



COFFS HARBOUR CITY COUNCIL



ORDINARY MEETING

(CITY SERVICES COMMITTEE)

COUNCIL CHAMBER

COUNCIL ADMINISTRATION BUILDING

COFF AND CASTLE STREETS, COFFS HARBOUR

16 SEPTEMBER 2004

**Commencing at the conclusion of the
Planning, Environment & Development Committee**

Contents

ITEM	DESCRIPTION	PAGE
	CITY SERVICES DEPARTMENT REPORTS	1
S54	TRAFFIC COMMITTEE MEETING NO. 7/2004	1
S55	COASTAL ESTUARY MANAGEMENT ADVISORY COMMITTEE	14
S56	WORKS BRANCH REPORT	19
S57	ESTABLISHMENT OF A COMMUNITY FACILITY MANAGEMENT COMMITTEE FOR THE BAYLDON COMMUNITY CENTRE	21
S58	MINUTES OF THE ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETINGS HELD THE 28 JUNE AND 26 JULY, 2004	26



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(CITY SERVICES COMMITTEE)
16 SEPTEMBER 2004

Mayor and Councillors

CITY SERVICES DEPARTMENT REPORTS

S54 TRAFFIC COMMITTEE MEETING NO. 7/2004

Purpose:

To confirm minutes from the Traffic Committee Meeting held on 7 September 2004.

Recommendation:

T.68 – Orlando Street, Coffs Harbour - 'No Parking' signs (504030 [IR 988804])

That 'No Parking' signs be installed in the exit driveway of the Cruickshank Centre, Orlando Street, Coffs Harbour as per Plan No T.68.

T.69 – Orlando Street/Harbour Drive, Coffs Harbour - Speed Limit (504030)

That a the default speed limit of 50km/hr be imposed on Orlando Street and Harbour Drive, Coffs Harbour as per Plan No T.69.

T.70 – Pacific Highway, Coffs Harbour - Taxi Rank (511410 / 1771)

That the existing 9.00pm – 6.00am taxi rank on Pacific Highway in front of ETC, Coffs Harbour be made full-time as per Plan No T.70.

cont'd

T.71 – Park Beach Road, Coffs Harbour - Pedestrian Crossing (505680 [884078])

That plans for reconstruction of existing pedestrian refuges in accordance with Austroads Standards be prepared for review and costing.

T.72 – Harbour Drive, Coffs Harbour - Temporary Road Closure (Harbour Drive)

That

- (a) the temporary road closure of Harbour Drive, Coffs Harbour, on Wednesday 29 September 2004, between 8.00am and 6.00pm for the purpose of holding a monster day of buskers, sand modelling, markets, etc., be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers (Streets Ahead) to liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.

T.73 – Arthur Street, Coffs Harbour - Temporary Road Closure (503760 [987970])

That

- (a) the temporary road closure of Arthur Street, Coffs Harbour, from York Street to the eastern roundabout at Park Beach Plaza for a Christmas Street Parade on Saturday, 13 November 2004 commencing at 11.00am be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers, Park Beach Plaza, to liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.

cont'd

T.74 – Beach Street/Wharf Street & Lake Road, Woolgoolga - Temporary Road Closure
(R.508400 / R.509000 / R.509030 / 1618 [970629])

That

- (a) the temporary road closure of Beach and Wharf Streets, Woolgoolga and Lake Road, Woolgoolga on Monday, 4 October 2004 for the purpose of conducting the Woolgoolga Triathlon, commencing at 7.00am and finishing by 9.00am to be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers, Woolgoolga Athlete Club, to liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.

T.75 – Laneway adjacent Elizabeth Street, Sawtell - Temporary Road Closure (1618 [983673])

That

- (a) the temporary road closure of the laneway adjacent the Sawtell Uniting Church in Elizabeth Street, Sawtell, between Eleventh Avenue and Second Avenue, on Saturday, 6 November 2004 between 8.00am and 3.00pm for the purpose of holding the Spring Fair be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers, Sawtell Uniting Church, to liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.

T.76 – First Avenue, Sawtell - Temporary Road Closure (R.501520 [982863])

That

- (a) the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 11.00noon and 5.00pm on Saturday, 2 October 2004, for the purpose of holding the Buskers Festival, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers, Sawtell Chamber of Commerce Inc to liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.

cont'd

T.77 – First Avenue, Sawtell - Temporary Road Closure (R.501520 [982864])

That

- (a) the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 12.00noon and 5.00pm on Saturday, 18 December 2004, for the purpose of holding 'Christmas in Sawtell', be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers of the Christmas Festival (Sawtell Chamber of Commerce Inc) to liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.

T.78 – Traffic Flows on Hogbin Drive, Coffs Harbour – Raised at the Corporate Services Committee Meeting of 2 September 2004. [RF 500390]

That design plans for a right turn acceleration lane on Hogbin Drive at the Airport Road be prepared in accordance with AUSTROADS Standards for a 100km/h speed environment for review and costing.

T.79 – Beach Street Woolgoolga – Consider plans for Stage 4 of Woolgoolga Town Centre works [RF 508400]

That Stage 4 of the Woolgoolga Town Centre streetscape and on-street parking works be approved as per Plan No T.79.

Attachments:

**COFFS HARBOUR CITY COUNCIL
TRAFFIC COMMITTEE MINUTES 7/2004
7 SEPTEMBER 2004 - 10.30AM**

Present: John Patacko, Coffs Harbour Police
Graham Carthew, Roads and Traffic Authority
Peter West, Coffs Harbour Taxi Network
George Stulle, Coffs Harbour City Council

Apologies: Councillor Gavin Smithers

Minute Taker: Di Ericson

T.68 – Orlando Street, Coffs Harbour - 'No Parking' signs (504030 [IR 988804])

Consideration to a request for 'No Parking' signs to be erected in front of the exit from the Cruickshank Centre, Orlando Street, Coffs Harbour.

Recommended: that 'No Parking' signs be installed in the exit driveway of the Cruickshank Centre, Orlando Street, Coffs Harbour as per Plan No T.68.

Reason: To allow safer movement of traffic from driveway onto Orlando Street.

T.69 – Orlando Street/Harbour Drive, Coffs Harbour - Speed Limit (504030)

Consideration to the revision of speed limits on Orlando Street / Harbour Drive, Coffs Harbour.

Recommended that a the default speed limit of 50km/hr be imposed on Orlando Street and Harbour Drive, Coffs Harbour as per Plan No T.69.

Refer to Plan.

Reason: To minimise the number of changes in speed zone.

T.70 – Pacific Highway, Coffs Harbour - Taxi Rank (511410 / 1771)

Consideration to the installation of a full-time taxi rank on Pacific Highway, Coffs Harbour, adjacent the Plantation Hotel.

Recommended that the existing 9.00pm – 6.00am taxi rank on Pacific Highway in front of ETC, Coffs Harbour be made full-time as per Plan No T.70.

Reason: To promote use of the taxi tank particularly at night.

T.71 – Park Beach Road, Coffs Harbour - Pedestrian Crossing (505680 [884078])

Consideration of a design plan for a pedestrian crossing with kerb blisters in Park Beach Road, Coffs Harbour, adjacent Northside Shopping Centre.

Recommended that plans for reconstruction of existing pedestrian refuges in accordance with Austroads Standards be prepared for review and costing.

Reason:

1. The existing refuge islands were constructed a number of years ago and are now considered inadequate in terms of width, line-marking and signposting.
 2. Installation of a marked crossing is not possible due to location of driveways, bus zone, etc.
-

T.72 – Harbour Drive, Coffs Harbour - Temporary Road Closure (Harbour Drive)

Consideration to a request for the temporary road closure of Harbour Drive, Coffs Harbour, on Wednesday, 29 September 2004 between 8am and 6pm for a monster day of buskers, sand modelling, markets etc.

Recommended: that

- (a) the temporary road closure of Harbour Drive, Coffs Harbour, on Wednesday 29 September 2004, between 8.00am and 6.00pm for the purpose of holding a monster day of buskers, sand modelling, markets, etc., be advertised and providing no substantive objections are received, the closure be approved.
 - (b) the organisers (Streets Ahead) to liaise with affected traders and obtain traders approval.
 - (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
 - (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.
-

T.73 – Arthur Street, Coffs Harbour - Temporary Road Closure (503760 [987970])

Consideration to a request to use Arthur Street, Coffs Harbour from York Street to the eastern roundabout at Park Beach Plaza for a Christmas Street Parade on Saturday, 13 November 2004 commencing at 11.00am.

Recommended: that

- (a) the temporary road closure of Arthur Street, Coffs Harbour, from York Street to the eastern roundabout at Park Beach Plaza for a Christmas Street Parade on Saturday, 13 November 2004 commencing at 11.00am be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers, Park Beach Plaza, to liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.

T.74 – Beach Street/Wharf Street & Lake Road, Woolgoolga - Temporary Road Closure (R.508400 / R.509000 / R.509030 / 1618 [970629])

Consideration to a request for the temporary road closure of Beach and Wharf Streets, Woolgoolga and Lake Road, Woolgoolga on Monday, 4 October 2004 for the purpose of conducting the Woolgoolga Triathlon. The Triathlon starts at 7am and most competitors should be finished by 9am.

Recommended: that

- (a) the temporary road closure of Beach and Wharf Streets, Woolgoolga and Lake Road, Woolgoolga on Monday, 4 October 2004 for the purpose of conducting the Woolgoolga Triathlon, commencing at 7.00am and finishing by 9.00am to be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers, Woolgoolga Athlete Club, to liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.

T.75 – Laneway adjacent Elizabeth Street, Sawtell - Temporary Road Closure (1618 [983673])

Consideration to a request for the temporary road closure of the laneway adjacent the Sawtell Uniting Church in Elizabeth Street, Sawtell, between Eleventh Avenue and Second Avenue, on Saturday, 6 November 2004 between 8.00am and 3.00pm for the purpose of holding the Spring Fair.

Recommended: that

- (a) the temporary road closure of the laneway adjacent the Sawtell Uniting Church in Elizabeth Street, Sawtell, between Eleventh Avenue and Second Avenue, on Saturday, 6 November 2004 between 8.00am and 3.00pm for the purpose of holding the Spring Fair be advertised and providing no substantive objections are received, the closure be approved.**
- (b) the organisers, Sawtell Uniting Church, to liaise with affected traders and obtain traders approval.**
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.**

T.76 – First Avenue, Sawtell - Temporary Road Closure (R.501520 [982863])

Consideration to a request for the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street, on Saturday, 2 October 2004 between 11am and 5pm for the purpose of holding the Buskers Festival.

Recommended: that

- (a) the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 11.00noon and 5.00pm on Saturday, 2 October 2004, for the purpose of holding the Buskers Festival, be advertised and providing no substantive objections are received, the closure be approved.**
- (b) the organisers, Sawtell Chamber of Commerce Inc to liaise with affected traders and obtain traders approval.**
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (d) the organisers be responsible for all costs associated with the temporary closure, including advertising.**

T.77 – First Avenue, Sawtell - Temporary Road Closure (R.501520 [982864])

Consideration to a request for temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street, on Saturday 18 December 2004 between 12 noon and 5pm for the purpose of holding 'Christmas in Sawtell'.

Recommended: that

- (a) **the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 12.00noon and 5.00pm on Saturday, 18 December 2004, for the purpose of holding 'Christmas in Sawtell'. , be advertised and providing no substantive objections are received, the closure be approved.**
- (b) **the organisers of the Christmas Festival (Sawtell Chamber of Commerce Inc) to liaise with affected traders and obtain traders approval.**
- (c) **the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (d) **the organisers be responsible for all costs associated with the temporary closure, including advertising.**

T.78 – Traffic Flows on Hogbin Drive, Coffs Harbour – Raised at the Corporate Services Committee Meeting of 2 September 2004 [RF 500390]

Councillor Ovens requested as a matter of urgency, that the Traffic Committee examine the possibility of reducing the speed on Hogbin Drive, adjacent to the airport turnoff, to 60kph, between the hours of 3.00pm to 5.30pm.

Recommended that design plans for a right turn acceleration lane on Hogbin Drive at the Airport Road be prepared in accordance with AUSTRROADS Standards for a 100km/h speed environment for review and costing.

Reason: Traffic legislation does not allow for timed speed zones other than 40km/h school zones.

T.79 – Beach Street Woolgoolga – Consider plans for Stage 4 of Woolgoolga Town Centre works [RF 508400]

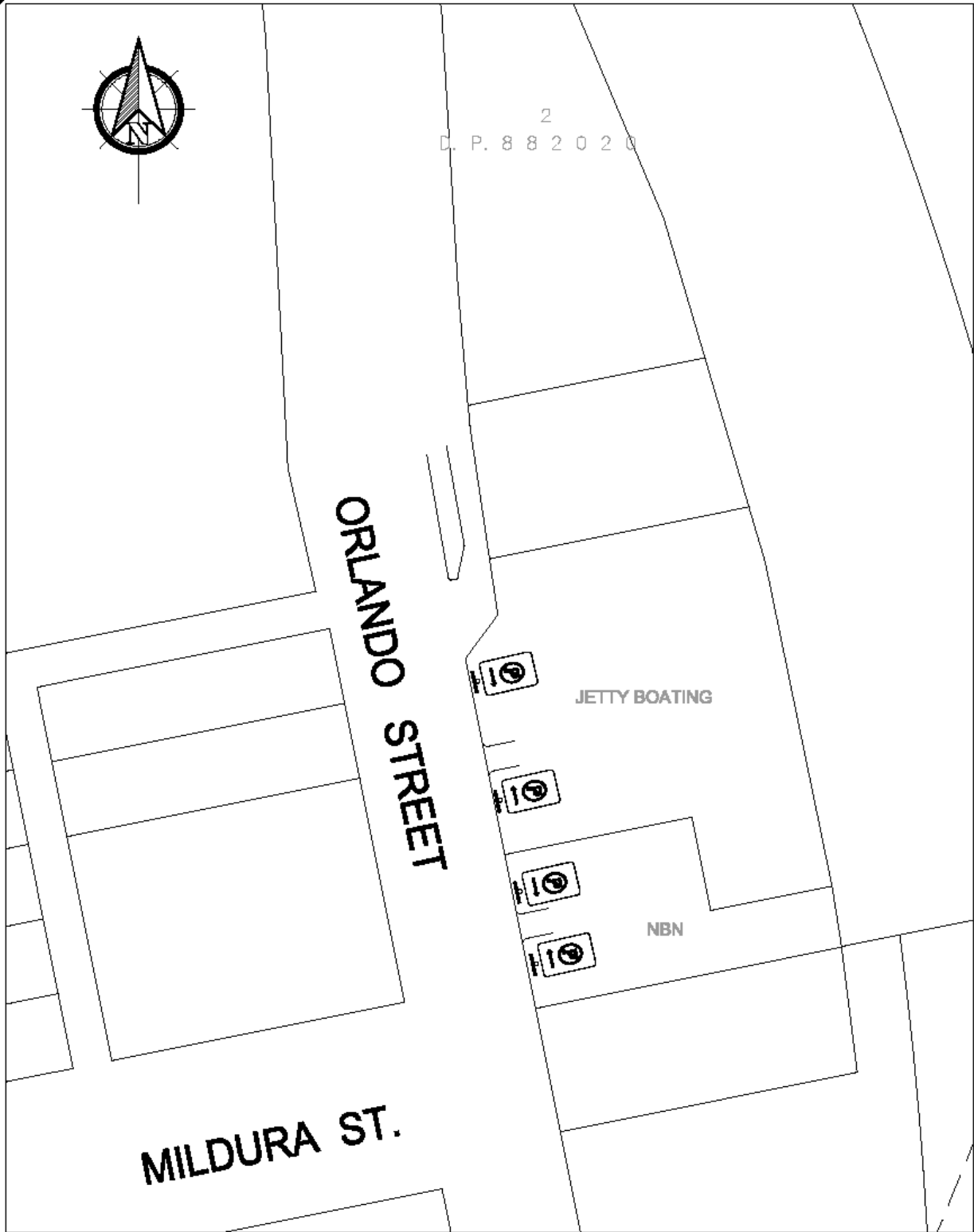
Recommended that Stage 4 of the Woolgoolga Town Centre streetscape and on-street parking works be approved as per Plan No T.79.

The meeting closed at 11.40am.

The next meeting for Traffic Committee will be Tuesday 12 October 2004.



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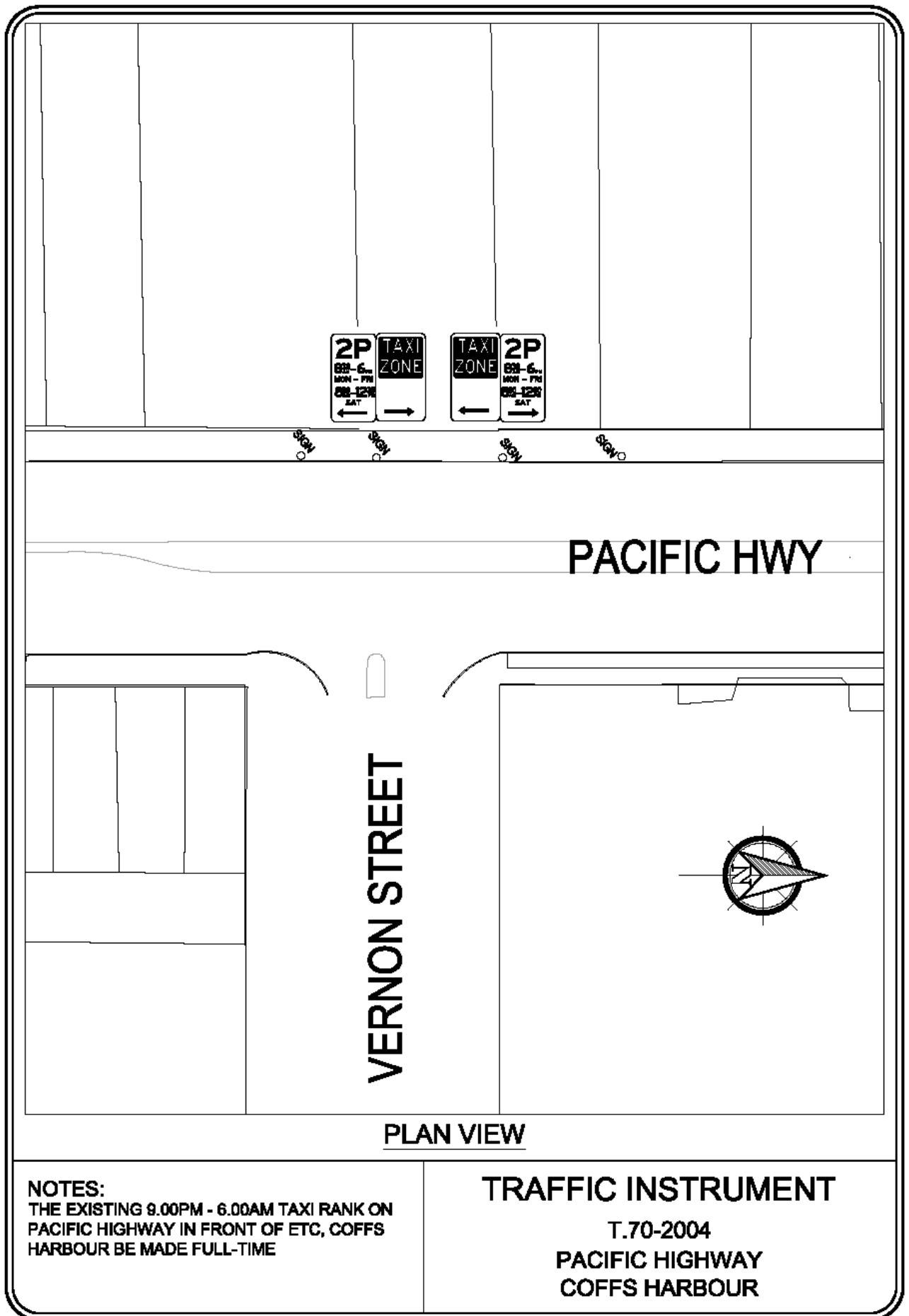


PLAN VIEW

NOTES:
'NO PARKING' SIGNS BE INSTALLED IN THE EXIT DRIVEWAY OF JETTY BOATING & NBN CRUICKSHANK CENTRE, ORLANDO STREET, COFFS HARBOUR

TRAFFIC INSTRUMENT

**T.68-2004
ORLANDO STREET
COFFS HARBOUR**

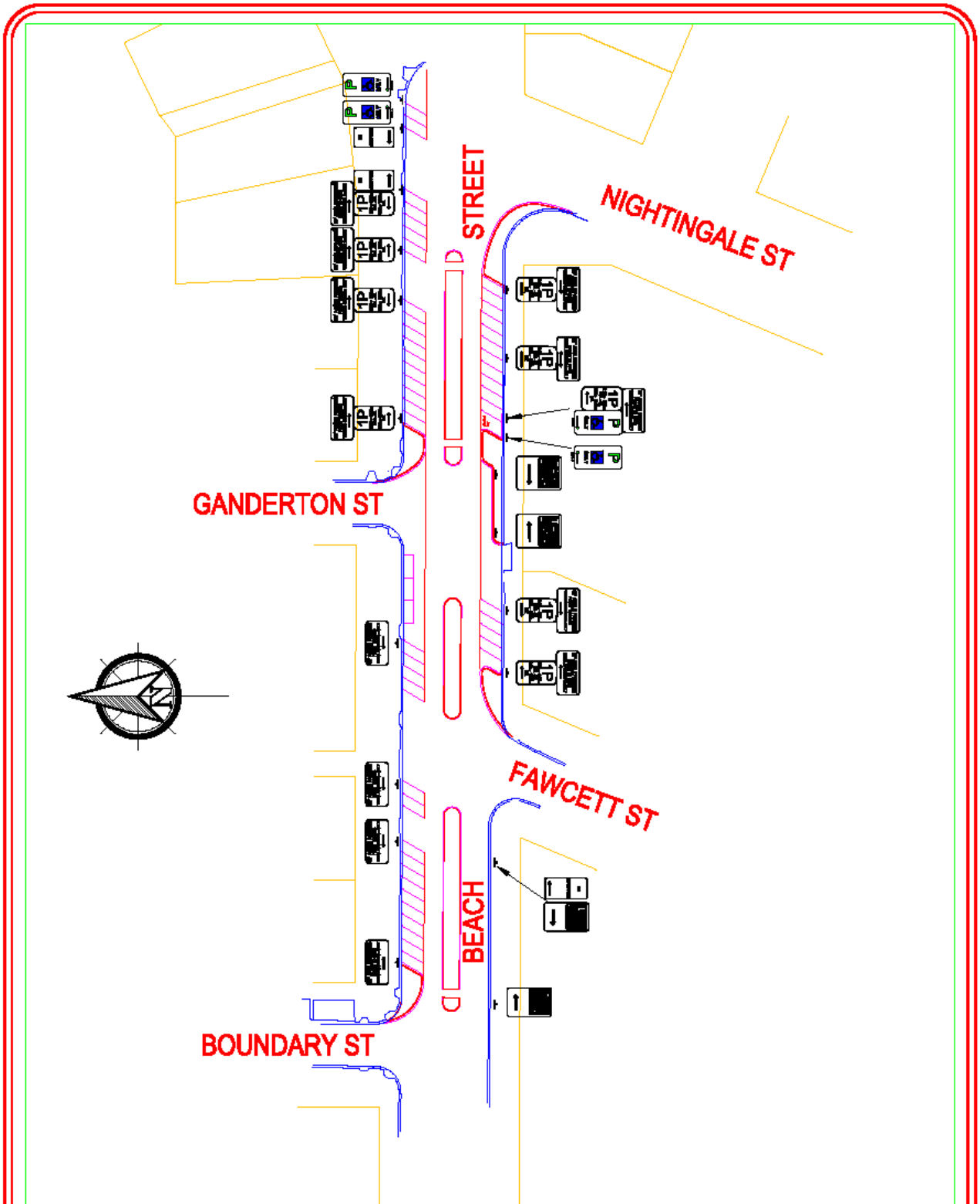


PLAN VIEW

NOTES:
 THE EXISTING 9.00PM - 6.00AM TAXI RANK ON
 PACIFIC HIGHWAY IN FRONT OF ETC, COFFS
 HARBOUR BE MADE FULL-TIME

TRAFFIC INSTRUMENT

T.70-2004
 PACIFIC HIGHWAY
 COFFS HARBOUR



PLAN VIEW

NOTES:
 STAGE 4 OF THE WOOLGOOLGA TOWN CENTRE
 STREETScape AND ONSTREET PARKING
 WORKS

TRAFFIC INSTRUMENT
 T.79-2004
 BEACH STREET
 WOOLGOOLGA

S55 COASTAL ESTUARY MANAGEMENT ADVISORY COMMITTEE

Purpose:

To report minutes of the Coastal Estuary Management Advisory Committee Meeting held on 10 August 2004.

Description of Item:

All items were of a routine nature except for the following resolution of the Committee, which requires consideration of Council:

CEMAC33 That it be recommended to Council that part of the funding for the Arrawarra Creek Interim Entrance Management Strategy be transferred to Hearn's Lake Estuary Management Plan.

Recommendation:

- 1. Council note the minutes of the Coastal Estuary Management Advisory Committee Meeting of 10 August 2004.**
- 2. That part of the funding for the Arrawarra Creek Interim Entrance Management Strategy be transferred to Hearn's Lake Estuary Management Plan.**

Attachments:

COFFS HARBOUR CITY COUNCIL

COASTAL ESTUARY MANAGEMENT ADVISORY COMMITTEE

10 AUGUST 2004

The meeting of the Coastal Estuary Management Advisory Committee (CEMAC) commenced at 3.30pm.

Present: Councillor Gavin Smithers, Coffs Harbour City Council (Chairperson)
Councillor Bill Palmer, Coffs Harbour City Council
Councillor Rod McKelvey, Coffs Harbour City Council
Mr Stephen Sawtell, Coffs Harbour City Council
Mr Martin Rose, Coffs Harbour City Council
Mr George Stulle, Coffs Harbour City Council
Mr Tony Blue, Coffs Harbour City Council
Mr Brett Snelson, Coffs Harbour City Council
Ms Cherelle Brooke, Coffs Harbour City Council
Mr Robert Kasmarik, Dept of Infrastructure, Planning & Natural Resources
Mr Lachlan Wetham, Coastcare Facilitator
Mr Russ Glover, Regional Coastcare Facilitator
Mr David Greenhalgh, Marine Park Authority
Ms Nicole Hacking, National Marine Science Centre
Dr Charles Phipps, Community Representative
Mr Philip Haines, WMB Oceanics Aust.

Apologies: Mr Frank Kennedy, Community Representative

1. APOLOGIES

CEMAC31 **RECOMMENDED** that the apologies received from Mr Frank Kennedy (Community Representative), be accepted.

2. CONFIRMATION OF MINUTES

CEMAC32 **RECOMMENDED** (David Greenhalgh/Russ Glover) that the minutes of the Coastal Estuary Management Advisory Committee meeting of 29 October 2003, be confirmed.

3. BUSINESS ARISING

There was no business arising.

4. CORINDI LAGOON (PIPE CLAY CREEK) EMP

Mr Martin Rose reported on two projects which Council had inherited from Pristine Waters Council following amalgamation. One was the Corindi Lagoon Pipe Clay Creek EMP and it was advised that WBM Oceanics Australia had been awarded the project. Total value of the work was \$26,000 with 50% funding from the State Government.

Mr Philip Haines spoke on the EMP, stating that they are working closely with the Aboriginal Land Corporation in regard to this.

5. CORINDI RIVER EMP

Mr Martin Rose reported that the Corindi River EMP was the other project which had been inherited from Pristine Waters Council. Pristine Waters had prepared the Estuary Management Plan and an application had been made to DIPNR. Mr Martin Rose gave an update to the Committee.

6. DRAFT MOONEE ESTUARY PROCESS STUDY

Mr Stephen Sawtell advised of funding currently available for the estuaries.

The Committee welcomed Mr Philip Haines of WBM Oceanics Australia, the Consultants preparing the Moonee Estuary Management Plan, to the meeting.

Mr Haines gave an overview on the Estuary Management Process which included:

- Form Committee
 - Data Compilation
 - Estuary Processes Study
 - Estuary Management Plan
 - Implementation.
-

Mr Russ Glover left the meeting at 4.15pm.

Mr Tony Blue tabled 10 copies of the Processes Study for members to take and that comments needed to be submitted prior to the next meeting.

It was suggested that Moonee representatives be included in the Workshop proposed for October 2004.

It was also suggested that at the next meeting, consideration be given to setting up Technical Working Groups to interact with the Committee.

7. HEARNES LAKE EMP & ARRAWARRA CREEK ENTRANCE MANAGEMENT STRATEGY

Mr George Stulle reported to the Committee on the following issues:

- Funding for Arrawarra Estuary Management Plan
- Development embargo on Northern Beaches had been lifted.
- Council is in process of developing Masterplan for the area.
- Possibility of re-allocating some funding for Arrawarra Management Strategy to Hearnese Lake EMP.
- It was recommended that Hearnese Lake become the No. 1 priority for resources.

CEMAC33 **RECOMMENDED** (Rod McKelvey/David Greenhalgh) that it be recommended to Council that part of the funding for the Arrawarra Creek Interim Entrance Management Strategy be transferred to Hearnese Lake Estuary Management Plan.

8. BONVILLE CREEK ESTUARY MANAGEMENT PLAN

Mr Brett Snelson advised that Council still had not obtained the Management Study from Patterson, Britton & Partners but would continue to put pressure on the consultants to finalise it. Both the Estuary Management Study and Estuary Management Plan should be ready and reviewed for the next meeting.

9. GENERAL BUSINESS

- Stephen Sawtell advised that a report will be submitted to Council in the near future seeking a resolution to include representatives from Corindi / Red Rock on the Committee.

Note: The Executive Team decision is that in the interim it is proposed to invite the Chair of the Corindi River Estuary Management Committee to sit on the Coffs Harbour City Council Coastal Estuary Management Committee.

- Stephen Sawtell advised that future Estuary Management Plans and studies need to take the format of:
 - analysing human settlement patterns across the catchment,
 - changes in estuarine vegetation, and
 - incorporation of biological data such as identification of benthic communities in the estuaries.

This will also add to Council's ongoing ecological database.

- It was discussed that the Workshop in relation to Moonee Creek would be held in October and the next meeting of this Committee should be held on 2nd Tuesday in October, ie 12 October 2004.

The meeting concluded at 5.00pm.

10. NEXT MEETING

The next meeting of the CEMAC will be held at 4.00pm on Tuesday, 12 October 2004.

S56 WORKS BRANCH REPORT

Purpose:

To advise Council of the progress of construction and maintenance programs undertaken by Works Branch up to 31 August, 2004.

Description of Item:

1. Completed Works

- Drainage of easement, 42 Bluff Road, Emerald Beach
- Footpath Construction - Arthur Street, Manning Street to SH10, 300m
- Watermain renewal, Harbour Drive main replacement
- Pavement Rehabilitation Kurrajong Street, Elm Street to Bradley Street

2. Works in Progress and Commencing in September 2004

- City Centre Refurbishment, Gordon Street Coffs Harbour
- Installation of leachate drainage system at Englands Road Waste Facility
- Watermain renewal, Peterson Road and Pitt Square.
- Footpath Construction Joyce St, Tyalla Primary School to Greenlea Cr- 220m
Phillip Street, Park Beach Road to Prince Street - 255m
- Pavement Rehabilitation Halls Road, Highway to Bonnie Street
Park Lane, from Earl Street to Gordon Street
- Corindi Public School children's crossing and parking improvements

A financial attachment detailing expenditure verse budget for the 2004/2005 financial year is included for Councils information.

3. Operations and Maintenance

Operations expenditure is within the allocated budgets, and will continue to be monitored. A contract is now in place for the cleaning and maintenance of Harbour Dr and West High St in the CBD.

Recommendation:

That:

1. Council notes the progress report on construction and maintenance works undertaken by Works Branch up to 31 August, 2004.
2. Council notes that individual program expenditures are being monitored to ensure that the total program costs for 2004/2005 will be contained within the approved budget.

Attachments:**Works Branch-Construction Projects Budget/Expenditure****2004/2005 Program****AS AT DATE: 31-Aug-04**

Description	Revised Budget	Actual Expenditure	% Project Complete	% Costs Expended
Local Roads				
Sealed Roads Reseals	\$608,800	\$9,870	1%	2%
Sealed Roads Reseals - Asphalt	\$57,000	\$0	0%	0%
Sealed Roads Rehabilitation	\$895,400	\$158,452	19%	18%
Dust Sealing	\$155,000	\$287	0%	0%
Unsealed Roads Gravel Resheeting	\$140,900	\$9,119	5%	6%
Moonee Beach Rd Reconstruction	\$736,400	\$0	0%	0%
Diamond Head Dr Reconstruction	\$625,000	\$0	0%	0%
Bray St Upgrade	\$400,000	\$0	0%	0%
Total:	\$3,618,500	\$177,728		
Federal Roads to Recovery				
Residential Street Rehabilitation	\$264,662	\$4,512	1%	2%
Gravel Resheeting	\$105,000	\$27,879	30%	27%
Bitumen Sealing	\$228,828	\$609	0%	0%
Total:	\$598,490	\$33,000		
Regional Roads				
3 X 3 Program	\$131,000	\$6,259	4%	5%
Total:	\$131,000	\$6,259		
Drainage				
Drainage Impts / Nuisance Flooding	\$212,000	\$67,965	30%	32%
Total:	\$212,000	\$67,965		
Bridges				
Major Repairs	\$173,000	\$2,646	1%	2%
Cathodic Protection	\$100,000	\$0	0%	0%
Total:	\$273,000	\$2,646		
Footpaths / Cycleways				
Footpath Construction	\$260,250	\$21,439	7%	8%
PAMPS Footpath Works	\$33,750	\$123	0%	0%
Cycleway Projects	\$252,930	\$86,790	36%	34%
Total:	\$546,930	\$108,352		
Water Mains				
Mains Renewals	\$225,000	\$86,978	41%	39%
Mains Extensions	\$50,000	\$0	0%	0%
Total:	\$275,000	\$86,978		

S57 ESTABLISHMENT OF A COMMUNITY FACILITY MANAGEMENT COMMITTEE FOR THE BAYLDON COMMUNITY CENTRE

Purpose:

To form a community facility management committee and approve the Bayldon Community Centre proposed fees, charges and budget for the financial year end 2004/2005.

Description of Item:

The Bayldon Community Centre located on Toormina Road, Bayldon is owned by Council and is leased to a community based incorporated group for a five year term commencing back on 1 July 2000 at a nominal rental. The incorporated group who managed the centre has indicated that they shall proceed with the voluntary cancellation of incorporation due to a lack of time commitment from its members, resulting in the group being unable to complete the final year of the lease. Correspondence has been received by Council indicating that a request has been forwarded to the Department of Fair Trading requesting deregistration of the Incorporated Association.

Originally, the Bayldon Community Centre was a joint venture development between Council and the Department of Housing. Once the Centre was completed in November 1991 a Council Management Committee was created to operate and manage the Centre. This Committee later sought to become an incorporated group and entered into a lease with Council in July 2000. However, this same group has now sought voluntary cancellation of incorporation although half the members wish to be a part of a Council Management Committee. The reason for this is the members are of the opinion that the facility will benefit from returning to the Council structure.

There are more than ten regular user groups that utilise the centre and each was contacted advising of the situation. Representatives of various user groups within the centre together with three community representatives of the incorporated body have come forward expressing an interest assisting with the ongoing management of the centre. This is within the structure of a Council community facility management committee.

The representatives are:

- Greg Booth, Coffs Harbour Revival Centre - User Group
- Elaine Audet, Yoga - User Group
- Craig Robson, Karate - User Group
- Mary Tate - Community Representative
- Shirley Hemingway - Community Representative
- Sandra Kimpton - Community Representative (Tenant Association Representative)

On 3 August 2004 these people were brought together and briefed on the requirements of managing Council's community facilities. They expressed the view that this was in the best interests of the community and the facility and that they were willing to be part of a management committee subject to Council approval.

cont'd

S57 - Establishment of a Community Facility Management Committee for the Bayldon Community Centre (cont'd)

Sustainability Assessment:

- **Environment**

There are no environmental issues.

- **Social**

There are social benefits to the local community in having a community represented management committee operate the Bayldon Community Centre. Some of these benefits include, but are not limited to: community ownership; focus on social, recreational and education community needs; hiring fees kept at an affordable level; no management fees; and the benefit of a wide range of experience and knowledge from the individuals of the committee.

- **Economic**

Broader Economic Implications

There are no broader economic implications.

Management Plan Implications

The formation of this committee does not impact on Council's budget.

The members of the proposed committee have recommended not to increase the fees and charges for 2004/2005 (attached), given the recent opening of the Boambee East Community Centre which is in the near vicinity and may impact on potential revenue.

In addition, an annual budget for the financial year end 2004/2005 has been estimated with the aim for a breakeven position. With the increasing levels of vandalism it is anticipated that Council will continue to assist in relation to these associated expenses together with major repairs and maintenance. The lease with the incorporated body committed Council to major repairs and maintenance.

Consultation:

City Treasurer's Comment

The proposed management arrangements, budgets and fees and charges are satisfactory. The centre should operate at a relatively small cost to Council.

Statutory Requirements:

Council's community facility management committees are permissible under Section 377 of the Local Government Act.

cont'd

S57 - Establishment of a Community Facility Management Committee for the Bayldon Community Centre (cont'd)

Issues:

This is a well patronized local community centre for the residents south of Coffs Harbour. A wide range of community service groups including Early Childhood Clinic, Juvenile Justice, Adult Community Education, health and sporting classes, playgroup, Church groups and Primary health outreach from this centre. A number of user groups and community representatives have come forward to assist in the management of the centre in order for it to continue as a community venue.

Whilst six potential members have come forward to form a management committee the formation of the committee is subject to requirements under a Deed of Agreement with the Department of Housing. Originally the construction of the centre was a joint venture project between the Department of Housing and Council. The Department of Housing provided a grant of \$360,000 towards the construction, whilst Council provided the land and remainder of costs. A Deed of Agreement was created between the two parties on 15 October 1991 for a 40 year term outlining the funding arrangement for the construction of the facility and its future operation.

Clause 3(g) of the agreement provided the following:

"Cause the Managing Committee to be appointed annually and if the Sawtell Tenant Association nominates members for the Committee comprising not more than half of the Committee within 21 days of the Council requesting such Association to nominate such members and to appoint those members to the committee and shall delegate to the Committee the care, control and management of the Centre".

It is recommended that upon forming this Management Committee made up of three user group representatives, two community representatives, one Tenant Association representative and a Councillor, totaling seven (7) members, that a request be made to the Department of Housing to nominate further Tenant Association members in accordance with the Deed of Agreement. Should the Department provide additional representatives then the General Manager could appoint these members to the committee under delegated authority. However, should the Department of Housing be unable to nominate Tenant Association members then there will still be a workable management committee responsible for the care, control and management of the centre.

Recommendation:

- 1. That the Bayldon Community Centre Management Committee be formed comprising one Councillor together with Mr Greg Booth, Ms Elaine Audet, Mr Craig Robson, Ms Mary Tate, Ms Sandra Kimpton and Ms Shirley Hemingway to care, control and manage the community facility.**
- 2. That the Department of Housing be requested to nominate Tenant Association members as required under the Deed of Agreement and that these members be appointed to the Committee by the General Manager under delegated authority.**
- 3. That a Councillor representative be nominated to the Bayldon Community Centre Management Committee.**
- 4. That the attached fees, charges and budget for 2004/2005 be approved.**
- 5. That Council, in the preparation of its overall building and maintenance program, continue to make allowance for major maintenance and repair requirements of the facility.**

Attachments:

BAYLDON COMMUNITY CENTRE				
FEES & CHARGES				
1 JULY 2004 - 30 JUNE 2005				
Year		Actual	Budget	%
		2003/2004	2004/2005	increase
Hall & Room Hire		Inc GST	Inc GST	
Main Hall	Hourly Rate			
	Non Funded	7.7	7.7	0.0%
	Part Funded	11	11	0.0%
	Private	17.6	17.6	0.0%
Main Hall	Daily Rate			
	Non Funded	55	55	0.0%
	Part Funded	88	88	0.0%
	Private	115.5	115.5	0.0%
Conference Room	Hourly Rate			
	Non Funded	5.5	5.5	0.0%
	Part Funded	7.7	7.7	0.0%
	Private	12.1	12.1	0.0%
Conference Room	Daily Rate			
	Non Funded	38.5	38.5	0.0%
	Part Funded	55	55	0.0%
	Private	93.5	93.5	0.0%
Single Room	Hourly Rate			
	Non Funded	3.3	3.3	0.0%
	Part Funded	5.5	5.5	0.0%
	Private	11	11	0.0%
Single Room	Daily Rate			
	Non Funded	22	22	0.0%
	Part Funded	38.5	38.5	0.0%
	Private	38.5	38.5	0.0%
Kitchen Facilities	Tea/coffee only	11	11	0.0%
	Functions under 50 people	22	22	0.0%
	Functions over 50 people	38.5	38.5	0.0%
Security Bond	Less than 50 people	100	100	0.0%
	More than 50 people	200	200	0.0%
Equipment		5	5	0.0%

BAYLDON COMMUNITY CENTRE			
1 YEAR BUDGET			
1 JULY 2004 - 30 JUNE 2005			
YEAR	Audited Actual 1998/1999	Unaudited 2003/2004	Budget 2004/2005
OPERATING REVENUE			
Room Hire & equipment	14,200	10,000	10,000
Other income (photocopier, consumables)		1,698	200
Fundraising/donations	674	575	200
Interest	44	-	0
TOTAL OPERATING REVENUE	14,918	12,273	10,400
OPERATING EXPENDITURE			
Advertising		-	200
Phone (1)	981	1,759	1,300
Equipment	95	79	200
Building Insurance (2)	806	2,167	-
Electricity	1,692	1,673	1,700
Bank Charges	21	-	-
Postage	90	95	100
Rates	898	1,091	1,100
Water		124	125
Printing & Stationary	39	-	150
Cleaning (3)	4,337	2,841	3,300
Security(4)	60	924	720
Repairs & maintenance	1,420	1,397	1,000
Amenities	269	-	-
Depreciation			-
Sundries	1,294	774	500
TOTAL OPERATING EXPENDITURE	12,002	12,924	10,395
OPERATING PROFIT (5)	2,916	(651)	5
Capital Expenditure			
Balance			
Cashbook balance			

Notes

(1) Reduction to 1 line rental saving of approx \$40 per month or \$500 per annum.

(2) Council to cover building insurance cost.

(3) Cleaning with Tempone \$269.50/mth contract as follows:-

- weekly- toilets cleaned, carpets vacuumed, kitchen & hall mopped, cupboards wiped

- monthly- doorways, heaters, skirting boards dusted

- quarterly- fans, windows, light fittings cleaned, cobwebs as required.

(4) Security costs anticipated to slightly fall.

(5) Aim for a breakeven position

**S58 MINUTES OF THE ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE
MEETINGS HELD THE 28 JUNE AND 26 JULY, 2004**

Purpose:

To present the recommendations of the Arts and Cultural Development Advisory Committee meetings held on 28 June and 26 July 2004.

Description of Item:

The Arts and Cultural Development Advisory Committee met on 28 June and 26 July 2004. The minutes of these meetings are attached.

Sustainability Assessment:

- **Environment**

There are no environmental impacts.

- **Social**

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

- **Economic**

Broader Economic Implications

There are no economic implications.

Management Plan Implications

There are no Management Plan implications.

Consultation:

Arts and Cultural Development Advisory Committee

Issues:

The meeting of 28 June 2004 resolved that:

- The committee meet with the General Manager and the Mayor prior to the filling of the Economic Development Officer position to discuss the interrelationships that overlap between economic, social and cultural areas.
- The committee is concerned that it is being bypassed in the planning process; for example, the Vernon Street project. It is understood that the purpose of this committee is to advise generally on all matters concerning arts and culture. The committee has had no opportunity to advise on this and other related matters.

cont'd

S58 - Minutes of the Arts and Cultural Development Advisory Committee Meetings held the 28 June and 26 July 2004 (cont'd)

- That this committee seeks clarification on the brief of the position of Cultural Development Officer due to the apparent expansion of the position to the management of the Jetty Memorial Theatre.
- That a summary of the minutes of the meeting (the resolutions) be forwarded to all Councillors.

The meeting of 26 July 2004 resolved that:

- A sub-committee should be established to consider the 2006 International Festival.
- Representatives of the Arts and Cultural Development Advisory Committee meet with the General Manager and Director of City Services to discuss the position of Cultural Development Officer.
- Steve Bush and Carol Hellmers be recommended for appointment to the Arts and Cultural Development Advisory Committee.

It was also decided at this meeting to launch the 2004/2005 Community Arts and Cultural Development Small Grants Program.

Implementation Date / Priority:

Steve Bush and Carol Hellmers have been appointed to the Arts and Cultural Development Advisory Committee.

A meeting has been held with representatives of the committee, the Mayor, the General Manager and the Director of City Services as outlined in the minutes of 26 July 2004.

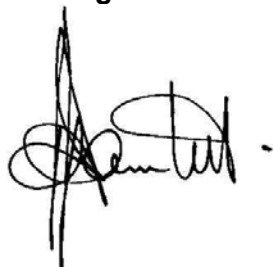
The Small Grants Program is under way.

The sub-committee has met to consider the 2006 International Festival.

Council has also resolved on the issue ensuring that relevant committees are consulted prior to matters being presented to Council.

Recommendation:

That Council note the minutes of the Arts and Cultural Development Advisory Committee meetings held on 28 June and 26 July 2004



Stephen Sawtell
Director of City Services

Attachments:

**COFFS HARBOUR CITY COUNCIL
ARTS & CULTURAL DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF THE MEETING OF MONDAY 28th JUNE 2004**

I/R 956064

PRESENT: Councillor Ian Hogbin, Shirley Barnett, Leigh Summers, Aimee van Santen, Becky Cole, Richard Holloway, Gordon Amman, Margaret Bruggisser, Maree Walden, Leigh Summer, Steve Bush, Carol Hellmers.

IN ATTENDANCE: Tim Freed.

APOLOGIES: Cr. Jenny Bonfield, John Mostyn.

Richard Holloway opened the meeting at 5:10 PM.

MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meeting of 15th March, 2004 had not been approved at the previous meeting. MOVED Walden/Amman. That they now be accepted.

Minutes of the meeting of 17th May were amended by deletion of the phrase regarding availability of Becky Cole in respect to the Youth festival. MOVED Barnett/ van Santen that following the amendment that they be accepted.

BUSINESS ARISING

Invitation to Join the Committee

Richard Holloway introduced Carol Hellmers who briefly highlighted her role with the Regional Conservatorium commenting on it's relocation to the Homebase and the increase in student numbers to 370 and that they were working with four schools.

Steve Bush was also welcomed and he commented on his co-directorship of the John Gordon Gallery and another in Sydney. Steve is also a member of the Gallery Advisory Committee.

Public Liability Insurance

Tim Freed advised on the work he had undertaken on this issue and the results of the meeting with council's brokers Jardine Lloyd Thompson. It was noted that the group of performers most affected were individuals who only performed occasionally. The major issue was that these performers could not be included as casual hirers because they charged admission which disqualified them.

CORRESPONDENCE

Request for extension of time Arts Mid North Coast Inc.

Richard Holloway spoke briefly on the issue explaining the cause of delay on completion. It was resolved MOVED Barnett/Cole that an extension of time was appropriate.

GENERAL BUSINESS

Local Government Award for the Jetty Memorial Theatre

Tim Freed provided a background to the gaining of the Local Government Cultural Award and the work of Jenni Eakins and Susan Clarke in the development of the proposal. The television coverage of the award was noted and the Chairman expressed congratulations to Council on the gaining of the Award.

Vernon Street Development

Cr Ian Hogbin commented on the development proposal that was to be considered by Council at it's meeting on Thursday. He described the main features of two auditoria of 160-180 capacity and another of approximately 100 capacity that could be used for screening specialist films.

It was commented on that there was a tourism need for a conference venue that was not linked to a resort. Gordon Amman also commented on the need for a conference/lecture facility for TAFE type purposes that was not linked to the service of alcohol.

There was also discussion on the issues of a black-box theatre, the size of the stage, the absence of wings and the need for rehearsal areas at low cost. It was also noted that there was an issue concerning parking.

The role of the Arts and Cultural Development Committee

There was lengthy discussion on the role of the Committee and the need for it to set policy. There was agreement that there was a need for issues involving culture to be put to the Committee for comment.

Discussion moved to the interrelationships of the other Committees of Council such as the Gallery Committee and the Stadium Committee and to the fact that the position of Economic Development Officer was apparently being filled whilst that of Cultural Development Officer had not been settled over several years. It was suggested that there needed to be a greater industry involvement and Cr Hogbin suggested that perhaps the Chamber of Commerce could become further involved. Cr Hogbin commented that he was happy to take the issues raised to the Council.

It was resolved MOVED Hogbin/Walden

That the Committee meet with the General Manager and the Mayor prior to the filling of the Economic Development Officer position to discuss the interrelationships that overlap between economic, social and cultural areas.

It was resolved MOVED Barnett/Cole

That the Committee is concerned that it is being bypassed in the planning process; for example, the Vernon Street project. It is understood that the purpose of this Committee is to advise generally on all matters concerning arts and culture. The Committee has had no opportunity to advise on this and other related matters.

It was further resolved MOVED Hogbin/Cole

That this Committee seeks clarification on the brief of the position of Cultural Development Officer due to the apparent expansion of the position to the management of the Jetty Memorial Theatre.

It was further resolved MOVED Barnett/Cole

That a summary of the minutes of the meeting (the resolutions) be forwarded to all Councillors.

CARRIED

Closure

The Chairman and other members pointed out a number of events and activities for which promotional material was tabled.

The meeting was closed at 7.00pm.

COFFS HARBOUR CITY COUNCIL

**ARTS & CULTURAL DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF THE MEETING MONDAY 26 JULY, 2004**

I/R 968854

PRESENT: Cr Jenny Bonfield, Cr Ian Hogbin, Shirley Barnett, Margaret Bruggisser, Richard Holloway, Aimee van Santen, Becky Cole, Maree Walden, Leigh Summers and Carol Hellmers

IN ATTENDANCE: Tim Freed, John Mostyn.

APOLOGIES: John Arkan, Gordon Amann

ADOPTION OF MINUTES

The Minutes of the meeting of 28th June, 2004 had been circulated. There was discussion concerning the fact that the resolutions of the previous meeting had not been provided to Council as resolved. Tim Freed advised that he had been requested to have the Minutes accepted at the following (this) meeting prior to providing them to council.

Following discussion it was agreed that a meeting should be arranged between Jenni Eakins, Tim Freed and Jenny Bonfield to resolve the matter.

BUSINESS ARISING

Vernon Street Project

The Vernon Street matter was business arising from the previous meeting and the Chairperson invited John Mostyn to talk to the issue.

John outlined the process that had been undertaken in considering the use of the old cinema complex in Vernon Street into a cultural venue that included issues such as disabled access, acoustics and the need to upgrade the facility.

He advised that the proposal had fallen through when the vendor increased the asking price of the property.

2006 International Festival

John Mostyn also spoke about the concept of a major festival involving Dame Joan Sutherland that would showcase top-flight music and theatre and would have a revenue stream of five million dollars (includes sponsorship).

John Mostyn left the meeting at 5.30.

Comment was made by Margaret Bruggisser that she was a bit surprised that the festival issue had progressed this far. Concern at the lack of consultation was made by Richard Holloway who also pointed out that the AusIndustry grants were highly competitive.

After further discussion, it was agreed that a subcommittee should be established to further the issue. The subcommittee was to comprise of Leigh Summers, Becky Cole and Carol Hellmers.

Cultural Development Officer

The matter of the Cultural Development Officer position was discussed widely. There were comparisons made to the situation that existed in Hastings and it was suggested that more information was required.

The Chairperson asked if this part of the meeting could be conducted without Tim Freed in attendance to avoid any embarrassment. Tim Freed left the meeting at 5.16pm and returned at 5.25 pm.

It was resolved that Ian Hogbin, Richard Holloway, Margaret Bruggisser and Maree Walden should meet with General Manager, Mark Ferguson and Director City Services, Stephen Sawtell to discuss the matter. The arrangements for that meeting were to be undertaken by Ian Hogbin,

GENERAL BUSINESS

Committee Membership

Tim Freed pointed out that there was a need for the committee to resolve the matter of membership. It was resolved that Steve Bush and Carol Hellmers should be recommended for membership of the Arts and Cultural Development Advisory Committee.

Aimee van Santen advised that this would be her last meeting as she would be proceeding overseas shortly. Jenny Bonfield thanked her for her input to the committee and the members thanked her by acclaim.

Creative Coffs Coast

A paper had been circulated on this issue prior to the meeting. Jenny Bonfield described the event which was anticipated to be an annual one commenting that, in time, it may become the major cultural event surpassing the Mayoral Ball.

The Museum

Leigh Summers sought advice as to what was happening at the Museum. Tim Freed advised that the relationship between the Museum management and the council was one of a tenant/landlord nature and that Council had no authority over the Museum and Historical Society which was a separately incorporated association.

He advised that there was an audit team of Council currently looking at the issues and options available to Council.

Arts and Cultural Development Small Grants

Tim Freed advised that the grants round should commence soon with advertising and the sending out of applications and their guidelines. He said that there was a need to make some adjustments in the process such as obtaining an audited balance sheet for applicants to determine their wealth.

It was also suggested that applicants should address the issue of capacity building and identify areas of in-kind support.

Closure

The Chairperson closed the meeting at 7.02pm

Next meeting

Monday 30th August 2004 at 4.00pm