



**COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(CITY SERVICES COMMITTEE)
COUNCIL CHAMBER
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
1 FEBRUARY 2007
Commencing at the conclusion of
Land Use, Health and Development Committee**

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

1 FEBRUARY 2007

Mayor and Councillors

CITY SERVICES DEPARTMENT REPORTS

S1 DRAFT ARTS & CULTURAL DEVELOPMENT CONSULTANCY REPORT AND PLAN

Purpose:

To provide to Council in draft form the "Toward a New Cultural Plan: The Arts and Cultural Consultancy Report" and "Arts and Cultural Development Plan (incorporating Creative Industry Development)" documents.

Description of Item:

In 2005/06 Council undertook the development of an Arts and Cultural Development Strategy for Coffs Harbour.

A brief was developed which outlined that the aim of the strategy was to investigate further development of the arts and cultural sector in the Coffs Harbour community. It was expected that the outcomes for all community members would be:

1. Enhanced livability.
2. Increased employment opportunities.
3. Appropriate facilities that match community needs and facilitate industry development.

The primary objective of the project was to provide Council with a tool (strategy) to manage and facilitate arts and cultural development within the City.

Specific objectives of the project include:

1. Documentation of the results of an arts and cultural audit of the city (stakeholders, events, resources, assets, products, infrastructure).

Cont'd

S1 - Draft Arts & Cultural Development Consultancy Report and Plan (Cont'd)

2. The establishment of an Arts and Cultural benchmark/index based on:
 - (a) Regional demographic analysis;
 - (b) Visitor data and
 - (c) Regional facilities data.
3. A review of the existing Cultural Policy, to incorporate economic development goals; and
4. The development of an arts and cultural development strategy that includes:
 - (a) Arts and Cultural infrastructure requirements;
 - (b) Industry development opportunities;
 - (c) Documentation of creative processes for certain projects; and
 - (d) Costed options for implementation mechanisms for the Council (which includes identification of innovative funding opportunities).

The development of this strategy was undertaken using an external consultant utilising a comprehensive process in the three stages outlined below:

Stage 1 - Review

This incorporates background research, site documentation and brief finalisation. It is envisaged that consultation will begin at this stage.

Stage 2 - Draft Strategy Development

This encompasses the development of a vision, key goal areas and the identification of possible projects for implementation. This section includes community and stakeholder consultation.

Stage 3 - Finalisation

This translates the vision and the strategy into achievable and viable directions and/or projects to guide future development.

This report therefore provides to Council the documentation of the outcome of this process in the *'Toward a New Cultural Plan: The Arts and Cultural Consultancy Report'* document. This consultancy also resulted in a plan titled *'Coffs Harbour City Council Arts and Cultural Development Plan 2006-2010'*. This plan was a summary and repetition of some sections of the consultancy report. These sections included the introduction and background, the seven principal tenets of the report and the nine key areas of projects and programs.

In separate, related correspondence the consultant outlined indicative budget projections for projects and programs over the next five years. In the professional opinion of the consultant these are indicative costs and are what Council should commit to in order to address the nine key cultural areas. This proposes a range of actions with a significant number of external consultancies.

All up there were 45 projects or program areas proposed by the consultant. These had a total cost of \$1.9 million and included studies, strategies, website production, cultural awards, significant staffing, consultancies and development of business plans. It should be noted the above costs do not include capital works, ongoing operational dollars for any of Council's existing cultural facilities and represent direct costs to Council.

Cont'd

S1 - Draft Arts & Cultural Development Consultancy Report and Plan (Cont'd)

Given that this level of commitment is currently outside Council's financial resources staff have developed an alternative action plan. This implementation plan entitled '*Arts and Cultural Development Plan (incorporating Creative Industry Development)*' uses the consultancy report as a base and addresses the key cultural areas. Both these documents have been provided for perusal in the Councillors Room.

In summary the documents outline two levels of cultural development for the city of Coffs Harbour. They are:

- Level 1 - Toward a New Cultural Plan: The Arts and Cultural Consultancy Report. This is a comprehensive conceptual and theoretical base for cultural development.
- Level 2 - Arts and Cultural Development Plan (Incorporating Creative Industry Development). This is a broad cultural development framework, based on the consultancy report and including specific initiatives and activities with timelines and draft budget.

Sustainability Assessment:

- **Environment**

There are no environmental impacts in relation to this report.

- **Social**

The effective development of cultural facilities, services and events has positive flow on effects in terms of social capital, community well-being, employment potential and community connectedness. The issues raised also have the potential to assist in contributing to the current vision for the city.

- **Economic**

Broader Economic Implications

As outlined earlier in this report in the consultant's view Council should commit \$1.9 million to cultural development over a five year period. The Arts and Cultural Development Plan (incorporating Creative Industry Development) includes an implementation plan. The projects and programs included in this plan represent a four year commitment by Council. It is proposed that each year items from this plan will be considered as part of the budgeting process.

Management Plan Implications

The only 2006/2007 Management Plan implications are in relation to the further support for the second annual youth dance/music festival. At this stage the expectation is that the event will cost approximately \$10,000 with \$8,000 coming from event income and sponsorship and \$2,000 will be grant funded.

Cont'd

S1 - Draft Arts & Cultural Development Consultancy Report and Plan (Cont'd)

Consultation:

The 'Toward a New Cultural Plan: The Arts and Cultural Consultancy Report' and the 'Arts and Cultural Development Plan (incorporating Creative Industry Development)' have been developed following a series of community engagement processes undertaken in late 2005. It is proposed that the draft documents be placed on public exhibition for a period of four weeks. The delay in placing the documents on exhibition is due to negotiations with the consultant and staff time to progress the project.

Related Policy and / or Precedents:

There are no specific policies or precedents.

Statutory Requirements:

There are no specific statutory requirements in relation to this discussion paper.

Issues:

The consultancy report is presented here for endorsement for exhibition as provided by the consultant. Due to the time and budget constraints of the consultancy the CHCC Arts and Cultural Development Plan 2006-2010 was a restatement of various sections of the consultancy report. An alternative plan incorporating creative industry development has therefore been produced which has included significant additions and modifications to ensure it is in line with Council's current management plan, budget and forward financial planning. This plan outlines achievable projects, with timeline and where possible, approximate costs, using the consultancy report as the base.

Both documents draw on the nine required categories for action. These are outlined on page 52 of the consultancy report and are summarised as:

1. Revealing and showcasing the wealth of existing arts and cultural activities and cultural production.
2. "Growing the Demand" long term of arts and culture.
3. Entrenching excellence in cultural product and the built and landscape environment.
4. Reinforcing and creating cultural "nodes" or precincts (development and consolidation of needed cultural infrastructure).
5. Celebrating, honoring and growing the visibility of indigenous culture.
6. Institute an annually funded "best practice" public art program to stimulate arts and cultural development.
7. Develop adequate funding and staffing for arts and cultural development.
8. Accessing and strengthening the visibility of Coffs Harbour's multicultural communities, creative individuals and groups.
9. Facilitating and nurturing cultural development proposals from local creative individuals and groups.

The development plan uses these nine areas as strategic objectives and outlines a range of strategic initiatives within these objectives. These objectives and initiatives are documented in sections 4 and 5 of the plan. In summary the initiatives are:

Cont'd

S1 - Draft Arts & Cultural Development Consultancy Report and Plan (Cont'd)

- Arts and Cultural Development Plan Network and Co-ordination which proposes an annual forum and the formation of a stakeholder group, as well as a significant grant application.
- Arts and Cultural Development Plan Profile and Promotion which includes the compilation and distribution of an industry directory, image library and promotional plan.
- Youth Development including a range of specific activities.
- Public Art which incorporates policy development and financial commitment considerations.
- Industry Development such as workshops, information provision and grants program.
- Business Development Program incorporating workshops and programs.
- Community opportunities, infrastructure and facilities examining the establishment of cultural nodes and Coffs Harbour as a centre for excellence in creative industries.
- Entrench visual excellence in Coffs Harbour through policy development and DCP review.
- International relationships via the Sister City program and international flag raising opportunities.
- Indigenous cultural development with a range of specific activities.
- Multicultural development with the growth of festivals and harmony events and business opportunities for new settlers.

It is proposed to exhibit these documents for four weeks. Copies will also be sent to the groups involved with a copy of this report explaining the reasons for the delay in progress.

It is proposed that the documents will be available for viewing in the three libraries, Council's administration building and website.

Implementation Date / Priority:

If endorsed by Council it is proposed to place the documents on exhibition as soon as practical.

Recommendation:

- 1. That Council endorses the following documents for public exhibition from 5 February 2007 to 2 March 2007:**
 - **Toward a New Cultural Plan: The Arts and Cultural Consultancy Report.**
 - **Arts and Cultural Development Plan (incorporating Creative Industry Development).**
- 2. That a further report be developed for Council adoption following the exhibition period outlining changes as a result of community input.**

S2 COMMUNITY FACILITIES MANAGEMENT AND ADVISORY COMMITTEES UPDATE

Purpose:

To provide a report on the current operational status of Council's community facilities management and advisory committees administered through the Community Services Branch.

Description of Item:

The management committees are responsible for the care, control and management of Council community facilities and the advisory committees are responsible for the provision of advice on various issues including future development. These committees are established under Section 355 of the Local Government Act 1993. They are regulated by Section 377 of the Local Government Act 1993 which makes a number of rules and prohibits committees from among other things:

- "..... the fixing of any charges, rates or fees"
- "..... adopting a management plan"
- "..... borrowing monies without expressed consent of Council"
- "..... adopting a financial statement not approved by Council"
- "..... the sale, lease or surrender of any land or other property vested in its care"
- "..... voting of money for expenditure on works, services unless approved by Council"
- "..... accepting any tenders"

The committees are made up of volunteer local community members. A brief summary of each operation is presented under two separate headings: Community Facility Management Committees and Advisory Committees. These are as follows:

COMMUNITY FACILITY MANAGEMENT COMMITTEES

Ayrshire Park Management Committee

Operating Budget - Total operating revenue is \$2,028.97 for year ending 30 June 2006 with operating expenses of \$1,926 providing a break even position. The park is the home base for the Boambee Soccer Club who have some 38 teams made up of over 450 players.

During 2005/2006 20 trees were planted along the north and western sides of the fields as well as the recreation area. Vandal proof lights have been installed at the clubhouse with further sensor lights to be installed on the western side of the fields.

Management - The committee meets on a monthly basis and has a strong sense of community ownership, responsibility, enthusiasm and drive.

Bayldon Community Centre Management Committee

Operating Budget - Achieved revenue of just over \$10,000 for the year end 30 June 2006, expenses amounted to \$8,500 resulting in a profit of \$1,500. Revenue is obtained from regular user groups including the Child and Family Health Centre and fitness groups including aerobics, martial arts and yoga.

Cont'd

S2 - Community Facilities Management and Advisory Committees Update (Cont'd)

Management - The committee is made up of representatives of the various user groups who continue to market the venue and work hard towards achieving a breakeven position.

Coramba Community Hall Management Committee

Operating Budget - Achieved a revenue of \$5,002 for the year ended 30 June 2006, expenses amounted to \$3,071 resulting in a profit of \$1,931. Revenue is obtained from regular user groups including various dance classes, church groups, P&C, rural educational seminars and casual hirers.

Management - The committee is made up of local community representatives who continue to market the venue and who are committed to the ongoing management and improvement of the facility. The committee recently received capital assistance funding from Council to install heating in the hall and are currently planning to undertake this project.

Eastern Dorrigo Showground and Community Hall Management Committee

Operating Budget - Operated on a shoestring budget which resulted in a deficit for 2005/2006. Total revenue for the financial year was \$282.34 with expenses of \$632, resulting in an approximate deficit of \$350. User Groups include the local Playgroup, Tallowood Arts, Glenreagh Mountain Railway Committee, State Government for polling venue, local school and community meetings. The committee is currently seeking funding to improve barbeque and recreational facilities for the area.

Management - The committee work hard at providing a community venue for the Eastern Dorrigo residents. The committee also promotes community events and social fundraising activities to benefit the local residents and local causes such as the Glenreagh Mountain Railway.

Lowanna Community Hall Management Committee

Operating Budget - Operates on a shoestring budget with a revenue at \$1,601.70 for year ending 30 June 2006, expenses of \$1,009.91 resulting in a surplus of \$591.79. Cleaning, mowing and general upkeep is undertaken by volunteer members. The majority of the revenue is obtained from the Preschool who use the hall three days per week. More recently there has been a revival in the local community members seeking to increase use of the hall for social dance evenings, market days and private hire for 21^{sts}, weddings etc. The hall is also utilised for the local Heartstart meetings.

During 2005/2006 the refurbished kitchen was completed. Two storage sheds were erected on the property, one for the Heartstart equipment and the other to be used for storage of equipment from the Preschool.

Management - The committee is working towards generating greater community usage of the hall.

Lower Bucca Community Hall Management Committee

Operating Budget - Operating revenue for the 2005/2006 financial year totalled \$7,345.48, which was obtained predominantly through residential rental (\$6,360). The bulk of the remaining revenue was obtained through hire fees for the Lower Bucca Preschool which is the primary user of the facility. Expenditure for the year amounted to \$4,794, with an overall profit of \$2,552. The committee continues to carry out improvements to the hall and grounds and have recently installed a new kitchen. Future works include an outdoor shed and the extension of the building to include an office space.

Cont'd

S2 - Community Facilities Management and Advisory Committees Update (Cont'd)

Management - This is a small committee who are committed to providing good management and a well maintained facility for use of the Lower Bucca community.

Nana Glen Sport, Recreation and Equestrian Centre Management Committee

Operating Budget - Achieved revenue of approximately \$16,222 for the end June 2006 financial year. Expenses amounted to \$12,900 approximately indicating an overall profit of \$4,230. Revenue is obtained from regular user groups including Coffs Harbour Polocrosse, Coffs Harbour Pony Club, Coffs Harbour Rodeo Society, North Coast Equestrian Club, Coffs Horse Trials and Nana Glen Cricket Club. Other regular users include the local schools, Rural Fire Service as well as community social functions such as Carols by Candlelight and weddings. The committee has received capital assistance to build disabled shower and toilet facilities and undertake improvements to the canteen and kitchen.

Management - The committee is made up of representatives of the various user groups who have a long history of commitment to improving the facility.

Sportz Central Management Committee

Operating Budget - Revenue has continued to climb, rising from \$220,000 in the previous year to \$228,000 for the year ending June 2006. Increasing operating and contract costs amounting to \$216,000 has resulted in a profit of approximately \$12,000. Council contribute \$20,000 directly towards stadium repairs and maintenance. The stadium is home to sports and groups such as basketball, volleyball, netball, futsal, wheelchair basketball, school sports, multi sports and shotball for seniors. The stadium in 2005/2006 has hosted both sporting and community major events including the National Basketball League Blitz, Northern Australian Junior Basketball League, University Games, Junior Kids Holiday Program, National Jump Rope and Oz Opera's Carmen.

Management - The committee and Stadium Management continue to try and broaden the types of sports offered and have recently hosted a Seniors Day Sports Exhibition, Junior Kids Holiday Program and sports for kids with disabilities. The committee continues to improve the stadium having recently obtained its Place of Public Entertainment registration.

Woolgoolga Community Village Management Committee

Operating Budget - Made a profit of \$800 for the year end 30 June 2006 from revenue of \$16,700. The primary income source is the rental obtained from the Neighbourhood Centre, Meals on Wheels and Tourist Information Office, although 80% of this income is returned to Council. The percentage of the income return to Council is from the rental of a number of buildings at the Community Village in Woolgoolga. This breakdown of rentals to the committee and Council is long standing and the committee utilises the 20% of the rental income for improvements in the precinct.

The regular user groups at the community hall are the Woolgoolga Family Playgroup, Red Cross Society, Orchid Society, Neighbour Aid and Woopi Twirlers. In addition there is casual use such as community meetings, social functions, weddings and birthday parties.

Management - The committee continually improve the venue to maintain and attract community groups and this has included resurfacing the floors and purchasing new furnishings such as outdoor tables and a piano. The committee are also working with the PCYC to offer youth band nights every quarter and these have been very successful.

Cont'd

S2 - Community Facilities Management and Advisory Committees Update (Cont'd)

ADVISORY COMMITTEES

Access Advisory Committee

The committee continues to meet on a monthly basis to provide advice and information on matters of access within the city. The committee provides input into the development and building applications for new public buildings or extensions of existing public buildings. Advice is also provided regarding buildings where the owner or manager simply wants to improve access.

Arts and Cultural Development Advisory Committee

This committee meets ten times per year except the Christmas/New Year period and provides input to arts and cultural development activities. These have included cultural forums, design solutions for public art installations, cultural business plans, cultural databases, facility development advice, the lobbying of the permanent position of Cultural Development Officer to Council. The committee also advise on the allocation of the annual Community Arts and Cultural Development Grants Program which provide a total of \$30,000 for up to 50 community projects/events covering visual and performing arts from youth to seniors, disability and multicultural groups. The committee's structure and responsibilities are under review, as is all of Council's cultural committees.

Jetty Memorial Theatre Advisory Committee

The Jetty Memorial Theatre Advisory Committee has met monthly for two years. At 14 December 2006 meeting of Council it was resolved:

"That Council undertake a review of its Cultural Committee structure as outlined in this report."

Operating Budget - Currently at \$170,000 per annum with \$80,000 income. The introduction of the theatre's box office and ticketing system has allowed data to be collected for further marketing. As this is an advisory committee the financial operations of the theatre are managed directly by Council and subject to specific line items within the budget.

The collection of data of patrons has commenced which will assist with further audience development strategies. The mailing list has grown from approximately 30 members to 985 and 470 email users receiving updates every few weeks.

Data shows the current catchment for the theatre spans from Maclean in the north to Stewarts Point in the south and 6,500 tickets have been sold since 1 May 2006 with 80% using credit cards and 20% using the internet.

A subscription season will be available for 2007.

Cont'd

S2 - Community Facilities Management and Advisory Committees Update (Cont'd)

Multicultural Reference Group

Council, at its City Services meeting on 6 July 2006, resolved to establish the Multicultural Reference Group. The need for such a group was identified as part of the Social and Community Strategic Plan 2006-2010 consultations. Expressions of Interest to nominate as a member were called for during August 2006 with an excellent response received from the multicultural community. As part of Refugee Week, which runs from 22-28 October 2006, Council officially launched the group at a reception on Friday, 27 October. The role of the group will be to enhance the profile of multiculturalism in the community whilst providing a mechanism by which Council can effectively engage its culturally and linguistically diverse (CALD) residents.

Regional Gallery Advisory Committee

The Coffs Harbour Regional Gallery Advisory Committee has continued to meet since the appointment of the new Director. The Advisory Committee has considered issues such as an Art Party, events coordination and future directions for the Gallery. Works ahead for the committee in the new year include fundraising initiatives and the purchase of work for the City's collection.

Yandaarra Aboriginal Consultative Committee

The committee has been meeting on a monthly basis providing Council with a point of reference for all issues of an indigenous nature. This year sees the committee's tenth year of operation an indication of the significance placed on their contribution. Of particular interest this year has been the permanent fixture of the Aboriginal flag which now holds pride of place alongside the Australian and Council flag, NAIDOC Week and the winning of the bid to host the Local Government Aboriginal Network Conference in 2007.

Sustainability Assessment:

- **Environment**

There are no environmental issues.

- **Social**

The care, control and management of these local community facilities by local residents and local community groups enables a sense of community ownership, community involvement and development and overall community well being.

The community benefits from these committed volunteers as they undertake bookings, financial management and coordination of future development at little to no cost to Council.

- **Economic**

Broader Economic Implications

The management committees who ended the financial year in surplus utilised these funds for either ongoing operations, maintenance and/or development of the facilities for which they are responsible. In relation to the one which had a deficit result this was overcome from funds held from previous years.

Cont'd

S2 - Community Facilities Management and Advisory Committees Update (Cont'd)

Management Plan Implications

The committees are in line with the current management plan.

Consultation:

This report includes information provided by the volunteers on Council's community committees.

Statutory Requirements:

These management and advisory committees are established under Section 355 and regulated by Section 377 of the Local Government Act.

Issues:

These committees are made up of unpaid volunteers who are prepared to offer their personal time for their community and in many instances they provide invaluable advice and experience. These committees achieve good management, promote community consultation and use and endeavour to maximise income with minimal cost. The committees continue to seek community support and funding opportunities to improve the facilities.

Management committee members who attend the Management Plan briefings with Council have voiced their appreciation and support of this process. The committees continue to seek Council's financial support for further development as the need arises.

Recommendation:

That Council note the valuable assistance, advice and good management of Council's community facilities and advisory committees by volunteer members.

S3 UPDATE ON JETTY MEMORIAL THEATRE

Purpose:

To provide Council with an update in relation to issues raised by local not for profit users of the Jetty Memorial Theatre.

Description of Item:

In May 2006 a spokesperson for theatre groups in Coffs Harbour addressed Council outlining concerns regarding developments at the theatre.

These concerns were:

- Hiring Fees - a significant proposed increase.
- Ticket Sales - use of an electronic ticketing system.
- Canteen/Box Office - need for requirement of liquor licence and loss of income.
- Artistic Licence - control over productions.

At the conclusion of the address it was stated that the groups required the following or they would not continue to use the theatre for their productions:

1. Some restructuring of the hiring fees and conditions of use.
2. Choice in regard to use of the ticketing system and canteen as occurs in other rural centres; and
3. Artistic freedom.

Following the address staff have conducted an investigation into the matter. This has involved several meetings with the relevant people. The outcomes of this are outlined below:

Hiring Fees - The fees adopted by Council for 2006/2007 are considerably lower than those originally planned, to help address the local groups concerns. These concerns were the ability to pay the additional fees would have significant impact on the groups capacity to continue to provide the variety of shows to the community.

Clarification of staffing costs as they relate to conditions of use were also undertaken. This was to explain that the need for paid staff at all performances did not apply to the local long term hirers.

Ticketing - The specific issues regarding the ticketing system have been discussed and negotiated and agreement has been reached with the hirers. This matter is discussed further in the Issues section of this report.

Canteen/Box Office - The concerns of the groups have been explored. An application has been made for a liquor licence and agreement has also been reached with the groups in relation to this issue.

Artistic Licence - This was a matter of clarifying what was being suggested. The local groups were assured that there was no intention to restrict in any way the nature of the productions and that this was a programming rather than artistic issue.

Cont'd

S3 - Update on Jetty Memorial Theatre (Cont'd)

Sustainability Assessment:

- **Environment**

There are no environmental impacts.

- **Social**

The effective development of cultural facilities has a positive flow on effect in terms of social capital, community well being and community connectedness. The local not for profit theatre groups have been performing an effective cultural development services for Coffs Harbour for over 30 years. This service has been both mounting productions and the care, control and management of the theatre.

The refurbishment of the theatre was undertaken by Council to further develop the performing arts opportunities for the city. One of the objectives is to improve access to the theatre for both hirers and audiences. The agreements reached are designed to facilitate this enhanced access.

- **Economic**

Broader Economic Implications

There are no broader economic implications.

Management Plan Implications

The local not for profit groups that had made bookings for the second half of 2006 cancelled them, however, these groups have now booked the venue for 2007. This may have implications in terms of the budgeted income level for the theatre. A number of one-off bookings were received which slotted into the spaces created by cancelled shows. The overall implication will not be known until June 2007. Indications from the financial figures up to 30 November 2006 would suggest that the cancellation of the bookings will have minimal effect on the overall income projects for the theatre for 2006/2007 budget. Indications at this stage reveal this arrangement will have minimal impact on the overall budget position for the theatre.

Consultation:

The local groups have also raised concern in relation to how the planned developments were implemented. The general issue of the committee structure is outlined in a separate report to Council.

Since May a number of meetings and discussions have been held with representatives of the local groups, staff and other venue operators.

Related Policy and / or Precedents:

There are no specific policies or precedents.

Cont'd

S3 - Update on Jetty Memorial Theatre (Cont'd)

Statutory Requirements:

There are no specific statutory requirements in relation to this.

Issues:

Regarding each of the issues raised by the local groups the following agreements have been reached:

Hiring Fees - Fee increase reduced from the planned 15% to 3% and this reduction was adopted by Council when approving the 2006/2007 fees and charges. For the 2006/07 financial year the reduced fees set by Council for non profit groups are \$227/day or \$1,112/week.

Ticketing - Discussions have been held with representatives of the following groups that were signatories to the original submission to Council:

- Coffs Harbour Musical Comedy Company (CHMCC)
- Coffs Harbour Amateur Theatre Society (CHATS)
- Bootlace Productions
- Seacrest Productions
- Coffs Harbour Performance Trust
- Spring on Stage

These groups have formed the Association of Coffs Community Theatre Society (ACCTS) and meetings have been held with these groups. The agreements apply to these groups.

Following negotiation and compromise from all parties agreement has been reached in relation to ticketing. In summary the outcomes include:

- A streamlined invoice and payment system.
- A reduced service fee per ticket for productions by the above groups. (This reduced fee to apply to the above groups only.)
- The option for groups to manage their own group bookings. (The electronic ticketing system allows for the isolating of certain tickets for specific performances and this facility will be used for group bookings.)

Canteen/Box Office - Agreement has been reached in relation to choice for the above groups regarding operation of the box office and canteen for each performance during the hire period.

During the negotiations and discussions it was clear that all parties are committed to working to achieve harmonious working relationships. These outcomes will continue to enhance the level of service provision to the community of Coffs Harbour in the area of performing arts.

As stated above these arrangements will be for the long term users of the theatre to recognise and acknowledge the significant contribution they have made to performing arts in Coffs Harbour. Nevertheless this may set a precedent and other groups in the community may approach Council for similar arrangements. Each request will be judged on merit on a case by case basis.

Cont'd

S3 - Update on Jetty Memorial Theatre (Cont'd)

Implementation Date / Priority:

There is no specific implementation date.

Recommendation:

- 1. Council note that agreement has been reached with the local theatre groups in relation to issues at the Jetty Memorial Theatre.**
- 2. Council endorses staff actions to date.**

S4 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 18 January 2007.

Description of Item:

Asset Construction Report:

1. Completed Works to 18 January, 2007

- Infrastructure Upgrade Hogbin Drive Airport roundabout
- Road Rehabilitation Sawtell Road Blackspot, 100m east of Wirrabilla (900m²)
- Footpaths/Cycleways SH10 Cook Drive to Hurley Drive (250m)
- Drainage Orlando Street Coffs Harbour Jetty (60m kerb and gutter)
- Sewer and Water Coral Street Corindi (750m, 300mm dia water main)
- Bridge Works Cathodic protection works on Fred Hanson, Boambee Creek.

2. Works Continuing or Planned for Commencement – February 2007

- Hogbin Drive St 2 Albany Street to Harbour Drive construction
Harbour Drive Roundabout construction
Coffs Creek to Orlando Street – southern embankment
Coffs Creek - Bridge
- Road Rehabilitation Gatelys Road, West Korora
- Footpaths/Cycleways Pacific Highway, McCarthy Drive to Cook Drive
- Sewer and Water Hogbin Drive North, sewer (60.5m of 150mm dia) and water main (103.5m 100mm dia) relocations
- Spray Seal Program Multiple reseals.
- Drainage Ocean View Road Mullaway (80m kerb and gutter, 60m 375mm dia stormwater pipe)
- Bridge Works Temporary strengthening works on Houlahans Bridge, Dairyville Road
- Regional Rd Program Kerb and gutter, pavement reconstruction on Lyons Road between Bongil Lane and Harrison Street.

Council has received a \$200,000 grant through the Federal Auslink Strategic Regional Program for the replacement of Coldwater Ck Bridge in 2006/07. Matching funding is currently being sought through the State Regional Rd Repair and Timber Bridge Partnership programs.

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

Cont'd

S4 - Operations Branch Report (Cont'd)

Asset Maintenance Report

- Asset Maintenance expenditure is within allocated budgets.
- Major defects identified on Houlahans Bridge Dairyville Road are planned for 30 January, with periodic road closures during working hours.
- Site works due to commence at Coral Street Bridge 19 February, 2007
- Project scope and funding being finalised for the refurbishment of the Jetty Structure.
- 2008-2011 Regional Road Repair submissions lodged with the RTA, assessment results due to be reported back to Council February 2007.

Recreational Services Report

Completed Capital works to 18 January 2007:

- York Street Sportfields Drainage works and fencing , field maintenance handed over to Sports Unit.
- Velodrome, Toormina Topdressing of netball practice courts.
- Macauleys Headland Viewing platform as per Engineering drawings constructed.
- Park Beach SLSC Survey and Part 5 Assessment for boardwalk construction, design by certified engineer.

Commencement of Planning activities:

- Negotiations with RTA re future additional contract work for two sites: Sawtell (Lyons Road exit) and Korora median.
- Street Tree Program for 2007-2010 planting activities.

Recommendation:

That Council:

- 1. Notes the progress report on asset construction, maintenance and recreational services works undertaken by Operations Branch up to 18 January, 2007.**
- 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: 18-Jan-07

Description	Original Budget	Revised Budget	Actual Expenditure	% Project Complete	% Costs Expended
Local Roads					
Sealed Roads Reseals	\$644,000	\$644,000	\$402,887	65%	63%
Sealed Roads Reseals – Asphalt	\$61,000	\$61,000	\$20,254	33%	33%
Sealed Roads Rehabilitation	\$950,000	\$1,054,077	\$473,306	49%	45%
Dust Sealing	\$165,000	\$165,000	\$173,498	100%	105%
Unsealed Roads Gravel Resheet	\$118,000	\$118,000	\$82,125	72%	70%
Total:	\$1,938,000	\$2,042,077	\$1,152,070		
Federal Roads to Recovery					
Residential Street Rehabilitation	\$340,000	\$359,390	\$206,450	55%	57%
Gravel Resheeting	\$20,000	\$20,000	\$18,578	100%	93%
Sealed Roads Reseals	\$170,892	\$170,892	\$98,895	61%	58%
Supplementary Grant – Roads	\$768,392	\$483,959	\$169,084	33%	35%
Supplementary Grant – Bridges		\$284,433	\$54,553	20%	19%
Total:	\$1,299,284	\$1,318,674	\$547,560		
Regional Roads					
3 X 3 Program	\$131,000	\$131,000	\$48	0%	0%
Regional Roads Repair Program	\$224,000	\$224,000	\$66,718	30%	30%
Federal Blackspot Funding	\$1,190,000	\$1,190,000	\$126,395	10%	11%
Total:	\$1,545,000	\$1,545,000	\$193,161		
Drainage					
Drainage Impts / Nuisance Flooding	\$230,000	\$236,184	\$76,950	35%	33%
Total:	\$230,000	\$236,184	\$76,950		
Bridges					
Major Repairs	\$168,000	\$330,000	\$53,060	17%	16%
Cathodic Protection (Fred Hanson Bridge)	\$200,000	\$193,195	\$152,290	88%	79%
Middle Creek Bridge	\$950,000	\$950,000	\$14,124	1%	1%
Coral St Bridge	\$620,000	\$620,000	\$7,400	0%	1%
Total:	\$1,938,000	\$2,093,195	\$226,874		

OPERATIONS BRANCH

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

AS AT DATE: 18-Jan-07

Description	Original Budget	Revised Budget	Actual Expenditure	% Project Complete	% Costs Expended
Footpaths / Cycleways					
Footpath Construction	\$267,000	\$242,000	\$152,389	65%	63%
Beacon Hill Environmental Levi	\$87,000	\$87,000	\$92,117	100%	106%
PAMPS Footpath Works	\$0	\$50,000	\$825	1%	2%
Cycleway Projects	\$118,000	\$118,000	\$4,433	2%	4%
Northern Beaches Cycleway	\$463,872	\$135,303	\$134,665	100%	100%
Total:	\$935,872	\$632,303	\$384,429		
Community Facilities Program					
Hogbin Drive Extension	\$15,000,000	\$15,000,000	\$5,967,515	36%	40%
Jetty Strip Improvements	\$100,000	\$100,000	\$1,520	0%	2%
Jetty Structure Improvements	\$680,000	\$680,000	\$8,495	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	\$3,049	0%	1%
Hogbin Drive Airport Roundabout	\$750,000	\$750,000	\$733,888	85%	98%
Total:	\$17,845,000	\$17,095,000	\$6,714,467		

S5 WHITNEYS BRIDGE, UPPER BOBO ROAD, BROOKLANA

Purpose:

To advise Council of the collapse of Whitneys Bridge on Upper Bobo Road, Brooklana and seek funding for a replacement structure.

Description of Item:

Whitneys Bridge was a single lane, 13.8m span timber bridge, approximately 50 years old. On 29 November, 2006 Whitneys Bridge on Upper Bobo Road at Brooklana collapsed. Local residents report that a logging operation was underway on a private forest and the bridge failed under the trailer of a log truck.

Whitneys Bridge had been identified for replacement during routine bridge inspections and was known to be in poor condition. The bridge had been programmed for replacement and was awaiting funding.

Sustainability Assessment:

- **Environment**

Replacement works will be assessed in accordance with Part V assessment and works will be undertaken in compliance with the subsequent recommendations.

- **Social**

Whitneys Bridge serviced two permanent residents and a number of farming properties where the owners live elsewhere. The permanent residents have been able to cross the creek via a low level causeway in an adjacent private property. This is a serviceable short term access however development as a long term solution is not viable. The low level crossing is subject to frequent flooding and represents a safety risk to the community.

- **Economic**

The estimated replacement cost of Whitneys Bridge is \$85,000 and has not been included in Council's current Management Plan. With the deterioration of the timber bridge stock and urgent programmed repairs to Houlahans and Morrow Road bridges, there is a very limited scope to reallocate funding within the existing major repairs budget. The accelerated replacement of Whitneys Bridge will require an additional amount voted to the bridge repair program if the replacement is to proceed in the 2006/07 financial year.

The proposed replacement bridge is a basic single span one lane structure with a timber deck on steel girders. Considering the low use of the bridge this design offers the most economical option for Council.

Funding for this project could be considered as a budget variation in 2006/07. No other funding options are available to Council.

Cont'd

S5 - Whitneys Bridge, Upper Bobo Road, Brooklana (Cont'd)

Consultation:

The affected residents have been advised of the process required to replace the bridge and Operations Branch have been maintaining the low level crossing in a traffickable condition.

Implementation Date / Priority:

Once funding is approved a replacement bridge should be in service within five weeks. In the meantime a consultant has been commissioned to compile a preliminary design to enable the prompt ordering of materials to ensure no undue delays are encountered.

Recommendation:

That Council allocate \$85,000 for the replacement of Whitneys Bridge, Upper Bobo Road as a budget variation for 2006/07.

Attachments:







S6 INTRODUCTION OF PESTICIDE NOTIFICATION PLAN FOR COFFS HARBOUR CITY COUNCIL

Purpose:

To seek Council approval of the pesticide notification plan as required by the NSW Department of Environment and Conservation.

Description of Item:

From February 1st 2007 changes to the Pesticide Regulations 1995 will require local councils and government agencies to notify the community in accordance with a notification plan, when they use or allow the use of pesticides in public places that are owned or controlled by the public authority.

Coffs Harbour City Council has been notifying the public of pesticide use for over fifteen years via public announcements on local radio stations, and chemically sensitive people have also been contacted individually about proposed use of pesticides near their residences. The formulation of a Pesticide Notification Plan (PNP) endorsed by Council formalises this process.

In accordance with the regulations the PNP is to include:

- A list of public places owned or controlled by Council eg, road verges, reserves, CBD etc.
- How Council will notify the community before it uses pesticides in public places.
- What special steps Council will take to notify the community before pesticides are used next to sensitive places i.e. school, childcare centers, hospital etc.

This plan will apply to the local government area of Coffs Harbour City Council.

Sustainability Assessment:

- **Environment**

Since Council has had an informal notification plan in place for over fifteen years there are no additional advantages or disadvantages to the environment by the implementation of a PNP.

Council staff have always been proactive in minimising risks involved with the use of pesticides. Only registered pesticides are used at label rates as required under the Pesticides Act 1999.

The PNP will make Council's pesticide use more transparent in so much as it requires details of:

- Where the pesticide will be used
- The full product name
- The purpose of the use
- Any warnings on the pesticide label with regard to how long the area must be avoided after pesticide application.

This information will be available on Council's website or by contacting Council's Weeds Technical Officer.

Cont'd

S6 - Introduction of Pesticide Notification Plan for Coffs Harbour City Council (Cont'd)

- **Social**

The social impacts resulting from implementation of the PNP are positive as it enables more people:

- To be aware of pesticide spraying and where to avoid it if necessary
- Provide contact details for those members of the public who wish to seek additional information with regard to pesticides and pesticide use.
- To provide input into the development of the plan during the consultation phase.

Chemically sensitive people and staff at defined sensitive places will be contacted 24 hours before pesticide application occurs within 500 metres of their property.

- **Economic**

Implementation of the PNP will have minimal impact on the operating costs of Council's Weed Services Section.

On-going costs directly attributable to implementation of the plan include:

- Maintenance of signs - \$300.00 per annum
- Staff time taken to erect and remove signs from pesticide application sites - \$4000.00 per annum
- Advertising of approved plan in local media - \$150.00

Consultation:

The draft PNP was placed on public exhibition for the required 14 days from 7-21 December 2006. No correspondence from the public was received.

The EPA provided information to assist with the development of the plan and has reviewed the final document.

Plans from other Councils were examined.

Related Policy and / or Precedents:

Council has had an informal notification plan in place for over 15 years based on informing the public and chemically sensitive people where pesticides are to be used. This plan utilised public announcements on three local radio stations. Chemically sensitive people are contacted individually to arrange a mutually agreeable time to carry out the necessary weed control.

Statutory Requirements:

A PNP is necessary to meet the requirements of the Pesticides Regulation 1995.

Penalties may apply:

- Where pesticides have been used in a prescribed public place but a notification plan has not been developed and displayed in accordance with the regulation, or

Cont'd

S6 - Introduction of Pesticide Notification Plan for Coffs Harbour City Council (Cont'd)

- If the notification was not carried out in accordance with the plan

Issues:

The application of pesticides by Council at all times complies with all necessary legislative requirements, particularly the Pesticides Act 1999, Noxious Weeds Act 1993 and Occupational Health & Safety Act 2000.

Notification procedures in the plan will enable those people, wishing to avoid close proximity to pesticides, to do so. Contacting chemically sensitive people in advance of pesticide application will avoid potential health issues, which in some cases may have very serious repercussions,

The plan will enable Council to keep the general public informed about what pesticides are used by Council, when they are to be used and for what purpose. It will also enable the public to make informed decisions about visiting a site (playground, reserve etc) which has been treated with a pesticide.

However, notifying members of the public about pesticide use before it happens will not mean that they can prevent the use of pesticides in the area concerned. The aim of a notification plan is to allow people to choose to reduce their exposure to pesticides if they so wish to.

Notifying the community is now internationally recognised as best practice in pesticide management.

Upon adoption by Council the plan states that the community must be advised of its existence and where it can be viewed. Copies will be available in the foyer of Councils Administration building, Nana Lane and Marcia Street Depots and on Council's website. A notice will be placed in the Advocate, Woolgoolga Advertiser and NSW Government Gazette.

This plan is to be reviewed every three years in accordance with the regulations.

Implementation Date / Priority:

Pesticide Notification Plan to be implemented after adoption by Council.

Recommendation:

That Council adopt the Pesticide Notification Plan 2007.

Jason R Gordon
Director of City Services

Attachments:

Coffs Harbour City Council



PESTICIDE USE NOTIFICATION PLAN

Introduction

This Pesticide Use Notification Plan has been prepared in accordance with the requirements of the Pesticides Regulation 1995. Pesticide Amendment (Notification) Regulations 2003 under the Pesticides Act 1999.

The aim of this Plan is to formally notify the community about pesticide application to land that is owned or controlled by Council.

Council ensures that pesticides are applied to public places in a safe and responsible manner.

This Plan does not grant any rights to enforce change to how or when pesticides are applied by Council.

Council only uses pesticides in public places when necessary to control weeds, protect public property from pest damage and to protect the users of the public places from nuisance or danger i.e. wasps, ants etc.

This Plan describes:

- What public places are covered by the Plan
- How and when Council will provide the community with information about its pesticide application in public places
- How the community can access this Plan to get more information about Council's notification arrangements
- How future reviews of the Plan will be conducted
- Contact details for anyone wishing to discuss this Plan with Council
- Public Places Covered by this Plan

Public Places Owned or Controlled by Council	Regular User Groups	Level of Use of Public Place	Type of Pesticide Used
a) Public Reserves, Cemeteries and Gardens	<ul style="list-style-type: none">• Children and Young Families• Elderly People• General Recreational Users	High to Very High	<ul style="list-style-type: none">• Spot or boom spray herbicide• Fungicide (in garden beds)
b) Playgrounds and Picnic Areas	<ul style="list-style-type: none">• Children• Young Families	High to Very High	<ul style="list-style-type: none">• Spot spray herbicides• Spot spray fur Funnel Ants

c) Sporting Fields and Surrounds	<ul style="list-style-type: none"> • Sporting Clubs • School Sports Groups • General Recreational Users 	High to Very High	<ul style="list-style-type: none"> • Spot and boom spray of selective and non-selective herbicides • Spot and boom spray insecticides
d) Laneways and Pathways	<ul style="list-style-type: none"> • Local Residents or Visitors Walking or Driving • People who Work in the Area 	Low to Medium	<ul style="list-style-type: none"> • Spot and broadscale selective and non-selective herbicides
e) Road Shoulders and Road Reserves	<ul style="list-style-type: none"> • Local Residents either Walking or Driving 	Low to Medium	<ul style="list-style-type: none"> • Spot and broadscale selective and non-selective herbicides
f) Easements eg road, sewer, water	<ul style="list-style-type: none"> • Local Residents and People who Wok in the Area 	Low to Medium	<ul style="list-style-type: none"> • Spot and broadscale selective and non-selective herbicides • Spot spray insecticides • Residual herbicide • Insecticide gels and granules
g) Drains	<ul style="list-style-type: none"> • Local Residents 	Low	<ul style="list-style-type: none"> • Spot and broadscale using selective and non-selective herbicides
h) Vacant Crown Lands under Council Management	<ul style="list-style-type: none"> • Local Residents and Visitors to the Area 	Low to Very High	<ul style="list-style-type: none"> • Spot and boom spray selective and non-selective herbicides including aerial application where necessary
i) Waterways	<ul style="list-style-type: none"> • Local Residents or Visitors Walking on adjacent Tracks • People Using Boats 	Low to Medium	<ul style="list-style-type: none"> • Spot and broadscale selective and non-selective herbicides
j) Interior of Council Buildings including Council Chambers, Libraries, Community Halls and Child Care facilities	<ul style="list-style-type: none"> • General Public • Council Staff • Community Groups 	High to Very High	<ul style="list-style-type: none"> • Various pesticides as required

Notification Arrangements

Notification of the general public as to where pesticides will be used on Council land will be provided by a combination of the following:

A. General Public

Daily community announcements with regard to pesticide application will be made over the following radio stations:

- ABC – Kempsey
- CHYFM
- Star FM

Not all places advertised receive pesticide application on the day stated as unexpected events may prevent planned completion of the daily pesticide program e.g. rain, wind etc.

All relevant information will also be available on the Council website www.coffsharbour.nsw.gov.au with a contact number should further information be required.

B. Chemically Sensitive People

In addition to the above, 24 hours notification before programmed spray is applied. If this proves to be unsatisfactory, further arrangements will be made to accommodate the wishes of such people, within reason.

C. Certain Council Buildings

For pesticide use in all Council buildings all staff will be advised by e-mail 48 hours prior to application. Signs will be placed at entrances advising the general public of pesticide use.

D. Pesticide Contractors

When Council uses contractors to apply pesticides on its behalf Council will ensure that notification is made in accordance with the pesticide notification plan.

E. Signs

All public places where pesticides are being applied will have relevant signage placed in highly visible locations. These signs will stay in place until the pesticide has dried.

F. Exemptions to the Notification Plan

Council staff frequently use small quantities of some pesticides that are widely available in retail outlets and ordinarily used for domestic purposes, including home gardens. Council does not intend to provide notice for such pesticide application when applied by non-motorised equipment ie knapsacks.

Stem injection or cut-stump techniques, where no off-target damage or drift can occur.

Pesticides applied by:

Lessees

Community groups working on Council land ie Landcare, Dunecare etc

Emergency Use

Where pesticides need to be applied at short notice, relevant chemically sensitive people will be informed by phone and the signage policy will be implemented as stated above. Such uses may be for the control of wasps, bees etc where a potential threat to persons in public places may be a possibility.

Special Measures for Sensitive Places

Clause 11(J)1 of the Pesticide Regulation defines a sensitive place to be any:

- School or Pre School
- Childcare Centre
- Hospital
- Community Health Centre
- Nursing Home

Council will provide concurrent notice directly with any of the above sensitive places 48 hours before any pesticide application is to be carried out on adjacent properties.

Wherever possible, any pesticide application adjacent to schools will be carried out during school holidays.

G. What Information will be Provided

In accordance with Clause 11L(2)(g) of the Pesticides Regulation the following information will be available by contacting Council's Weed Technical Officer on 6648 4889 and or on Council's website.

The full product name of the pesticide to be used

The purpose of the use, clearly setting out what pest or pests are being treated

The proposed date/s or date range of the pesticide use

The place where the pesticide is to be used

Contact telephone number and email address of the Council officer who people can contact to discuss the Notice

Any warnings regarding re-entry to or use of the place of application specified on the product label or the Australian Pesticides and Veterinary Medicines Authority (APVMA) permit

This information will be modified every 3 months to reflect Council's pesticide application programs. Signs will be a standardised design that will be easily recognizable to the public and workers.

H. How the Community will be Informed of this Plan

Council will advise residents of the contents of the Plan by:

Making a copy of the Plan available for public viewing in the Council Administrative Building foyer, libraries and Council's Parks Depot

Placing a copy of the Plan on Council's website www.coffsharbour.nsw.gov.au

Placing a notice in the Advocate and Woolgoolga Advertiser advising where the Plan will be available

Placing a notice in the NSW Government Gazette

Future Review of the Plan

The Notification Plan will be reviewed every 3 years. The review will include:

Placing the reviewed Plan on public exhibition, with any proposed changes and calling for public submissions

Making recommendation for alterations (if applicable) to the Plan

Contact Details

Anyone wishing to contact Council to discuss the Notification Plan or to obtain further details of pesticide application in public places should, in the first instance contact:

Weeds Technical Officer

Phone: 02 6648 4889 Fax: 02 6648 4899 Mobile: 0417 464 406

Email: barry.powells@chcc.nsw.gov.au

Senior Weeds Officer

Phone: 02 6648 4880 Fax: 02 6648 4899 Mobile: 0408 962 046

Email: alan.wray@chcc.nsw.gov.au

Coffs Harbour City Council's website www.coffsharbour.nsw.gov.au