



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(ECONOMIC AND COMMUNITY ENTERPRISES COMMITTEE)
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
28 FEBRUARY 2002
Commencing at 5.00pm

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COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(ECONOMIC AND COMMUNITY ENTERPRISES COMMITTEE)
28 FEBRUARY 2002

Mayor and Councillors

GENERAL MANAGER'S REPORT

2 DELEGATION TO SASEBO CITY, FOR 100TH ANNIVERSARY OF MUNICIPALISATION

To be circulated.

ECONOMIC AND COMMUNITY ENTERPRISES DEPARTMENT REPORTS

E5 GRANT OF EASEMENT FOR RIGHT OF WAY - LOT 81 DP 773096 - LINDEN AVENUE, BOAMBEE EAST

Purpose:

Report seeking Council's consent to grant an easement for right of way over Council land at Boambee East known as Lot 81 DP 773096.

Description of Item:

Council has recently received a request from Mr Keith Gray who owns a property at 233 Sawtell Road, Boambee East to obtain a 4.2 metre wide right of way easement over a Council owned parcel of land which adjoins to the east and which is known as Lot 81 DP 773096.

Mr Gray has submitted a Development Application for 5 villa homes on his property which has a frontage to Sawtell Road. The frontage is in close proximity to the intersection of Sawtell Road and Linden Avenue. Council currently have plans for a future roundabout at this intersection and its construction will make access to Mr Gray's site from Sawtell Road difficult and inappropriate should the site be developed as proposed. Council's concerns relate to safety and traffic management issues.

Council's Planning section advise that the proposed development by Mr Gray can be adequately serviced by a right of way easement 4.2 metres wide over Council's land as shown on the attached plan.

Council's land has recently been reclassified from Community to Operational under the Local Government Act 1993 to facilitate such dealings. The land is zoned Residential 2A and exists predominantly to protect a stand of large eucalypt trees. The creation of the easement will not require the removal of any trees.

Negotiations have occurred with Mr Keith Gray and it has been agreed that Council will grant the easement on the following basis:

1. Compensation of \$500 being paid to Council for the grant of the easement.
2. All costs associated with the matter being the responsibility of Mr K Gray or the owner of Lot 230 DP 808398 (233 Sawtell Road, Boambee East).

Issues:

Without the easement the property at Lot 230 DP 808398 being 233 Sawtell Road cannot be developed to its full potential.

From a safety and traffic management aspect it is desirable for the access to this site to be provided as proposed by the right of way.

Other Departments' Comments:

The Engineering Department advises that the right of way as proposed is satisfactory.

cont'd

E5 Grant Of Easement For Right Of Way - Lot 81 Dp 773096 - Linden Avenue, Boambee East (cont'd)

Economic Implications:

The grant of the easement is considered to have a minor impact on the value of Council's land. Council's Valuer considers that the compensation of \$500 is fair and reasonable.

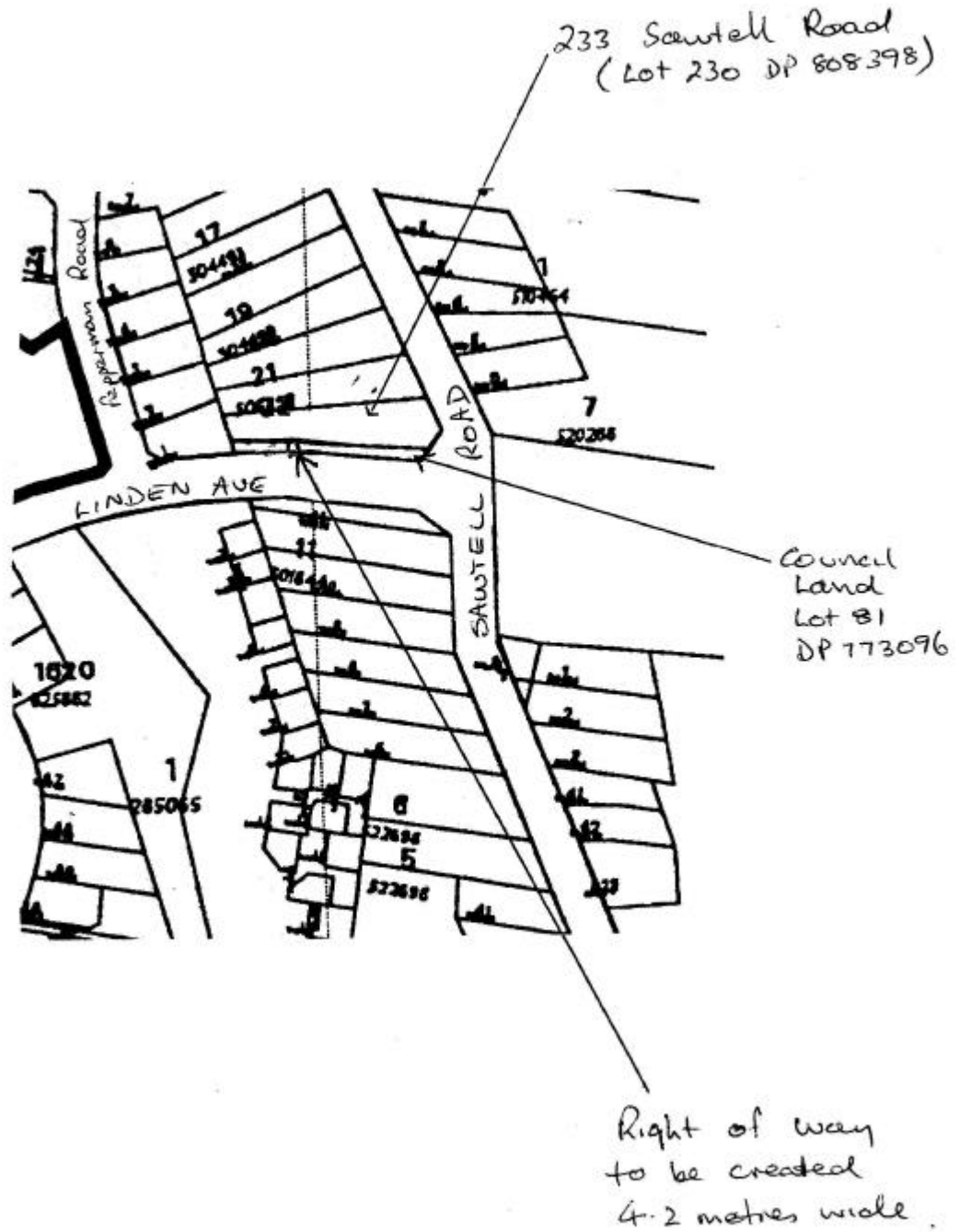
Implementation Date / Priority:

This matter will be acted upon after formal instructions are received from Mr Gray or the owner of the property at 233 Sawtell Road, Boambee East.

Recommendation:

1. That Council grant an easement 4.2 metres wide as shown on the attached plan for right of way purposes over Lot 81 DP 773096 in favour of the property at 233 Sawtell Road, Boambee East (Lot 230 DP 808398).
2. That Council accept an amount of \$500 compensation for the grant of the easement.
3. That all costs associated with the matter be the responsibility of the owner of 233 Sawtell Road, Boambee East.
4. That all necessary documents be executed under the Common Seal of Council.
5. That Council consent to the construction of a driveway within the easement upon development of the land at 233 Sawtell Road, Boambee East.

Attachments:



E6 MEMBERSHIP OF THE JETTY MEMORIAL THEATRE MANAGEMENT COMMITTEE

Purpose:

To obtain Council approval to increase the maximum committee membership, as outlined in the Jetty Memorial Theatre Management Plan, from seven (7) to twelve (12) and the appointment of five new members.

Description of Item:

To better achieve the running and management of the Jetty Theatre it is suggested that the membership of the management committee be increased from seven to twelve and that the five new applications received be appointed.

Nominations to the Jetty Memorial Theatre Management Committee have been received from Julie Smith, Brian Fitzsimmons, Greg Watt, Sara Wade and Bernard Bracks.

Background on the five new nominees are as follows:

- Ms Julie Smith has been involved with the Coffs Harbour Arts Council for many years and is a current member of the Coffs Harbour Music Society, she has expressed a keen interest in being involved in the committee.
- Mr Brian Fitzsimmons has vast experience in setting up and running theatre groups and drama workshops. His strong knowledge of theatre production and maximising theatre space would be an asset to the committee.
- Mr Greg Watt has been involved in coordinating many community projects over the past ten years, including the Bunker Gallery. The Jetty Memorial Theatre Management Committee can benefit from Mr Watt's management skills, financial management skills and submission writing experience.
- Ms Sara Wade is a volunteer at the Coffs Harbour Regional Gallery and Coffs Harbour Arts Council. Ms Wade's energetic and enthusiastic approach to becoming actively involved in the improvement and preservation of the Jetty Memorial Theatre would be an advantage to the committee.
- Mr Bernard Bracks is involved with Bootlace Productions and his experience as a Stage Manager would be of benefit to the management committee when considering the needs of theatre groups. He has an ardent interest in maintaining the historical, cultural and social significance of the Jetty Theatre.

Consultation:

The Jetty Memorial Theatre Management Committee discussed at their meeting of 10 December 2001 the issue of increasing its membership and it was agreed to make this recommendation to Council. In addition, the committee also resolved to accept the applications from Ms Julie Smith, Mr Brian Fitzsimmons, Mr Greg Watt, Ms Sara Wade and Mr Bernard Bracks as new members.

cont'd

E6 Membership Of The Jetty Memorial Theatre Management Committee (cont'd)

Issues:

One of the issues raised by the current membership was that sometimes, due to other commitments away from the committee, it is not always possible to have a quorum at monthly meetings. This then impacts on the committee being able to achieve the objectives outlined in the committee's management plan in the area of improvement, preservation and marketing. An increased membership will assist in the achievement of these objectives.

Recommendation:

- 1. That Council approve the increase of the maximum membership of the Jetty Memorial Theatre as outlined in the Management Plan from seven (7) to twelve (12) members.**
- 2. That Ms Julie Smith, Mr Brian Fitzsimmons, Mr Greg Watt, Ms Sara Wade and Mr Bernard Bracks be appointed to the Jetty Memorial Theatre Management Committee.**

**E7 AGREEMENT TO CREATE EASEMENT FOR WATER SUPPLY - LAMBERTS ROAD,
BOAMBEE EAST**

Purpose:

Report seeking Council's approval to enter into a legal agreement with the owner of 26B Lamberts Road, Boambee East to create an easement for water supply.

Description of Item:

Mr and Mrs Perrie who own Lots 31 and 32 DP 862529 at Lamberts Road, Boambee East have requested Council to connect a separate water supply to Lot 31. Lot 32 currently has an existing service and obtains this directly from Worland Drive which it fronts.

- Lot 31 does not have frontage to an existing road and as such the extension of a water service would have to traverse Lot 32. Council's standard policy is that an easement would be required over Lot 32 in favour of Lot 31 prior to works being undertaken. The easement that would be required is shown on the attached plan. Because both lots are currently owned by the same people, it is not legally possible to create an easement in favour of one lot over the other.

As an alternative arrangement and to allow the water service connection, Council have agreed to enter into a legal agreement which stipulates that should either property be subdivided or sold in the future an easement 1 metre wide would be created by the owners at their cost. The easement required would be as shown on the attached plan.

To ensure Council's interests are protected, a caveat would be registered against the Title of both Lots 31 and 32.

Other Departments' Comments:

Council's Water Manager advises this will be a temporary arrangement until the land is further subdivided and this satisfies the department's requirements.

Economic Implications:

All costs associated with this matter will be the responsibility of Mr and Mrs Perrie.

Implementation Date / Priority:

This matter will be acted upon immediately documentation is received from the applicant.

Recommendation:

1. **That Council enter into a legal Deed of Agreement with Mr and Mrs Perrie to facilitate a second water service being connected to their property. The Agreement is to ensure the creation of a suitable easement for water supply over Lot 32 DP862529 in favour of Lot 31 DP862529 should either property be sold or subdivided in the future.**
2. **That Council execute all relevant documents required under its Common Seal.**

Attachments:



E8 REVIEW OF ECONOMIC DEVELOPMENT STRATEGIES AND ACTIVITIES

Purpose:

Report advising Council of review to its Economic Development Strategies and Activities in the City.

Description of Item:

Council is aware that an extensive review has been conducted into the economic development activities and strategies of Council, and in particular, the role of the Coffs Harbour Future Development Corporation (CHFDC) in its capacity to lead economic growth in the City.

The services of a consultant (Lesley Schoer and Associates Pty Limited) were utilised for all consultation with stakeholders and to review economic development strategies and activities.

These activities not only include CHFDC but also the activities of Streets Ahead Inc, Retirement and Aged Care, Agri Business and the need to establish a sports unit within the Council structure.

Consultation:

Extensive consultation was undertaken by Lesley Schoer and Associates with 31 organisations and businesses comprising economic drivers and business support groups and funding agencies.

The Council was also briefed on the outcomes of these consultations at its briefing session of 22 November 2001.

Copies of the two part report by Lesley Schoer and Associates are being circulated to Councillors under separate cover.

Related Policy and / or Precedents:

Council is required to review its structure annually and is continually refining its structure and operations to deliver the most efficient and cost effective service to its ratepayers.

Statutory Requirements:

Council owns the CHFDC with the Mayor and General Manager being the two shareholders. It is required to comply with the requirements of the Companies Act and the Local Government Act. Council also needs to comply with the various Acts and Provisions relevant to the employment of staff.

Issues:

When it was initially established, the Business and Industry Centre in Marcia Street was to be a one stop shop for economic development in the City. It combined the Economic Development Manager, Tourism, Business and Regional Development, etc all under the one roof. CHDFC's role was to oversee all of this through its General Manager.

cont'd

E8 Review Of Economic Development Strategies And Activities (cont'd)

The unit began to break up when tourism split from the Unit, Business and Regional Development relocated and for various reasons the role of CHFDC changed. Whilst there were a whole range of economic activities conducted by CHFDC the main focus in the latter years was on sports industry. This was a deliberate decision as this industry has grown considerably and limited resources didn't allow other industries the same focus. It was also obvious that there needed to be a structure which allowed for better communication with the economic drivers in the City and a coordinated approach to economic development.

This is in no way intended to be a criticism of the existing organisation. The existing structures and resources didn't allow CHFDC ready access to these other economic drivers and as will be seen later in the report, the new structure will give CHFDC the resources and information to make more informed decisions and hence recommendations to Council.

Proposed Changes:

A. Coffs Harbour Future Development

It is proposed that CHFDC will remain an incorporated body as the economic development arm of the Council and will have a strategic focus rather than a board of management. It needs to be closely aligned to Council's strategic directions. No staff will be accountable to the Board and its roles and functions will be to:

- develop strategies and actions for economic development in line with the Council Management Plan strategy relating to economic development, and in consultation with stakeholders
- build and encourage communication, networking, partnerships and cooperation in economic development activities within the business community including hold a bi-annual economic and business forum.
- Develop its own initiatives for consideration and action by Council for inclusion in Council's Management Plan.
- Council will need to advertise to fill the three vacancies that currently exist on the Board.

B. Staffing

The proposal would be to place all the identified economic drivers plus all Council's commercial enterprises into one division of Council. Sufficient scope and space would also be allowed to nurture other emerging economic drivers as they are identified.

The exact staffing mix and requirements are currently being developed and will be the subject of a further report to Council. Council has appointed Lesley Schoer of Lesley Schoer and Associates to a three month contract to help facilitate the transition phase. During this period Council will be advertising for the position of Economic Development Manager – a position that will be explained further on in this report.

Council's Sports Unit has been transferred progressively over the last 12 months to Rose Avenue and future renovations will see the Marketing Manager and staff relocated there as well.

Sport facility management and events management are being examined and there may be the opportunity for further integration in these areas. The role of the Stadium Board needs to be clarified and further talks will be held with the Board in this regard.

cont'd

E8 Review Of Economic Development Strategies And Activities (cont'd)

The Agribusiness staff, Aged Care Retirees staff and Streets Ahead staff will continue to be located at Rose Avenue and the resourcing of these together with an examination of a role for existing Board staff will be undertaken by the consultant, L Schoer.

C. Economic Development Manager - The Board and Staff Coordination

A new position with the status of Manager who would service the Board and report to the Director of Economic and Community Enterprises. It would be intended that this person would, amongst other things:

- Be the initial point of contact for all economic development. Note: this will not preclude all existing issues going direct to the relevant manager.
- Facilitate provision of secretarial services to the Board.
- Coordinate economic development projects and activities of the unit.
- Liaise and build relationships with local Chambers of Commerce and other business representative, State and Regional Development and ACC officers as well as the duties on the attached job description (see Attachment A).

The Economic Development Manager will service the Board and provide staff to take the minutes of meetings. Whilst this person will work closely with the Board he or she will not take directions from the Board or initiate new work not agreed to by Council.

The Board will be asked to work with Council in the formation of programs each 12 months for inclusion in Council's Management Plan where they will be prioritised and resources allocated.

Any new initiatives of the Board that are outside the scope of the Management Plan will be reported back to Council for adoption, funding and prioritising. The Board will be requested to report to Council quarterly on its activities.

The Board will be consulted when the annual performance review for the Economic Development Manager is undertaken. The Board can, through the Economic Development Manager, arrange for the Managers of other economic units to address the meetings and be available for questions. The Board will also be able to call for reports from the other economic units in this division.

Once a month (as a trial – it may be more or less frequent as needs dictate). The Director of Economic and Community Enterprises will meet with the Departmental Managers in the Economic side of the Division, together with such people as the Executive Officer of the Chamber of Commerce, Officers of the Area Consultative Committee – State and Regional Development and such other organisations as are identified as part of the economic development drivers in the City. Ideally, this would take place in the week preceding the Board Meeting and a copy of the Minutes of that meeting would go to the Board with its Agenda papers.

This would give the Board better information when making its deliberations.

D. The Structure

In the initial stages whilst the consultant is completing her brief, it is proposed as follows:

- The existing Managers of the Economic and Community Enterprises Department will continue to report to the Director of Economic and Community Enterprises.

cont'd

E8 Review Of Economic Development Strategies And Activities (cont'd)

- Paul Sullivan continue in his role as General Manager of CHFDC and report to and be responsible to the Board whilst at the same time keeping the Director of Economic and Community Enterprises fully informed of matters in his portfolio.
- Paul's staff continue to report to him, but to co-operate with and work with the consultants in the transition process.
- Streets Ahead staff to continue as at present and keep the consultant informed of their activities and work with and co-operate with her in the transition process.
- Aged Care Staff and Agribusiness Staff to continue as at present and keep the consultant informed of their activities and work with and co-operate with her in the transition period.
- The recent resignation of the Stadium Manager means that a review of that operation will take place and it will be proposed that an integration of facilities management and events management will be investigated.
- The role of the Marketing Manager will be reviewed particularly as it relates to:
 - Branding of Coffs Harbour
 - Internal Marketing and non sports/cultural events and the relationship with events currently auspiced by Streets Ahead.
 - External Marketing
- The relationship between Coffs Coast Marketing, Coffs Coast Tourism Association, Council and Visitor Information Centre is being reviewed.
- The role and function of several relevant committees will also be discussed with the Committees and changes recommended to Council as necessary. Some of this may be influenced by insurance issues.
- The duplication of administration, secretarial and accounting functions is to be addressed together with a coordination and focus on relevant grant and funding applications.
- Intelligence gathering, structural data and promotional material will be gathered and coordinated by the Economic Development Manager and supplied as necessary to other areas of the Council and City.

The Future

Most of the above will be addressed in the course of the consultancy with the aim of:-

1. Having a well informed and serviced Board giving advice to Council on economic development activities and opportunities in the City.
2. A cohesive coordinated approach to economic development.
3. All staff and organisations in the town involved in economic development meeting regularly to share information and resources.

cont'd

E8 Review Of Economic Development Strategies And Activities (cont'd)

4. Having the ability to put together project teams to work on programmes and projects.
5. Maximising Council's money making and Investment Portfolio to give it increased income to meet the increasing costs of providing services to its community.

. . Within the next three to four months, a likely structure could be as outlined in Attachment B.

Economic Implications:

Funding for the employment of an Economic and Development Manager will need to be addressed in the current budget. The expected cost for this financial year is \$24,000 and should be met from existing budgets. In the longer term the annual cost needs to be considered in conjunction with the overall strategy.

Preliminary figures have been worked through with the Finance and Administration Department and the aim is to bring this proposal within or close to existing budgets. There will be ongoing discussions regarding this with the Finance and Administration Department and a further report to Council before the matter is finalised.

Implementation Date / Priority:

It is intended that the matter be finalised once sufficient information is available from the consultant and final financials are available to enable a conclusive report to Council. This should occur within the three months consultancy given to L Schoer and Associates.

Recommendation:

1. **That Council note and endorse the progress to date in restructuring the Economic Development Unit of Council.**
2. **That advertisements be placed to call for nominations for the three vacant properties on the Board of Coffs Harbour Future Development Corporation.**

Pat Littler
Director Economic and Community Enterprises

Attachments:

ATTACHMENT A

JOB DESCRIPTION

POSITION: Economic Development Manager	NAME:
DEPARTMENT: Economic and Community Enterprises	REPORTS TO: Director of Economic and Community Enterprises
BRANCH: Economic Development	AWARD CLASSIFICATION:

POSITION OBJECTIVES:

1. To facilitate economic development activities and economic strategic planning for the City.
2. Facilitation of information and communication between Council, the community, other relevant stakeholders, Board of Coffs Harbour Future, government departments and agencies and advisory groups.
3. Liaison with the business community to build contacts, networks and partnerships.
4. Coordinate support for economic development activities in the Business Industry Centre.
5. Mentor developing economic drivers eg agribusiness, aged care, etc.

PRINCIPAL RESPONSIBILITIES

1. Facilitate Economic Development

- 1.1 Identify, investigate, pursue and report on business and industry development opportunities in Coffs Harbour and the region and where necessary mentor, resource and facilitate emerging business.
- 1.2 Identify funding sources for strategic projects, programs and business opportunities to assist and grow the business community of the region.
- 1.3 Develop partnerships and cooperative arrangements for funding through State and Federal funding sources.
- 1.4 Facilitate and contribute to the strategic planning of and for economic development.
- 1.5 Service and manage economic development enquiries from new and existing business, relocating and expanding businesses, venture capitalists, developers, etc.

2. Budget Control

- 2.1 Manage own budget and budgets for emergency embryonic business units and monitor costs to ensure that staff and program costs are carried out within budget limitations and when adverse trends are detected advise the Director of Economic and Community Enterprises so that corrective action may be determined.

- 2.2 Work Methods – Ensure that you adopt an attitude of monitoring and continuous improvement of work methods and materials use, and ensure suggestions for improvements or modifications are advised to you supervisor.

3. Planning

- 3.1 Facilitate and contribute to the Board of Coffs Harbour Future's annual review of its strategic plan based upon Council's Management Plan strategies and key stakeholders input.
- 3.2 Plan and facilitate bi-annual Economic and Business forums, reporting outcomes to the Board of Coffs Harbour Future, Council and stakeholders.
- 3.3 Develop strategies and implement actions arising from the Forum.
- 3.4 Coordinate creation of promotional materials to avoid duplication.

4. Staff Management

- 4.1 By consultative participation establish and develop Branch and individual objectives.
- 4.2 Monitor performance and take corrective/disciplinary action as appropriate, provide formal and informal counselling of staff and conduct staff performance and competency assessments.
- 4.3 Input as necessary to the ongoing review of staff operations to ensure delegation, accountability, flexibility and adaptability are accepted and implemented by all staff.
- 4.4 Input career path/personal development aspirations of your staff to the organisation through staff performance and competency assessment.
- 4.5 Determine training needs of staff and be prepared to conduct on the job training as required.
- 4.6 Ensure that your work area is safe and that all staff are safety conscious and work to the requirements of Council's Occupational Health and Safety Policy, Code of Safety and Risk Management Programs.
- 4.7 Ensure adoption of a cooperative/consultative style of management and communication ethic with all staff across the organisation.
- 4.8 Adopt and practice an effective ethic of internal/external customer service for your area of responsibility.
- 4.9 Ensure understanding of and adherence to EEO principles in all staff matters.
- 4.10 Participate in recruitment, interviewing, selection and induction of staff.

5. Communication

- 5.1 Establish and maintain a network of contacts within the business community and with key stakeholders.
- 5.2 Develop cross-regional, capital city and interstate networks.
- 5.3 Develop effective communication mechanisms with key stakeholders to allow regular exchange of information to ensure the business sector is informed and involved in programs and activities.
- 5.4 Establish and maintain effective relationships with funding partners – the Federal Government's Australia Holiday Coast Area Consultative Committee, the State Government's Regional Development Boards and Department of State and Regional Development.
- 5.5 Establish and maintain relationships with co-operative partners in economic development such as Business Enterprise Centre, Chambers of Commerce, etc.
- 5.6 Liaise with, advise and develop effective relationships with the Board of Coffs Harbour Future.

5.7 Attend forums and represent Council on key committees related to economic development.

5.8 Be part of inter-council economic development teams and forums.

6. Data and Information Research

6.1 Provide research, data and information support to all teams located in the business and Industry Centre – Sport, Marketing, Economic Development, Retirement and Aged Care, Streets Ahead and others as identified from time to time.

6.2 Provide data and information that allows outcomes of projects to be measured in terms relevant to economic development.

6.3 Provide reports and data in given timeframes.

6.4 Set up data recording and analysis systems that track and measure information related to projects undertaken in the Business and Industry Centre.

6.5 Conduct research projects for all teams in the Centre.

6.6 Conduct independent research projects to seek information related to economic development from the community.

7. Customer Service

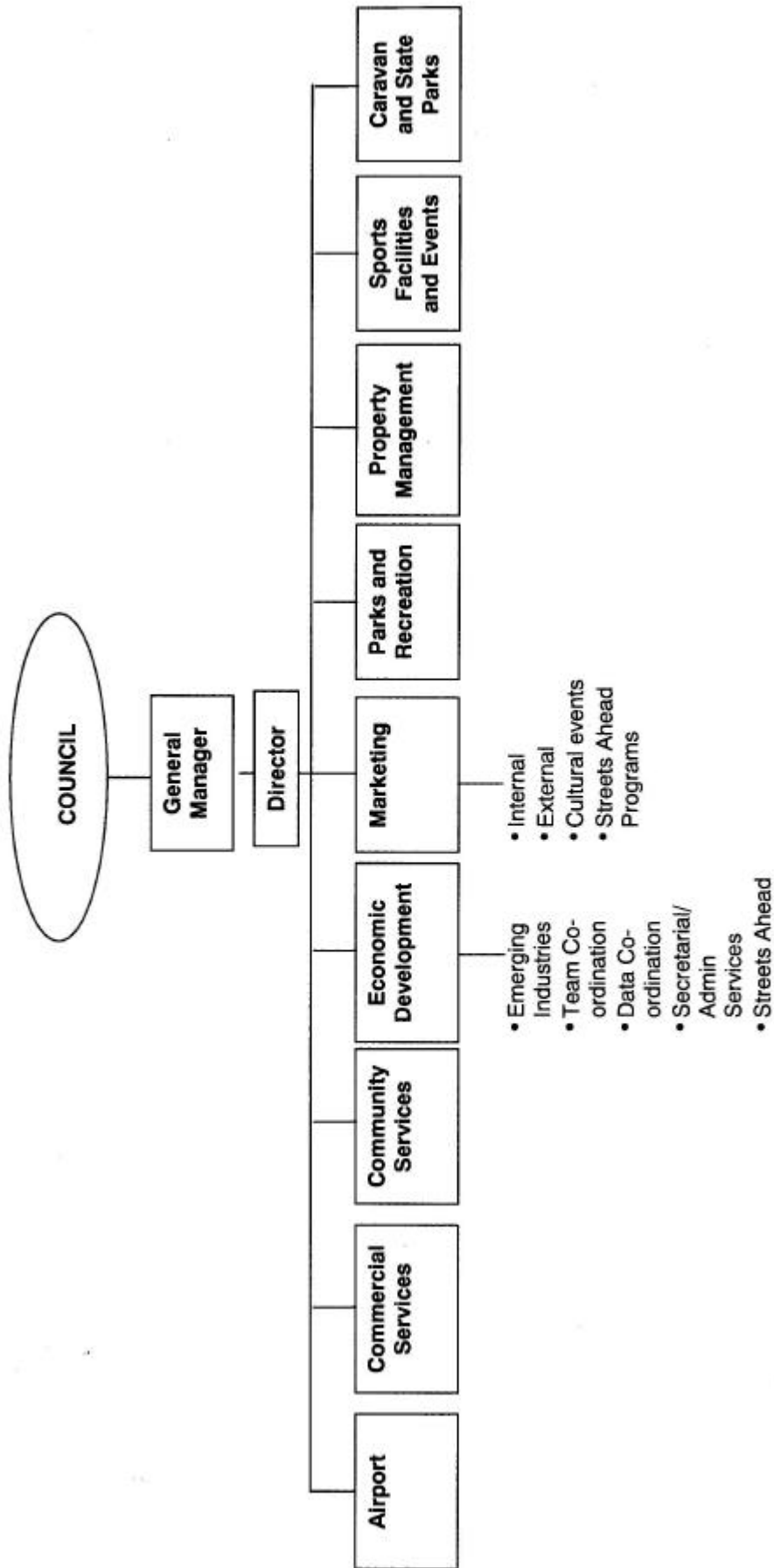
7.1 Adopt and practice an effective and efficient customer service method for better internal and external customer relations that will meet Council and Branch policies, procedures and objectives.

EXPERIENCE AND /OR QUALIFICATIONS

Essential

- Degree in Economics or equivalent.
- Minimum ten years experience in economic development in a regional context.
- Strategic planning skills and experience.
- Good project management and organisational skills.
- Demonstrated experience in effective staff and team management.
- Good problem solving, negotiation and conflict resolution skills and experience.
- Effective facilitation and co-ordination skills.
- High level communication skills – verbal, written, presentation, networking.
- Demonstrated time management skills.
- Good computer skills – word processing, spreadsheets, databases, internet and email.
- Commitment to safety, risk management, EEO and customer service.
- Class C drivers licence.

ATTACHMENT B



PED11 DEVELOPMENT APPLICATION NO. 319/02 - LOT 1, DP 799231, 86 GUNDAGAI STREET AND LOT 2, DP 567762, 39 GALLIPOLI ROAD, COFFS HARBOUR - HOUSING FOR AGED OR DISABLED PERSONS

Purpose:

To report on proposed housing for aged or disabled persons (21 dwellings) at 86 Gundagai Street and 39 Gallipoli Road, Coffs Harbour. The report recommends approval subject to conditions.

Description of Item:

This is a further report on Development Application No. 319/02 following Council's Planning, Environment and Development Committee meeting resolution of the 14 February 2002:

That Development Application No. 319/02 for housing for aged or disabled persons at Lot 1, DP 799231, 86 Gundagai Street and Lot 2, DP 567762, 39 Gallipoli Road, Coffs Harbour be deferred pending a site inspection and a socially acceptable resolution of noise and privacy problems for the residents of Gundagai Street and issues as to parking and access off Gallipoli Road.

The 14 February 2002 Planning, Environment and Development report describing the application is attached.

Councillors inspected the site and the adjoining property 86A Gundagai Street on Wednesday, 20 February 2002. Also present, amongst others, were the applicant and the owner of 86A Gundagai Street.

Two issues were considered on site: the mitigation of noise to 86A Gundagai Street from the proposed driveway and concerns over the possibility of increased stormwater inundation of adjoining properties.

The mitigation of noise from vehicles entering and exiting the site to 86A Gundagai Street was considered in terms of providing a mutually acceptable boundary treatment between the driveway of the development and 86A Gundagai Street. In this regard Council, the applicant and the owner of 86A Gundagai Street concluded the following arrangements:

- retention of existing boundary fence,
- provision of landscaping bed immediately behind this fence on the development site,
- provision of a masonry wall (acoustic barrier) behind the landscaping bed.

Retaining the existing fence and providing landscaping immediately behind it will serve to maintain a visually pleasing outlook for 86A Gundagai Street toward the development, while the masonry wall beyond the landscaping will act to ameliorate noise from vehicles when they are adjacent to the residence. It should be noted that another landscaping bed will be located behind the masonry wall, screening it from dwellings within the development.

With regard to stormwater drainage for adjoining properties, the applicant intends to provide inlets in boundary retaining walls, allowing these properties to drain stormwater through the site (via pipes). If the application is approved conditions of consent will be imposed ensuring that the pipes are sized larger than that ordinarily required for stormwater drainage purposes, to take into account

the possibility of partial blockage. Easements will also be necessary over the pipelines to the benefit of these adjoining properties.

With regard to the latter part of Council's resolution, parking proposed within the development exceeds the requirements of Council's Off Street Car Parking Development Control Plan. The amount provided also exceeds the number required by State Environmental Planning Policy No. 5 – Housing for Aged or Disabled Persons.

The application does not propose any access off Gallipoli Road.

The proposed conditions to be attached to the development consent will be available in the Councillors' room for perusal prior to the meeting.

Recommendation:

That Development Application No. 319/02 for housing for aged or disabled persons at Lot 1, DP 799231, 86 Gundagai Street and Lot 2, DP 567762, 39 Gallipoli Road, Coffs Harbour be approved subject to standard technical conditions and to conditions foreshadowed in item PED5 of 14 February 2002 and this report.

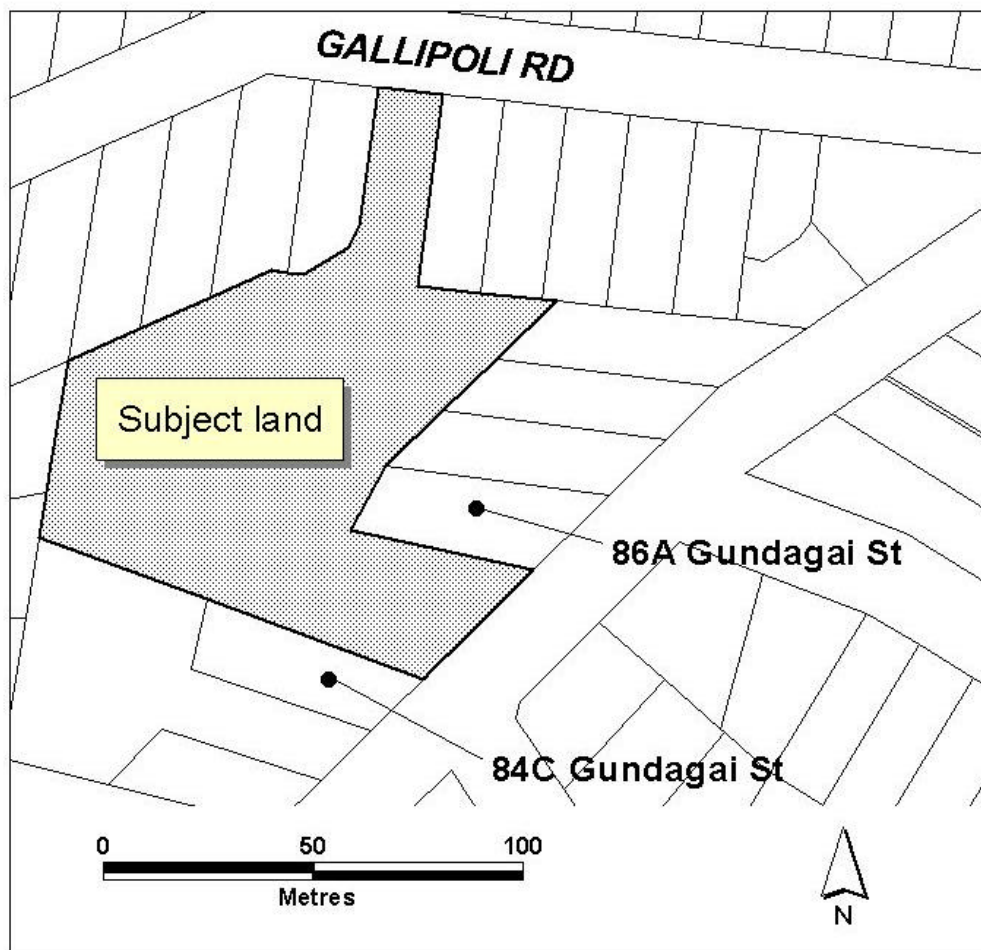
**KR Power
Director Planning Environment and Development**

Attachments:

PED5 DEVELOPMENT APPLICATION NO. 319/02 - LOT 1, DP 799231, 86 GUNDAGAI STREET AND LOT 2, DP 567762, 39 GALLIPOLI ROAD, COFFS HARBOUR - HOUSING FOR AGED OR DISABLED PERSONS

Purpose:

To report on proposed housing for aged or disabled persons at 86 Gundagai Street and 39 Gallipoli Road, Coffs Harbour. The report recommends approval subject to conditions.



Description of Item:

The development proposes the erection of eighteen single storey and four two storey dwellings as housing for aged or disabled persons. The dwellings are two and three bedrooms, and strata subdivision is also sought.

Access to the development is via a driveway from Gundagai Street, which meanders through the site to an internal roundabout.

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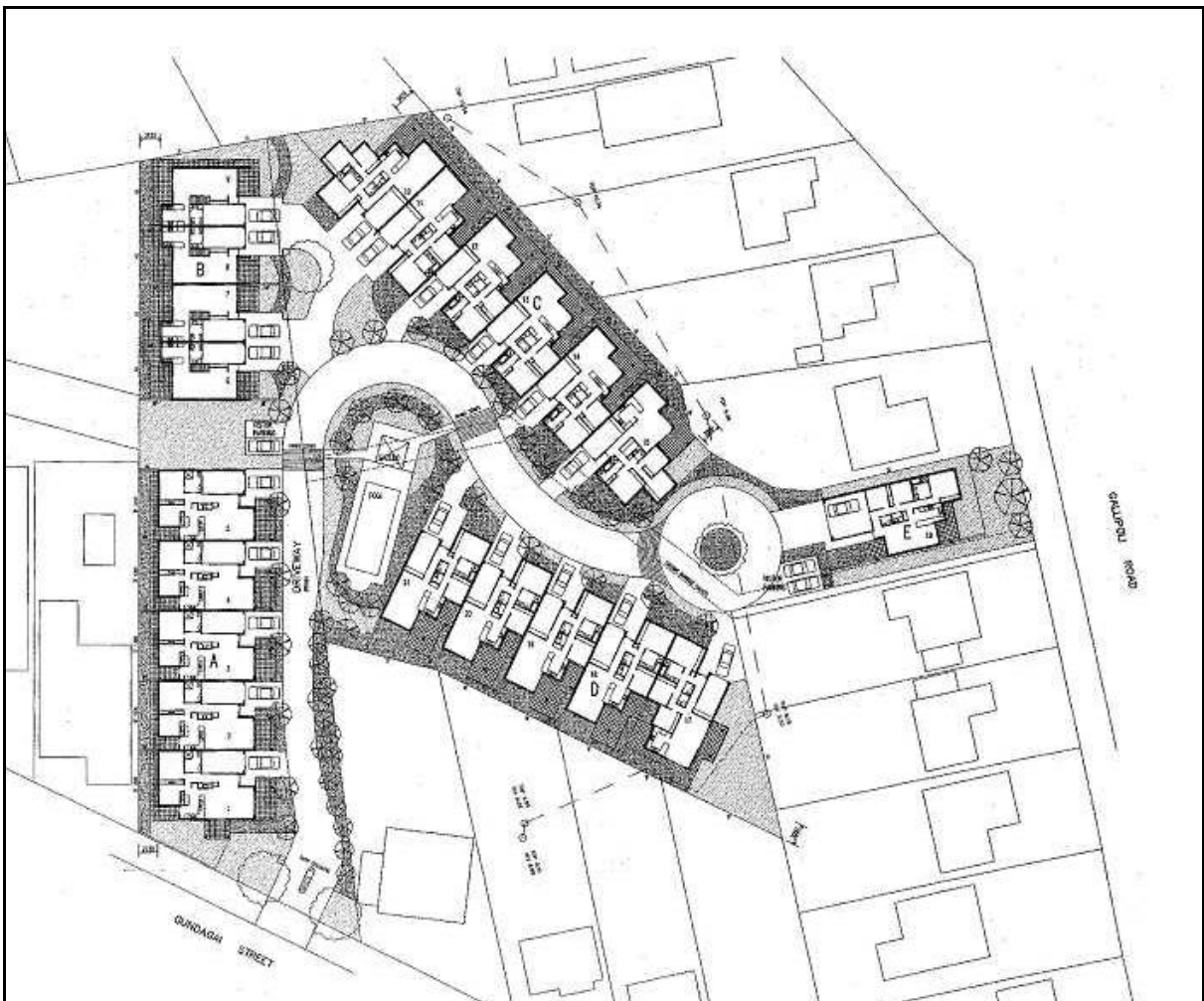
Ped11 Development Application No. 319/02 - Lot 1, Dp 799231, 86 Gundagai Street And Lot 2, Dp 567762, 39 Gallipoli Road, Coffs Harbour - Housing For Aged Or Disabled Persons (cont'd)

To be included within the site is a pool and gazebo for common use, and four visitor car parking spaces.

The site is low lying land, located along a drainage channel. A drainage culvert runs through the site, discharging into an open channel, which runs into Coffs Creek. The site was inundated during the November 1996 floods.

The site will be extensively filled, with the construction of retaining walls along the majority of boundaries.

The development is infill housing in an established residential area. It gives older and disabled people the choice of remaining in their current localities in manageable housing, and the opportunity to arrange their own access to external support, as and when they require it (e.g. home maintenance, personal care, meals, and laundry).



cont'd

Ped11 Development Application No. 319/02 - Lot 1, Dp 799231, 86 Gundagai Street And Lot 2, Dp 567762, 39 Gallipoli Road, Coffs Harbour - Housing For Aged Or Disabled Persons (cont'd)

History:

The development originally sought in the application was for twenty two dwellings, ten of these two storey. The application was also **not** limited as housing for aged or disabled persons, but available to the general public. The development was inconsistent with the requirements of Council's Residential 2A Low Density Development Control Plan (DCP), and posed significant adverse impacts upon adjoining properties.

A number of meetings have been held with the applicant since first lodgement of the application, with a view to improving the design of the development and ameliorating its impacts upon properties in the locality. These meetings have resulted in amendments to the development; notably to restrict it to housing for aged or disabled persons; reducing the number of two storey dwellings from ten to four and, in particular, mitigating impacts to the properties adjoining the driveway.

Statutory Requirements:

- **Environmental Planning and Assessment Act and Regulations**

The development has been assessed in accordance with the Act and Regulations, and is consistent with the requirements of the North Coast Regional Environmental Plan and NSW Coastal Policy 1997.

- **City of Coffs Harbour Local Environmental Plan 2000**

The site is zoned Residential 2A Low Density under Local Environmental Plan 2000. It is defined as '*housing for aged or disabled persons*' and is permissible with development consent.

- **State Environmental Planning Policy No. 5 (SEPP 5) - Housing for Aged or Disabled Persons**

SEPP 5 aims to create more and better-suited housing within the community for older people and people with disabilities. It exists to allow housing for this purpose on land primarily zoned for urban purposes.

The development complies with the requirements of SEPP 5.

- **Residential 2A Low Density Housing Development Control Plan (DCP)**

The development is generally consistent with the requirements of the DCP, however it has two notable departures, these being density and the provision of private open space.

The development exceeds the density requirements by five dwellings, with all dwellings providing less than the specified private open space area. SEPP 5 however specifically provides that developments for '*housing for aged or disabled persons*' may not be refused where it meets minimum standards set out in the SEPP. These standards are very much less than those in the DCP and dwellings within the development meet them. The inconsistencies may not therefore be used as reasons for refusing the application.

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Ped11 Development Application No. 319/02 - Lot 1, Dp 799231, 86 Gundagai Street And Lot 2, Dp 567762, 39 Gallipoli Road, Coffs Harbour - Housing For Aged Or Disabled Persons (cont'd)

- **Off Street Car Parking Development Control Plan (DCP)**

The development provides one less visitor space than the DCP requires. It does however provide two spaces for every dwelling, whereas the DCP only requires one space. The development provides more than adequate parking.

Consultation:

The original application was notified to residents in the locality. As the general layout of the development has not changed markedly, re-notification of the application has not been necessary with amendments. Rather, direct consultation with residents directly affected by proposed changes has occurred throughout the assessment process.

Seven submissions were received with notification of the application. The concerns expressed are listed as follows, with appropriate comment:

- **Privacy impacts upon the rear of 84B Gundagai Street.**

84B Gundagai Street remains a large parcel of vacant land. It is difficult to ascertain the future impacts of the development on a vacant property. Nonetheless, the two storey dwellings adjoining this property have only a bedroom window facing this vacant property and do not pose a significant loss of privacy.

- **Drainage and possible flooding impacts within the locality (including the improvement of drainage for 37 Gallipoli Road and flooding of 86A Gundagai Street).**

Minimum floor levels for dwellings within the development will be provided so that they will be above the 1 in 100 year flood level.

The rear yards of some adjoining properties will be below the filled level of the site. To avoid localised ponding in these properties, the development provides appropriate underground piped drainage through the site. Properties benefited include 86A, 88 90 and 90A Gundagai Street and 35 and 37 Gallipoli Road. Council's Engineering Department has agreed to this arrangement.

- **Two storey dwellings are not in keeping with surrounding dwellings.**

The applicant has changed the two storey dwellings adjoining 84C Gundagai Street to one storey, and now only proposes four two storey dwellings in the south western corner of the site. These dwellings are distant and partially screened from adjoining properties and public spaces, and are not considered inappropriate.

- **Details of boundary fencing should be provided.**

Details of appropriate fencing have been provided.

cont'd

Ped11 Development Application No. 319/02 - Lot 1, Dp 799231, 86 Gundagai Street And Lot 2, Dp 567762, 39 Gallipoli Road, Coffs Harbour - Housing For Aged Or Disabled Persons (cont'd)

- **Will filling of the site and alteration of drainage in the locality result in a loss of development potential for adjoining properties?**

No. Some adjoining properties are below the 1 in 100 year flood level, and they too will require filling for further residential development. Drainage installed within the development will aid such further development and improve overall drainage of the site.

- **Lack of screening provided along the northern boundary of the site. Property adjoining this boundary slopes up the site, the rear yards of adjoining properties are highly visible.**

The high visibility of these rear yards is as a consequence of their location on a slight hill. In any event, the development provides rear yards to these properties.

- **Increase of noise in the locality.**

The development will inevitably increase noise in the locality given that the site is vacant. Noise emanating from it however will be from activities ordinarily produced in a residential area.

The density of development and the concentration of noise is likely to be off set by the nature of the development itself. SEPP 5 developments are, as a result of being tenanted by aged or disabled persons, quieter with less intensive activity; and often display a low number of persons per dwelling ratio when compared to unit developments available to the general public.

- **Impact of extra traffic on roads in the locality.**

Roads in the locality can safely accommodate the additional traffic generated by the development.

- **The impact on the private enjoyment of 86A Gundagai Street as a result of the of the pool and gazebo area.**

The hours for use of the pool may be controlled by a condition of consent, with these hours to be incorporated into the strata scheme. In any event, the majority of the dwellings within the development are located closer to the pool than this residence, and the pool's use is likely to have a greater impact upon the amenity of these dwellings. Consequently, use of the pool is likely to be better managed by residents of the development as they maintain their internal amenity, with such self-regulation via the strata scheme likely to be the most effective form of control.

- **The impact of noise and pollution on 86A Gundagai Street as a result of an insufficient setback (buffer) being provided to the driveway.**

Amendments to the development have resulted in an increase to the landscaped area adjoining this residence. Combined with a solid fence and dense planting, noise from the driveway is not expected to have a significant adverse impact upon this property.

Low car ownership is often a feature of housing for aged or disabled persons.

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Ped11 Development Application No. 319/02 - Lot 1, Dp 799231, 86 Gundagai Street And Lot 2, Dp 567762, 39 Gallipoli Road, Coffs Harbour - Housing For Aged Or Disabled Persons (cont'd)

- **The number of visitor parking spaces is inadequate**

The development provides more than the Off Street Car Parking DCP requires.

- **Flooding reports and drainage information accompanying the application should be provided to adjoining owners.**

Council refers certain information specified in the Act and Regulations to those notified. Additional information forming part of the application may be viewed at Council's Administration Building.

Drainage proposals and accompanying analysis have been provided.

- **The proposed dwellings are not provided with adequate private open space.**

All dwellings provide functional private open space, and more than the amount stated in SEPP 5. As a result this may not be used a reason for refusal of the application.

- **The elevations of type C and D dwellings are bland.**

The elevations of these dwellings are articulated and broken in form, with window hoods provided to living room windows. These elevations possess a reasonable amount of interest in their appearance.

- **A site analysis should be included within the application.**

This analysis has been supplied.

- **37 Gallipoli Road has experienced sewage backup in the past, mains (size) in the locality may need to be increased with loadings from an additional 22 dwellings.**

Council's Sewer Branch is investigating the problem and anticipate rehabilitation pipe works to rectify the problem.

- **The stormwater drain from Gallipoli Road through the site will be used as a thoroughfare for persons entering and leaving the site.**

It is anticipated that residents will use the pedestrian access provided to Gallipoli Road. It is not however anticipated that the general public will use this access as a short cut between Gallipoli Road and Gundagai Street. The development will likely be settled by a discrete and likely tight knit community, who, given the proximity of dwellings to the driveway, will be able to monitor all visitors.

- **84C Gundagai Street will experience a loss of privacy to its rear yard and will suffer from overshadowing.**

Loss of privacy and overshadowing of this property has been reduced by the replacement of two storey dwellings with single storey, where the development adjoins this property.

cont'd

Ped11 Development Application No. 319/02 - Lot 1, Dp 799231, 86 Gundagai Street And Lot 2, Dp 567762, 39 Gallipoli Road, Coffs Harbour - Housing For Aged Or Disabled Persons (cont'd)

Rear yards of dwellings adjoining the property are so small that no practical use of them is now possible - other than use as a drying yard.

Diagrams show overshadowing as occurring to an acceptable degree.

- **The proposal will result in a loss of value for 84C Gundagai Street.**

Impacts upon this property have been reduced such that it is unlikely that this property will suffer a loss in value as a result of the development.

Summary:

There is a recognised need within the community for developments which provide housing for aged or disabled persons.

While the development is of a greater density than residential development in the locality and that permitted under Council's Low Density DCP, it complies with the requirements of SEPP 5 and is considered an appropriate development for the site.

Recommendation:

That Development Application No. 319/02 for housing for aged or disabled persons at Lot 1, DP 799231, 86 Gundagai Street and Lot 2, DP 567762, 39 Gallipoli Road, Coffs Harbour be approved subject to standard technical conditions and to conditions foreshadowed in this report.



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(ECONOMIC AND COMMUNITY ENTERPRISES COMMITTEE)

28 FEBRUARY 2002

Mayor and Councillors

MAYORAL MINUTE

2 DELEGATION TO SASEBO CITY FOR 100TH ANNIVERSARY OF MUNICIPALISATION

Purpose:

To discuss new strategies for developing international economic, educational, environmental and cultural opportunities, through existing associations.

Description of Item:

Council is invited to strengthen relationships with cities in Japan and China, with a view to exploring new strategies for trade and cultural exchanges.

Sasebo City and Coffs Harbour have enjoyed a long association as Sister Cities, with numerous educational, social, sporting and information exchanges taking place over the past decade. Council has, on many occasions, hosted delegations by the Sasebo City Council, but an official Coffs Harbour City Council delegation has not visited Sasebo in some years. The last official visit was in 1999 by the former Mayor.

Council now has an opportunity to make a reciprocal visit, to commemorate the 100th anniversary of the municipalisation of Sasebo, at a greatly reduced cost to this city, through the goodwill of the city of Sasebo.

Sasebo Council has invited Coffs Harbour City Council representatives to the Sasebo centenary celebrations, being held from 30 March to 3 April 2002. The program includes a special ceremony to promote Sasebo's Sister City relationships with municipalities in Australia, the USA and China. A video and other items promoting Coffs Harbour and the Coffs Coast have been forwarded to Sasebo for inclusion in this presentation.

Sasebo has indicated it will meet the internal costs for Coffs Harbour's delegates during the proposed trade and goodwill visit, and it is recommended that Council meet the cost of airfares between Australia and Japan, estimated at \$1791 each.

cont'd

2 Delegation To Sasebo City For 100th Anniversary Of Municipalisation (cont'd)

It is recommended that, in the interests of strengthening the existing Sister City relationship from both a social and economic perspective, Council accepts the invitation and appoints the Mayor and General Manager as its representatives, to lead a delegation of interested Coffs Harbour residents and businesspeople. The delegation would include representatives of the Coffs Harbour Australia/Japan Society, which maintains strong cultural links with Sasebo. I would be accompanied by my husband, as an official partner.

There is also an opportunity to maximise the value of the trade and goodwill mission by incorporating an official visit by the Mayor and partner and the General Manager of Council to the Chinese city of Huangshan, which sent an official delegation to Coffs Harbour in January this year for wide-ranging discussions. The additional cost would be minimal.

It is recommended that Council appoint the civic Sasebo delegation as its official team to represent Coffs Harbour at a reciprocal visit to Huangshan City, immediately following the Sasebo visit, to explore a range of opportunities for economic, environmental and social exchange.

Issues:

While the City Sister relationship with Sasebo has proved to be an invaluable tool for cultural development for Coffs Harbour, opportunities for economic ties with Sasebo and Huangshan City have yet to be fully embraced through official representation by a Coffs Harbour City Council delegation.

It is considered important that new prospects be identified for Coffs Harbour's ongoing economic and technological advancement.

For this reason, arrangements have been made for Coffs Harbour's delegation to meet with the Sasebo Chamber of Commerce and various other organisations to investigate the possibility of developing economic relationships in the following areas:

1. The Japanese aquaculture industry
2. Coffs Harbour's Aviation College
3. The Health Industry
4. Aged Care
5. Language Exchange Program
6. General trade, including seafood and horticulture
7. Education.

Meetings have also been arranged with JETRO, the principal organisation facilitating trade between Japan and Australia.

In regards to Huangshan City, Council met with delegates from the Chinese city at Coffs Harbour in January this year, and the delegates subsequently extended their visit to allow further discussions on economic and educational exchanges.

Southern Cross University has visited Huangshan City, and is currently educating a number of students from that city. The opportunity exists to be able to export our knowledge to areas that we have specific expertise.

Preliminary discussions between civic leaders indicate that possible trade and economic opportunities with Huangshan exist in the following areas:

cont'd

2 Delegation To Sasebo City For 100th Anniversary Of Municipalisation (cont'd)

1. Education
2. Aviation college
3. Environmental Services
4. Language programs, and
5. Community Health.

These proposed civic delegations represent cost-effective and innovative action to further develop Coffs Harbour's profile and potential for economic advancement on an international scale, while satisfying the City's vision through the strategic directions of Employment and Investment, Cultural and Community Development, Rural Lands – Social, Economic and Environmental Issues, and Environment.

The total estimated cost of the trip is (\$12,000).

To enable the proper development of the relationship it is necessary to foster ties with the City.

Recommendation:

- 1. That the invitation to attend Sasebo on the occasion of its 100th year anniversary of municipalisation be accepted, and that Council also be represented through a trade delegation to Huangshan City in China.**
- 2. That the Mayor and General Manager be appointed its representatives.**
- 3. That Council meet the costs of the Mayor and her husband and the General Manager which are not met by Sasebo City, and Huangshan City.**

**JC Bonfield
Mayor**