



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

COUNCIL CHAMBER

COUNCIL ADMINISTRATION BUILDING

COFF AND CASTLE STREETS, COFFS HARBOUR

14 DECEMBER 2006

**Commencing at the conclusion of
Land Use, Health & Development Committee**

Contents

ITEM	DESCRIPTION	PAGE
CITY SERVICES DEPARTMENT REPORTS		
S72	MINUTES OF THE ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 18 SEPTEMBER 2006	1
S73	COMMUNITY PARTNERSHIPS - THE CANCER COUNCIL	13
S74	CULTURAL COMMITTEE STRUCTURE	16
S75	TRAFFIC COMMITTEE MEETING NO. 9/2006	19
S76	LOAD LIMIT TO HOULAHANS BRIDGE, DAIRYVILLE	38
S77	OPERATIONS BRANCH REPORT	40
S78	COFFS HARBOUR WATER TREATMENT PLANT	44
S79	COUNCIL'S DRAFT TRADE WASTE POLICY	46
S80	TENDERS: REPAIRS TO STAIRWELL NO. 3 CASTLE STREET CAR PARK	49
S81	TENDER: PLANT REPLACEMENT PROGRAM - SUPPLY OF ONE LANDFILL COMPACTOR, CONTRACT 06/07-278-TO	60



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

14 DECEMBER 2006

Mayor and Councillors

CITY SERVICES DEPARTMENT REPORTS

S72 MINUTES OF THE ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 18 SEPTEMBER 2006

Purpose:

To present the minutes of the Arts and Cultural Development Advisory Committee (A&CDAC) meeting held on 18 September 2006. The meetings of 16 October and 20 November 2006 were cancelled due to the lack of a quorum.

Description of Item:

Arts and Cultural Development Advisory Committee met on 18 September 2006. The minutes of this meeting are attached.

Sustainability Assessment:

- **Environment**

There are no environmental impacts.

- **Social**

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

- **Economic**

Broader Economic Implications

There are no broader economic implications.

Cont'd

S72 Minutes Of The Arts And Cultural Development Advisory Committee Meeting Held On 18 September 2006 ...(Cont'd)

Management Plan Implications

There are no management plan implications.

Consultation:

Arts and Cultural Development Advisory Committee.

Issues:

The meeting held on 18 September 2006 recommended that:

- The A&CDAC met with George Gallagher in regards to Brelsford Park. A letter was written to Council's General Manager (copy attached). The General Manager has indicated that the committee would have the opportunity to meet with George Gallagher in the future.
- The A&CDAC would look into the fair allocation of cultural budgets. The CDO passed the committee's request into budget allocation to the General Manager. This is under consideration.
- The A&CDAC would look into the restructure of this and other Council cultural committees. A report on these issues is with Senior Staff for consideration.
- The A&CDAC supports the recommendations in the tabled Sportz Central Carman debrief as supplied by the Coffs Harbour Regional Conservatorium (copy attached).

Recommendation:

That Council note the minutes of the Arts and Cultural Development Advisory Committee meeting held on 18 September 2006.

Attachments:

IR 1495591

ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETING

18 SEPTEMBER 2006

MINUTES

Meeting commenced at 5.30 pm

PRESENT: Cr Jenny Bonfield, Cr Ian Hogbin, Gordon Amman, Shirley Barnett and Carole Hellmer

IN ATTENDANCE: Cr Gavin Smithers and Malcolm McLeod

1. APOLOGIES

John Arkan

2. ADOPTION OF MINUTES

MOVED. (Bonfield/Hogbin) that the minutes of the meeting held on 19 June 2006 be accepted as a true and accurate record of the meeting.

CARRIED

3 BUSINESS ARISING

3.1 Discussion occurred on Hogbin Drive Bridge Public Art. Councillors Bonfield, Hogbin and Smithers will bring up the question of public art on the Hogbin Drive Bridge at the next Council meeting.

3.2 A resolution was passed to request George Gallagher to meet committee in regards to Brelsford Park.

MOVED (Bonfield/Amman) that a letter be forwarded to the GM to request that George Gallagher meet the committee to discuss Brelsford Park.

CARRIED

3.3 Extensive discussion occurred on Cherelle Brooke meeting with the committee to discuss landscaping for Brelsford Park. Cherelle has been asked by the CDO to address the committee, still waiting a reply.

4. CORRESPONDENCE - IN/OUT

In

- Tabled report from Jetty Theatre Manager
- Sportz Central Report
- Richard Holloway's Resignation

Out

- Letter to GM for committee to meet George Gallagher

5. GENERAL BUSINESS

- 5.1 A vote of thanks was extended to Richard Holloway for his input into the Arts & Cultural Development Advisory Committee.

A resolution was passed that a letter of thanks would be forwarded to Richard Holloway.

MOVED (Bonfield/Amman) that a letter of thanks be forwarded to Richard Holloway for his input into the Arts & Cultural Development Advisory Committee.

CARRIED

- 5.2 Extensive discussion occurred on the restricting of cultural committees.
- 5.3 Extensive discussion occurred on the Cultural reports that will go to Councillors for briefing.
- 5.4 Extensive discussion occurred on the refunding of ticket monies from the Jetty Theatre to groups from ticket sales.
- 5.5 Extensive discussion occurred on the tabled report from the Jetty Theatre. It was suggested that a percentage be formulated on local and professional usage of the theatre.
- 5.6 Discussion occurred on the fair allocation of sport and cultural budgets and the Jetty Theatre budget allocation.
- 5.7 Shirley Barnett discussed the fact that CHATS made a profit of \$1,200.00 from the last production. This was from canteen profit and without it they would not have made a profit. Shirley also said that the local groups have cancelled all performances till the ticketing and canteen concerns are resolved to their satisfaction.
- 5.8 Discussion occurred on running Graffiti Art Workshops and having wall-art in the LGA to cover Graffiti Tags.
- 5.9 Discussion occurred on the debriefing of the production of Carman that was performed at Sportz Central. The committee noted that although Sportz Central worked for Carman it can never be regarded as an alternative to a purpose built Performing Arts Centre.
- 5.10 Discussion occurred on the need for the Coffs Harbour Conservatorium to look at a new purpose built building.
- 5.11 Discussion occurred on looking at costing to improve Sportz Central for performances. A resolution was passed that the committee support upgrades to Sportz Central.

MOVED (Amman/Hellmer) that the committee supports the recommendations in the tabled debrief on Sportz Central.

- 5.12 The committee agreed that Carole Hellmer, Susan Clarke and the CDO would assess the Arts and Cultural Small Grants round and send the information to the committee.
- 5.13 The CDO gave an update on the Gateway Statements, Muttonbird Island, Arts Law Workshops, 805 Squadron, Maritime History of the Coffs Coast and Duyfken.
- 5.14 The committee agreed to change meeting times to 5.30 pm.

6. NEXT MEETING

**MONDAY, 16 OCTOBER 2006 COMMENCING AT 5.30PM
COFFS HARBOUR CITY COUNCIL CHAMBER
COUNCIL'S ADMINISTRATION BUILDING
CNR COFF AND CASTLE STREETS, COFFS HARBOUR**

Meeting closed at 6.45 pm

Attachments:

- Jetty Theatre Manager's Report
- Sportz Central Report
- Letter to GM for Committee to meet George Gallagher
- Richard Holloway resignation

CARMEN de Brief

**MEETING
TUESDAY 29 AUGUST 2006
SPORTZ CENTRAL**

PRESENT:

Adrian Pickup, Manager SportzCentral
Wendy Lord-Smith, Coffs Harbour City Council
Andrew Cleary, Jetty Memorial Theatre
Carol Hellmers, Director Coffs Harbour Regional Conservatorium

AGENDA:

The purpose of this meeting was to discuss the presentation of the Oz Opera production of Carmen by Coffs Harbour Regional Conservatorium in the Sportz Central venue, with a view to identifying issues to be addressed for future arts productions.

The meeting opened with a vote of sincere thanks from Carol Hellmers to Adrian Pickup, Manager of Sportz Central for his wonderful support of the event. It was noted that Adrian put in a considerable number of extra hours of work to make this event possible.

It was also noted that a huge amount of work was done by Adrian, Les and Peter, along with Carol Hellmers herself, to transform the stadium into a performing arts venue.

This work included:

- Taking down the main court net – thanks to Coffs Airport for the use of the scissor lift
- Moving chairs out of the main stadium and foyer areas
- Putting in audience seating – with chairs borrowed from Orara High School
- Installing under seat lighting on fixed seating to comply with POPE
- Setting up dressing rooms for opera singers
- Setting up tables for serving of refreshments
- Moving vending machines
- Clearing snack bar area to use as a ticket office

The details of the work undertaken to transform a sporting venue into an arts venue was discussed and recorded as follows:

9 th August	Site visit by Oz Opera Adrian Pickup and Carol Hellmers in attendance Main Court net taken down	1 hour 3.5 hours (finish time 1am) 2 persons required
10 th August	Bump-in and stage build Rehearsal Box Office opened Front of House opened Performance Bump out Main court net put back	8am – 5pm 9.5 hours 5.30pm 6.30pm 7.30pm 8-10.30pm 10.30pm – 2am Finish time - 3.30am 4 persons required

Carol Hellmers engaged 7 men to assist Oz Opera with the bump-in, stage build and bump-out at a total cost of \$2,375.

It was noted that the Conservatorium also:

- Engaged SES crew to manage the traffic flow and car parking at a cost of \$200
- Engaged St Johns Ambulance to be in attendance at a cost of \$200
- Engaged 6 front of house staff – volunteers from the Conservatorium

These additional supports ensured a safe and efficient management of the more than 630 persons attending the event.

Feedback from the Production Manager and Tour Manager of Oz Opera was extremely positive. They expressed a view that the organisation, the crew and staff for this production were the best that they had encountered on their 9 week tour to date. With only a couple of shows left on the tour, this was high praise.

Discussion then ranged to aspects of the event that would lead to improvement for other such arts events in the Sportz Central facility. The following recommendations were noted and agreed by the meeting:

Recommendation 1

That the main court net be fitted with carabina clips and a pulley system to allow for easier disassembly. It was estimated that this would halve the time taken on this aspect of the logistics.

Recommendation 2

That there be consideration given to an increase in the management fee/contract payable, in consideration of the additional hours and labour costs required to present such events in the future.

Recommendation 3

That lighting be permanently fixed to the raised seating.

Recommendation 5

That lighting bars be installed in the ceiling of the main stadium to facilitate lighting design of future productions. Andrew Cleary to advise further.

Recommendation 6

That additional 3 phase power outlets be installed. There is currently only one outlet. The Carmen production required 2 and a generator had to be hired at 24 hours notice. Andrew Cleary and Adrian Pickup to advise on location.

Recommendation 7

The toilet facilities proved to inadequate for the volume of people making use of them during the interval of 20 minutes, particularly for the ladies. It is strongly recommended that the Stage 2 proposal for the venue include an upgrade of the toilet facilities. The use of port-a-loos was discussed but it was agreed that due to the number of elderly people who attend such arts events and the high potential for rain, that any outdoor toileting facility would be inappropriate.

Recommendation 8

As an interim measure and a way of increasing audience comfort prior to commencement of any such future event, that a cover be built from the front of the existing building to the footpath. On a permanent basis that the foyer/entry be expanded to cater for large audience numbers for the prevention of patrons getting wet, for the intermission period, for a production marketing and sales area and an enlarged canteen/kiosk for food and drink sales.

Recommendation 9

The PA system needs to be replaced.

Recommendation 10

That quality seating is purchased for the flat floor area.

As a final comment, Carol Hellmers noted that the Jetty Memorial Theatre electronic ticketing service was highly successful. Not only was the system able to deliver the quantity of ticketing with multiple pricing structures (4 levels of reservation plus discount), but the booking service was offered on-line, via phone and in person facilitating many "out of town" bookings. The service was managed efficiently, trouble free and with grace by both Sharna St Leon and Andrew Clearly. Carol Hellmers expressed her sincere thanks to them both.

The production of Carmen was very successful and significant in the cultural development of Coffs Harbour, and the acquisition of the POPE Licence for Sportz Central made this event possible. However, this success should not in anyway lead Coffs Harbour City Council to the belief that it does not need a dedicated performing arts centre. Oz Opera is unique in its presentation in unusual venues, but many quality events will still not tour to Coffs Harbour without an appropriate arts venue.

The final and long-term recommendation is that a performance venue, with a seating capacity of 800 to 1,000 be acknowledged and acted upon as a HIGH PRIORITY in Council's development plans for this City.

JETTY MEMORIAL THEATRE REPORT

Australian Performing Arts Association (APACA)

The theatre is a member of APACA the peak national body of theatres and performing art centres which conducts an annual conference each year. I have attended two conferences one in 2005 & 2006. Through this attendance I have had the opportunity to network with theatre managers across the country. The benefits of networking with over a hundred performing arts venue managers, industry funding bodies, and representatives from the Australian theatre industry is invaluable. This is a wonderful opportunity to meet with colleagues to discuss operational issues, develop touring programmes etc

This has been invaluable time spent developing professional relationships particularly with our neighbours of the north Coast from Newcastle to Lismore.

The Jetty Theatre is now on the National Theatre Map.

Programming

The developments at the Jetty Theatre over the last twelve months have included a diverse program of professional touring shows presented by CHCC. The most recent programming has been driven by the need to identify and begin to understand the makeup of the local theatre audience. Exposing the Coffs Coast community to a range of diverse contemporary Australian theatre has assisted the commencement of an audience development strategy and provides theatre management a basis for future programming. Programming plans include the intention to establish a professional subscription series to be offered to patrons commencing in 2007.

The Coffs Community has supported the new directions in programming and delivery of service through excellent attendances at all performances. During the period from May 1 – July 1 2006 CHCC presented six shows averaging sales of 85% with some selling out.

Long Paddock

Long Paddock is a national touring product selection process held twice a year where venue managers meet and discuss presentations by producers and promoters. The tours are devised and funded by the Australia Council through the Playing Australia program. Through this process Coffs Harbour has access to Australia's finest performing companies. A touring programme of some twelve companies is currently being devised for 2007 Jetty Theatre Season that will include a subscription season.

Ministry of the Arts

I meet with Michael Goss from the Ministry in April and discussed the need for further development at the theatre and the potential support there may be from the ministry with funding. Regional Arts through Richard Holloway have offered great support to the theatre through advise and introductions to many funding institutions which will continue to be lobbied. An application to the ministry was lodged in April to assist with the funding of the provision of an office at the theatre funding announcements are made in November.

Box Office

With the introduction of the ticketing system and Jetty Theatre Box Office the theatre is now open five days per week plus performance times. This raises the profile of the theatre to local residents Coffs Coasts visitors, who constantly pop in to see what is on.

Aside from the ticketing benefits this service offers the patron improved customer service through providing informed theatre and performance knowledge. This provides theatre staff' direct contact

with the audience from the commencement of the theatrical experience their role is to develop audiences through their service provision.

The collection of data of patrons has commenced which will assist with further audience development strategies. The mailing list has grown from approximately 30 767 and 380 email users receiving theatre updates every few weeks.

Data shows the current catchment for the theatre spans from Mclean in the north to Stewarts Point in the South. 6500 tickets have been sold since May 1 with 80% using credit cards and 20% using the internet.

Staffing

The theatre currently supports one permanent staff - a manager, a casually employed technical operator with support staff regularly engaged along with weekly contribution of volunteers. The recruitment and training of new volunteers is ongoing, with the view to expand staffing to include an arts administration trainee position and make permanent the technical position.

Procedures and Policy

Policies and procedures are continually being developed in relation to a range of operational issues. A sponsorship policy is currently being drafted so as funds may be acquired through the commercial sector to enable some of Australia's major performing arts companies including Sydney Theatre Company, Bangarra Dance Company, Company B, Sydney Symphony, Bell Shakespeare to travel to Coffs Coast.

Works in Progress

Application has been made for a Governor's liquor licence. Council has made this application following a number of requests from audiences for this capability. Revenue generated by sales will go to offset the running costs of the theatre.

A theatre logo and visual identity is currently being developed which will allow for clear branding of the building and all promotional materials. This development will support a marketing brochure sent out to national promoters and producers in the view to further establish the Jetty Memorial Theatre Coffs Harbour on the touring calendar.

Youth drama classes are being developed with the view to establish an ongoing youth theatre program. I am currently meeting with the local professional drama teachers and lectures to discuss complimenting the syllabus by providing external training

Our Ref: 1478693

19 September 2006

Mr S Sawtell
General Manager
Coffs Harbour City Council
Locked Bag 155
COFFS HARBOUR NSW 2450

Dear Mr Sawtell

At the meeting of the Arts and Cultural Development Advisory Committee meeting held on 18 September 2006 it was requested by the members present that the committee has input into any future discussions of the Brelsford Park precinct.

The committee requests that it is involved in discussions with George Gallagher on Brelsford Park when Mr Gallagher is next in Coffs Harbour. This would allow the committee to have input into the project from the outset and to bring to the table the experience and knowledge of the community representatives on the committee.

Thank you for this consideration.

Yours faithfully

Malcolm McLeod
on behalf of Jennifer Bonfield, Chair
Arts and Cultural Development Advisory Committee

MKM:ajk

From: Richard Holloway
Sent: Monday, 17 July 2006 12:16:34 PM

To: Malcolm McLeod

Subject: AC Advisory Meet

Hi Malcom,

Could you please read the following at the AC Advisory Meeting this evening:

Dear Colleagues,

" Please accept my apologies for this meeting. As a regional cultural development worker, providing service over seven LGAs I am finding it increasingly difficult to attend on a regular basis. There are now six Council arts committees across the region we serve and I have decided to reduce attendance on a regular basis to a 'needs basis....i.e. where there is a clear reason for our involvement I would be happy to attend where possible on invitation and provide requested input into an issue, project or decision etc. If possible, as an ex-officio member, and to be able to provide support between meetings, I would be very grateful to receive the minutes and work directly with Council's cultural staff."

Warm regards,

Richard Holloway
Regional Arts Development Officer
CEO Arts Mid North Coast Inc
C/- Coffs Harbour Education Campus
Hogbin Drive
Coffs Harbour NSW 2457
Ph: 02 66589400 Fax: 02 66589411
Mobile: 0427 256 719
Email: arts@midcoast.com.au
Web: <http://www.artsmidnorthcoast.org>

Subscribe to the Arts Mid North Coast Fortnightly E-Bulletin
<http://www.artsmidnorthcoast.org>

I am using the free version of SPAMfighter for private users.
It has removed 1267 spam emails to date.
Paying users do not have this message in their emails.
Try SPAMfighter for free now!

Purpose:

To request Council enter into a Community Partnership with The Cancer Council.

Description of Item:

Council at its meeting of 2 November 2006 considered a "Matter of an Urgent Nature" which related to NSW Cancer Council. The item stated that:

"Councillor Ovens requested that Council consider entering into a community partnership with The Cancer Council of NSW."

The General Manager advised that a report would be brought back to Council on the matter."

This report is in response to approaches by The Cancer Council requesting that Council enter into a formal arrangement under the Community Partnership Program.

Council has been working with The Cancer Council on an informal basis for some time through a range of activities. These include: Relay for Life, Daffodil Day and other fundraising activities as well as cancer information stands placed in the libraries.

Local Councils do not have control over spending in hospitals on Medicare but there are many ways they can help to reduce the impact of cancer on their communities. They are well placed to provide a real boost to the wellbeing of their staff and the local community.

Sustainability Assessment:

- **Environment**

There are no environmental impact issues in relation to this issue.

- **Social**

Council entering into a Community Partnership with the Cancer Council and supporting its various advocacy campaigns will have far reaching benefits, not just for staff but for the whole community. Council can impact greatly in making people aware of the issues, services and prevention of one of the diseases which can have a negative affect on a whole range of people.

- **Economic**

Broader Economic Implications

The broader economic implications are hopefully that as a result of education and awareness programs, the burden on the health system may be reduced.

Cont'd

S73 Community Partnerships - The Cancer Council ...(Cont'd)

Management Plan Implications

The financial implications for Council are minimal given that in-kind support is already provided for activities such as the Relay for Life. However, investigation could be undertaken in the cost effectiveness of purchasing sun cancer preventative products from The Cancer Council.

Consultation:

Council's Occupational Health & Safety Committee considered the issue of Council entering into a Community Partnership with The Cancer Council at their meeting on 4 October 2006. Their recommendation was:

"That the Occupational Health & Safety Committee recommend Coffs Harbour City Council become a Cancer Council Community Partner subject to further investigation of Council's commitment."

Related Policy and / or Precedents:

Similar partnerships by other organisations may be requested of Council in the future. This report will be used as a guide in relation to these proposals. The investigation of any exceptional circumstances including perceived financial impacts will be undertaken before approval by the General Manager.

Statutory Requirements:

There are no statutory requirements in relation to this matter.

Issues:

The Cancer Council NSW has approached Local Governments across NSW requesting that they enter into a community partnership: a formal relationship which affirms Council's commitment to reduce the impact of cancer in the local community by:

- Learning about and adopting new policies that will lead to a reduction in the incidence of cancer.
- Supporting The Cancer Council advocacy campaigns that benefit the residents of the community.
- Using Council communication channels, venues, staff and networks to disseminate The Cancer Council health promotion.
- Assist The Cancer Council in their provision of education and support programs.
- Supporting The Cancer Council in their efforts to raise money in the local area.

When Council becomes a Community Partner, The Cancer Council NSW will provide materials, draft policies and a suggested range of activities free of charge. Each year new programs will be developed to help educate and support Council, their residents and their staff. This includes the provision of cancer information and support centres in local libraries and advice on skin cancer prevention for the staff and the community. The Cancer Council will provide information updates on a six monthly basis on all new programs so that Council can determine which activities it wishes to participate in.

Cont'd

S73 Community Partnerships - The Cancer Council ...(Cont'd)

As a Cancer Council Community Partner Council will have access to additional Cancer Council programs and activities, regular updates about new programs and informed advice on issues such as healthy workplace policies.

The benefits of Council becoming a Community Partner with The Cancer Council are numerous and will have a far reaching effect not only for Council staff but for the whole community.

Implementation Date / Priority:

Implementation to be as soon as possible.

Recommendation:

That Coffs Harbour City Council become a Cancer Council Community Partner and undertake to help lower the impact of cancer in the community by:

- 1. Learning about and adopting new policies that will lead to a reduction in the incidence of cancer.**
- 2. Supporting The Cancer Council advocacy campaigns that benefit the residents of the community.**
- 3. Using Council communication channels, venues, staff and networks to disseminate The Cancer Council health promotion.**
- 4. Assist The Cancer Council in their provision of education and support programs.**
- 5. Supporting The Cancer Council in their efforts to raise money in the local area.**
- 6. Provide it is cost effective, purchase sun cancer preventative products from The Cancer Council; and further**
- 7. That the Community Services Branch be The Cancer Council's first point of contact for this community partnership.**

S74 CULTURAL COMMITTEE STRUCTURE

Purpose:

To recommend to Council a review of the cultural committee structure.

Description of Item:

Over many years Council has utilised management/consultative/advisory committees to facilitate community input into decision-making. These committees have served to assist and advise in relation to both facility development and also issues based progress. Some times this has been a frustrating role for members of the committees as plans often take some time to come to fruition. In some cases plans are not implemented for a range of reasons and this too can be difficult for members involved in the project.

Specific forums, focus groups and other consultative methods have also been used over time to provide community input.

In relation to specific cultural committees as at September 2006 Council has in place a:

- Regional Gallery Advisory Committee
- Jetty Memorial Theatre Advisory Committee
- Arts and Cultural Development Advisory Committee
- Bunker Cartoon Gallery Advisory Committee

There is currently no structural representation from the community to guide the future directions and development for the Museum.

Currently each of these committees has a role and membership structure. These roles and structures may not best meet Council and the community needs in relation to future cultural development and the new vision of the city.

Sustainability Assessment:

- **Environment**

There are no environmental impacts in relation to this report.

- **Social**

The effective operation of advisory committees is essential to ensuring the appropriate development of cultural facilities, services and events for the city.

- **Economic**

Broader Economic Implications

There are no broader economic implications.

Cont'd

S74 Cultural Committee Structure ...(Cont'd)

Management Plan Implications

There are no management plan implications.

Consultation:

In part this matter is as a result of concerns raised in relation to recent developments at the Jetty Memorial Theatre. While it is clear that matters were discussed with the advisory committee, questions have been raised regarding its makeup, role relationship to other committees and the flow of information.

Extensive consultation regarding the committee structure will be required.

Related Policy and / or Precedents:

There are no specific policies or precedents.

Statutory Requirements:

There are no specific statutory requirements in relation to this.

Issues:

A number of issues/questions need to be considered in relation to the committee structure. They include:

- Under the new vision what does Council want from its cultural related committees?
- What are the roles of these committees?
- What is the best structure to meet the needs and roles?
- How can these best be articulated to the community?
- What is the most appropriate makeup of these committees to address the needs and roles and ensure effective two way information flow?
- How can the operational responsibilities be effectively balanced with an advisory role?
- Should there be some time limit for membership of a particular committee?
- Should there be performance requirements for committees?
- How do we address potential conflict of interest regarding membership on committees?

As these are quite specific issues it is proposed to undertake the following steps:

Step 1 - Workshop with Councillors and Executive Team to establish the current needs of Council in relation to cultural committees and community input.

Step 2 - Independently facilitated workshop with current members of Council's cultural committees to identify views, issues and ideas.

Step 3 - Engagement process with broad community to identify views, issues and ideas from a broad based perspective.

Cont'd

S74 Cultural Committee Structure ...(Cont'd)

Step 4 – Documentation and reporting to Council the outcomes of Steps 1, 2 and, 3 with recommendations including further community engagement regarding the outcomes.

Step 5 – Final recommendations to Council regarding a new structure for Council's cultural committees.

Step 6 – Implementation of Council's decision.

Implementation Date / Priority:

The implementation can commence as soon as practical should Council agree to the above steps.

Recommendation:

That Council undertake a review of its cultural committee structure as outlined in this report.

Purpose:

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

Recommendation:

T.49 – Linden Avenue, Boambee - School Zone & Bus Zone (R.501950 [1511812])

That the request for a 40km/h school zone in Linden Avenue, Boambee, be deferred pending more information on the level of activity generated by the school on Linden Avenue.

T.50 – Beach Street, Woolgoolga - Taxi Zone (R.504410 [1439039])

That the Taxi Rank in Beach Street, Woolgoolga, west of Queen Street, be changed to a 'Loading Zone', as per Plan T.50.

T.51 – Robin Street, Coffs Harbour - Disabled Parking (R.505840 [1440178])

That disabled access parking bays be installed in Robin Street as per Plan T.51.

T.52 – York Street, Coffs Harbour - Bus Zone (R.505690)

1. That the existing bus zone on the west side of York Street, Coffs Harbour, be moved further north as per Plan T.52.
2. That consultation take place with the affected property owners in York Street, Coffs Harbour.

T.53 – Bray Street/Joyce Street, Coffs Harbour - 'No Stopping' signs (R.503240 / R.504920)

That 'No Stopping' signs be erected on the corner of Joyce Street and Bray Street, Coffs Harbour, as per Plan T.53.

T.54 – Grafton Street, Coffs Harbour - Night Rider - Temporary Bus Zone (R.504640)

That a temporary bus zone be established in West High Street, Coffs Harbour, (south side) between Pacific Highway and Moonee Street from 6pm to 7am for the Night Rider bus service running on 15, 22, 29, 30 & 31 December 2006.

T.55 – Laneway behind Edinburgh Street, Coffs Harbour - 'No Parking' signs (IR 1479757)

That 'No Parking' signs be erected on the eastern side in the rear lane access behind Edinburgh Street, Coffs Harbour, as per Plan T.55.

Cont'd

T.56 – First Avenue Sawtell - Temporary Road Closure - Super Fun Day (R.501520 / 1618)

That :

- (a) the temporary road closure of First Avenue, Sawtell , between Boronia Street and Second Avenue, from 6.30am to 11.00am on Monday, 1st January 2007, for the purpose of conducting the street parade associated with the Sawtell Super Fun Day, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers of the Fun Day 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 and clean up, including advertising.
- (e) a temporary bus zone be established on the east side of First Avenue, Sawtell, north of Second Avenue to enable buses to continue to operate.

T.57 – Jordan Esplanade, Coffs Harbour - Temporary Road Closure - New Year's Eve
(R.506100 / 1618)

That :

- (a) the temporary road closure of Jordan Esplanade, Coffs Harbour , between Marina Drive and carpark entry to Jetty, from 6.00pm on Saturday, 31 December 2006 to 6.00am on Sunday, 1st January 2007, for the purpose of holding New Years Eve Celebrations, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers, March's Amusements, 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, in accordance with the TCP.
- (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

T.58 – Harbour Drive, Coffs Harbour - Temporary Road Closure - Santa's Arrival (R.501520 / 1618)

That :

- (a) the temporary road closure of Harbour Drive, Coffs Harbour , between Pacific Highway and Gordon Street, from 7.00am to 1.30pm on Sunday, 3 December 2006, for the purpose of welcoming Santa to the City Centre, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers, Streets Ahead, liaise with affected traders and obtain traders approval.

Cont'd

- (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 and clean up, including advertising.

T.59 – Pacific Highway, Coffs Harbour - Taxi Zone (R.511420)

That a Taxi Zone from 6.30pm to 7.00am be established on Pacific Highway, Coffs Harbour, as per Plan T.59.

T.60 – High Street, Woolgoolga - 'No Parking' (R.508630)

That 'No Parking' signs be installed in High Street, Woolgoolga, as per Plan T.60.

T.61 – Coral Avenue, Coffs Harbour - Centre Line Marking (R.504280)

That centre linemarking be installed in Coral Avenue, Coffs Harbour, at the intersection of Marcia Street as per Plan T.61.

T.62 – Moonee Street, Coffs Harbour - Loading Zone (R.505330)

That a Loading Zone be installed in Moonee Street, Coffs Harbour, at the existing bus zone as per Plan T.62.

T.63 – Beach Street, Woolgoolga - Loading Zone (R.508400 [1515938])

That on-street parking restrictions in Beach Street, Woolgoolga, be changed to 3 hour parking, as per Plan T.63.

T.64 - Nile Street, Coffs Harbour - On-Street Parking (R.505460 [1521991])

That a single bay '1 hour' parking restriction be signposted in Nile Street, Coffs Harbour, as per Plan T.64.

Attachments:

**COFFS HARBOUR CITY COUNCIL
TRAFFIC COMMITTEE MINUTES 9/2006
16 NOVEMBER 2006 - 10.30AM**

Present: Cr Bill Palmer, Coffs Harbour City Council
Sgt John Patacko, Coffs Harbour Police
Sgt Brian Hughes, Coffs Harbour Police
Lance Vickery, Roads and Traffic Authority
Greg Miers, Busways
Darren Williams, Sawtell Coaches
Kevin McKenzie, Coffs Harbour Taxi Network
George Stulle, Coffs Harbour City Council
Anne Shearer, Coffs Harbour City Council
David Brooks, Coffs Harbour City Council

Minute Taker: Ann Graham

T.49 – Linden Avenue, Boambee - School Zone & Bus Zone (R.501950 [1511812])

Consideration to a request from the Roads & Traffic Authority for a 40km/h school zone in Linden Avenue, Boambee, adjacent the Department of Education Learning Centre at 132 Linden Avenue, Boambee.

Recommended: that that the request for a 40km/h school zone in Linden Avenue, Boambee, be deferred pending more information on the level of activity generated by the school on Linden Avenue.

T.50 – Beach Street, Woolgoolga - Taxi Zone (R.504410 [1439039])

Consideration to a request from Beach Street business owners for conversion of the Taxi Rank in Beach Street, Woolgoolga, west of Queen Street, to a loading zone.

Recommended: that the Taxi Rank in Beach Street, Woolgoolga, west of Queen Street, be changed to a 'Loading Zone', as per Plan T.50.

Reason: Relocation of the supermarket has reduced the need for a taxi rank in this location. The proposal will provide service vehicle access for Beach Street businesses.

A suitable site for a taxi rank in the vicinity of the new supermarket is under investigation.

T.51 – Robin Street, Coffs Harbour - Disabled Parking (R.505840 [1440178])

Consideration to a request from Narranga Public School for the installation of disabled access parking bays in Robin Street, Coffs Harbour, adjacent Narranga Public School.

Recommended: that disabled access parking bays be installed in Robin Street as per Plan T.51.

Reason: The bays are required to provide safe access to the Special Education Unit. Narranga Public School has no objection to the proposal.

T.52 – York Street, Coffs Harbour - Bus Zone (R.505690)

Consideration to a request from Busways to relocate an existing bus zone on the west side of York Street further north.

Recommended:

- 1. That the existing bus zone on the west side of York Street, Coffs Harbour, be moved further north as per Plan T.52.**
- 2. That consultation take place with the affected property owners in York Street, Coffs Harbour.**

Reason: The proposed site provides better access to bus services for the catchment.

T.53 – Bray Street/Joyce Street, Coffs Harbour - 'No Stopping' signs (R.503240 / R.504920)

Consideration to the installation of 'No Stopping' signs in Joyce Street, Coffs Harbour, at the intersection of Bray Street.

Recommended: that 'No Stopping' signs be erected on the corner of Joyce Street and Bray Street, Coffs Harbour, as per Plan T.53.

Reason: The proposal will improve sight distance at the intersection during busy periods for on-street parking.

T.54 – Grafton Street, Coffs Harbour - Night Rider - Temporary Bus Zone (R.504640)

Consideration to the installation of Temporary Bus Zones in Grafton Street, Coffs Harbour, for the Night Rider bus service running on 15, 22, 29, 30 & 31 December 2006.

Recommended: that a temporary bus zone be established in West High Street, Coffs Harbour, (south side) between Pacific Highway and Moonee Street, from 6pm to 7am for the Night Rider bus service running on 15, 22, 29, 30 & 31 December 2006.

T.55 – Laneway behind Edinburgh Street, Coffs Harbour - 'No Parking' signs (IR 1479757)

Consideration to a request from Edinburgh Street resident for 'No Parking' signs to be erected in the rear lane access.

Recommended: that 'No Parking' signs be erected on the eastern side in the rear lane access behind Edinburgh Street, Coffs Harbour, as per Plan T.55.

Reason: To facilitate access to properties.

T.56 – First Avenue Sawtell - Temporary Road Closure - Super Fun Day (R.501520 / 1618)

Consideration to the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street, on Monday, 1st January 2007, between the hours of 6.30am and 11.00am for the purpose of holding the Sawtell Super Fun Day.

Recommended: that :

- (a) the temporary road closure of First Avenue, Sawtell , between Boronia Street and Second Avenue, from 6.30am to 11.00am on Monday, 1st January 2007, for the purpose of conducting the street parade associated with the Sawtell Super Fun Day, be advertised and providing no substantive objections are received, the closure be approved.**
 - (b) the organisers of the Fun Day 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 and clean up, including advertising.**
 - (e) a temporary bus zone be established on the east side of First Avenue, Sawtell, north of Second Avenue to enable buses to continue to operate.**
-

T.57 – Jordan Esplanade, Coffs Harbour - Temporary Road Closure - New Year's Eve (R.506100 / 1618)

Consideration to the temporary road closure of Jordan Esplanade, Coffs Harbour, between Marina Drive and carpark entry to Jetty, on Saturday, 31 December 2006 between the hours of 6.00pm and 6.00am for the purpose of New Year's Eve celebrations.

Recommended: that :

- (a) the temporary road closure of Jordan Esplanade, Coffs Harbour , between Marina Drive and carpark entry to Jetty, from 6.00pm on Saturday, 31 December 2006 to 6.00am on Sunday, 1st January 2007, for the purpose of holding New Years Eve Celebrations, be advertised and providing no substantive objections are received, the closure be approved.**
-

- (b) the organisers, March's Amusements, 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, in accordance with the TCP.
 - (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.
-

T.58 – Harbour Drive, Coffs Harbour - Temporary Road Closure - Santa's Arrival (R.501520 / 1618)

Consideration to the temporary road closure of Harbour Drive, Coffs Harbour, between Gordon Street and Pacific Highway on Sunday, 3 December 2006 between 7.00am and 1.30pm.

Recommended: that :

- (a) the temporary road closure of Harbour Drive, Coffs Harbour , between Pacific Highway and Gordon Street, from 7.00am to 1.30pm on Sunday, 3 December 2006, for the purpose of welcoming Santa to the City Centre, be advertised and providing no substantive objections are received, the closure be approved.
 - (b) the organisers, Streets Ahead, 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 and clean up, including advertising.
-

T.59 – Pacific Highway, Coffs Harbour - Taxi Zone (R.511420)

Consideration to the establishment of a Taxi Zone on Pacific Highway, Coffs Harbour, to service the new Coast Hotel.

Recommended: that a Taxi Zone from 6.30pm to 7.00am be established on Pacific Highway, Coffs Harbour, as per Plan T.59.

Reason: The area is currently signposted as a loading zone during business hours. The taxi zone will operate outside these hours.

T.60 – High Street, Woolgoolga - 'No Parking' (R.508630)

Consideration to a request from Woolgoolga Retirement Village for a 'No Parking' zone on the north side of High Street, Woolgoolga, adjacent the Retirement Village.

Recommended: that 'No Parking' signs be installed in High Street, Woolgoolga, as per Plan T.60.

T.61 – Coral Avenue, Coffs Harbour - Centre Line Marking (R.504280)

Consider a request from Coffs Harbour Police for centre linemarking at the intersection of Coral Avenue and Marcia Street, Coffs Harbour.

Recommended: that centre linemarking be installed in Coral Avenue, Coffs Harbour, at the intersection of Marcia Street as per Plan T.61.

T.62 – Moonee Street, Coffs Harbour - Loading Zone (R.505330)

Consider a request from business owners for a loading zone in Moonee Street, Coffs Harbour.

Recommended: that a Loading Zone be installed in Moonee Street, Coffs Harbour, at the existing bus zone as per Plan T.62.

Reason: The bus zone is currently only used for school buses in the morning and afternoon.

T.63 – Beach Street, Woolgoolga - Loading Zone (R.508400 [1515938])

Consider a request from Woolgoolga Neighbourhood Centre for extension of parking restrictions from 1 hour to 4 hour in Beach Street adjacent the Neighbourhood Centre.

Recommended: that on-street parking restrictions in Beach Street, Woolgoolga, be changed to 3 hour parking, as per Plan T.63.

Reason: The current 1 hour parking area is under utilised, the 3 hour restriction better suits the surrounding land uses and is consistent with other parking restrictions in the area.

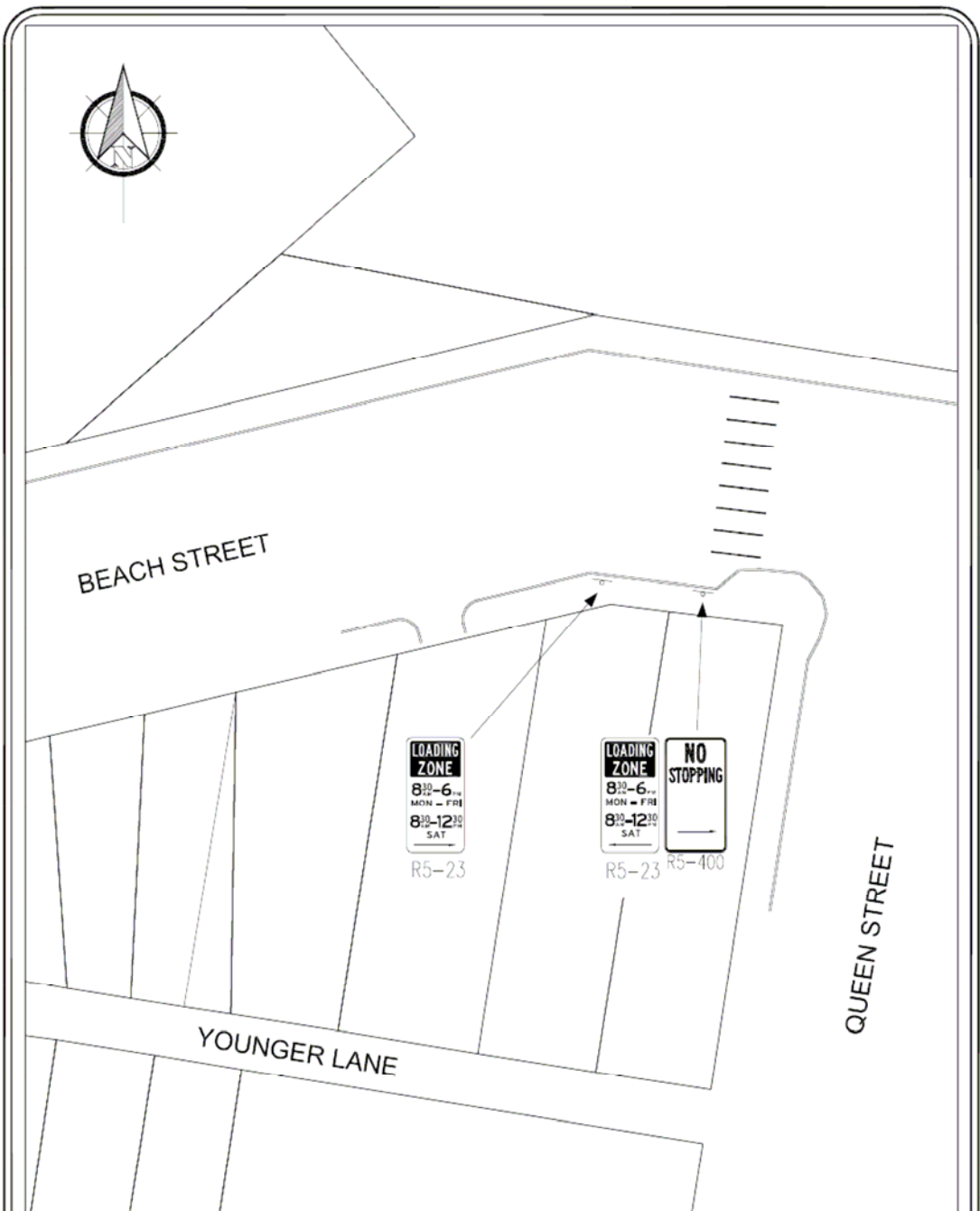
T.64 – Nile Street, Coffs Harbour - On-Street Parking (R.505460 [1521991])

Consider a request from 'Natural Habitat' for on-street parking restrictions for clients accessing the business.

Recommended: that a single bay '1 hour' parking restriction be signposted in Nile Street, Coffs Harbour, as per Plan T.64.

Reason: Long term on-street parking is in high demand in Nile Street due to the Jetty High School. The business however has approval to operate without off-street customer parking.

The Meeting closed at 12.40pm.



PLAN VIEW

NOTES:
 THAT THE TAX RANK IN BEACH STREET,
 WOOLGOOLGA, WEST OF QUEEN STREET, BE
 CHANGED TO A 'LOADING ZONE'

TRAFFIC INSTRUMENT

T.50-2006
 BEACH ST
 WOOLGOOLGA



RED CEDAR DRIVE

ROBIN STREET

NARANGA SCHOOL

SOUTHERN DRIVEWAY

2m

6m

6m

3m



R5-10

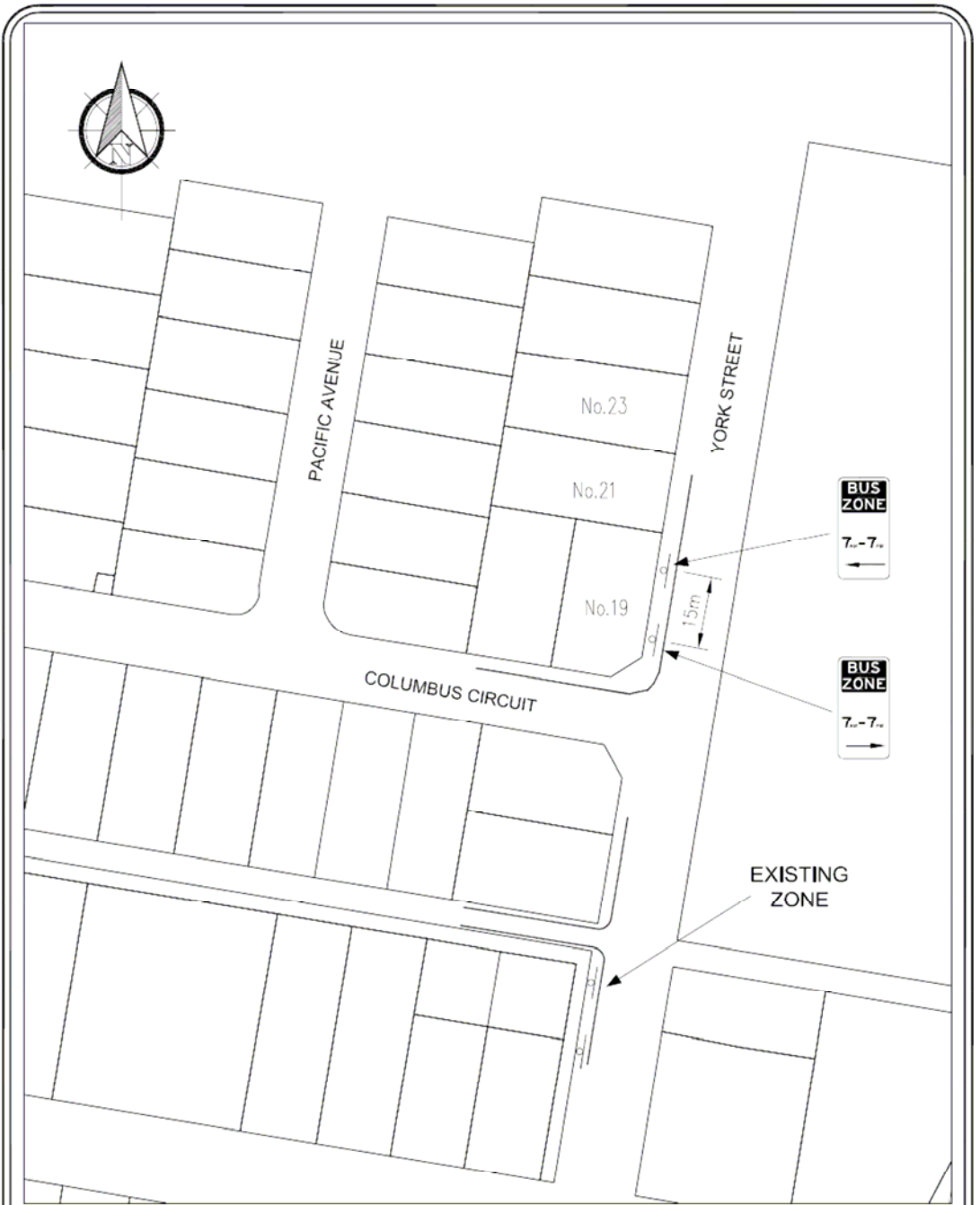
SPECIAL
EDUCATION
UNIT

PLAN VIEW

NOTES:
THAT DISABLED ACCESS PARKING BAYS BE
INSTALLED IN ROBIN STREET

TRAFFIC INSTRUMENT

T.51-2006
ROBIN ST
COFFS HARBOUR

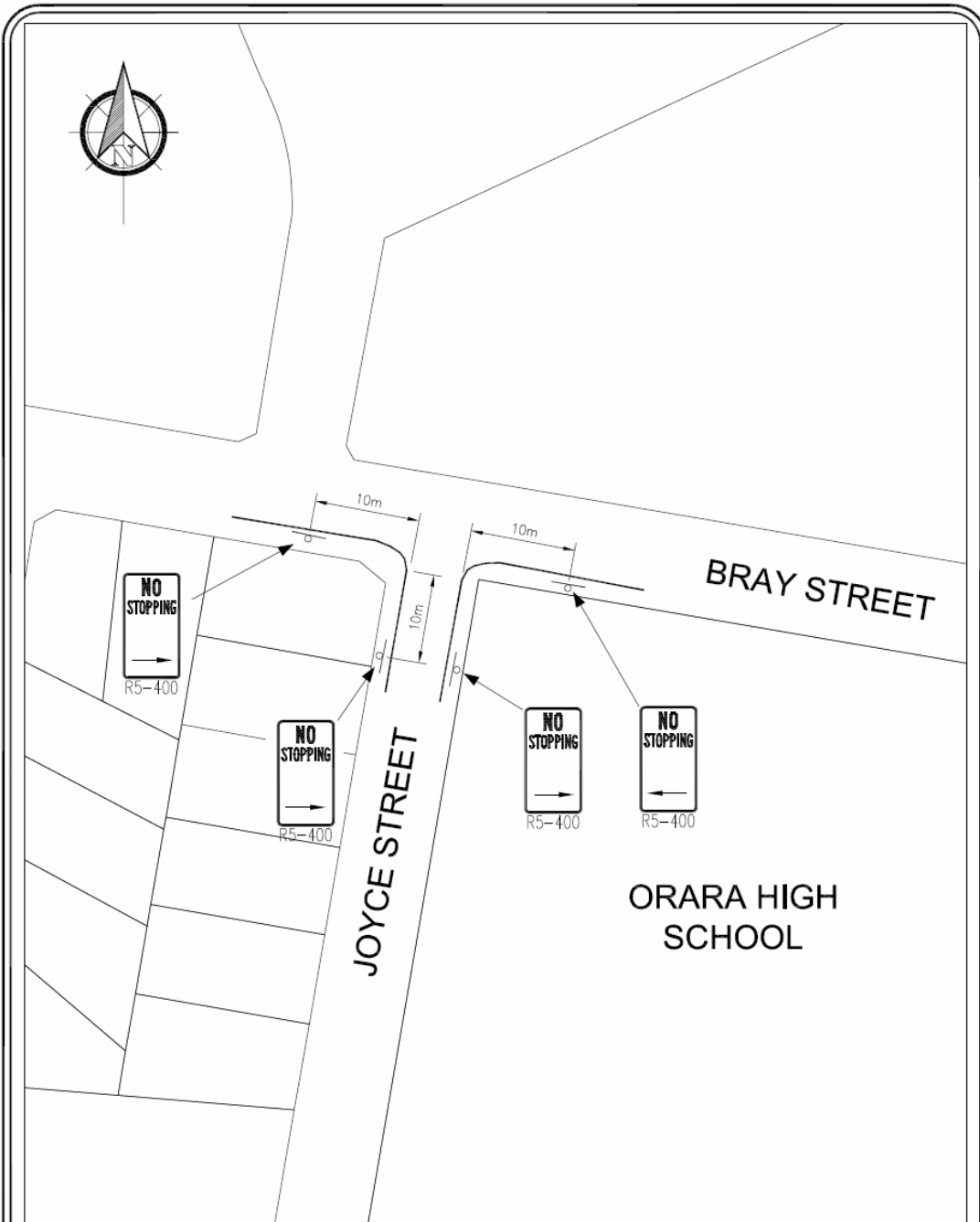


PLAN VIEW

NOTES:
 THAT THE EXISTING BUS ZONE ON THE WEST
 SIDE OF YORK STREET, COFFS HARBOUR, BE
 MOVED FURTHER NORTH

TRAFFIC INSTRUMENT

T.52-2006
 YORK ST
 COFFS HARBOUR

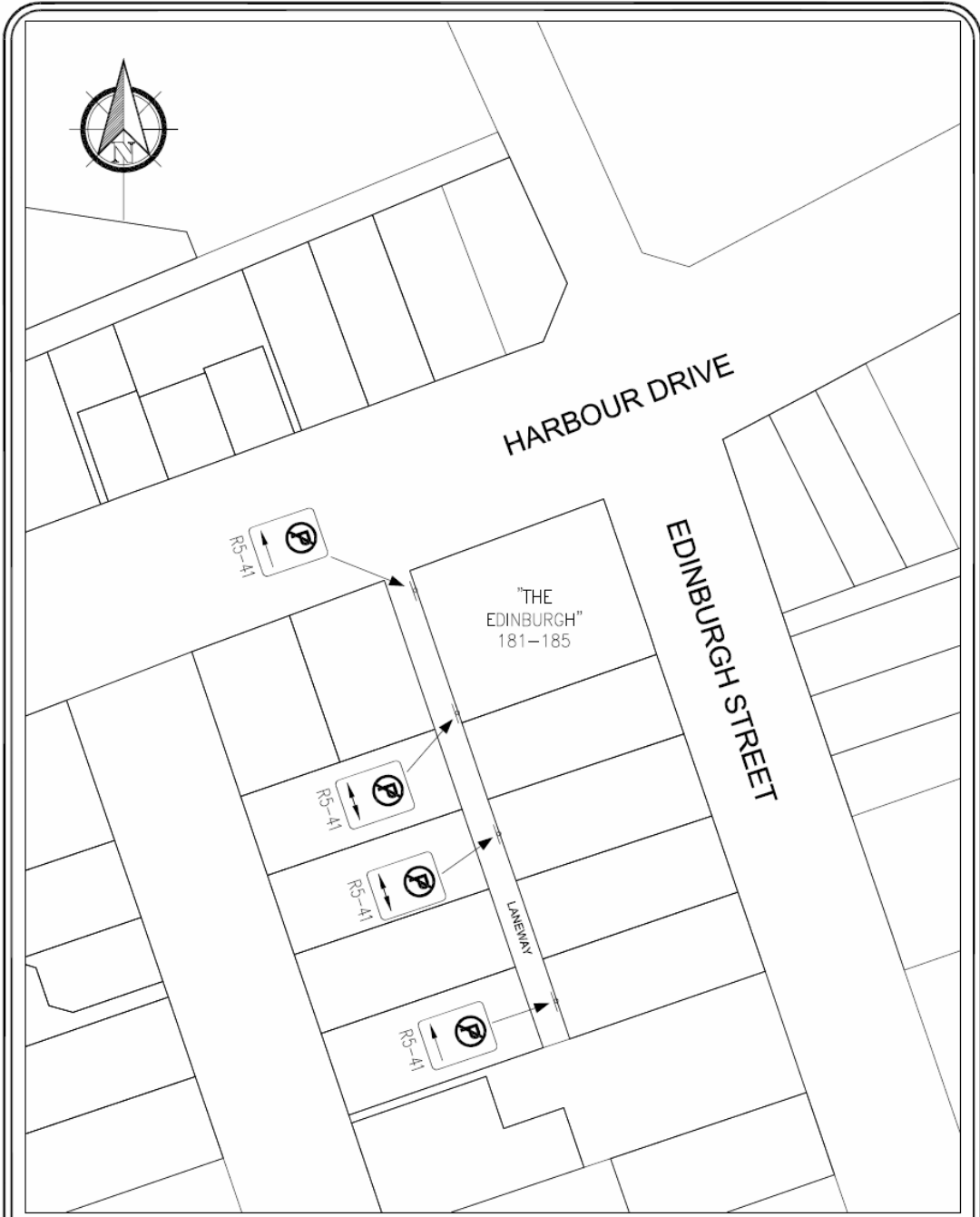


PLAN VIEW

NOTES:
 THAT 'NO STOPPING'SIGNS BE ERECTED ON
 THE CORNER OF JOYCE STREET AND BRAY
 STREET, COFFS HARBOUR

TRAFFIC INSTRUMENT

T.53-2006
 BRAY ST
 COFFS HARBOUR

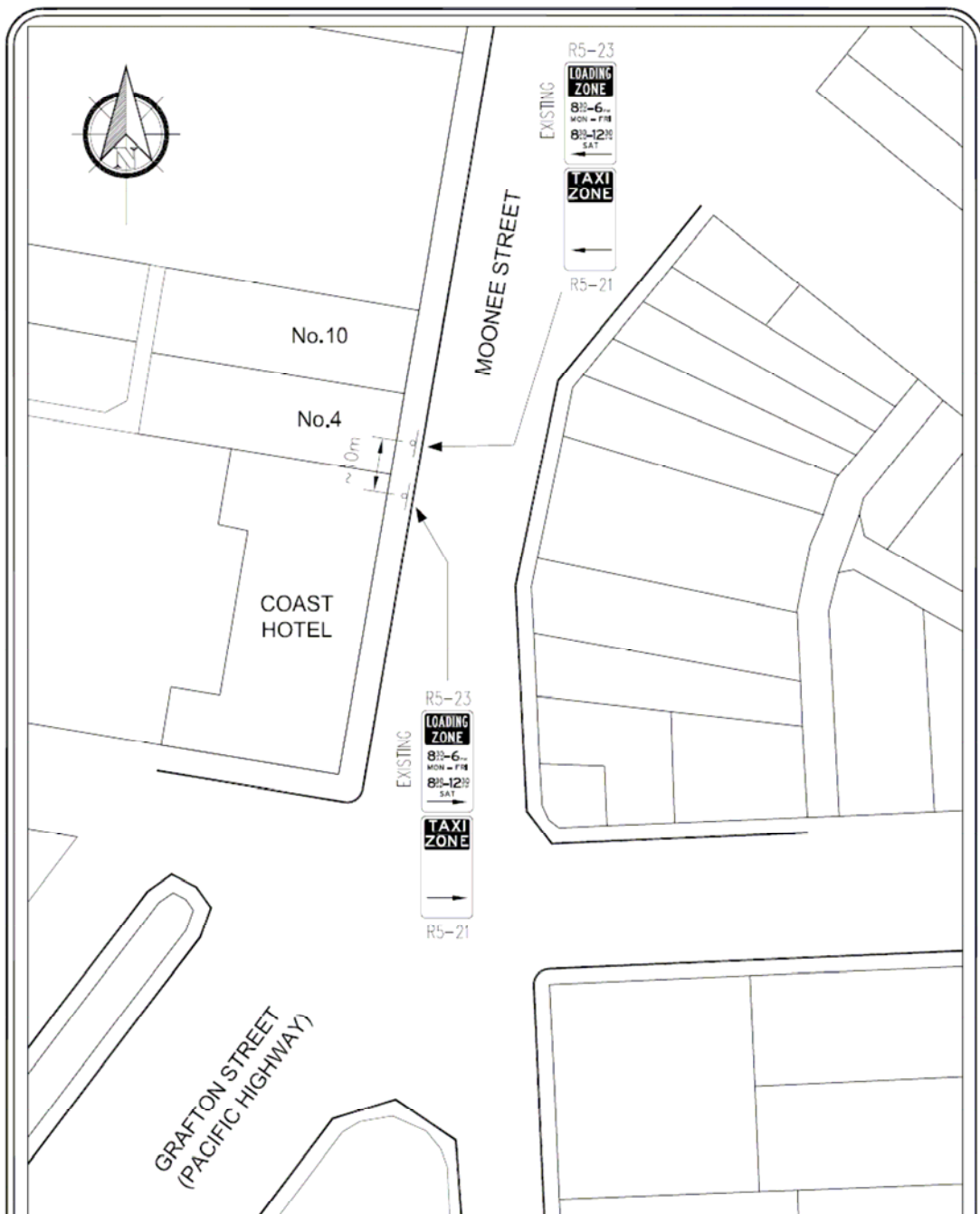


PLAN VIEW

NOTES:
 THAT NO PARKING SIGNS BE ERECTED ON THE
 EASTERN SIDE IN THE REAR LANE ACCESS
 BEHIND EDINBURGH STREET, COFFS HARBOUR

TRAFFIC INSTRUMENT

T.55-2006
 EDINBURGH AVE
 COFFS HARBOUR



PLAN VIEW

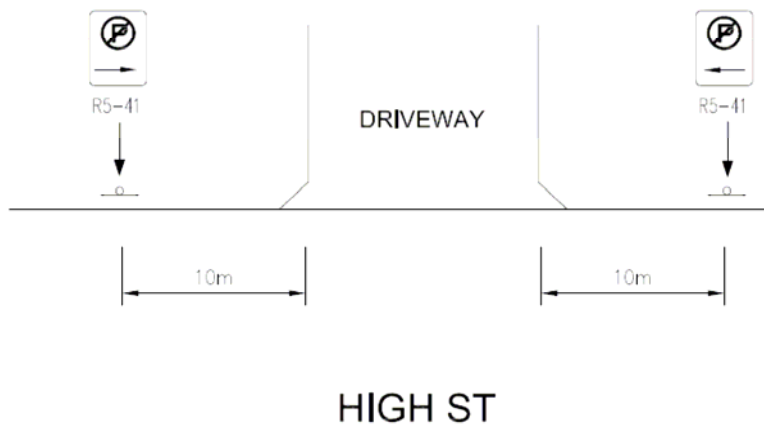
NOTES:
 THAT A TAXI ZONE BE ESTABLISHED IN
 PACIFIC HWY, COFFS HARBOUR

TRAFFIC INSTRUMENT

T.59-2006
 PACIFIC HWY
 COFFS HARBOUR



WOOLGOOLGA AGED CARE CENTRE
49 HIGH STREET
WOOLGOOLGA

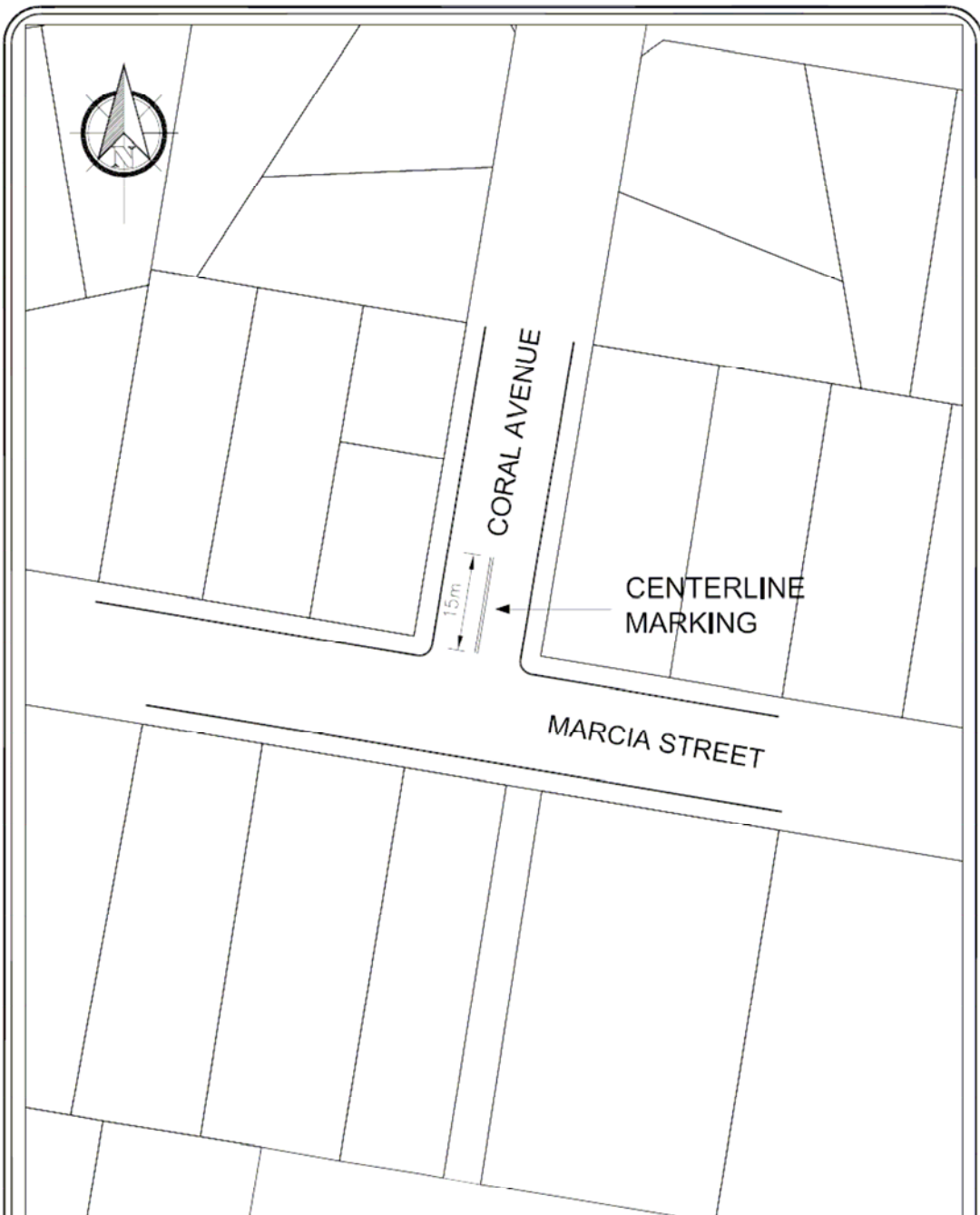


PLAN VIEW

NOTES:
THAT 'NO PARKING' SIGNS BE INSTALLED IN
HIGH STREET, WOOLGOOLGA

TRAFFIC INSTRUMENT

T.60-2006
HIGH ST
WOOLGOOLGA

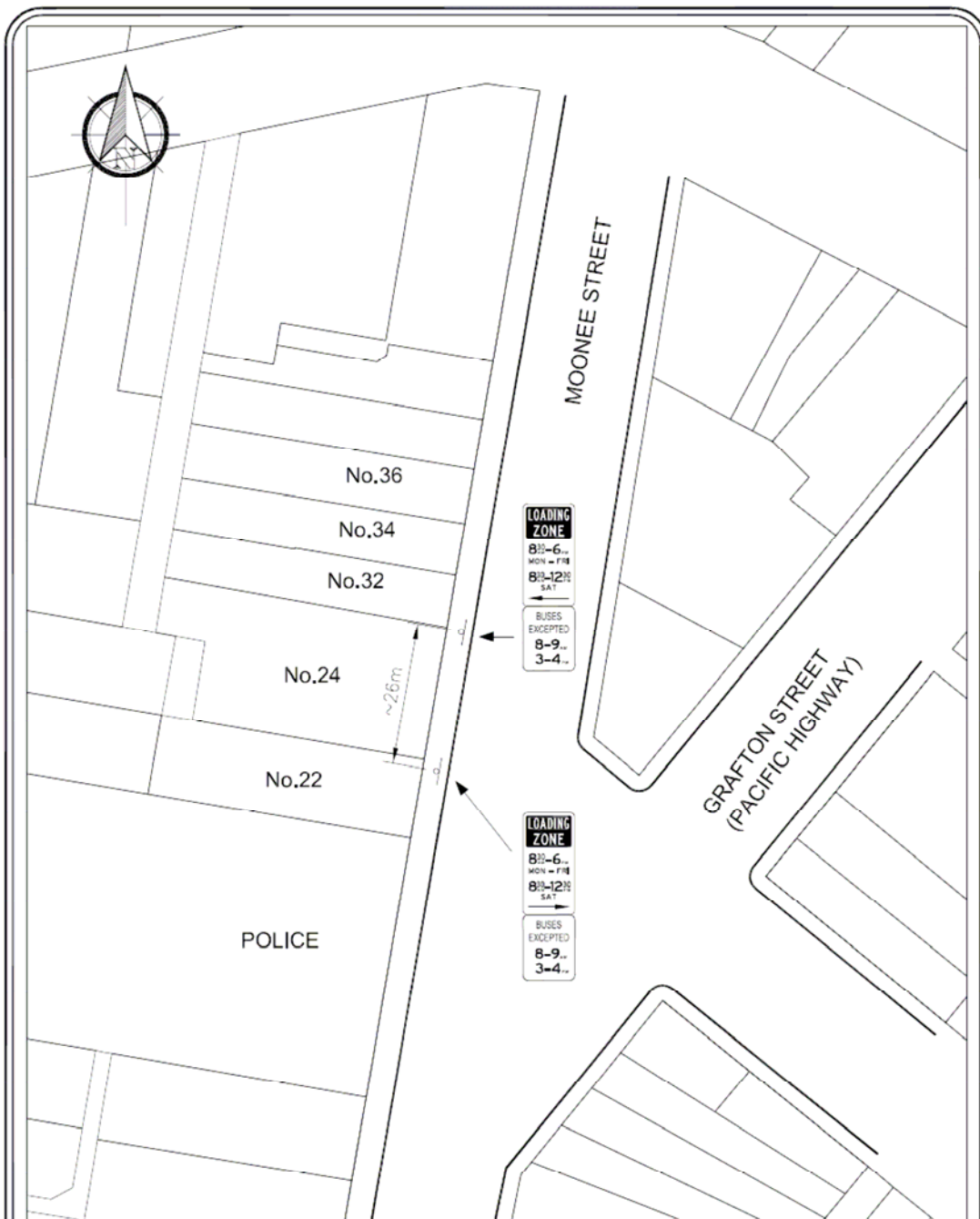


PLAN VIEW

NOTES:
 THAT CENTRE LINEMARKING BE INSTALLED IN
 CORAL AVENUE, COFFS HARBOUR, AT THE
 INTERSECTION OF MARCIA STREET

TRAFFIC INSTRUMENT

T.61-2006
 CORAL ST
 COFFS HARBOUR

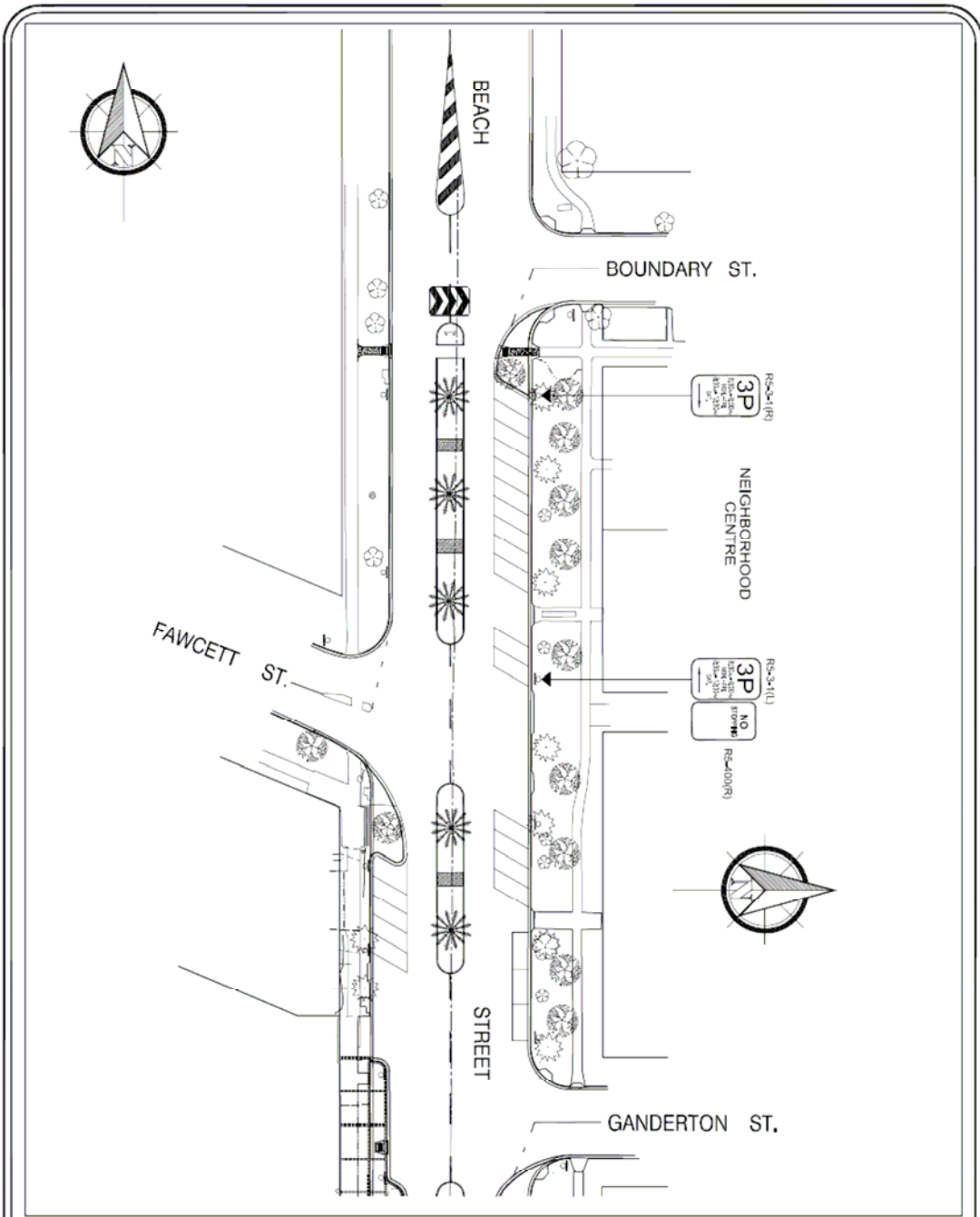


PLAN VIEW

NOTES:
 THAT A LOADING ZONE BE INSTALLED IN
 MOONEE STREET, COFFS HARBOUR, AT THE
 EXISTING BUS ZONE

TRAFFIC INSTRUMENT

T.62-2006
 MOONEE ST
 COFFS HARBOUR

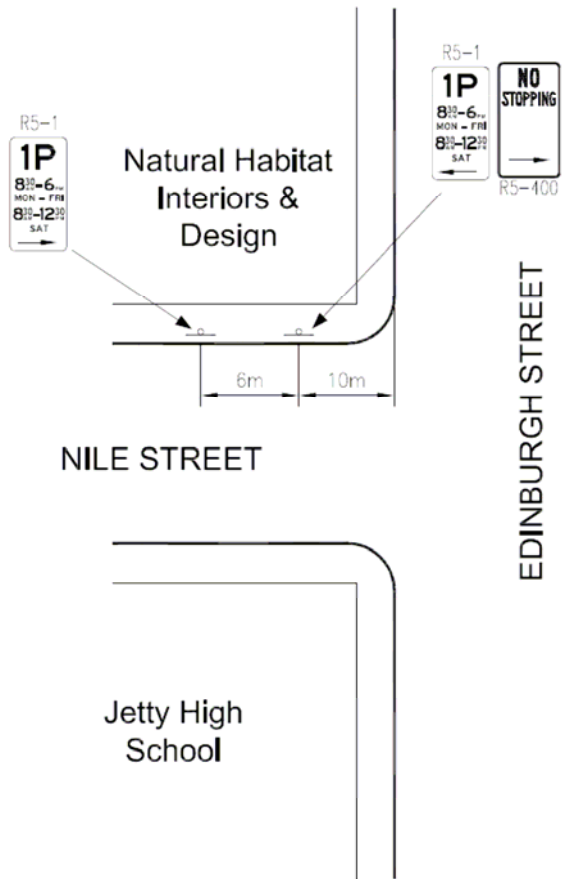


PLAN VIEW

NOTES:
 CHANGE 1HR PARKING TO 3HR PARKING
 BEACH ST, WOOLGOOLGA

TRAFFIC INSTRUMENT

T.63-2006
 BEACH ST
 WOOLGOOLGA



PLAN VIEW

NOTES:
1HR PARKING SIGN BE ERECTED IN NILE ST

TRAFFIC INSTRUMENT

T.64-2006
NILE ST
COFFS HARBOUR

Purpose:

To report to Council the recommendations from independent load testing undertaken on Houlahans Bridge, Dairyville and to recommend a load limit be placed in accordance with the test report recommendations.

Description of Item:

Council staff undertake routine testing of timber bridges to determine deterioration rates and span deflection ratios to give an indication of the bridge condition and deck strengths. These visual inspections and load tests do not however, provide an accurate means of determining the actual load carrying capacity of the bridge. Houlahans Bridge was built in the 1950s and is a single lane, five span timber structure which has had major repairs and a rebuild undertaken in 1989. Further works were carried out in August 2006 when a timber trestle was installed at the Coffs Harbour abutment to stop major movement between the deck and the abutment headstock.

Houlahans Bridge was tested in 2004 and at that stage did not require any restrictions. The report from the recent testing advises that significant deterioration has occurred in critical structural members of the bridge.

The recommended restrictions are:-

- That an 8 tonne GVM load limit be applied.
- That a 40 kph speed restriction be placed over the bridge.

In the interest of safety, signs were erected on 30 November 2006 advising of these restrictions.

Sustainability Assessment:**• Environment**

The load limit on Houlahans Bridge is unlikely to have any significant environmental impact, other than increased fuel usage and vehicle emissions because of load splitting. Any repair or replacement works will be carried out in accordance with REF or Part V assessment recommendations.

• Social

Council has received two requests for exemptions to the weight limit and is working with the affected parties so that suitable outcomes can be negotiated. A number of bridge strengthening options are being considered to ensure that access for emergency service vehicles, ambulance fire brigade etc. will not be affected.

• Economic**Broader Economic Implications**

Some local cattle farmers are affected by the weight restrictions and the Pure Spring Water Company has a source of raw water supply at the top of Dairyville Valley. Discussions are proceeding with the bridge testing consultant to specify the interim repairs that are required to increase the capacity of the structure so that businesses will not be affected in the long term.

Cont'd

Management Plan Implications

Integrity Testing has listed the repairs that are required as follows:

- *Rebuild abutment A by driving new piles and retaining wall*
- *Strengthen the right piers one and two*
- *Rebuild spans one and two*
- *Strengthen piers three and four*
- *Rebuild span three, four and five*
- *Strengthen abutment B*
- *Subject to risk assessment construct new bridge railings.*

Because of the extent of the defects the report concludes:

The most economical solution would be to build a replacement bridge, as repairs would have to be extensive as rebuilding all piers, crossheads, corbels and the main beams, the only serviceable part of the bridge being the running planks.

To replace the bridge with a concrete structure will cost \$605,000 including a minor land acquisition and approach works. In the interim strengthening works are needed to enable the Pure Spring Water Co and cattle farms to be serviced. Options for these works are being considered and are expected to cost \$65,000. With an 8 tonne limit remaining except for the exemptions, these works should be adequate for approximately 18 months.

Council's bridge repair program had previously allocated \$65,000 for Houlahans bridge this financial year which will enable the funding of the interim repair works. The bridge replacement costs is beyond the major repair program and will require the allocation of funding in the 2007/08 Management Plan.

Consultation:

Houlahans Bridge services approximately 70 properties with the residents being advised through a letterbox drop and direct contact has been made with commercial operators, emergency services etc. regarding the imposed load limit.

Statutory Requirements:

Council is responsible for maintaining bridges in a safe and trafficable condition. Where load limits and bridge closures are required to meet this obligation the Roads Act 1993, Section 115, gives Council, as the roads authority, the power to protect a public road from serious damage and impose weight restrictions on roads and bridges.

Implementation Date / Priority:

Load limits and other advisory signs have already been placed on Houlahans Bridge as recommended by the consultant.

Recommendation:

That Council:

- 1. Confirms the placement of an 8 tonne maximum GVM load a limit on Houlahans Bridge, Dairyville.**
- 2. Considers the inclusion of replacement funding of \$605,000 for Houlahans Bridge in the 2007/2008 Management Plan.**

S77 OPERATIONS BRANCH REPORT

Purpose:

To advise Council of the progress of construction and maintenance programs undertaken by Operations Branch – Asset Construction, Maintenance and Recreational Services up to 30 November, 2006.

Description of Item:

Asset Construction Report:

1. Completed Works to 30 November 2006

- | | |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Dust Seals | Coldwater Creek Rd (4860m ²)
Taylors Ck Rd (1890m ²)
Eastbank Rd (4860m ²) |
| • Footpaths/Cycleways | First Avenue Sawtell (250m)
Eleventh Ave Sawtell (60m path and retaining walls at school)
Robin St Coffs Harbour (280m and two pram ramps) |
| • Drainage | Short St Coffs Harbour (22.12m 600 dia and 5.82m 375mm dia) |
| • Sewer and Water | Coral St Corindi (750m, 300mm dia water main) |

2. Works Continuing or Planned for Commencement - December 2006

- | | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • Hogbin Drive Stage 2 | Albany Street to Harbour Drive construction
Harbour Drive Roundabout construction
Coffs Creek to Orlando St – Southern embankment
Coffs Creek - Bridge |
| • Infrastructure Upgrade | Hogbin Drive Airport roundabout |
| • Road Rehabilitation | Sawtell Road Blackspot, 100m east of Wirrabilla (900m ²) |
| • Footpaths/Cycleways | SH10 Cook Drive to Hurley Drive (250m) |
| • Sewer and Water | Pacific Bay Water Main (253m of 200 dia, 66m of 150dia, 22m of 100dia)
Hogbin Drive North, Sewer (60.5m of 150mm dia) and Water main (103.5m 100mm dia) relocations |
| • Spray Seal Program | Multiple reseals. |
| • Drainage | Orlando St Coffs Harbour Jetty (60m kerb and gutter) |
| • Ocean View Rd Mullaway | (80m kerb and gutter, 60m 375mm dia stormwater pipe) |

Attached for Council's information is a summary of expenditure verses budget for the 2006/07 Capital Works Program.

Asset Maintenance Report

- Asset Maintenance expenditure is within allocated budgets.
- Emergency repairs on Coldwater Creek Bridge, Main Road 151 is completed. Load limits were applied for 8 days prior to and during repair works.
- Major defects identified on Houlahans Bridge Dairyville Rd Upper Orara and load limit applied as per Council report. Whitneys Bridge Upper Bobo has failed due to age of structure and overloading, replacement options are currently being considered. Two residents gain access over Whitneys Bridge however a low level access is available to them in the interim.

Cont'd

S77 Operations Branch Report ...(Cont'd)

- Cathodic Protection works are in progress on Fred Hanson Bridge, Boambee Creek.
- Middle Creek Bridge tenders have been advertised, closing 9 January 2007.

Recreational Services Report

- Play equipment at Diggers Beach has been severely vandalized again by party goers and Recreation Services are assessing the type of equipment to be provided in the future.
- Gateway statements and landscaping and lighting have been completed.
- Nana Lane wash bay and water recycle system has been installed, being the first of this type in Australia.
- Japanese Gardens planning and construction at the Botanic Gardens has commenced.

Recommendation:

That Council:

- 1. Notes the progress report on asset construction, maintenance and recreational services works undertaken by Operations Branch up to 30 November, 2006.**
- 2. Notes the individual program expenditures are being monitored and are within the allocated 2006/2007 budget.**

Attachments:

**OPERATIONS BRANCH
Capital Projects Budget/Expenditure
2006/2007 Program**

AS AT DATE: 30-Nov-06

Description	Original Budget	Revised Budget	Actual Expenditure	% Project Complete	% Costs Expended
Local Roads					
Sealed Roads Reseals	\$644,000	\$644,000	\$374,181	58%	58%
Sealed Roads Reseals - Asphalt	\$61,000	\$61,000	\$20,254	33%	33%
Sealed Roads Rehabilitation	\$950,000	\$1,054,077	\$414,636	38%	39%
Dust Sealing	\$165,000	\$165,000	\$172,077	100%	104%
Unsealed Roads Gravel Resheeting	\$118,000	\$118,000	\$51,789	58%	44%
Total:	\$1,938,000	\$2,042,077	\$1,032,937		
Federal Roads to Recovery					
Residential Street Rehabilitation	\$340,000	\$359,390	\$200,511	55%	56%
Gravel Resheeting	\$20,000	\$20,000	\$18,511	100%	93%
Sealed Roads Reseals	\$170,892	\$170,892	\$74,209	43%	43%
Supplementary Grant - Roads	\$768,392	\$483,959	\$169,084	35%	35%
Supplementary Grant - Bridges		\$284,433	\$3,574	1%	1%
Total:	\$1,299,284	\$1,318,674	\$465,889		
Regional Roads					
3 X 3 Program	\$131,000	\$131,000	\$0	0%	0%
Regional Roads Repair Program	\$224,000	\$224,000	\$27,644	13%	12%
Federal Blackspot Funding	\$1,190,000	\$1,190,000	\$86,727	7%	7%
Total:	\$1,545,000	\$1,545,000	\$114,371		
Drainage					
Drainage Impts / Nuisance Flooding	\$230,000	\$236,184	\$38,475	16%	16%
Total:	\$230,000	\$236,184	\$38,475		
Bridges					
Major Repairs	\$168,000	\$330,000	\$23,310	8%	7%
Cathodic Protection (Fred Hanson Bridge)	\$200,000	\$193,195	\$112,469	58%	58%
Middle Creek Bridge	\$950,000	\$950,000	\$13,604	1%	1%
Coral St Bridge	\$620,000	\$620,000	\$7,400	1%	1%
Total:	\$1,938,000	\$2,093,195	\$156,783		
Footpaths / Cycleways					
Footpath Construction	\$267,000	\$242,000	\$108,637	43%	45%
Beacon Hill Environmental Levy	\$87,000	\$87,000	\$92,117	100%	106%
PAMPS Footpath Works	\$0	\$50,000	\$0	0%	0%
Cycleway Projects	\$118,000	\$118,000	\$0	0%	0%
Northern Beaches Cycleway	135,303.00	135,303.00	\$82,317	61%	61%
Total:	\$607,303	\$632,303	\$283,071		

OPERATIONS BRANCH
Capital Projects Budget/Expenditure
2006/2007 Program

Description	Original Budget	AS AT DATE:		% Project Complete	% Costs Expended
		Revised Budget	30-Nov-06 Actual Expenditure		
Community Facilities Program					
Hogbin Drive Extension	\$15,000,000	\$15,000,000	\$4,879,910	32%	33%
Jetty Strip Improvements	\$100,000	\$100,000	\$0	0%	0%
Jetty Structure Improvements	\$680,000	\$680,000	\$5,264	0%	1%
Woolgoolga Town Improvements	\$400,000	\$400,000	\$0	0%	0%
Sawtell Headland Improvements	\$380,000	\$380,000	\$0	0%	0%
Sawtell Town Improvements	\$300,000	\$300,000	\$0	0%	0%
Nana Glen Improvements	\$235,000	\$235,000	\$3,048	0%	1%
Hogbin Drive Airport Roundabout	\$750,000	\$750,000	\$415,841	57%	55%
Total: \$17,845,000 \$17,095,000 \$5,304,063					

S78 COFFS HARBOUR WATER TREATMENT PLANT

Purpose:

To seek Council approval and funding to include detailed design as part of Pre TOC activities for the Coffs Harbour Water Treatment Plant.

Description of Item:

In Alliance contracting the TOC (Total Outturn Cost) is normally based on detailed concept designs developed during the Pre TOC stage and detailed designs are completed during the Post TOC phase. The Pre TOC to Post TOC phases are usually a continuous process and this enables the teams and project momentum to be retained.

In the case of the water treatment plant it is considered a Part 3A Planning Approval is likely to be required and this process is likely to now be finalised in March 2007.

In order to take advantage of the momentum and knowledge built up by the team, it is proposed to continue with detailed design and then carry out the TOC estimate after the Part 3A Approval is received.

The pre construction activities can also take place during this period to enable construction to commence straight after the TOC is agreed. This will also enable more efficient use of resources leading up to the construction phase.

The Pre-TOC budget for the water treatment plant currently stands at \$770,000. A further \$3,535,000 is required to take us through to TOC phase or end of July as per above. Details include:

Design	\$2,200,000
Estimate (high level)	\$22,000
Project management	\$212,000
Estimate	\$276,000
Project Fee	825,000
	\$3,535,000

Sustainability Assessment:

- **Economic**

Broader Economic Implications

The additional costs Pre TOC would have normally been included in Post TOC project costs but the overall cost to the project is some savings due to better resource management.

The overall cost of the project is yet to be determined and won't be available until estimating is complete. Funding for the project is still achievable based on current modeling which reflects minimal impact on rating levels.

Cont'd

S78 Coffs Harbour Water Treatment Plant ...(Cont'd)

- **Environment**

The project is likely to be subject to a Part 3A Planning Approval by the Minister and as part of this approval, all environmental issues will be considered.

- **Social**

The principal benefit of constructing the water treatment plant will be to assure the community of a safe and healthy water supply. The Plant will be capable of treating toxic algal blooms, viruses and varying water qualities.

Immediate neighbours will be impacted, however the site is currently dominated by the Transfield power substation. Sound mounds and landscaping will be constructed to minimise visual impact and potential noise.

Immediate neighbours have been contacted and made aware of the proposal and will be updated as designs progress and construction commences.

Legal

These works will be designed and constructed under the terms of the current PAA with joint venture partners AbiGroup and John Holland.

Recommendation:

That Council approve funding of \$3,535,000 to enable detailed design and estimate for the Coffs Harbour Water Treatment Plant pre signing of Total Outturn Cost.

Purpose:

To report to Council on a new Draft Trade Waste Policy and to have Council approve the public notification of the Draft Policy

Description of Item:

In recent years environmental awareness has increased dramatically. This has resulted in greater emphasis being placed on environmental management by the community, industry and governments.

Waste generated by industry, small businesses, commercial enterprises, etc are often referred to as trade wastes. Trade waste requires permission from the relevant authority to be discharged directly to the environment, eg receiving waters, on to land or to sewers. This report is concerned with liquid trade waste discharged into sewerage systems.

Sewerage systems are generally designed to cater for waste from domestic sources which are essentially of predictable strength and quality. Trade wastes by comparison may exert greater demands on sewerage systems and, if uncontrolled, can cause serious problems to the sewerage system or the environment.

The discharge of trade waste into the sewerage system in country NSW is regulated by the provisions of the Local Government Act 1993 and Regulations.

Council presently has a Trade Waste Policy, but the Department of Energy Utilities and Sustainability (DEUS) has recently produced a publication entitled "Liquid Trade Waste Management Guidelines". These guidelines outline "DEUS best practice" protocols for Liquid Trade Waste management and administration. A model Trade Waste Policy is included within these guidelines, and Council has adapted that model to suit local requirements, therefore producing Coffs Harbour City Council's Draft Trade Waste Policy (copy attached), the subject of this report.

The new policy also includes a pricing regime that coincides with Council's Water Supply, Sewerage and Trade Waste pricing, adopted by Council December 2005. Trade waste pricing, as with the water and sewerage pricing, is compliant with the State Government requirements and is based on a "user pays" system.

Sustainability Assessment:**• Environment**

A Trade waste Policy is needed for the following reasons:

- To manage discharges to sewerage systems.
- To provide an environmentally responsible liquid waste management service to the non-residential sector.
- To protect public health.
- To ensure that wastes permitted into the sewer can be treated and returned to the natural environment without detriment.

Cont'd

S79 Council's Draft Trade Waste Policy ...(Cont'd)

- To encourage waste minimisation.

Unregulated discharge to the sewerage system could result in system overflows, breakdowns or disruption to the treatment process. All of these occurrences would result in environmental harm. The adoption of the Trade Waste Policy will help ensure that the sewerage system is able to cope with the transportation and treatment of all discharges.

- **Social**

Unregulated discharge to the sewerage system could result in hazardous or obnoxious substances being present within the system and possibly the environment. The Trade Waste Policy will result in:

- Protection of public health.
- Ensuring the safety of Council's employees.

Sewage overflows are socially unacceptable and disruption of treatment could easily result in public health issues. Regulated trade waste discharge will aid in reducing these issues.

- **Economic**

Broader Economic Implications

The Draft Trade Waste Policy utilises the NSW Government Guidelines for pricing of water supply, sewerage and trade waste. As stated previously, this method of pricing has previously been adopted by Council.

The pricing structure is configured to account for administration costs and to ensure that those who burden the sewerage system the most, by either volume, strength or both, pay a proportional charge. Details of the pricing are within the previous report.

The major impact will be the discharge charge, which will be a new charge to a large portion of trade waste users. A small minority will be impacted by excess mass charges.

Adoption of a Trade Waste Policy complying with DEUS guidelines is seen to be in accordance with their Best Practice Initiatives. DEUS have made it clear that non compliance with their Best Practice Initiatives may jeopardise any future State Government subsidy of Council's water supply and sewerage works. It is therefore important that to be eligible for future Government assistance for water and sewerage works, Council should adopt the new Trade Waste Policy.

Management Plan Implications

Council costs in administering the Trade Waste Policy will be recovered by the application fee and the annual charge. Additional costs involved in the transportation and treatment of the trade waste discharge will be accounted for by the discharge charge and the excess mass charges.

Cont'd

S79 Council's Draft Trade Waste Policy ...(Cont'd)

Consultation:

Council has formed a Water, Sewer and Trade Waste pricing team from various departments within Council. One of the tasks allotted to this team is to gather information on all businesses and trade waste dischargers in the City.

To gather this information, Council officers are visiting every business in the City to gather and verify data. During these visits information on trade waste is being forwarded to the relevant businesses.

Council presently has a Trade Waste Policy, although it does not conform to State Government "best practice" guidelines. Most dischargers are familiar with trade waste regulations, so an updated policy will not be unexpected.

Related Policy and / or Precedents:

As stated previously, Council has a current Trade Waste Policy. However, this policy does not comply with State Government best practice initiatives. For reasons stated previously, Council needs to adopt this new policy complying with those initiatives.

Statutory Requirements:

Under Section 68 of the Local Government Act 1993 (LGA) a person must obtain the prior approval of Council for sewerage connections and the discharge of trade waste to sewer. The procedure for Council approval is governed by Chapter 7 of the LGA and is subject to the Local Government (General) Regulation 2005.

Public Notification of the Draft Trade Waste Policy will be in accordance with Section 160 of the LGA.

Implementation Date / Priority:

If the recommendations are adopted by Council, it is intended to implement the Trade Waste Policy immediately. Implementation of the trade waste pricing will begin in the 2006/2007 financial year

Recommendation:

- 1. That Council resolve to give Public Notification of the Draft Trade Waste Policy in Accordance with Section 160 of the Local Government Act.**
- 2. That Council adopt the policies for the purpose of the notification and the advertisement for submissions.**
- 3. That, unless significant submissions are received, the Draft Policy be adopted by Council.**

S80 TENDERS: REPAIRS TO STAIRWELL NO. 3 CASTLE STREET CAR PARK

Purpose:

To report on tenders received for the structural repair of Stairwell No 3 in the Castle Street multi storey car park, Coffs Harbour and to gain Council approval to accept a tender.

Description of Item:

The Castle Street Car Park is now 15 to 20 years old and in need of maintenance and repair.

In 2001 during negotiations with Council to lease the southern section of the car park the owners of the Palms Centre engaged Taylor Thompson Whitting Consulting Engineers to identify any elements of the car park that required repair, replacement or maintenance. TTW identified the following areas:-

- Repainting the building
- Removal and replacement of Planter Beds
- Waterproofing of the roof movement joint
- Repairs to masonry walls
- Repairing corrosion in slab edges, beams and columns
- Replacement of asphalt
- Structural repairs

The car park was subsequently repainted by Council during the time of refurbishment of the Palms Centre by its owners.

Structural Engineers de Groot Benson were engaged by Council in 2002 to check and verify the findings of the TTW report, identify any further works that needed to be brought up to current standards, prioritise the works and prepare cost estimates.

Works estimated at \$800,000 in December 2004 dollars were identified with repairs to Stairwell No 3 listed as the highest priority. The stairwell was found to be deteriorating due to differential movement of the floor slabs and concrete footings which has caused cracking of the concrete block walls.

De Groot Benson were subsequently engaged to prepare detailed plans and tender documents which form the basis of the Tenders now under consideration.

Open tenders were called in local and capital city newspapers and closed on 7 November 2006.

Two tenders were received as follows.

1. Robin Snow Constructions P/L
2. FM Glenn P/L

Cont'd

S80 Tenders: Repairs To Stairwell No. 3 Castle Street Car Park ...(Cont'd)

Sustainability Assessment:

- **Environment**

The work in this contract is situated within a sealed pavement area with good drainage so any disturbances or discharges to the environment can be managed and minimised. Demolished materials will be transported to the Coffs Coast Resource Recovery Park for reuse where possible.

- **Social**

The public will benefit from the works under contract through improvements to safety and the amenity. The cause of the stairwell deterioration will be removed and the walls made stable. Unsightly cracks will be repaired, fire doors made easier to operate and the structure rendered and repainted.

Benefits will come at the cost of temporary disruption to car park traffic, the Sunday Community Markets and pedestrians using Vernon Street. It will be necessary to occupy up to 36 car parks during the works for construction access and storage.

Demolition Standards require that hoardings with overhead protection be erected along the Vernon Street footpath to protect pedestrians from falling objects. This hoarding together with the work compound will mean the Vernon Street exit from the car park will need to be closed to traffic on each day of the week including Sundays. Ground floor vehicles will be managed Monday to Saturday by diverting traffic to the Castle Street exit.

On Sundays the Community Markets operate. Closing the Vernon Street exit will impact some stall holders on the eastern side because taller trucks and some vehicles use this exit as an entry when the Castle Street entry is blocked by stalls. An alternate entry off Riding Lane will be arranged on Sundays for trucks while the Riding Lane car park and surrounding on-street car parking is available for the other vehicles.

The lease area available for the Markets will need to be temporarily reduced by about 10% for the duration of the works.

The car park entry from Vernon Street and the upper floor exit via Riding Lane will be maintained throughout the works.

Vehicles travelling from Castle Street to Vernon Street will not be able to use the ground floor of the car park as a shortcut. These vehicles will be required to travel via the normal route of Coff and Gordon Streets.

- **Economic**

Expenditure has been budgeted for in the 2006/2009 Management Plan under Castle Street Car Park Major Repairs.

The Tendered amount is inclusive of GST, which is not a net cost to Council.

Design plans for the remainder of the structural repairs required on the car park are nearing completion. These works will be subject to the tender process later in 2007.

Cont'd

S80 Tenders: Repairs To Stairwell No. 3 Castle Street Car Park ...(Cont'd)

Consultation:

The Manager of the Sunday Markets has been consulted and has voiced concerns regarding potential impacts on Sunday trading and stall rentals. The works have subsequently been postponed until after the Christmas shopping period to lessen impacts both on the markets and neighbouring retail operations.

A community information process will commence upon Council's decision to award a contract. Work will not commence on site until the new year to give adequate time to circulate information and for the Contractor to order materials, notify Workcover and obtain relevant approvals.

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 evaluation are included in the attached confidential Tender Evaluation Report.

Statutory Requirements:

The calling, receiving and reviewing of tenders was carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

Implementation Date / Priority:

The completion time for the contract is 10 weeks from granting possession of the site. If Council resolves to award a contract, then it is anticipated that onsite work will commence mid January 2007 and be completed in April 2007 barring unforeseen delays.

Recommendation:

1. **That Council accept the tender of Robin Snow Constructions P/L, ABN 54 115 791 501, for Contract No. 05/06-256-TO, Repairs to Stairwell No 3, Castle St Car Park, for the lump sum amount of \$149,402 including GST, on the basis that:**
 - a) **The tender has the highest weighting score following the application of Council's Tender Value Selection System.**
 - b) **The Tenderer has the necessary experience in similar works and his referees have confirmed his ability and satisfactory performance.**
 - c) **The Tenderer's financial capacity is acceptable.**
2. **That the contract documents be completed under Seal of Council**

Attachments:

C O N F I D E N T I A L

CONTRACT NO. 05/06-256-TO

TENDER EVALUATION REPORT

1. INTRODUCTION

The repairs to Stairwell No 3 consist of demolition and reconstruction of concrete block walls up to 12.5m in height, installation of movement joints, resealing cracks, replacement of door jambs and exit lights, rendering and painting. The work is to be carried out in an operating car park and adjacent to a pedestrian footpath where safety of the public needs to be protected.

The works are to be completed under a fixed Lump Sum contract.

Open tenders were called on 16 September 2006 and closed 7 November 2006.

This report provides details of the evaluation process and its outcomes.

2. REQUEST FOR TENDERS

Open tenders for the repair of Stairwell No 3 were called in the Advocate and Sydney Morning Herald newspapers and placed on Council's Web Site.

Tenders originally closed on Tuesday, 10 October 2006. Very little interest was shown in the tender documents and upon making enquiries it was realised that a number of potential tenderers had not seen the advertisements. Further advertisements were placed and the closing date extended to allow enough time for meaningful tenders to be submitted.

Two Addenda were issued prior to the close of Tenders which dealt with:-

1. Extension of the closing date for tenders, and

Changes to the date on which possession of the site is to be granted and the date on which the contract has to be completed, the effect of which was to delay the commencement of the works until after the peak Christmas shopping period.

2. A change in materials due to unavailability of specified concrete blocks, and

Clarification of the scope of work relating to fire doors and emergency exit lighting

Tenders closed on 7 November 2006.

Tender evaluation criteria and weightings were determined prior to inviting tenders and the evaluation criteria were advised in the Tender documents.

CONFIDENTIAL

3. RECEIPT OF TENDERS

Two tenders were received as follows:

- Robin Snow Constructions Pty Ltd
- FM Glenn Pty Ltd

All tenders were complete with respect to the number of schedules submitted.

4. EVALUATION PANEL

The evaluation panel comprised:

- Contracts and Subdivisions Manager, Brad Allen
- Design and Special Projects Engineer, Craig Smith

In addition to the above panel members, Kingsway Financial Assessments Pty Ltd were engaged to provide specialist advice on financial capacity.

5. EVALUATION CRITERIA

The evaluation panel determined evaluation criteria with relative weightings prior to calling tenders. Weightings were not disclosed to Tenderers.

Tenderers were advised in the tender document that Tenders would be evaluated under Council's Tender Value Selection System using both hurdle criteria and comparative evaluation criteria.

Hurdle criteria are pass/fail (i.e. not scored) - they are required to be met before the Tender is further evaluated and are as follows:

- Sufficient financial capacity to undertake the work
- Conformity to the requirements of Part 7 Tendering of the Local Government (General) Regulation 2005

Each Tenderer agrees to provide financial information to an independent assessor, Kingsway Financial Assessments Pty Ltd, engaged under the Provision of Financial Assessment Services contract (NSW State Contracts Control Board contract).

Comparative evaluation criteria are weighted and the individual weighted scores summed to give an overall value for each tender. These criteria and their respective weightings are as follows:

- | | |
|---------------------------------------------------------|-----|
| • Tender price | 40% |
| • Experience and record of performance in similar works | 25% |
| • Detail and logic of Construction Program | 10% |
| • OH & S Management System and performance | 25% |

The criteria were evaluated using information submitted by Tenderers, local knowledge of Tenderers, independent financial assessment and reports from Referees.

CONFIDENTIAL

5. INITIAL EVALUATION

Following receipt of tenders, an initial desk top evaluation was undertaken.

Both tenders complied with the Local Government (General) Regulations 2005 and were capable of being considered. Both tenderers are local companies with FM Glenn Pty Ltd well known to Council while Robin Snow Constructions are unknown.

FM Glenn's submission is on the basis of using a local demolition subcontractor who holds a restricted licence contrary to the requirements of the Specification and OH&S Regulations. FM Glenn advised that the head office of this subcontractor holds an unrestricted demolition licence and would be engaged if FM Glenn were the successful Tenderer.

The evaluation panel determined that clarification of the following aspects of Robin Snow Constructions' tender were required:-

- The legal name and ACN of the tendering entity
- Currency of insurance policies and name of the insured party
- Confirmation that all Addenda had been received
- The name of certifying authority together with evidence of certification of the Tenderer's OH&S Management System
- Advice as to how an arithmetic error found in tendered Schedule A - Breakdown of Lump Sum is to be corrected
- Confirmation that the price tendered covers the cost of complying with NSW Workcover Regulations and Australian Standards covering demolition works.

Robin Snow Constructions Pty Ltd was invited to attend an interview to provide the above clarifications.

The gap between desktop scores of the two Tenderers was such that independent financial assessment and reference checks of FM Glenn Pty Ltd was not considered warranted by the Panel given that this Tenderer is well known to the Panel and any further advice was unlikely to alter scores.

7. TENDERER INTERVIEW

Robin Snow Constructions Pty Ltd was interviewed on 10 November 2006.

The purpose of the interview was to enable the evaluation panel to clarify issues and refine their desk top scores.

Director, Robin Snow, clarified that he has been operating as a Sole Trader under the business name of Robin Snow Building Services for a number of years successfully carrying out works for the Department of Commerce who have accredited his OH&S Safety Management Plan. This was confirmed by his Referees. The business was incorporated on 16 August 2005 under the name Robin Snow Constructions Pty Ltd.

Minutes of the interview are included in Attachment A.

CONFIDENTIAL

8. FINAL EVALUATION

All issues raised in the interview were satisfactorily resolved and the evaluation panel subsequently refined their scores.

The scoring outcome (out of a maximum possible score of 5) was as follows:

Robin Snow Constructions Pty Ltd	4.56
FM Glenn Pty Ltd	3.94

Tenders were evaluated in accordance with Council's Tender Value Selection System.

The detailed evaluation score sheet is included as Attachment B.

9. JUSTIFICATION OF PREFERRED TENDER

Robin Snow Constructions Pty Ltd

- Has a Kingsway financial assessment rating of "Acceptable"
- Submitted a tender complying with part 7 Tendering of the Local Government (General) Regulations
- Has submitted the lowest priced Tender
- Has the necessary experience in the type and scale of work in this contract having recently completed multi storey concrete block lift wells for the Department of Commerce in various country public schools. Referees reported favourably on their ability and performance
- Has submitted a Construction Program that demonstrates a competent methodology that addresses all areas of the Project and a well thought through approach
- Has a satisfactory OH&S Management System, safety record and performance. The Managing Director of the company is seeking Department Of Commerce accreditation of their system to NSW Government OH&S Management System Guidelines, 4th Edition, having already attained that certification while operating as a Sole Trader
- Submitted the Tender with the highest weighted score following the application of Council's Tender Value Selection System.

10. EVALUATION PANEL RECOMMENDATION

The unanimous recommendation of the evaluation panel is:-

To award Contract 05/06-256-TO, Repairs to Stairwell No 3, Castle Street Car Park to Robin Snow Constructions Pty Ltd.

CONFIDENTIAL

ATTACHMENT A
MINUTES OF INTERVIEW

CONFIDENTIAL

IR 1514427

MINUTES OF MEETING

Meeting with Robin Stone Constructions P/L 11:00am 10 November 2006

Tender for Contract 05/06-256-TO
Castle Street Stairwell No 3 Repairs

1. Clarification of tenderer's name and ACN/ABN

As per letter dated 9/11/06. Robin Snow is in transition between Sole Trader Robin Snow Building Services and the incorporated entity Robin Snow Constructions P/L. Employees on the job will be covered by WC insurance by both the Sole Trader and the Company but the Principals in both cases are the same person Robin Snow.

2. Workers Compensation and Public Liability Insurance

Certificates of Currency submitted under letter dated 9/11/06

Robin Snow will amend the PL cover to include cover for personal injury and property damage resulting from demolition works.

3. Addendum No 1

Acknowledgement of receipt of Addendum provided at meeting.

4. OH & S Management System

OH&S Management System is accredited by NSW Department of Commerce to 4th Edition of NSW Government Management System Guidelines

5. Schedule A Breakdown of Lump Sum Price

- a. Robin Snow advised that his Secretary had made a transposing error in Schedule A and will submit a revised Schedule who's total will match the Tender Form
- b. The scope of work in the first three items of Schedule A was discussed and Robin Snow was satisfied that the amounts as tendered covered the work and still stand as offered. Hoarding with overhead protection will be to Workcover requirements over the length of footpath they require for public safety. Pedestrian barricades may be required either side of the hoarding to channel pedestrians and prevent short-circuiting around the hoarding via Vernon St roundabout. B Allen said plastic water filled barricades in lieu of man proof style fencing would be satisfactory for barricades.

Snow advised that the approximate value figures detailed in Schedule B, Schedule of Suppliers and Subcontractors, for Scaffolding and Hoarding were incorrect as they omitted in error the weekly hire of equipment. B Allen advised that Council does not need the figures corrected as there is no Business Address assessment criterion in this Tender.

6. Aarvbee Demolitions will be responsible for the preparation of the Demolition Work Plan to AS 2601

7. Paul Cannone will be the Site Representative for the works. Corindi Catholic School Client Representative Joan McKidd (0428821323) can provide a work reference

Brad Allen
Contracts and Subdivisions Manager

CONFIDENTIAL

ATTACHMENT B
FINAL EVALUATION SCORE SHEET

CONFIDENTIAL

ROBIN SNOW CONSTRUCTIONS P/L

Criteria	Weighting	Score	Weighted Score	Comments
Price	40%	5.00	2.00	Lowest price
Experience & performance in similar works	25%	4.00	1.00	Constructed multi story, concrete block lift wells in NSW Country High Schools for Dept of Commerce. Similar height, exposure to public and complexity
Details and logic of Const'n Program	10%	4.38	0.44	Work to be completed on time. Most detailed program but no critical path. Adequate time allowance as pre-construction activity can be done before possession of site granted. Curing of render allowed for in choice of paint. Minor Trades accounted for. No staging proposed. Traffic Management as per Tender Drawings
OH&S Mang'mt System and performance	25%	4.50	1.13	Satisfactory safety record and performance. DOC accreditation of Robin Snow Building Services to NSW Govt OH&S Management System Guidelines 4th Edn
			4.56	

F M GLENN P/L

Price	40%	2.83	1.13	Highest price
Experience & performance in similar works	25%	4.75	1.19	Extensive experience in high profile, up market projects, Could easily handle this relatively small project.
Details and logic of Const'n Program	10%	4.38	0.44	Work to be completed on time. Simplistic program. Reasonable time allowance. More time seen as solution for curing of render. MS Project Gantt chart with critical path
OH&S Mang'mt System and performance	25%	4.75	1.19	Satisfactory safety record and performance. Syd Water accreditation to NSW Govt OH&S Management System Guidelines 4th Edn. More extensive Index of WMS and OH&S Manual. Demolition subcontractor does not have an unrestricted demolition licence.
			3.94	

S81 TENDER: PLANT REPLACEMENT PROGRAM - SUPPLY OF ONE LANDFILL COMPACTOR, CONTRACT 06/07-278-TO

Purpose:

To advise Council of tenders received for the replacement of the landfill compactor and recommend approval to purchase under the 2006/2007 Plant Replacement Program.

Description of Item:

Tenders were called closing 31st October 2006. Three conforming tenders were received from the following:

1. GCM Enviro Pty Ltd
2. B T Equipment Pty Ltd
3. WesTrac Pty Ltd

In addition, B T Equipment Pty Ltd offered an alternative tender.

Tenders for the outright purchase of the tendered items were received from.

1. RD Williams Machinery
2. Turners Engineering

Sustainability Assessment:

Tenders for the landfill compactor were called following adoption of the 2006/2007 Plant Replacement Program. Sustainability issues have been considered in the specification and tender assessment, are as follows: -

- **Environment**

- Emission standards are in accordance with European standards. 'Tier III'
- Service frequency and the reduction of waste products on oil and filters.
- Fuel consumption.
- Noise levels.

- **Social**

The review of tenders included field performance testing to assess ergonomics, operator safety and the ability to carry out designated works.

- **Economic**

The net change over cost to Council is \$163,795.50 (excluding GST). Funds for the changeover have been allocated in the 2006/07 Plant Fund budget.

Management Plan Implications:

The recommended tenderer has offered a trade-in on the track loader, which will be exchanged when the new compactor is delivered. The most advantageous method of disposal for the compactor is that Council accepts the buy outright price as per the recommendation. The tip operation is evolving with the Biomass recovery plant due to come on line in March 2007. At that time it will become clear what equipment other than the compactor will be required to handle the product coming from Biomass and a decision on plant selection can then be made. Meanwhile the funds from the sale of the track loader and the plant fund income for this item of plant, totalling \$350,000 will be carried over to the 2007/2008 financial year available for the purchase of the selected equipment.

Cont'd

S81 Tender: Plant Replacement Program - Supply Of One Landfill Compactor, Contract 06/07-278-ToO...(Cont'd)

Consultation:

Consultation with management and operating staff of the Waste Recovery Facility revealed that due to the upcoming changes in the operations procedures at the Englands Road Waste Facility, trials would be undertaken over the next nine months on varying machines to find the most work efficient and suitable machine to replace the track loader.

The tender evaluation has included consultation with Environmental Services, plant operators, workshop and operational staff.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council's Purchase Policy and Tender Evaluation System.

Statutory Requirements:

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

Issues:

The Tender Value Selection System was applied to all tenders and the assessment details are contained in the attached confidential supplement.

The tendered items were subject to field evaluation. Council's landfill compactor operators, operational staff and workshop staff carried out the evaluation and submitted test reports. After evaluation the Caterpillar 816F-2 was deemed best overall package for Council's operations.

Recommendation:

- 1. Council accept the tender (Option A – with trade-in of the track loader only) submitted by WesTrac Pty Ltd, ABN 63 009 342 572, for the purchase of one Caterpillar 816F-2 landfill compactor, for the change over price of \$374,000.00, (GST inclusive) plus \$10,225.00 (GST inclusive) for optional extras of extended warranty and machine monitoring system.**
- 2. Council accept the tender (Option C – Buy outright) for the landfill compactor submitted by Turners Engineering ABN 34 687 334 485 for the price of \$204,050.00 including GST.**
- 3. Council carries over \$350,000.00 within the Plant Fund budget to purchase equipment in the 2007/2008 financial year to replace the track loader.**

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

Attachments:

C O N F I D E N T I A L

TENDER: PLANT REPLACEMENT PROGRAM - SUPPLY OF ONE LANDFILL COMPACTOR, CONTRACT 06/07-278-TO

Tenderers	WESTRAC	GCM ENVIRO	BT EQUIPMENT PTY LTD	BT EQUIPMENT PTY LTD	RD WILLIAMS MACHINERY	TURNERS ENGINEERING
Machine	Machine 816F-2	Machine Tana G260	Machine Bomag BC572RB	Machine Bomag BC572RB-2		
Option A -with trade both machines	\$203,500	\$264,000	\$214,500	\$229,900		
Option A -with trade compactor only	\$368,500	\$352,000	\$346,500	\$361,000		
Option A -with trade loader only	\$374,000	\$478,500	\$418,000	\$432,500		
Option B - without trade	\$536,030	\$539,000	\$544,500	\$559,900		
Option C - Purchase outright Compactor					\$177,815	\$204,050
Option C - Purchase outright Loader					\$133,815	\$0
Option A -with trade both machines score	44.0	32.1	34.7	35.5		
Option A -with trade compactor only score	43.6	32.7	34.7	35.6		
Option A -with trade loader only score	44.1	32.3	34.7	35.6		
Option B Total score	44.0	32.9	34.8	35.7		

CONFIDENTIAL

Tenderer									WESTRAC	GCM ENVIRO	BT EQUIP PTY LTD	BT EQUIP PTY LTD			
Machine								Man Input	Machine 816F-2	Machine Tana G260	Machine Bomag BC572RB	Machine Bomag BC572RB-2			
Assessment Criteria	5	4	3	2	1	Max Score	Weighting	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score		
BREAKDOWN OF LUMP SUM															
Option A - with trade both machines						5	35%	5.0	1.8	2.7	0.9	4.6	1.6	4.0	1.4
Option A-with trade compactor						5	35%	4.0	1.4	4.4	1.5	4.5	1.6	4.2	1.5
Option A -with trade loader						5	35%	5.3	1.9	3.2	1.1	4.4	1.5	4.1	1.4
Option B - without trade						5	35%	5.0	1.8	4.9	1.7	4.8	1.7	4.6	1.6
Operating															
Service Schedule						5	1%	4.8	0.0	5.0	0.1	0.3	0.0	0.3	0.0
Parts pricing total						5	2%	5.0	0.1	3.0	0.1	1.7	0.0	1.7	0.0
Parts Availability						5	2%	4.8	0.1	2.3	0.0	5.0	0.1	5.0	0.1
Resale	Best				Worst	5	5%	→	5.0		3.0		3.0		3.0
Delivery Time weeks	15	20	25	30	30+	5	2%	→	1.0		5.0		4.0		3.0
Features and Performance															
Ability to carry out stated purpose	5	4	3	2	1	5	10%	→	5.0		3.0		5.0		5.0
Safety & Ergonomic Features	Best				Worst	5	5%	→	4.0		4.0		5.0		5.0
Training provided	Best				Worst	5	2%	→	5.0		2.0		3.0		3.0
Warranty /Service / Training															
Warranty Extended	Best				Worst	5	4%	→	3.0		3.0		2.0		2.0
Service/Spare Parts	Best				Worst	5	18%	→	5.0		1.0		1.0		1.0
Experience & qualification of service & training personnel	Best				Worst	5	2%	→	5.0		2.0		3.0		3.0
Environmental Issues															
	5	4	3	2	1	5	2%	→	5.0		5.0		3.0		5.0
Results of Field Performance															
	100/80 %	80/60 %	60/40 %	40/20 %	20/0%	5	10%	→	4.0		3.0		4.0		4.0
Option A -with trade both machines score									44.0		32.1		34.7		35.5
Option A -with trade compactor only Score									43.6		32.7		34.7		35.6
Option A -with trade loader only score									44.1		32.3		34.7		35.6
Total Weighted Score Option B									44.0		32.9		34.8		35.7

100%