1783	0.0264	100

Excel Report
Exceptions Report
Detailed Report
PDF Report

Results Reporting by Analysis Type - All											
You have selected the following report -											
AHS - North Coast PHU Water Supply Authority - Coffs Harbour City Council (CH)											
Date Range - From - 01 January 2005 To - 30 April 2005											
Sample Type/s - All											
Laboratory/s - All											
Barcode Count - These results represent 159 distinct samples.											
Summary Display											
Parameter	Guideline Value	Mean	Median	Standard deviation	Min.	Max.	Number of samples	Number of exceptions	95th percentile	5th percentile	% meeting guideline values
Total Coliforms	0.0000 cfu/100 mL	0.1410	0.0000	0.5261	0.0000	4.0000	156	14	1.0038	0.2000	91
Thermotolerant Coliforms	0.0000 cfu/100 mL	0.0000	0.0000	0.0000	0.0000	0.0000	156	0	0.0000	0.0000	100
E. coli	0.0000 cfu/100 mL	0.0000	0.0000	0.0000	0.0000	0.0000	156	0	0.0000	0.0000	100
pH	6.5 - 8.5	8.1000	8.1000	0.2000	7.9000	8.3000	3	0	8.4280	7.9200	100
Turbidity	5.0000 NTU	0.7000	0.7000	0.1000	0.6000	0.8000	3	0	0.8640	0.6100	100
Free Chlorine	5.0000 mg/L	0.1589	0.0500	0.2545	0.0000	0.9700	156	0	0.5763	0.0485	100
Total Dissolved Solids (TDS)	500.0000 mg/L	65.0000	77.0000	23.4307	38.0000	80.0000	3	0	103.4264	40.1000	100
Aluminium	0.2000 mg/L	0.0767	0.0500	0.0462	0.0500	0.1300	3	0	0.1524	0.0540	100
Antimony	0.0030 mg/L	0.0013	0.0010	0.0006	0.0010	0.0020	3	0	0.0023	0.0011	100
Arsenic	0.0070 mg/L	0.0010	0.0010	0.0000	0.0010	0.0010	3	0	0.0010	0.0010	100
Barium	0.7000 mg/L	0.0103	0.0110	0.0012	0.0090	0.0110	3	0	0.0990	0.0990	100
Boron	4.0000 mg/L	0.0990	0.0990	0.0000	0.0990	0.0990	3	0	0.0990	0.0990	100
Cadmium	0.0020 mg/L	0.0005	0.0005	0.0000	0.0005	0.0005	3	0	0.0005	0.0005	100
Calcium	9999.0000 mg/L	14.6733	19.4500	9.0551	4.2300	20.3400	3	0	29.5238	5.0355	100
Chloride	250.0000 mg/L	11.9333	12.0000	0.5033	11.4000	12.4000	3	0	12.7588	11.4500	100
Chromium	0.0500 mg/L	0.0050	0.0050	0.0000	0.0050	0.0050	3	0	0.0050	0.0050	100
Copper	2.0000 mg/L	0.1110	0.0380	0.1308	0.0330	0.2620	3	0	0.3255	0.0445	100
Fluoride	1.5000 mg/L	0.0990	0.0990	0.0000	0.0990	0.0990	3	0	0.0990	0.0990	100
Iodine	0.1000 mg/L	0.0198	0.0198	0.0000	0.0198	0.0198	3	0	0.0198	0.0198	100
Iron	0.3000 mg/L	0.1500	0.0800	0.1480	0.0500	0.3200	3	1	0.3927	0.0635	67
Lead	0.0100 mg/L	0.0020	0.0020	0.0000	0.0020	0.0020	3	0	0.0020	0.0020	100
Magnesium	9999.0000 mg/L	0.9533	0.9200	0.2021	0.7700	1.1700	3	0	1.2847	0.7900	100
Manganese	0.5000 mg/L	0.0153	0.0140	0.0111	0.0050	0.0270	3	0	0.0335	0.0061	100
Mercury	0.0010 mg/L	0.0001	0.0001	0.0001	0.0001	0.0002	3	0	0.0002	0.0001	100
Molybdenum	0.0500 mg/L	0.0050	0.0050	0.0000	0.0050	0.0050	3	0	0.0050	0.0050	100
Nickel	0.0200 mg/L	0.0099	0.0099	0.0001	0.0099	0.0100	3	0	0.0100	0.0099	100
Nitrate	50.0000 mg/L	0.9900	0.9900	0.0000	0.9900	0.9900	3	0	0.9900	0.9900	100
Nitrite	3.0000 mg/L	0.0990	0.0990	0.0000	0.0990	0.0990	3	0	0.0990	0.0990	100
Selenium	0.0100 mg/L	0.0020	0.0020	0.0000	0.0020	0.0020	3	0	0.0020	0.0020	100
Silver	0.1000 mg/L	0.0020	0.0020	0.0000	0.0020	0.0020	3	0	0.0020	0.0020	100
Sodium	180.0000 mg/L	7.7667	7.7000	0.4041	7.4000	8.2000	3	0	8.4295	7.4400	100
Sulfate	500.0000 mg/L	1.6333	1.7000	0.6028	1.0000	2.2000	3	0	2.6219	1.0600	100

Total Hardness as CaCO3	200.0000 mg/L	40.5667	53.4000	23.2750	13.7000	54.6000	3	0	78.7376	15.7450	100
True Colour	15.0000 Hazen Units (HU)	3.4333	1.6000	3.4385	1.3000	7.4000	3	0	9.0725	1.6050	100
Zinc	3.0000 mg/L	0.0233	0.0200	0.0058	0.0200	0.0300	3	0	0.0328	0.0205	100

Excel Report
Exceptions Report
Detailed Report
PDF Report

S47 MINUTES OF THE ARTS AND CULTURAL ADVISORY COMMITTEE MEETING HELD ON 18 APRIL 2005

Purpose:

To present to Council the minutes of the Arts and Cultural Development Advisory Committee meeting held on 18 April 2005.

Description of Item:

Arts and Cultural Development Advisory Committee met on 18 April 2005. The minutes of this meeting are attached.

Sustainability Assessment:

- **Environment**

There are no environmental impacts.

- **Social**

The resolutions of the committee improve the capacity of the Arts and Cultural Development Advisory Committee to develop arts and cultural issues.

- **Economic**

Broader Economic Implications

There are no economic implications.

Management Plan Implications

There are no management plan implications.

Consultation:

Arts and Cultural Development Advisory Committee.

Statutory Requirements:

Council under Section 377 of the Local Government Act has delegated to the Committee the functions of providing advice to Council on issues that enhance the cultural quality of life of the residents of Coffs Harbour.

Related Policy and / or Precedents:

Council Committees have adopted Codes of Practice. Committee members are also bound by Council's Code of Meeting Practice and Code of Conduct.

S47 - Minutes of the Arts and Cultural Advisory Committee Meeting held on 18 April 2005 (Cont'd)

Issues:

The scheduled May meeting did not have a quorum, therefore the minutes of the April meeting were ratified at the June meeting of the committee.

The meeting of 18 April 2005 resolved that:

Members of the Arts and Cultural Development Advisory Committee email to the Acting Cultural Development Officer two weeks prior to committee meetings a monthly report relevant to the area they represent on the committee.

The committee agreed to uphold its resolution of 15 November 2004 that the committee accept the Concept Plan for the Brelford Park Precinct providing no more than 20% total footprint impact by buildings. City Hill/Flat be retained for current and future cultural development.

The committee accepted the recommendations in the draft Code of Meeting Practice which is based on the Coffs Harbour City Council's Code of Meeting Practice document as the Code of Meeting Practice to be adopted by the Arts and Cultural Development Advisory Committee.

It was decided that future meetings of the Arts and Cultural Development Advisory Committee will be held where possible in different locations so the committee can meet the local arts community and local arts community committees.

Another item discussed was the second Cultural Development Project Review Team meeting.

Recommendation:

That:

- 1. Council note the minutes of the Arts and Cultural Development Advisory Committee meeting held on 18 April 2005.**
- 2. Council adopt the Arts and Cultural Development Advisory Committee draft Code of Meeting Practice attached.**

Attachments:

IR 1122620

ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETING

18 APRIL 2005

(Meeting of 21 March 2005 cancelled)

MINUTES

Meeting commenced at 5.30 pm

PRESENT: Cr Ian Hogbin, Shirley Barnett, Richard Holloway, Carol Hellmers, Leigh Summers, Steven Bush and Becky Cole

IN ATTENDANCE: Malcolm McLeod

APOLOGIES: Cr Jenny Bonfield (Chairperson), Maree Waiden and Gorden Amann

ADOPTION OF MINUTES – 21 FEBRUARY 2005

MOVED (Holloway/Summers) that the minutes of the meeting of 21 February 2005 be accepted as a true and accurate record of the meeting. **CARRIED**

CORRESPONDENCE - IN/OUT

Nil

Cr Ian Hogbin arrived and chaired the meeting.

BUSINESS ARISING

Agenda Item number:

- 5.1 Members of the committee tabled reports relevant to their area on the committee (reports attached). This included a long discussion on the Jetty Memorial Theatre and its Management Committee concerns. A verbal overview on all reports took place by members on their areas. Becky Cole talked at length of the role of young people on committees and the Youth Arts Council. She also put forward her thought that a permanent Youth Development Officer would be of benefit to the youth of the LGA. It was agreed to save time at future A&CDAC meetings if reports were to be forwarded by email to the acting Cultural Development Officer two weeks prior to A&CDAC meetings so reports can then be forwarded to members of the committee with agenda notices. These reports would also include statistics on the number of people who come through the doors of the various committee members' establishments to attend public programs and functions.
- 5.2 The acting Cultural Development Officer tabled plans and zoning information for City Hill/Flats for discussion and notation. The committee resolved to its 15 November 2004 resolution regarding City Hill/Flats

MOVED (Amann/Holloway) that the committee accept the Concept Plan for the Brelsford Park Precinct providing no more than 20% total footprint impact by buildings. City Hill/Flat is retained for current and future cultural development. Plans need to be developed to support the Bunker Gallery. **CARRIED**

- 5.3 Discussion took place on the recommendations in the draft Code of Meeting Practice document emailed and tabled to members of the committee by the acting Cultural Development Officer. The committee resolved:

MOVED (Summers/Cole) that the committee accept the recommendations in the draft Code of Meeting Practice document as the Code of Meeting practice to be adopted by the Arts and Cultural Development Advisory Committee. **CARRIED**

- 5.4 Discussion took place on the tabled letter from the acting Cultural Development Officer inviting members of other committees to attend a meeting with the Chair of the Arts and Cultural Development Advisory Committee to discuss the idea of the Arts and Cultural Development Advisory Committee becoming a peak body advising Council on the arts in the LGA. It was agreed that members would email suggestions to the acting Cultural Development Officer on rewording the letter. This reworked letter would become the invitation to other committees to meet members of the Arts and Cultural Development Advisory Committee. It was also agreed that the Arts and Cultural Development Advisory Committee should hold meetings in different locations and invite other committees to join the committee for drinks after the meetings so the Cultural Development Advisory Committee will get to know other committees involved in the Arts. The committee resolved:

MOVED (Cole/ Barnett) that future Arts and Cultural Development Advisory Committee meetings would be held where possible in different locations so the committee could meet the local arts community in an informal setting after the Arts and Cultural Development Advisory Committee meetings. **CARRIED**

- 5.5 Carol Hellmers gave an overview of the last Cultural Development Project Review Team meeting. Discussion took place on the meeting and Richard Holloway explained to the committee his disappointment of the makeup of the Project Review Team and why Arts Mid North Coast had withdrawn from the process.
- 5.6 Progress on the Woolgoolga Public Art Master Plan was not discussed and will appear as an agenda item at the next Arts and Cultural Development Advisory Committee meeting.
- 5.7 Discussion on arts funding through business and philanthropy did not take place and will appear as an agenda item at the next Arts and Cultural Development Advisory Committee meeting.
- 5.8. General discussion on items forwarded by committee members took place in item 5.1 above.

GENERAL BUSINESS

Nil

NEXT MEETING

MONDAY, 16 MAY 2005 AT 5.30 PM – JETTY MEMORIAL THEATRE FOYER

At 6.30 pm members of the Jetty Memorial Theatre Management Committee are invited to join the meeting.

Meeting closed at 7.10 pm

ARTS & CULTURAL DEVELOPMENT ADVISORY COMMITTEE

CODE OF MEETING PRACTICE



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1. ROLE OF THE COMMITTEE

Primary role:

- To provide advice to Council on issues that enhances the cultural quality of life of the residents of Coffs Harbour.

Specifically:

- 1.1 To advise Council through the Cultural Development Officer on the development, implementation and review of a Cultural Plan in accordance with the guidelines established by the NSW Ministry for the Arts and the Department of Local Government.
- 1.2 To oversee and make recommendations regarding the disbursements of Council's Community Arts & Cultural Development Small Grants Funding Program.
- 1.3 In line with Council's triple bottom line approach to decision-making and Council's decision of 22nd July 2004 to provide advice in any planning or decision making that is within the Committee's area of responsibility, prior to the matters being brought before Council.
- 1.4 To advise Council on issues referred from Council.
- 1.5 To act as liaison and provide a mechanism for consolation with local arts/cultural organizations and the broader community.

2. MEETINGS

2.1 How Often Does A&CDAC Meet?

The A&CDAC will meet once a month or at least one meeting per quarter on a time and date agreed by the Executive Committee.

2.2 How do you Call a Special Meeting?

- a) By written request signed by at least three members, the Chair must call a special meeting with the concurrence of the General Manager or his nominee.
- b) The Chair may call for an extra-ordinary meeting of the A&CDAC with the concurrence of the General Manager or his nominee.

3. NOTICE OF MEETINGS

- a) The nominated member of the Executive Committee must notify each member, at least three (3) days before each meeting of the A&CDAC or Committee, of the time, place and date of the meeting and the business proposed for transaction.
- b) Notice of less than three (3) days may be given of a special meeting if the Chair determines the matter of great urgency and the General Manager or his nominee agrees.

3.1 Giving Notice of Business

- a) The A&CDAC must not transact business at a meeting unless all members have received notice.
- b) Business may be transacted at a meeting even if due notice has not been given if:
 - i) a motion is passed to have the business transacted at the meeting (this is a motion which can be moved without notice) and;
 - ii) all the executive members are present at the meeting (disregarding any casual vacancies); or
 - iii) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

4. PROCEDURE FOR THE CONDUCT OF A&CDAC MEETINGS

4.1 Who Presides at Meetings of the A&CDAC

- a) The Chair (or in his/her absence the Vice-Chair) presides at meetings of the A&CDAC and Sub-Committees.
- b) If the Chair and the Vice-Chair are absent, a member of the executive committee may be elected by the members to preside at that meeting.

4.2 Members May be Elected to Preside at Certain Meetings

- a) If no chairperson is present at a meeting of the A&CDAC or Sub-Committees at the time designated for holding the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- b) The election must be conducted:
 - i) by a member of the executive committee or his/her nominee;
 - ii) or the person who called the meeting or his/her nominee.
- c) Method of voting may be by show of hands or by secret ballot. If chosen by lot the member's name drawn is elected as chairman.

4.3 To Elect the Chair and the Vice-Chair (and Members of the Executive Committee)

- a) The election of the Chair and the Vice-Chair can be held at any meeting of the A&CDAC in August (of each year).
- b) Nominations are to be announced and elections conducted at the same meeting.
- c) Nominations must be in writing by two or more members, one of whom may be the nominee.
- d) The A&CDAC must determine the method of voting:
 - Ordinary Ballot (Secret Ballot)
 - Open Voting (i.e. Show of Hands)
- e) Candidates are to be eliminated by the lowest number of votes or where tied, chosen by lot. The one drawn from the lot is excluded. Where two candidates remain, the lowest number will be excluded or where tied, chosen by lot. The one drawn will be elected.

4.4 What is the Quorum of a Meeting?

The quorum of a meeting of the A&CDAC and any Sub-Committees is a majority of the members.

4.5 Procedure When a Quorum is not Present

- a) A meeting of the A&CDAC or Sub-Committee must be adjourned if a quorum is not present:
 - i) within half an hour after the time designated for the holding of the meeting or
 - ii) at any time during the meeting.
- b) In either case, the meeting must be adjourned at a time, date and place, fixed:
 - iii) by the chairperson, or
 - iv) in his or her absence – by the majority of the members present; or
 - v) failing that, by the executive committee.
- c) The minute secretary is to record in the minutes the circumstances relating to the absence of a quorum (giving reasons) at or arising during a meeting, together with the names of the members present.

5. BUSINESS PAPERS FOR A&CDAC MEETINGS

- a) The nominated member of the executive committee must ensure that the business paper for a meeting of the A&CDAC or Sub-Committee states:
 - i) all matters to be dealt with arising out of the proceedings of former meetings; and
 - ii) if the Chair is the chairperson – any business that the chairperson may decide to put before the meeting without notice; and
 - iii) any business of which due notice has been given.

6. PARTICIPATION AT MEETINGS

Members cannot participate in a meeting of the A&CDAC unless personally present at the meeting.

6.1 Motions to be Seconded

A motion or an amendment cannot be debated unless or until it has been seconded.

6.2 How Subsequent Amendments May be Moved

If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendments were moved, and so on, but no more than one motion and one proposed amendment can be before A&CDAC at any one time.

6.3 Limitation as to Number of Speeches

- a) A member who moves the original motion has the right of general reply to all observations made by other members during the debate.
- b) A member, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- c) A member must not, without the consent of the chairperson, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

6.4 Voting at A&CDAC Meetings

- a) Members who fail to vote (i.e. by show of hands) on a motion put to the meeting is taken to have voted against the motion.
- b) The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and no less than two members rise and demand a division.
- c) When a division on a motion is demanded, the chairperson must ensure that the division takes place immediately. The minute secretary must ensure that the names of those who vote for the motion and against are respectively recorded in the minutes.

6.5 What are the Voting Entitlements of Members?

- a) The person presiding at a meeting of the A&CDAC has, in the event of an equality of votes, a second or casting vote.

7 WHAT CONSTITUTES A DECISION OF THE A&CDAC?

A decision by a majority of the votes at a meeting of the A&CDAC at which a quorum is present is a decision of the A&CDAC.

8 KEEPING ORDER AT MEETINGS

8.1 Questions of Order

- a) If the chairperson sees fit he/she may call any member to order without the intervention of any other member.

8.2 Acts of Disorder

- a) A member commits an act of disorder if:
 - i) assaults or threatens to assault another person present at the meeting; or
 - ii) insults or makes personal reflects on or imputes improper motives to any other member; or
 - iii) says or does anything that is inconsistent with maintaining order at the meeting.
- b) The chairperson may require a member:
 - i) to apologise for an act of disorder without reservation;
 - ii) to withdraw a motion or an amendment and where appropriate, to apologise without reservation; or
 - iii) to retract and apologise for an act of disorder without reservation.

8.3 How Disorder at a Meeting May be Dealt With

- a) If disorder occurs at a meeting of a A&CDAC, the chairperson may adjourn the meeting for a period of not more than fifteen minutes and leave the chair. Upon return the A&CDAC must decide without debate whether the business is to proceed or not.
- b) Two warnings from the Chair will be sufficient cause to suspend a member from the meeting.

8.4 Procedure in Sub-Committees

- a) The Committee may regulate its own procedure.
- b) The Committee may decide to give the chairperson of the Committee a casting vote, as well as an original vote, if the vote is equal.
- c) Voting at a committee meeting is to be by open means (such as on the voices or by show of hands).

9. ATTENDANCE AT MEETINGS

9.1 Non-Attendance

If a member of the committee does not attend 3 consecutive meetings and doesn't submit an apology for not attending the committee can elect by a majority vote select to remove this member from the committee.

9.2 Election of a New/Replacement Member

The election of a new member is subject to the name of the proposed member being submitted to the committee and a $\frac{3}{4}$ member acceptance of the name being passed by the committee before referring to the General Manager for ratification.

10. SETTING UP A PUBLIC ART SUB-COMMITTEE

The committee should be set up as the peak body for the overall formation and implementation of a cohesive council public art, cultural interstructure & cultural development policy.

The committee should be the point where all public art expressions of interest are assessed.

A sub committee of the committee should be formed following the above rules for the express purpose to advise on Public Art. This sub committee should comprise of not less than 3 practicing artists in the field of public art, 2 practicing architects a member of the parent committee, the Mayor and a Councillor, the Coffs Harbour City Council landscape architect, The Coffs Harbour City Council Heritage Officer, Coffs Harbour Regional Gallery member, Council Special Projects Officer (John Rowe) & Cultural Development Officer and other relevant Council Officers. This sub committee would report back to the committee on public art projects. Any members of the subcommittee who have submitted an expression of interest for a public art project will be excused from the sub committee when that project is being assessed and discussed.

S48 REVIEW OF FEES AND CHARGES - JETTY MEMORIAL THEATRE

Purpose:

To obtain Council approval to implement a new range of fees and charges for the Jetty Memorial Theatre.

Description of Item:

The existing fees and charges were approved January 2004.

Research shows that industry standard fees and charges are considerably higher than the Jetty Memorial Theatre charges.

All theatres offer a non profit community association discount.

The non profit fees for smaller venues surveyed with a 100 seat capacity are approximately 20% higher than the current Jetty Theatre fees that has 2.5 times more seating capacity.

All theatres charge rehearsal time out per hour.

All but one theatre promotes weekly hire by offering a considerable discount to daily hire.

Ten percent of box office or fixed hire rate, whichever the greater, is a widespread industry standard to determine charges.

Current charges for a technical officer are \$27 per hour. The theatre is absorbing any penalty rates associated with the technical officer working on any production.

Sustainability Assessment:

- **Environment**

There are no environmental issues applicable.

- **Social**

The proposed rise in fees and charges maintains the Jetty Memorial Theatre charges considerably lower than other theatres surveyed. This demonstrates Coffs Harbour City Council's continuing commitment of subsidizing community access to the theatre.

The proposed rise will assist the theatre's update and ongoing maintenance to be of the highest possible quality for local and touring groups while being a rewarding experience for audiences attending productions within the theatre.

- **Economic**

Broader Economic Implications

Revenue from the theatre is directed back into the theatre to assist with continuing improvement and development of the theatre facilities. This reaffirms the commitment to offer the community ongoing state of the art facilities and entertainment.

S48 - Review of Fees and Charges - Jetty Memorial Theatre (Cont'd)

The theatre over the last 12 months has experienced considerable success with many non profit productions enjoying sellout seasons. Council presented productions offered considerable diversity to the Coffs Harbour community with many productions only covering costs. This result can be directly contributed to lack of promotion and advertising. Which can be directly contributed to lack of funds.

The increase has been developed in the context of the annual operating costs with the outlook that the theatre may become financially more resourceful and maintain industry standards across the board.

Management Plan Implications

No impact in relation to Council's Management Plan.

Consultation:

A comparison of Jetty Memorial Theatre fees and charges with current industry standards including venue hire, goods and services offered.

The Jetty Memorial Theatre Advisory Committee supported the majority of the review. Concerns with the implementation of 10% or fixed hire, whichever the greater for the non profit users, was tabled. This item is to be held back until further consultation with non profit users can occur.

In 2004 the Australian Performing Arts Centre Association carried out a survey of 50 theatres nationally. The survey was specific to venue charges and salaries. In addition to this data several other theatres were contacted due to many similar aspects to the Jetty Memorial Theatre.

To assess current industry standards the table below displays relevant information on similar sized theatres and services:

- Jetty Memorial Theatre, Coffs Harbour
- The Peninsula Theatre, Woy Woy
- Tuggeranong Arts Centre, ACT
- Bruce Gordon Theatre, Wollongong
- The Street Theatre, Canberra
- Star Court Theatre, Lismore
- Manning Valley Entertainment Centre, Taree

Please note all figures are current for 2004. Most theatres in survey are currently raising fees and charges for the 2005-2006 financial year.

All theatres are unique both in the ownership, environment and the goods and services that are offered. To find a benchmark to compare Coffs Harbour's theatre is difficult, however, six theatres have been researched with an overwhelming conclusion that the current fees and charges for the Jetty Memorial Theatre are considerably lower than any other theatre researched.

S48 - Review of Fees and Charges - Jetty Memorial Theatre (Cont'd)

Venues Surveyed

Venue	Seating capacity	Non profit charges	Commercial charges	Rehearsal charges
Jetty Memorial Theatre Coffs Harbour	249	\$160 per week day or \$265 Fri/Sat \$925 per wk	\$240 per day or \$395 Fri/Sat \$1320 per wk	\$33 per 3 sessions
The Peninsula Theatre Woy Woy	100	\$200 per day M-F \$220 Sat \$240 Sun from \$700 per wk	\$340 per day M-F \$400 Sat \$ 450 Sun from \$1200 per wk	\$28 per hour
Tuggeranong Arts Centre ACT	110	\$180 per day \$775 per week	\$230 per day \$1120 per week	
Bruce Gordon Theatre Wollongong	220	\$297 per day 5 hour hire \$1485 per wk 1 perf per day	\$400 per - 5 hour hire \$2000 per wk 1 perf per day	\$35.20 per hour min four hours
The Street Theatre Canberra	247	\$600 - \$1200 per day. No discount offered daily hire. \$3000 per week	\$600 - \$1200 per day \$3300 per week	
Star Court Theatre Lismore	390	\$240 per day + lighting/sound at additional cost	\$300 per day + lighting/sound at additional cost	\$25 per hr
Manning Entertainment Centre Taree	500 150 min audience	NA \$450 min + \$3 per person > 150 audience i.e. 200 pax = \$600 per day No weekly rate	NA \$660 min + \$4.40 per person > 150 audience i.e. 200 pax = \$880 per day No weekly rate	\$27 per hour

Related Policy and / or Precedents:

The existing fees were approved for six months ending 30 June 2004 pending an examination of the financial performance of the theatre.

Statutory Requirements:

The LGA Act requires the adoption of fees.

Issues:

The theatre fees have had a 20% increase from \$132 per day to \$160 per day since the refurbishment. This minimum increase does not reflect the \$1.6 million improvements to the facility or to the superior lighting and audio equipment now available.

No increase to fees has occurred for 18 months.

S48 - Review of Fees and Charges - Jetty Memorial Theatre (Cont'd)

Research indicates the Jetty Memorial Theatre fees are well below industry standard. A minimum increase of 16.5 % on a weekly hire aims to begin to address cost recovery.

All users have enjoyed successful seasons at the box office.

A review of fees and charges for the Jetty Memorial Theatre is in keeping with general reviews of fees and charges by theatres on a regular basis across the country.

Implementation Date / Priority:

The revised fees would take effect immediately. Fees and charges to be reviewed before 30 June 2006.

Recommendation:

The attached fees and charges for the Jetty Memorial Theatre be adopted for 2005/06.

Attachments:

FEES & CHARGES					
JULY 2005 - JUNE 2006	Current	Proposed	Added Conditions	Recommendations	
	\$	\$			
PERFORMANCE per day					
Sunday to Thursday					
Non-profit Group	160	NA		The mid week & wk'd rate to be replaced by a flat daily rate. Very few venues offer a discounted mid week rate. A professional touring show is more likely to schedule Coffs Harbour mid week on the way to a larger centre. This change in structure would enable the theatre to increase revenue.	
Commercial Group	240	NA			
Friday and Saturday					
Non-profit Group	265	NA			
Commercial Group	395	NA			
Daily Hire					
Non - profit*	NA	220		Median price of current weekly & wk'd rates. Priced considerably lower than theatres surveyed. * Conditions apply	
Commercial	NA	440	or 10% of ticket sales whichever the greater	Median price of current weekly & wk'd rates. Priced considerably lower than theatres surveyed.	
Weekly Hire - to mean seven consecutive days					
Non-profit *	925	1078		7 x daily rate - 30% discount	
Commercial	1320	2156	or 10% of ticket sales	7 x daily rate - 30% discount	
VENUE per day e.g Seminar/Workshop					
Auditorium only (house lights only)	106	150	Monday - Thursday		
Weekend Days		200	Friday - Sunday	Friday to be included in increased rate to free theatre for a performance hire.	
Foyer	15	50#		To cover administration costs, staff time, utilities	
Green Room Hire		50#		To cover administration costs, staff time, utilities	
Grassed outdoor area (possible function site)		50#		To cover administration costs, staff time, utilities	
	33	NA			
Rehearsals charged per hour	NA	27	per hour	To cover administration costs, staff time, utilities	
Set build/strike day or part thereof	40	120		To promote hirer to remain on schedule and avoid any overlap of bookings.	

* Conditions apply - non profit hirers to include the Jetty Memorial Theatre logo on all promotional material and acknowledge CHCC support

Prices dependent on usage

THEATRE STAFF		Per hour			
Manager ord hrs	NA			As per Local Government Award + on cost	
Manager O/T (min 4 hr call)	NA			As per Local Government Award + on cost	
Technician ord hrs	27			As per Local Government Award + on cost	
Technician O/T (min 4 hr call)	27			As per Local Government Award + on cost	
Front of House ord hrs	NA			As per Local Government Award + on cost	
Front of House OT (min 4 hr call)	NA			As per Local Government Award + on cost	
Admin Assistant	NA			As per Local Government Award + on cost	
REVIEW OF FEES AND CHA		Current	Proposed	Added Conditions	Comments
ELECTRICITY includes lighting rig and airconditioning			metered reading		Electricity meter to be read at the commencement and conclusion of hire and charged per kilowat at cost
Airconditioning	18	metered			per hire
Lighting - per performance/ rehearsal	20	25			per hire
Lighting Gels	NA	at cost			Standard set provided, gels on request to be charged at cost
SUNDRY ITEMS					
Rubbish removal fee - use of skip	User Pays	User Pays			
Piano fee hire per booking	No Charge	50			
Piano tuning		At Cost			
Tower Sign installation	NA	50			To cover staff time to install
Cleaning services	NA	At cost			
Merchandise		10% of gross			10% of gross receipts for all merchandise & programmes sold. Not applicable to non
SECURITY DEPOSIT					
Casual Performance	60	NA			Replaced by holding deposit & bond
					Replaced by holding deposit & bond
Block Bookings	240	NA			
Key Deposit	100	100			Refundable on return
Holding deposit	NA	30% of total hire			Required to secure booking - non refundable
Bond	NA	250			Refundable at completion of contract after itinerary, cleaning, damage etc account is complete

* Conditions apply - non profit hirers to include the Jetty Memorial Theatre logo on all promotional material and acknowledge CHCC support

Prices dependent on usage

S49 TENDERS - SUPPLY & DELIVERY OF BITUMEN SEALING WORKS

Purpose:

To obtain Council approval to accept a tender for the supply and delivery of bitumen sealing works for the 2005/2006 financial year.

Description of Item:

Tenders were called and closed on 14 June, 2005 for the supply and delivery of spray bitumen sealing.

Three tenders were received from:

1. Boral Asphalt
2. Pioneer Road Services Pty Ltd
3. Sami Pty Ltd

Sustainability Assessment:

- **Environment**

Bitumen is a petroleum based, non renewable resource. Historically the product has provided a very effective and economical waterproof seal to gravel road pavements. Unfortunately at this time there are no other comparable materials that perform the same function as bitumen when sealing roads.

To avoid the bitumen becoming airborne no spraying is undertaken in windy conditions.

- **Social**

Spray bitumen sealing is necessary to maintain a trafficable surface on Council's road network. Safety and driving conditions are improved and the likelihood of dangerous pavement failures is reduced.

- **Economic**

Undertaking periodic bitumen sealing on the road network extends the life of the road and ultimately provides economic benefit by reducing the overall whole of life costs of the road.

Funds for the supply and delivery of bitumen sealing works are available in the 2005/2006 Works Program.

With the local company of Boral Asphalt being recommended for the award of the contract, the local community benefits through employment opportunities and support to other local businesses.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council's policy. Council's Tender Evaluation System has been applied during the tender review process, as detailed in the attachment.

S49 - Tenders - Supply & Delivery of Bitumen Sealing Works (Cont'd)

Statutory Requirements:

The calling, receiving, opening and reviewing of tenders were carried out in accordance with the Local Government (Tendering) Regulations.

Implementation Date / Priority:

The contract to supply and deliver bitumen sealing works is an annual contract and should be awarded no later than early August to allow the resealing program to commence when the weather is suitable in September. The due date for practical completion of the contract is 30 June, 2006.

Recommendation:

- 1. That Council accept the schedule of rates tendered by Boral Asphalt, ABN 53 000 102 376, for the supply and delivery of spray bitumen sealing works, Contract No. 05/06-209-TO for a schedule of rates amount of \$1,017,069.90 including GST on the basis that it is the most advantageous tender.**
- 2. That the contract documents be executed under the Common Seal of Council.**

S50 TENDER - ANNUAL CONTRACT FOR SUPPLY & DELIVERY OF AGGREGATE

Purpose:

To obtain Council approval to accept a tender for the supply and delivery of aggregates for the 2005/2006 financial year.

Description of Item:

Tenders were called and closed on 14 June, 2005 for the supply and delivery of aggregates.

In order that Council obtains the best value, the tender was divided into two parts. Part 1 of the tender is for supply in the Coffs Harbour/Sawtell area and Part 2 is for supply in the Woolgoolga/Northern Beaches area.

Two tenders were received as follows, both tendering on Parts 1 and 2:

1. T J Jung Quarries
2. Readymix Holdings Pty Ltd

Sustainability Assessment:

- **Environment**

Both quarries operate in accordance with the NSW Department of Mineral Resources operational and environmental guidelines. The rate of use that Council proposes of this non renewable resource is within both quarries operating licenses. Outside the quarry boundaries there are no environmental impacts.

- **Social**

The aggregates supplied under this contract are mostly used for bitumen sealing of road pavements. Sealing provides a durable pavement surface, improving road conditions and safety for the community.

- **Economic**

Both quarries are located locally, thus supporting local community employment and business.

The funds for supply and delivery of aggregates are available in the 2005/06 Works Program.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council's policy. Council's Tender Evaluation System has been applied during the tender review process, as detailed in the attachment.

S50 - Tender - Annual Contract for Supply & Delivery of Aggregate (Cont'd)

Statutory Requirements:

The calling, receiving, opening and reviewing of tenders were carried out in accordance with the Local Government (Tendering) Regulations.

Implementation Date / Priority:

The contract to supply and deliver aggregates is an annual contract and should be awarded no later than early August to allow the resealing program to commence when the weather is suitable in October. The due date for practical completion of the contract is 30 June, 2006.

Recommendation:

1. a) **That Council accept the schedule of rates tendered by Readymix Holdings Pty Ltd, ACN 099 732 297 for both:-**
 - **Part 1, for a schedule of rates amount of \$229,512.00 including GST and;**
 - **Part 2, for a schedule of rates amount of \$56,507.00 including GST.****of Contract 05/06-208-TO, Supply and Delivery of Aggregate, on the basis that it is most advantageous tender.**

- b) **That the contract documents be executed under the Common Seal of Council.**

551 TENDERS: CONSTRUCTION OF SEWER MAIN, PULLEN STREET, WOOLGOOLGA

Purpose:

To report on tenders received for the construction of a 300mm diameter sewer trunk main at Pullen Street, Woolgoolga

Description of Item:

Presently the western area of Woolgoolga, south of Woolgoolga Creek, is serviced by a single sewer crossing of the Pacific Highway that connects to the main trunk sewer system on the eastern side of the Highway. As the area of Woolgoolga west of the highway has developed, flows in the single sewer crossing have well exceeded the line's design capacity. During periods of moderate to heavy rain overflows occur which spill raw sewage on to private land and into the drainage system in the Hubbard Street and Pullen Street area.

In order to alleviate this problem, a second sewer crossing has been designed. This design uses trenchless technology for the construction of the crossings of both the Pacific Highway, and Pullen Street. This method was adopted both as an RTA requirement, and also in order to cause the least disturbance for the residents and road users.

Open quotations were called, however the values of the quotations received were in excess of the threshold value that require the calling of open tenders as per the Local Government (Tendering) Regulations.

The quotations were called in the same manner as would have been used for an open tender. The main differences between open tender and open quotation are:

- The awarding of the contract must be done under the Seal of the Coffs Harbour City Council.
- The quotation validity period is shorter than the tender validity period.
- Open tenders should be advertised in a Sydney metropolitan newspaper, as well as a local newspaper.

Awarding of the contract under Council Seal is the subject of this report and the preferred tenderer has agreed to extend the tender validity period to allow award.

Therefore, the prices received are being regarded as those of an open tender

Tenders were evaluated on the following:

- Tender Price
- Experience and Performance in similar works
- O.H. & S. Management Systems and Performance

Three tenders were received as follows.

1. Malin Excavations and Pipelines Pty Ltd
2. AJ Pipelines and Constructions Pty Ltd
3. Bob Chambers Pty Ltd

S51 - Tenders: Construction of Sewer Main, Pullen Street, Woolgoolga (Cont'd)

Sustainability Assessment:

- **Environment**

Presently, during periods of medium to heavy rainfall, the inadequate capacity of the existing sewer main crossing the Pacific Highway at Woolgoolga results in overflows of raw sewage into the drainage systems in Hubbard and Pullen Streets. This raw sewage makes its way to waterways, hence endangering both environmental and public health.

The additional sewer main crossing of the Pacific Highway will increase the capacity of the trunk sewer system so that it will be able to cope with higher flows experienced during rain periods. This will allow the transportation of the sewage to the Woolgoolga Water Reclamation Plant for treatment and reuse or disposal.

During the works, normal environmental construction methods will ensure that siltation and erosion protection measures are employed.

- **Social**

The local community around Hubbard and Pullen Streets have long been aware of the sewage overflow problem during some rain events and have been insisting on a solution to the problem for several years. This construction work will be welcomed by them.

During the works the neighborhood will be somewhat disturbed by the construction traffic disruption, but this will be of a short duration. The owner of No 37 Turon Parade has approved works within the back yard and a Permit to Enter has been received from her.

- **Economic**

The tendered sum includes GST which is not a net cost to Council.

Expenditure has been budgeted for in the 2005/2006 Management Plan under Sewerage Capital Works.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council policy. Council's Tender Value Selection System was applied during the tender review process. Council's policy is that the tender with the highest weighted score becomes the recommended tender.

Tender details and assessment are included in the confidential attachment.

Statutory Requirements:

The calling, receiving and reviewing of tenders was carried out in accordance with the Local Government (Tendering) Regulations with the exception that no advertisement was placed in a Sydney metropolitan newspaper. However interest was expressed from companies as far away as Victoria and it is believed that the construction market has been well represented by the tenders received.

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Implementation Date / Priority:

The contract completion time is eight weeks from the Letter of Acceptance. If Council resolves to award a contract, construction will begin in August and it is expected that work will be completed by the end of September 2005, barring unforeseen circumstances.

Recommendation:

- 1. That Council accept the tender of A J Pipelines and Constructions Pty Ltd, ABN 40 083 081 645, for Contract No. 04/05-206-QO, Construction of Sewer Trunk Main, Pullen Street Woolgoolga for the lump sum amount of \$237,479 including GST, on the basis that:-**
 - a) The tender is the highest scoring tender following the application of Council's Tender Value Selection System**
 - b) The Tenderer has the necessary experience in similar works and his referees have confirmed his ability and satisfactory performance**
 - c) The Tenderer's financial references are satisfactory**
- 2. That the contract documents be completed under Seal of Council**

Geoff Newton
Acting Director of City Services