



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(FINANCE AND ADMINISTRATION COMMITTEE)
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
6 FEBRUARY 2003

**Commencing at the conclusion of the
Economic & Community Enterprises Committee meeting**

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CONFIDENTIAL ITEMS

**ECONOMIC AND COMMUNITY ENTERPRISES DEPARTMENT
REPORTS**

The following items either in whole or in part may be considered in Closed Meeting for the reason as stated:

A portion of the reports is confidential for the reason of Section 10A(2):

- (d) commercial information of a confidential nature that would, if disclosed:
- (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret.

and in accordance with Section 10A (1) the meeting may be closed to the public.

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COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(FINANCE AND ADMINISTRATION COMMITTEE)
6 FEBRUARY 2003

Mayor and Councillors

FINANCE AND ADMINISTRATION DEPARTMENT REPORTS

F6 PRIVACY MANAGEMENT PLANS - PIPP ACT

Purpose:

To advise Council of a review undertaken of Coffs Harbour City Council Privacy Management Plan and propose some changes.

Description of Item:

Council adopted its Privacy Management Plan on 28 June 2000 subject to a review being undertaken within 12 months.

Initially, Council provided training and discussion sessions for staff to create an awareness of the new Act and the Coffs Harbour City Council Privacy Management Plan and to offer advice on how to interpret and apply the principles.

All forms where personal information was being obtained were reviewed to ensure conformity with the provisions. A listing of all public registers was prepared.

In some circumstances, Council's practices were changed and there were some instances where services were withdrawn from the public mainly where Council was providing lists that contained personal information. There was also some loss of income.

As a result of the release of the Local Government Code of Practice some further adjustments were made to procedures and this has delayed the review to ensure they were bedded down.

A program for the review was commenced in the middle of 2002 comprising a full review of all forms, templates and procedures, registers and staff training.

cont'd

F6 Privacy Management Plans - Pipp Act (cont'd)

Sustainability Assessment:

Environment

There is no apparent benefit or disadvantage to the environment perceived as a result of this review.

Social

As a result of the PIPPA and Council's Privacy Management Plan, there has been evidence of greater understanding of the privacy legislation and individual rights by staff and community. This has built trust in the Council and certainly brought rigor to the management of personal information.

Economic

Procedural changes have seen little impact to the cost of management of personal information. There has been changes to the income estimation in the budget due to the inability to sell some lists containing personal information. Loss of annual income has totalled about \$12,000 per annum.

Consultation:

The review has been exhaustive and taken 12 months. The program included a full review of all forms in use across Council. All templates have now been changed to conform to the legislation and a register created of public registers and forms, reason for creation including the legislation requiring the register or the Council reason.

A full training program has been implemented and this will be ongoing with new appointments. Discussion groups have met in all branches to identify any localized problems, to assist with interpretation, and ensure security of personal information.

Related Policy and / or Precedents:

Council's initial Privacy Management Plan has been in force since 1 July 2000.

Statutory Requirements:

The PIPPA requires the Council prepare and implement a privacy management plan. Council is also required to abide by the Privacy Code of Practice for Local Government.

Issues:

As a result of the extensive review program, some changes are recommended to Coffs Harbour City Council Privacy Management Plan and these are identified in italics in the attachment.

Section 12 of the Local Government Act requires Council to make available its land register for public inspection. The act is silent on what constitutes the land register probably because of the number of ways this information is held. To enable Council to meet its obligation, it is proposed to identify the information that forms part of the register and make it available if a valid enquiry is received. This course has been recommended.

cont'd

F6 Privacy Management Plans - Pipp Act (cont'd)

Some of the other issues encountered during the review included conflict with Section 12 of the Local Government Act and Freedom of Information Act; EP&A Act and Copyright Act as they affect DA/BA's; requests from government agencies; and adjoining owners.

Implementation Date / Priority:

Council's Privacy Management Plan is in operation and the changes will be effective immediately.

Recommendation:

- 1. That the Coffs Harbour City Council Privacy Management Plan as altered be adopted.**
- 2. That Coffs Harbour City Council land register include the following information for each parcel of land in the Coffs Harbour local government area:**
 - Property name and address**
 - Legal description**
 - Dimensions and area**
 - Zoning**
 - Owner name and address**

Attachments:

PRIVACY MANAGEMENT PLAN

The Council respects the privacy of the residents and ratepayers.

The Plan is prepared in accordance with the requirements of Section 33 of the Privacy and Personal Information Protection Act and Council is required to comply with the principles of the Act in providing personal information.

Personal information is defined as “any information or any opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion”.

Council is also bound by the Privacy Code of Practice for Local Government and this Management Plan has been developed and should be read in conjunction with the Code.

A Privacy Principles. (Part 2 Division 1 Sections 8 to 19 inclusive. PIPP Act).

1 (Section) The Council will not collect personal information unless:

- 1.1 information is collected for a lawful purpose that is directly related to a function or activity of Council, and
- 1.2 the collection of the information is reasonably necessary for that purpose.

The Council will not collect personal information by any unlawful means.

Council will use any personal information for a variety of purposes within its departments, as on most occasions the information was collected for one main purpose, it may be used for a variety of other purposes. For example, the names and addresses of individual owners of property kept on the Land register are used to notify the adjoining owners of proposed development, identify companion animal ownership, evaluate road openings and obstructions, evaluate tree preservation orders, investigate parking controls, evaluate land dedications and laneway status as well as being the basis of the Rating and Valuation.

2 (Section 9) When collecting personal information, Council will collect information only from the individual to whom the information relates unless:

- 2.1 the individual has authorized collection from someone else, or
- 2.2 in the case of information relating to a person who is under the age of 16 – the information has been provided by a parent or guardian of the person.

3 (Section 10) When Council collects personal information about an individual, that person will be notified of:

- 3.1 the fact that the information is being collected,
- 3.2 the purpose for which the information is collected,
- 3.3 the intended recipients of the information,
- 3.4 whether the supply of the information is required by law or is voluntary, and any consequences for the individual if the information (or any part of it) is not provided,
- 3.5 the existence of any right of access to, and correction of, the information,
- 3.6 the name and address of Council.

4 (Section 11) Council will take reasonable steps to ensure that:

- 4.1 information collected is relevant to a purpose, is not excessive, and is accurate, up to date and complete, and
- 4.2 the collection of the information does not intrude to an unreasonable extent on the personal affairs of the individual to whom the information relates.

Note: Information may be released to public enquiry under Section 12 of the Local Government Act.

5 (Section 12) With regards to the retention and security of personal information, Council will ensure:

- 5.1 that information is used for a lawful purpose and is kept for no longer than is necessary,
- 5.2 that the information will be disposed of securely,
- 5.3 that the information is protected against loss, unauthorized access, use, modification or disclosure and against all other misuse (as are reasonable in the circumstances,) and
- 5.4 if it is necessary to release the information to a person in connection with the provisions of a service of Council, everything reasonable is done to prevent unauthorized use or disclosure of the information.

The culling and destruction of records is carried out by the Administration Manager in accordance with the General Records Disposal Schedule for Local Government in NSW. A copy of the Schedule is available for inspection.

Section 12 Document Access Request Forms will be destroyed when each application is completed and any amendments to personal information rectified.

6 (Section 13) If Council holds personal information about any individual it must take the necessary steps to enable any person to ascertain:

- 6.1 whether the Council holds personal information; and
- 6.2 whether the Council holds personal information relating to that person, and
- 6.3 if Council holds personal information relating to that person:
 - 6.3.1 the nature of that information; and
 - 6.3.2 the main purposes that the information is being used, and
 - 6.3.3 that person's entitlement to gain access to that information.

Principle 6 is subject to the FOI provisions.

7 (Section 14) Any person will be able to ascertain whether Council holds their personal information.

Upon request, *by application under Section 12 or FOI*, an individual will be provided with access to their personal information without excessive delay or expense.

8 (Section 15) Any person who is concerned with the accuracy or acceptable use of their personal information kept by Council, may request amendments be made to that information by writing to the General manager to ensure that the information is relevant, up to date, complete and not misleading.

Principle 8 is subject to the FOI provisions.

Council has an obligation to take such steps to amend personal information where necessary. If Council decides that it will not amend the information, it must add the additional information, so it can be read with the existing information and the individual notified. The individual to whom the information relates is entitled to have the recipients notified of the amendments made by Council.

9 (Section 16) Council will take reasonable steps to ensure the accuracy of personal information prior to use, having regard to the purpose it was collected, its proposed use, its relevance, accuracy, whether it is up to date, complete and not misleading.

10 (Section 17) Council will not use personal information for a purpose other than for which it was collected unless:

- 10.1 the individual to whom the information relates has consented to use the information for that other purpose, or
- 10.2 the other purpose for which the information is used is directly related to the purpose for which it was collected, or
- 10.3 the use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual to whom that information relates or of another person.

11 (Section 18) Council will take reasonable care not to disclose personal information unless:

- 11.1 the disclosure is directly related to the purpose for which it was collected and there is no reason to believe the individual concerned would object; or
- 11.2 the individual has been made aware that this kind of information is usually released; or
- 11.3 disclosure is necessary to prevent or lessen a serious or imminent threat to the life of the individual concerned or another person.

Note: Information may be released under Section 12 of the Local Government Act which overrides the restriction subject to the public interest test.

12 (Section 19) Council will take reasonable care not to disclose personal information that:

- 12.1 relates to an individual's ethnic or racial origin, political opinions, religion or philosophical beliefs, trade union membership, health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.
- 12.2 relates to any enquiry from anyone outside the state of New South Wales unless:
 - 12.2.1 a relevant privacy law applies to personal information in force in that jurisdiction, or
 - 12.2.2 the disclosure is permitted under privacy code of practice (a law determined by the Privacy Commissioner and published in the Government Gazette).

Note: Information may be released under Section 12 of the Local Government Act which overrides the restriction, subject to the public interest test.

B Information Access – Public Registers

This Policy and the Privacy and Personal Information Protection Act 1998 does not affect the operation of the Freedom of Information Act 1989, Local Government Act 1993 and Environmental Planning and Assessment Act 1979.

Council will not disclose personal information kept in a Public Register unless the information is to be used for a purpose relating to the purpose of the Register or Act under which the register is kept.

C Review of Certain Conduct (Internal Review Process) Part 5 Clauses 52 and 53 PIPP Act

Where a person who has requested information is aggrieved by the conduct of Council in the following circumstances:

- (a) contravention of a privacy principle that applies to Council;
- (b) contravention of a code of practice that applies to Council;

(c) disclosure of personal information kept on a public register;

the person (applicant) is entitled to apply for an Internal Review.

The application for review must be in writing and addressed to:

The General manager
Coffs Harbour City Council
Locked Bag 155
Coffs Harbour NSW 2450

On receipt of the request, a copy will be forwarded to the Privacy Commissioner.

The application must be lodged six months from the time the applicant first became aware of the conduct (the subject of the application).

The application will be dealt with by the Public Officer, who will consider any relevant material submitted by either the applicant or the Privacy Commissioner.

The review will be completed as soon as reasonably practicable within 60 days from receipt of the application for review.

Upon completion of the review, Council may do one or more of the following:

- (a) take no further action on the matter,
- (b) make a formal apology to the applicant,
- (c) take appropriate remedial action,
- (d) provide undertakings that the conduct will not occur again,
- (e) implement administrative measures to ensure that the conduct will not occur again.

As soon as practicable within 14 days of the completion of the review, Council will notify the applicant in writing of:

- (i) the findings and the reasons for those findings;
- (ii) any proposed actions to be taken;
- (iii) the right of the applicant to have those findings and the Council's proposed action, reviewed by the Administrative Appeals Tribunal.

D Training and Education

All new staff will receive a copy of the CHCC Privacy Management Plan at induction.

All staff will be trained on the requirements of the PIPPA and their individual responsibilities will be discussed.

The CHCC Privacy Management Plan will be reviewed at regular intervals along with Council's Policy Review.

F7 BANK BALANCE AND INVESTMENTS AS AT 31 DECEMBER 2002

Purpose:

To list Council's Bank Balances and Investments as at 31 December 2002.

Description of Item:

A copy of the state of Bank Balances and Investments as at 31 December 2002 is attached.

Recommendation:

That the Bank Balances and Investments totalling one hundred and seventeen million, four hundred and sixty-three thousand, one hundred and eighty-four dollars (\$117,463,184) as at 31 December 2002, be noted.

Attachments:

WARRANT NO 06/2003 - COFFS HARBOUR CITY COUNCIL

STATEMENT OF BANK BALANCES AS AT 31/12/02

Fund/Account	G/L Folio	Balance at 1/12/02	Receipts to 31/12/02	Payments to 31/12/02	Balance At 31/12/02
GENERAL FUND	1-00001-000-0000	4,453,471.00	14,196,312.56	17,286,752.45	1,363,031.11
TRUST FUND	T-19001-000-0000	0.00	0.00	0.00	0.00
TOTAL OF ALL BANK ACCOUNTS		4,453,471.00	14,196,312.56	17,286,752.45	1,363,031.11

INVESTMENTS REPORT - 31/12/02

1. PRINCIPAL BALANCES/INTEREST EARNED

	Princ/Int Balance 01/12/02	Interest Added to	Transfer To (From)	Princ/Int Balance 31/12/02	Interest Earned - Nov	Interest Earned Yr to Date
	\$	\$	\$	\$	\$	\$
a Cash Plus Funds						
Alliance	17,787,304	58,771	-4,000,000	13,846,075	58,771	442,430
ANZ Cash Plus	9,321,062	37,435		9,358,497	37,435	222,288
AMP	-	0		-	-	109,883
UBS Credit Enhan.	21,778,494	106,200	-3,300,000	18,584,694	106,200	493,780
Macquarie	19,843,377	84,516		19,927,893	84,516	507,419
Deutsche	20,801,812	86,574		20,888,386	86,574	465,304
Commonwealth	15,639,034	61,978	-4,000,000	11,701,012	61,978	379,968
	105,171,083	435,473		94,306,556	435,473	2,621,071
b Credit Unions						
BCCU	2,000,010	8,712		2,000,010	8,712	32,416
CPS Credit Union	-	-		-	-	36,452
BCCU	6,000,000	26,137		6,000,000	26,137	128,600
	8,000,010	34,849		8,000,010	34,849	197,468
c Floating Rate Notes						
Morgan Stanley	3,000,000	-		3,000,000	-	-
Merril Lynch	4,000,000	17,704		4,000,000	17,704	38,975
	7,000,000	17,704		7,000,000	17,704	38,975
d Term Deposits						
Commonwealth	6,007,534	26,219		6,007,534	26,219	144,830
	6,007,534	26,219		6,007,534	26,219	144,830
e Cash						
Westpac-O'night	4,453,471	Working funds balances -- can vary daily		1,363,031	22,711	100,562
Westpac-Cash Fund	783,027			786,052	3,025	15,038
	5,236,498			2,149,083	25,736	115,600
TOTALS	131,415,125			117,463,184	539,982	3,117,945

2. PERFORMANCE REVIEW TO Jan 2003

PERIOD ENDING	UBSWA BANK BILL INDEX	WPAC CASH FUND	RETURN - ANNUALISED %										
			Cash Plus Funds						Cr Unions		FRN		Wpac O'Nite
			DEUT	MACQ	ALLIANCE	ANZ	UBS	CBA	BCCU \$2M	\$6	Morgan Stanley Dean Witter	Meryl Lynch \$4m	
1 mths	4.94	5.06	5.55	5.43	5.31	5.18	7.05	4.69	5.30	5.30	5.56	5.38	4.51
3 mths	4.97	5.05	5.09	5.18	5.22	5.18	5.84	5.13	5.30	5.30		5.39	4.52
6 mths	5.06	5.04	4.88	5.30	5.59	5.18	5.06	5.14	5.37	5.32		-	4.52
12 mths	4.77	4.80	5.05	5.29	5.15	5.03	5.27	4.88	5.13	5.04		-	4.28

I hereby certify that Council's investments have been made in accordance with the Local Government Act, 1993, Regulation and Council's Investment Policy.


 Responsible Accounting Officer

F8 OUTSTANDING REPORTS AND RESOLUTIONS AWAITING IMPLEMENTATION

Purpose:

To provide Council with an update of requests for reports and previous resolutions of Council awaiting implementation.

Description of Item:

Attached is a list of outstanding reports awaiting action and resolutions that are in the process of implementation.

Recommendation:

That the report be noted.

C E Gregg
Acting Director of Finance and Administration

Attachments:

OUTSTANDING REPORTS

Meeting Date	Report required on:	Current Position
Planning Environment and Development		
27/1/00	19 - PED.1 - DA NO. 247/95, Expansion of Waste Management Facility, Englands Road. Further report on the possibility of a quarry on the waste disposal facility site be brought back to Council.	Pending resolution of South Cooffs LEP
14/6/01	T45 – State Environment Planning Policy No. 64 – Advertising and Signage. Report back when Department of Urban Affairs and Planning has advised of outcome of Council's application for exemption.	No response from DUAP (planningNSW) Follow-up sent
23/5/02	64 - Review of Cooffs Harbour City Local Environmental Plan 2000 5. That a report be brought back to Council on the ambiguities in the 3D Tourist Service Centre Zone.	Report can be submitted to Council after discussions with Woolgoolga Business Lands Working Group; the Group has suspended its work until the Highway issue is resolved.
23/1/03	7 - PED3 - Park Beach Development Control Plan. That a report on Precinct 2 be presented to Council following further negotiations with planningNSW, the NSW Coastal Council and Urban Design Advisory Service on the Development Control Plan for this Precinct.	
Engineering		
10/8/00	EN75 Trade Waste Policy. A report be presented on a review of Category 3 discharge management and fees for industries within the city connected to the sewerage system.	Report pending
24/1/02	1 – Reclaimed Water – Report on the following: a) community facilities which could potentially be connected to reclaimed water b) cost estimates of providing infrastructure to the site boundaries c) funding options d) suggested priorities and timing of projects e) community benefits derived from the connection of reclaimed water to the proposed sites	To be included in the review of the Reclaimed Water Strategy
11/4/02	CW21 - Transport & Drainage Asset Management Report 2002/2003. That a report be brought back regarding formation of a working group to examine in detail ways that income streams might be sourced to overcome the problem of maintenance and repairs.	To be discussed at Transport Workshop

Meeting Date	Report required on:	Current Position
5/12/02	225 – AusLink Green Paper. That a review of the Federal government’s green paper, titled “AusLink – Towards the National Transport Plan”, be reported to Council in January, 2003 to form the basis of a submission by Council.	In progress

Economic and Community Enterprises Committee

24/1/02	6 – Matters of an Urgent Nature - Changed Traffic Conditions in Park Beach Area. That a report be prepared for Council outlining the impact on the Park Beach area as a result of the opening of Hogbin Drive North.	Place Manager appointed. Council awaiting submission from Park Beach Sub-committee.
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RESOLUTIONS OF COUNCIL AWAITING IMPLEMENTATION

ENGINEERING COMMITTEE – 13 SEPTEMBER 2001

- **EN85 – 79 - Sewer Rehabilitation Strategy**

1. That Council adopt the “Sewer Rehabilitation Strategy”.
 2. That the Strategy be placed on public exhibition.
 3. That a Workshop be conducted for property conveyancers and Real Estate Agents to explain “PipeChecks” and its proposed implementation.
 4. A quarterly report regarding the implementation of the sewer rehabilitation strategy and its impacts on stormwater management be reported to Council.
- Awaiting further information from PipeChecks**

ECONOMIC AND COMMUNITY ENTERPRISES COMMITTEE - 28 FEBRUARY 2002

- **16 – 2 - Delegation to Sasebo City, for 100th Anniversary of Municipalisation**

That Council revisit the current policy with regards to travel and reimbursement for both Councillors and their partners with a view to include the provisions for this local government area, Australia and international travel.

- Investigations are being undertaken with other councils.

PLANNING ENVIRONMENT AND DEVELOPMENT COMMITTEE - 11 JULY 2002

- **T40 - PED43 - Zoning of Beach Areas of Coffs Harbour**

2. That the two storey height limit set by the Medium Density Housing Development Control Plan be examined with a view to consistency with other Development Control Plans.

ENGINEERING COMMITTEE – 7 NOVEMBER 2002

- **EN83 – 89 - West Coffs DCP : Bakers Road Detention Basin**

1. That Council revise the West Coffs Development Control Plan and contributions plan to provide for the proposed Bakers Road detention basin.
2. That this work be funded from the Management Plan allocation for the Coffs Creek Floodplain Management Study.

ECONOMIC AND COMMUNITY ENTERPRISES - 28 NOVEMBER 2002

ORDINARY MEETING – 5 DECEMBER 2002

- **221 – 91 - Water Issues**

1. That Council note the position of the NSW government in regard to installation of rainwater tanks in urban areas and the use of reclaimed water in river systems and other waterways from which users draw water.

cont'd

F8 Outstanding Reports And Resolutions Awaiting Implementation (cont'd)

2. That Council continue to pursue incentives for urban property-owners to install rainwater tanks for the purposes of reducing annual water consumption from the potable water supply and reducing the runoff to stormwater systems.

ORDINARY MEETING – 23 JANUARY 2003

- **6 - PED2 - Development Application No. 348/03 – Multi Unit Housing (seven dwellings) - Lot 80, DP 236115 and Lot 9, DP 227917, 31 Sandy Beach Road, Korora**

That Council defer consideration of Development Application 348/03 pending consultation:

1. On the ingress and egress on the eastern extremity of the frontage opposite Shellcove Lane.
2. Council considers that the development of seven units of the size proposed is an overdevelopment of the site and consideration should be given to reduction of either the number of units and/or their floor areas.
3. That the developers address the matter of setbacks and heights complying with the DCP.

ECONOMIC AND COMMUNITY ENTERPRISES DEPARTMENT REPORT

E6 COFFS HARBOUR RUGBY UNION CLUB (3)

Purpose:

To seek Council approval to acquire the real estate assets of the Coffs Harbour Rugby Union Club.

Description of Item:

Council last considered this matter at its meeting held on 22 August 2002. At that meeting Council resolved to make an offer to acquire the real estate assets of the Club under certain terms and conditions. Following the meeting Council made an offer to the Administrator. Council approved a budget of \$210,000 to cover the cost of acquisition and expenses. The offer was made on the basis that the Rugby Club and Toormina Sport and Recreation Club Limited (TSR) merge and Council issue a new ten year lease with a ten year option to TSR to cover both Rex Hardacre Oval and the Rugby grounds. Council's offer was not accepted and the Club continued to try and find other solutions to their financial situation.

More recently the two local Rugby Union Clubs have merged and the Rugby Union Club Limited has reached agreement with TSR to join forces and jointly manage the facilities, which was one of Council's original conditions of approval.

TSR has requested the following of Council –

1. A five year exemption from all lease fees associated with the combined property.
2. A continuation of rate fees being given back to TSR for the combined property.
3. Assistance with both technical and physical maintenance of the playing fields.
4. Continuation of the supply of effluent water to the combined property free of charge.
5. Assistance with drainage of fields.

With regard to the above:

1. This request is discussed in the Issue section of this report.
2. This is Council policy for all Council owned land that is leased to a Community Sporting Group.
3. Council already provides technical assistance through the Sports Unit - this would be limited to that already provided to similar bodies.
4. Council's current policy is that no charge is levied for this service and both Rex Hardaker Oval and the Rugby Ground avail themselves of this. If Council's policy changes they will similarly be affected.
5. Council has a program in place to drain fields when and as funds become available. This property would be considered in the overall scheme and would not receive priority over and above any other.

cont'd

E6 Coffs Harbour Rugby Union Club (3) (cont'd)

Sustainability Assessment:

Environment

The report contemplates the purchase of an existing sporting facility and as such environmental issues are minimal.

Social

Council purchasing the facility will ensure its continued use by the Rugby Club and others for recreation uses which has a very positive social impact on the community's wellbeing and access to suitable sporting facilities.

Economic

The total cost of Council's involvement in purchasing the premises is estimated at approximately \$265,000. Details of this amount are discussed in the confidential attachment.

At its meeting in August when Council considered the matter it resolved that the then amount of \$210,000 would be funded from the Development Reserve which would be reimbursed up to that amount from any budget surpluses that accrued in the 2002/2003 financial year.

Council recently disposed of surplus open lands by auction and private treaty. Not all the sales have settled but will do so in the next couple of months.

When Council resolved to dispose of the surplus open space lands it also resolved how those funds were to be expended. The funds were earmarked for the development of other passive recreation areas across the City in close proximity to where the lands were sold. Council will of course honour its commitment to the community. Due to the rise in the real estate market, Council has received well in excess of the amounts originally budgeted by an amount of approximately \$200,000. It is proposed to use these surplus funds to acquire the Rugby Club property. The balance would be from the Development Reserve with the same repayment proviso contained in Council's previous resolution. As previously pointed out to Council the cost to replace the improvements at the Rugby grounds would be in the order of \$600,000. The acquisition of the property for less than half this amount obviously adds considerably to Council's sporting infrastructure at a more than reasonable price.

Consultation:

There has been extensive levels of consultation on this matter as detailed in the previous reports.

Issues:

Refer to confidential attachment.

Implementation Date / Priority:

The matter needs to be acted upon immediately following Council's resolution to enable costs to be reduced to the minimum and the facility reopened as soon as possible.

cont'd

E6 Coffs Harbour Rugby Union Club (3) (cont'd)

Recommendation:

- 1. That Council acquire the real estate assets of the Coffs Harbour Rugby Club as soon as possible under the terms and conditions indicated in the body of the report.**
- 2. That a new lease arrangement with the expanded Toormina Sport and Recreation Club Limited be entered into to cover their existing property plus the Rugby Club land for ten years with a ten year option as detailed in the report.**
- 3. The contract for sale to be subject to suitable conditions as advised by Council's solicitor to protect Council's interest.**
- 4. That the property being acquired, Lot 6 DP 730397, be classified as operational land under Local Government Act 1993 as amended.**
- 5. That a loan of \$10,000 be made to Toormina Sport and Recreation Club Limited as detailed in the report.**
- 6. That any necessary documents for the acquisition of the Rugby Club and lease of the Rugby Club and Rex Hardacre Oval be executed under the common seal of Council.**

Attachments:

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

COFFS HARBOUR RUGBY UNION CLUB (3)

Issues:

The main issue is the increase in funds required to acquire the property. Due to the delay the amount required to pay out creditors and the Administrator's costs have increased over the period of time. Attached is a list of creditors and administration costs provided by the Administrator as at 23 January 2003 which total \$244,610.67.

Of course, some of the increase is unavoidable as it involves interest on the mortgage, payment of rates, electricity, general maintenance, crystallisation of the amounts owing to the Australian Taxation Office, lease fees on certain items of equipment, etc. The main change in the administration costs is in relation to the administration of the Deed of Company Arrangement, which including disbursements totals just over \$11,000. Obviously the longer the matter remains in limbo the higher the costs. It is therefore in everyone's interests to have the matter concluded as soon as possible and it is recommended that Council proceed to acquire the property as it is still receiving a substantial asset for far less than replacement cost.

A second issue is that of the poker machines and liquor licence. TSR and the Rugby Club have agreed that the liquor licence will be transferred to TSR. The Rugby Club are to retain the ownership of the poker machines and licences with the view that when some or all of these machines/licences are sold the monies would be used to maintain and further develop the facilities. It is desirable that funds from this source be expended to improve the facilities.

The third issue to be considered by Council is the request from TSR of a five year rent free period for the combined property. Viewing the matter from TSR's point of view this is certainly a reasonable request, bearing in mind the additional responsibility and work involved in combining the two sporting venues. Council staff in considering the request to buy the land was anxious to have TSR accept all responsibility for running and maintaining the facility. It is outside Council's current capacity to cover the cost of maintaining and administering the facility. The foregone rent (approximately \$5,870 for the five years) would only be a fraction of the cost of Council managing the facility. It is recommended that Council should not waive the fees but defer them for repayment when the poker machines and/or licences are sold or at the expiration of five years whichever is the sooner. This would allow time and money for the combined operation to establish itself.

It is further recommended that Council loan the TSR an amount of \$10,000 to assist in the reopening of the club premises, to be repaid from the proceeds of the sale of the poker machines and licences, or within five years whichever is the sooner, at an interest rate of 5% pa.

Coffs Rugby Union Club Ltd
(Subject to Deed of Company Arrangement)

Creditors List

As at 23 January 2003

Name	Purchases
A1 Mobile Mechanical Services	\$ 2,486.00
APN Newspapers Pty Ltd	\$ 128.70
All-Ways Hire	\$ 132.00
Aristocrat - Pre 1/6/02	\$ 265.98
Aristocrat - Post 1/10/02	\$ 230.56
Australian Taxation Office	\$ 22,797.78
Bananacoast Credit Union	\$ 106,961.37
BOC Gases	\$ 887.99
Bogas - Bowen Petroleum Services	\$ 34.68
Campbells Cash N Carry	\$ 934.20
Carlton & United Breweries	\$ 118.24
Cleanaway	\$ 199.32
Coffs City Screen Print	\$ 23.00
Coffs Gas & Leisure	\$ 114.00
Coffs Harbour City Council - Water	\$ 529.96
Coffs Harbour City Council - Rates	\$ 1,865.79
Coffs Harbour Cordials	\$ 291.91
Coffs Harbour Rugby - Post 1/10/02	\$ 498.05
Coffs Metal Market	\$ 40.00
Coffs Proveedores	\$ 101.80
Commonwealth Bank of Australia	\$ 7,550.00
Country Energy	\$ 2,552.70
Davies Knox	\$ 7,966.91
DJ & N Plumbing	\$ 180.00
DMS - Data Monitoring Service	\$ 114.84
Esanda Finance	\$ 8,327.00
Faircloth & Reynolds	\$ 673.17
G & P Interstate Transport	\$ 55.01
Golden Hot Bread	\$ 48.00
Hireguard Security	\$ 1,865.00
Kinnimont Business machines	\$ 38.96
Liquorland	\$ 336.48
Macleay Fire Inspection Service	\$ 49.50
Marshall Truck & Machinery	\$ 98.00
Murray Backhouse Turner	\$ 2,771.72
North Coast Chemicals	\$ 497.25
NSW Rugby	\$ 30.00
Origin Energy	\$ 337.10
Pat Magann & Associates	\$ 975.00
PJs Mower Service	\$ 50.95
Robert Goodwin	\$ 3,200.00
Rooney Glass - Pre 20/6/02	\$ 294.80
Rooney Glass - Post 1/10/02	\$ 140.86
Sawtell Quality Meats	\$ 555.00
Security Network	\$ 323.00
Signwise	\$ 77.00
Telstra - Pre 20/6/02	\$ 601.10
Telstra - Post 1/10/02	\$ 513.05
Tooheys	\$ 1,209.14
Toormina Butchery	\$ 260.00
Tradelink	\$ 203.55
True Value Hardware	\$ 61.39
Tutti Frutti	\$ 86.42
Zurich Workers Compensation	\$ 2,099.81
Total Creditors	\$ 182,784.04

Administration Costs

Administrator's Remuneration	\$ 33,250.69
Deed Administrator's Remuneration	\$ 5,500.00
Administrator's Disbursements	\$ 17,511.98
Deed Administrator's Disbursements	\$ 5,563.96
Total Administration Costs	\$ 61,826.63

Total Funds Required **\$ 244,610.67**

Coffs Harbour Rugby Union Club Limited
(Subject to Deed of Company Arrangement)
ACN 001 642 511

Administration Costs @ 23 January 2003

Administration	Exclusive	GST Component	Actual
Remuneration	\$ 30,227.90	\$ 3,022.79	\$ 33,250.69
Disbursements			
<i>Advertising</i>	\$ 2,333.20	\$ 233.32	\$ 2,566.52
<i>Alyward Auctioneers</i>	\$ 495.00	\$ 49.50	\$ 544.50
<i>Bank Charges</i>	\$ 13.30	\$ -	\$ 13.30
<i>Cleanaway</i>	\$ 20.45	\$ 2.05	\$ 22.50
<i>Coffs Harbour Locksmith</i>	\$ 505.90	\$ 50.59	\$ 556.49
<i>Country Energy</i>	\$ 1,540.45	\$ 154.05	\$ 1,694.50
<i>Davies Knox Maynards</i>	\$ 4,252.00	\$ 425.20	\$ 4,677.20
<i>Insurance</i>	\$ 2,069.24	\$ 206.92	\$ 2,276.16
<i>North Coast Valuations</i>	\$ 1,000.00	\$ 100.00	\$ 1,100.00
<i>Origin Energy</i>	\$ 25.09	\$ 2.51	\$ 27.60
<i>Photocopying</i>	\$ 1,753.50	\$ 175.35	\$ 1,928.85
<i>Postage & Stationery</i>	\$ 780.45	\$ 78.05	\$ 858.50
<i>Searches</i>	\$ 35.00	\$ 3.50	\$ 38.50
<i>Telephone & Facsimile</i>	\$ 328.81	\$ 32.88	\$ 361.69
<i>Telstra</i>	\$ 768.80	\$ 76.88	\$ 845.68
Total Disbursements	\$ 15,921.19	\$ 1,590.79	\$ 17,511.98
Total Administration Costs (Inclusive of GST)			\$ 50,762.67
Deed Administration			
Remuneration	\$ 5,000.00	\$ 500.00	\$ 5,500.00
Disbursements			
<i>Insurance - Public Liability</i>	\$ 1,379.42	\$ 137.94	\$ 1,517.36
<i>Insurance - General</i>	\$ 939.75	\$ 89.60	\$ 1,029.35
<i>Advertising</i>	\$ 78.00	\$ 7.80	\$ 85.80
<i>Country Energy</i>	\$ 918.27	\$ 91.83	\$ 1,010.10
<i>Legal Costs</i>	\$ 750.00	\$ 75.00	\$ 825.00
<i>Telstra</i>	\$ 360.81	\$ 36.08	\$ 396.89
<i>Postage</i>	\$ 114.59	\$ 11.46	\$ 126.05
<i>Telephone & Facsimile</i>	\$ 100.56	\$ 10.06	\$ 110.62
<i>Photocopying</i>	\$ 416.75	\$ 41.68	\$ 458.43
Total Anticipated Disbursements	\$ 5,058.15	\$ 505.81	\$ 5,563.96
Total Anticipated Deed Administration Costs (Inclusive of GST)			\$ 11,063.96
Total Costs			\$ 61,826.63

E7 TENDER - SUPPLY OF PARK CABINS

Purpose:

To report on tenders received for the supply of 6 park cabins to Park Beach Holiday Park

Description of Item:

Public tenders were called in local and city newspapers and closed on 14 January 2003. Four conforming tenders were received from the following.

1. East Coast Homes and Park Cabins (Wengold Pty. Ltd.)
2. Alvannex Pty Limited
3. East coast Village Homes
4. Coffs Harbour Container Sales and Hire

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council's policy. Council's Tender Value Selection System was applied during the tender review process and it is policy that the highest weighted score becomes the recommended tender.

Statutory Requirements:

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

Issues:

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

Economic Implications:

Acceptance of the recommended tender is within budget estimates .

Implementation Date / Priority:

The cabins will be installed within 12 weeks from acceptance.

Recommendation:

1. **That Council accept the Tender from Wengold Pty Ltd trading as East Coast Homes and Park Cabins ABN 26078352824 for contract No. 02/03-105-TO for the lump sum amount of \$312,097.50 on the basis that the tender is the most advantageous tender.**
2. **That contract documents be executed under the common seal of Council.**

Attachments:

CONFIDENTIAL

TENDERS – SUPPLY OF PARK CABINS

Tender Assessment

The following tenders were received.

	Tender	Amount (incl. GST)
1	East Coast Homes and Park Cabins (Wengold)	\$312,097.50
2	Alvannex Pty Limited	\$408,591.00
3	East Coast Village Homes	\$589,540.03
4	Coffs Harbour Container Sales and Hire	\$682,660.00

Council's Tender Value System was applied and it identified the tender from East Coast Homes and Park Cabins (Wengold) as having the high score.

Criteria	Weight	East Coast Homes (Wengold)		Alvannex Pty Ltd		East Coast Village Homes		Coffs Harbour Container Sales and Hire	
		Score	Wt Sc	Score	Wt Sc	Score	Wt Sc	Score	Wt Sc
White goods	10%	4.0	0.4	4.5	0.45	.005	0.5	4.00	0.4
Price	40%	5.0	2.0	3.89	1.556	1.82	0.728	0.76	0.304
Address	10%	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.50
Experience	15%	5.00	0.75	5.00	0.75	5.00	0.75	3.00	0.45
OH&S Program	10%	4.00	0.40	4.00	0.40	4.00	0.40	0.00	0.00
Conformity	10%	4.00	0.40	4.00	0.40	4.00	0.40	2.00	0.20
Construction Program	5%	4.00	0.2	4.00	0.20	4.00	0.20	4.00	0.20
Total Weighted Score			4.15		3.756		2.978		2.054

Both East Coast Homes and Park Cabins (Wengold) and Alvannex have successfully completed programs in the parks in recent years within the parks and Coffs Harbour Container sales and Hire recently completed installations at the Airport.

Wengold Pty Ltd (East Coast Homes and Park Cabins) is the recommended tenderer.

E8 ACQUISITION OF EASEMENT FOR RE-USE WATER PIPELINE AND WATER PIPELINE, PACIFIC HIGHWAY MOONEE

Purpose:

Report seeking Council approval for the acquisition of an easement for a re-use pipeline and a future water main pipeline through privately owned property on the Pacific Highway, Moonee.

Description of Item:

Council is proposing to construct a new re-use water main which will originate at the new Moonee reclamation plant and run south back to Coffs Harbour. The pipeline will run in close proximity to the Pacific Highway however will be predominantly located within private property. As a result an easement is required in those sections that traverse private property to allow Council to both construct the line and maintain it in the future.

The pipeline will affect Lot 7 DP 252223 which is located on the Pacific Highway at Moonee. The property is owned by Matcove Pty Limited. To facilitate the pipeline construction Council has negotiated with the owners to purchase an easement 5 metres wide in the position shown on the plan attached to this report. The easement will facilitate the construction of the re-use line which will occur shortly and will also allow a future water main to be constructed at a time when demand requires its installation as a result of development in the area.

The easement to be acquired will to a large extent overlay an existing easement for sewer which is held by Council. The new easement will also be located within a 7b buffer zone under Coffs Harbour LEP 2000 and this zone generally prohibits development. For these reasons the new easement will have little adverse impact upon the value of the property.

It is noted this property is zoned for future residential development and without the services to be provided within the easement the potential of the property could not be realised. There will therefore be an economic advantage to the property once the proposed pipeline is completed.

The owner has agreed to accept the amount as stated in the confidential attachment to this report exclusive of GST for the acquisition of the easement on the basis that Council pay all costs associated with the matter.

Sustainability Assessment:

Environment

There will be a minor environmental impact as a result of this acquisition. Excavation associated with the pipeline will impact on the surface of the property in the position of the trench.

Social

The new pipelines will improve infrastructure which will benefit the community at large.

Economic

The costs associated with the acquisition of this easement are to be funded by the Capital Works Program associated with the reclaimed water main. There will be a positive future impact as construction of the pipelines will allow the development of appropriately zoned lands for residential and other purposes.

cont'd

E8 Acquisition Of Easement For Re-Use Water Pipeline And Water Pipeline, Pacific Highway Moonee (cont'd)

Council's Valuer has negotiated the acquisition and considers the agreed price to be reasonable to both parties.

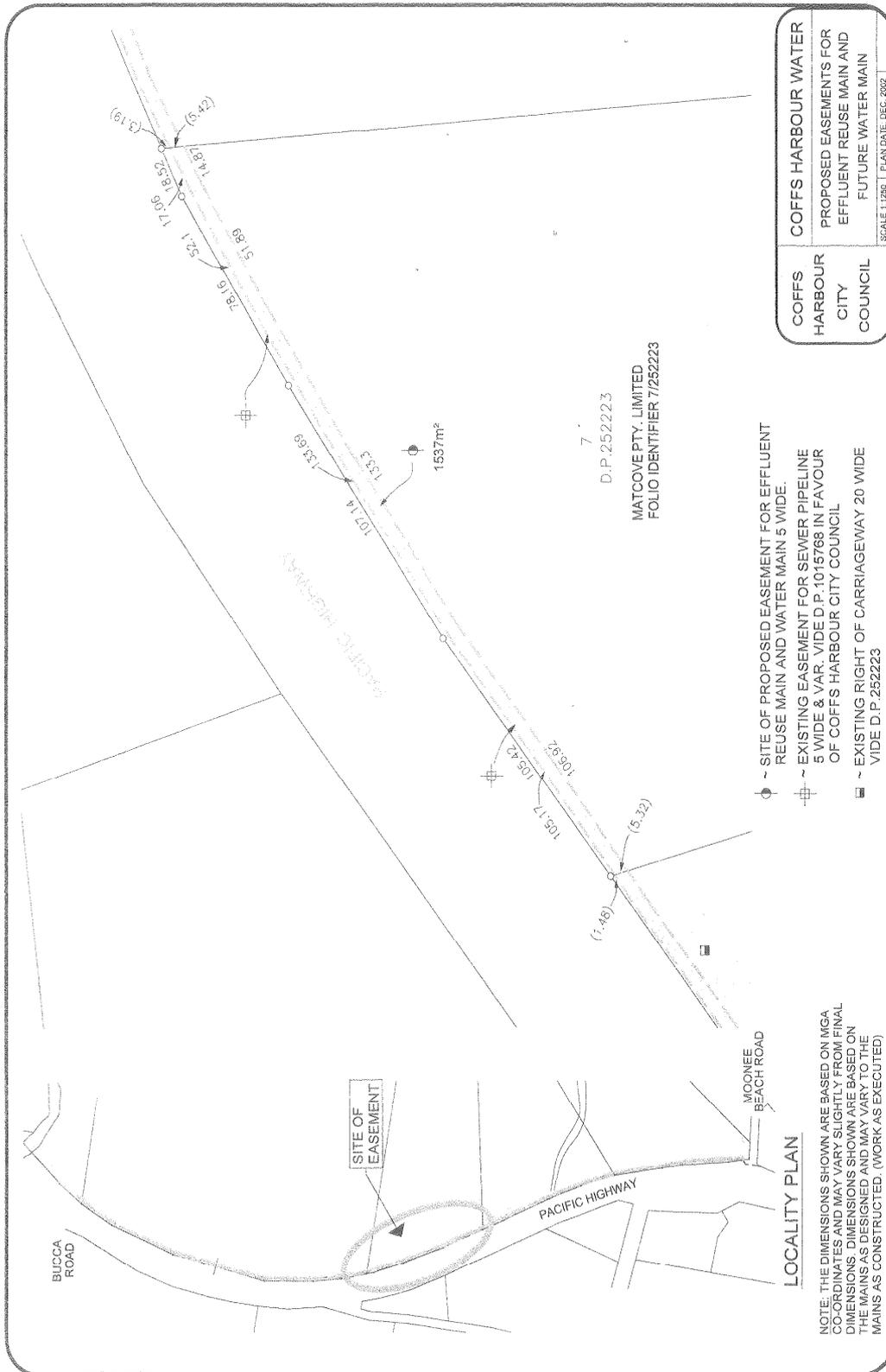
Implementation Date / Priority:

The matter will be actioned immediately.

Recommendation:

- 1. That Council proceed to acquire an easement 5 metres wide for a reuse water main and a water main over Lot 7 DP 252223, Pacific Highway, Moonee as shown approximately on the plan attached to this report.**
- 2. That Council pay the amount as stated in the confidential attachment exclusive of GST as compensation to the owner of the property for the easement acquisition.**
- 3. That Council provide a single connection to the re-use main at no cost provided Matcove Pty Limited agree to Council's standard conditions of use.**
- 4. That Council be responsible for all costs associated with the matter.**
- 5. That all necessary documents associated with the acquisition of the easement be executed under the Common Seal of Council.**

Attachments:



Attachment:

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

ACQUISITION OF EASEMENT FOR RE-USE WATER PIPELINE AND WATER PIPELINE,
PACIFIC HIGHWAY MOONEE

The owner has agreed to accept an amount of \$2,000 exclusive of GST for the acquisition of the easement.

E9 ACQUISITION OF EASEMENT FOR RE-USE WATER PIPELINE AND WATER PIPELINE, 70 BRUXNER PARK ROAD, KORORA

Purpose:

Report seeking Council approval for the acquisition of an easement for a re-use pipeline and water main pipeline through privately owned property on Bruxner Park Road, Korora.

Description of Item:

Council is proposing to construct a new re-use water main which will originate at the new Moonee reclamation plant and run south back to Coffs Harbour. The pipeline will run in close proximity to the Pacific Highway however will be predominantly located within private property. As a result an easement is required in those sections that traverse private property to allow Council to both construct the line and maintain it in the future.

The pipeline will affect Lot 1 DP 543614 which is located at 70 Bruxner Park Road, Korora. The property is owned by Margaret Frances Stocks. To facilitate the pipeline construction Council has negotiated with the owner to purchase an easement 5 metres wide in the position shown on the plan attached to this report. The easement will facilitate the construction of the re-use line which will occur shortly and will also allow a water main to be constructed at the same time.

The easement will also be located predominantly within a 7b buffer zone under Coffs Harbour LEP 2000 and this zone generally prohibits development. For this reason the new easement will have little adverse impact upon the value of the property.

The owner has agreed to accept the amount as stated in the confidential attachment to this report exclusive of GST for the acquisition of the easement on the basis that Council pay all costs associated with the matter.

Sustainability Assessment:

Environment

There will be a minor environmental impact as a result of this acquisition. Excavation associated with the pipeline will impact on the surface of the property in the position of the trench.

Social

The new pipelines will improve infrastructure which will benefit the community at large.

Economic

The costs associated with the acquisition of this easement are to be funded by the Capital Works Program associated with the reclaimed water main. There will be a positive future impact as construction of the pipelines will allow the development of appropriately zoned lands for residential and other purposes.

Council's Valuer has negotiated the acquisition and considers the agreed price to be reasonable to both parties.

cont'd

E9 Acquisition Of Easement For Re-Use Water Pipeline And Water Pipeline, 70 Bruxner Park Road, Korora (cont'd)

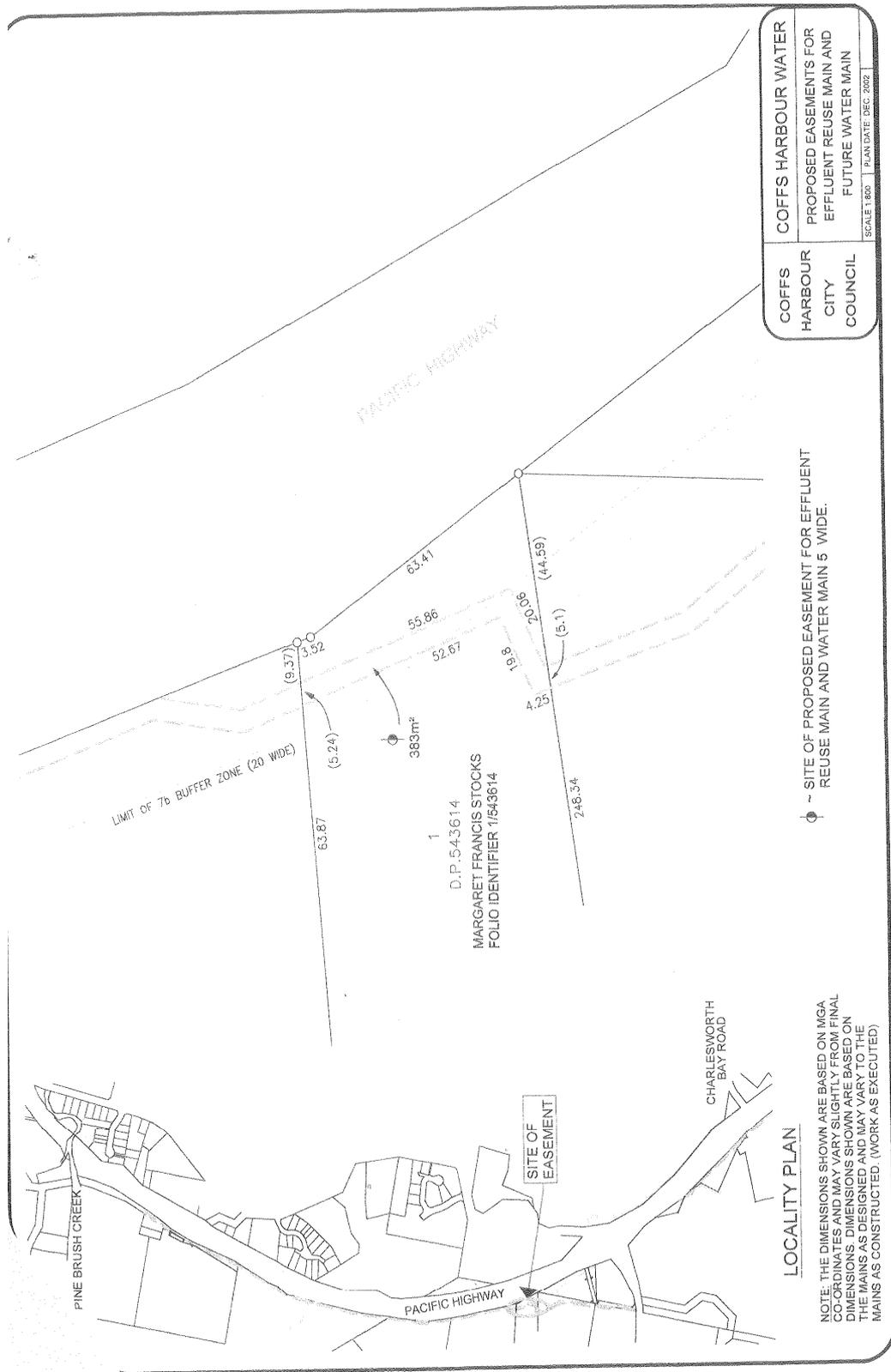
Implementation Date / Priority:

The matter will be actioned immediately.

Recommendation:

1. That Council proceed to acquire an easement 5 metres wide for a reuse water main and a water main over Lot 1 DP 543614, 70 Bruxner Park Road, Korora as shown approximately on the plan attached to this report.
2. That Council pay the amount as stated in the confidential attachment exclusive of GST as compensation to the owner of the property for the easement acquisition.
3. That Council provide a single connection to the re-use main at no cost provided the owner of the property agrees to Council's standard conditions of use.
4. That Council be responsible for all costs associated with the matter.
5. That all necessary documents associated with the acquisition of the easement be executed under the Common Seal of Council.

Attachments:



Attachment:

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

ACQUISITION OF EASEMENT FOR RE-USE WATER PIPELINE AND WATER PIPELINE, 70 BRUXNER PARK ROAD, KORORA

The owner has agreed to accept an amount of \$1,500 exclusive of GST for the acquisition of the easement.

E10 ACQUISITION OF EASEMENT FOR RE-USE WATER PIPELINE AND WATER PIPELINE, 1206 PACIFIC HIGHWAY MOONEE BEACH

Purpose:

Report seeking Council approval for the acquisition of an easement for a re-use pipeline and a future water main pipeline through privately owned property at 1206 Pacific Highway, Moonee Beach.

Description of Item:

Council is proposing to construct a new re-use water main which will originate at the new Moonee reclamation plant and run south back to Coffs Harbour. The pipeline will run in close proximity to the Pacific Highway however will be predominantly located within private property. As a result an easement is required in those sections that traverse private property to allow Council to both construct the line and maintain it in the future.

The pipeline will affect Lot 210 DP 1044292 which is located on the Pacific Highway at Moonee. The property is owned by Christine Roberts. To facilitate the pipeline construction Council has negotiated with the owner to purchase an easement 5 metres wide in the position shown on the plan attached to this report. The easement will facilitate the construction of the re-use line which will occur shortly and will also allow a future water main to be constructed at a time when demand requires its installation as a result of development in the area.

The easement to be acquired will to a large extent overlay an existing right of way easement and will also be located within a 7b buffer zone under Coffs Harbour LEP 2000 and this zone generally prohibits development. For these reasons the new easement will have little adverse impact upon the value of the property.

It is noted this property is zoned for future mixed use business development and without the services to be provided within the easement the potential of the property could not be realised. There will therefore be an economic advantage to the property once the proposed pipeline is completed.

The owner has agreed to accept the amount as stated on the confidential attachment to this report exclusive of GST for the acquisition of the easement on the basis that Council pay all costs associated with the matter.

Sustainability Assessment:

Environment

There will be a minor environmental impact as a result of this acquisition. Excavation associated with the pipeline will impact on the surface of the property in the position of the trench.

Social

The new pipelines will improve infrastructure which will benefit the community at large.

cont'd

E10 Acquisition Of Easement For Re-Use Water Pipeline And Water Pipeline, 1206 Pacific Highway Moonee Beach (cont'd)

Economic

The costs associated with the acquisition of this easement are to be funded by the Capital Works Program associated with the reclaimed water main. There will be a positive future impact as construction of the pipelines will allow the development of appropriately zoned lands for residential and other purposes.

Council's Valuer has negotiated the acquisition and considers the agreed price to be reasonable to both parties.

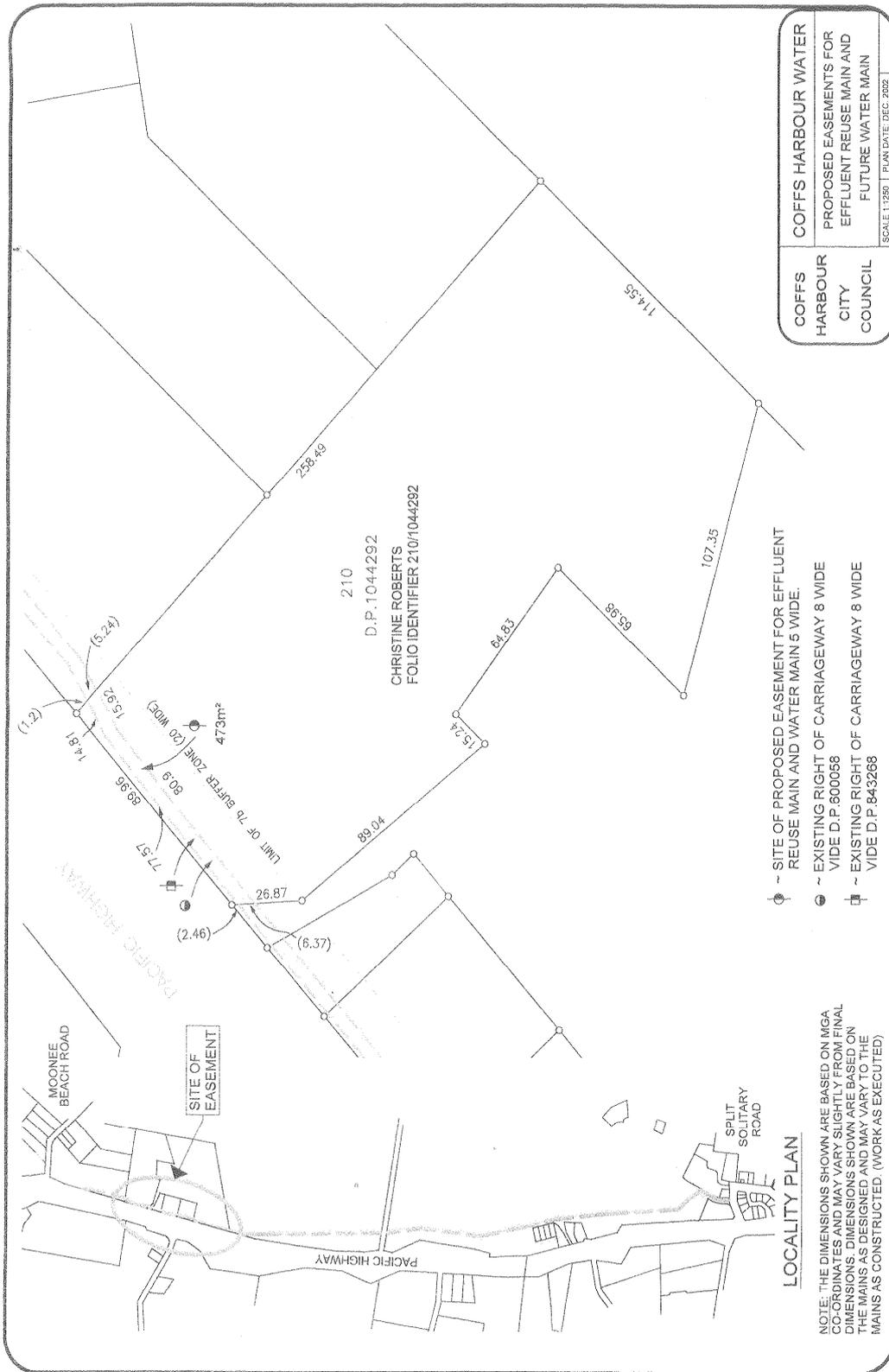
Implementation Date / Priority:

The matter will be actioned immediately.

Recommendation:

- 1. That Council proceed to acquire an easement 5 metres wide for a reuse water main and a water main over Lot 210 DP 1044292, 1206 Pacific Highway, Moonee Beach as shown approximately on the plan attached to this report.**
- 2. That Council pay the amount as stated in the confidential attachment exclusive of GST as compensation to the owner of the property for the easement acquisition.**
- 3. That Council provide a single connection to the re-use main at no cost provided the owner of the property agrees to Council's standard conditions of use.**
- 4. That Council be responsible for all costs associated with the matter.**
- 5. That all necessary documents associated with the acquisition of the easement be executed under the Common Seal of Council.**

Attachments:



Attachment:

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

ACQUISITION OF EASEMENT FOR RE-USE WATER PIPELINE AND WATER PIPELINE, 1206
PACIFIC HIGHWAY, MOONEE BEACH

The owner has agreed to accept an amount of \$2,000 exclusive of GST for the acquisition of the
easement.

E11 ACQUISITION OF EASEMENT FOR RE-USE WATER PIPELINE, ARTHUR STREET, COFFS HARBOUR

Purpose:

Report seeking Council approval for the acquisition of an easement for a re-use pipeline through privately owned property at Arthur Street, Coffs Harbour.

Description of Item:

Council is proposing to construct a new re-use water main which will originate at the new Moonee reclamation plant and run south back to Coffs Harbour. The pipeline will be predominantly located within private property and as a result an easement is required in those sections to allow Council to both construct the line and maintain it in the future.

The pipeline will affect Lot 301 DP 791505 which is located at Arthur Street, Coffs Harbour. The property is owned by Beachcourt Pty Limited. To facilitate the pipeline construction Council has negotiated with the owners to purchase an easement 3 metres wide in the position shown on the plan attached to this report. The easement will facilitate the construction of the re-use line which will occur shortly.

The easement to be acquired will run parallel to a variety of existing services which impact on the property and include a number of sewer mains, drainage pipeline and an overhead electricity line. The owner also wishes to construct a roadway in this location. For these reasons the new easement will have little adverse impact upon the value of the property.

The owner has agreed to accept the amount as stated in the confidential attachment to this report exclusive of GST for the acquisition of the easement on the basis that Council pay all costs associated with the matter.

Sustainability Assessment:**Environment**

There will be a minor environmental impact as a result of this acquisition. Excavation associated with the pipeline will impact on the surface of the property which has already been filled in the position of the trench.

Social

The new pipeline will improve infrastructure which will benefit the community at large.

Economic

The costs associated with the acquisition of this easement are to be funded by the Capital Works Program associated with the reclaimed water main. There will be a positive future impact as construction of the pipeline will allow the development of appropriately zoned lands for residential and other purposes.

Council's Valuer has negotiated the acquisition and considers the agreed price to be reasonable to both parties.

cont'd

E11 Acquisition Of Easement For Re-Use Water Pipeline, Arthur Street, Coffs Harbour (cont'd)

Implementation Date / Priority:

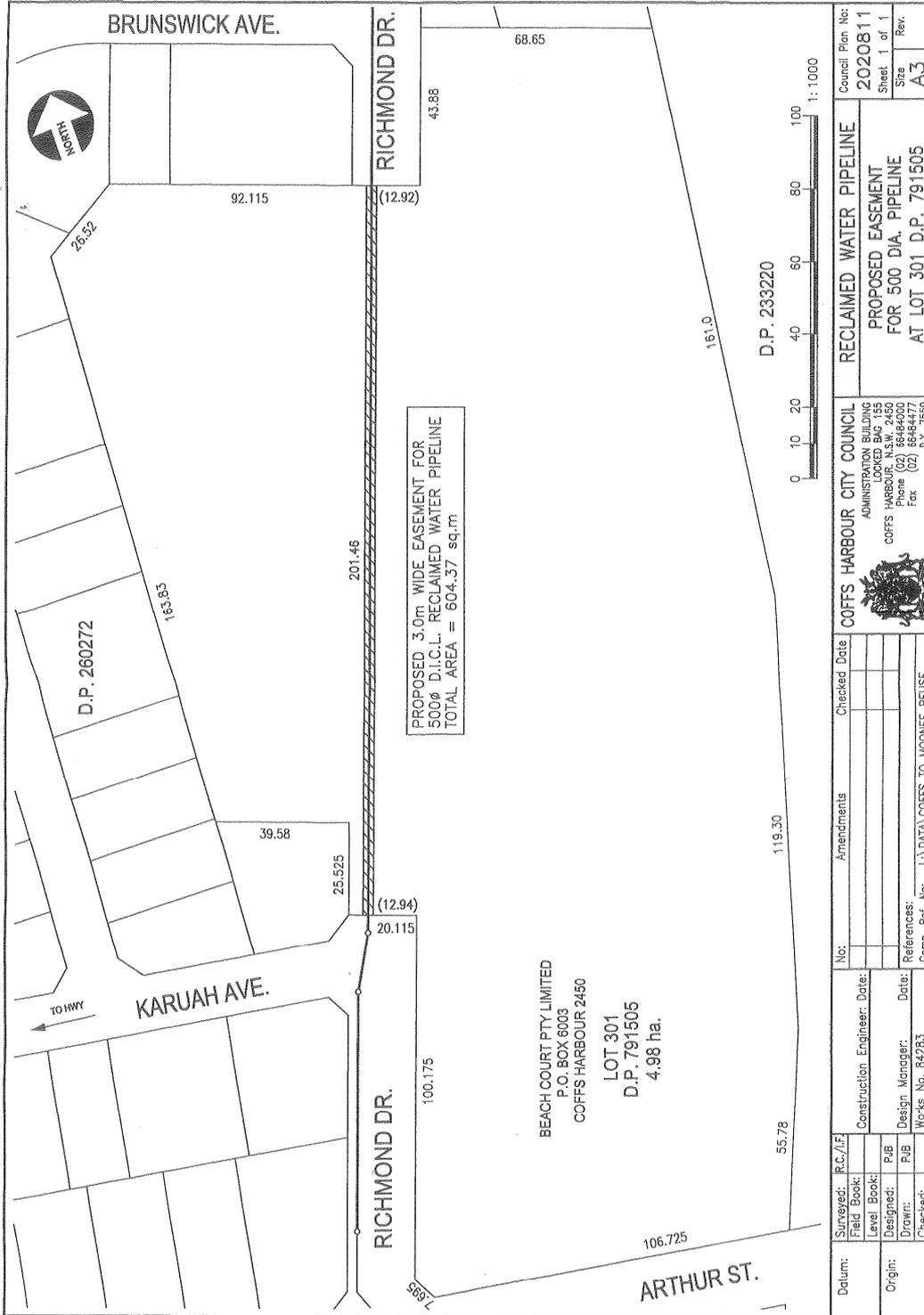
The matter will be actioned immediately.

Recommendation:

- 1. That Council proceed to acquire an easement 3 metres wide for a reuse water main and a water main over Lot 301 DP 791505, Arthur Street, Coffs Harbour as shown approximately on the plan attached to this report.**
- 2. That Council pay the amount as stated in the confidential attachment exclusive of GST as compensation to the owner of the property for the easement acquisition.**
- 3. That Council be responsible for all costs associated with the matter.**
- 4. That all necessary documents associated with the acquisition of the easement be executed under the Common Seal of Council.**

P C Littler
Director of Economic and Community Enterprises

Attachments:



PDF ARCHIVE DATED:

Council Plan No: 2020811		Sheet 1 of 1	
Size A3		Rev.	
RECLAIMED WATER PIPELINE			
PROPOSED EASEMENT			
FOR 500 DIA. PIPELINE			
AT LOT 301 D.P. 791505			
COFFS HARBOUR CITY COUNCIL ADMINISTRATION BUILDING LOCKED BAG 155 COFFS HARBOUR, N.S.W. 2450 Phone (02) 6646000 Fax (02) 6646159 		Checked Date:	
No:		Amendments:	
Construction Engineer: Date:		No:	
Design Manager: Date:		Checked Date:	
Works No. 84283		Comp. Ref. No: L:\DATA\COFFS TO MOONEE REUSE	
Surveyed: R.C./I.F.		Checked Date:	
Field Book:		Checked Date:	
Level Book:		Checked Date:	
Designed: PJB		Checked Date:	
Drawn: PJB		Checked Date:	
Checked:		Checked Date:	

Attachment:

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

ACQUISITION OF EASEMENT FOR RE-USE WATER PIPELINE AND WATER PIPELINE,
ARTHUR STREET, COFFS HARBOUR

The owner has agreed to accept an amount of \$500 exclusive of GST for the acquisition of the easement.