



**COFFS HARBOUR CITY COUNCIL  
ORDINARY MEETING  
(CITY SERVICES COMMITTEE)  
COUNCIL CHAMBER  
COUNCIL ADMINISTRATION BUILDING  
COFF AND CASTLE STREETS, COFFS HARBOUR  
2 FEBRUARY 2006  
Commencing at the conclusion of  
City Business Units Committee**

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**COFFS HARBOUR CITY COUNCIL**

**ORDINARY MEETING**

**(CITY SERVICES COMMITTEE)**

**2 FEBRUARY 2006**

Mayor and Councillors

**CITY SERVICES DEPARTMENT REPORTS**

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**S1 "ACKNOWLEDGEMENT OF COUNTRY" POLICY**

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**Purpose:**

To recommend to Council a policy for standardising wording for "Acknowledgement of Country and Elders" statements.

**Description of Item:**

As is becoming standard practice at the commencement of events, functions, conferences etc Council regularly makes an acknowledgement of the original custodians of the local land.

When a local Aboriginal person makes this acknowledgement and welcome they do so being from here. When a non-local Aboriginal person or a non-indigenous person is required to make the acknowledgement there needs to be agreement and consistency about wording used.

As a result discussion has taken place with the Yandarra Aboriginal Consultative Committee and also sample wording has been sourced for recommendation to Council.

**Sustainability Assessment:**

- **Environment**

There are no environmental impacts regarding this issue.

- **Social**

Should Council agree to this policy it will serve to standardize and formalise the ongoing commitment of Council to acknowledging the original inhabitants of the local land. This policy will also enhance the effective relationship continuing to develop between Council and the Yandarra Aboriginal Consultative Committee.

**Cont'd**

## **S1 "Acknowledgement of Country" Policy (Cont'd)**

- **Economic**

### **Broader Economic Implications**

There are no economic implications regarding this issue.

### **Management Plan Implications**

There are no management plan implications regarding this issue.

### **Consultation:**

Consultation has been undertaken with the Yandaarra Aboriginal Consultative Committee and other agencies that have a standard policy for acknowledgement at events and functions.

### **Related Policy and / or Precedents:**

There are no related policies and precedents that have been set as Council has, for a number of years now at appropriate functions and events, acknowledged the original inhabitants of the local area. This has not necessarily been at all appropriate functions.

### **Statutory Requirements:**

There are no specific statutory requirements.

### **Issues:**

It is suggested that the following wording to be expressed at the commencement of appropriate formal proceedings/functions acknowledging the traditional custodians of the land.

The proposed wording for an Aboriginal person who is not a traditional resident of the land where the event is being held:

*"I am (name) an Aboriginal person from (tribe/clan) and I acknowledge the traditional custodians of the Gumbaynggir land that we are meeting on today. I also acknowledge our/the Elders, particularly those attending today's event."*

Proposed wording for a non-Aboriginal person:

*"I would like to acknowledge the traditional custodians of the Gumbaynggir land that we are meeting on today, and those that have gone before us, and remind people that we are on Aboriginal land. I also acknowledge the Elders, particularly those attending today's event."*

### **Implementation Date / Priority:**

Should Council endorse this policy all departments will be formally notified and this action will take place at all future formal proceedings/functions.

**Cont'd**

**S1 "Acknowledgement of Country" Policy (Cont'd)**

**Recommendation:**

**That at the commencement of appropriate formal proceedings/functions acknowledgement is made of the traditional custodians of the land.**

**The wording for an Aboriginal person who is not a traditional resident of the land where the event is being held is:**

***"I am (name) an Aboriginal person from (tribe/clan) and I acknowledge the traditional custodians of the Gumbaynggir land that we are meeting on today. I also acknowledge our/the Elders, particularly those attending today's event."***

**The wording for a non-Aboriginal person is:**

***"I would like to acknowledge the traditional custodians of the Gumbaynggir land that we are meeting on today, and those that have gone before us, and remind people that we are on Aboriginal land. I also acknowledge the Elders, particularly those attending today's event."***

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## **S2 YANDAARRA ABORIGINAL CONSULTATIVE COMMITTEE POWERS AND DUTIES, CODE OF MEETING PRACTICE AND CONSTITUTION**

---

### **Purpose:**

To recommend to Council the adoption of revised Powers and Duties, Code of Meeting Practice and Constitution of the Yandaarra Aboriginal Consultative Committee.

### **Description of Item:**

During the latter part of 2005 the Yandaarra Aboriginal Consultative Committee held a workshop to review and update its Powers and Duties, Code of Meeting Practice and Constitution.

Copies of the proposed documents are attached.

In 1998 Council adopted the above documents for its then newly formed Aboriginal Consultative Committee. It was felt appropriate to review and update these documents. A half day workshop was held with the committee in which the documents were worked through and changes suggested for recommendation to Council.

### **Sustainability Assessment:**

- **Environment**

There are no environment considerations regarding these documents.

- **Social**

The proposed amendments to these three documents reflect that the committee is developing and changing and looking at ways to more effectively work with Council. The suggested changes also represent a pro-active leadership role by the committee.

- **Economic**

#### **Broader Economic Implications**

There are no economic implications of Council adopting these reviewed documents.

#### **Management Plan Implications**

There are no management plan implications of Council adopting these reviewed documents.

### **Consultation:**

All committee members were given the opportunity to participate.

### **Related Policy and / or Precedents:**

These three documents will replace the Aboriginal Consultative Committee's Code of Meeting Practice adopted by Council in December 1998, Powers and Duties of the Aboriginal Consultative Committee adopted by Council in December 1998 and the Aboriginal Consultative Committee's constitution adopted by Council in December 1998.

**Cont'd**

## **S2 Yandaarra Aboriginal Consultative Committee Powers and Duties, Code of Meeting Practice and constitution (Cont'd)**

### **Issues:**

The proposed changes relate to some general issues for all documents and then specific matters for each document.

#### **General Issues**

- As the committee has had a name change approved by Council in 2003 all the documents have been updated to reflect this change.
- References to the President have been changed to Chairperson.

#### **Specific Issues**

- Powers and Duties - In general only minor changes, with the significant change being the removal of clauses pertaining to expenditure and purchasing as this committee does not currently expend monies.
- Constitution - General minor wording alterations with the major changes being alterations to the original Terms of Reference.

#### *Original Terms of Reference*

- Facilitate the provision of information as requested by Council.
- Assist Council in the drafting of policy direction relevant to Aboriginal people.
- Act as a conduit for information to be provided to the local Aboriginal communities.
- Build constructive and ongoing working relationships between Council and the Aboriginal communities.

#### *Proposed New Terms of Reference*

- Facilitate the provision of information as requested by Council.
- Assist Council with policy relevant to Aboriginal people.
- Act as a path for information between Council and the local Aboriginal communities within the LGA.
- Build constructive and ongoing working relationships between Council and the local Aboriginal communities within the LGA.

The other significant change is in relation to removal of references to expenditure and financial record keeping.

- Code of Meeting Practice - Minor wording changes to this document are proposed with the significant changes in relation to an action when a quorum is not present, and also a clause regarding procedure in sub-committees was deleted.

### **Implementation Date / Priority:**

These attached documents will replace the existing ones upon resolution of Council.

**Cont'd**

**S2 Yandaarra Aboriginal Consultative Committee Powers and Duties, Code of Meeting Practice and constitution (Cont'd)**

**Recommendation:**

**That Council adopt the Yandaarra Aboriginal Consultative Committee's reviewed and updated:**

- **Powers and Duties**
- **Code of Meeting Practice**
- **Constitution**

**Attachments:**

**Coffs Harbour City Council**

**Coffs Harbour Yandarra Aboriginal Consultative Committee**

**POWERS AND DUTIES**

Section 377 Committee's of Council  
(Condensed)

(Adopted by Coffs Harbour City Council on ? ??????? ????)

**I/R 1200254**



**This is document drawn from the Regulations of the 377 Local Government Act, 1993.**

## **1. Powers and Duties**

- 1.1 The Committee will be responsible for the activities as set down by Council for which they have been appointed.

The Committee is empowered, subject to limits as approved by Council.

- 1.2 The Committee is regulated by Section 377 of the Local Government Act, 1993 which makes the following rules :
- a) The Committee is required to prepare a Constitution for submission to Council for its adoption.
  - b) The Committee are prohibited from borrowing or expending any monies or setting up bank accounts without the consent of Council.
  - c) The Committee are prohibited from the payment of any reward, allowance or travelling expenses to its members, without Council's consent.
  - d) The Committee are required to comply with the requirements of relevant Acts of Parliament and ancillary regulations rules and by-laws and the requirements of the relevant Public Authorities including Council.

## **2. Conflict of Interest**

- 2.1 Each member of the Committee is to be provided with a copy of the current Code of Conduct.
- 2.2 The Chairperson and Secretary are to keep in their possession a copy of the Code of Conduct.
- 2.3 The Code of Conduct is to govern the conduct of all business conducted by the Committee.
- 2.4 The Chairperson shall report any breach of the Code of members or staff to the Committee in the first instance for their deliberation, and then if necessarily, to the General Manager for investigation.

## **3. Insurance**

- 3.1 Personal Accident – Coverage extends to Committee members and voluntary workers assisting Council. Coverage applies only in respect of those specific activities formally approved by Council.
- 3.2 The following requirements for volunteers working for Section 377 Committees are :
- a) That the volunteer has a clearly defined task and they have been briefed and understand that task.
  - b) That the volunteer is trained to undertake the task. (Where deemed necessary by Council)
  - c) That volunteers are supported by Council.
  - d) That a register of volunteer's names, addresses, etc be kept.

- 3.3 Non compliance of these requirements may effect the eligibility of a claim under this cover.
- 3.4 No charge is payable by the Committee for this cover.

#### **4. Reporting**

- 4.1 The Committee is required to record the minutes of all meetings.
- 4.2 The Committee are required to routinely distribute minutes by memo (or report to Council if a decision by Council is required or they contain a controversial issue).

## **Coffs Harbour City Council**



## **Coffs Harbour Yandaarra Aboriginal Consultative Committee**

### **CODE OF MEETING PRACTICE**

(Adopted by Coffs Harbour City Council on ? ??????? ????)

**I/R1200254**

**COFFS HARBOUR  
YANDAARRA ABORIGINAL CONSULTATIVE COMMITTEE**

**CODE OF MEETING PRACTICE**

**I N D E X**

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## **1. MEETINGS**

### **1.1 How Often Does YANDAARRA Meet ?**

The YANDAARRA will meet once a quarter on a time and date agreed by the Committee.

### **1.2 How do you Call a Special Meeting ?**

The Chairperson can call a special meeting at any time with reasonable due notice (7 working days).

## **2. NOTICE OF MEETINGS**

Council must notify all members, at least 7 days before each meeting of the YANDAARRA of the time, place and date of the meeting and the business proposed for transaction.

### **2.1 Giving Notice of Business**

Business may be transacted with a quorum present 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 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.

## **3. PROCEDURE FOR THE CONDUCT OF YANDAARRA MEETINGS**

### **3.1 Who Presides at Meetings of the YANDAARRA**

- a) The Chairperson (or in his/her absence the Vice-Chairperson) presides at meetings of the YANDAARRA.
- b) If the Chairperson and the Vice-Chairperson are absent, the committee may elect a member to preside over that meeting.

### **3.2 Members May be Elected to Preside at Certain Meetings**

- a) If no Chairperson or Deputy Chairperson is present at a meeting of the YANDAARRA 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 committee; or
  - ii) the person who called the meeting.
- c) Method of voting may be by show of hands or by secret ballot.

### **3.3 To Elect the Chairperson and the Vice-Chairperson (and Members of the Committee)**

- a) The election of the Chairperson and the Vice-Chairperson can be held at any meeting of the YANDAARRA in the 2<sup>nd</sup> quarter of each calendar year.

- b) Nominations are to be announced and elections conducted at the same meeting.
- c) The YANDAARRA must determine the method of voting:
  - Ordinary Ballot (Secret Ballot)
  - Open Voting (i.e. Show of Hands)

### **3.4 What is the Quorum of a Meeting ?**

The quorum of a meeting of the YANDAARRA is a majority of the members.

### **3.5 Procedure When a Quorum is not Present**

- a) A meeting of the YANDAARRA must be adjourned if a quorum is not present.

However, an informal meeting can be held with recommendations raised tabled at the next YANDAARRA meeting where a quorum is present.

## **4. BUSINESS PAPERS FOR YANDAARRA MEETINGS**

- a) The Council must ensure that the business paper for a meeting of the YANDAARRA or Sub-Committee states:
  - i) all matters to be dealt with arising out of the proceedings of former meetings; and
  - ii) any business that the chairperson may put before the meeting without notice under General Business.

## **5. PARTICIPATION AT MEETINGS**

Only ratified members can participate in a meeting of the YANDAARRA.

### **5.1 Motions to be Seconded**

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

### **5.2 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 YANDAARRA at any one time.

### **5.3 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.

### **5.4 Voting at YANDAARRA 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.

## **5.5 What are the Voting Entitlements of Members?**

- a) Each member is entitled to one vote.
- b) However, the Chairperson at a meeting of the YANDAARRA has, in the event of an equality of votes, a second or casting vote.

## **6. WHAT CONSTITUTES A DECISION OF THE YANDAARRA?**

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

## **7. KEEPING ORDER AT MEETINGS**

### **7.1 Questions of Order**

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

### **7.2 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 apologies for an act of disorder without reservation;
  - ii) to withdraw a motion or an amendment and where appropriate, to apologies without reservation; or
  - iii) to retract and apologies for an act of disorder without reservation.

### **7.3 How Disorder at a Meeting May be Dealt With**

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

# Coffs Harbour City Council



## Constitution of the Coffs Harbour Yandarra Aboriginal Consultative Committee

(Adopted by Coffs Harbour City Council on ? ??????? ????)

I/R 1200254



## **1. NAME OF COMMITTEE**

The name of the committee shall be the COFFS HARBOUR YANDAARRA ABORIGINAL CONSULTATIVE COMMITTEE (Yandaarra).

References to The Council is the Coffs Harbour City Council.

**THE VISION** : That YANDAARRA be the mechanism for an ongoing and productive working relationship between Council and the Aboriginal Community by establishing a forum for providing advice to Council to ensure policy development and implementation has due regard for local Aboriginal people.

## **2. TERMS OF REFERENCE**

The terms of reference for Yandaarra are to:

- Facilitate the provision of information as requested by Council
- Assist Council with policy relevant to Aboriginal people
- Act as a path for information between Council and the local Aboriginal communities within the LGA
- Build constructive and ongoing working relationships between Council and the local Aboriginal communities within the LGA.

## **3. REGULATIONS AND PROCEDURES**

From time to time Council may fix regulations and set procedures. These will form part of the Constitution.

## **4. TERM OF OFFICE**

- a) Except as otherwise decided by Council at any time, the term of office for members of the YANDAARRA shall be (4) years, commencing after election, unless altered by Council resolution.
- b) In the event of an extraordinary vacancy occurring, such vacancy shall be filled by the recommendation of the Committee to Council using the approval process.
- c) The term of office of the Executive Committee shall be twelve (12) months.

## **5. EXECUTIVE COMMITTEE**

The Officers of the Executive Committee shall consist of a Chairperson and the Deputy Chairperson

Election of Officers of the Executive Committee shall be in accordance with the YANDAARRA Code of Meeting Practice.

## **6. MEETINGS OF YANDAARRA**

Shall be in accordance with the Yandaarra's Code of Meeting Practice.

## **7. MEMBERSHIP**

Voting membership of the YANDAARRA shall consist of nominated community members who have been appointed by a resolution of Council and Council Representatives.

## **8. DISQUALIFICATION OF MEMBERS OF THE YANDAARRA**

- a) If any inactive member of the YANDAARRA is absent without leave for three consecutive ordinary meetings, such member shall be contacted to determine whether they wish to continue their appointment and a decision made by the Yandaarra.
- b) If for any reason whatsoever the majority of the members consider that special disqualification of any member is warranted, the facts shall be reported confidentially to Coffs Harbour City Council who shall determine the outcome.

## **9. RECORDS OF THE YANDAARRA**

Minutes shall be accurately recorded of all proceedings of the YANDAARRA.

All correspondence on behalf of the YANDAARRA will be recorded.

## **10. ANNUAL REPORTS**

An annual report shall include a summary of projects achieved during the previous year and those proposed to be accomplished in the next period and should be submitted to Council for its information.

## **11. AMENDMENTS TO RULES**

The rules now adopted shall not be repealed or altered except by resolution of the Council.

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### S3 WORKS BRANCH REPORT

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#### Purpose:

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

#### Description of Item:

#### Capital Works Program:

##### 1. Completed Works at 31<sup>st</sup> December 2005

- Drainage  
Marshalls Oval – Eastern drain 246m of twin 450mm dia  
Marshalls Oval – Western drain 192m of triple 450mm dia  
130 Newmans Road Woolgoolga –75m windrow, 34m 375dia under road and two driveways  
163 First Aveue Sawtell – 20m kerb, 5m 375dia pipe
- Footpaths  
Lady Belmore Drive (300m)
- Road Rehabilitation  
Thompsons Road Coffs Harbour (4020m<sup>2</sup>)  
Middle Boambee Road (1650m<sup>2</sup>)  
Regional Roads MR151 Poperaperin Creek Rehabilitation (5200m<sup>2</sup>)  
Mackays Road Asphalt seal (1680m<sup>2</sup>)  
MR151 Orange Trees Creek Asphalt seal (2700m<sup>2</sup>)
- Water / Sewer  
Morgans Road Reuse main Section 2, 144m 100mm dia  
Dakoda Drive, R/Main, 205m 63mm/40mm HDPE and assoc works  
Red Hill Reservoir drainage improvements (64m<sup>2</sup> Gabions, surface drainage 25m 375mm dia and 100m dish drain, 1200m<sup>2</sup>, grading and sealing of access road)

##### 2. Works continuing or planned for commencement - January / February 06

- Road Rehabilitation  
Valery Road Bonville. (3420m<sup>2</sup>)  
Murphy Crescent, Coffs Harbour (150m<sup>2</sup> rehab, 1570m<sup>2</sup> reseal)  
Ganderton Street Coffs Harbour (500m<sup>2</sup> rehab and asphalt)  
Nimbin Close Coffs Harbour (800m<sup>2</sup> rehab and asphalt)  
Gordon Street Coffs Harbour (680m<sup>2</sup> mill and place asphalt)
- Water / Sewer  
North Bonville Sewer rising main (477m)  
Hayes Creek Sapphire Rising sewer reuse 100m 50mm dia
- Sealed Rds Reseals  
Various locations
- Darkum Rd  
Traffic calming and cul de sac works
- Kerb and gutter  
(70m), drainage 10m,
- Northern Beaches  
Cycleway (3840m), stormwater drainage (20m), retaining wall (45m<sup>2</sup>)
- Parks and Gardens  
West Marshalls access road to amenities block. (520m<sup>2</sup>)

Cont'd

### **S3 - Works Branch Report (Cont'd)**

High temperatures in December 2005 resulted in flushing and aggregates stripping from the bitumen spray seals on Coramba Road at Orange Trees Creek and Mackays Road Coffs Harbour. To repair the stripping and mitigate future costs the pavement surfaces were overlaid with an asphalt wearing course.

Attached for Council's information is a summary of expenditure verses budget for 2005/06 Capital Works Program.

#### **Maintenance Report**

1. Bitumen Sealing Program  
The Bitumen Resealing Program has continued during December and is progressing to the Nana Glen and Coramba districts in January.
2. Bridges – Major Repair Works  
Subsequent to receiving bridge testing results in December the major repair priority list is being reassessed to ensure that funding is appropriately targeted.
3. Maintenance Management  
Maintenance activities are progressing as planned and to budget

#### **Recommendation:**

##### **That Council:-**

1. **Notes the progress report on construction and maintenance works undertaken by Works Branch up to 31 December, 2005.**
2. **Notes the individual program expenditures are being monitored and are within the allocated 2005/2006 budget.**

**Attachments:**

**Works Branch-Construction Projects Budget / Expenditure  
2005/2006 Program**

**AS AT DATE: 31-Dec-05**

| <b>Description</b>                               | <b>Revised Budget</b> | <b>Actual Expenditure</b> | <b>% Project Complete</b> | <b>% Costs Expended</b> |
|--------------------------------------------------|-----------------------|---------------------------|---------------------------|-------------------------|
| <b>Local Roads</b>                               |                       |                           |                           |                         |
| Sealed Roads Reseals                             | \$644,000             | \$247,769                 | 39%                       | 38%                     |
| Sealed Roads Reseals - Asphalt                   | \$59,000              | \$20,048                  | 34%                       | 34%                     |
| Sealed Roads Rehabilitation                      | \$1,015,000           | \$570,546                 | 49%                       | 56%                     |
| Dust Sealing                                     | \$160,000             | \$129,001                 | 92%                       | 81%                     |
| Unsealed Roads Gravel Resheeting                 | \$126,014             | \$118,936                 | 95%                       | 94%                     |
| Bray St Upgrade                                  | \$400,000             | \$469,228                 | 100%                      | 117%                    |
| <b>Total:</b>                                    | <b>\$2,404,014</b>    | <b>\$1,555,528</b>        |                           |                         |
| <b>Federal Roads to Recovery</b>                 |                       |                           |                           |                         |
| Residential Street Rehabilitation                | \$205,000             | \$51,757                  | 30%                       | 25%                     |
| Gravel Resheeting                                | \$50,000              | \$45,754                  | 100%                      | 92%                     |
| Sealed Roads Reseals                             | \$116,792             | \$88,272                  | 77%                       | 76%                     |
| <b>Total:</b>                                    | <b>\$371,792</b>      | <b>\$185,783</b>          |                           |                         |
| <b>Regional Roads</b>                            |                       |                           |                           |                         |
| 3 X 3 Program                                    | \$131,000             | \$50,065                  | 37%                       | 38%                     |
| Regional Roads Repair Program                    | \$421,000             | \$161,679                 | 40%                       | 38%                     |
| Regional Roads Timber bridge Replacement Program | \$237,500             | \$0                       | 0%                        | 0%                      |
| <b>Total:</b>                                    | <b>\$789,500</b>      | <b>\$211,744</b>          |                           |                         |
| <b>Drainage</b>                                  |                       |                           |                           |                         |
| Drainage Impts / Nuisance Flooding               | \$220,000             | \$111,314                 | 50%                       | 51%                     |
| <b>Total:</b>                                    | <b>\$220,000</b>      | <b>\$111,314</b>          |                           |                         |
| <b>Bridges</b>                                   |                       |                           |                           |                         |
| Major Repairs                                    | \$187,958             | \$9,323                   | 5%                        | 5%                      |
| Cathodic Protection (Fred Hanson Bridge)         | \$100,000             | \$0                       | 0%                        | 0%                      |
| <b>Total:</b>                                    | <b>\$287,958</b>      | <b>\$9,323</b>            |                           |                         |
| <b>Footpaths / Cycleways</b>                     |                       |                           |                           |                         |
| Footpath Construction                            | \$405,636             | \$151,453                 | 46%                       | 37%                     |
| PAMPS Footpath Works                             | \$64,645              | \$704                     | 1%                        | 1%                      |
| <b>Cycleway Projects</b>                         | <b>\$621,090</b>      | <b>\$7,146</b>            | <b>1%</b>                 | <b>1%</b>               |
| <b>Total:</b>                                    | <b>\$1,091,371</b>    | <b>\$159,303</b>          |                           |                         |

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## **S4 CORAMBA / NANA GLEN : EFFLUENT DISPOSAL**

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### **Purpose:**

To report to Council on the current status of effluent disposal for the villages of Coramba and Nana Glena and options available to Council.

### **Description of Item:**

Approximately 12 months ago Coramba Residents Against Pump Outs (CRAP) wrote to Council and made representations to the Local Member requesting the villages of Coramba and Nana Glen be sewerred. Since then limited investigation into sewerling Coramba has been carried out.

Recently Council increased the pump out charges which has resulted in a further submission to Council by CRAP.

The towns of Coramba and Nana Glen have been listed under the Country Towns Water and Sewerage Scheme which means theoretically they could be eligible for funding in the future if funding is available.

Council accepted a tender from Handybin to carry out pump outs as part of its waste contract. This resulted in a significant price increase. The contracted rate was \$20.68/KL, Council has since negotiated this rate down to \$18.68/KL. Council has agreed to a subsidised rate of \$13.50/KL for users, increasing to \$15 in year 2 and to \$18 in year 10.

### **Funding Guidelines**

The State Government has recently changed its funding guidelines for Small Town Sewerage Schemes.

As Coramba and Nana Glen were listed projects under the old guidelines, they remain listed projects under the new guidelines and are eligible for up to 50% funding. Unlike the old guidelines the Council has to now bear full costs of all pre-approval works.

To obtain funding, pre-planning must be complete prior to submission of funding applications. These applications are then considered by a Priorities Committee which establishes statewide priorities or ranking of projects on an annual basis.

To be considered by this committee, as a minimum, the following must apply:

- The proposal must be what is called a low cost sewer system.
- The townships should not be proposed for major urban development.
- The works form part of Council's Business Plan for sewerage.
- Full community consultation has taken place.
- All appropriate lower cost technologies are investigated and the lowest cost option be chosen.
- An EIS for the scheme would need to be complete.
- An assessment of the extent of the deficiency of present liquid waste management system must be completed.

**Cont'd**

## S4 - Coramba / Nana Glen : Effluent Disposal (Cont'd)

Once all the above has been completed unless the scheme can be shown to give high environment and health benefits, it has little chance of obtaining a high enough ranking to receive funding.

### Details of Pump Outs

|           | Total Properties | Pump Outs |
|-----------|------------------|-----------|
| Coramba   | 151              | 40        |
| Nana Glen | 145              | 4         |

### Options

| Option                                          | Capital Cost | Owners Cost/ annum         | Council subsidy/ annum | Cost to Ratepayer s/ annum | Comments                                                                                                                                                |
|-------------------------------------------------|--------------|----------------------------|------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Do Nothing - current situation               | Nil          | \$1300                     | \$20,200               | \$1.00                     | Current situation unsatisfactory to pump out users.                                                                                                     |
| 2. Subsidise to previous level                  | Nil          | \$1072                     | \$36,500               | \$1.80                     | Unlikely to be acceptable to community given previous submissions.                                                                                      |
| 3. Sewer Coramba Village (user pays)            | \$5M         | \$4,900                    | Nil                    | Nil                        | State and Federal government are generally adopting users pays principles. Likely to be unaffordable by community (15 year pay back @ 7%).              |
| 4. Sewer Coramba - whole of Council pays.       | \$5M         | Current Sewer Rates \$34 + | \$600,000              | \$34/annum                 | Consistent with Arrawarra/ Mullaway. Existing ratepayers may object. Moonee/Emerald ratepayers paid special rate for over 10 years prior to connection. |
| 5. Sewer Nana Glen (user pays)                  | \$6M         | \$6,030                    | Nil                    | Nil                        | Likely difficulties with disposal. See 3 above.                                                                                                         |
| 6. Sewer Nana Glen - whole of Council pays      | \$6M         | Current Sewer Rate + \$34  | \$720,000              | \$40/annum                 | See 4 above.                                                                                                                                            |
| 7. Sewer Coramba assuming they pay current cost | \$5M         | \$1,300                    | \$379,161              | \$19/annum                 |                                                                                                                                                         |

#### Notes:

1. These figures do not include any subsidy as the likelihood of getting on the approved project list is remote.
2. Actual estimated cost to each property is - a) Coramba \$33,110  
b) Nana Glen \$41,380
3. Operating cost / annum estimated \$400/lot.

Lismore City Council has recently prepared an options report for the small rural town of Clunes with a population of 320. Their cost structures is not too different to the attached preliminary estimates. To date they have not decided to proceed, or what level of rate will be serviced by the rest of the ratepayers, but suggest the Clunes residents are likely to pay a higher charge than other users until the general sewer rate catches up.

**Cont'd**

#### **S4 - Coramba / Nana Glen : Effluent Disposal (Cont'd)**

This Council also chose to reduce Corindi sewer rates to be in line with the rest of the city when Council took over this area.

It should be noted that only very preliminary estimates for capital costs have been used above and subsidy for these works could be up to 50% if we were successful, however to be in a position to apply for funding, Council would have to spend in excess of \$200,000 on planning and environmental studies and consultation with only a limited chance of successfully obtaining subsidy.

It should also be noted that 44 of 296 properties in Coramba/Nana Glen are impacted by the increase in pump out charges whereas all 296 properties would be subject to any costs associated with sewerage the villages.

In addition to the costs quoted above, householders would be liable for connection to the sewer system. This cost typically ranges from \$1,500 to \$3,000 and given the complaints about increased volumes of pump outs when it rains it is reasonable to assume a high percentage of existing house drainage systems are in poor condition and the cost of connection would be at the higher end of the scale.

#### **Other Departments Comments:**

##### **Health:**

The CHCC area contains 5,457 on-site sewage management systems (OSSM) including 191 pump outs. Once the sewerage of the Mullaway/Arararra areas is completed in 2006 only 44 pump outs in the Coramba/Nana Glen area will remain. The Coffs Harbour State of the Environment Report 2004 identifies "... *that the major pressure on the quality of inland waters derives from OSSM systems associated with dwellings, in particular those located near to waterways and which are operationally faulty*". The very small percentage of pump outs in relation to the overall number of OSSM systems coupled with:

1. the fact that such systems historically contribute less environmental impact, and
2. the number of complaints does not indicate a high priority to sewer those premises.

##### **Planning**

Both Nana Glen and Coramba were identified in Council's Rural Residential Strategy (1999) for investigation for suitability of subdivision for rural residential allotments.

LEP Amendment No.15 has been gazetted, which has zoned land to allow for the creation of rural residential lots in both localities. There is also additional land that has capability for future zoning to rural residential land.

Council is currently having consultants prepare a rural lands strategy. This strategy will identify any potential and the direction for future settlement of the rural areas.

Neither Coramba or Nana Glen is being included in any of the land for investigation in the current draft Settlement (Urban Development) Strategy being prepared by the Strategic Planning Branch however, the Settlement Strategy identifies the potential for expansion of the rural residential areas.

**Cont'd**



## S4 - Coramba / Nana Glen : Effluent Disposal (Cont'd)

### Sustainability Assessment:

- **Environment**

When considering this project, we must look at the impact of existing systems. The Environmental Health branch believes the existing system adequately protects the environment (see comments above).

The whole project will require a Review of Environmental Factors (REF) before it can proceed. The main issues are likely to be:

1. Discharge of effluent - some form of re-use scheme will be required with a large wet weather storage. Discharge to the Orara River would be a major community issue, as will re-use.
2. Biosolids handling and disposal.
3. Maintenance of on-site facilities and whose responsibility they will be.

- **Social**

A sewerage system will improve the community's perception of health and environmental problems with the current pump out system. The community will need to be consulted to ascertain if the whole community wants sewerage, the scheme options, the costs associated with the various options. They should also be asked if they are prepared to pay for the investigation phase of the work which could lead to concluding not to proceed with sewerage the villages.

- **Economic**

#### **Broader Economic Implications**

Until a full investigation of options, including an REF, is completed an accurate cost of a sewerage scheme is unknown.

The estimated cost of the investigation and an REF is in the order of \$200,000-\$250,000 if the REF is straightforward. Consultation would be in the order of \$10,000 to \$20,000.

*Council needs to consider how this work is to be funded, ie from existing revenue generated from coastal ratepayers or via a special rate on the potential ratepayers.*

The final sewer rate needed to be charged when the scheme is complete can only be calculated once the final option studies have been carried out.

Current charges for pump outs average \$1,300 per annum.

The cost to sewer Coramba is approximately \$33,000/lot while Nana Glen would be \$41,000/lot.

**Cont'd**

#### **S4 - Coramba / Nana Glen : Effluent Disposal (Cont'd)**

##### **Consultation:**

To progress this matter Council needs to consult with the community discussing the following:

1. Explain the pump out costs and discuss outstanding issues associated with this.
2. Options and costs.
3. Whether the whole community of Coramba/Nana Glen wants sewer.
4. Question what householders are prepared to pay.
5. Do residents believe they should be subsidised by the rest of the ratepayers given we have one of the highest sewer rates in the State.
6. Ascertain if residents are prepared to pay for up-front investigation when there is a possibility of not proceeding with the project via a rate.
7. Are residents of Coramba/Nana Glen and the Orara River catchment prepared to allow discharge of treated effluent into the Orara River.

##### **Recommendation:**

1. **That Council advise the Coramba/Nana Glen community it wishes to consult further with the community regarding issues associated with pump outs and options for sewerage of these villages.**
2. **That a further report be prepared for Council on the outcomes of the above consultation process.**

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## S5 COFFS HARBOUR WATER REPORT SEPTEMBER TO DECEMBER 2005

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### Purpose:

Information on maintenance, operation and construction activities for the three month period September to December 2005 for the Water Supply Fund.

### Description of Item:

#### 1. Water Supply

In addition to the routine maintenance and operation activities, the following works were carried out:

- Assisted Construction gang with mains cut-ins in Bacon Close, Coffs Harbour.
- Assisted Construction gang Stadium Drive, Coffs Harbour.
- Meter Exchange Program Toormina and Northern Beaches.
- Mains flushing all areas (29 November to 15 December).
- Test and chlorinate Dorrigo subdivision.
- Install two Stop Valves Pullen Street, Woolgoolga.
- Pressure test two new subdivisions.
- Tour by Toormina High School students of Karangi Dam and Cochranes Pool in November.
- Six Operational staff obtain Dogging certificates.
- Five Operational staff attend BOC equipment training.
- Three Operational staff attend Carbon Dioxide safe handling and vessel operation course.
- Tender of new meters through Hunter Councils.

|     |                                                                | Oct   | Nov   | Dec   |
|-----|----------------------------------------------------------------|-------|-------|-------|
| 1.  | Total Consumption - Karangi Dam Supply (ML)                    | 494.7 | 483.5 | 555.1 |
| 2.  | Average Daily Consumption (ML/d)                               | 16.0  | 16.1  | 17.9  |
| 3.  | Rainfall at Karangi Dam (mm)                                   | 223.6 | 191.8 | 133.2 |
| 4.  | Karangi Dam (%) (end of month)                                 | 96.5  | 99.5  | 98.9  |
| 8.  | Total Abstraction from Cochranes Pool (ML)                     | 34.0  | 442.6 | 191.6 |
| 5.  | Inflow from Regional Water Supply pipeline (ML)                | 318.9 | 178.4 | 325.9 |
| 6.  | Orara River flow d/stream of P/S (ML/d) (end of month)         | 62    | 68    | 25.2  |
| 7.  | Nymboida River flow upstream of off take (ML/d) (end of month) | 576   | 1407  | 465   |
| 9.  | Total Karangi Dam Seepage (ML)                                 | -     | -     | -     |
| 10. | Total Evaporation (ML) (average for month)                     | 45    | 45    | 33    |
| 11. | Total Consumption Coramba (ML)                                 | 2.4   | 2.7   | 3.1   |
| 12. | Total Consumption Nana Glen (ML)                               | 1.7   | 1.4   | 1.9   |

Cont'd

## **2. Sewerage**

### **Mullaway Arrawarra Sewerage**

#### **Pipework**

All of the terrestrial pipework for the project has been completed for the project by Milbant Constructions, other than the connections to the creek/lake underbores.

Neither the underbore of Woolgoolga Lake nor Yarrowarra Creek has been completed, due to difficulties Milbant's underbore sub-contractor have had. Milbant is working hard on resolving these problems so that the work may be completed as soon as possible.

All mains not affected by the underbores have been tested and passed.

Milbant are continuing to restore the areas affected by the work and damaged by the recent heavy rain.

#### **Pumping Stations**

Seven of the Pumping Stations have been completed, with Station 28 at Yarrowarra Creek 90% constructed. This station will be completed when the submarine crossing of Yarrowarra Creek has been constructed.

#### **Connection to Arrawarra/Mullaway Sewerage System**

Landholders have been notified that delays have occurred. A letter in late December advised them that we are working for a sewerage connection date of mid March.

### **Sewerage Operations**

In addition to the routine maintenance and operation activities, the following were carried out:

- Johnson Shire Council (Queensland) staff and Councillors visited Morgans Road Farm - Reuse and Woolgoolga WRP.
- Tour of Mid Coast Water's new vacuum sewerage system.
- Visits to Wyong and Rous Hill WRPs to look at filtration systems and UV.

Below is a breakdown of the effluent reuse throughout the City. Volumes shown are in kilolitres.

**Cont'd**

**S5 - Coffs Harbour Water Report October to December 2005 (Cont'd)**

**EFFLUENT VOLUMES (kL) - October to December 2005**

|          |                   | % Reuse | Total Effluent | Effluent Reused | Effluent Disposed | Rainfall |
|----------|-------------------|---------|----------------|-----------------|-------------------|----------|
| October  | Coffs Harbour     | 9%      | 271,288        | 25,271          | 246,017           | 82       |
|          | Sawtell           | 3%      | 111,864        | 2,934           | 108,930           | 127      |
|          | Woolgoolga Moonee | 30%     | 58,739         | 17,773          | 40,966            | 66       |
|          | Corindi Beach     | 83%     | 6,014          | 4,990           | 4,990             | 76       |
|          | Monthly Total     | 11%     | 447,905        | 50,968          | 400,903           |          |
| November | Coffs Harbour     | 5%      | 289,069        | 15,536          | 273,533           | 196      |
|          | Sawtell           | 2%      | 111,864        | 1,694           | 110,170           | 108      |
|          | Woolgoolga Moonee | 23%     | 59,420         | 13,468          | 45,952            | 134      |
|          | Corindi Beach     | 7%      | 6,036          | 410             | 410               | 138      |
|          | Monthly Total     | 7%      | 466,389        | 31,108          | 430,065           |          |
| December | Coffs Harbour     | 11%     | 301,826        | 34,158          | 267,668           | 51       |
|          | Sawtell           | 2%      | 110,070        | 2,005           | 108,065           | 42       |
|          | Woolgoolga Moonee | 25%     | 78,689         | 19,985          | 58,704            | 35       |
|          | Corindi Beach     | 30%     | 6,480          | 1,930           | 1,930             | 95       |
|          | Monthly Total     | 12%     | 497,065        | 58,078          | 436,367           |          |

**REUSE BREAKDOWN (kL) - October to December 2005**

|                             | October      | November     | December     |              |
|-----------------------------|--------------|--------------|--------------|--------------|
| <b>COFFS HARBOUR WRP</b>    | 2007         | 2174         | 2068         | 6249         |
| OVERHEAD FILL POINT         | 0            | 0            | 0            | 0            |
| UNMETERED TRUCK FILL POINT  | 225          | 1625         | 90           | 1940         |
| PS 47 OVERHEAD FILL POINT   | 0            | 0            | 2            | 2            |
| PS 47                       | 1333         | 1115         | 1218         | 3666         |
| RSPCA                       | 11           | 7            | 19           | 37           |
| AIRPORT                     | 83           | 104          | 68           | 255          |
| RACE CLUB                   | 2175         | 2823         | 4233         | 9231         |
| UNIVERSITY                  | 0            | 0            | 0            | 0            |
| ADVOCATE PARK               | 222          | 0            | 494          | 716          |
| HOCKEY FIELDS               | 0            | 0            | 0            | 0            |
| MOTO X                      | 26           | 78           | 2            | 106          |
| STADIUM                     | 1779         | 1486         | 3842         | 7107         |
| FLUSHING POINT (STADIUM)    | 8843         | 3031         | 2910         | 14784        |
| GOLF CLUB                   | 1714         | 0            | 7029         | 8743         |
| CITY HILL                   | 1            | 0            | 0            | 1            |
| STADIUM DAM                 | 2053         | 0            | 1168         | 3221         |
| STADIUM DR - fruit trees    | 806          | 1            | 5162         | 5969         |
| REX HARD. OVAL              | 1187         | 1790         | 2743         | 5720         |
| SAWTELL RUGBY UNION         | 1523         | 0            | 1749         | 3272         |
| SAWTELL NURSERY             | 376          | 325          | 281          | 982          |
| SAWTELL ROUNDABOUT (BARCOO) | 907          | 977          | 1080         | 2964         |
| JOHN PAUL COLLEGE           | 0            | 0            | 0            | 0            |
| LEIGHTONS                   | 0            | 0            | 0            | 0            |
| <b>TOTAL COFFS WRP</b>      | <b>25271</b> | <b>15536</b> | <b>34158</b> | <b>74965</b> |

Cont'd

**S5 - Coffs Harbour Water Report October to December 2005 (Cont'd)**

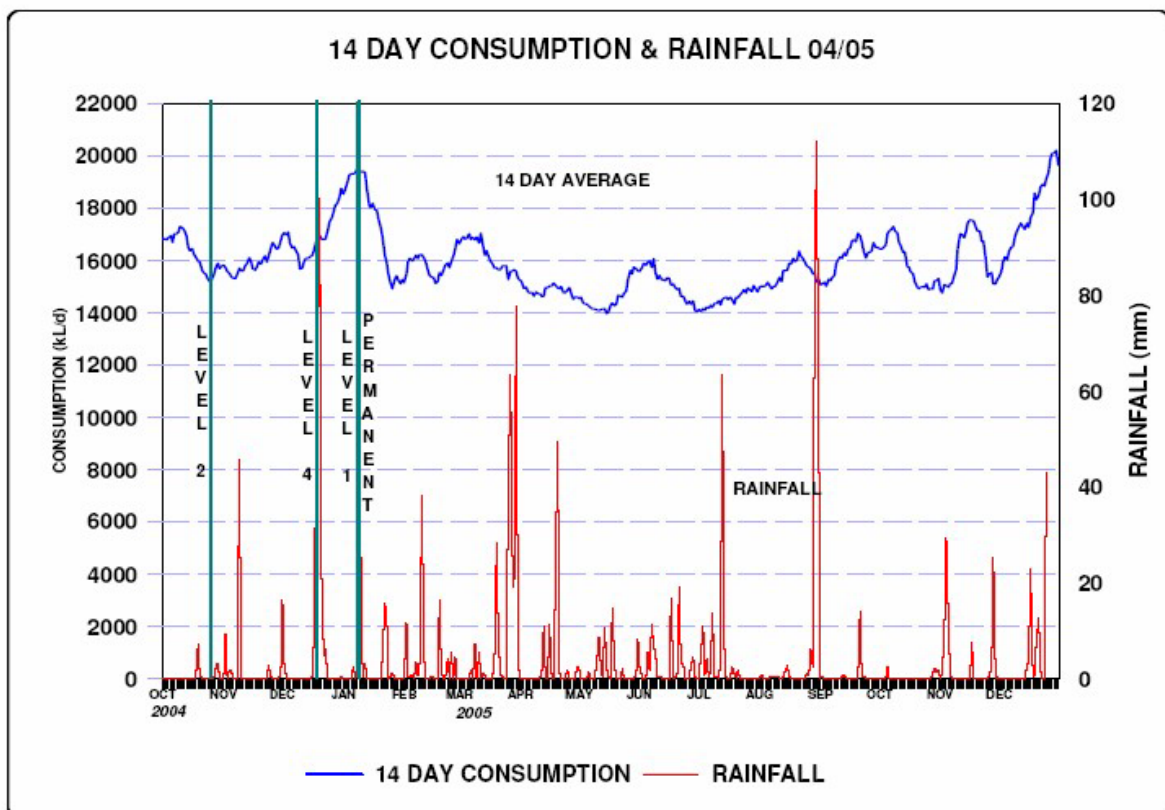
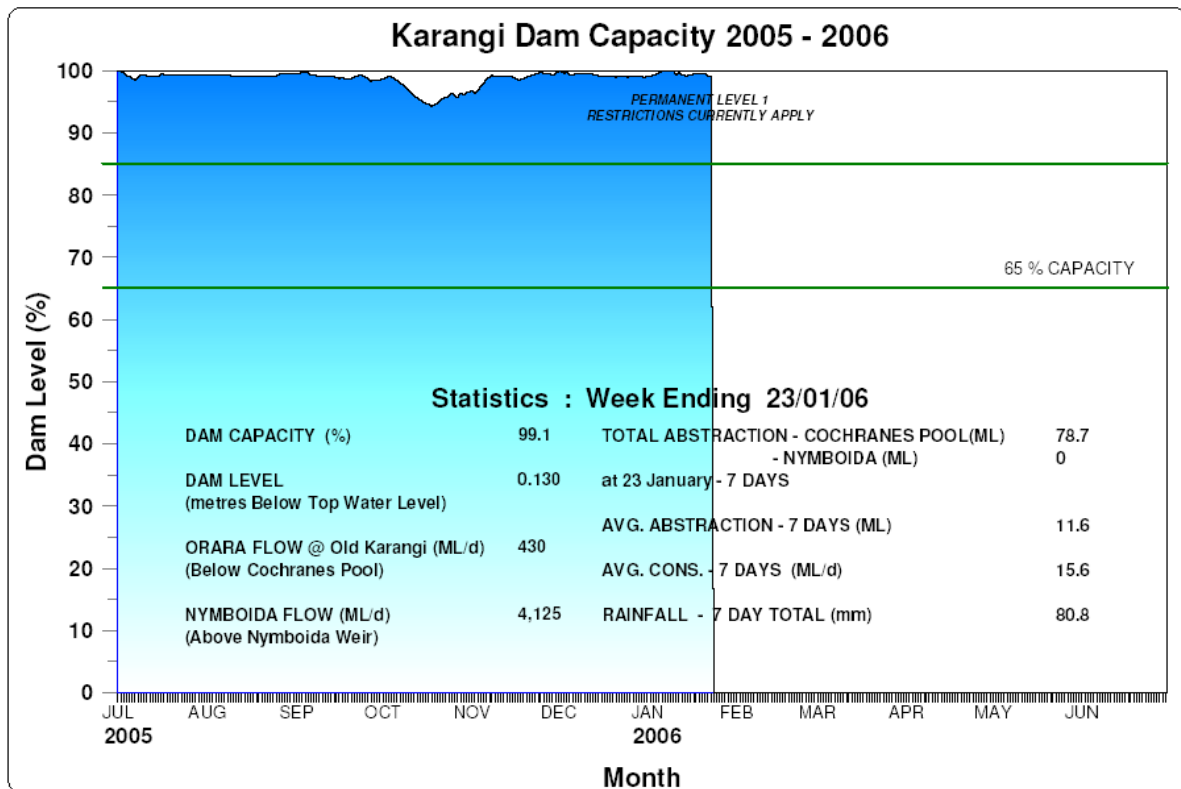
|                                      |              |              |              |              |
|--------------------------------------|--------------|--------------|--------------|--------------|
| <b>SAWTELL WRP</b>                   | 29           | 341          | 113          | 483          |
| SAWTELL BOWLING CLUB                 | 519          | 393          | 449          | 1361         |
| CHINAMANS CK P/S                     | 76           | 32           | 106          | 214          |
| SAWTELL GOLF CLUB                    | 539          | 350          | 108          | 997          |
| TOTAL SAWTELL WRP                    | 1771         | 578          | 1229         | 3578         |
|                                      | <b>2934</b>  | <b>1694</b>  | <b>2005</b>  | <b>6633</b>  |
| <b>WOOLGOOLA WRP</b>                 |              |              |              |              |
| WOOLGOOLGA PLAYING FIELDS (HIGH ST)  | 978          | 1916         | 1617         | 4511         |
| GRAHAM DR - tomatoes                 | 344          | 5            | 648          | 997          |
| MORGANS RD - cut flowers             | 322          | 222          | 137          | 681          |
| UNWINS RD (TOP) - bananas            | 27           | 2            | 8            | 37           |
| UNWINS RD (BOTTOM) - bananas         | 1627         | 246          | 115          | 1988         |
| CONDONS RD - bananas & avocados      | 451          | 2703         | 4321         | 7475         |
| CONDONS RD - bananas & blueberries   | 3701         | 1302         | 2384         | 7387         |
| CONDONS RD - avocados                | 1294         | 11           | 22           | 1327         |
| HOLLOWAYS RD - bananas & blueberries | 400          | 120          | 267          | 787          |
| MORGANS RD - tomatoes & cucumbers    | 3116         | 3843         | 5765         | 12724        |
| MORGANS RD - tomatoes & cucumbers    | 714          | 990          | 1031         | 2735         |
| TANKER FARM1                         | 0            | 0            | 0            | 0            |
| CONDONS RD - bananas                 | 3            | 0            | 0            | 3            |
| GRAHAM DR - bananas                  | 88           | 390          | 757          | 1235         |
| MORGANS FARM 1                       | 69           | 1            | 19           | 89           |
| MORGANS FARM 2                       | 1309         | 257          | 183          | 1749         |
| MORGANS RD - bananas & blueberries   | 2917         | 1152         | 2295         | 6364         |
| NEW (MORGANS)                        | 1391         | 308          | 316          | 2015         |
| PACIFIC H/WAY - macadamia nuts       | 0            | 0            | 0            | 0            |
| TOTAL WOOLGOOLGA WRP                 | 0            | 0            | 100          | 100          |
|                                      | <b>17773</b> | <b>13468</b> | <b>19985</b> | <b>51226</b> |
| <b>CORINDI BEACH WRP</b>             |              |              |              |              |
| PASTURE                              | 4990         | 410          | 1930         | 7330         |
| BANANAS & SITE IRRIGATION            | 1680         | 3580         | 3520         | 8780         |
| TOTAL CORINDI WRP                    | <b>4990</b>  | <b>410</b>   | <b>1930</b>  | <b>16110</b> |

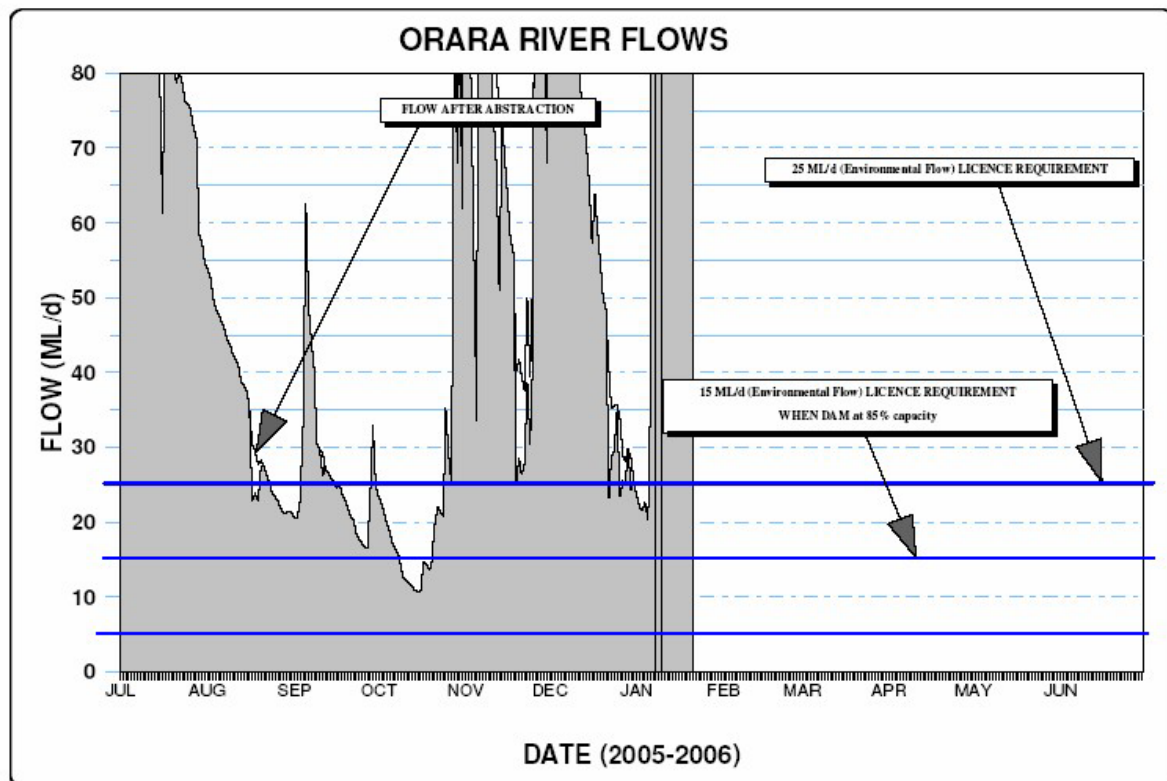
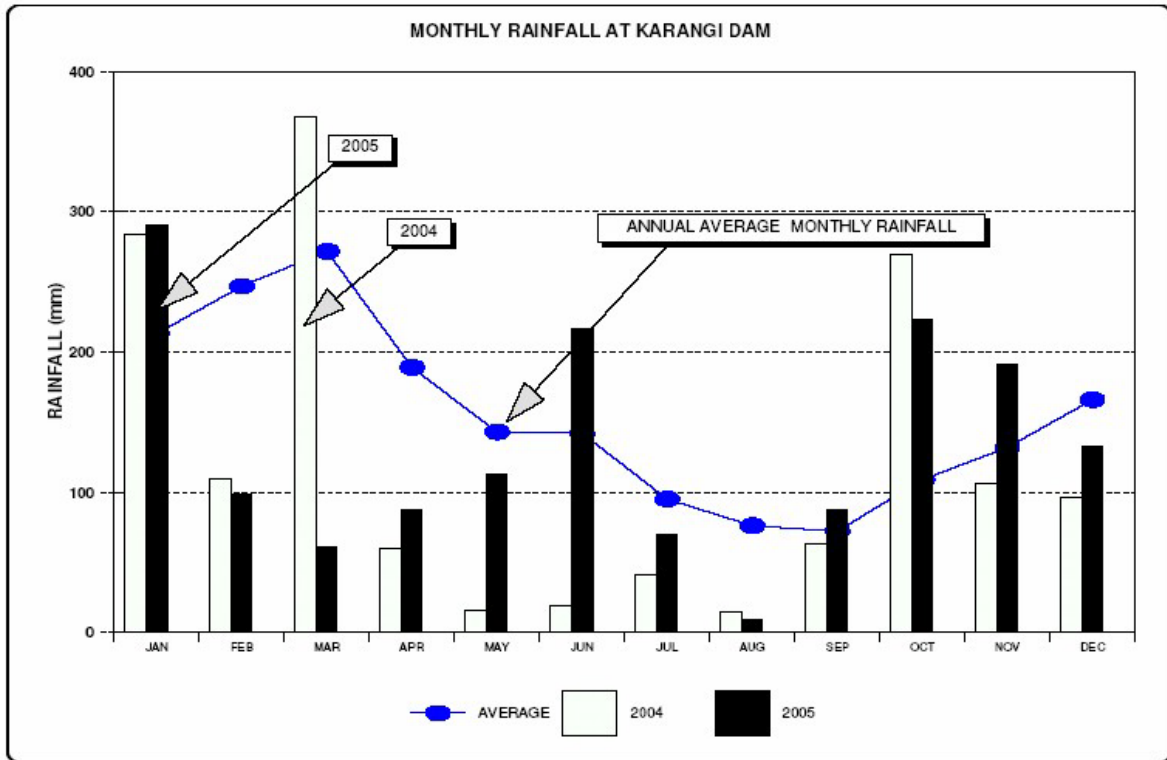
**Recommendation:**

1. That the report on Coffs Harbour Water maintenance and operation activities for the three month period October to December 2005 be noted.
2. That the average daily consumption for the September quarter of 16.7 ML/day, total abstraction for the quarter from Cochranes Pool of 668.2 ML, total inflow to Karangi Dam from Regional Water Supply of 823.2 ML, total consumption for the quarter of 1546.5 ML and Karangi Dam storage level of 98.9% on 31 December 2005 be noted.

**Geoff Newton**  
**Director of City Services (Acting)**

**Attachments:**







### RAINFALL AT KARANGI DAM

| MONTH             | AVG         | 1995        | 1996        | 1997        | 1998        | 1999        | 2000        | 2001        | 2002        | 2003        | 2004        | 2005        |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| JANUARY           | 213         | 161         | 385         | 164         | 62          | 237         | 174         | 147         | 57          | 18          | 284         | 290         |
| FEBRUARY          | 247         | 413         | 157         | 206         | 160         | 255         | 78          | 413         | 266         | 394         | 110         | 98          |
| MARCH             | 272         | 381         | 221         | 138         | 107         | 219         | 152         | 755         | 297         | 258         | 368         | 61          |
| APRIL             | 189         | 64          | 102         | 25          | 166         | 319         | 145         | 155         | 71          | 108         | 60          | 87          |
| MAY               | 143         | 183         | 786         | 154         | 28          | 161         | 136         | 103         | 39          | 203         | 16          | 113         |
| JUNE              | 142         | 42          | 75          | 38          | 30          | 269         | 43          | 8           | 47          | 63          | 19          | 216         |
| JULY              | 95          | 8           | 76          | 32          | 60          | 364         | 11          | 73          | 4           | 13          | 41          | 70          |
| AUGUST            | 76          | 12          | 60          | 8           | 209         | 102         | 56          | 21          | 137         | 6           | 15          | 9           |
| SEPTEMBER         | 72          | 34          | 30          | 52          | 131         | 89          | 13          | 32          | 6           | 3           | 63          | 88          |
| OCTOBER           | 109         | 73          | 38          | 93          | 34          | 65          | 100         | 26          | 31          | 79          | 270         | 224         |
| NOVEMBER          | 132         | 263         | 339         | 190         | 240         | 108         | 323         | 129         | 41          | 84          | 107         | 192         |
| DECEMBER          | 166         | 128         | 101         | 60          | 101         | 123         | 131         | 28          | 68          | 107         | 96          | 133         |
| <b>TOTAL YEAR</b> | <b>1856</b> | <b>1760</b> | <b>2370</b> | <b>1159</b> | <b>1329</b> | <b>2312</b> | <b>1363</b> | <b>1849</b> | <b>1064</b> | <b>1337</b> | <b>1448</b> | <b>1581</b> |

