

Minutes for this meeting will be confirmed at the Planning, Environment & Development Committee Meeting to be held in the Council Chambers, Council Administration Building, on 15 December 2005 commencing 5pm.



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

COUNCIL CHAMBER

COUNCIL ADMINISTRATION BUILDING

COFF AND CASTLE STREETS, COFFS HARBOUR

1 DECEMBER 2005

Commencing at the conclusion of City Business Units Committee Meeting

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

1 DECEMBER 2005

Mayor and Councillors

CITY SERVICES DEPARTMENT REPORTS

S84 TRAFFIC COMMITTEE MEETING NO. 9/2005

Purpose:

To confirm minutes from the Traffic Committee Meeting held on 22 November 2005.

Recommendation:

T.52 – Pacific Highway, Boambee - 'No Standing' signs (R.511420 [1229717])

That Council request Coffs Harbour Police to monitor the situation of the B-Double Trucks parking across the driveway of 586 Pacific Highway, Boambee, to gauge the severity of the problem.

T.53 – Mansbridge Drive / North Boambee Road, Boambee - Double Unbroken Lines
(R.509790 [1231264])

That no action be taken to install double unbroken centre lines at the Mansbridge Drive intersection with North Boambee Road, Boambee.

T.54 – Kathleen Drive, Upper Corindi - Blueberry Farms (1232863)

That no action be taken to install double unbroken centre lines or a speed limit in Kathleen Drive, Upper Corindi, within the Blueberry Farms.

T.55 – Orara Way, Nana Glen - Concealed Driveways (P/N 510980 [1233123])

That no action be taken to reduce the speed limit on Orara Way, Nana Glen, from a point approx. 200m north of McPhersons Road to the commencement of the 50km/h speed zone for Nana Glen village.

Cont'd

T.56 – North Bonville Road / Pacific Highway, Bonville - Merge lane (P/N 510980 [1233123])

That no action be taken to install a merge lane for south bound traffic on the Pacific Highway, Bonville, from the exit of North Bonville Road.

T.57 – Bray Street, Coffs Harbour (P/N 503240 [1240288])

That no action be taken to install a sign "Right Lane must turn Right" in Bray Street, Coffs Harbour, leading to the Pacific Highway traffic lights.

T.58 – First Avenue, Sawtell - Temporary Road Closure - Sawtell Super Fun Day (R.501520 / 1618 [1244931])

That :

- (a) the temporary road closure of First Avenue, Sawtell , between Boronia Street and Second Avenue, from 6.30am to 11.00am on Sunday, 1st January 2006, for the purpose of conducting the street parade associated with the Sawtell Super Fun Day, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers of the Fun Day liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

T.59 – Grafton Street, Coffs Harbour - Disabled Parking Bay (R.504640 [1102897])

That no action be taken to install a disabled parking bay outside the Department of Ageing, Disability & Home Care's new office situated at 72 Grafton Street, Coffs Harbour.

T.60 – Orara Way, Coramba - Rugby League Sevens Tournament - Reduction in Speed Limit (R.510970)

That the speed limit on Orara Way, Coramba, be reduced from 100km/h to 60km/h for 1km either side of the Coramba Sports Ground during the Orara Valley Axeman International Rugby League Seven's tournament to be conducted on 28 & 29 January 2006, subject to approval of a Traffic Management Plan.

Cont'd

T.61 – Jordan Esplanade, Coffs Harbour - Temporary Road Closure (R.506100 / 1618)

That :

- (a) the temporary road closure of Jordan Esplanade, Coffs Harbour , between Marina Drive and carpark entry to Jetty, from 6.00pm on Saturday, 31 December 2005 to 6.00am on Sunday, 1st January 2006, for the purpose of holding New Years Eve Celebrations, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers, March's Amusements, liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

Attachments:

**COFFS HARBOUR CITY COUNCIL
TRAFFIC COMMITTEE MINUTES 9/2005
22 NOVEMBER 2005 10.30AM**

Present: Sgt Brian Hughes, Coffs Harbour Police
Graham Carthew, Roads and Traffic Authority
Peter West, Coffs Taxi Network
George Stulle, Coffs Harbour City Council
Peter Kitching, Coffs Harbour City Council
Anne Shearer, Coffs Harbour City Council
David Brooks, Coffs Harbour City Council

Apology: Bill Palmer, Coffs Harbour City Council

Minute Taker: Ann Graham

T.52 – Pacific Highway, Boambee - 'No Standing' signs (R.511420 [1229717])

Consideration to a request for 'No Standing' signs to be erected adjacent their driveway at 586 Pacific Highway, Boambee, as B-Double trucks park across the driveway to cross the Highway to the Mobil Service Station for timely stops.

Recommended: that Council request Coffs Harbour Police to monitor the situation of the B-Double Trucks parking across the driveway of 586 Pacific Highway, Boambee, to gauge the severity of the problem.

T.53 – Mansbridge Drive / North Boambee Road, Boambee - Double Unbroken Lines (R.509790 [1231264])

Consideration to a request for double unbroken lines to be placed at the Mansbridge Drive intersection with North Boambee Road, Boambee, to prevent vehicles doing U-turns.

Recommended: that no action be taken to install double unbroken centre lines at the Mansbridge Drive intersection with North Boambee Road, Boambee.

T.54 – Kathleen Drive, Upper Corindi - Blueberry Farms (1232863)

Consideration to a request for double unbroken lines in Kathleen Drive, Upper Corindi, within the Blueberry Farms and also a 60km/h speed limit on the road.

Recommended: that no action be taken to install double unbroken centre lines or a speed limit in Kathleen Drive, Upper Corindi, within the Blueberry Farms.

Reason: The road is situated within the Blueberry Farms and does not warrant a speed zone or installation of double unbroken centre lines.

T.55 – Orara Way, Nana Glen - Concealed Driveways (P/N 510980 [1233123])

Consideration to a request for a reduction in speed limit on Orara Way, Nana Glen, from a point approx. 200m north of McPhersons Road to the commencement of the 50km/h zone for Nana Glen village to make access for 12 private driveways safer.

Recommended: that no action be taken to reduce the speed limit on Orara Way, Nana Glen, from a point approx. 200m north of McPhersons Road to the commencement of the 50km/h speed zone for Nana Glen village.

T.56 – North Bonville Road / Pacific Highway, Bonville - Merge lane (P/N 510980 [1233123])

Request for a merge lane for south bound traffic to be installed on the Pacific Highway, Bonville, from the exit of North Bonville Road intersection.

Recommended: that no action be taken to install a merge lane for south bound traffic on the Pacific Highway, Bonville, from the exit of North Bonville Road.

Reason: There is not adequate distance to install a merge lane in this location.

T.57 – Bray Street, Coffs Harbour (P/N 503240 [1240288])

Consideration to a request for a sign "Right Lane must turn Right" to be erected in Bray Street heading to the Pacific Highway traffic lights.

Recommended: that no action be taken to install a sign "Right Lane must turn Right" in Bray Street, Coffs Harbour, leading to the Pacific Highway traffic lights.

Reason: The RTA has been requested to install additional linemarking at the Pacific Highway intersection.

T.58 – First Avenue, Sawtell - Temporary Road Closure (R.501520 / 1618 [1244931])

Consideration to the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street, on Sunday, 1st January 2006, between the hours of 6.30am and 11.00am for the purpose of holding the Sawtell Super Fun Day.

Recommended: that :

- (a) the temporary road closure of First Avenue, Sawtell , between Boronia Street and Second Avenue, from 6.30am to 11.00am on Sunday, 1st January 2006, for the purpose of conducting the street parade associated with the Sawtell Super Fun Day, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers of the Fun Day liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

T.59 – Grafton Street, Coffs Harbour - Disabled Parking Bay (R.504640 [1102897])

Consideration to a request for a disabled parking bay outside the Department of Ageing, Disability & Home Care's new office located at 72 Grafton Street, Coffs Harbour.

Recommended: that no action be taken to install a disabled parking bay outside the Department of Ageing, Disability & Home Care's new office situated at 72 Grafton Street, Coffs Harbour.

T.60 – Orara Way, Coramba - Rugby League Sevens Tournament - Reduction in Speed Limit (R.510970)

Consideration to a request to reduce the speed limit on Orara Way, Coramba, from 100km/h to 60km/h for 1km either side of the Coramba Sports Ground during the Orara Valley Axeman International Rugby League Seven's tournament to be conducted on 28 & 29 January 2006.

Recommended: that the speed limit on Orara Way, Coramba, be reduced from 100km/h to 60km/h for 1km either side of the Coramba Sports Ground during the Orara Valley Axeman International Rugby League Seven's tournament to be conducted on 28 & 29 January 2006, subject to approval of a Traffic Management Plan.

T.61 – Jordan Esplanade, Coffs Harbour - Temporary Road Closure (R.506100 / 1618)

Consideration to the temporary road closure of Jordan Esplanade, Coffs Harbour, between Marina Drive and carpark entry to Jetty, on Saturday, 31 December 2005 between the hours of 6.00pm and 6.00am for the purpose of New Years Eve Celebrations.

Recommended: that :

- (a) the temporary road closure of Jordan Esplanade, Coffs Harbour , between Marina Drive and carpark entry to Jetty, from 6.00pm on Saturday, 31 December 2005 to 6.00am on Sunday, 1st January 2006, for the purpose of holding New Years Eve Celebrations, be advertised and providing no substantive objections are received, the closure be approved.**
- (b) the organisers, March's Amusements, liaise with affected traders and obtain traders approval.**
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.**

The Meeting closed at 12.05pm.

S85 WORKS BRANCH REPORT

Purpose:

To advise Council of the progress of construction and maintenance programs undertaken by Works Branch up to 21st November 2005.

Capital Works Program:

1. Completed Works to 21st November 2005

- Reuse main. Morgans Rd Section 1, 780m 150mm dia
- Footpath Construction Albany St (190m²) plus 15m retaining wall
- Road Rehabilitation Meadow St Coffs Harbour (1080m²)
- Criterion Track Hulberts Rd plus netball courts and level rugby field
- Gravel Rd Resheeting Nana Ck Rd, Nana Glen
Avondale Rd, Bucca

2. Works continuing or planned for commencement in December 2005

- Drainage Marshalls Oval – Eastern drain 246m of twin 450mm RCP
Marshalls Oval – Western drain 192m of triple 450mm RCP
130 Newmans Rd, Woolgoolga (75m windrow, 34m 375dia under road and two driveways)
- Footpath Construction Lady Belmore Drive (360m²)
- Road Rehabilitation , Thompsons Rd, Coffs Harbour (4020m² stabilise and asphalt)
Nimbin Close, Coffs Harbour (800m² rehab and asphalt)
Gordon St, Coffs Harbour (680m² of mill and place asphalt)
Ganderton St, Coffs Harbour (500m² rehab and asphalt)
Murphy Crs, Coffs Harbour (150m² rehab, 1570m² reseal)
Middle Boambee Rd (1650m² overlay)
- Water / Sewer Morgans Rd Reuse main. Section 2, 144m 100mm dia
Morgans Rd Reuse main. Section 3, 250m 100mm dia
6 Dakota Dve, R/Main, 205m 63mm/40mm HDPE and assoc works.
- Sealed Rds Reseals Various locations
- Dust Sealing Hartleys Rd, Karangi
Ellems Quarry Rd, Nana Glen
Morrows Rd, Nana Glen

Attached for Council's information is a summary of expenditure verses budget for 2005/06 Capital Works, and the Capital Works Schedule.

Cont'd

Maintenance Report:

1. Bitumen Sealing Program

The Bitumen Sealing Program is continuing, however the recent wet weather has affected progress.

2. Asset Management

Works Branch is currently reviewing its bridge asset management and maintenance practices. It is intended that Works Branch will procure and implement a bridge management system this financial year.

3. Boat Ramp Groyne Remediation Works

Remediation works to the interface between the rock groyne and geotextile groyne have been completed. The performance of the sand infill to the boat ramp will be monitored over the coming months.

4. Bridge Testing

Bridge testing was recently undertaken by Integrity Testing on three timber bridges; Coral Street Bridge Corindi, Longs Bridge Eastbank Road Coramba and Davies Bridge, Upper BoBo Road Brooklana. A report will be submitted to Council detailing the conclusions and recommendations made by Integrity Testing.

5. Maintenance Management

Maintenance activities are proceeding as planned and to budget.

Recommendation:

That Council:

1. **Notes the progress report on construction and maintenance works undertaken by Works Branch up to 21st November 2005.**
2. **Notes the individual program expenditures are being monitored and are within the allocated 2005/2006 budgets.**

Attachments:

**Works Branch-Construction Projects Budget/Expenditure
2005/2006 Program**

AS AT DATE: 21-Nov-05

Description	Revised Budget	Actual Expenditure	% Project Complete	% Costs Expended
Local Roads				
Sealed Roads Reseals	\$644,000	\$112,620	19%	17%
Sealed Roads Reseals - Asphalt	\$59,000	\$18,993	34%	32%
Sealed Roads Rehabilitation	\$1,015,000	\$454,842	40%	45%
Dust Sealing	\$160,000	\$69,011	43%	43%
Unsealed Roads Gravel Resheeting	\$126,014	\$113,272	96%	90%
Bray St Upgrade	\$400,000	\$469,228	100%	117%
Total:	\$2,404,014	\$1,237,966		
Federal Roads to Recovery				
Residential Street Rehabilitation	\$205,000	\$51,910	30%	25%
Gravel Resheeting	\$50,000	\$45,269	100%	91%
Sealed Roads Reseals	\$116,792	\$72,002	62%	62%
Total:	\$371,792	\$169,181		
Regional Roads				
3 X 3 Program	\$131,000	\$0	0%	0%
Regional Roads Repair Program	\$318,200	\$15,257	5%	5%
Regional Roads Timber bridge Replacement Program	\$237,500	\$0	0%	0%
Total:	\$686,700	\$15,257		
Drainage				
Drainage Impts / Nuisance Flooding	\$218,000	\$58,832	39%	27%
Total:	\$218,000	\$58,832		
Bridges				
Major Repairs	\$168,000	\$8,422	5%	5%
Cathodic Protection (Fred Hanson Bridge)	\$100,000	\$0	0%	0%
Total:	\$268,000	\$8,422		
Footpaths / Cycleways				
Footpath Construction	\$405,636	\$116,085	30%	29%
PAMPS Footpath Works	\$64,645	\$0	0%	0%
Cycleway Projects	\$115,000	\$0	0%	0%
Total:	\$585,281	\$116,085		

Purpose:

To present to Council the draft Social and Community Strategic Plan for 2006-2010 and seek Council's approval to place the draft plan on public display.

Description of Item:

Under NSW Local Government Regulations all Councils are required to develop a Social or Community Plan every five years and upon completion submit this plan to the Department of Local Government (DOLG) for endorsement.

A Social Plan is a document which describes the local community, summarises the key issues within it and recommends strategies which Council and/or other organisations can implement to address identified community needs. It is a process of collaborative planning on social and community issues at the local level.

The Department of Local Government provides Councils with guidelines for developing and reporting on social plans. These guidelines require social plans to contain five essential components:

1. A demographic profile of the community
2. A needs assessment
3. Information about the DLG mandatory target groups
4. A review of the previous Social Plan; and
5. Recommended actions.

The Social Plan should encompass the needs of the community as a whole, however, the guidelines do provide mandatory target groups whose needs must be addressed via the plan. These groups are: Children (0-11 years), Young People (12-24 years), Women, Older People, People with Disabilities, Aboriginal and Torres Strait Islander People and People from a Culturally and Linguistically Diverse Background.

Council currently has a Social Plan which was developed in 1998 and this document therefore required renewal.

In early 2005 Expressions of Interest were sought from appropriate organisations for the development of a new Social Plan for our local government area. Following this in March 2005 Vicki St Lawrence of St Lawrence & Associates Consulting Services was engaged to undertake the preparation of the Social Plan.

This process was carried out in three stages:

- Data Gathering - compilation of existing documents, information and development of research tools.
- Analysis and Assessment of Needs - review of existing Social Plan, community consultation and analysis of findings.
- Preparation of the Draft Document - document development and delivery of draft document to Council.

Cont'd

During the project St Lawrence & Associates worked in partnership with an internal project team of Council staff who were able to broadly represent the organisation as a whole. This team provided ongoing input into the development and management of the project.

A range of community consultation mechanisms were implemented as part of the needs assessment for the project and these will be expanded upon in the consultation section of this report.

Copies of the draft Social Plan are available for perusal in the Councillors' Room.

Sustainability Assessment:

- **Environment**

Many of the issues raised within the Social Plan relate to environmental issues or structures. For example, community facilities, physical access to infrastructure, transport, housing and recreational and open spaces.

In implementing the Social Plan it will therefore be necessary to work in partnership with all relevant areas of Council and relevant external organisations or groups in order to take a holistic approach to these issues.

- **Social**

The Social Plan itself identifies the characteristics of our population, key social issues and provides strategies and directions for the improvement in the social wellbeing of our community.

The document is an invaluable tool in informing and guiding the future role of Council and the broader community in relation to social issues.

- **Economic**

Broader Economic Implications

Many of the issues identified within the Social Plan have broad economic implications in terms of access to necessary resources and funding, local economic development and the relationship between social issues and the economy in general.

This will again require Council to work collaboratively within the organisation as well as engaging effectively with external stakeholders in order to address these factors.

The Social Plan does, however, provide a valuable advocacy and planning tool for Council and the community when lobbying government for funding or accessing grant opportunities. There is therefore the potential to attract additional resources into the community.

Cont'd

Management Plan Implications

In terms of integrated planning the Social Plan will provide information on our community which will further inform and enhance Council's current strategic directions and operations.

The plan will also be relevant in informing Council's Management Plan and budgeting processes of community priorities which can be considered in future organisational planning or when examining potential grant opportunities.

There is currently no additional funding available for the implementation of the Social Plan.

Consultation:

Broad community consultation was conducted as part of the needs assessment process for the development of the plan.

In collaboration with the internal project team two community surveys were developed by the consultant. One survey was targeted at residents and the other at community agencies or groups. These surveys were made available on line at Council's website, libraries, community centres, village stores and mailed or promoted to community organisations.

Public meetings were held across the local government area at Woolgoolga, Coffs Harbour, Coramba and Boambee.

In addition, the consultant attended existing meetings of a range of community and interagency groups to seek further input.

Information was also gathered and analysed from relevant existing planning documents and statistics from within Council and other human service agencies.

The consultation process itself was advertised widely using Council's information page in the Advocate, posters at community outlets and through existing community networks.

Related Policy and / or Precedents:

A previous Community Services Plan was adopted by Council in 1998. This draft document serves to review and update the Community Services Plan and provide direction for the next five year period being 2006-2010.

Statutory Requirements:

As previously stated the development of a Social Plan is a requirement under the NSW Local Government (General) Regulations 1999.

Once completed and adopted by Council the final plan must be submitted to the Department of Local Government for endorsement.

Cont'd

Issues:

The development of the Social Plan has provided Council with a valuable opportunity to engage with the community in identifying a range of social issues that are impacting in our local government area.

The types of issues raised within the plan can be incorporated in the following areas:

- Transport
- Affordable Housing
- Community Facilities
- Health Services
- Employment and Training
- Improved Youth Services
- Aged Services Planning
- Effective engagement with people from CALD backgrounds and Aboriginal and Torres Strait Islander communities.

Whilst not all of these areas are the core responsibility of local government once identified at the local planning level these can then act as a catalyst for the development of community partnerships, informed lobbying of government and funding bodies and enhanced local and regional planning.

The Social Plan should be a living document which serves to guide Council and the community toward improving the social wellbeing of our community into the next five years.

Implementation Date / Priority:

Council's approval is sought to place the draft Social and Community Strategic Plan on public exhibition from 23 January 2005 to 24 February 2006.

During this time hard copies of the draft document would be made available for viewing by the community at Council's Administration Building, Council's three libraries, Boambee East Community Centre, Woolgoolga Neighbourhood Centre, Coffs Harbour Community Village, Coramba Post Office and Red Rock Post Office. The draft document will also be made available on Council's website.

A feedback form and poster will also be developed and made available through these outlets encouraging the community to provide their comments and further input into the plan.

Once the exhibition period has closed this information will be analysed and necessary amendments made to the document before further presentation to Council for adoption.

Recommendation:

That Council approve the public exhibition of the draft Social and Community Strategic Plan 2006-2010 from 23 January to 24 February 2006.

Geoff Newton
Director of City Services (Acting)
