



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(CITY SERVICES COMMITTEE)
COUNCIL CHAMBER
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
2 MARCH 2006

**Commencing at the conclusion of
City Business Units Committee Meeting**

Contents

ITEM	DESCRIPTION	PAGE
	CITY SERVICES DEPARTMENT REPORTS	1
S6	TRAFFIC COMMITTEE MEETING NO. 1/2006	1
S7	FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE	11
S8	DRAFT REPORT - PLANNING FOR ROAD SAFETY 2006-2010 : A STRATEGIC APPROACH FOR CHCC	16
S9	MINUTES OF THE ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETINGS HELD ON 15 AUGUST AND 21 NOVEMBER 2005	18
S10	WORKS BRANCH REPORT.	30
S11	JETTY STRUCTURE	33
S12	SEWER INFILTRATION - INFLOW MINIMISATION REPORT	36

CONFIDENTIAL REPORT

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

A portion of this report 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.

S13 TENDERS : APPOINTMENT OF PANEL OF TECHNICAL ADVISERS FOR
THE COFFS HARBOUR INFRASTRUCTURE PROGRAM ALLIANCE

39



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

2 MARCH 2006

Mayor and Councillors

CITY SERVICES DEPARTMENT REPORTS

S6 TRAFFIC COMMITTEE MEETING NO. 1/2006

Purpose:

To confirm minutes from the Traffic Committee Meeting held on 16 February 2006.

Recommendation:

T.1 – Mullaway Drive / Arrawarra Headland Road intersection - 'Give Way' sign and 40 km/h school zone (R.507910)

That the 40km/h speed zone on Mullaway Drive be extended 250m east along Mullaway Road and 50m along Arrawarra Headland Road, together with the installation of a 'Give Way' sign at the intersection of Mullaway Drive and Arrawarra Road, as per Plan No. T.1.

T.2 – First Avenue, Sawtell - Temporary Road Closure (R.501520 / 1618 [1284968])

That :

- (a) the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 6.00am and 8.00pm on Saturday, 1 July 2006, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers of the Chilli Festival liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.

Cont'd

S6 - Traffic Committee Meeting No. 1/2006 (Cont'd)

T.3 – Arrawarra Beach Road, Arrawarra - 50km/h speed zone (R.507900 [1284964])

That no action be taken to reduce the speed limit from 80km/h to 50km/h in Arrawarra Beach Road, Arrawarra.

T.4 – West High Street / Robin Street, Coffs Harbour - Pedestrian Crossing (R.509970 / R.505840)

That the 'school crossing' flags be removed from the marked pedestrian crossing at the intersection of West High Street and Robin Street, Coffs Harbour, subject to consultation with the community.

T.5 – Victoria Street / Dibbs Street, Coffs Harbour - 'No Parking' and 'Bus Zone' signs (R.506000 / R.504340)

That 'No Parking' signs and 'Bus Zone' signs be installed in Victoria Street, Coffs Harbour, as per Plan No. T.5.

T.6 – First Avenue / Twentieth Avenue, Sawtell - 'Bus Zone' signs (R.501520 / R.501590)

That a 'Bus Zone' be installed in First Avenue, Sawtell, as per Plan T.6.

T.7 – Pacific Highway, Coffs Harbour - 'No Parking' and 'Taxi Zone' signs (R.511410)

That new parking and taxi zone signage be installed on Pacific Highway, Coffs Harbour, as per Plan T.7.

T.8 – Pacific Highway / Moonee Street, Coffs Harbour - Pedestrian Access (R.511410 / R.505330)

That the proposed marked pedestrian crossing and associated signposting be installed in Moonee Street, Coffs Harbour, as per Plan T.8.

Attachments:

**COFFS HARBOUR CITY COUNCIL
TRAFFIC COMMITTEE MINUTES 1/2006
16 FEBRUARY 2006 - 10.30AM**

Present: Cr Bill Palmer, Coffs Harbour City Council
Sgt Brian Hughes, Coffs Harbour Police
Graham Carthew, Roads and Traffic Authority
Peter West, Coffs Taxi Network
George Stulle, Coffs Harbour City Council
David Brooks, Coffs Harbour City Council

Apology: Anne Shearer, Coffs Harbour City Council

Minute Taker: Ann Graham

T.1 – Mullaway Drive / Arrawarra Headland Road intersection - 'Give Way' sign and 40 km/h school zone (R.507910)

Consideration to a request for a 'Give Way' sign to be erected at the intersection of Mullaway Drive / Arrawarra Headland Road and the installation of a 40km/h school zone.

Recommended: that the 40km/h speed zone on Mullaway Drive be extended 250m east along Mullaway Road and 50m along Arrawarra Headland Road, together with the installation of a 'Give Way' sign at the intersection of Mullaway Drive and Arrawarra Road, as per Plan No. T.1.

T.2 – First Avenue, Sawtell - Temporary Road Closure (R.501520 / 1618 [1284968])

Consideration to a request for the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street, on Saturday, 1 July 2006, between the hours of 6.00am and 8.00pm for the purpose of holding the Sawtell Chilli Festival.

Recommended: that :

- (a) the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 6.00am and 8.00pm on Saturday, 1 July 2006, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.**
 - (b) the organisers of the Chilli Festival liaise with affected traders and obtain traders approval.**
 - (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
 - (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.**
-

T.3 – Arrawarra Beach Road, Arrawarra - 50km/h speed zone (R.507900 [1284964])

Consideration to a request that the short 80km/h zone from the highway turnoff be replaced with a 50km/h speed zone in Arrawarra Beach Road, Arrawarra.

Recommended: that no action be taken to reduce the speed limit from 80km/h to 50km/h in Arrawarra Beach Road, Arrawarra.

Reason: The road does not meet the standard for reduction to the 50km/h urban speed limit.

T.4 – West High Street / Robin Street, Coffs Harbour - Pedestrian Crossing (R.509970 / R.505840)

Consideration to safety issues with the marked pedestrian crossing at the intersection of West High Street and Robin Street, Coffs Harbour.

Recommended: that the 'school crossing' flags be removed from the marked pedestrian crossing at the intersection of West High Street and Robin Street, Coffs Harbour, subject to consultation with the community.

T.5 – Victoria Street / Dibbs Street, Coffs Harbour - 'No Parking' and 'Bus Zone' signs (R.506000 / R.504340)

Consideration to a request for a Bus Zone to be installed in Victoria Street, Coffs Harbour, adjacent the Shop.

Recommended: that 'No Parking' signs and 'Bus Zone' signs be installed in Victoria Street, Coffs Harbour, as per Plan No. T.5.

T.6 – First Avenue / Twentieth Avenue, Sawtell - 'Bus Zone' signs (R.501520 / R.501590)

Consideration to a request for a Bus Zone in First Avenue, Sawtell, near the intersection of Twentieth Avenue.

Recommended: that a 'Bus Zone' be installed in First Avenue, Sawtell, as per Plan T.6.

T.7 – Pacific Highway, Coffs Harbour - 'No Parking' and 'Taxi Zone' signs (R.511410)

Consideration to installation of 'No Parking' and 'Taxi Zone' signs on Pacific Highway, Coffs Harbour, between Coffs Hotel and Plantation Hotel.

Recommended: that new parking and taxi zone signage be installed on Pacific Highway, Coffs Harbour, as per Plan T.7.

Reason: The signs will be installed as part of the RTA Pacific Highway pedestrian safety project.

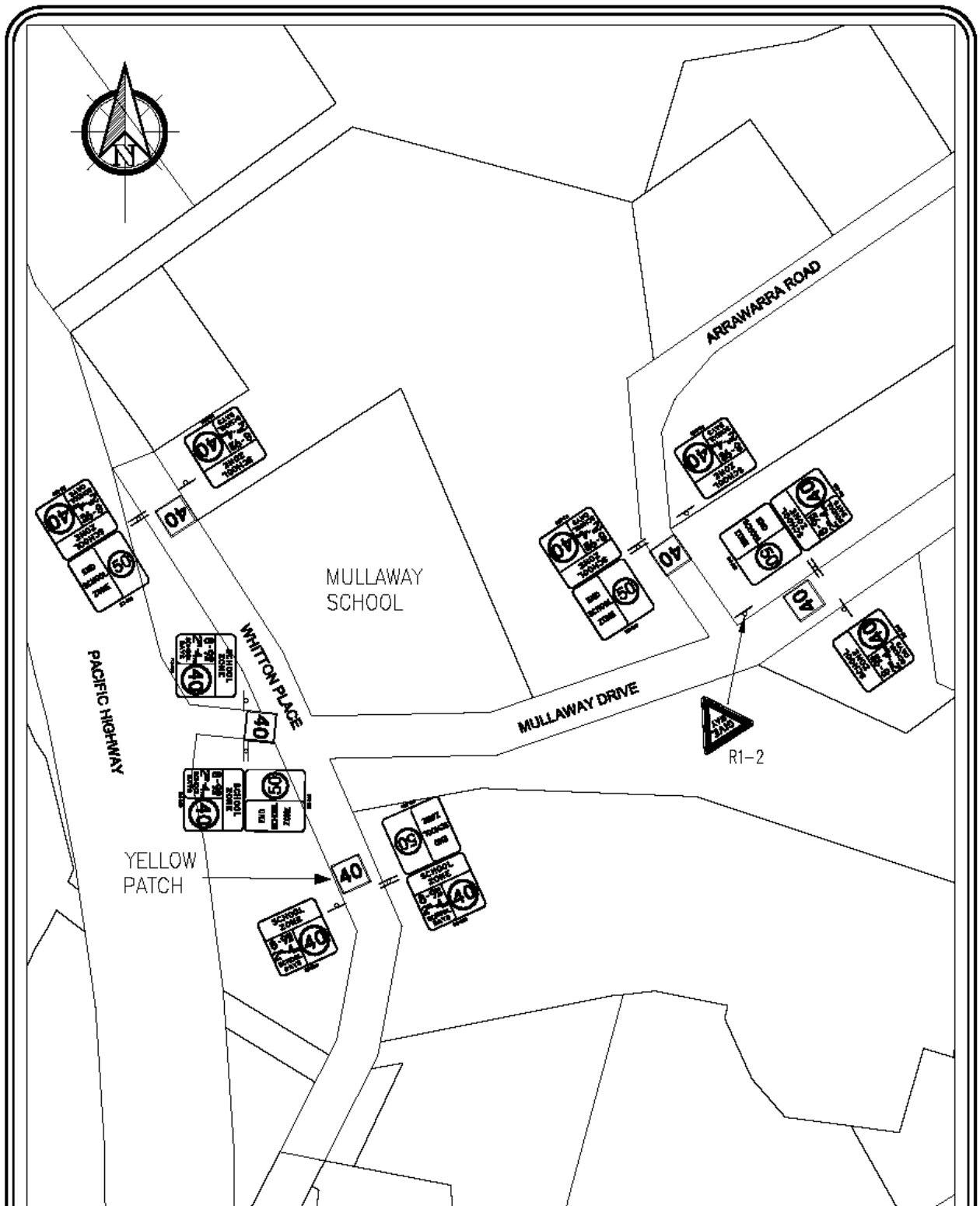
T.8 – Pacific Highway / Moonee Street, Coffs Harbour - Pedestrian Access (R.511410 / R.505330)

Consideration to pedestrian access from Moonee Street across Pacific Highway, Coffs Harbour, to Park Avenue.

Recommended: that the proposed marked pedestrian crossing and associated signposting be installed in Moonee Street, Coffs Harbour, as per Plan T.8.

Reason: The signs will be installed as part of the RTA Pacific Highway pedestrian safety project.

The Meeting closed at 11.55am.



PLAN VIEW

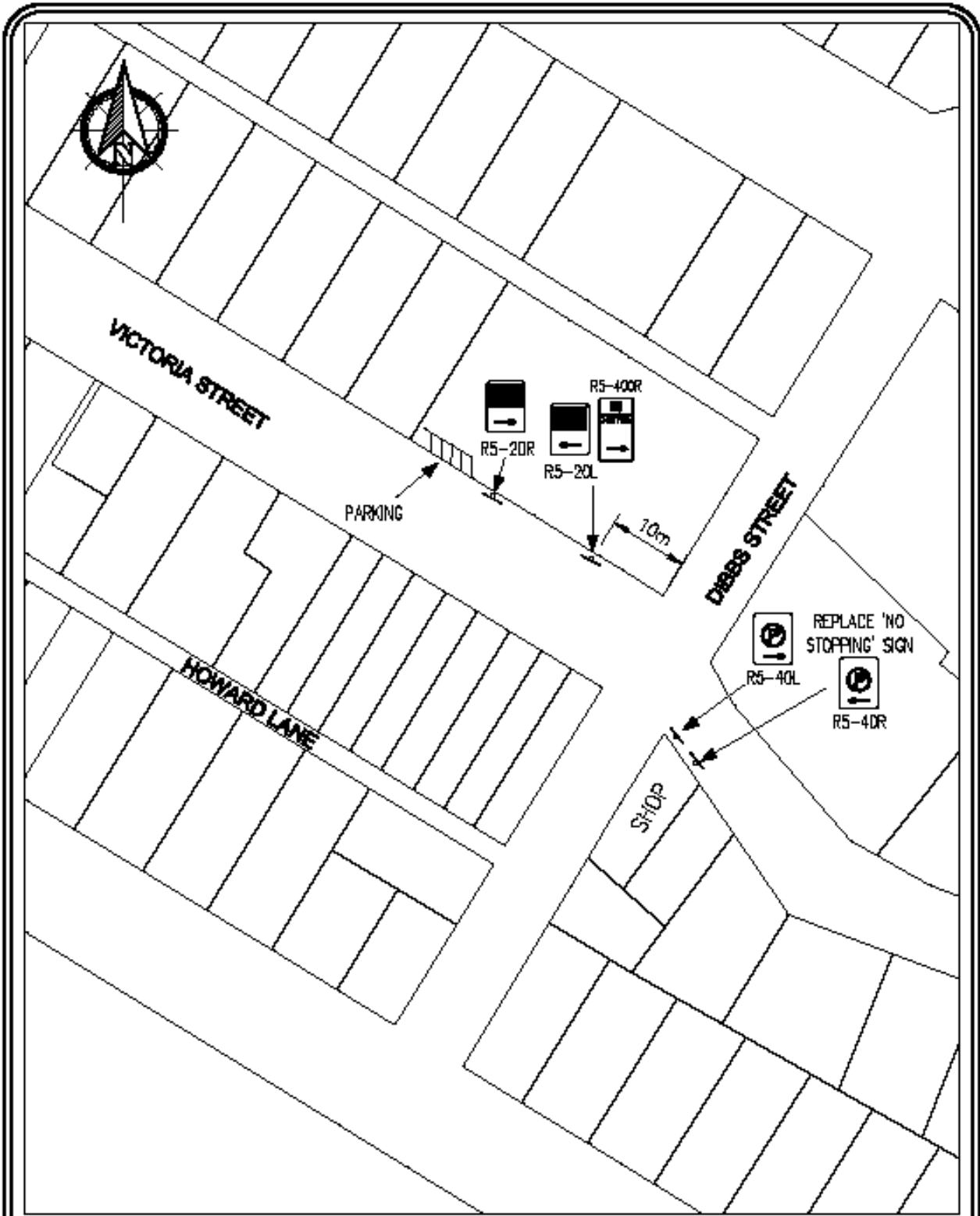
NOTES:

40KM/H SPEED ZONE ON MULLAWAY DRIVE BE EXTENDED 260m EAST ALONG MULLAWAY ROAD AND 50m ALONG ARRAWARRA HEADLAND ROAD, TOGETHER WITH THE INSTALLATION OF A 'GIVE WAY' SIGN AT THE INTERSECTION OF MULLAWAY DRIVE AND ARRAWARRA ROAD

TRAFFIC INSTRUMENT

T.1-2006

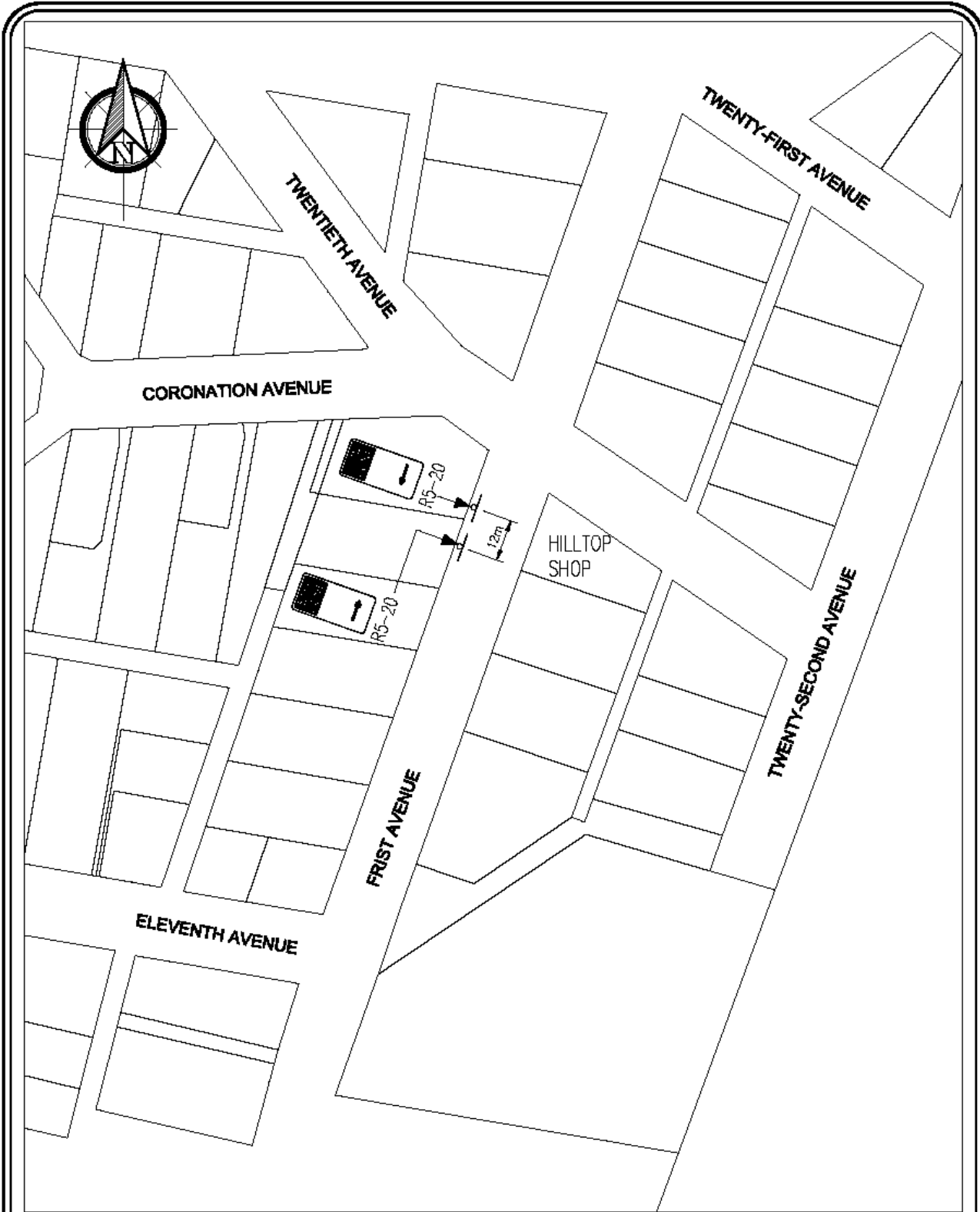
**MULLAWAY DRIVE/ARRAWARRA HEADLAND ROAD
MULLAWAY**



PLAN VIEW

NOTES:
 'NO PARKING' SIGNS AND 'BUS ZONE' SIGNS BE
 INSTALLED IN VICTORIA STREET, COFFS
 HARBOUR

TRAFFIC INSTRUMENT
 T.5-2008
 VICTORIA STREET
 COFFS HARBOUR

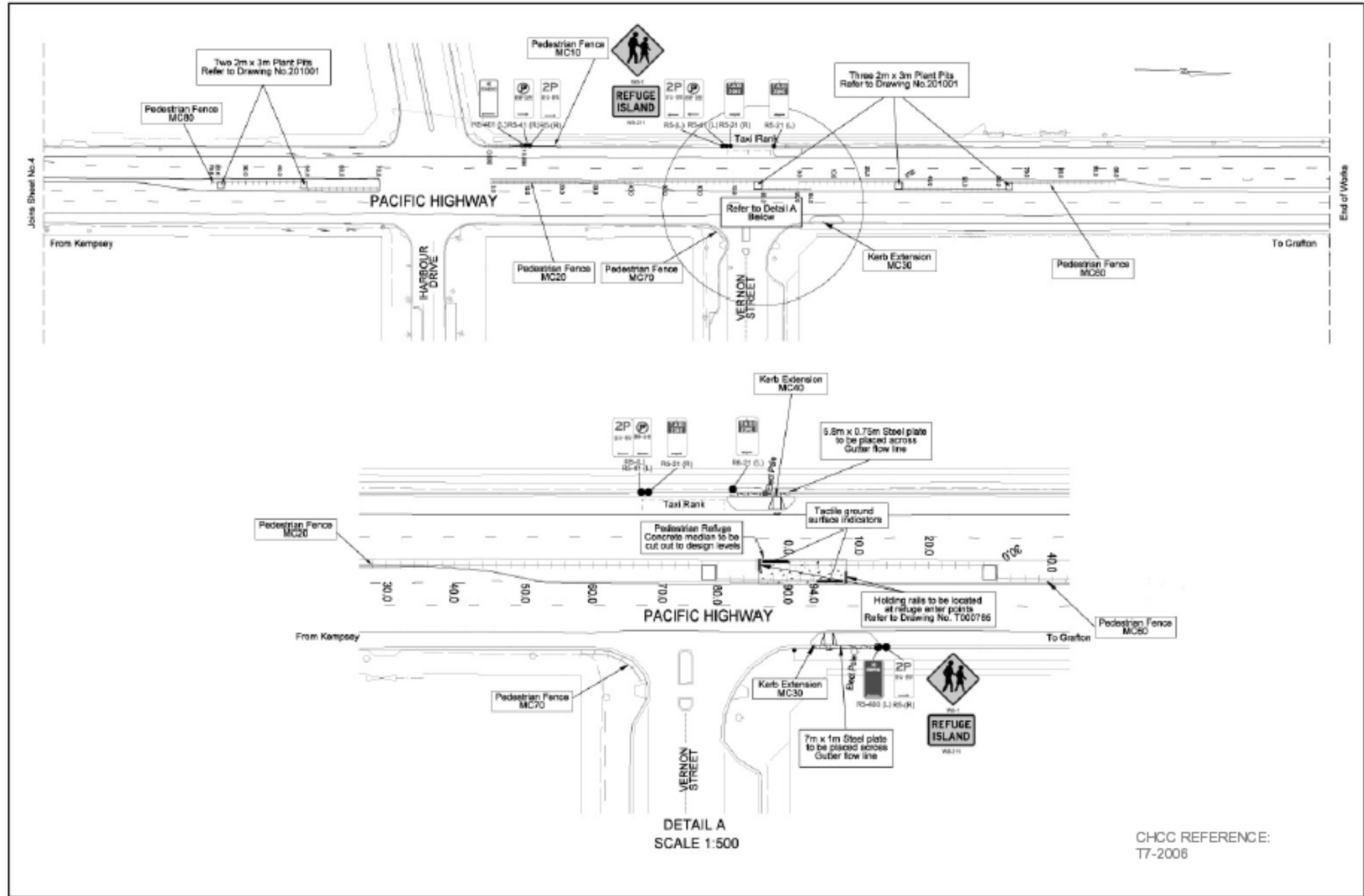


PLAN VIEW

NOTES:
 'BUS ZONE' BE INSTALLED IN FIRST AVE,
 SAWTELL

TRAFFIC INSTRUMENT

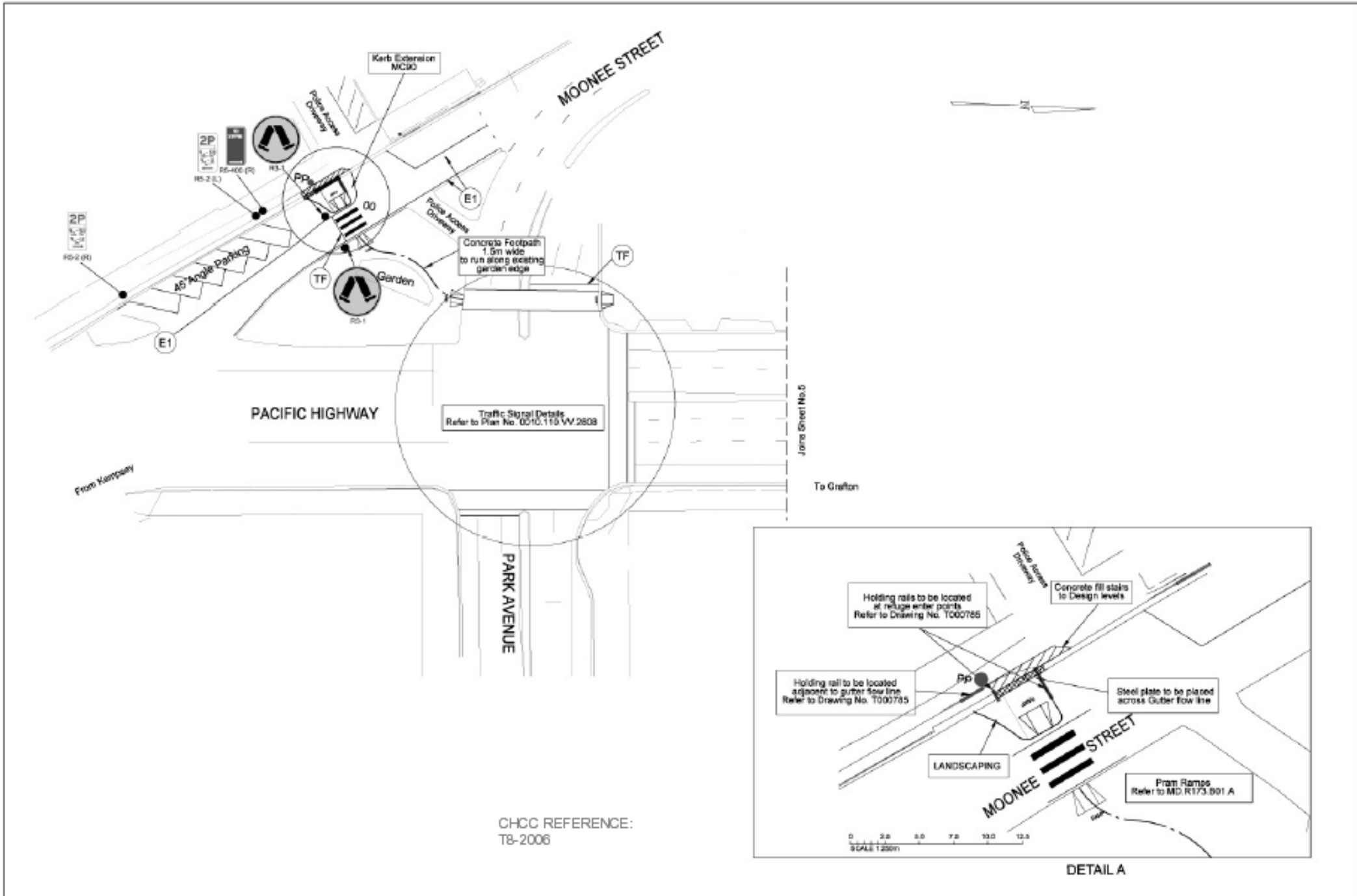
**T.6-2006
 FIRST AVENUE
 SAWTELL**



DETAIL A
SCALE 1:500

CHCC REFERENCE:
T7-2008

No. _____ Amendment Description _____ Issued Date _____ <small>All original. This sheet may be prepared using colour and may be incomplete if copied.</small>		SCALES 0 10 20 30 40 50 SCALE 1:1000m 0 5 10 15 20 25 SCALE 1:500m (Detail A)	PROVIDED BY PROJECT DESIGN TECHNICAL SERVICES RTA OPERATIONS DESIGNED A.K.M.P. REVIEWED	ROADS AND TRAFFIC AUTHORITY OF NSW COFFS HARBOUR CITY COUNCIL SH10 PACIFIC HIGHWAY COFFS HARBOUR TOWN CENTRE PEDESTRIAN FENCING PARK AV TO COFFS ST, COFFS HARBOUR	FILE No. 110 2933A	DRAWING VERSION A	PRINTED DATE FEB 2008	SHEET No. 8
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CHCC REFERENCE:
T8-2006

<table border="1"> <thead> <tr> <th>No.</th> <th>Amendment Description</th> <th>Initials</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		No.	Amendment Description	Initials	Date					<p>SCALES</p> <p>SCALE 1:200m</p>	<p>RTA PROJECT DESIGN TECHNICAL SERVICES RTA OPERATIONS</p> <p>DESIGNED: A.KEMP</p> <p>REVIEWED:</p>	<p>ROADS AND TRAFFIC AUTHORITY OF NSW</p> <p>COFFS HARBOUR CITY COUNCIL</p> <p>SH10 PACIFIC HIGHWAY</p> <p>COFFS HARBOUR TOWN CENTRE PEDESTRIAN FENCING</p> <p>PARK AV TO COFFS ST, COFFS HARBOUR</p>	<p>FILE No. 110 2933A</p> <p>DRAWING VERSION A</p> <p>PRINTED DATE FEB 2006</p> <p>REGISTRATION NUMBER</p>	<p>SHEET No. 7</p>
No.	Amendment Description	Initials	Date											

S7 FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE

Purpose:

To report minutes of the Floodplain Management Advisory Committee of 20 February 2006.

Description of Item:

All items were of a routine nature except for the following recommendations of the Committee, which require consideration of Council.

4. SES - Displan Update

FMAC3 that Council, Department of Natural Resources and the SES meet to review the flooding information in the 'Local Flood Plan'.

5. Coffs Creek Floodplain Risk Management Plan

FMAC4 that the draft Coffs Creek Floodplain Risk Management Plan be put on public exhibition for 4 weeks.

Recommendation:

1. That Council note the minutes of the Floodplain Management Advisory Committee Meeting held on 20 February 2006.
2. That Council, Department of Natural Resources and the SES meet to review the flooding information in the 'Local Flood Plan'.
3. That the draft Coffs Creek Floodplain Risk Management Plan be put on public exhibition for 4 weeks.

Attachments:

**COFFS HARBOUR CITY COUNCIL
FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE**

20 FEBRUARY 2006

The meeting of the Floodplain Management Advisory Committee (FMAC) commenced at 4.05pm.

Present: Councillor Bill Palmer, Coffs Harbour City Council (Chairperson)
Councillor Gavin Smithers, Coffs Harbour City Council
Mr Martin Rose, Coffs Harbour City Council
Mr George Stulle, Coffs Harbour City Council
Ms Alexandra Williams, Coffs Harbour City Council
Mr Kevin Gibson, Department of Infrastructure, Planning & Natural Resources
Ms Dee Wallace, Community Representative, Regional Landcare Inc

Apologies: Mr Bob White, State Emergency Services

1. APOLOGIES

FMAC1 **RECOMMENDED** that the apologies be received and accepted.

2. CONFIRMATION OF MINUTES

FMAC2 **RECOMMENDED** that the minutes of the Floodplain Management Advisory Committee meeting of 5 April 2005 be confirmed.

3. BUSINESS ARISING

- (i) FMAC Role, Guidelines and Tasks.
In the previous meeting it was decided that the existing description of the 'Role, Guidelines and Tasks' of the FMAC be reviewed and amended. This task has not been done for this meeting but it was recommended that it be deferred until the next meeting when we hopefully have new members.

- (ii) Stream Maintenance.
Dee Wallace as part of her role in Regional Landcare had been to a Landcare Awards Ceremony. As part of the ceremony, there was a video presentation prepared by Ballarat City Council on the Yarrowee and the stream cleaning that has been undertaken. Ms Wallace has a copy of the video and recommended that the Committee view the video, that is 33 mins long, as the initiatives undertaken would be relevant in this area. Recommended that the Committee view the video at the next meeting.
-

4. SES - DISPLAN UPDATE

The 'Local Disaster Plan' (DISPLAN) details arrangements for, response to and recovery from emergencies within the Coffs Harbour City local area. The DISPLAN is used to co-ordinate emergency response by the different agencies such as SES, Police, Ambulance, Fire Brigades and Council and covers a range of disasters including cyclones, chemical spillage, bushfires, storms, flooding and earthquakes.

Annexure 2 of the DISPLAN is the 'Local Flood Plan' prepared in 1997. There is a formal review process for the different sections of the DISPLAN with the 'Local Emergency Management Committee' being responsible for plan updates.

With the information on flooding that is produced in Council's Flood Studies for Coffs Creek and that will be available for Boambee-Newports Creek, it recommended that Council and the Department of Natural Resources meet with SES to review the existing 'Local Flood Plan' and provide the SES with updated and additional information for the formal review of the plan and provide the Committee with feedback on the process.

FMAC3

RECOMMENDED that Council, Department of Natural Resources and the SES meet to review the flooding information in the 'Local Flood Plan'.

5. COFFS CREEK FLOODPLAIN RISK MANAGEMENT PLAN

Bewsher Consulting have completed a draft 'Coffs Creek Floodplain Risk Management Plan'. The plan has been developed from the Coffs Creek Floodplain Risk Management Study that has been publicly exhibited following approval from the Committee.

The Committee was informed that there was only approximately 22 responses or comments, either verbal or written, to the public exhibition of the study. The majority of the feedback related to the Risk mapping and Risk categorisation of people's property and how this would affect future development and the value of their property. From the feedback, Council will review how this categorisation of properties will be recorded on Council's property system, and how the information will be provided to the public in terms of 149 Certificates and flood enquiries.

The Committee agreed that the plan is to go on public exhibition.

FMAC4

RECOMMENDED that the draft Coffs Creek Floodplain Risk Management Plan be put on public exhibition for 4 weeks.

6. COMMITTEE MEMBERSHIP

The issue of Committee membership was discussed and means to find additional Community Representatives debated. It was recommended that the following actions be undertaken to source new Community Members.

- Dee Wallace approach Steven Pratt, Member of Chamber of Commerce. If he's interested, Council then forward him an 'Expression of Interest' form.
- Council to research if any residents from the Corindi-Red Rock area were on the Flood Committee for Pristine Waters. If so, they be approached to be on Coffs Committee.
- That Council approach former participants in the Coffs Creek Working Party who may be suitable Committee members.
- Council to re-run advertisements in the press asking for expression of interests in being a Community member.
- If Council receives Expression of Interest, then that person be invited to the next Committee meeting so the Committee can recommend their appointment.

7. CURRENT AND FUTURE FUNDING

The attached spreadsheet showing projected future projects and funding and funding others for current year was tabled and discussed at the meeting.

8. CURRENT PROJECTS

Martin Rose gave an update on the progress of the different flood projects currently running plus discussed possible future 2D modelling. Also discussed was that Council is obtaining Aerial Laser Survey for the LGA and this will be of a huge benefit for future flood modelling and mapping.

9. FLOODPLAIN MANAGEMENT AUTHORITIES OF NSW, 46TH ANNUAL CONFERENCE

Council representatives, Mr Steve Sawtell (General Manager) and Mr Martin Rose plus Kevin Gibson, Department of Natural Resources, will be attending this year's Annual Conference. Discussion was had that in future years, Community representatives be invited to the Conference.

10. GENERAL BUSINESS

- (i) 2005 Floodplain Development Manual.
Kevin Gibson brought it to the Committee's attention that the 2005 Floodplain Development Manual has been gazetted. Kevin then discussed some of the changes in the new manual and the implications of the gazettal has to Council.
- (ii) Regrowth and Debris in Coffs Creek.
The issue of regrowth and debris in Coffs Creek was raised, particularly in the Robin Street area. The plan does recommend maintenance of the creek to minimise blockage of floodways. Council to look at maintenance in this area.

11. DATE OF NEXT MEETING

The regulatory of Committee meetings was discussed and it was decided that under the present system the meetings were too irregular. Recommended that the Committee meet every 3 months on the 3rd Monday.

The next meeting of the FMAC will be held on 22 May 2006.

The meeting concluded at 5.05pm.

S8 DRAFT REPORT - PLANNING FOR ROAD SAFETY 2006-2010 : A STRATEGIC APPROACH FOR CHCC

Purpose:

The purpose of this report is to gain Council approval to put the draft "Planning for Road Safety, 2006–2010" : A Strategic Approach for Coffs Harbour City Council (separate attachment) on public exhibition for a four week period.

Description of Item:

Coffs Harbour City Council was successful in obtaining two IPWEA grants to publish and print a second Road Safety Strategic Plan. The first three-year plan was developed in 1998. The task was to review that plan, compare the crash data from 1996 - 1998 with the data from 2002 – 2004.

Liz de Rome was engaged as the consultant to assist with the review of the plan. Liz is an education and communications consultant with over 15 years experience in community education program research, design and development. She is recognized as a leading authority on road safety strategic planning and wrote the previous plan for Coffs Harbour in 1998. Liz has developed about 35 Road Safety Strategic Plans for 33 Councils. She was engaged to write " A Guide to the Development of Council Road Safety Strategic Plans, funded by the RTA. Liz was recently engaged by IPWEA to write a second edition of this publication.

Stage 1: Review of the issues: based on analysis of crash and injury statistics as well as an assessment of the efficacy of the first plan. The crash statistics from 1999 – 2001 were compared with the figures from 2002 – 2004.

The good news is that there has been a substantial reduction in the number of crashes and the number of casualties on our roads despite a substantial increase in traffic volumes. However, the number of deaths on our roads has increased.

Stage 2: Liz gained a "flavour" of what was required in this area by interviewing key staff and other stakeholders such as the Police, before the workshop. Eleven staff members were interviewed as well as

Councillor Hogbin
Councillor Smithers
Councillor Bill Palmer
Acting Highway Patrol Sergeant Mark Carroll
Matt Sponberg (Ulysses Club)

A Workshop was held involving the people who were interviewed, and also:

Councillor Rod McKelvey
Stephen Sawtell
Geoff Newton
Greg Booth (Drug and Alcohol Services, CHHC)
Ross Maunder (Manager, Road User Safety RTA Northern Region)

The result of the workshop is the draft plan, which has been circulated to stakeholders for comment.

Cont'd

**S8 - Draft Report - Planning for Road Safety 2006-2010 : A Strategic Approach for CHCC
(Cont'd)**

Sustainability Assessment:

The Road Safety Strategic Plan will be submitted to Council for their approval accompanied by a full report, including the Sustainability Assessment. The report will be modified according to the results of the public consultation.

The Plan is to be included in the Integrated Transport Management Plan.

Consultation:

With Council's approval the plan will be put on public exhibition for eight weeks, and amendments made accordingly.

Recommendation:

That the draft Planning for Road Safety 2006 –2010: A Strategic Approach for Coffs Harbour City Council be put on public exhibition for a period of four weeks.

S9 MINUTES OF THE ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETINGS HELD ON 15 AUGUST AND 21 NOVEMBER 2005

Purpose:

To present the minutes of the Arts and Cultural Development Advisory Committee meetings held on 18 August and 21 November 2005 and discussion notes from meetings held on 19 September and 17 October 2005.

Description of Item:

The Arts and Cultural Development Advisory Committee met on 15 August, 19 September, 17 October and 21 November 2005.

The representatives present recommended that due to the lack of a quorum on 19 September and 17 October 2005 standing meeting orders be dropped and the committee meet on 21 November 2005 and resolve the issues on which they advise Council.

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 broader economic implications.

Management Plan Implications

There are no economic implications.

Consultation:

Arts and Cultural Development Advisory Committee.

Issues:

The meeting of 21 November 2005 resolved that:

- The committee met on 15 August, 19 September, 17 October and 21 November 2005. There were no minutes for the meetings held on 19 September and 17 October 2005 due to lack of a quorum. The minutes of 15 August were ratified on 21 November and have been covered in this report.

Cont'd

S9 - Minutes of the Arts and Cultural Development Advisory Committee Meetings held on 15 August and 21 November 2005 (Cont'd)

- The committee representatives present recommended that committee meetings be held monthly excluding January and December.
- The committee representatives present continue to endorse the involvement of senior staff in discussion groups with Pamille Berg on the Arts and Cultural Development Strategy and support Options 1 and 2 of the memo from the Cultural Development Officer to senior management in answer to the request from Cr Gavin Smithers regarding Pamille Berg Consulting Pty Ltd reviewing cultural facilities. The representatives also recommended that a meeting be arranged between Pamille Berg, the Arts and Cultural Development Advisory Committee and the Harbourside Master Plan consultants to advance the cultural aspects of the Harbour Plan and a meeting also be arranged with the architects for the seniors multipurpose centre to meet with Pamille Berg and the Arts and Cultural Development Advisory Committee to review the Brelsford Park precinct and the process be reviewed by which the architects are being engaged for the Multipurpose/Seniors Centre.

Council should note that a one on one meeting has been arranged between Pamille Berg and the Harbourside Master Plan consultants on 10 November and the Harbourside Master Plan consultants with the Arts and Cultural Development Advisory Committee on 9 November. Arrangements are also underway for contact between Pamille Berg and Brewster Hjorth Architects, the company working on the Brelsford Park project.

- The committee representatives present recommended that a senior citizens building should be a stand alone building and not be combined into any sort of multipurpose centre and the representatives present strongly urges Council that Coffs Harbour urgently needs a prestigious, functional Performing Arts Centre to house the performing arts in the LGA.
- The committee representatives present recommended that Michael Rodgers and John Arkan be asked to leave the committee due to non-attendance over many months and in violation of the Arts and Cultural Development Advisory Committee Code of Meeting Practice Item 9.1. Michael Rodgers is invited to attend meetings as an observer and no new members be accepted onto the committee at this time and a letter to this effect to be penned to all parties.
- The committee representatives present recommended that a letter be written to the Woolgoolga Art Group Inc expressing disappointment of the name change for their annual exhibition from the Coffs Harbour Art and Craft Exhibition to the Lillipilli Art and Craft Exhibition. The committee recommended that the Woolgoolga Art Group be requested to make available the financial statements, exhibitors and visitor numbers of the last Coffs Harbour Art and Craft Exhibition so the committee can build a case for more Council funding for the exhibition. The committee also recommended that Coffs Harbour City Council take over the name Coffs Harbour Art and Craft Exhibition until such time as another group expresses interest in re-establishing the Coffs Harbour Art and Craft Exhibition.
- The committee representatives present recommended that the General Manager invite Craig Milburn from Port Macquarie/Hastings Council to address the Councillors, senior staff and the Arts and Cultural Development Advisory Committee on the financing model for the Port Macquarie Arts Precinct.
- The committee noted the resignation of Rebecca Cole and Michael Rodgers.
- The committee requested that recommendations from meetings be presented directly to Council.

Cont'd

S9 - Minutes of the Arts and Cultural Development Advisory Committee Meetings held on 15 August and 21 November 2005 (Cont'd)

Recommendation:

That:

- 1. Council note the minutes of the Arts and Cultural Development Advisory Committee meeting held on 15 August and 21 November 2005 and discussion notes of 19 September and 17 October 2005.**
- 2. Recommendations from the Arts and Cultural Development Advisory Committee meetings be presented directly to Council.**

Attachments:

I/R 1197662

**ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETING
MONDAY 15 AUGUST 2005**

MINUTES

There was no quorum for Monday 18 July 2005 Arts And Cultural Development Advisory Committee Meeting.

Meeting commenced at 5.30 pm

PRESENT: Cr Jenny Bonfield (Chairperson), Cr Ian Hogbin, Shirley Barnett, Carol Hellmers, Leigh Summers, Becky Cole, Richard Holloway

IN ATTENDANCE: Malcolm McLeod

1. **APOLOGIES:** Steven Bush and Gordon Amann

2. **ADOPTION OF MINUTES – 20 June 2005**

MOVED (Hellmers/Cole) that the minutes of the meeting of 20 June be accepted as a true and accurate record of the meeting. **CARRIED**

3. **BUSINESS ARISING**

- CDO to invite Traves Ross, Marguerite Rowe, Sue Webber and Belinda Milne to the next A&CDA Committee meeting.
- CDO to make contact with Craig Milburn in regards to a Cultural Precinct PowerPoint presentation to Council and senior staff.

4. **CORRESPONDENCE - IN/OUT**

5. **GENERAL BUSINESS**

- Discussion occurred on the current state of a cultural map and poster display area in the CBD and the possibility of a box office outlet in the CBD for theatre ticket sales. It was suggested that this could possible be perused through the Business Enterprise Centre.

MOVED (Holloway/Hellmers) that the committee supports the establishment of a box office within the CBD **CARRIED**.

- The CDO tabled the responses to the advertised positions on the A&CDA Committee. It was agreed that Traves Ross, Marguerite Rowe, Sue Webber and Belinda Milne be invited to the next A&CDA Committee meeting to ascertain if they feel they wish to contribute to the committee.
- Discussion occurred on the Jetty Theatre. It was agreed the committee support the Jetty Theatre Manager and the manager joins the committee every three months to report current trends and progress within the theatre.
- There were no reports tabled by committee members

- Shirley Barnett gave an overview on current theatre news.
Richard Holloway gave an overview on current grant rounds.
Becky Cole gave an over view on current youth news.
- CDO officer gave an overview on current projects including grant applications, conferences, consultancies, cultural development aims.

MOVED (Holloway/Summers) That the Cultural Development Officers report be accepted.
CARRIED

- Dr Leigh Summers gave an overview of her impressions for the long-term need of the Museum and Bunker Gallery.
- Richard Holloway gave an overview of the closing of the Neighbourhood Centre and what it means to the community. Discussion occurred on possible reasons for the closure and the history of community based organisations. The benefit of now having in Council a strong Community Services department to support this organisation was also noted.
- Discussion occurred on the benefits to the community if Sportz Central receives funding through the budget for a Place of Public Entertainment licence to allow for cultural and sporting entertainment events in the building. It was noted that Ozz Opera and Netball championships wish to use the venue and other promoters wishing to bring dance, music and drama productions to Coffs Harbour could also be interested in this venue.
- Cr Ian Hogbin suggested that the committee needed to be more proactive to bring information to the community on the benefits of a Cultural Precinct within the City. Richard Holloway suggested inviting Craig Milburn from Hastings/Port Macquarie Council to present a PowerPoint presentation to Council, Senior Staff and the committee on the funding model and benefits to the community of Hastings Cultural Precinct. The committee agreed with this suggestion and asked the CDO to make contact with Mr Milburn.

NEXT MEETING :

MONDAY, 19 SEPTEMBER 2005 AT 5.30 PM

COMMITTEE ROOM 2

COUNCIL'S ADMINISTRATION BUILDING

CNR COFF & CASTLE STREETS, COFFS HARBOUR

6.50 pm meeting closed.

ARTS & CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETING**MONDAY, 19 SEPTEMBER 2005****DISCUSSION NOTES**

(In the absence of a quorum the following discussion notes are recorded)

Meeting commenced at 5.30 pm

PRESENT: Cr Ian Hogbin, Leigh Summers, Gordon Amann, Richard Holloway (Left the meeting at 6.00pm)

IN ATTENDANCE: Cr Gavin Smithers, Malcolm McLeod, Marguerite Rowe, Sue Webber, Belinda Milne.

APOLOGIES: Cr Jennifer Bonfield, Shirley Barnett, Carole Hellmers.

Discussion occurred on the role of the committee and the lack of budget for arts and cultural development.

Cr Hogbin suggests the committee needs to be more proactive in reporting to Council on arts and cultural development.

Richard Holloway suggested that more decisions made by Council departments and Council should pass first through the committee for comment and input from a cultural development point of view.

Richard Holloway suggested that members of the committee needed to be proactive.

Cr Hogbin suggested that the Sports Unit has a long term vision of financial support from Council. There is no long term vision for arts and cultural development financially through Council.

Richard Holloway suggested that the committee needed to engage all areas of Council workers, senior management and Councillors, so Council uses the wide experience of members of the committee.

Richard Holloway suggested the committee should not support the Regional Gallery until it was more representative of the community and opened Sundays. Richard said he has had complaints over 12 months about the management style of the Gallery.

Cr Hogbin talked about the regional gallery's funding and the Bunker funding.

Leigh Summers suggested that the committee should concentrate on one issue to take to Council as opposed to the wide range of issues it now deals with.

Cr Smithers suggested that the committee should look at becoming a peak committee with more demands on Council. Cr Smithers also suggested that sub-committees of the committee should look at one issue projects.

Cr Smithers, Cr Hogbin and Gordon Amann all agreed that Pamille Berg should do a presentation to Managers, Senior Staff, Senior Management and the A&CDA Committee.

Gordon Amann suggested that various department Managers should sit on the A&CDA Committee meetings to learn what cultural offers Council and the community.

Cr Smithers and Cr Hogbin suggested that the committee should lobby Council to increase the cultural development budget for next financial year.

Discussion occurred supporting the Cultural Development Officer should have a discretionary budget. It was suggested that the Cultural Development Officer should approach Council with a proposal for an annual discretionary budget.

Discussion occurred that the committee needed to lift the profile of arts and cultural within Council, the community and with Councillors to the same profile as sport has within Council and the community.

Cr Hogbin and Cr Smithers concurred that cultural needed to be on Council's agenda with an adequate budget to support arts and cultural development.

Discussion occurred that arts, cultural and economic development should be linked to form new industries for the LGA.

Discussion occurred that Megan Dixon should attend the next A&CDA Committee meeting.

Discussion occurred that notes from this meeting should be on the next agenda.

Discussion occurred that the A&CDAC needs to drive the agenda for cultural development in Coffs Harbour.

Discussion occurred that the Cultural Development Officer should present to the committee recommendations of who should receive grants from the small grant rounds when the round closes.

NEXT MEETING

**MONDAY, 17 OCTOBER COMMENCING AT 5.30 PM - COMMITTEE ROOM 2
COUNCIL'S ADMINISTRATION BUILDING
CNR COFF & CASTLE STREETS, COFFS HARBOUR**

Meeting closed at 7.30 pm

ARTS & CULTURAL DEVELOPMENT ADVISORY COMMITTEE

MONDAY, 17 OCTOBER 2005

DISCUSSION NOTES

(In the absence of a quorum the following discussion notes are recorded)

Meeting commenced at 5.30 pm

PRESENT: Cr Ian Hogbin, Shirley Barnett, Carole Hellmers and Gordon Amann

IN ATTENDANCE: Cr Gavin Smithers and Malcolm McLeod

APOLOGIES: Cr Jennifer Bonfield, Richard Holloway and Becky Cole

Cr Ian Hogbin chaired the meeting and due to no quorum dropped standing orders.

Cr Hogbin noted that a quorum was five members and the committee is an advisory committee to Council with four members present as well as Cr Smithers and Malcolm McLeod in attendance. Cr Hogbin proposed that the committee meet and resolve the issues the committee advises Council on. There were no objections and this was the basis on which the meeting was run.

MOTION 1

(Barnett /Hellmers) To accept the minutes of 15 August 2005.

CARRIED

MOTION 2

(Barnett /Hellmers) The committee meets monthly excluding January and December.

CARRIED

The committee discussed that the main items from the A&CDAC should go to Council as a report and resolutions in Council business papers and not as minutes.

MOTION 3

(Amann/Barnett) The committee resolved that:

- Michael Rodgers and John Arkan are asked to leave the committee as they have not attended a meeting in 10 months or offered any apology for non-attendance.
- Michael Rodgers is invited to attend meetings as an observer and not a committee member.
- No new members are accepted onto the committee at this time.

CARRIED

MOTION 4

(Hellmers/ Barnett) The committee resolved that a letter is written to Michael Rodgers and John Arkan and prospective new members in the matter of Motion 3.

CARRIED

MOTION 5

(Hellmers/Amann) The committee resolved that:

- A letter be written to the Woolgoolga Art Group Inc expressing disappointment of the name change from the Coffs Harbour Art and Craft Exhibition to the Lillipilli Art and Craft Exhibition with the loss of branding built up over 20 years and the committee would like the group to reconsider the name change.
- The CDO request the Woolgoolga Art Group Inc make available the financial statements, exhibitors and visitor numbers of the last exhibition to build a case to Council for more funding for the exhibition if they revert to the original name of the Coffs Harbour Art and Craft Exhibition.
- Coffs Harbour City Council takes over the name Coffs Harbour Art and Craft Exhibition so Council can retain the name until such time as another group express interest in re-establishing the exhibition.

CARRIED

Discussion occurred that Streets Ahead could offer secretarial support to the Coffs Harbour Art and Craft Exhibition if it was to be re-established and the letter to the Woolgoolga Art Group Inc from the committee suggests strong links between Council and the group.

MOTION 6

(Hellmers/Barnett) The committee resolved that:

- Senior staff continues to be involved within discussion groups with Pamille Berg on the Arts and Cultural Development Strategy.

CARRIED

MOTION 7

(Hellmers/Amann) The committee resolved that:

- The Acting General Manager invite Craig Millburn from Port Macquarie/Hastings Council to address the A&CDA Committee and Senior Staff on the financing model of the Port Macquarie Arts Precinct.

CARRIED

MOTION 8

(Amann/Barnett) The committee resolved that:

- A meeting be arranged between Pamille Berg the A&CDA Committee and the Harbourside Master Plan consultants to advance the cultural aspects of the harbour plan.

CARRIED

MOTION 9

(Barnett/Amann) The committee resolved that:

- A Senior Citizens building should be a stand-alone building and not be combined into any sort of multipurpose centre.
- It strongly urges Council that Coffs Harbour urgently needs a prestigious, functional Performing Arts Centre to house the performing arts in the LGA, and not a multipurpose performance space.
- The process be reviewed by which the architects are being engaged to do the seniors multipurpose centre.
- The architects for the seniors multipurpose centre meet with Pamille Berg and the A&CDA Committee to review the Brelsford Park precinct.

CARRIED

MOTION 10

(Amann/Barnett) The committee resolved that it supported Options 1 and 2 of the memo from the Cultural Development Officer to senior management in answer to the request from Cr Gavin Smithers regarding Pamille Berg Consulting Pty Ltd reviewing cultural facilities.

CARRIED

The committee offered full support to the Jetty Theatre Manager and has invited the manager to attend the next A&CDA Committee meeting.

Attachment:

Memo to Senior Staff regarding Cr Gavin Smithers cultural facilities email (Dataworks IR 1217534).

NEXT MEETING

**MONDAY, 21 NOVEMBER COMMENCING AT 5.30 PM
COMMITTEE ROOM 2, COUNCIL'S ADMINISTRATION BUILDING
CNR COFF AND CASTLE STREETS, COFFS HARBOUR**

Meeting closed at 7.30 pm

ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETING

MONDAY, 21 NOVEMBER 2005

MINUTES

(There was no quorum for 19 September and 17 October 2005 Arts And Cultural Development Advisory Committee meetings.)

Meeting commenced at 5.30 pm

PRESENT: Cr Jennifer Bonfield, Cr Ian Hogbin, Shirley Barnett, , Gordon Amann, Richard Holloway, Becky Cole and Leigh Summers

IN ATTENDANCE: Malcolm McLeod

1. APOLOGIES

Steven Bush and Carole Hellmers

2. ADOPTION OF MINUTES

MOVED (Summers/Barnett) that the minutes of the meeting of 15 August 2005 be accepted as true and accurate record of the meeting and that the discussion notes of 19 September and 17 October be noted.

CARRIED

3. BUSINESS ARISING

3.1 Becky Cole resigned from the committee due to work commitments.

3.2 The General Manager (Acting) has agreed to invite Craig Milburn from Port Macquarie/Hastings to address Councillors, Senior Staff and the Arts and Cultural Development Advisory Committee on the funding model of the Port Macquarie Arts Precinct.

4. CORRESPONDENCE – IN/OUT

4.1 Letters to Michael Rodgers and John Arkan requesting their resignation from the committee.

4.2 Emails to prospective new members advising that the committee is not accepting new members at this time.

5. GENERAL BUSINESS

5.1 Items for Discussion

- Discussion occurred on the triple bottom line of Council and the possibility of a quadruple bottom line to be included in Councils sustainability assessment tool addressing cultural impacts and implications.
- Discussion occurred on the name change of the Coffs Harbour Arts and Craft Exhibition.

- Discussion occurred on the placement of art teaching institutions throughout the LGA.
- Discussion occurred on the name of a possible arts teaching and exhibition precinct.
- Discussion occurred on the Convention Centre consultancy.
- Discussion occurred on the Brelsford Park consultancy.
- Discussion occurred on the Harbour Master Plan consultancy.
- Discussion occurred on the Arts and Cultural Development Strategy consultancy.

5.2 Recommendations

MOVED (Bonfield/Barnett) that the Arts and Cultural Development Advisory Committee meetings are not minuted and ratified by the committee and recommendations are presented directly to Council.

CARRIED

MOVED (Barnett/Summers) that the Arts and Cultural Development Advisory Committee meet once a month for 10 months of the year excluding January and December.

CARRIED

6. NEXT MEETING

**MONDAY, 20 FEBRUARY 2006 COMMENCING 5.30 PM
COMMITTEE ROOM 2, COUNCIL'S ADMINISTRATION BUILDING
CNR COFF & CASTLE STREETS, COFFS HARBOUR**

Attachments:

Minutes 15 August

Discussion notes 19 September 2005

Discussion notes 17 October 2005

Meeting closed at 7.30 pm

S10 WORKS BRANCH REPORT.

Purpose:

To advise Council of the progress of construction and maintenance programs undertaken by Works Branch up to 17 February, 2006.

Capital Works Program:

1. Completed Works to 17 February 2006

- Road Rehabilitation - Nimbin Close Coffs Harbour (800m² rehab and asphalt)
- Gordon St Coffs Harbour - (680m² mill and place asphalt)
- Valery Road Bonville - (3420m²)
- Water / Sewer - North Bonville Sewer rising main (477m)
- Hayes Creek Sapphire - Rising sewer reuse 100m 50mm dia
- Parks and Gardens - West Marshalls access road to amenities block. (520m²) plus foundation preparation for amenities block
- Dust Sealing - Ellems Quarry Road (1320m²)

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

- Road Rehabilitation
 - Murphy Crescent, Coffs Harbour (150m² rehab, 1570m² reseal)
 - Ganderton Street Coffs Harbour (500m² rehab and asphalt)
 - MR151 6.1km west of Pacific Highway (1000m²)
 - MR 151 7.9km west of Pacific Highway (720m²)
 - MR 151 8.4km west of Pacific Highway (1800m²)
 - MR 120 First Ave Sawtell. (2400m²)
- Water / Sewer
 - Red Hill Reservoir drainage improvements (64m² gabions, surface drainage 25m 375mm dia and 100m dish drain, 1200m² grading and sealing of access road)
 - Hogbin Drive airport sewer rising main (1255m of 100mm upvc, 83m 100mm dia DICL) and reuse (690m of 150mm dia upvc, 66m of 150mm DIC)
- Sealed Roads Reseals - Various locations
- Darkum Rd - Traffic calming and cul-de-sac works. Kerb and gutter (70m), drainage 10m
- Northern Beaches Cycleways - Cycleway (3840m), stormwater drainage (20m) retaining wall (45m²)
- Footpaths - Minorie Drive (350m) 2.0m wide plus minor drainage
- PAMPS - Shephards Lane, Coffs Creek Bridge (130m footpath works, 15m culvert extension (450mm dia) and earthworks to widen embankment.

Cont'd

S10 - Works Branch Report (Cont'd)

Frequent and heavy rainfall events in January and February 2006 resulted in some lost time on the Capital Works program.

The Dust Seal program has been completed under budget due to the existing gravel depths being better than expected. To ensure that the maximum number of residents are benefited by the Dust Seal program the remaining funds are proposed for a dust seal on Old Upper Orara Road, Orara.

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 majority of the Bitumen Resealing Program is completed. Certain roads are still to be completed within the Coffs Harbour area.

2. Bridges – Major Repair Works

Structural repair works on Longs Bridge on Eastbank Road, Coramba is to be undertaken to remove a load limit imposed on the bridge earlier this year. These works will hold the bridge for one to two years when a bridge replacement will be required.

Three single span timber log bridges found on Woolgoolga Creek Road and Duffus Road are to be replaced with culverts and a bridge as part of the Bridges - Major Repair Works Program.

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 17 February, 2006.**
- 2. Allocates the remaining funds in the Dust Seal Program, \$25,000 to dust seal a segment of Old Orara Rd, Orara.**
- 3. 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: 17-Feb-06

Description	Revised Budget	Actual Expenditure	% Project Complete	% Costs Expended
Local Roads				
Sealed Roads Reseals	\$644,000	\$431,311	68%	67%
Sealed Roads Reseals - Asphalt	\$59,000	\$20,048	34%	34%
Sealed Roads Rehabilitation	\$1,015,000	\$641,287	56%	63%
Dust Sealing	\$160,000	\$134,071	95%	84%
Unsealed Roads Gravel Resheeting	\$126,014	\$118,936	95%	94%
Bray St Upgrade	\$478,000	\$516,626	100%	108%
Total:	\$2,482,014	\$1,862,279		
Federal Roads to Recovery				
Residential Street Rehabilitation	\$205,000	\$146,952	65%	72%
Gravel Resheeting	\$50,000	\$45,754	100%	92%
Sealed Roads Reseals	\$116,792	\$92,502	84%	79%
Total:	\$371,792	\$285,208		
Regional Roads				
3 X 3 Program	\$131,000	\$4,661	4%	4%
Regional Roads Repair Program	\$421,000	\$184,269	43%	44%
Total:	\$552,000	\$188,930		
Drainage				
Drainage Impts / Nuisance Flooding	\$220,000	\$111,314	50%	51%
Total:	\$220,000	\$111,314		
Bridges				
Major Repairs	\$187,958	\$9,323	6%	5%
Cathodic Protection (Fred Hanson Bridge)	\$200,000	\$0	0%	0%
Total:	\$387,958	\$9,323		
Footpaths / Cycleways				
Footpath Construction	\$405,636	\$151,453	46%	37%
PAMPS Footpath Works	\$64,645	\$704	1%	1%
Cycleway Projects	\$115,000	\$7,146	6%	6%
Total:	\$585,281	\$159,303		

S11 JETTY STRUCTURE

Purpose:

To report on the current condition of the Jetty structure and future structural maintenance works.

Description of Item:

At the Council meeting of 2 June 2005 Council requested a report be brought back on the status of the Jetty structure as to what Council's future liability should be and what funds are available to meet them.

In December 2005 Ardill Payne and Partners (Consulting Marine Engineers) were engaged by Council to undertake a condition assessment of the Jetty structure. The subsequent inspection entailed a visual underwater inspection and sounding of piles above water. The substructure was inspected with the assistance of an under bridge inspection unit which entailed visual bore hole and termite inspections.

The ensuing report was found to be consistent with the predictions of the condition assessment undertaken in 2001.

Based upon the two condition assessment reports undertaken in 2001 and 2006 in conjunction with documents provided by the NSW Department of Public Works the anticipated structural maintenance costs can be determined.

Major Structural Repairs

The Jetty's major structural components are:-

- Piles
- Wales and bracing
- Corbels and girders
- Deck
- Kerb logs

Of the major components found on the Jetty, piles represent the main maintenance requirements in the next 20 years.

The Jetty is supported by 364 piles of which 135 were replaced with new piles in 1996 and have an expected life of 40 years.

In general the rest of the jetty structure was reconstructed in 1996 using either new (expected life 40 years) or recycled timbers (expected life 20 years) with the exception of the new decking which has an expected life of 20 years provided the deck is regularly treated with a preservative oil.

The following schedule shows the anticipated component replacement following the 2005/06 inspection.

Inspection	Wales (m)	Girders (m)	Piles 2002	Piles 2006	Piles 2012	Piles 2017	Piles 2037
2001			10	79	71	84	119
2006	48	20		89	48	70	155

Cont'd

S11 - Jetty Structure (Cont'd)

An evaluation of the cost of replacing the piles is based upon the procedures set out in the maintenance manual provided by the Ardill Payne and Partners and is estimated at an average cost of \$6,000 per pile. The cost for pile replacement would vary depending on the number of piles replaced at any one time.

The table below summarizes the estimated major structural maintenance and component replacement cost of the Jetty structure.

<i>Year</i>	<i>Structural Inspections</i>	<i>Pile Repairs</i>	<i>Other Structural Repairs</i>	<i>Contingency @ 15%</i>	<i>Total</i>
2006	1 \$26,000	\$0	\$0	\$3,900	\$29,900
2007	0 \$0	89 \$534,000	\$57,000	\$88,650	\$679,650
2011	1 \$26,000	\$0	\$0	\$3,900	\$29,900
2012	0 \$0	48 \$288,000	\$120,000	\$61,200	\$469,200
2016	1 \$26,000	\$0	\$0	\$3,900	\$29,900
2017	0 \$0	70 \$420,000	\$0	\$63,000	\$483,000
2021	1 \$26,000	\$0	\$88,000	\$17,100	\$131,000
2026	1 \$26,000	\$0	\$218,000	\$48,000	\$280,600
2031	1 \$26,000	\$0	\$218,000	\$36,600	\$240,000
2036	1 \$26,000	\$0	\$178,000	\$30,600	\$234,600
2037	0 \$0	155 \$930,000	20 \$218,000	\$172,200	\$1,320,200

Sustainability Assessment:

The sustainability assessment is based on maintaining the Jetty structure in the same condition as when the care and maintenance was handed over to Council by the Department of Public Works.

- **Environment**

The historical Coffs Harbour Jetty is an iconic structure and rich in heritage value. The proposed works will be planned so as not to detract from the heritage appearance or value of the structure.

Prior to the structural repair works liaison with the Marine Parks Authority will be undertaken to ensure that the aquatic environment is considered and protected during the works.

Cont'd

S11 - Jetty Structure (Cont'd)

- **Social**

The community of Coffs Harbour identifies strongly with the Harbour precinct and particularly the historical timber Jetty. The jetty structure is used by the community and visitors as a recreational venue that is unique along the mid northern NSW coastline.

In maintaining the Jetty in a serviceable condition Council provides the Coffs Harbour residents with a facility in which the community can continue to have civil pride.

- **Economic**

The Jetty structure is an integral part of the Harbour precinct and attracts visitors to the Coffs Coast who contribute significantly to the local economy.

Management Plan Implications

Council has currently allocated \$1,000,000 within the 2006/07 Management Plan. This budget amount should be amended to \$680,000 to reflect the forecast expenditure as advised by Ardill and Payne's report December, 2005.

An application to the Department of National Heritage Trust for grant funding through the Heritage Assistance Program has been lodged, however Council has not yet been advised of the outcome of the application.

Other Issues:

During the 2006 inspections it was identified that the Jetty components between bents 24 and 29 had seen recent termite activity. Instructions have been issued to treat the affected sections of the Jetty, and a program of inspections and treatments will be undertaken by specialist contractors on an annual basis.

Implementation Date / Priority:

The structural maintenance works are planned to commence March 2007 subject to the lead time required to source and secure suitable pile timber.

Recommendation:

That:-

- 1. Council notes the report on the Coffs Harbour Historical Jetty regarding future structural maintenance requirements.**
- 2. Council allocates required maintenance funding as recommended in the Ardill and Payne, (Marine Consultants) report of December, 2005.**

S12 SEWER INFILTRATION / INFLOW MINIMISATION REPORT

Purpose:

To report on the status of the Inflow and Infiltration into the sewerage system and inform Council that letters will be issued to consumers in respect to illegal discharge to sewers.

Description of Item:

Coffs Harbour City Council has the same issues with Inflow and Infiltration (I/I) into an ageing sewerage network as all other water authorities. Problems caused by I/I include overloading the system, increased pumping costs and electrical power consumption, and overflows that can pollute the environment and affect public health.

An important part of the Department of the Environment and Conservation (DEC) Environmental Protection Licence for the sewerage system is to minimise inflow and infiltration which in turn will minimise wet weather sewage overflows.

Coffs Harbour City Council has engaged an industry expert to carry out a detailed study on the sewerage system inflow and infiltration, which is detailed in the Report by "Cadden & Associates Pty Ltd: *Sewerage System Assessment January 2006*".

The findings of the Cadden Report were:

- Council to continue to roll out the new telemetry network, which can be used for sewerage system flow monitoring, together with the use of rainfall gauges. Additional in-line flow monitoring should be installed and monitored at strategic points within the city.
- Council should purchase a Dynamic Hydrological Sewerage System Model. This will enable Council to identify and quantify major sources of inflow and infiltration and possible overflow points
- Council to use the model results in conjunction with an industry standard asset management system to target areas that will most effectively reduce I/I and overflow incidents. This will ensure that Council gets best value for money for its sewer rehabilitation work.
- Existing wet weather hydrographs indicate no significant slow response infiltration, but rapid inflow from unsealed manholes, damaged inspection shafts, illegal connection of stormwater to the sewerage system, and low gully traps. These allow stormwater drainage into the sewer.
- Council may be able to quickly address the greater part of rapid inflow by inspections and issue of notices for infringements by landholders who are illegally discharging stormwater to the sewerage system.

Sustainability Assessment:

- **Environment**

The discharge of stormwater to sewers causes overloading of the sewerage system, which can result in discharge to the environment and the pollution of waterways.

Cont'd

S12 - Sewer Infiltration / Inflow Minimisation Report (Cont'd)

The reduction of rapid inflow from illegal connections will greatly reduce the amount of storm water entering the system. The introduction of dynamic modelling and data collection will enable the targeting of potential overflows or overloading of the system. This will enable Council to address possible overflow points and prevent the discharge of polluted water to the environment. This will help protect the City's waterways and the ecosystems that rely on them.

- **Social**

The discharge of raw sewage to the environment is socially unacceptable to the community. Not only does it cause environmental problems, but could be dangerous to public health, and cause unsightly overflow residuals.

The system of rapid inflow reduction, data collection, modelling, inflow and infiltration repair work and system upgrades will help to remedy the problems, reduce customer complaints, and be welcomed by the public.

- **Economic**

The cost for the monitoring and modelling software is accounted for in the sewerage budget to 2005/2006 and falls within the Management Plan. The cost for work resulting from the modelling has been included in the Management Plan, and the Sewerage Strategic Business Plan.

The illegal discharge of stormwater to sewers means that systems may be required to be designed to cope with higher flows, which result in higher capital costs, higher operating costs (eg electricity for pumping) and higher treatment costs.

If Coffs Harbour Council did not address these issues:

- there may be possible DEC breaches, and resultant fines.
- there will be additional operation and maintenance costs.

Related Policy and / or Precedents:

Inflow and Infiltration Study

Work carried out will conform to the requirements of NSW EPA (now included in the Department of Environment and Conservation) "Licensing Guidelines for Sewage Treatment Systems July 2003"

The new license requirements require a sewerage system operator to understand the performance characteristics of a sewerage system under all possible flow conditions now and into the foreseeable future. It also requires the operator to identify all points of possible overflow and surcharge, both controlled and uncontrolled, the operational characteristics of these overflows and the risks they pose to the environment, both marine and urban, in the event of their operation. The development of a dynamic sewer model will enable Council to fulfill these requirements.

Council can develop a long-term strategy to address the issues identified, which can be negotiated with the EPA to obtain a long-term license to operate the sewerage system.

Cont'd

S12 - Sewer Infiltration / Inflow Minimisation Report (Cont'd)

Notices to Owners

Clause 42, Part 3 (Sewerage and Drainage) of the Local Government Act 1993 – Regulations,

“For the purposes of section 638 of the Act (Discharge of prohibited matter into sewer or drain), the following substances are prohibited matter.....

- f) roof, rain surface flood, seepage or subsoil water*
- g) other substances that the council believes are likely to damage the sewerage system or injure those council employees.”*

Section 638 of the Local Government Act 1993 states that any person in breach of this regulation

“is guilty of an offence. Maximum penalty: 20 penalty units”

A penalty unit is valued at \$110 so the maximum penalty for each breach of this regulation is \$2200.

Order No. 5 can be issued to an owner under Section 124 of the Local Government Act. This order requires the owner:

“To take such action as is necessary to bring into compliance with relevant standards or requirements set or made by or under this Act:

- h)sewerage system on premises.”*

It is therefore illegal to discharge stormwater to Council's sewerage system and the Local Government Act enables Council to insist that landowners remedy any internal drainage that may create problems with Council's sewerage system.

Implementation Date / Priority:

The Sewerage System Assessment Report has been completed. The purchase of modelling software, flow gauging and data evaluation will begin in April 2006.

Recommendation:

- 1. That Council note Coffs Harbour Water will continue to install new telemetry with sewer flow monitoring capability as well as collect extra data on sewer flows at strategic locations throughout the system and relating these to weather conditions.**
- 2. That Council note Coffs Harbour Water will purchase an industry standard sewer hydraulic modelling software package that can be calibrated to replicate the operation of the sewerage system. This will be used to determine the operational performance characteristics and to examine options to bring the system to an acceptable operational standard.**
- 3. That Council note that this approach is more cost effective by fully utilising the existing infrastructure and targeting the work that only needs to be done. The approach is acceptable to the NSW EPA.**
- 4. That the Council note that letters will be sent to various consumers that are illegally discharging stormwater to the sewerage system.**

S13 TENDERS : APPOINTMENT OF PANEL OF TECHNICAL ADVISERS FOR THE COFFS HARBOUR INFRASTRUCTURE PROGRAM ALLIANCE

Purpose:

To report on tenders received for the Panel of Technical Advisers who will advise Council on specialist areas within the proposed Coffs Harbour Infrastructure Program.

Description of Item:

Coffs Harbour City Council is about to commence a significant program of infrastructure work. The program includes augmentation of Coffs Harbour Water Reclamation Plant (capacity and quality upgrade) and the provision of a new water treatment plant for the City. It is proposed to undertake this work under a single alliance contract.

A need was identified to appoint specialist process and operational consultants to assist Council by providing advice during the delivery of the new water and wastewater infrastructure and then supporting Council's operations after delivery. It was determined that the needs of the project would be best met by shortlisting a panel of suitably qualified advisers who may be invited to provide services during the alliance, as well as in the initial years of plant operation. As such it was determined that the panel would remain in place for five years.

Tenders were called in local and capital city newspapers and closed at 3:30pm on Tuesday, 17 January 2006.

Proposals were sought for the following categories of advice:

- a) Wastewater process advice
- b) Water treatment process advice
- c) Biosolids process adviser
- d) Operator training advice
- e) Operations, maintenance and asset management systems.

The tender sought specialist consultants who are well credentialed, experienced and highly respected in their specialised field. These advisers will only be utilised when their expertise will add value to the Alliance. Acceptance of a consultancy does not commit Council to a minimum or maximum engagement.

Proposal submissions were received from 13 consultancy companies from throughout Australia and New Zealand. They are listed as follows:

- Burns and Roe Worley
- Cardno
- City Water Technology
- Envidan Australia
- Gene Engineering
- Hunter Water Australia
- JWP
- KBR

Cont'd

S13 - Tenders : Appointment of Panel of Technical Advisers for the Coffs Harbour Infrastructure Program Alliance (Cont'd)

- MJM Environmental
- NSW Department of Commerce
- Odour Control Systems
- Opus
- Zemek Environmental.

Most companies submitted candidates for several or all of the panel positions.

Candidates were evaluated on the following criteria

- a) Previous relevant experience
- b) Ability to add value to the Alliance or to Council
- c) Availability (for consultants associated with the Alliance Selection and Design/Construction/Commissioning Stages)
- d) Value for Money

Below is the shortlist of candidates in order of preference of engagement. It is proposed that Council will select a consultant from the top of the list, subject to availability, and move down the list when consultants are not available. Also some consultants have specialist expertise in different processes etc, and these consultants may be involved in specific areas.

Wastewater Process Advice

1. Rob Pearson (Envidan Australia)
2. Peter Zemek (Zemek Environmental)
3. Graham Gloag (JWP)
4. Ted Cusack (KBR)
5. Peter Dennis (Hunter Water Australia)

Water Treatment Process Advice

1. Bruce Murray (City Water Technology)
2. Paul Thompson (Hunter Water Australia)
3. Peter Beswick (Cardno)
4. Artur Majerowski (MJM Environmental)
5. Peter Dennis (Hunter Water Australia)

Biosolids Process Advice

1. Joe Turco (Gene Engineering)
2. Rob Pearson (Envidan Australia)
3. Ted Cusack (KBR)
4. Chris Morris (JWP)
5. Peter Dennis (Hunter Water Australia)

Cont'd

S13 - Tenders : Appointment of Panel of Technical Advisers for the Coffs Harbour Infrastructure Program Alliance (Cont'd)

Operator Training and Advice

1. Fran Gilroy (Envidan) [wastewater process]
2. Ken Newton (Hunter Water Australia) [wastewater]
3. Darren Bailey (Hunter Water Australia) [water]
4. Peter Beswick (Cardno) [water]
5. Graham Gloag (JWP) [wastewater process]

Operations, Maintenance and Asset Management Systems

1. Peter Buckland (Hunter Water Australia)
2. Darren Bailey (Hunter Water Australia) [water]
3. Fran Gilroy (Envidan) [wastewater]
4. Aneurin Hughes (Cardno) [Asset Management]
5. Steve Blanshard (Hunter Water Australia)

Sustainability Assessment:

- **Environment**

The sections of the Coffs Harbour Infrastructure Program involved with this engagement relate to providing:

- An innovative, robust, economical and functional plant to treat the City's wastewater to the high standard that the community has demanded, and
- A plant that will provide a consistent, safe, multi-barrier drinking water supply for the City.

The wastewater reclamation plant will treat the City's sewage to a standard that can sustainably be reused, or released back to the environment through the Deep Sea Release. Solid byproducts of the process will be further treated and sustainably reused.

The byproducts of the water treatment plant will also be able to be reused.

These projects are being constructed to enhance the local environment and public health. The engagement of specialist advisers will ensure that the projects reach the objectives of Council.

- **Social**

The Wastewater Reclamation Plant has been the subject of an EIS as part of the Sewer Strategy. The community, through consultation in the EIS, has accepted the reconstruction and upgrade of the Plant.

The Water Treatment Plant has been a long awaited addition to Council's Infrastructure to minimise the occurrences of substandard drinking water. An environmental assessment will be part of the Alliance contract with further consultation occurring at that time.

These engagements will have little social impact on the local community other than to facilitate the construction and operation of the two socially acceptable treatment plants.

Cont'd

S13 - Tenders : Appointment of Panel of Technical Advisers for the Coffs Harbour Infrastructure Program Alliance (Cont'd)

- **Economic**

The tendered sums exclude GST and are a net cost to Council. Travel and accommodation costs are also applicable to these engagements. The shortlisted consultants' rates are included in the Confidential Attachment of this report

Expenditure under this contract has been accounted for in the 2005/2006 and future Sewerage Capital Budget and costs are within market values.

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 scoring is included in the Confidential Attachment.

Statutory Requirements:

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

Assessment of the Tenders is contained in the attached confidential supplement.

Implementation Date / Priority:

It is proposed to engage two consultants upon resolution of Council to advise in the waste water and water process sections. These individuals will attend the alliance selection workshops.

The panel of technical advisers will remain in place for five years in order to be able to advise through Alliance selection, design, construction, commissioning and the first few years of plant operation.

Recommendation:

- 1. The shortlisted panel members in each category as listed above, be engaged as Technical Advisers, subject to necessary insurances being in place and liability arrangements being appropriate, because:**
 - a) The consultants have the highest scoring tenders 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**
- 2. Rob Pearson (Envidan) and Bruce Murray (City Water Technology) be immediately engaged to act as wastewater process adviser and water treatment process adviser respectively, and for these individuals to attend the alliance selection workshops (subject to availability).**
- 3. That the contract documents be completed under Seal of Council**

Geoff Newton
Director of City Services (Acting)