

Minutes for this meeting will be confirmed at the Ordinary Committee Meeting to be held in the Council Chambers, Council Administration Building, on 3 February 2005 commencing at 5.00pm



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(CITY SERVICES COMMITTEE)
COUNCIL CHAMBER
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
16 December 2004
Commencing at the conclusion of the
Planning, Environment & Development Committee

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	<p>The following items either in whole or in part may be considered in Closed Meeting for the reasons stated:</p> <p>A portion of these reports are confidential for the reason of Section 10A(2):</p> <p>(d) commercial information of a confidential nature that would, if disclosed:</p> <ul style="list-style-type: none"> (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. <p>and in accordance with Section 10A(1) the meeting may be closed to the public.</p>	
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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

16 DECEMBER 2004

Mayor and Councillors

GENERAL MANAGER'S REPORT

23 COFFS HARBOUR HIGHWAY PLANNING STRATEGY

Purpose:

To report on the Roads & Traffic Authority's announcement of its preferred routes for the Coffs Harbour Highway Planning Strategy.

Description of Item:

Council at its meeting of 29 October 2003 resolved to adopt its "preferred corridor option for the Pacific Highway Bypass". The Coffs Harbour City Council Preferred Corridor comprises of an 11.4 km section of the Coastal Ridge Way option from England's Road to the northern side of Ulidarra National Park, a 27km section through the Bucca Valley from Ulidarra National Park to Arrawarra Creek, and a 16 km section from Arrawarra Creek to Halfway Creek.

RTA strategic cost estimates for the CHCC preferred corridor options vary from 1.025 to 1.650 billion dollars.

At 11.00am on Tuesday 7 December the RTA, through a media conference, released its "Preferred Route" for the Coffs Harbour Highway Planning Strategy. The RTA route includes options IS1 and IN2 a 12.6 km deviation around the Coffs Harbour urban area from England's Road, through North Boambee Valley, under Roberts Hill ridge (tunnel), then west of Shephards Lane and Gatelys Road, through West Korora Basin and back to the existing Highway Corridor at Korora Hill.

For approximately 14 km, from Korora, through Sapphire, Moonee Beach, Emerald and Sandy Beach to Hearn's Lake Road the RTA preferred route follows the alignment of the existing Highway.

cont'd

23 Coffs Harbour Highway Planning Strategy (cont'd)

At Hearn's Lake Road, the preferred Option E (9.9 km) detours to the west of the South Woolgoolga Urban Investigation area, through Wedding Bells State Forest and rejoins the existing Highway at Arrawarra Creek.

RTA strategic cost estimate for the RTA preferred corridor is \$900 Million.

Precedent/History:

Council previously developed a set of key objectives to use in assessing Pacific Highway Route options. These objectives have been applied where possible in compiling comments on the route options within this report.

1. To have short-term amelioration of noise/safety issues addressed within 2 years.
2. To have the Pacific Highway Planning Strategy considered as a single project.
3. To ensure the impacts of options for upgrading the existing highway through urban areas are fully considered.
4. To ensure the design development phase and ongoing maintenance integrates best practice noise mitigation measures at the source rather than the receiving end.
5. To achieve the highest possible visual amenity for the highway and surrounding areas.
6. To ensure the Pacific Highway Planning Strategy complements and connects with the City's local transport.
7. To achieve adequate compensation for property owners impacted upon by the alignment of the selected route.
8. To protect prominent ridgelines that provide the green backdrop to the City.
9. To ensure the Pacific Highway Planning Strategy incorporates the redesign of the existing highway through urban centres that are bypassed.
10. To ensure any selected route minimises impacts on people/residential areas, agriculture, tourism and environmental values.
11. To ensure the route maximises potential residential development for the sustainable growth of the City.

Issues:

Hogbin Drive Extension

Traffic modelling for the RTA preferred options are based on the assumption that the Hogbin Drive Extension project is complete, and this remains Council's highest priority for major road network projects. Yet the RTA preferred option announcement does not include any commitment to funding of the Hogbin Drive Extension. In order to ameliorate existing traffic and safety issues in the Coffs Harbour CBD and provide surety that the road connection is in place within required timeframes, work on the project should be commenced immediately.

Action/Mitigation

- Seek immediate funding for completion of the Hogbin Drive Extension.

cont'd

23 Coffs Harbour Highway Planning Strategy (cont'd)

Timing

While the RTA program for the Pacific Highway upgrade may see work commence on the Sapphire to Woolgoolga section within the next 5–6 years, the Coffs Harbour deviation proposal still has a 20-year planning timeframe.

This potentially leaves the Coffs Harbour urban area with existing traffic and road safety problems for an unacceptably long time. The effect on members of the community who own property along the preferred routes will also be unacceptable with such an extended planning horizon. Those property owners that are directly effected by potential land acquisitions should not be required to wait without a higher degree of certainty regarding the Highway project.

A program which offers acquisition of land effected by the preferred route immediately upon rezoning of the land is required as part of the project. Council should also seek inclusion of the Coffs Harbour Deviation works in the same time frames as the Sapphire to Woolgoolga sections of the project.

The preferred route as detailed cannot be endorsed by Council as a Bypass option. Council should therefore require an undertaking by the State Government to continue investigation of a Western Bypass of Coffs Harbour from Coffs Harbour South to a point north of the Coffs Harbour Local Government boundary.

Action/Mitigation

- Seek commitment from State and Federal Government to a future far western bypass of the Coffs Harbour area.
- Seek commencement of the Pacific Highway Coffs Harbour deviation works within the same timeframe as Sapphire to Woolgoolga.
- Seek commitment to a program which offers acquisition of land effected by the preferred route immediately upon rezoning of the land.

Existing Highway

The RTA preferred option provides the potential for effective deviation of through traffic around the existing Coffs Harbour and Woolgoolga Urban areas. This could provide greater opportunity for Council and the RTA to investigate traffic management and main street treatments on the Highway to better cater for local traffic movement.

The Korora to Hearn's Lake Road option however maintains the reliance on the Pacific Highway for local and through traffic which is currently proving to be unacceptable. A program of works is required on the Pacific Highway north of Coffs Harbour which addresses existing safety issues and provides improvements to the existing Highway pending completion of the Highway upgrade.

Intersections requiring upgrade include;

- Moonee Beach Road
- Fiddamans Road
- Graham Drive South
- Hearn's Lake Road
- Bosworth Road

cont'd

23 Coffs Harbour Highway Planning Strategy (cont'd)

Action/Mitigation

- Seek inclusion in costing for the preferred options a program of works on the Pacific Highway north of Coffs Harbour which addresses existing safety issues and provides improvements to the existing Highway pending completion of the Highway upgrade.
- Ensure that provision of a local road/service road parallel to the Pacific Highway upgrade is included where possible in the Korora to Hearnese Lake Road section of proposed upgrade.
- Seek inclusion in costing for the preferred options of funding for completion of the Northern Beaches Cycleway project

Impact on Urban Development (Southern)

Both the IS1 and IS2 options bisect Stages 2 and 3 of the North Boambee Valley Release Area. The release area was to accommodate a population of 9,350 people. Council will need a new strategic plan and Developer Contributions Plan for the area. Future population could be reduced from 9,350 to 3,870, a loss of planned 2,109 dwellings (currently a potential loss of between \$20m and \$26m in contributions (water/sewer and Section 94). Additionally, the community will face a loss in potential rate and DA fee income. Similarly the State government will suffer reduced income through stamp duty and GST from the construction.

IS2 has major impact on North Boambee Stage 2 and Stage 3 as it directly traverses them, IS1 however has even greater impact as it;

- Isolates stages two and three of the North Boambee Valley Release Area from Stage 1 (already zoned)
- Passes directly through a proposed school site
- Will result in a reduction of lots which would increase per capita of contributions or reduce level of services/facilities
- New (reduced) population may be inadequate to support proposed school
- Dissects proposed sporting facility
- Significant impact on major koala corridor
- Has greater impact on the Coffs Harbour Settlement Strategy currently being drafted.

IS2 is considered a better option as it;

- Is located further from existing residential areas
- Has less impact on North Boambee Stage 1
- Avoids relocation of new school (However the question still remains would reduced numbers be sufficient to support a school?)
- Provides better opportunity for the design and location of the collector road system in the North Boambee Valley release area.
- Less acoustic impacts on area – need for noise control devices
- Less impact on koala corridor. However does have greater impact on banana plantations

cont'd

23 Coffs Harbour Highway Planning Strategy (cont'd)

The RTA's preferred option also bisects part of the West Coffs Harbour Future Extension and the Korora Rural Residential DCP. The corridor is likely to result in the West Coffs Harbour extension not being viable because of the low lot yield and need to provide an acoustic buffer. A review of the future land use potential of the land that adjoins the corridor is required.

The proposed corridor will have significant implications for both North Boambee Valley, West Coffs release areas and Korora Rural Residential DCP in terms of provision of recreation facilities, business services, local road networks, community facilities and general urban planning. The release areas will require re-planning to take into account the proposed corridor.

Action/Mitigation

- Seek abandonment of the IS1 option in favour of the IS2 option.
- Seek funding from the RTA for the re-planning of North Boambee Valley.
- Seek funding from the RTA for a land use review of the rural land generally located between Spagnolos Road and the proposed corridor.

Impact on Urban Development (Northern)

Option E deviates from the existing Pacific Highway corridor in the vicinity of Graham Drive North, traverses the western corner of the south Woolgoolga urban investigation area and rejoins the Pacific Highway just south of Arrawarra Creek.

This option has major impact on the Hearnies Lake Development area common to a number of options considered for the Northern Section of the Highway Planning Strategy. The development of the Hearnies Lake DCP currently being undertaken by Council takes these impacts into account, however further detail is required to ensure impact on land development in the area is minimised.

Option E was developed to reduce impacts on existing and future residential areas in west and south Woolgoolga and on existing banana growing areas to the west of Sandy Beach. While this option results in less severance of existing and future communities, it still has a high impact on existing properties along the corridor as do all of the RTA preferred route options.

Option E also provides desirable safety and noise effect improvements to the Mullaway and Safety Beach areas.

Action/Mitigation

- Seek further detail and negotiation with the RTA on property impacts of Option E.

Road Network Impacts

The RTA preferred option fails to provide for local road connection to the Highway Deviation at Mastracolas Road and at North Boambee Road. Half interchanges were included in previous options at these locations. Traffic modelling which was used to justify Cost Benefit analysis for previous options also included these interchanges.

cont'd

23 Coffs Harbour Highway Planning Strategy (cont'd)

Local road connection to the Pacific Highway at these location is considered essential for management of traffic from the West Coffs and North Boambee Valley areas. Omission of these interchanges will result in increased traffic at the already congested Pacific Highway/Bray Street intersection and the Pacific Highway/North Boambee Road intersection.

The RTA preferred option announcement does not include any commitment to funding for upgrade of North Boambee Road, Mastracolas Road and Coramba Road, which will become major feeder roads to the Highway Deviation through Coffs Harbour.

Action/Mitigation

- Seek inclusion of full or half diamond interchanges on the IS2 and IN2 route options.
- Seek inclusion in costing for the preferred options funding for upgrade of North Boambee Road, Mastracolas Road and Coramba Road.

Value Management Study

On the 3rd and 4th of August 2004 the RTA hosted a Value Management Workshop to consider short listed options within the Inner Corridor proposal for the southern section of the Highway Strategy. The Workshop included representatives of various government authorities, community interest groups and Council. The Workshop recommended Options IS2 and IN2 go forward for further consideration. This was announced in an RTA media release on the 10th August 2004.

The RTA preferred route option however includes IS1 rather than IS2. The justification from the RTA for this switch appears to be based on cost alone.

Action/Mitigation

- Lodge an objection to the Minister for Roads on the process followed by the RTA following the recommendations of the Coffs Harbour Highway Planning Strategy Value Management workshop.
- Seek the Minister's intervention in reverting from IS1 back to IS2 as the preferred route option

Heavy Vehicles

Traffic studies have shown that there has been an increase in Heavy Vehicle volumes on the Pacific Highway as a result of completion of key Pacific Highway upgrade projects. For example average daily heavy vehicle movements on the Pacific Highway through Coffs Harbour were around 1450 prior to the opening of Yelgun to Chinderah, which has increased to 1700 since opening.

Some of these additional movements are due to induced demand and natural growth, however some are a direct transfer of movements from the New England Highway. The economic loss to towns on the New England Highway due to the reduction in Heavy Vehicle volumes has not been assessed and should be included in consideration of options for the management of Sydney-Brisbane road freight.

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23 Coffs Harbour Highway Planning Strategy (cont'd)

The long time frames previously discussed which are being considered for the Highway Deviation options means that the Coffs Harbour community will potentially bear the negative road safety and amenity impacts of high heavy vehicle volumes on the Pacific Highway for some time to come.

Anecdotal evidence suggests that Heavy Vehicle operators are choosing the Pacific Highway over the New England due to a saving of up to 100 litres in fuel costs. While this may also provide benefit in terms of environment and resource management, consideration should be given to provision of a fuel rebate or subsidy system to encourage Heavy Vehicle operators to use the New England Highway.

Action/Mitigation

- Seek a commitment for consideration of provision of a fuel rebate or subsidy system to encourage heavy vehicle operators to use the New England Highway.

Other Planned Council Infrastructure

Both the IN2 option and Option E traverse land that Council has identified for construction of water reservoirs as part of the Coffs Harbour Water Supply Strategy. Coffs Harbour Water's Strategy and Development Manager has indicated that the need and location of these reservoirs can be reviewed.

Depending on its final location option IN2 may also impact on a proposed flood mitigation detention basin west of Spagnolos Road.

Action/Mitigation

- Review need and location of proposed water reservoirs in West Coffs and South Woolgoolga.
- Ensure that detail design for the IN2 option includes consideration of the proposed West Coffs detention basins.

Noise

Planning and Design for reconstruction of the existing Highway from Korora to Hearn's Lake Road while by legislation requiring noise impact assessment will be assessed differently to the new corridor sections.

The RTA's proposed corridor has the potential for acoustic impacts for properties generally within 300m of the road; properties closer to the road, particularly those that are elevated above the road, will be significantly affected. The RTA has requested Council to include planning controls on new buildings within the areas exposed to noise. This means that new residents/occupants of new dwellings may be forced to pay for noise amelioration measures on their own property rather than the RTA treating the noise at its source.

Action/Mitigation

- Seek a higher standard of noise impact assessment for reconstruction of the Pacific Highway in the existing Highway corridor.
- A clear set of guidelines relevant to the noise contours should be provided by the RTA together with a suitable package of compensation measures for those severely affected. These measures may include assistance with acoustic mounds, air conditioning, insulation, double-glazing, etc.

cont'd

23 Coffs Harbour Highway Planning Strategy (cont'd)

Coffs Coast Resource Recovery Facility

The RTA's preferred corridor cuts through the eastern side of the facility. The corridor will require an adjustment to site planning for the facility and will need to take into account the visual impacts associated with a future elevated highway. This site will be one of the entryways to the City.

Action/Mitigation

- Request a detailed urban design review of this area taking into account visual impacts from the road to the facility and vice versa. Request compensation for impact upon the facility.

Coffs City Centre and Woolgoolga Town Centre

As the existing Highway will still dissect business lands within the Coffs Harbour and Woolgoolga town centres, there is an opportunity to incorporate urban design measures to improve the amenity of these areas. This will require urban design measures relating to landscaping, street pavements, street furniture and the like. The route options which deviate around the Coffs Harbour and Woolgoolga urban areas will require careful treatment at the interchanges, where through and local traffic will diverge. This will require carefully planned urban design, signposting and landscape treatments at the interchange points.

Action/Mitigation

- Seek funding from the RTA for the implementation of urban design measures along the Highway in the City Centre and Woolgoolga and at deviation points from the existing Highway.

Recommendation:

That Council:

- **Seek commitment from State and Federal Government to planning for a future far western bypass of the Coffs Harbour area.**
- **Lodge a formal objection to the Minister for Roads and the Minister for Infrastructure Planning on the process followed by the RTA following the recommendations of the Coffs Harbour Highway Planning Strategy Value Management workshop.**
- **Seek immediate funding from the Minister for Roads for completion of the Hogbin Drive Extension as a result of the Pacific Highway route announcement.**
- **Seek a commitment from the Minister for Roads for consideration of provision of a fuel rebate or subsidy system to encourage heavy vehicle operators to use the New England Highway.**
- **Seek commitment from the Minister for Roads for commencement of the Pacific Highway Coffs Harbour deviation works within the same timeframe as Sapphire to Woolgoolga project.**
- **Seek commitment from the Minister for Roads to abandonment of the IS1 option in favour of the IS2 option.**
- **Seek further detail and negotiation with the RTA on property impacts of Option E.**

cont'd

23 Coffs Harbour Highway Planning Strategy (cont'd)

- **Seek commitment from the Minister for Roads to inclusion of full or half diamond interchanges on the IS2 and IN2 route options at North Boambee Road and at Mastracolas Road respectively.**
- **Seek commitment from the Minister for Roads to a program which offers acquisition of land effected by the preferred Pacific Highway route immediately upon rezoning of the land.**
- **Seek commitment from the Minister for Roads to a program of works on the Pacific Highway north of Coffs Harbour which addresses existing safety issues and provides improvements to the existing Highway pending completion of the Highway upgrade.**
- **Seek commitment from the Minister for Roads to provision of a local road/service road parallel to the Pacific Highway where possible in the Korora to Hearnese Lake Road section of proposed upgrade.**
- **Seek commitment from the Minister for Roads to funding for completion of the Northern Beaches Cycleway project as part of the Pacific Highway upgrade program.**
- **Seek commitment from the Minister for Roads to funding for the re-planning of North Boambee Valley, the West Coffs future investigation area and Korora Rural Residential DCP.**
- **Seek inclusion in costing for the preferred options funding for upgrade of North Boambee Road, Mastracolas Road and Coramba Road.**
- **Review need and location of proposed water reservoirs in West Coffs and South Woolgoolga.**
- **Ensure that detail design for the IN2 option includes consideration of the proposed West Coffs detention basins.**
- **Seek a higher standard of noise impact assessment for reconstruction of the Pacific Highway in the existing Highway corridor.**
- **Request a detailed urban design review of the Coffs Harbour Regional Waste Facility area taking into account visual impacts from the road to the facility and vice versa. Request compensation for impact upon the facility.**
- **Seek funding from the RTA for the implementation of urban design measures along the Highway in the City Centre and Woolgoolga and at deviation points from the existing Highway.**

Mark Ferguson
General Manager

CITY SERVICES DEPARTMENT REPORTS

S65 WORKS BRANCH REPORT

Purpose:

To advise Council of the progress of construction and maintenance programs undertaken by Works Branch up to 30th November, 2004.

Description of Item:

1. Completed Works

- Pavement Rehabilitation - Gaudrons Rd, Sapphire - 820m.
- Footpath Construction - Phillip St, Coffs Harbour (Park Beach Rd to Prince St) - 255m
- Dust Sealing - Timmsvale Road, Lowanna - 950m.
- Drainage works - Ironbark Avenue, Sandy Beach - 140m.

2. Works in Progress and Commencing in December, 2004

- Regional Recycle Facility - Englands Road, site preparation works.
- Footpath Construction - Diamond Head Drive, Sandy Beach - 280m.
- Water main Construction - Martin Street, Coramba - 200m.
- Drainage works: - Lights Street, Emerald Beach - 55m.
- Pipe relining 25 Watsonia Avenue, Coffs Harbour - 65m.
- Pipe relining 82-86 Gundagai Street, Coffs Harbour - 60m.
- Velodrome construction - Minorie Drive, Toormina - 27,000m³
- Construction of mid-tide groyne wall at Coffs Harbour boat ramp - 30m.
- Replacement of Woolgoolga Road Bridge No.2 - 15m span.

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

Verbal advice has been received from the Rail Infrastructure Corporation that the replacement of the Mt Browne rail bridge is scheduled for April, 2005. Council will construct the approach works to match the new replacement bridge whilst the bridge works are in progress.

The capital works program has been delayed due to resources being diverted to the natural disaster cleanup works, however should again be on schedule by February, 2005.

3. Operations and Maintenance

The natural disaster response and cleanup resulted in routine maintenance programs being temporarily suspended with only necessary services being provided. During the natural disaster and cleanup several deficiencies were revealed in Council procedures and ability to respond to community needs. These will be presented to Council in a separate report when costs are finalised, detailing where Council's response capabilities require upgrading to enable Council to respond appropriately to future natural disasters.

cont'd

S65 Works Branch Report (cont'd)

With the immediate cleanup complete maintenance programs have resumed and are being monitored to ensure that costs remain within allocated budgets.

Recommendation:

That:

- 1. Council note the progress report on construction and maintenance works undertaken by Works Branch up to 30th November, 2004.**
- 2. Council note 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: 1-Dec-04**

Description	Revised Budget	Actual Expenditure	% Project Complete	% Costs Expended
Local Roads				
Sealed Roads Reseals	\$606,800	\$309,655	49%	51%
Sealed Roads Reseals - Asphalt	\$57,000	\$39,580	69%	69%
Sealed Roads Rehabilitation	\$1,247,004	\$433,112	32%	35%
Dust Sealing	\$155,000	\$63,320	44%	41%
Unsealed Roads Gravel Resheeting	\$140,900	\$28,848	22%	20%
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:	\$3,968,104	\$874,515		
Federal Roads to Recovery				
Residential Street Rehabilitation	\$264,662	\$97,554	37%	37%
Gravel Resheeting	\$114,751	\$80,086	61%	70%
Bitumen Sealing	\$228,828	\$183,492	83%	80%
Total:	\$608,241	\$361,132		
Regional Roads				
3 X 3 Program	\$150,151	\$6,259	4%	4%
Total:	\$150,151	\$6,259		
Drainage				
Drainage Impts / Nuisance Flooding	\$259,265	\$155,578	55%	60%
Total:	\$259,265	\$155,578		
Bridges				
Major Repairs (includes Woolgoolga Rd No2)	\$204,746	\$9,839	5%	5%
Mt Brown Rail Bridge Approaches	\$35,580	\$0	0%	0%
Cathodic Protection (Fred Hanson Bridge)	\$100,000	\$0	0%	0%
Total:	\$340,326	\$9,839		
Footpaths / Cycleways				
Footpath Construction	\$318,540	\$91,812	30%	29%
PAMPS Footpath Works	\$98,987	\$123	0%	0%
Cycleway Projects	\$244,345	\$98,335	38%	40%
Total:	\$661,872	\$190,270		
Water Mains				
Mains Renewals	\$238,000	\$134,296	58%	56%
Mains Extensions	\$50,000	\$492	1%	1%
Total:	\$288,000	\$134,788		

S66 REGIONAL ROAD REPAIR PROGRAM

Purpose:

To adopt a program and funding for the 2003-2007 Regional Roads Repair Program (RRR) following the deferral of the Regional Roads Timber Bridge Program.

Description of Item:

The program is a joint funding initiative (50:50) between RTA and Local Councils aimed at rehabilitation and upgrading works on regional roads.

Previous Repair Programs have been of substantial financial benefit to Council allowing significant improvements to the regional road network. In recent years the widening of Hogbin Drive from Albany Street to Aviation Drive and from Stadium Drive to Boambee Creek have been funded through the Repair Program. These projects have provided passing lanes on one of Coffs Harbour's main arterial roads, and improved traffic flow between the Sawtell/Toormina area and Coffs Harbour. The realignment of Coramba Road on the western side of Red Hill has also been funded through this Program. In the 1999 to 2002 Program Council matched Repair Program funding to the amount of \$850,000, maximising Council's opportunity to take advantage of grant funding.

In September 2002 Council resolved *'that Council proceed with analysis and preparation of a submission to the 2003-2007 Regional Roads Repair Program on the projects listed in the report'*.

Subsequent to the submission, Council received a list of successful projects including the replacement of Middle Creek Bridge, Sawtell. However the State Government then announced the Regional Road Timber Bridge Replacement Program (RRTB), aimed at replacing timber bridges on regional roads over a 7 year period, on a (50:50) basis with Local Councils.

Middle Creek Bridge was also included in the RRTB program, but due to the deferral of the RRTB program, and following negotiations with the RTA a list of RRR projects has been finalised.

The RTA program identifies five projects within the Coffs Harbour City area as follows:-

Road	Location	Description	Total Project Cost
MR151-Coramba Road	6.0km west of SH10	Replace culverts beneath roadway	\$50,000
MR151-Coramba Road	11.0km west of SH10-Poperaperin Creek	Pavement Rehabilitation	\$155,000
MR151-Coramba Road	27km west of SH10, Nana Glen	Pavement Rehabilitation	\$63,000
MR540 First Ave, Sawtell	North of Boronia Street to Second Avenue	Pavement Rehabilitation	\$216,000
MR540 Lyons Road, Sawtell	Bongil Lane to Harrison Street	K&G – Pavement Reconstruction	\$385,000

cont'd

S66 Regional Road Repair Program (cont'd)

Sustainability Assessment:

- **Environment**

For each project a Part 5 Assessment will be completed to identify and ameliorate environment impacts within the project area. Each project is within the existing footprint of the road pavement and should result in minimal disturbance to the surrounds.

- **Social**

The renewed pavements will provide a higher level of comfort and safety to the road users, and pedestrians. Materials and contractors employed on the projects will be local providing employment and support for local businesses.

- **Economic**

The nominated projects are on road segments which have zero residual life. The RRR program offers Council an avenue to carry out the works under a 50/50 cost sharing arrangement, where as otherwise Council would have to bear the full cost. Through the project expenditure much of the funds are spent with local contractors and suppliers, reinforcing local businesses.

Management Plan Implications

The funding schedule for the RRR program is as follows:-

Road	Location	2005/06		2006/07	
		CHCC	RTA	CHCC	RTA
MR151-Coramba Road	6.0km west of SH10	25,000	25,000		
MR151-Coramba Road	11.0km west of SH10-Poperaperin Creek	77,500	77,500		
MR540 First Ave, Sawtell	North of Boronia Street to Second Avenue	108,000	108,000		
MR151-Coramba Road	27km west of SH10, Nana Glen			31,500	31,500
MR540 Lyons Road	Bongil Lane to Harrison Street			192,500	192,500
Total		\$210,500	\$210,500	\$224,000	\$224,000

In the event that funding from Council was not made available to match the RTA funding, Council would lose the funding under the Repair Program. This is because all nominated projects from Councils across the State were assessed by a common methodology, then ranked on their scores and the highest ranked projects were then selected within the overall program allocation set by State government. Removal of projects from the funding list would therefore elevate the next highest ranked projects in the region to the list, and these are not Coffs Harbour Council projects.

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S66 Regional Road Repair Program (cont'd)

Council would effectively lose \$434,500 in RTA funding that has been committed to this Council in the Regional Road Repair Program.

Council has already allocated \$51,400 to the RRR program in the 2004/05 management plan prior to the deferral of the RRTB program. To assist Council in funding for 2005/06, this year's allocation can be carried over, then requiring a vote of \$159,100 for the 2005/06 works.

Recommendation:

That:-

- 1. Council makes provision for funding \$435,500, including the \$51,400 in the 2005/06 Management Plan, to match the RTA funding of the 2003–2007 Regional Road Repair Program.**
- 2. Council advises the RTA that the proposed program and funding schedule are confirmed for the 2003/2007 Regional Road Repair Program.**

S67 REGIONAL ROADS TIMBER BRIDGE PROGRAM

Purpose:

To advise Council of formal advice from RTA confirming deferral of the Regional Roads Timber Bridge (RRTB) program until 2006/07 and the impacts on Council's bridge program, and budget.

Description of Item:

On 19 February, 2004, a report was considered by Council which outlined the introduction of the RRTB program by the RTA in 2004/05 financial year. This program was introduced by the State government to address the deteriorating condition of timber bridges on regional roads throughout NSW, and is intended to provide a 50% subsidy to Councils for the replacement of all timber bridges on regional roads over a 7-year period. It is the intention of the State government to provide this funding subsidy to councils as a one-of type program in response to the lobbying by the Local Government Association in regard to the poor condition of timber bridges on regional roads.

This Council has seven timber bridges on regional roads which are eligible for subsidy under the program, and the resolution that followed consideration of the report was:-

'EN9 RECOMMENDED (Howe/Ovens) that Council:-

- 1. Confirm its intention to participate in the Regional Roads Timber Bridge Program, commencing 2004-5, with the objective to replace all timber bridges on regional roads with structures having longer useful working lives and reduced maintenance requirements.*
- 2. Advise the RTA that Council's priorities for the program are:-*

<i>Middle Creek Bridge – MR540</i>	<i>2004/5</i>
<i>Coldwater Creek Bridge – MR151</i>	<i>2005/6</i>
<i>Ulong Creek Bridge – MR120</i>	<i>2006/7</i>
<i>Eves Creek Bridge – MR120</i>	<i>2007/8</i>
<i>Little Nymboida Bridge – MR120</i>	<i>2008/9</i>
<i>BoBo River Bridge – MR120</i>	<i>2009/10</i>
<i>Lees Bridge – MR151</i>	<i>2010/11'</i>

Subsequent to this resolution the State Treasurer handed down a 'mini-budget' in which one of the items was deferral of the RRTB program until the 2006/07 financial year, a two year delay. Council has received formal advice from the RTA confirming the deferral.

- Sustainability Assessment:**

The sustainability assessment for the RRTB program was provided in the February 2004 report and is repeated here for Council's information.

cont'd

S67 Regional Roads Timber Bridge Program (cont'd)

- **Environment**

The program aims to replace timber bridges on regional roads with structures requiring less maintenance and having longer working lives. This will eventually result in fewer disturbances to creeks and river beds at these locations by reducing the need for replacement of major structural timber elements. It will also reduce the demand for hardwood structural timbers and preservative treatment of those timbers. However, there will be short-term disturbance to waterways during construction of the bridges, which will be minimised through appropriate site controls. An REF will be prepared for each site as part of the RTA approval process under the program.

- **Social**

While the replacement of the bridges will create additional opportunities for employment in the short-term during construction, it will reduce demand for processed timber products in the longer term. This might adversely impact future employment in the timber industry. It is likely that replacement of these bridges with modern structures would have support in the community and increase community confidence in the security of these infrastructure assets. The reduced maintenance and rehabilitation requirements will also reduce exposure of workers to OH&S risks.

- **Economic**

Economic implications of the program include:-

- Reduced M&R costs over long term.
- Reduced risk of transport interruption/delay.
- Opportunity for local construction contracts.

Correspondence:

In accordance with the resolution of Council's February 2004 meeting Council's intention to participate in the Regional Road Timber Bridge Replacement program has been confirmed to the RTA.

Management Plan Implications:

In the February, 2004 Council report the following table was supplied detailing the funding levels for the program, based on preliminary cost estimates. As a result of the program being deferred scheduling of the works has been revised and is also included.

<u>Revised Schedule</u>	<u>Original Schedule</u>	<u>Bridge</u>	<u>Funding (2004 dollars)</u>	
			<u>RTA</u>	<u>CHCC</u>
2006-7	2004-5	Middle Creek	\$475,000	\$475,000
2007-8	2005-6	Coldwater Creek	\$170,000	\$170,000
2008-9	2006-7	Ulong Creek	\$280,000	\$280,000
2009-10	2007-8	Eves Creek	\$170,000	\$170,000
2010-11	2008-9	Little Nymboida	\$140,000	\$140,000
2011-12	2009-10	Bobo River	\$340,000	\$340,000
2012-13	2010-11	Lees Bridge	<u>\$225,000</u>	<u>\$225,000</u>
			\$1,800,000	\$1,800,000

cont'd

S67 Regional Roads Timber Bridge Program (cont'd)

The revised funding schedule is as follows:

Bridge		Middle Crk Bridge-MR540	MR151 Coldwater Creek Bridge	Ulong Crk Bridge-MR120	Eves Crk Bridge-MR120	Little Nymboida Bridge-MR120	Bobo River Bridge-MR120	Lees Bridge - MR151
2005/06	CHCC	\$237,500						
	RTA	-						
2006/07	CHCC	\$237,500						
	RTA	\$475,000						
2007/08	CHCC		\$170,000					
	RTA		\$170,000					
2008/09	CHCC			\$280,000				
	RTA			\$280,000				
2009/10	CHCC				\$170,000			
	RTA				\$170,000			
2010/11	CHCC					\$140,000		
	RTA					\$140,000		
2011/12	CHCC						\$340,000	
	RTA						\$340,000	
2012/13	CHCC							\$225,000
	RTA							\$225,000

cont'd

S67 Regional Roads Timber Bridge Program (cont'd)

Recommendation:

- 1. That Council note the deferral of the Regional Road Timber Bridge Program, and endorses the revised funding schedule.**

Bridge	Middle Crk Bridge	MR151 Coldwater Creek Brid	Ulong Ck Crk Bridge	Eves Crk Bridge	Little Nym Bridge	Bobo River Bridge	Lees Bridge
	MR540		MR120	MR120	MR120	MR120	MR151
2005/06	CHCC \$237,500						
	RTA -						
2006/07	CHCC \$237,500						
	RTA \$475,000						
2007/08	CHCC	\$170,000					
	RTA	\$170,000					
2008/09	CHCC		\$280,000				
	RTA		\$280,000				
2009/10	CHCC			\$170,000			
	RTA			\$170,000			
2010/11	CHCC				\$140,000		
	RTA				\$140,000		
2011/12	CHCC					\$340,000	
	RTA					\$340,000	
2012/13	CHCC						\$225,000
	RTA						\$225,000

- 2. That Council make provision for funding of \$237,500 in the 2005/06 Management Plan.**

S68 BRAY STREET - TRAFFIC MANAGEMENT

Purpose:

To report on progress of the Bray Street Working Party.

Description of Item:

Ongoing traffic problems and delays at the Bray Street complex and adjacent traffic lights have been increasing. Community complaints and a concerted campaign by the Bray Street complex owners against Council and the Roads and Traffic Authority led Council to form a Working Party in order to accelerate possible solutions.

Council resolved on 20 May 2004 as follows:

"That Council:

1. *Support the installation by the Roads and Traffic Authority of a "Pelican Crossing" at the Pacific Highway/Bray Street intersection and monitor the impact on traffic flows in Bray Street and on pedestrian safety.*
2. *Council set up a working party, as a matter of urgency, consisting of representatives of four Councillors, Council staff, the RTA and property owners within the Bray Street complex to continue development of traffic management options for the Pacific Highway/Bray Street intersection.*
3. *Council adopt Option 4, "Bray Street Widening", to be completed before 2004 summer holiday season. Such is to occur after agreement reached within Working Party as to:*
 - a) *Bray Street complex owners schedule of works necessary to occur, and*
 - b) *Final design of street widening."*

In accordance with the previous resolution of Council and in consultation with the Bray Street Working Party, Council has completed design plans and estimates for construction of an additional lane in Bray Street at the Pacific Highway intersection. As previously reported to Council, inadequacies in the car park access road to the Bray Street Complex are exacerbated at times of peak traffic flow in Bray Street. Excessive queues and traffic delays now commonly occur in Bray Street with traffic queues extending past the Complex access road. Excessive delays in the left turn on to the Highway from Bray Street are caused by high traffic volumes on the Highway and by operation of the pedestrian crossing across the Highway.

At the time of subdivision of the Bray Street complex, Council sought dedication of land to accommodate widening of Bray Street in case amplification of the intersection was ever required. Simple road widening to provide an additional lane in Bray Street however while marginally improving performance of the Bray Street/Pacific Highway intersection will provide only marginal benefit to the Bray Street Complex at peak times as the additional lane capacity will be taken up by traffic travelling from the west. (Through capacity of the left lane will still be governed by the Highway traffic signals). A dual left turn configuration from Bray Street may be possible in the future if the Roads and Traffic Authority agree to remove the pedestrian crossing on the north side of the Highway intersection.

cont'd

S68 Bray Street - Traffic Management (cont'd)

The additional lane will also provide better traffic management options for directing traffic to the Hogbin Drive Extension.

Continued future success of the planned works is dependent upon the completion of the Hogbin Drive Stage 3 construction.

Successful completion of the project is dependent upon works starting in the first week of February.

Sustainability Assessment:

- **Environment**

The widening works if constructed will result in improved traffic flows at the Pacific Highway intersection. This reduction in traffic delay will result in positive environmental impacts.

Environmental impact of the road construction will be mitigated through action identified in a Review of Environmental Factors and through implementation of an environmental management plan.

- **Social**

During peak periods, excessive delays in Bray Street and within the complex car park have occurred resulting in disruption to trade and loss of enjoyment of the facilities by the Coffs Harbour community.

The Bray Street Working Party initiated a trial during the October school holidays where traffic control personnel stopped traffic in Bray Street to allow vehicles to exit the complex during peak times. The trial was successful and traffic control will be implemented again over the Christmas holiday period.

All costs associated with the traffic control have been covered by the Bray Street traders.

The Coffs Harbour community will benefit from reduction in traffic delays at the Pacific Highway/Bray Street intersection resulting from the proposed work.

Disruption to traffic and pedestrian access during construction will be mitigated through careful management of the construction program.

- **Economic**

Council has \$400,000 allocated in its 2004/05 Management Plan. However \$200,000 of this is identified as coming from sources other than Council.

Following detailed design work the total estimated cost of the proposed work is \$400,000 (which includes a 10% contingency due to the complex nature of the work).

Negotiations within the Bray Street Working Group on apportionment of cost has resulted in agreement that the Bray Street traders will contribute up to \$100,000 towards the total project cost.

cont'd

S68 Bray Street - Traffic Management (cont'd)

This leaves a shortfall of \$100,000. The options available to Council are to fund the \$100,000 from the 2005/06 Management Plan or to seek a contribution of \$100,000 from the RTA.

Issues:

A copy of the design plan for the proposed works is available in the Councillors room. The plan shows an agreed "apportionment of cost" where the Bray Street traders will be liable for costs associated with road widening and reconstruction of the access driveway to the Bray Street Complex (up to \$100,000). Council's responsibility is proposed to be for costs associated with road widening east of the access point. Reconstruction of the Pacific Highway traffic control signals and pavement widening work on the Pacific Highway will be submitted to the RTA for a funding contribution of \$100,000..

The Bray Street traders have also reached agreement on the implementation of car park and access improvements within the site to ensure maximum benefit is derived from any improvement to traffic flows at the reconstructed Bray Street entry/exit.

A breakdown of estimated cost of all proposed works is as follows:

Bray Street widening	\$200,000	cost to Council
Pacific Highway traffic signal reconstruction	\$100,000	cost to RTA
Driveway reconstruction	\$100,000	cost to owners/traders
Internal traffic management works	\$100,000	cost to owners/traders

These costs include a contribution of up to \$10,000 for land acquisition. A key feature of the proposed works is the reconstruction of the driveway access to the complex to a standard more commensurate to that of a road intersection. This significantly increases the length of lane widening that can be achieved and improve efficiency of vehicle access to and from the site. This proposal however will require the acquisition of land from a parcel west of the existing driveway.

Discussion with the owner of the affected land on the viability of acquiring land for road widening has been undertaken by the Bray Street traders group but has not yet been resolved. In the interests of the project Council will pay up to \$10,000 towards the acquisition of this land.

The proposal of the Bray Street Working Group is to proceed with construction of the Bray Street road widening and cover all commitments from Council and traders in a Memorandum of Understanding. The MoU would include agreement on:

- Apportionment of cost.
- Construction management plan.
- Commitment by traders to internal traffic management works within an agreed time period.
- Commitment by traders to pursuing land acquisition required prior to commencement of works.
- Commitment by Council to pursue continual improvements to the Bray Street/Pacific Highway intersection capacity.

cont'd

S68 Bray Street - Traffic Management (cont'd)

It is proposed to comply with the following timelines:

16 December 2004	Council meeting and resolution.
17 December 2004	Release of MoU to all parties involved in the Bray Street complex.
20 December 2004	Working Party meeting and signing off of the MoU.
31 December 2004	Deadline for return of signed MoU.
3 February 2005	Report back to Council. All necessary documents to be executed under Seal of Council.

Council is to seek bank guarantees from the owners involved in the Bray Street complex to the value of \$100,000 covering the driveway works, with all necessary documents to be in place by 20 January 2005.

Recommendation:

- 1. That Council enter into a Memorandum of Understanding with Bray Street traders on:**
 - **Apportionment of cost.**
 - **Construction management plan.**
 - **Commitment by traders to internal traffic management works within an agreed time period.**
 - **Commitment by traders to pursuing land acquisition required prior to commencement of work.**
 - **Commitment by Council to pursue continual improvements to the Bray Street/Pacific Highway intersection capacity.**
- 2. Council make a submission to the Roads and Traffic Authority for a contribution of \$100,000.00 towards the cost of reconstruction of the Pacific Highway/Bray Street intersection, seeking a response prior to 20 June 2004.**
- 3. The commencement of construction works is dependent upon the Bray Street owners concurrence and signatures to the Memorandum of Understanding with a commitment to start works early February 2005.**
- 4. That Council contribute up to \$10,000.00 for the acquisition of the land affecting the driveway entry to the complex.**
- 5. That Council seek bank guarantees from the owners of the Bray Street complex to the value of \$100,000.00, to be in place by 20 January 2005.**
- 6. All necessary documents to be executed under Seal of Council.**

S69 COFFS HARBOUR BOAT RAMP

Purpose:

To report on some of the issues raised by users of the Coffs Harbour boat ramp at a meeting of the Mayor and Councillors on 4 November 2004.

Description of Item:

On 4 November 2004 representatives of the Coffs Harbour Deep Sea Fishing Club and the Coffs Harbour Game Fishing Club met with the Mayor and some Councillors to discuss the Coffs Harbour boat ramp. The Mayor subsequently requested that a report be provided to Council on some of the issues raised.

Ramp user concerns

Broadly speaking they are concerned about the following:

- Waves breaking across the entrance to the ramp basin.
- Sand build up at the entrance of the ramp basin which at times leads to closure of the ramp.
- Water surging up and across the ramp making it difficult and sometimes dangerous to launch and retrieve boats.
- Lack of facilities such as a walkway between the ramp and the boarding pontoon, toilets and fish cleaning and wash down areas.
- Lack of parking.

Importance of Coffs Harbour Boat Ramp

The Coffs harbour boat ramp is one of the few on the coast that allows access to the ocean without crossing a bar. Usage has increased with both the growth of the population and the increased popularity of boating as a recreational activity. As well, Coffs Harbour hosts major fishing carnivals such as the Easter Classic and the Hot Current Tournament which are attracting more entrants each year. In 2005 and 2006 Coffs Harbour will also host the Australian International Bill Fishing Tournament.

There is no doubt more facilities at the ramp are required.

Constraints on Action

(i) Funding

The ramp is located on the more exposed southern side of the harbour. This leaves it exposed to wave break across the entrance. The ramp basin also intersects a major sand transport path that runs along the eastern and southern side of the harbour. This causes the same infill problem.

Council has spent many hundreds of thousands of dollars over the years on maintenance of the ramp. In 2003/04 expenditure on maintenance was over \$90,000.

As well, structural works to address sand infill and waves breaking across the entrance are very expensive and government financial assistance is very limited.

cont'd

S69 Coffs Harbour Boat Ramp (cont'd)

The only government funding now available is through the WADAMP program administered by the NSW Maritime Authority. This program will fund up to 50% of the cost of providing waterways infrastructure and applications are invited once per year. In 2003/04 council was successful in obtaining funding to narrow the basin entrance and to provide lighting at the ramp. In 2004/05 Council applied for funding for the groyne extension. A decision on this application is expected in the next 6-8 weeks.

(ii) Harbour Plan

Another consideration is the long term future of the ramp. The draft Harbour Plan proposed a new marina on the southern side of the harbour and provision of a new boat ramp within it. Whatever the future of the Harbour Plan, it is unlikely that the boat ramp will remain in its present configuration or location beyond 10-12 years. It is therefore not prudent to be looking at construction works with an economic life of 50 years when they may be pulled out in 10 years. This situation will be clearer when the revised Harbour Plan is placed on public display in 2005.

With this in mind Council has allocated \$150,000 to build a temporary extension of the groyne on the eastern side of the ramp basin. This groyne extension will be built with "geofabric" bags filled with sand, be about 30m long and be half tide height. Its purpose is to reduce the incidence of waves breaking across the entrance and limit the sand infill. It may also help with the surge problem. At the time of writing this work is in progress.

Sustainability Assessment:

This report, of itself, does not have environmental, social or economic implications.

Management Plan Implications:

The groyne extension has a budget of \$150,000. Council, at its meeting on 18 March 2004 resolved to allocate \$70,000 from the 2003/04 Management Plan and up to \$80,000 be transferred from funds allocated to the Harbour Foreshores Improvements allocation.

If the WDAMP grant application is successful additional funds will be available.

Consultation:

There has been consultation with the Harbour Working Group and with Coffs Harbour Deep Sea and Game Fishing Clubs representatives during the investigation, design and construction planning for the groyne extension.

Issues:

- The problem of waves breaking across the entrance and sand buildup is the most pressing concern at the ramp. This is being addressed by the proposed groyne extension.
- Upgrading of the boat ramp needs to be looked at in the context of the redevelopment of the whole harbour. Therefore funding of only relatively inexpensive, short term measures can be considered.

cont'd

S69 Coffs Harbour Boat Ramp (cont'd)

Recommendation:

- 1. That the report on issues surrounding the Coffs Harbour Boat Ramp be noted.**
- 2. That Council continue consultation with ramp users to develop a plan of works at the Coffs Harbour boat ramp that are affordable and fit in with future Management Plans and associated works for the Harbour Foreshore area.**

S70 COASTAL ESTUARY MANAGEMENT ADVISORY COMMITTEE

Purpose:

To report minutes of the Coastal Estuary Management Advisory Committee Meeting held on 30 November 2004.

Description of Item:

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

4. Hearnese Lake Estuary Management Plan

CEMAC36 that it be recommended to Council that the proposal of WBM Oceanics for the preparation of the Hearnese Lake Estuary Management Plan be accepted.

5. Corindi Lagoon (Pipe Clay Creek) EMP

CEMAC37 that it be recommended to Council that the proposal by WBM Oceanics to conduct studies for the Corindi Lagoon (Pipe Clay Creek) EMP, be accepted.

9. Draft Moonee Estuary Process Study

CEMAC38 that :

- 1. CEMAC hold a meeting from 3.00pm to 5.00pm during the week commencing 21 February 2005.*
- 2. All persons who submitted a community questionnaire be invited to nominate to attend a workshop from 6.00pm to 7.30pm following the CEMAC meeting, with a limit of 40 places to be filled.*
- 3. The Moonee Community Hall be the venue for these meetings, and a date set depending on availability.*

10. NSW Coastal Conference - Bid for 2006

CEMAC39 that Coffs Harbour City Council submit a bid for the 2006 NSW Coastal Conference.

11. General Business Item

Representation on Coastal Estuary Management Advisory Committee

CEMAC40 that an SES representative be appointed to the Coastal Estuary Management Advisory Committee.

cont'd

S70 Coastal Estuary Management Advisory Committee (cont'd)

Recommendation:

That Council:

- 1. Note the minutes of the Coastal Estuary Management Advisory Committee Meeting held on 30 November 2004.**
- 2. Accept the proposal of WBM Oceanics for the preparation of the Hearnese Lake Estuary Management Plan.**
- 3. Accept the proposal by WBM Oceanics to conduct studies for the Corindi Lagoon (Pipe Clay Creek) EMP.**
- 4. Note that:**
 - 1. CEMAC is to hold a meeting from 3.00pm to 5.00pm during the week commencing 21 February 2005.**
 - 2. All persons who submitted a community questionnaire will be invited to nominate to attend a workshop from 6.00pm to 7.30pm following the CEMAC meeting, with a limit of 40 places to be filled.**
 - 3. The Moonee Community Hall is the venue for these meetings, and a date to be set depending on availability.**
- 5. Submit a bid for the 2006 NSW Coastal Conference.**
- 6. Seek a representative from the Coffs Harbour State Emergency Service for appointment to the Coastal Estuary Management Advisory Committee.**

Attachments:

**COFFS HARBOUR CITY COUNCIL
COASTAL ESTUARY MANAGEMENT ADVISORY COMMITTEE**

30 NOVEMBER 2004

The meeting of the Coastal Estuary Management Advisory Committee (CEMAC) commenced at 4.00pm.

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
Ms Dee Wallace, Regional Landcare Inc
Dr Charles Phipps, Community Representative
Mr Frank Kennedy, Community Representative
Mr Peter Smith, Community Representative

Apologies: Ms Nicole Hacking, National Marine Science Centre
Mr Lachlan Whetham, Coastcare Facilitator
Mr B Petersen, Community Representative

1. APOLOGIES

CEMAC34 **RECOMMENDED** that the apologies received from Ms Nicole Hacking (National Marine Science Centre), Mr Lachlan Whetham (Coastcare Facilitator) and Mr B Petersen (Community Representative), be accepted.

2. CONFIRMATION OF MINUTES

CEMAC35 **RECOMMENDED** (Charles Phipps/Rod McKelvey) that the minutes of the Coastal Estuary Management Advisory Committee meeting of 10 August 2004, be confirmed.

3. BUSINESS ARISING

Stephen Sawtell advised that a submission from Dr Charles Phipps on the Moonee Creek Estuary Management Plan had been received and forwarded onto the Consultants, WBM Oceanics.

Cr Gavin Smithers welcomed Peter Smith (Community Representative) from Red Rock to the Committee.

4. HEARNES LAKE ESTUARY MANAGEMENT PLAN

Mr Martin Rose reported to the Committee on the following issues:

- Council had prepared Brief for Hearnese Lake EMP and sent to 4 Consultants.
- Council received 2 submissions from WBM Oceanics and Paterson Consultants.
- Submissions assessed by DIPNR and Council and considered WBM Oceanics to be best proposal.

Mr Tony Blue advised that it is anticipated that Council would adopt the Hearnese Lake DCP early in 2005 (February - April).

Dr Charles Phipps reported that the first draft of the Moonee Creek Report received from WBM Oceanics was inadequate in that it had pages missing and other mistakes with page numbering. Mr Stephen Sawtell advised that Council would be involved in meetings with WBM Oceanics prior to the first draft of Hearnese Lake being submitted and would ensure that these problems are addressed.

CEMAC36 **RECOMMENDED** (Peter Smith/Dee Wallace) that it be recommended to Council that the proposal of WBM Oceanics for the preparation of the Hearnese Lake Estuary Management Plan be accepted.

5. CORINDI LAGOON (PIPE CLAY CREEK) EMP

Mr George Stulle reported that the review of the WBM proposal for Corindi Pipe Clay Lagoon Estuary Management Plan had not been completed but would be completed by next meeting in February.

CEMAC37 **RECOMMENDED** (Peter Smith/Frank Kennedy) that it be recommended to Council that the proposal by WBM Oceanics to conduct studies for the Corindi Lagoon (Pipe Clay Creek) EMP, be accepted.

6. BONVILLE CREEK ESTUARY MANAGEMENT PLAN

Mr Brett Snelson advised that the Estuary Management Study and Estuary Management Plan from Patterson, Britton & Partners is in the process of being finalised. He hoped that copies would have been available at this meeting however they will be forwarded to members to be ready for adoption at the next meeting.

Mr Stephen Sawtell suggested that, considering the amount of time that has elapsed since this Report was commissioned, timelines be incorporated into future studies accepted by Council.

7. COASTAL HAZARD PRIORITIES

Mr Martin Rose reported that the Public Works Coastal Assessment Report for Coffs Harbour was based on photogrammetry in the early 1990's. Council is looking developing a new priority list and needs input from other Government Departments. He requested that Committee members compile a list of coastal hazard issues and submit them to Martin Rose or Brett Snelson by 28 January 2005. The issues will then be compiled and assessed and presented to the Committee for discussion and prioritisation.

Rob Kasmarik advised that within DIPNR there was provision to update photogrammetry work in terms of interpretation.

Stephen Sawtell enquired whether sea level rises would be incorporated into the Report on Coastal Hazards and Rob Kasmarik replied that it is a major component of the Report.

Dee Wallace mentioned that a large number of banksias had disappeared on 'storm day' 20 October. Chelle Brooke advised that seed had been collected from the banksias which were destroyed and that they would be replanted.

Rob Kasmarik advised that DIPNR has a Storm Damage grant of up to 75% of damage incurred being provided.

Stephen Sawtell advised that Council would send an electronic copy of Coastal Hazards submissions to Committee members.

8. ARRAWARRA INTERIM ENTRANCE MANAGEMENT STUDY

Mr Brett Snelson advised that the Arrawarra Interim Entrance Management Study was adopted by Council in January 2004 and the associated REF on the creek mouth opening was completed and ready to go.

9. DRAFT MOONEE ESTUARY PROCESS STUDY

Mr Tony Blue gave an update on the Moonee Estuary Processes Study as follows:

- One community submission received, and forwarded to WBM Oceanics.
- DIPNR and Council submissions forwarded to WBM Oceanics.
- WBM Oceanics to consider submissions and finalise Study by early February.
- WBM Oceanics to prepare Issues and Options Paper by early February.
- 80 people completed questionnaires - Community Workshop to be held in February with numbers limited to a maximum of 40 representatives.

CEMAC38 **RECOMMENDED** (Peter Smith/Frank Kennedy) that :

1. CEMAC hold a meeting from 3.00pm to 5.00pm during the week commencing 21 February 2005.
2. All persons who submitted a community questionnaire be invited to nominate to attend a workshop from 6.00pm to 7.30pm following the CEMAC meeting, with a limit of 40 places to be filled.
3. The Moonee Community Hall be the venue for these meetings, and a date set depending on availability.

Tony Blue left the meeting at 5.00pm.

10. NSW COASTAL CONFERENCE - BID FOR 2006

Rob Kasmarik reported that he had attended the 2004 Coastal Conference at Lake Macquarie and suggests that Council put in a bid for the 2006 NSW Coastal Conference. It was suggested that DIPNR, Council and National Marine Science Centre have a combined input into the bid.

Rob Kasmarik further advised that Council can set the theme themselves and that there was a \$15,000 grant from DIPNR to be made available to the host Council.

CEMAC39 **RECOMMENDED** (Rod McKelvey/Gavin Smithers) that Coffs Harbour City Council submit a bid for the 2006 NSW Coastal Conference.

11. GENERAL BUSINESS

Representation on Coastal Estuary Management Advisory Committee

CEMAC40 **RECOMMENDED** (Rob Kasmarik/Peter Smith) that an SES representative be appointed to the Coastal Estuary Management Advisory Committee.

Estuary Management Plans

CEMAC41 **RECOMMENDED** (Rod McKelvey/Stephen Sawtell) that :

1. All future Estuary Management Plans should include the following data:
 - Benthic analysis;
 - Estuarine vegetation;
 - Human Settlement Patterns.
2. That previous data generated by the National Marine Science Centre should be investigated and co-ordinated and included in future management plans.

Coffs Creek

Cr Bill Palmer enquired as to the status of the Management Plan for Coffs Creek, in particular to restoring the creek to a waterway rather than the sand build-up which is present.

Frank Kennedy advised that there was a \$30,000 grant 3 years ago for sand removal, however the sand removed is already back again.

Stephen Sawtell advised that there should be a Estuary Management Plan on every creek in the area, however Council had to rely on funding from the State Government.

Rob Kasmarik advised that there needed to be a review or a new Estuary Management Plan to address sand dredging in Coffs Creek.

Stephen Sawtell advised that the preparation of an Estuary Management Plan for Coffs Creek be listed as an Agenda item for next meeting.

The meeting concluded at 5.20pm.

10. NEXT MEETING

The next meeting of the CEMAC will be held at 3.00pm on Tuesday, 21 February 2005 at Moonee Community Hall.

S71 MACCUES ROAD, MOONEE

Purpose:

To advise Council of available options regarding access from the State Forest onto the western end of MacCues Road.

Description of Item:

Historically some Mardells Road residents have had access to MacCues Road through the State Forest. As subdivision and development occurred on Mardells Road the use of the route through the State Forest became more frequent. Simultaneously a number of residents exercised their building rights on MacCues Road, constructing residences, and living on the western section. Compounding this development as recreational four wheel driving has become more popular, MacCues Road has been used more frequently to access the State Forest.

All these factors contributed to the traffic volumes on MacCues Road increasing substantially and the use of the road changing from a local access road to a route used for through traffic.

Council, in response to complaints about the volume of traffic using the road to access the State Forest, erected a gate at the western end of MacCues Road in conjunction with the State Forests. This was to address an issue of safety on the western section of MacCues Road as the alignment was narrow and not suitable for high volumes of through traffic.

Council resolved in August 2002 to approve a six months trial to allow five Mardells Road families access to the western end of MacCues Road. Unfortunately this trial was inconclusive and cancelled due to the conflict between residents of MacCues Road and the road users.

In response to a request by the Bucca Palm Neighbourhood Association in Mardells Road for access to MacCues Road through the locked gate at the boundary of the State Forest, Council at its meeting of 3 June, 2004 resolved the following:-

'That Council:

- 1. Implement a six months trial of controlled access to the locked gate at the western end of MacCues Road for the residents of the Bucca Palm Neighbourhood.*
- 2. Advise residents in MacCues Road of the trial and the conditions imposed by Council on access through the gate.*
- 3. Apply conditions under which the Bucca Palm residents gain access to the gate as set out in the report.'*

Attached is a copy of Council report 3 June 2004, which was adopted, for Councillors information.

The trial has been implemented in accordance with the resolution and is due to end on 20 December, 2004. During the trial five households have had access through the gate to MacCues Road.

cont'd

S71 Maccues Road, Moonee (cont'd)

A road safety audit has been undertaken on the western section of MacCues Road and has revealed that substantial works are required to upgrade the road to a standard where Council would takeover the maintenance of this section. Currently the alignment and pavement width are not suitable for through traffic to safely traverse the road. By permanently approving through traffic Council has an accompanying responsibility to provide a pavement built to an adequate standard enabling the safe use the road. Council in the past has addressed these safety issues by closing access to MacCues Road to through traffic.

Economic Implications:

The cost to Council of the five options are as follows:-

Option	Cost Estimate	Level of Service
1	\$960 p.a.	Bitumen reseal every 7 years, regular patching.
2	\$154,000	Provide a 6m wide pavement.
3	\$102,000	Provide a 3m wide pavement and passing bays.
4	Nil	Western section of MacCues Road remains a driveway access and stays on Councils unmaintained roads register.
5	\$960 p.a. (maintenance cost)	Council takes over maintenance of the road after the upgrade is completed.

Consultation:

A considerable amount of correspondence has been received by Council from both MacCues Road and Mardells Road residents prior to and during the trial. Council requested feedback from the residents on the success or otherwise of the trial, and received a mixed report largely depending on the address of those making comment.

The residents of MacCues Road are concerned about opening the road to the State Forest as they believe that the increase in traffic volumes will adversely affect the safe use of the western section.

Comments from the Mardells Road residents reflect their desire to continue with having controlled access to MacCues road.

Specific comments from those who made submissions are not included in this report as many requested the contents remain confidential.

State Forests of NSW advises that if the access gate is locked they will require a key for emergency services needs. For logging operations access is gained from Mardells Road as the pavement is better suited for heavy vehicles.

Issues:

The western end of MacCues Road is on Councils unmaintained roads register, and hence not serviced by Council. The residents have funded the construction of this section to a single lane driveway standard to serve their properties. This is a similar situation to many other Council owned roads in rural areas where private accesses have been built within the road reserve, but Council does not maintain such accesses.

cont'd

S71 Maccues Road, Moonee (cont'd)

In regards to the future use of the western section of MacCues Road five options are possible.

- Option 1
Allow the status of the trial to continue with no further keys being issued, and no upgrading works being undertaken. Include MacCues Road on Councils maintained roads register and maintenance only is carried out on the existing pavement and alignment.
- Option 2
Council funds the upgrade of the western section of MacCues Road to enable it to take through traffic, and allows unrestricted access to the western end through the State Forest.
- Option 3
Council upgrades the driveway access and constructs passing bays on the four blind corners within this section, allowing restricted access for Bucca Palms residents only.
- Option 4
Council permanently closes access at the western end of MacCues Road except for emergency services and Forestry vehicles.
- Option 5
That the upgrade of the western section of MacCues Road to a standard suitable for through traffic be funded by the Bucca Palms residents.

Statutory Requirements:

Council has authority to erect a gate to restrict access to MacCues Road under the Roads Act 1993.

Summary:

Any works on MacCues Road are neither included in the Management Plan, budget or listed as future work outstanding.

As a result of the safety audit further traffic on MacCues Road west would not be appropriate.

The opportunity should be given to the Mardells Road user group to fund the works if they require continued access. In the interim or until works are carried out, the access should cease.

Recommendation:

- 1. That the user group from Mardells Road be given the opportunity to fund either Option 2 or Option 3.**
- 2. That in the interim, whilst the residents are making their decision, or until construction is complete, that Council permanently close the western end of MacCues Road except for emergency services and State Forest vehicles. Access to cease at the end of the trial on 20 December 2004.**

Attachments:**S35 - MACCUES ROAD, MOONEE BEACH****Purpose:**

To advise Council of a request by the Bucca Palm Neighbourhood Association in Mardells Road for access to MacCues Road, through the locked gate the boundary with State Forest land, and recommending implementation of a trial period for controlled access.

Description of Item:

Council received a letter in August 2003 from the Bucca Palm Neighbourhood Association, asking Council to review its decision to stop public vehicular access from the western end of MacCues Road to the State Forests land. Following further discussions with a representative of the Association, it was agreed to report to Council on the issue and recommend the reinstatement of a trial period for controlled access by residents of the Bucca Palm Neighbourhood.

This report also reviews the history of the closure at the western end of the road and various Council resolutions with respect to this matter.

Management Plan Implications

There are no implications for the Management Plan if Council adopts the recommendation.

Consultation:

The history of consultation on this subject is provided in the main body of the report.

Statutory Requirements:

The Roads Act 1993 gives Council, as the road authority, the power to regulate traffic on public roads where safety of road users or damage to the road is concerned.

Issues:

MacCues Road is accessed from the Pacific Highway, just south of the Moonee Beach Road intersection, and heads west for approximately 1.5km to the State Forest property. The public road reserve ends at the eastern State Forest boundary, but historically there has been a formed forestry track from the end of MacCues Road into the forestry compartment and joining Settles Road, another forestry road running north-south from Gaudrons Road to Bucca Road. Residents of the Bucca Palm Neighbourhood have, also historically, gained access to Settles Road from the western side of the forestry compartment and thence to MacCues Road, and the highway. Whilst their formal public road access is via Mardells Road, the ability to access MacCues Road by way of the forestry area provides a much shorter route to the highway.

MacCues Road was a Crown road prior to August 2002, and the legal responsibility for the road was the Department of Land and Water Conservation (DLWC). For unknown reasons, however, Council had historically maintained approximately 800m of the road from the highway, half of which was unsealed and subsequently dust-sealed in 1997. The remainder of the road has been sealed and maintained by private property-owners at the western end of the road, in order to provide all-weather access to their properties. This was done after previous attempts to have Council improve and maintain this section of road were unsuccessful. The alignment and width of this section is not a suitable standard for significant two-way traffic volumes.

In July 2001, State Forests re-graded and cleaned up the track between MacCues Road and Settles Road in preparation for logging in the compartment. This led to further complaints from residents at the western end of MacCues Road about increased traffic, inappropriate vehicle speeds and damage to the road formation that they maintained. Council wrote to State Forests requesting that they organise their operations to limit casual vehicular access to MacCues Road. Subsequently, an agreement was reached with the Regional Manager of State Forests to erect a gate across the track at the boundary of the State Forests land, and Council installed this gate as part of the arrangement. This arrangement was also supported by the Local Member, Andrew Fraser, MP, at the time, following representations from a resident in MacCues Road.

In March 2002, concerns were raised that State Forests was under pressure to re-open the track to MacCues Road. Based on these concerns at its meeting on 14 March 2002, under matters of an urgent nature, Council resolved:-

"that Council seek the services of the State Local Member to ensure that State Forests does not re-open the forestry road to access MacCues Road."

At its meeting on 11 April 2002, Council considered a report outlining the issues associated with the erection of the gate at the end of the road, and further resolved that:-

- "1. Council note the status report on issues associated with the physical closure of MacCues Road at the State Forest boundary.*
- 2. Council confirm the decision to prevent the use of MacCues Road by through traffic."*

On 9 May 2002, the Local Member wrote to Council inviting the Mayor to attend a meeting with residents, State Forests and council to resolve the differing demands for access arrangements at the western end of MacCues Road. The meeting was held on 23 May 2002 at the Council Chambers and was chaired by Mr Fraser. The outcome from the meeting was that a six months trial period would be implemented for controlled access through the gate by residents of the Bucca Palm Neighbourhood.

At the Council meeting on the same day, under general business, Council resolved:

That the Traffic Committee be requested to urgently consider and report back to Council;

- 1. On the assessment of speed limits up to 40kph on MacCues Road and the placing of 'no through road' signs at either end of MacCues Road.*
- 2. A trial period of six months be held with two keys for the gate lock being issued to each of the five families using the road."*

At its meeting on 4 June 2002, Council's Traffic Committee considered the issue of speed limits and signs in MacCues Road, and its recommendation was adopted by Council at the meeting on 13 June 2002, as follows:-

"That 35kph speed advisory signs be installed on MacCues Road, Moonee, with "No Through Road" signs at the Pacific Highway."

Each of the property owners in the Bucca Palm Neighbourhood were issued with two keys to the padlock on the gate and a letter setting out the conditions that had been agreed to at the meeting. In particular, there was a condition that the gate must be kept locked at all times except when vehicles were physically gaining access through the gate, with Council reserving the right to deny future access if the gate was not locked after use.

During July and early August 2002 tensions between some MacCues Road residents and some Bucca Palm residents increased, resulting in the Police being called on at least one occasion to incidents associated with use of the gate. At the same time, Council's legal authority to control access between a Crown road and State Forests was questioned. On 9 August 2002 a resident at the end of MacCues Road found the gate unlocked, put his own padlock on the gate and returned the original padlock to the Council Depot at Marcia Street. Following this incident, notice of a rescission motion was lodged with the General Manager on 19 August 2002, which was intended to rescind Council's previous resolution regarding the trial period.

The rescission motion was considered at the Council meeting on 22 August 2002, and council resolved as follows:

"RESOLVED that Resolution No. 67 of the Finance and Administration Committee meeting of 23 May 2002, and reading as follows be rescinded:

"That the Traffic Committee be requested to urgently consider and report back to Council:

- 1. On the assessment of speed limits up to 40kph on MacCues Road and the placing of 'no through road' signs at either end of MacCues Road.*
- 2. A trial period of six months be held with two keys for the gate lock being issued to each of the five families using the road."*

RESOLVED that the confirmation of the decision to prevent the use of MacCues Road by through traffic would implement that decision.

The General Manager's report on the rescission motion also advised Council that the road had been transferred to Council's ownership on 16 August 2002. This ensured Council's ability to control traffic on the road and legal authority to undertake and control works in the road reserve.

Following the adoption of the rescission motion, the Bucca Palm residents were notified of the Council's decision and requested to return the keys for the original padlock on the gate. Council also sought legal advice on its authority to control traffic on MacCues Road and it was confirmed that council, as the road authority under the Roads Act 1993, does have the necessary authority.

Following meetings in January and March 2003 with Councillors, staff and residents from the western end of MacCues Road, an agreement was reached to allow controlled access through the gate for a farm tractor used by a local resident on properties located on both sides of the forestry land. This agreement was negotiated by Council because of a commercial need for use of the tractor on both properties and the relatively insignificant impact on road safety or damage to the western end of MacCues Road. This arrangement was confirmed on 11 March 2003 and appears to have worked satisfactorily, judging by the lack of complaint from any of the parties to the agreement.

From the date that Council rescinded the controlled access arrangements for the Bucca Palm residents, there have been additional requests from those residents for a resumption of access to MacCues Road from the State Forests land. Council has also answered requests for information from the Ombudsman about the issue, but has had no formal approach or response from that office. These requests culminated in another formal request from the Bucca Palm residents on 11 August 2003, in which they ask for a review of the situation.

Following discussions with the Director of City Services, it was agreed in March 2004 that a report would be presented to Council after the local government elections, with a view to reinstating the controlled access trial that was previously abandoned.

Bucca Palms residents have also recently approached Council for access to allow roadworks on the private road joining Mardells Road. Implementation of the six month trial would also answer this request.

It is considered that a further trial of controlled access for Bucca Palm residents should be based on the same conditions as those stipulated previously, which were:

- "1. The keys are not to be provided to any other users except the immediate family members of the person signing for the keys.
2. Two keys will be issued to each family and additional keys will not be issued.
3. If a key is lost the cost of replacing the gate padlock and recutting all keys for the padlock must be met by the person losing the key.
4. Where a family decides it no longer wishes to use the gate, the keys must be returned to Council who will issue a receipt for the keys.
5. The gate must be locked at all times except when vehicles are physically gaining access through the gate. Where the gate is not locked after use by any of the key holders, Council reserves the right to prevent future access through the gate.
6. At the date of review of the trial period, all keys must be returned to Council if the decision is made not to continue with restricted access through the gate.
7. Key holders are to observe all speed limit and speed advisory signs in MacCues Road."

Implementation Date / Priority:

If Council determines to proceed with the recommendation, the trial period could start in July 2004, once the security padlock and keys are distributed.

Recommendation:

That Council:

- 1. Implement a six months trial of controlled access to the locked gate at the western end of MacCues Road for the residents of the Bucca Palm Neighbourhood.**
- 2. Advise residents in MacCues Road of the trial and the conditions imposed by Council on access through the gate.**
- 3. Apply conditions under which the Bucca Palm residents gain access to the gate as set out in the report.**

S72 CHANGE OF NAME - COFFS HARBOUR COMMUNITY INDOOR STADIUM

Purpose:

To seek Council approval to replace the old name of the Coffs Harbour Community Indoor Stadium at Bray Street, Coffs Harbour for the new name "SPORTZ CENTRAL Bray Street, Coffs Harbour"

Description of Item:

The Coffs Harbour Community Indoor Stadium was the original name of the stadium when it was completed back in 1987, some 18 years ago. For many years the Coffs Harbour Community Indoor Stadium has been known under many different unofficial names and has been easily confused with the International Stadium and other indoor sports centres in Coffs Harbour. It is also believed that the name is too long, not catchy, conservative and does not reflect the facility for the future.

This has resulted in the current Council community facility management committee seeking community and user group input and working together to provide a new identity for the highly patronized facility. Accordingly, the management committee sought and advertised a public consultation meeting that was held on 22 November 2004 at the indoor stadium.

The consultation was facilitated by local company Applied Vision and resulted in a need for a new identity for the facility. Some of the characteristics identified in choosing a new identity included but were not limited to:

- Young and dynamic
- Simple and easy to remember
- Fresh new image
- Unique
- Clarity in the community
- Greater public awareness
- Branding with logo, new marketing opportunity
- Location

After a few hours of consultation many names were considered, some of which include:

- Bray Sports Complex
- Indoor Sports Complex
- Bray Recreational Complex
- Coffs Sports Complex
- Coffs Indoor Multicomplex
- Coffs Sports City Centre

The consultation resulted in a unanimous agreement for the new name of "SPORTZ CENTRAL Bray Street, Coffs Harbour"

cont'd

S72 Change of Name - Coffs Harbour Community Indoor Stadium (cont'd)

It was also agreed that a new logo would be designed and have the qualities that reflect the following:

- Indoor, local, regional recreation
- Whole community, all ages and types
- Wide range of sports
- Youthful, healthy people
- Fun, exciting, action
- Identifiable and clear

Sustainability Assessment:

- **Environment**

There are no adverse environmental issues.

- **Social**

The community was invited to participate in the community consultation evening and were also able to offer any name suggestions by filling out a simple form at the stadium, some 240 of these forms were received.

- **Economic**

Broader Economic Implications

There are no broader economic implications.

Management Plan Implications

The name change and associated marketing costs do not impact on Council's Management Plan budget. The Management Committee has allowed adequate provision in its marketing and promotion budget.

Consultation:

The community was invited to attend the consultation process and a total of approximately 30 people attended.

Related Policy and / or Precedents:

There are no related policies or precedents.

cont'd

S72 Change of Name - Coffs Harbour Community Indoor Stadium (cont'd)

Issues:

The domain name www.sportzcentral.com.au is available and can be obtained. In addition the trading name "SPORTZ CENTRAL Bray Street, Coffs Harbour" is available and the ABN does not need to be changed.

The Management Committee is aware that Sportz Central is utilised by a company in Perth, as well as a company on the Central Coast and by Fox Studios Sydney. However, the committee is of the opinion that these companies do not have an adverse impact and given the many companies have the name indoor stadium, they still wish to recommend the name "SPORTZ CENTRAL Bray Street, Coffs Harbour".

Implementation Date / Priority:

The design of the logo would commence immediately and marketing and promotion of the name change would commence at the beginning of 2005.

Recommendation:

That Council adopt the new name of "SPORTZ CENTRAL Bray Street, Coffs Harbour" for the indoor stadium located on Bray Street, Coffs Harbour.

**S73 MINUTES OF THE ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE
MEETING HELD ON 27 SEPTEMBER 2004**

Purpose:

To present to Council the minutes of the Arts and Cultural Development Advisory Committee meetings held on 30 August and 27 September 2004.

Description of Item:

The Arts and Cultural Development Advisory Committee met on 30 August and 27 September 2004. The minutes of both meetings are attached. A report and the minutes of 30 August meeting were deferred by Council at its meeting of 21 October 2004.

Sustainability Assessment:

- **Environment**

There are no environmental impacts.

- **Social**

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

- **Economic**

Broader Economic Implications

There are no broader economic implications.

Management Plan Implications

There are no management plan implications.

Consultation:

Arts and Cultural Development Advisory Committee.

Issues:

In relation to the meeting of 30 August 2004 the committee resolved that:

- Members would provide comment within 14 days of the draft position description for the Cultural Development Officer position.
- The committee resolved to seek a rescission motion of Council in respect to the recent increase in fees and charges at the Jetty Memorial Theatre.
- The committee resolved to invite Ms Holly Simpson to the next meeting as a replacement for Ms Aimee van Santen who represented the Youth Arts Council.

cont'd

S73 Minutes of the Arts and Cultural Development Advisory Committee Meeting held on 27 September 2004 (cont'd)

- In respect to the relocation of the Jester, the committee resolved to have the issue of the moral rights of the artist investigated in the first instance.
- The committee resolved that Gordon Amann and Richard Holloway would be delegates of the Arts and Cultural Development Advisory Committee at the next Civic Precinct meeting and that members were to provide them with input on the matter.

In relation to the meeting of 27 September 2004 resolved that:

The minutes of the meeting of 30 August 2004, upon request by one of the committee members, were amended to more accurately reflect the timeframes and statements made during that meeting.

The draft Role of the Arts and Cultural Development Advisory Committee's draft document was agreed to, with the addition of the words "through the Cultural Development Officer" be added to point 1 so the draft document will now read:

Primary role:

- To provide to Council on issues that enhances the cultural quality of life of the residents of Coffs Harbour.

Specifically:

1. To advise Council through the Cultural Development Officer on the development, implementation and review of a Cultural Plan in accordance with the guidelines established by the NSW Ministry of the Arts and the Department of Local Government.
2. To oversee and make recommendations regarding the disbursement of Council's Community Arts and Cultural Development Small Grants Funding Program.
3. In line with Council's triple bottom line approach to decision making and Council's decision of 22 July 2004 to provide advice in any planning or decision making that is within the committee's area of responsibility, prior to the matters being brought before Council.
4. To advise Council on issues referred from Council.
5. To act as liaison and provide a mechanism for consultation with local arts/cultural organisations and the broader community.

Other items that were discussed included:

- That the committee should make a recommendation to Council on City Hill and Brelford Park precinct after a special meeting of the Arts and Cultural Development Advisory Committee.
- That a Councillor be appointed to the Jetty Memorial Theatre Advisory Committee.
- That the Arts and Cultural Development grants had closed with total funding sought by applicants of \$31,010.00.
- Background, funding and timing of the Gateway Statements.
- A written report that was presented to the committee from the working party of the International Festival of Art and Song that had taken place in August 2004.
- The Art Party held on 18 September 2004 with discussion including the auction, other funding methods, recipients and further expansion of the event.

cont'd

S73 Minutes of the Arts and Cultural Development Advisory Committee Meeting held on 27 September 2004 (cont'd)

Implementation Date / Priority:

In relation to the matters raised during 30 August meeting the following information is provided:

- Members have provided comment on the draft job description for the Cultural Development Officer.
- A rescission motion was presented to Council in respect to the fees and charges for the Jetty Memorial Theatre.
- Ms Holly Simpson attended the following meeting of the Arts and Cultural Development Advisory Committee.
- The issue of moral rights for the artist of the Jester has been investigated.
- The delegation from the Arts and Cultural Development Advisory Committee attended the following meeting of the Civic Precinct Forum.

Recommendation:

1. **That Council note the minutes of the Arts and Cultural Development Advisory Committee meeting held on 30 August and 27 September 2004.**
2. **That Council note the amendment to the minutes of the Arts and Cultural Development Advisory Committee meeting held on 30 August 2004.**
3. **That Council note the role of the Arts and Cultural Development Advisory Committee.**

Attachments:

**COFFS HARBOUR CITY COUNCIL
ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF THE MEETING OF 30TH AUGUST 2004**

I/R 996468

PRESENT: Councillor Jenny Bonfield, Councillor Ian Hogbin, Shirley Barnett, Becky Cole, Richard Holloway, Gordon Amman, Margaret Bruggisser, Maree Walden & Carol Hellmers.

IN ATTENDANCE: Stephen Sawtell, Jenni Eakins, Tim Freed.

1. APOLOGIES

There were no apologies.

2. MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous Meeting of 26th July, 2004 had been circulated and were accepted as a correct record.

3. BUSINESS ARISING

3.1 2006 International Festival Working Party

Carol Hellmers commented on the outcomes of the working party saying that it had had two meetings since the last ACDAC meeting and that at one of those meetings John Mostyn had attended and had spoken at length about the festival. It was noted that no written material had been made available. It was suggested it may be a matter of it being commercial in confidence.

Jenny Bonfield questioned whether documentation could be made available and Jenni Eakins undertook to investigate this. She also commented on a report on available venues in the Coffs area.

Councillor Bonfield thanked Becky Cole, Carol Hellmers and Leigh Summers for their input to the working party.

3.2 Feedback from Meeting with the General Manager and Mayor

Notes from the Meeting of 12th August had been prepared and were tabled.

Richard Holloway stated that he thought the meeting had been positive and that the notes were accurate.

Stephen Sawtell covered a range of issues including the need for new directions and restructuring involving linkages with Coffs Futures. He also spoke of the development of a "noticeboard" as a means of communicating what is going on. In response to a question from Cr. Bonfield regarding commitment to a Cultural Development Officer, he advised that it would happen.

The was discussion on the community services structure and other models. Richard Holloway questioned the possibility of Craig Milburn, Cultural & Community Services Manager, Hastings Council making a presentation to the Committee.

Jenni Eakins spoke of the new position creating links internally and externally and the need for all to assist in the flow of information.

A draft of a job description for the Cultural Officer was tabled and it was agreed that members who wished to should provide feedback on it within fourteen days.

Also provided to the meeting was a document entitled "Draft Role of the Arts and Cultural Development Advisory Committee". Members were asked to consider the document and it would be listed for discussion at the next meeting of the committee.

Margaret Bruggisser joined the meeting.

4. CORRESPONDENCE IN/OUT

4.1 Public Art Master Plan for Woolgoolga

Tim Freed outlined the letter that had been sent to a number of addressees including the ACDAC. It proposed a Draft Public Art Master Plan for Woolgoolga Main Street and possible funding for this through the Regional Arts Fund. Comment was made on the need to raise the issue with the Strategic Planning Section and whether beatification works had already been identified.

Cr Bonfield advised that she would be meeting shortly with the Woolgoolga Chamber of Commerce and would raise the issue with them.

4.2 Cultural Planning Guidelines.

The guidelines had been circulated to the members and were noted.

5. GENERAL BUSINESS

It was agreed that the order of business for the agenda be rearranged as follows.

5.1 Jetty Theatre Fees

Stephen Sawtell spoke to the issue advising that it had been mistakenly considered that the matter of the fees had been referred to the Jetty Theatre Advisory Committee. He also advised that it had somehow transpired that no Councillor had been appointed to the Jetty Theatre Advisory Committee. He undertook to ensure that the Committee would be consulted on fees.

Shirley Barnett tabled correspondence from the committee which sought a rescission of the council motion increasing the fees.

Crs Hogbin and Bonfield agreed that they would sign a rescission motion being two of the required three Councillor signatories to have it tabled at the forthcoming council meeting.

It was agreed that as well as the Jetty Theatre Advisory Committee being consulted on the fee structure, the Arts and Cultural Development Advisory Committee should also have input.

Carol Hellmers left the meeting.

Richard Holloway stated that since the resignation of Aimee van Santen there was a vacancy on the Committee for a representative from the Youth Arts Council. It was agreed to invite Holly Simpson to represent the Youth Arts Council.

5.2 Comedy/Cartoonist week

Ian Hogbin advised that at the recent cartoon awards it had been commented to him on a number of occasions that it was a shame that the awards were not used as a nucleus with other activities taking place so that participants would spend more time in Coffs.

Jenny Bonfield asked what the role of the Arts and Cultural Development Advisory Committee was in such a situation as it required coordination and the committee's role is probably more of putting the ideas out there.

It was agreed that the committee should write to the Bunker Gallery on the issue, pointing out the opportunities and ideas and seek to have a meeting with them.

5.3 Arts & Cultural Development Small Grants sub-Committee Representatives

Tim Freed advised that in previous years, a sub-committee had been established to consider the Small Grant applications and would provide a prioritization and recommendations to the Arts and Cultural Development Advisory Committee.

Becky Cole and Shirley Barnett volunteered to work with Tim Freed on this subcommittee.

5.4 Relocation of the Jester

Jenni Eakins advised that given significant changes to the businesses fronting Vernon Street, the question was being posed as to whether or not the "Jester" should be relocated.

Margaret Bruggisser commented that before any consideration could proceed, the contract with the artist and moral rights of the artist would have to be examined. It was agreed that this would be done.

5.5 Civic Precinct Forum

Cr Hogbin spoke about a meeting held the previous Thursday where representatives of a number of relevant committees and user groups had been provided with a brief on the Civic Precinct Concept and were asked to provide feedback in this formative stage.

He ran through the same PowerPoint® presentation as at the previous week's meeting and the print-out of the presentation was included in the agenda papers.

A number of issues were discussed such as parking and open space along with initial comments by the tennis group and pensioners. Funding of the project was also discussed as was the issue of seeking comment on the Civic Precinct at the same time as the Jetty Project.

It was agreed that the Arts and Cultural Development Advisory Committee should provide a representative response and that the Committee should be represented at that meeting by Gordon Amman who would be accompanied by Richard Holloway.

Members were sought to provide comments to Gordon and Richard as soon as possible. It was agreed that, generally, the committee was enthusiastic about the project.

5.6 Promotional Material/Decoration Jetty Theatre

Shirley Barnett advised that she had received a complaint about the fact that the users were not allowed to decorate the foyer or display promotional material other than in the (inadequate) poster frames provided.

It was suggested that proposals for promotional displays should be provided and that this issue should be considered by the Theatre Advisory Committee.

6.2. Next meeting

The next meeting of Arts and Cultural Development Advisory Committee will be at 5.30 pm Monday 27th September , 2004.

The meeting closed at 6.00pm

**COFFS HARBOUR CITY COUNCIL
ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF THE MEETING OF 27TH SEPTEMBER 2004**

I/R 1007185

PRESENT: Councillor Jenny Bonfield, Councillor Ian Hogbin, Leigh Summers, Steve Bush, Carol Hellmers & Holly Simpson.

IN ATTENDANCE: Jenni Eakins, Tim Freed.

WELCOME: Cr Jenny Bonfield welcomed Holly Simpson to the meeting.

1. APOLOGIES: Richard Holloway, Shirley Barnett, Becky Cole & Maree Walden.

2. MINUTES OF THE PREVIOUS MEETING:

The minutes of the meeting of 30th August had been circulated. Richard Holloway had written requesting an amendment in item 3.2, third paragraph last line to read "...he advised that a full-time Cultural Development Position would be advertised in a timeframe between 6 weeks and 3 months and that the Cultural Development Officer Position will be separate to the position that which will manage the Jetty Memorial Theatre." With this amendment the minutes were accepted as a correct record.

3.1 The Jester

Cr Jenny Bonfield provided a brief background to the original positioning of the Jester and the current issue of its relocation.

Jenni Eakins advised that the issue of the moral rights of the artist had been investigated and that there was no problem in respect to the relocation of the Jester. She advised that the timeframe for its relocation was before next Anzac Day.

Jenny Bonfield said that the proposed site for relocation should be conveyed to the Arts and Cultural Development Advisory Committee prior to that recommendation being sent to Council.

There was discussion on relocation to the intersection of Harbour Drive and Gordon Street. It was also commented by Steve Bush that it could be accompanied by a statement along the lines of "Coffs Harbour – Home of the Buskers".

Carol Hellmers suggested that it could be used as a "Meeting Point". It was seen that the discussion has valuable points that should be passed on to John Rowe.

3.2 Draft Role of Arts and Cultural Development Advisory Committee.

The draft document had been presented to the committee at the previous meeting. The Chairperson ran through the numbered items seeking comment from the members. The primary role and numbered specific roles were agreed to. There was discussion on the linkage of the roles of the Arts and Cultural Development Advisory Committee and that of the Cultural Development Officer.

It was suggested that words to the effect of "through the office of the Cultural Development Officer" could be included to ensure a strong linkage. It was suggested that Coffs Futures might be able to provide a model.

3.3 Brelsford Precinct

Ian Hogbin and Leigh Summers reported on the Civic Precinct Meeting of the previous Thursday which they considered to have been of value and reasonable despite differences of opinion.

There had been debate about the location of the Regional Gallery at Brelsford Park or City Hill as well as whether the Council's Administration building should be located at the precinct.

Jenny Bonfield commented that there had been discussion on the precinct for many years and at least two reports had been commissioned with extensive community consultation.

It was agreed that the Arts and Cultural Development Advisory Committee should make a recommendation to Council and that to gain agreement on that recommendation, a special meeting of Arts and Cultural Development Advisory Committee should be held with this as a single agenda item.

After consideration of member's commitments, it was agreed that the next scheduled meeting of Arts and Cultural Development Advisory Committee would be dedicated to this. Refreshments would be made available.

3.4 Jetty Theatre Issues

Ian Hogbin enquired about the issues arising out of a meeting with the Jetty Memorial Theatre Advisory Committee.

Jenni Eakins advised that there had been a subsequent meeting and that the processes were underway. Ian Hogbin also commented on the fact that a Councillor would be appointed to the committee.

4.1 Correspondence In/Out

No correspondence was tabled.

5.1 Arts and Cultural Development Grants

Tim Freed advised that the grants had been advertised and applications closed the previous Friday.

There had been a total of fourteen applications received. Total funds sought by applicants was \$31,010.00. The subcommittee would meet in the week after the school holidays to prioritize the applications.

5.2 Gateway Statements

Jenny Bonfield provided a background on this issue having been a member of the Gateway Subcommittee. She advised on the process used to determine the gateway statement designs and artist.

Jenni Eakins advised on the grant funding for the statements and commented on the time slippage.

Sketches of the statements were provided for member's information.

5.3 Working Party into International Festival of Art and Song.

Leigh Summers provided the committee with a brief written report on the meetings of the Working Party that had taken place in August. There was discussion on the possibility of John Mostyn joining the Arts and Cultural Development Advisory Committee and it was noted that he had previously declined.

5.4 Art Party

Jenny Bonfield commented on the Art Party that had been held on 18th September. The function had raised approximately \$20,000.00 through the auction of artwork. The auctioneer had engaged the group and achieved good prices through generous bids.

She commented that she had been giving thought to the way this event could be expanded next year by spreading it from the Friday evening to late Sunday. She had been considering a Friday cocktail party, workshops on the Saturday followed by the Art Party with the auction. The Sunday could involve display booths at the Racing Club.

She also advised of possibility of involving fund-raising for the Westpac Helicopter. She commented that there were a number of options for a "Weekend of Art and Culture" in early November but it was quite apparent that there would need to be a facilitator put in place for six months to make it happen.

Steve Bush supported the idea of a festival but considered the fund-raising for the Regional Gallery should be in June or July and that there should be an annual corporate acquisitive prize, preferably over ten years.

6.0 Next Meeting

The next meeting of the Arts and Cultural Development Advisory Committee will be held at 5.30 pm on Monday 25th October 2005.

The meeting closed at 6.55pm.

S74 COFFS HARBOUR MUSEUM

Purpose:

To inform Council that the Coffs Harbour Historical Society and Museum Inc (CHHS&MI) has voluntarily surrendered its lease on the Museum building at 189B Harbour Drive, Coffs Harbour and as a result the museum will need to be closed for a short period of time.

Description of Item:

The CHHS&MI approached Council some time ago outlining a range of issues being experienced by the incorporated association. Over a period of time Council staff have been working with representatives from the incorporated body to try and assist with working through these difficulties. Options have been explored that would see a more functional association, however, the final outcome has been that the association wrote to Council on 29 November 2004 indicating that a unanimous decision had been reached to surrender the lease. This took effect from 10 December 2004.

Sustainability Assessment:

- **Environment**

There are no environmental impacts.

- **Social**

The association has reported, over a number of years, difficulties within the organisation. The facility is a valuable community asset and access to the collection is of high importance to the cultural identity of this community.

- **Economic**

Broader Economic Implications

The surrender of the lease does not have any specific broader economic implications.

Management Plan Implications

There are no impacts on the current management plan. The allocation within this current management plan is discussed in more detail in the Issues section of the report.

Consultation:

Consultation regarding the issues associated with the museum have been undertaken with a range of organisations, groups and individuals.

cont'd

S74 Coffs Harbour Museum (cont'd)

These include:

- M&G Foundation of NSW
- Coffs Harbour Historical Society & Museum Inc
- Staff at local galleries
- Arts and Cultural Development Advisory Committee
- Professional Museum Curators/Administrators
- Queensland Museum
- Powerhouse Museum
- Regional Arts Development Officer

Statutory Requirements:

The termination of the lease has been effected through exchange of letters between Council and the Incorporated Association.

Issues:

As stated earlier in this report the difficulties have been of an ongoing nature.

At 4 March 2004 meeting of Council it was resolved:

"that Council provide a grant of \$20,000 to the Coffs Harbour Historical Museum for the purpose of employing a Curator/Manager part-time for 20 hours per week for 12 months."

It was this decision which, in part, prompted members of the incorporated association to seriously consider how this grant would best be allocated. This has resulted in the decision to surrender the lease to allow for a thorough assessment of the most appropriate long term arrangements to be put into place for the collection and for retaining the local knowledge of the history of this community. As Council is ultimately the custodian of the museum collection, Council must exercise due diligence to ensure the collection is protected.

Specific professional advice is required regarding options and recommendations for ongoing management of both the collection and the facility. To allow this to happen as quickly and as effectively as possible the museum will need to be closed for a period of two to three months. It is likely that this will result in criticism from some sections of the community. It is felt, however, that it is in the best long term interests of the collection, the museum and the community to allow a period of evaluation, re-organisation, planning and redevelopment. It is best if this phase is not compounded by the need to ensure day to day operations of the facility are also continuing.

In consultation with the Museums and Gallery Foundation of NSW, an expert has been sourced who will undertake an initial collection assessment and then provide a report about management and operational options. There is no doubt that there will be a need for some paid staff hours as well as volunteer hours to effectively operate the museum. The structure of this will need to be determined once the options and recommendations have been received.

cont'd

S74 Coffs Harbour Museum (cont'd)

At this stage a small amount of the \$20,000 allocated in this budget (revoted from 2003/2004 budget) will be used for the evaluation and the balance will then be available to use for the ongoing operation. The surrender of the lease leaves the way clear for these funds to be used in the most effective manner for the museum.

Implementation Date / Priority:

It is proposed to close the museum at close of business on Friday, 17 December 2004 for no longer than a three month period. It will re-open as soon as practical within this time.

Recommendation:

That Council note the Coffs Harbour Historical Society and Museum Inc has voluntarily surrendered the lease for the Museum building at 189B Harbour Drive, Coffs Harbour.

S Sawtell
Director of City Services

CITY BUSINESS UNITS DEPARTMENT REPORTS

B39 OFFICE ACCOMMODATION

Purpose:

To seek Council approval to commence preparation of plans and documentation for the proposed extension to the Administration Building.

Description of Item:

Council recently considered a report on this matter and resolved to defer the matter to allow Council to be briefed in detail as to whether or not the proposed additional floor on the Council Administration Building was the best option for accommodating the present and future needs of Council. A special briefing of Council was called for this purpose. Whilst it is acknowledged that the additional floor will only cater for Council's short term requirements, it fits in with the Council's long term strategy to meet office requirements. Timeframes are important, particularly in relation to the lease by Council of the ex-Library building. Also a reorganisation of the current floors should result in a better use of the existing space, thus prolonging the useful life of the building.

As discussed at the briefing, many unknown factors will impact on Council's future office requirements, some requiring more space, others less, eg having satellite offices. Should the additional floor prove to be insufficient in the medium term (next ten years), then Council has the option of renovating part, or all of the Salvation Army premises in Gordon Street (the cheapest option), or the construction of a new three storey office building on 41 Gordon Street, immediately behind the existing premises. This would be a dearer option, costing approximately \$5 million.

Because of the long lead time involved, what is proposed is that Council complete the additional floor project up to tender documentation stage, hopefully in the first six months of next year. This will involve the engagement of an Architect, Quantity Surveyor, Structural Engineer, Hydraulics Engineer, Mechanical Engineer and Electrical Engineer. Total cost for this stage of the project is estimated to be about \$90,000. Also until the plans are prepared to this level, accurate costings are difficult. Building costs for commercial premises have been steadily increasing throughout the last twelve months, with further increases expected.

Sustainability Assessment:

- **Environment**

There will be no adverse environmental affects by preparation of the plans, but the design should take into account aesthetics, energy efficiency etc.

- **Social**

The plans will provide for additional office space for staff which will improve working conditions and reduce risks, but should also improve the service offered to the community.

cont'd

B39 Office Accommodation (cont'd)

- **Economic**

Broader Economic Implications

Again the plans themselves will have little economic impact, but the construction will provide employment and stimulate the local economy.

Management Plan Implications

It is proposed to forward fund the costs from the building maintenance reserve, on the proviso that the monies be repaid when they are available from the 2005/2006 budget allocation for the project.

Consultation:

This project is being overseen by an internal project team who support the notion of preparing plans and obtaining approvals this financial year, in readiness to commence building as soon as practicable.

Related Policy and / or Precedents:

Council has in the past forward funded projects if the circumstances so warrant.

Statutory Requirements:

All statutory requirements will be complied with in preparation of the documentation.

Issues:

If the project is not commenced until next financial year in accordance with the budget allocation, provision of the office space will be delayed. Bearing in mind the need for the additional space and the situation in relation to the lease on the ex-library building, it is recommended that planning for the project should be commenced as soon as possible.

There will obviously be some disruption to the operations of Council during construction. To some extent this will depend on how access to the work site (the existing roof) is obtained. The next task for the internal team working on the project is to work with the Architect to design the floor plan for not only the new floor, but the two existing levels to obtain maximum benefit for the funds expended.

Implementation Date / Priority:

The matter will be actioned in accordance with Council's decision.

Recommendation:

1. **That Council engage suitably qualified consultants to prepare plans up to tender documentation stage for the construction of an additional floor on the Council Administration Building and the review the layout of the building.**
2. **That funding for the work be from the Building Maintenance Reserve, which is to be repaid in 2005/2006 from the Budget allocation for this project.**

B40 AMENDMENT TO BRELSFORD PARK PLAN OF MANAGEMENT 1999

Purpose:

The purpose of this report is to present an amendment of the Brelsford Park Plan of Management 1999 to enable the construction of a Senior Citizens / Multi-purpose Centre on the south-eastern corner of the park.

Description of Item:

The need for a Senior Citizens Centre / Multi-purpose Centre has been identified through the 2004 Recreation Preference Study, two surveys and report by the Senior Citizens Steering Committee.

Council resolved to provide for the construction of the Senior Citizens / Multi-purpose Centre in the 2004/2005 Cultural and Community Development budget.

On 16 October 2003 Council considered a report on performance venues and a Multi-disciplinary Working Group was established to consider the cultural civic facility needs and location. The south-eastern corner of Brelsford Park was identified as being the most practical location for the Senior Citizens / Multi-purpose Centre.

It is intended that this amendment be a temporary modification to the existing Brelsford Park Plan of Management to enable construction of the Senior Citizens / Multi-purpose Centre on the south-eastern corner of the Park. Refer to Cultural Precinct report of 2 December 2004.

The Senior Citizens / Multi-purpose Centre has been located with consideration of the possible location of future civic facilities. A redrafted Plan of Management will be required for Brelsford Park should that Plan be adopted.

Proposal

The proposal is to amend the Plan of Management to allow for the establishment of an 800–1000m² Senior Citizen / Multi-purpose Centre on the south-eastern corner of Brelsford Park.

New Facility

It has been determined that the new Senior Citizens / Multi-purpose Centre include:

- Single–storey building
- Building space of 800-1000m²
- Adequate parking
- Landscaped surrounds
- Space for senior citizens needs
- Space for general community needs

cont'd

B40 Amendment to Brelsford Park Plan of Management 1999 (cont'd)

Sustainability Assessment:

- **Environment**

It is intended that the building be energy efficient and designed to have a pleasing visual presence in the Park.

The majority of the endemic trees will be retained and the four (4) trees to be removed for the construction will be compensated for in the landscaping of the Park establishing a fauna corridor. This will retain and improve the habitat value of the park.

- **Social**

Senior citizens and the broader community will benefit from the social support services provided by the Senior Citizens / Multi-purpose Centre.

- **Economic**

Broader Economic Implications

\$2 million has been allocated in the current Management Plan for the Senior Citizens / Multi-purpose Centre. It is estimated that \$70,000 will be needed in 2005/2006 to operate the Centre.

Consultation:

A Multi-disciplinary Focus Group including members of Coffs Harbour Senior Citizens Club and Senior's Steering Committee agreed that Brelsford Park would be a suitable location for a Multi-purpose / Senior Citizens Centre.

Related Policy and / or Precedents:

The proposal is in keeping with Councils adopted City Centre Strategic Plan.

Statutory Requirements:

The subject land is zoned 6A Open Space (Public Recreation) under Coffs Harbour City Local Environmental Plan 2000 (LEP 2000) and is subject to a Plan of Management (POM) under the Local Government Act.

Brelsford Park is categorised as a Park in the current POM, which permits the construction of facilities that encourage, promote and facilitate cultural, social and educational pastimes and activities. The proposed amendment must be placed on public exhibition for 28 days.

Issues:

The main issues are:

- Loss of Parkland
- Distance to the facility
- Parking
- Funding

cont'd

B40 Amendment to Brelsford Park Plan of Management 1999 (cont'd)

Potential Loss of Parkland

It is recognised that open spaces in an environment make an important contribution to the well-being of the community reducing stress and illness.

The value of Brelsford Park as parkland in the City Centre will increase due to the increasing urbanisation of the area.

Limiting the building to 1000m² on the south-eastern corner of the Park and buffering it with vegetation will assist in retaining the effectiveness of the Park as a tranquil and passive recreational space. This matter has been addressed in the Cultural Precinct report of 2 December 2004.

Distance to the Facility and Parking

Concerns that the facility would be too far from the City Centre were raised at the stakeholder workshops. It is estimated that the building will be approximately 620m from the City Square.

A 2001 survey of senior citizens modes of travel to activities indicated that over 85% travel by car and a smaller number by bus. This matter is further addressed in the Cultural Precinct report of 2 December 2004.

Parking

Adequate parking will be available in Curacoa Street.

Funding

\$2 Million has been made available in the 2004/2005 Management Plan for the initial construction of the facility. Ongoing funding will be required to maintain and operate the facility.

Implementation Date / Priority:

Following the exhibition period a report will be brought back to Council for adoption of the amended Plan as soon as possible in the new year.

Recommendation:

That Council place on exhibition the proposed amendments to the Brelsford Park Plan of Management, enabling the construction of the Senior Citizens / Multi-purpose Centre to proceed.

B41 DISPOSAL OF SURPLUS OPEN SPACE LAND - LOT 69 DP 247710 CAVANBA ROAD, TOORMINA

Purpose:

The purpose of this report is to recommend to Council the acceptance of a price for the sale of Lot 69 DP 247710, Cavanba Road, Toormina.

Description of Item:

Council's report of 26 September 2002 advised that Council was in the process of negotiating to sell Lot 69 DP 247710, Cavanba Road, Toormina to the adjoining owner who is the Toormina Primary School, which is owned by the New South Wales Department of Education and Training. Refer to the attached plan showing the location of the property. These negotiations were in accordance with a previous Council resolution.

After a protracted period, Council has now reached agreement on price for the sale of the land at an amount of \$100,000, exclusive of GST.

Sustainability Assessment:

- **Environment**

The land being disposed of by Council has no significant environmental assets and comprises generally cleared land which provides the entrance to the existing primary school.

- **Social**

The land is specifically zoned for school purposes and has been a defacto entrance to the school for an extended period of time. The sale will rationalise the historical use of the land in line with appropriate ownership.

- **Economic**

Broader Economic Implications

Council's Valuer has negotiated the acquisition and considers the agreement reached to be fair and reasonable to both parties.

Management Plan Implications

The net income from the sale of the land will be placed in the Open Space Reserve in line with Council's original resolution and as presented to and agreed by the community.

Issues:

The only issue to determine is whether the agreed price for the sale of the land is reasonable. Council has previously resolved to dispose of the land.

cont'd

B41 Disposal of Surplus Open Space Land - Lot 69 DP 247710 Cavanba Road, Toormina (cont'd)

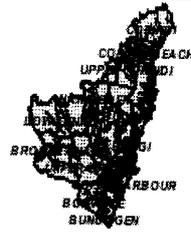
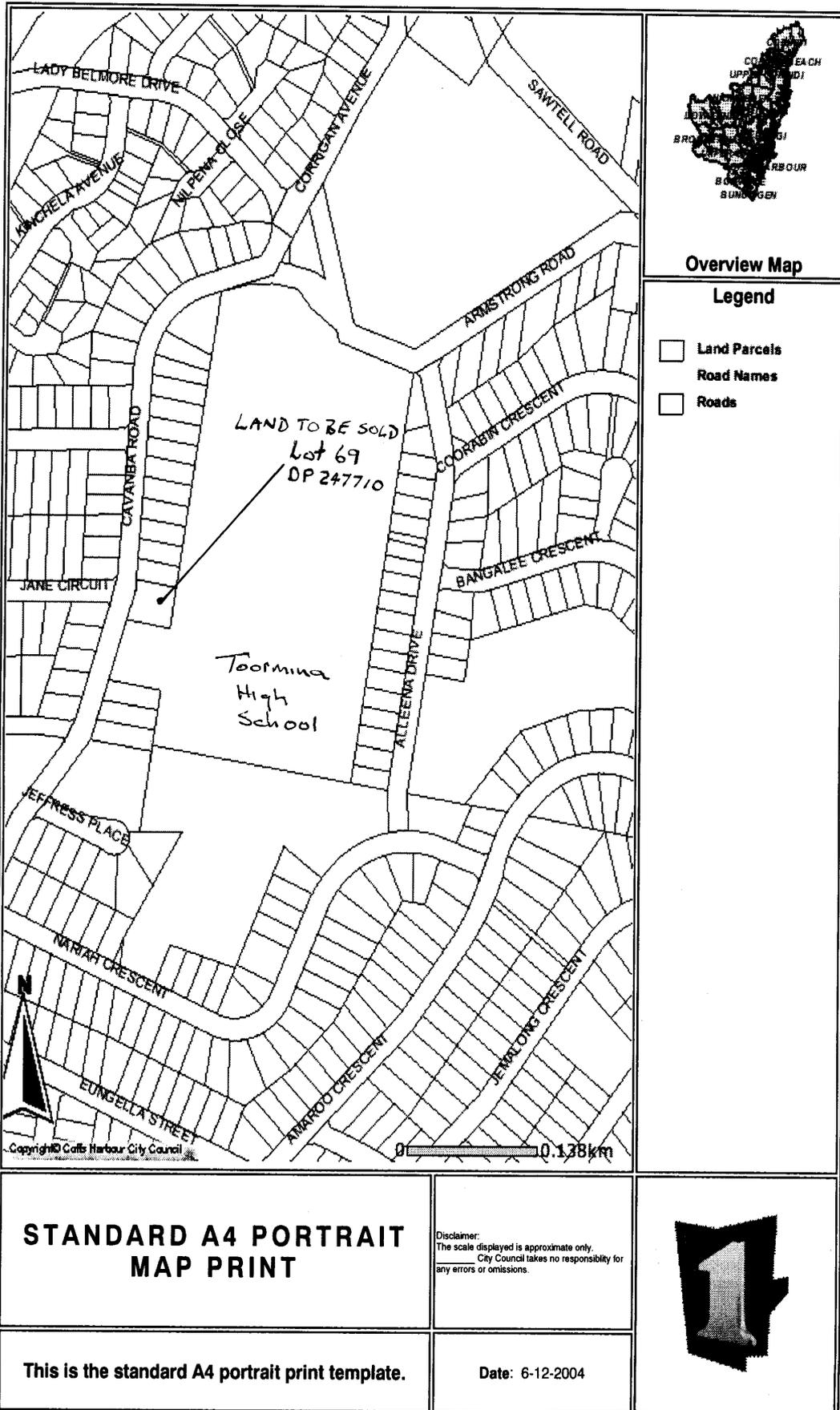
Implementation Date / Priority:

The matter will be actioned immediately following Council's resolution.

Recommendation:

- 1. That Council proceed with the sale of Lot 69 DP 247710 Cavanba Road, Toormina to the Department of Education and Training for an amount of \$100,000 exclusive of GST.**
- 2. That each party be responsible for their own legal conveyancing expenses in regard to this matter.**
- 3. That all necessary documents be executed under the common seal of Council.**

Attachments:



Overview Map

Legend

- Land Parcels
- Road Names
- Roads

**STANDARD A4 PORTRAIT
MAP PRINT**

Disclaimer:
The scale displayed is approximate only.
City Council takes no responsibility for
any errors or omissions.



This is the standard A4 portrait print template.

Date: 6-12-2004

B42 APPOINTMENT OF ALTERNATE DELEGATE TO NORTH COAST WEEDS ADVISORY COMMITTEE

Purpose:

To recommend the appointment of Cr Smithers as an alternative delegate to the North Coast Weeds Advisory Committee.

Description of Item:

Council at its meeting on the 2 September 2004 considered a recommendation to appoint a Councillor to the North Coast Weeds Advisory Committee.

Council approved the appointment and elected Cr Featherstone to be Council's representative. Cr Smithers requested at the Council meeting on 2 December 2004 that he be appointed alternate delegate to the North Coast Weeds Advisory Committee.

Related Policy and / or Precedents:

It is normal Council practice to appoint alternate delegates to the Advisory Committee. It was an oversight that an alternate delegate was not appointed in this instance.

Issues:

The North Coast Weeds Advisory Committee considers many technical issues with respect to the spread and control of noxious weeds on the North Coast of New South Wales. It also considers the status of environmental weeds and makes recommendations to member Councils and the State Government on weeds considered to be of sufficient menace as to be declared noxious.

It is important that Council be represented by an elected member. Should Cr Featherstone not be able to attend for any reason then it would be helpful to have an alternate delegate.

Recommendation:

- 1. That Council appoint an alternate delegate to the North Coast Weeds Advisory Committee.**
- 2. That Cr Smithers be appointed as the alternate delegate.**

B43 RED ROCK RECREATION RESERVE ALCOHOL PROHIBITION

Purpose:

To recommend notices be placed to control the taking of and/or consumption of alcohol at developed public access places within Red Rock Recreation Reserve, Red Rock

Description of Item:

The Administrator of the Red Rock Recreation Reserve Trust, Bob Fish has written to Council seeking the assistance of Council to resolve to approve the placing of notices prohibiting alcohol (under provisions of the Local Government Act) in the developed public access places within the reserve. Police have advised the Trust that such notices '*would make policing consistent and easier*'.

Sustainability Assessment:

- **Environment**

Installing notices will have a negligible impact on the locality.

- **Social**

A control on alcohol use in developed public access places of the reserve will have a positive impact on the Red Rock community. The normal reserve user and local resident will not be continually confronted by intoxicated persons using these areas of the reserve. Police will have powers to act to control alcohol use.

- **Economic**

Broader Economic Implications

No economic impact.

Management Plan Implications

The cost of Notices will be the responsibility of the Red Rock Recreation Reserve Trust.

Related Policy and / or Precedents:

Council has previously used S632(1)(e) of the Local Government Act 1993 to prohibit the taking and/or consumption of alcohol in reserves controlled by Council.

Statutory Requirements:

It is proposed that Council use powers granted under the Local Government Act 1993 to approve installing signs prohibiting the taking of and/or consumption of alcohol at this reserve to assist the Red Rock Recreation Reserve Trust.

cont'd

B43 Red Rock Recreation Reserve Alcohol Prohibition (cont'd)

'S636 Acting contrary to notices erected by Councils

632 (1) A person who, in a public place within the area of a Council, fails to comply with the terms of a notice erected by the Council is guilty of an offence.

Maximum penalty: 10 penalty units or \$1100

(2) The Terms of any such notice may relate to any one or more of the following:

- (a) the payment of a fee for entry to or the use of the land;
- (b) the taking of a vehicle into the place;
- (b1) the driving, parking or use of a vehicle in the place;
- (c) the taking of any animal or thing on the land;
- (d) the use of any animal or thing on the land;
- (e) the doing of any thing on the land;
- (f) the use of the land or any part of the land.'

Of these only (e) is relevant.

Issues:

The Red Rock Recreation Reserve Trust has *'received quite a number of complaints from local residents regarding difficult / bad behaviour of individuals at last years New Years Eve activities'* and *'the Trust is keen to avoid a re-run of last years New Years Eve activities'*. *'The reserve has also become a venue for bad social behaviour at other times.'*

Whilst the Reserve is not managed by Council the Local Government Act confers powers on Council to resolve to place notices in a public place.

The Reserve Trust Administrator is seeking Council's assistance to approve Notices. In this instance the normal reserve user will not be disadvantaged by control of alcohol.

Recommendation:

- 1. That Council using the powers granted by S632(1)(e) of the Local Government Act 1993 prohibit 'the taking of and/or consumption of alcohol within the developed public access areas of Red Rock Recreation Reserve, Red Rock between 9pm and 9am'.**
- 2. That notices in accordance with the Act be installed in locations identified by the Trust's Administrator and at the cost of the Red Rock Recreation Reserve Trust.**

B44 ACQUISITION OF EASEMENT AT LOT 351 DP 703698 - 104-134 EGGINS DRIVE, ARRAWARRA

Purpose:

Report seeking Council approval for the acquisition of an easement for a sewer pipeline, pump station and access over property at Lot 351 DP 703698, 104-134 Eggins Drive, Arrawarra.

Description of Item:

Council is proposing to construct a new sewer main and pump station as part of the project to sewer the northern beach suburban areas of Arrawarra and Mullaway. As part of this project, a sewer main will be constructed across the above property to connect with a pump station also to be constructed as shown on the attached plan.

The property described as Lot 351 DP 703698 is owned by Tenbury Pty Limited. To facilitate the works, Council has negotiated with the owners to purchase an easement for sewer, access and pump station of variable width as shown on the attached plan. The works are anticipated to be completed early next year.

The property currently comprises a large holding which is operating as Darlington Beach Resort. The position of the easement along the northern boundary of the property will have little adverse impact upon the value of the property.

The owners have 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 and in the location of the pump station excavations.

- **Social**

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

- **Economic**

Broader Economic Implications

There will be a positive future impact as construction of the pipeline and pump station will allow the development of appropriately zoned land for residential and other purposes

Management Plan Implications

The costs associated with the acquisition of this easement are to be funded by the Capital Works Programme associated with the sewer project for the northern beaches. .

cont'd

B44 Acquisition of Easement at Lot 351 DP 703698 - 104-134 Eggins Drive, Arrawarra (cont'd)

Issues:

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

Implementation Date / Priority:

The matter will be actioned immediately.

Recommendation:

1. That Council proceed to acquire an easement of variable width for sewer, pump station and access over Lot 351 DP 703698, Arrawarra 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 City Business Units

CITY SERVICES DEPARTMENT REPORTS

S75 TENDERS: CONSTRUCTION OF PUMPING STATIONS FOR ARRAWARRA AND MULLAWAY SEWERAGE

Purpose:

To report on tenders received for the construction of pumping stations for the Arrawarra and Mullaway Sewerage Scheme.

Description of Item:

Design for the sewerage of the villages of Mullaway and Arrawarra, as well as the tourist precinct to the north of Arrawarra Beach, has been carried out by Council's City Services Design Branch. The design entails the collection and transport of sewage from Lorikeet and Darlington Beach holiday parks in the north, Arrawarra Beach, Arrawarra Headland, Mullawarra and Mullaway, to Woolgoolga Water Reclamation Plant, through the villages of Safety Beach and Woolgoolga.

This necessitates the construction of eight sewage pumping stations. The pumping stations will be located within private property, road reserves, and the Coffs Coast Regional Park. The scheme also involves the construction of 23 km of sewage mains. The contract for the pipe work has previously been awarded to Milbant Constructions.

The pumping station and pipe work construction contracts were separated so that construction may run concurrently, and hence shorten the overall construction time.

Tenders for construction of the pumping stations were called in local and city newspapers, and closed at 3:30pm on Tuesday 7 December 2004.

Tenders were evaluated on the following:

- Tender Price
- Experience and Performance in similar works
- Compliance and Logic of their Construction Program
- Construction Methodology
- O.H. & S. Management Systems and Performance

Six tenders were received as follows.

1. AJ Pipelines and Constructions Pty Ltd
2. Precision Pipelines Pty Ltd
3. PCF Construction Pty Ltd
4. Rivers Construction Pty Ltd
5. Eco-Civil Pty Ltd
6. New England Excavations Pty Ltd

cont'd

S75 Tenders: Construction of Pumping Stations for Arrawarra and Mullaway Sewerage (cont'd)

Sustainability Assessment:

- **Environment**

Construction of the sewerage pumping stations is a major part of the Mullaway/Arrawarra Sewerage Scheme currently being undertaken by Council. The sewerage of these two villages and their environs has been included in the Sewerage Strategy Environmental Impact Statement, as well as Reviews of Environmental Factors for design variations. This work has been identified as essential to the safety of the local waterways, and the local environment as a whole. The work will eliminate the existing on site and pump out methods of sewage disposal, which are prone to failure, and are inappropriate for residential areas.

The work has been designed to have the minimum effect on the natural and residential environments. Environmental concerns during construction will be addressed by the Contractors Environmental Management Plan, which will include Acid Sulphate Management, and Sediment and Erosion Control.

The pumping stations have been designed to minimise the chance of sewage spills. Some of the features used to achieve this are:

- All the stations will be capable of being run by one of Council's portable generators in the case of a power failure.
- Pumping stations have been designed to store eight hours average dry weather flow. This is in line with the Department of Conservation and Environment guidelines to allow time for contingency plans to be activated.
- The stations have 100% redundancy (that is two pumps in each station, one duty, one standby).
- Stations are connected to Council's Telemetry system by state of the art communications. Any failure will be notified to an operator within minutes.

- **Social**

The local community has been consulted throughout the design of the Sewerage Scheme, and is fully supportive of the project. 'Permits to Enter' have been sent to the residents and the reaction has been good.

While it is intended to award this contract soon after the approval of Council, possession of the site will not be granted until 1 February 2005. This is so that construction will not begin until after the Christmas period allowing both residents and workman to enjoy their Christmas period uninterrupted.

The local Aboriginal community have also had input into the design. Their concerns have been incorporated into the design, and they will be involved in site monitoring in potentially sensitive areas.

While construction is underway the local amenity and traffic conditions will deteriorate. However, these adverse effects are short term and, full restoration and removal of construction equipment will remedy these issues.

cont'd

S75 Tenders: Construction of Pumping Stations for Arrawarra and Mullaway Sewerage (cont'd)

- **Economic**

The tendered sum includes GST, which is not a net cost to Council.

Expenditure has been budgeted for in the 2004/2005 Management Plan under Sewerage Capital Works. The work will be partially funded by the State government.

Once completed, sewerage rates collected from the area will be sufficient to maintain the system.

AJ Pipelines is a Coffs Harbour based company and the profits made from this work are expected to be utilised locally. Where possible, materials and labour will be sourced from this area, providing a boost to the local economy.

Related Policy and / or Precedents:

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

Tender details and assessment are included in the Confidential attachment.

Statutory Requirements:

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

Implementation Date / Priority:

The contract completion time is 30 weeks from the granting of possession of the site. If Council resolves to award a contract, construction will begin in February and it is expected that work will be completed by early September 2005, barring unforeseen circumstances.

Recommendation:

- 1. That Council accept the tender of A J Pipelines and Constructions Pty Ltd, ABN 40 083 081 645, for Contract No. 03/04-164-TO, Construction of Pumping Stations, Arrawarra/Mullaway Sewerage for the lump sum amount of \$1,737,396.10 including GST, on the basis that:-**
 - a) The tender is the highest scoring tender following the application of Council's Tender Value Selection System**
 - b) The Tenderer has the necessary experience in similar works and his referees have confirmed his ability and satisfactory performance**
 - c) The Tenderer's financial references are satisfactory**
- 2. That the contract documents be completed under Seal of Council**

S76 COFFS HARBOUR REGIONAL AIRPORT PASSENGER TERMINAL BUILDING CLEANING

Purpose:

To report on tenders received for the cleaning of the Coffs Harbour Regional Airport Passenger Terminal Building and to gain Council approval to accept a conforming tender

Description of Item:

Council has in the past procured short term cleaning services for the Passenger Terminal Building using contract labour on a year by year basis under standard quotation documentation. It is now proposed to lengthen the contract period to secure greater economies of scale. The greater length of the contract pushes its value over the limit at which Tenders must be sought under Section 55 of the Local Government Act.

Accordingly, tenders were called in local and capital city newspapers and closed at 3:30pm on Tuesday, 23 November 2004 for the provision of cleaning services for a 2 year period.

Five conforming tenders were received as follows.

1. Harvent P/L trading as Total Building Maintenance
2. SKG P/L
3. Charmax Property Maintenance P/L
4. M & C Services P/L
5. Pharo Cleaning Services P/L

One non conforming tender was received from:

1. Tasman Hygiene Services P/L

Sustainability Assessment:

- **Environment**

The work under contract is carried out inside the Passenger Terminal Building using cleaning equipment and agents that will have no effect on the environment.

- **Social**

The current contract for cleaning services is held by a local contractor who is not the recommended Tenderer for this contract. The recommended Tenderer proposes to employ local labour to carry out part of the works and any displaced employees of the current contractor may offer their services to the new Contractor.

The works under contract can have a significant impact on visitors to Coffs Harbour due to the Airport being a major gateway to the City. A clean building and facilities will promote the City's healthy image. It is therefore important to secure an experienced and reliable Contractor with a record of high quality service.

cont'd

S76 Coffs Harbour Regional Airport Passenger Terminal Building Cleaning (cont'd)

The works will involve cleaning tasks during the operating hours of the Terminal Building when the public are present. The Contractor will need to demonstrate a high standard of Occupational Health and Safety awareness and have systems in place to manage and control risks to workers and the public.

- **Economic**

Broader Economic Implications

The recommended Tender is the lowest conforming price. The Tender allows for an adjustment, after the first year, for the rise and fall in costs based on a fixed percentage that was tendered (2.5%).

The tendered sum includes GST, which is not a net cost to Council.

Management Plan Implications

Sufficient funds have been allocated in the 04/05 Management Plan to cover the expenditure under this contract.

Consultation:

The Tender documentation was compiled utilising the combined efforts of the Airport Management staff and tendering and contract administration staff of City Services. This same team carried out the tender assessment.

Related Policy and / or Precedents:

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

Tender details and scoring is included in the Confidential Attachment.

Statutory Requirements:

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

The Local Government (Tendering) Regulations require:-

18 Consideration of tenders

(1)

(2) *A council must not consider a tender that is not submitted to the council by the deadline for the closing of tenders. This subclause is subject to subclauses (3) and (4).*

cont'd

S76 Coffs Harbour Regional Airport Passenger Terminal Building Cleaning (cont'd)

(3) A council must consider a tender transmitted to it by facsimile machine or electronic means, but only if:

(a)

(b) the transmission was received before the deadline for the closing of tenders, and

(c) the tender is complete.

This subclause is subject to subclause (4).

(4) If, in the relevant tender documents issued by the council, a council has specified that a tender will not be considered unless formal tender documents are submitted to the council, then despite subclause (3), the council is not obliged to consider a tender transmitted to it in accordance with that subclause (being a tender that does not include formal tender documents) unless:

(a) the tenderer is able to satisfy the council that formal tender documents and all other requisite essential information were posted or lodged at a Post Office or other recognised delivery agency before the deadline for the closing of tenders, and

(b) the council actually receives those documents within such period as it decides to be reasonable in the circumstances.

(5) A council must also consider a tender received within such period after the deadline for the closing of tenders as it decides to be reasonable in the circumstances if the tenderer satisfies the council that the tender documents and all other requisite essential information were posted or lodged at a Post Office or other recognised delivery agency in sufficient time to enable the documents to have been received by the council in the ordinary course of business before that deadline.

Issues:

The lowest Tender submitted by Tasman Hygiene Services was non conforming in that it was not submitted before the deadline for closing of tenders in breach of subclause 18(2) of the Tendering Regulations.

A facsimile was received before the close of tenders but it was not complete (in breach of subclause 18(3)(c) of the Tendering Regulations) in that it did not give any details of the tender other than that the tender was sent on the day prior to the deadline using Australian Post Guaranteed Next Day Delivery. The tender was not received until 2 days later on 24 November 2004 which was one day late.

Australian Post's guarantee of next day delivery, as detailed on the Express Post mail bag, only applies between capital cities and the point of destination. The Tenderer posted the tender from The Entrance and therefore it was not guaranteed to be delivered before the deadline being the next day. Council is therefore not in a position to be satisfied under subclause 18(5) of the Tendering Regulations that the tender was lodged with the delivery agency in sufficient time to enable the tender to have been received by the council in the ordinary course of business before the deadline. In this case the ordinary course of business was greater than the 1 day needed to satisfy the deadline.

cont'd

S76 Coffs Harbour Regional Airport Passenger Terminal Building Cleaning (cont'd)

Section 18 of the Local Government (Tendering) Regulations does not permit consideration of this Tender. The tender was, however, assessed for comparison purposes and did not score highly.

The lowest conforming tender was received from Harvent P/L trading as Total Building Maintenance. This Tenderer is highly experienced and currently holds a number of high profile local contracts including cleaning of the Palms Centre, Park Beach Plaza and CBD street cleaning for Council. Referees have reported very favorably on their performance in terms of quality, reliability, safety and ability to provide a wide range of cleaning and maintenance services. Management of staff has been very professional utilizing people with appropriate skills and experience.

Implementation Date / Priority:

Council will be in a position to award a contract upon a resolution to that effect. However, for the following reasons it is recommended that the contract be awarded with a delayed commencement date:-

- A change over of contractors during the peak Christmas holiday period may result in a drop in service levels as new contract staff become familiar with the unique risks and challenges presented by an Airport Terminal building. A delayed start up will give the new Contractor time to develop OH&S site-specific management plans and source and train new staff.
- The negative social impacts of the current local contract staff possibly losing their employment immediately prior to Christmas. A delay in changeover will allow additional time for local staff to find alternative employment.

It is proposed to have the new contract commence on 1 February 2004.

Recommendation:

That Council accept the tender of Harvent P/L, trading as Total Building Maintenance, ABN 42 057 669 173, for cleaning of the Coffs Harbour Regional Airport Passenger Terminal Building, Contract No. 04/05-189-TO, for the lump sum amount of \$189,418.50 including GST, on the basis that: -

- a) The contract is for a two year period commencing 1 February 2005**
 - b) The tender is the highest scoring tender following the application of Council's Tender Value Selection System**
 - c) The Tenderer has the necessary experience in similar works and his referees have confirmed his ability and satisfactory performance**
- 2. That the contract documents be completed under Seal of Council**

S Sawtell
Director of City Services

