



**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**27 MAY 2010**

**Contents**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
	<b>GENERAL MANAGER'S REPORT</b>	<b>1</b>
GM10/7	QUARTERLY PERFORMANCE REPORTING FOR QUARTER ENDED 31 MARCH 2010	1
	<b>CITY SERVICES DEPARTMENT REPORTS</b>	<b>6</b>
CS10/13	TRAFFIC COMMITTEE REPORT NO. 2/2010	6
CS10/14	HANDOVER OF BYPASSED SECTION OF PACIFIC HIGHWAY PINE CREEK WAY, BONVILLE TO COUNCIL	23
	<b>CORPORATE BUSINESS DEPARTMENT REPORTS</b>	<b>25</b>
CB10/25	QUARTERLY BUDGET REVIEW FOR MARCH 2010	25
	<b>LAND USE HEALTH &amp; DEVELOPMENT DEPARTMENT REPORT</b>	<b>27</b>
L10/6	ACCREDITATION OF COUNCIL BUILDING CERTIFIERS	27



## **COFFS HARBOUR CITY COUNCIL**

### **ORDINARY MEETING**

**27 MAY 2010**

Mayor and Councillors

#### **GENERAL MANAGER'S REPORT**

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#### **GM10/7 QUARTERLY PERFORMANCE REPORTING FOR QUARTER ENDED 31 MARCH 2010**

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##### **Purpose:**

To report on the achievement of customer service guarantees and performance targets for the January to March 2010 quarter.

##### **Description of Item:**

Council's Management Plan contains, among other things, customer service guarantees and performance targets for the year. The quarterly performance report describes the actual performance results as compared to the expected performance results.

A summary of results for each customer service guarantee is provided in Attachment 1 to this report.

A list of significant achievements for the quarter is provided in Attachment 2 to this report.

A summary of actual performance against each performance target is detailed in a separate booklet, which is available in the Councillors' Room.

##### **Sustainability Assessment:**

This report monitors Council's performance of strategies as outlined in the 2009-2012 Management Plan. An assessment using social, economic and financial indicators applies to individual strategies and an overall assessment is not required.

**Consultation:**

Managers from all Council departments have submitted performance reports for objectives that relate to their areas of responsibility. This involved consultation with appropriate staff and capturing data from Council's electronic information systems.

**Related Policy and / or Precedents:**

Quarterly Performance Reports have been submitted to Council since the implementation of Council's first Management Plan in the 1994/95 financial year.

**Statutory Requirements:**

Section 407 of the 1993 Local Government Act requires the General Manager to submit performance reports to Council within two months following the end of each quarter (ie July to September, October to December, January to March and April to June). The report is to describe the extent to which performance targets set out in Council's Management Plan have been met during the quarter.

Council's Annual Report is to include a yearly review of the achievement of performance targets set out in Council's Management Plan for that year.

**Issues:**

There are 19 principal objectives incorporating 154 performance measures identified in Council's 2009-2012 Management Plan. Of the performance measures, 150 were achieved or not yet due for completion. 4 measures were not achieved as follows:

<b>Original Measure</b>	<b>Revised Measure</b>	<b>Comment</b>
<b>Community and Cultural Development</b>		
Progress of programs to assist the effective management of the Jetty Memorial Theatre	N/A	Current projections look to have JMT considerably over budget. Reasons include too much touring product committed by previous management and insufficient funding to provide current service levels.
Develop and implement a Library Strategic Plan	N/A	This project has a little work done on it during the period due to staffing matters, work on the Coffs Harbour refurbishment project and system upgrades.

<b>Original Measure</b>	<b>Revised Measure</b>	<b>Comment</b>
<b>Council's Organisation</b>		
Prepare a program of works for Council owned and managed building assets in accordance with the asset management system when available.	To be determined	Awaiting access to Council's new Asset Management system
International Stadium Business Plan developed	N/A	Awaiting feasibility study on major Stadium infrastructure projects which will guide business plan. PPlan now expected December 2010.

The achievement of 97% of performance measures is considered satisfactory.

Council's electronic records management system provides data related to completion of tasks assigned across the organisation. A total of 2,041 tasks were recorded in the system for the quarter with 1,922 tasks (81.1%) being attended to within the required timeframe. This represents an improvement of 1.7% compared with the October to December quarter which is considered satisfactory.

**Implementation Date / Priority:**

Management will continue to monitor the organisation's performance with a view to improving service delivery.

**Recommendation:**

1. That Council notes the issues surrounding those measures that have not been achieved for the period ending 31 March 2010, as listed in the body of this report.
2. That Council note the achievements of customer service guarantees, as outlined in Attachment 1 of the General Manager's Report for the January to March 2010 quarter.
3. That Council notes the organisation's significant achievements, as outlined in Attachment 2 of the General Manager's Report for the January to March 2010 quarter.
4. That Council note the achievement of performance targets, as outlined in a separate booklet which is available in the Councillors Room for the January to March 2010 quarter.
5. That Council continues to monitor its performance with a view to improving service delivery.

**Stephen Sawtell**  
General Manager

**Attachments:****ATTACHMENT 1****CUSTOMER SERVICE GUARANTEES – QUARTERLY COMPARISON**

<b>Guarantee</b>	<b>2009/2010 Jan-Mar</b>	<b>2008/2009 Jan-Mar</b>
Respond to verbal enquiries within three working days	97% (648)	98% (1,891)
Ensure waiting time at the customer service counter does not exceed five minutes	100%	100%
Respond to major pollution incidents within one hour	50% (4)	N/A (0)
Investigate 85% of complaints relating to stray dogs and stock within four hours	94% (168)	85% (240)
Attend to 90% emergency call outs within one hour	100% (8)	100% (5)
Reply to requests for work in public parks within seven days	100% (108)	100% (255)
90% of all requests for building inspections will be attended to within two days	100% (1,001)	100% (1,038)
100% development applications will be processed within forty days	84% (210)	85% (230)
Seal potholes on local roads within seven days	100% (18)	97% (61)
Repair or remove dangerous signs within one day	100% (1)	89% (9)
Repair defective signs within seven days	100% (6)	97% (38)
Grade gravel roads at least once per year	On Target	On Target
Clear blocked drains causing property damage within twenty four hours	100% (5)	100% (123)
Issue payment certificates within 14 days of receipt of claim from the contractor	84% (41)	82% (45)
Respond to water supply disruptions within two hours	100% (145)	99% (432)
Respond to sewer system failures within two hours	98% (164)	97% (444)

**Significant Achievements**

- Water and Waste Water Development Servicing Plans placed on exhibition
- Coffs Harbour War Memorial Olympic pool reconstruction project tender awarded
- Council resolved to apply for an additional 4.4% rate variation for 10 years to fund flood mitigation works
- Federal Government funded interest free loan for \$2.8M approved for construction of South Coffs release Area wastewater infrastructure
- Minister Albanese officially opened the Brelford Park Adventure Playground
- Draft Sports Facility Strategy placed on public exhibition
- Saltwater Freshwater festival held at the Botanic Gardens with over 12,000 attendees – the largest attendance at the Gardens for a single event
- Works commenced on the Coffs Creek Walk upgrade
- Draft Open Space Strategy placed on exhibition
- Bakers Road detention basin works
- Works commenced on a new playground at Woolgoolga foreshore reserve
- Work continued on the Standard LEP Template
- Works on a new playground commenced at Corindi
- Draft Environmental Levy Program adopted by Council for inclusion in the Draft Delivery Program
- Successful youth week held with excellent attendances
- Coffs Harbour nominated as the host venue for the 2010 Eastern University Games.

## CITY SERVICES DEPARTMENT REPORTS

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### CS10/13 TRAFFIC COMMITTEE REPORT NO. 2/2010

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#### **Purpose:**

To confirm minutes from the Traffic Committee Meeting held on Thursday, 4 March 2010.

#### **Recommendation:**

#### **T.17 - Walter Morris Close, Coffs Harbour - Parking** (R.511200 [2435869])

That "No Stopping" signs be erected on the south side of Walter Morris Close from end of double white lines to past driveway of No. 28 and that guide posts be installed every 5 metres, as per Plan No. T.17.

#### **T.18 - Albany Street, Coffs Harbour - Parking Issues** [2170924]

That parking bays be painted on both sides of Albany Street, Coffs Harbour, adjacent the Bunker Gallery and Bridge Club, as per Plan T.18.

#### **T.19 - West High Street / Lyster Street, Coffs Harbour - 'No Stopping' signs** (R.509970)

That a 'Hold' line be painted at the intersection of Lyster Street and West High Street, Coffs Harbour, as per Plan T.19.

#### **T.20 - West High Street, Coffs Harbour - 'Parking Strategies** (R.509970)

That "No Parking" signs be erected in front of the Curves / Life Without Barriers car park (1 bay) at No. 115 West High Street, Coffs Harbour, and the kerb line be extended, as shown on Plan T.20.

#### **T.21 - West High Street, Coffs Harbour - 'Drop off zone / Loading Zone'** (R.509970)

1. That a "No Parking" zone be installed between 91 and 93 West High Street, Coffs Harbour, for 8 metres incorporating driveway of No. 93, as per Plan T.21.
2. Section between "No Stopping" and "No Parking" signs (93-95 West High Street) to be left unmarked for all day parking (approx 3 car spaces).
3. Remainder of parking between 81 and 91 West High Street, Coffs Harbour, remain '2 hour' parking.

#### **T.22 - Bonville/ Earl Streets, Coffs Harbour - 'No Parking' signs** (R.503950 / R.503120)

That "No Stopping" signs be installed at the intersection of Bonville Street and Earl Street, Coffs Harbour, to emphasise statutory No Stopping rule at intersections, as shown on Plan T.22.

#### **T.23 - Marcia Street, Coffs Harbour - 'Keep Clear' area** (R.505190 [2483811])

That no action be taken to paint a "Keep Clear" area on the road in front of No. 61 Marcia Street, Coffs Harbour.

**T.24 - Butlers Road, Bonville - 'Load Limit'** (R.500540 [866055])

That further traffic counts be undertaken at a later date to further monitor the truck movements on Butlers Road, Bonville.

**T.25 - Coffs Coast Rally - 14-15-16 May 2010** [2448096]

That the following recommendations of the Committee be noted and confirmed:

That the organisers of the Coffs Coast Rally be advised approval is given to use local roads for the Rally subject to:

1. Traffic Management Plan being submitted for approval.
2. Copy of Public Liability Insurance to be submitted.
3. Signage and advertising of the event to be erected on the local roads used advising of the roads to be closed prior to the event.
4. Traffic Controllers to be RTA accredited.

**T.26 - Bus Zones - Coffs Harbour**

1. Approval be given for installation of a bus zone in front of properties at 3 Scarba Street and 77 Ocean Parade, Coffs Harbour, subject to consultation with the owners, as shown on Plan T.26.
2. Approval be given in principle for all bus zones to be untimed and that changes to existing timed bus zones to be listed for consideration at Traffic Committee.

**T.27 - First Avenue, Sawtell - Temporary Road Closure - Sawtell Chilli Festival** (R.501520)

- (a) The temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 6.00am and 6.00pm on Saturday, 3 July 2010, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.
- (b) The organisers of the Chilli Festival liaise with affected traders and obtain traders approval.
- (c) The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) The organisers be responsible for all costs associated with the temporary closure, including advertising.
- (e) Copy of current Public Liability Insurance be submitted.
- (f) Traffic Management Plan to be submitted for approval.



**Attachments:**

# MINUTES

## Local Traffic Committee Meeting

**Thursday, 6 May 2010**

**VENUE:** COFFS HARBOUR CITY COUNCIL  
Committee Room 1,  
Administrative Centre,  
Coff Street, Coffs Harbour

**TIME:** 10.30 am

**PRESENT:**

**Formal (voting) Members:**

Sgt Brett Jackson, Coffs Harbour Police  
Tara McAuley, Roads & Traffic Authority  
Greg Meiers, Busways  
Dennis Rea, Coffs Harbour Taxi Network  
George Stulle, Coffs Harbour City Council  
Robert Fletcher, Coffs Harbour City Council  
Anne Shearer, Coffs Harbour City Council

**Informal (non voting) Members:**

Ann Graham, Coffs Harbour City Council (Minute Taker)

**APOLOGIES:**

Councillor Bill Palmer  
Darren Williams, Sawtell Coaches

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Held on 4 March 2010

## **BUSINESS ARISING**

### **A. FORMAL ITEMS SECTION** (Items for approval by Council under the delegation)

#### **T.17 - Walter Morris Close, Coffs Harbour - Parking** (R.511200 [2435869])

##### **Background:**

Residents of Walter Morris Close have expressed concerns about vehicles parking on the footpath in front of their residence at 28 Walter Morris Close, Coffs Harbour. There are a number of businesses in the street and staff and customers use the footpath as a parking area.

The vehicles obstruct the access to their yard and also prohibit mowing of the footpath. Request that "No Stopping" or "No Standing" signs be erected adjacent their residence.

##### **Summary of Report:**

The western leg of Walter Morris close serves as access to MacDonal'd's, businesses fronting park Beach Road and one residential property. It is a local road under Council's road hierarchy with a carriageway width of 8metres.

On the southern side from the intersection to the northern end, there are no parking restrictions in place.

The start of the road has a central concrete median 5.3m long followed by 7m of barrier line. The driveway to No. 28 is 20 metres from the intersection.

##### **Recommendation to Committee:**

That "No Stopping" signs be erected on the south side of Walter Morris Close from the intersection to 25m west.

##### **RECOMMENDATION TO COUNCIL:**

**That "No Stopping" signs be erected on the south side of Walter Morris Close from end of double white lines to past driveway of No. 28 and that guide posts be installed every 5 metres, as per Plan No. T.17.**

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#### **T.18 - Albany Street, Coffs Harbour - Parking Issues** [2170924]

##### **Background:**

Coffs Harbour Bridge Club has expressed concerns about the congested parking problem (particularly on Mondays and Fridays) outside the Club at City Hill, Albany Street, Coffs Harbour.

##### **Summary of Report:**

Car park overflowing on Club meet days. Some elderly/disabled members - some conflict (historically) with the Bunker Gallery.

## **T.18 - Albany Street, Coffs Harbour - Parking Issues** (Cont'd)

### **Recommendation to Committee:**

That :

1. Parking bays be marked on the eastern side of Albany Street.
2. A parking area be designed for the vacant land at the bottom of City Hill, with the Bridge Club contributing to the cost of the upgrade.
3. Liaise with Bunker Gallery to ensure an equitable arrangement for both Gallery and Bridge Club patrons.

### **RECOMMENDATION TO COUNCIL:**

**That parking bays be painted on both sides of Albany Street, Coffs Harbour, adjacent the Bunker Gallery and Bridge Club, as per Plan T.18.**

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## **T.19 - West High Street / Lyster Street, Coffs Harbour - 'No Stopping' signs** (R.509970)

### **Background:**

Request from Forestry Commission for installation of "No Stopping" signs on southern side of West High Street, Coffs Harbour, west of Lyster Street. Sight distance is obstructed because of vehicles parking too close to intersection.

### **Summary of report:**

West High Street at the intersection of Lyster Street has increased in the demand for parking due to the opening of a medical centre opposite. "No Stopping" signage is currently in place 10 metres from Lyster Street intersection on the southern side of West High Street.

The required approach sight distance for the intersection using Table 6.3 of Austroads part 5, is 47 metres. For this to be achieved a clear view of 19m, would need to be in place from the kerb line in Lyster Street.

### **Recommendation to Committee:**

That existing "No Stopping" signs in West High Street, Coffs Harbour, be moved to 19m from the intersection.

### **RECOMMENDATION TO COUNCIL:**

**That a 'Hold' line be painted at the intersection of Lyster Street and West High Street, Coffs Harbour, as per Plan T.19.**

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## **T.20 - West High Street, Coffs Harbour - 'Parking Strategies' (R.509970)**

### **Background:**

Request from Coffs Harbour Community Transport to look at parking issues in West High Street, Coffs Harbour, in the vicinity of the Medical Centre close to the intersection of Lyster Street.

### **Summary of report:**

12 doctors with 8 bay car park. Community Transport bus finds it very difficult to drop off passengers, particularly wheelchair bound/disabled/elderly. Parking is at a premium in this area. Medical Centre has made an impact on all surrounding streets.

### **Recommendation to Committee:**

1. 'No Parking' zone adjacent existing (double width) driveway for Curves / Life Without Barriers.
2. Relocate drop off zone on premises adjacent entrance to car park.

### **RECOMMENDATION TO COUNCIL:**

**That "No Parking" signs be erected in front of the Curves / Life Without Barriers car park (1 bay) at No. 115 West High Street, Coffs Harbour, and the kerb line be extended, as shown on Plan T.20.**

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## **T.21 - West High Street, Coffs Harbour - 'Drop off zone / Loading Zone' (R.509970)**

### **Background:**

Request from Coffs Harbour Support Services for better access for disabled to the Choices building (support for people with disabilities) at 93 West High Street, Coffs Harbour, and provision of a safe drop off zone. The Co-ordinator requests:

- A "No Parking" zone (one car space) on the western side of the driveway (between 93 and 95 West High Street) Monday to Friday 9am to 4pm.
- Drop off zone/loading zone on the eastern side of the driveway (between 91 and 93 West High Street).

### **Recommendation to Committee:**

1. 'No Parking' zone (one car space) be installed on western side of the driveway (between 93 and 95 West High Street) Mon - Fri - 9am to 4pm.
2. Drop off zone/loading zone be installed on eastern side of the driveway (between 91 and 93 West High Street).
3. Remove 'No Parking' adjacent 95 West High Street.
4. Extend 2 hour parking to 91 West High Street (Kinesiology Clinic).
5. Replace 2 hour zone for 2 car lengths with 15 minutes parking adjacent 83A - 85 West High Street.

### **RECOMMENDATION TO COUNCIL:**

1. That a "No Parking" zone be installed between 91 and 93 West High Street, Coffs Harbour, for 8 metres incorporating driveway of No. 93, as per Plan T.21.
2. Section between "No Stopping" and "No Parking" signs (93-95 West High Street) to be left unmarked for all day parking (approx 3 car spaces).
3. Remainder of parking between 81 and 91 West High Street, Coffs Harbour, remain '2 hour' parking.

**T.22 - Bonville / Earl Streets, Coffs Harbour - 'No Parking' signs** (R.503950 / R.503120)

**Background:**

A resident of Bonville Street has expressed concerns about the number of vehicles parking in Earl Street between Albany Street and Bonville Street since the new building of Sullivan & Nicolaidis has been completed. Sight distance is obstructed for vehicles turning south out of Bonville Street into Earl Street.

**Recommendation to Committee:**

That "No Stopping" signs be installed at the intersection of Bonville Street and Earl Street, as shown on the attached plan.

**RECOMMENDATION TO COUNCIL:**

**That "No Stopping" signs be installed at the intersection of Bonville Street and Earl Street, Coffs Harbour, to emphasise statutory No Stopping rule at intersections, as shown on Plan T.22.**

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**T.23 - Marcia Street, Coffs Harbour - 'Keep Clear' area** (R.505190 [2483811])

**Background:**

A business in Marcia Street has requested that a "Keep Clear" area be painted on the road in front of 61 Marcia Street, Coffs Harbour. Traffic backs up from the traffic lights making it difficult to access or exit their driveway.

**Summary of report:**

No crashes at this site; traffic does back up regularly past the entrance - frequent vehicle movements exiting the premises (waiting for traffic volumes from RTA).

**Recommendation to Committee:**

That a "Keep Clear" area be painted on the road in front of 61 Marcia Street, Coffs Harbour.

**RECOMMENDATION TO COUNCIL:**

**That no action be taken to paint a "Keep Clear" area on the road in front of No. 61 Marcia Street, Coffs Harbour.**

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**T.24 - Butlers Road, Bonville - 'Load Limit'** (R.500540 [866055])

**Background:**

Residents have expressed concerns about the logging trucks using Butlers Road, Bonville, and request that a load limit be imposed on Butlers Road to minimise the problem.

**Summary of report:**

Logging in the area of State Forest in Butlers Road has now ceased and the number of logging trucks using the road is minimal.

**RECOMMENDATION TO COUNCIL:**

**That further traffic counts be undertaken at a later date to further monitor the truck movements on Butlers Road, Bonville.**

Reason: Logging in the State Forest in Butlers Road has now ceased and the number of trucks is consistent with normal truck volumes on a rural road.

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**T.25 - Coffs Coast Rally - 14-15-16 May 2010** [2448096]

**Background:**

Request approval to hold the Coffs Coast Rally on local roads on 14/15/16 May 2010.

Local roads being used include Wears Road, Eastbank Road, Bushmans Range Road, Sherwood Creek Road and Bucca Road.

**Summary of report:**

George Stulle advised that he had met with the organisers this week to review traffic management of the Rally.

**Recommendation to Committee:**

That the organisers of the Coffs Coast Rally be advised approval is given to use local roads for the Rally subject to:

1. Traffic Management Plan being submitted for approval.
2. Copy of Public Liability Insurance to be submitted.
3. Signage and advertising of the event to be erected on the local roads used advising of the roads to be closed prior to the event.
4. Traffic Controllers to be RTA accredited.

**RECOMMENDATION TO COUNCIL:**

**That the following recommendations of the Committee be noted and confirmed:**

**That the organisers of the Coffs Coast Rally be advised approval is given to use local roads for the Rally subject to:**

1. **Traffic Management Plan being submitted for approval.**
  2. **Copy of Public Liability Insurance to be submitted.**
  3. **Signage and advertising of the event to be erected on the local roads used advising of the roads to be closed prior to the event.**
  4. **Traffic Controllers to be RTA accredited.**
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## **T.26 - Bus Zones - Coffs Harbour**

### **Background:**

Request from Busways for installation of bus zones in :

- Scarba Street (near Moonee Street intersection) outside No. 3 between the two driveways
- 81 Ocean Parade (OP81 Restaurant)

Request from Busways for approval to operate the bus zones 24/7 as they are out of date with timetable changes and 24/7 allows for future changes.

Examples are :

TAFE bus zone and opposite (Harbour Drive)

Promenade Park bus zone (Harbour Drive)

Prince Street, Coffs Harbour

### **RECOMMENDATION TO COUNCIL:**

1. **Approval be given for installation of a bus zone in front of properties at 3 Scarba Street and 77 Ocean Parade, Coffs Harbour, subject to consultation with the owners, as shown on Plan T.26.**
2. **Approval be given in principle for all bus zones to be untimed and that changes to existing timed bus zones to be listed for consideration at Traffic Committee.**

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## **T.27 - First Avenue, Sawtell - Temporary Road Closure - Sawtell Chilli Festival**

### **Background:**

Consideration to a request for the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street, on Saturday, 3 July 2010, between the hours of 6.00am and 6.00pm for the purpose of holding the Sawtell Chilli Festival.

### **Recommendation to Committee:**

- (a) The temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 6.00am and 6.00pm on Saturday, 3 July 2010, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.
- (b) The organisers of the Chilli Festival liaise with affected traders and obtain traders approval.
- (c) The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) The organisers be responsible for all costs associated with the temporary closure, including advertising.

**T.27 - First Avenue, Sawtell - Temporary Road Closure - Sawtell Chilli Festival (Cont'd)**

**RECOMMENDATION TO COUNCIL:**

- (a) The temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 6.00am and 6.00pm on Saturday, 3 July 2010, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.
- (b) The organisers of the Chilli Festival 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.

**T.27 - First Avenue, Sawtell - Temporary Road Closure - Sawtell Chilli Festival (Cont'd)**

- (d) The organisers be responsible for all costs associated with the temporary closure, including advertising.
- (e) Copy of current Public Liability Insurance be submitted.
- (f) Traffic Management Plan to be submitted for approval.

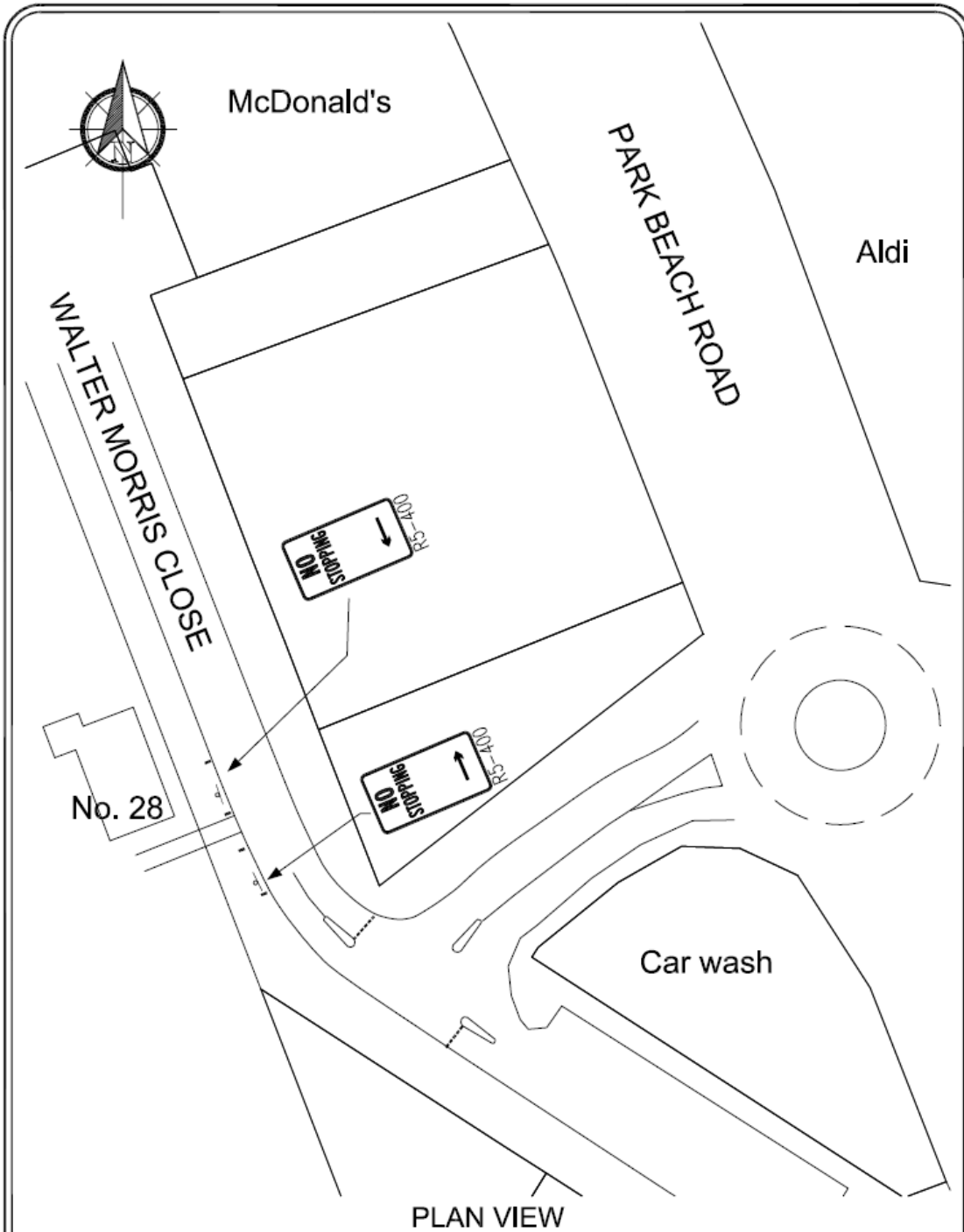
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**NEXT MEETING:**

The next meeting of the Local Traffic Committee will be held on Thursday, 1 July 2010 commencing at 10.30am.

Meeting terminated at 12.40pm.

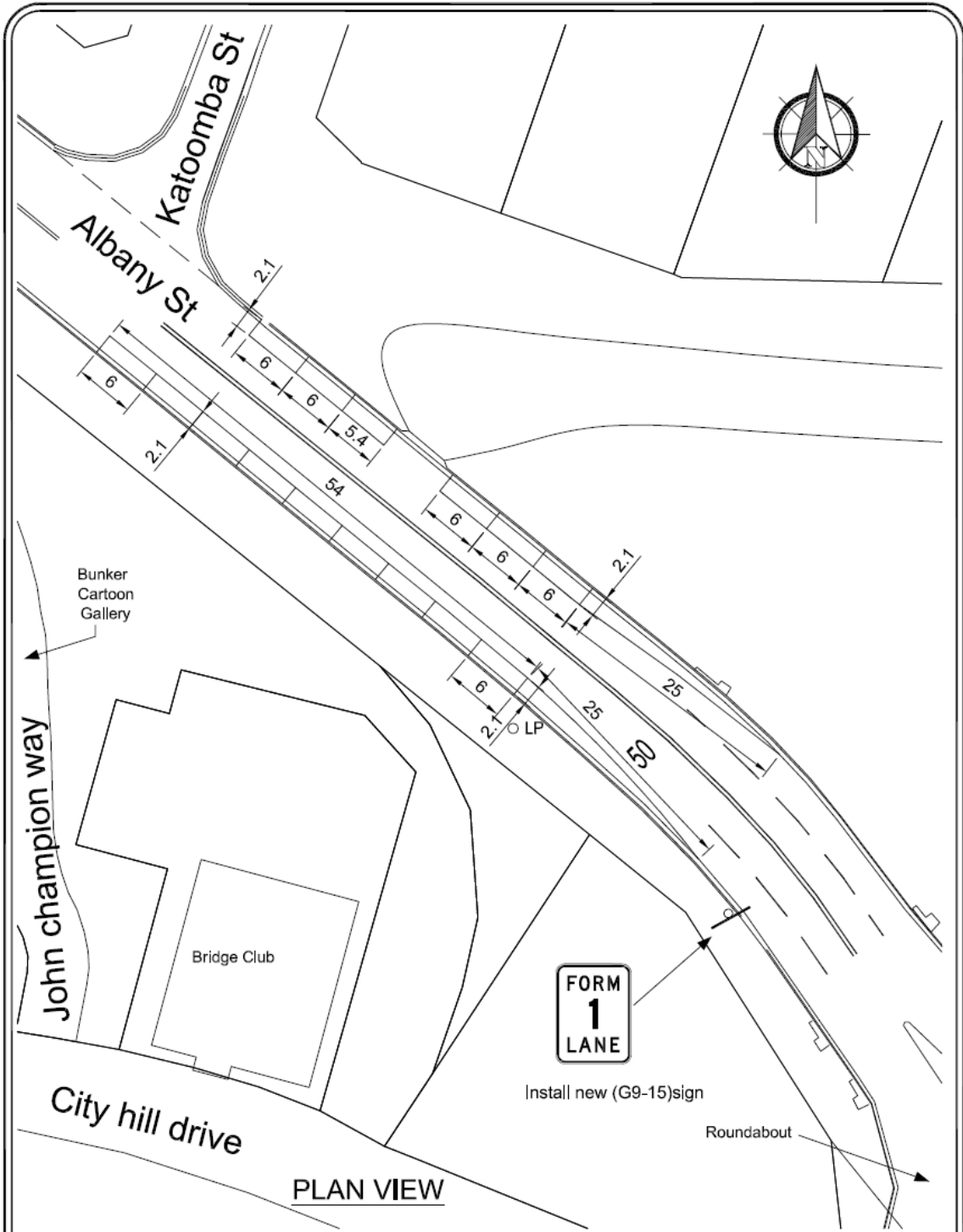




**NOTES:**  
 That "No Stopping" signs be erected on the south side of Walter Morris Close from end of double white lines to past driveway of No. 28 and that guide posts be installed every 5 metres, as per Plan No. T.17

**TRAFFIC INSTRUMENT**

T.17-2010  
 Walter Morris Close  
 Coffs Harbour



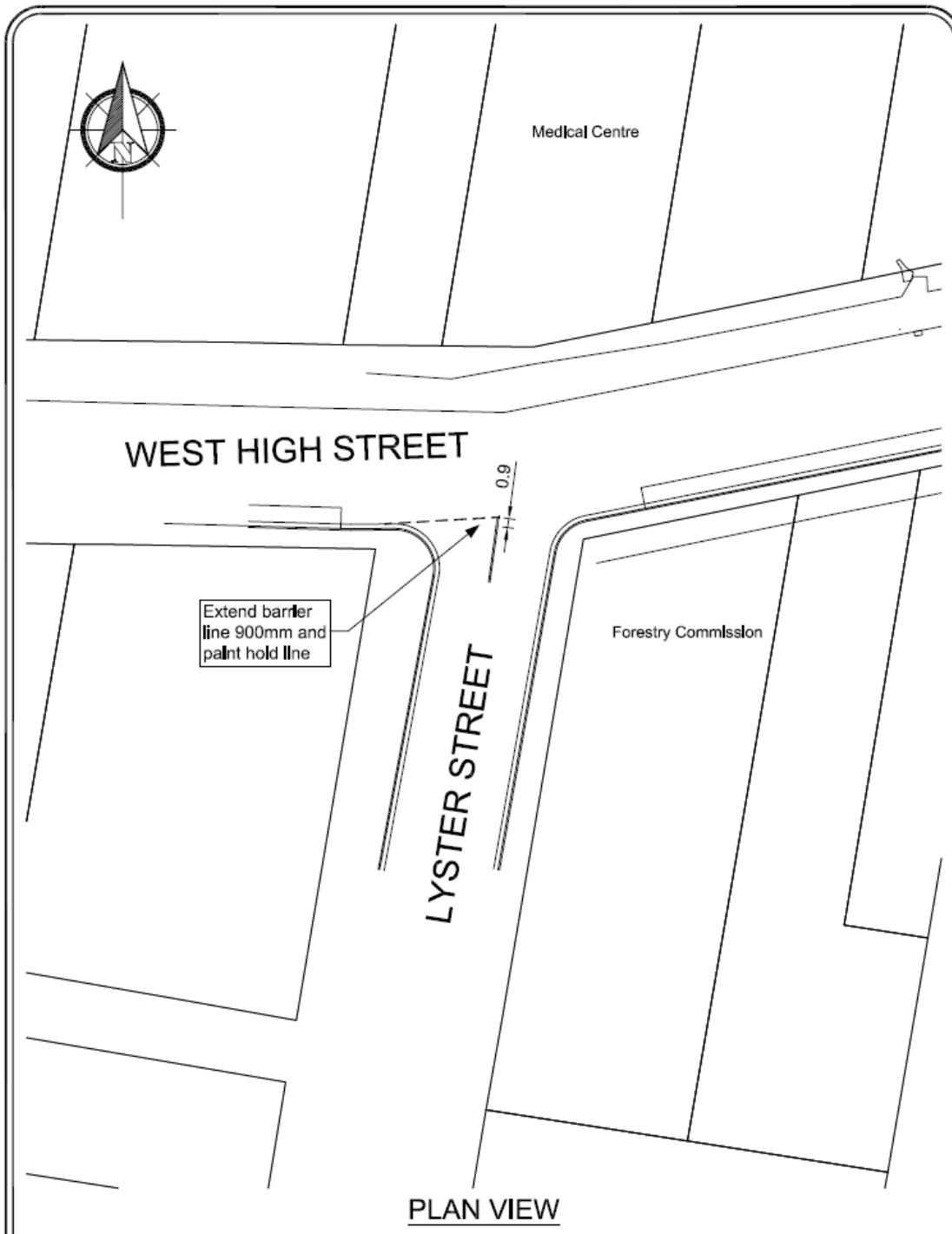
**NOTES:**

That parking bays be painted on both sides of Albany Street, Coffs Harbour, adjacent the Bunker Gallery and Bridge Club, as per Plan T.18.

**TRAFFIC INSTRUMENT**

T.18-2010

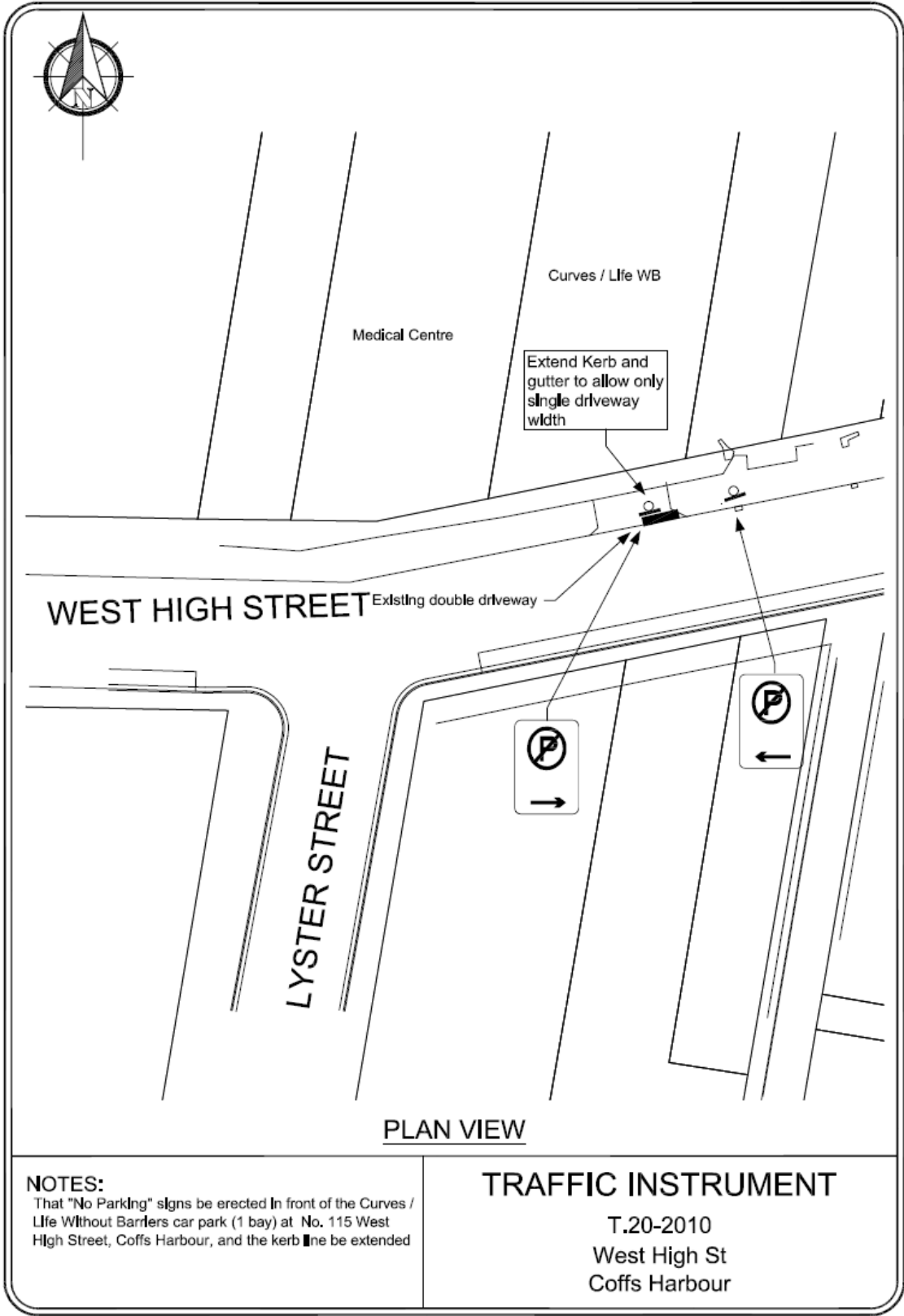
Albany Street - Parking bays  
Coffs Harbour

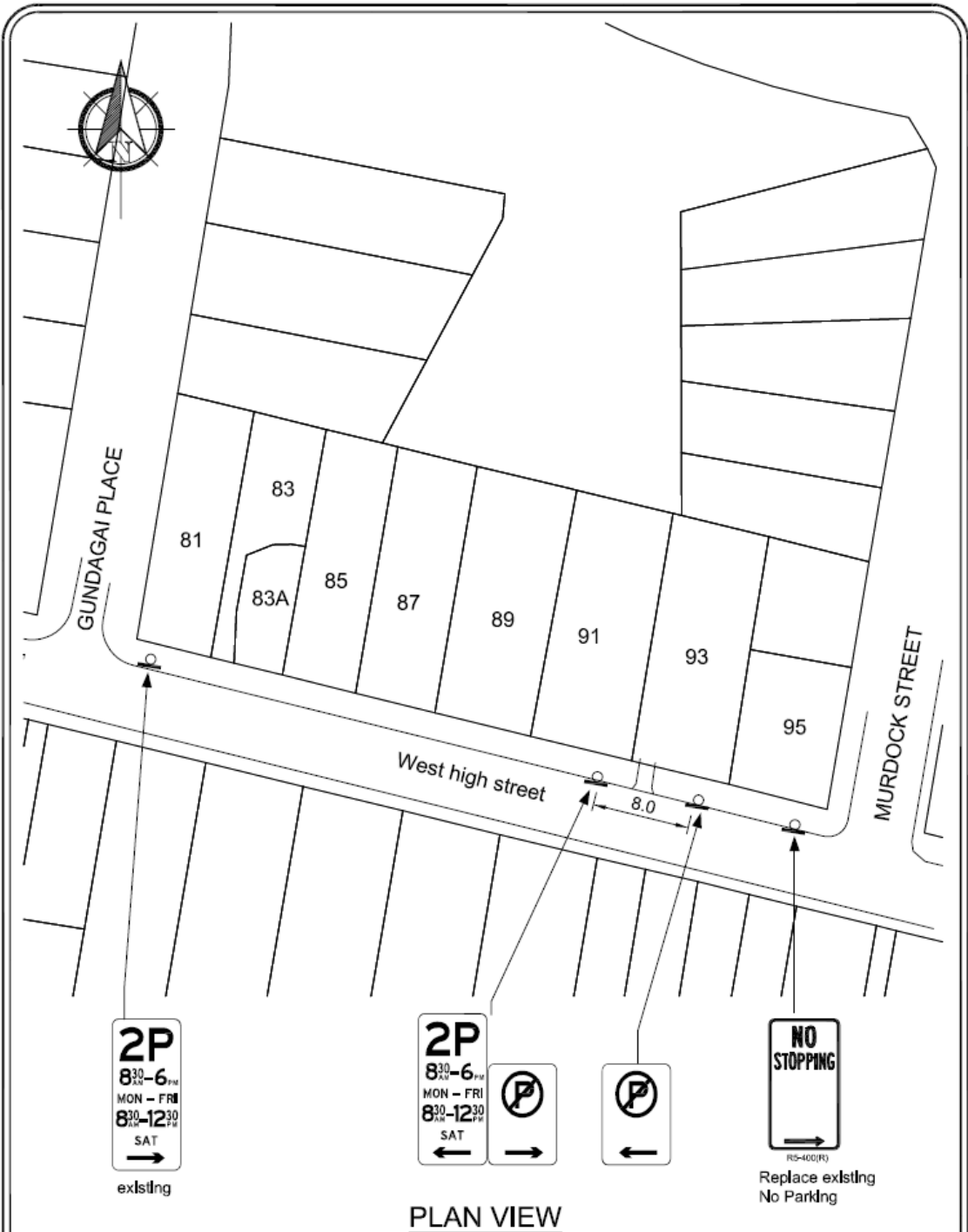


**NOTES:**  
 That a 'Hold' line be painted at the Intersection of Lyster Street and West High Street, Coffs Harbour

**TRAFFIC INSTRUMENT**

T.19-2010  
 Lyster St / West High St  
 Coffs Harbour

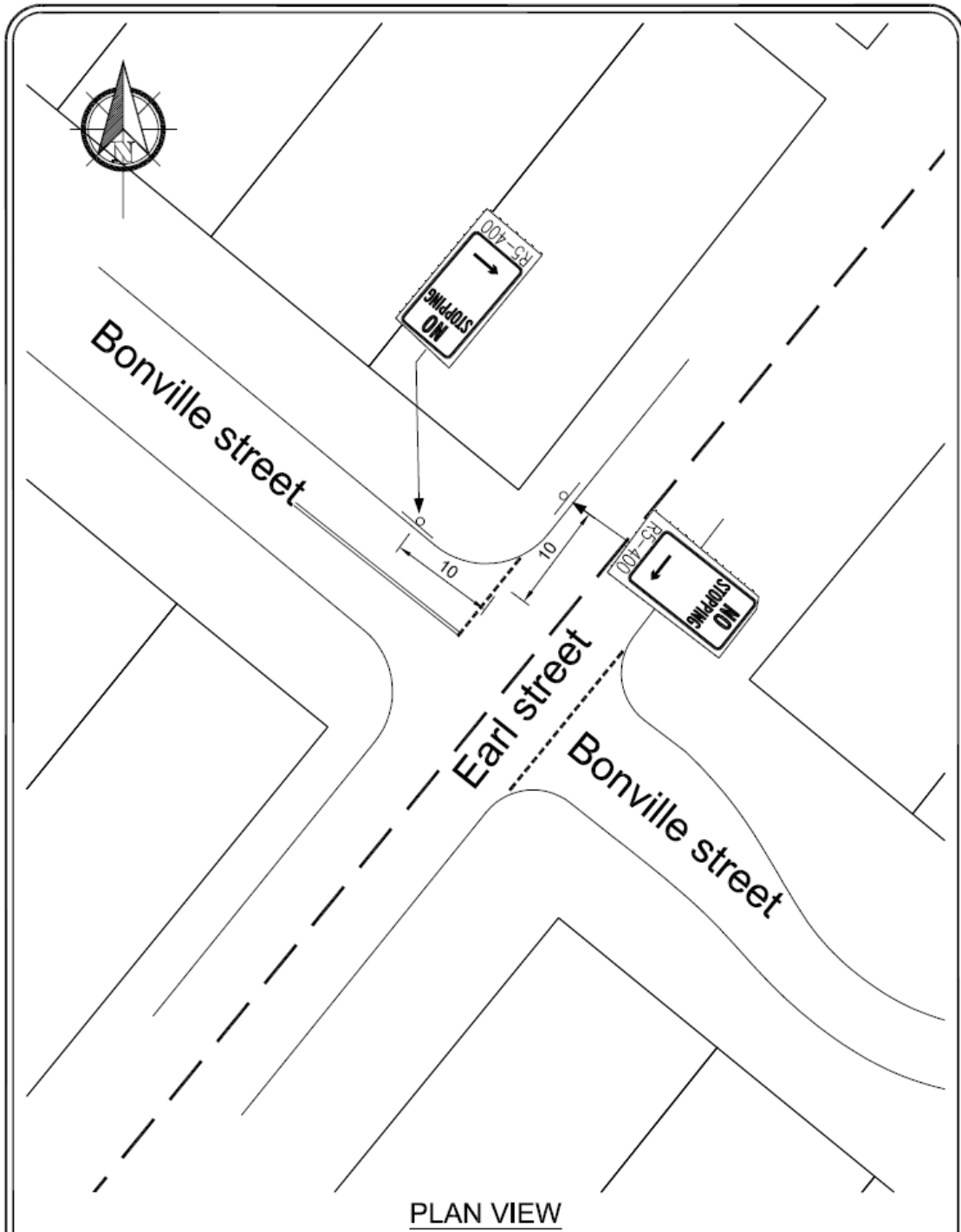




PLAN VIEW

- NOTES:
1. That a "No Parking" zone be installed between 91 and 93 West High Street, Coffs Harbour, for 8 metres incorporating driveway of No. 93.
  2. Section between "No Stopping" and "No Parking" signs (93-95 West High St) to be left unmarked for all day parking (approx 3 car spaces).
  3. Remainder of parking between 81 and 91 West High Street, Coffs Harbour, remain '2 hour' parking.

**TRAFFIC INSTRUMENT**  
 T.21-2010  
 West High St Gundagai PI - Murdock St  
 Coffs Harbour

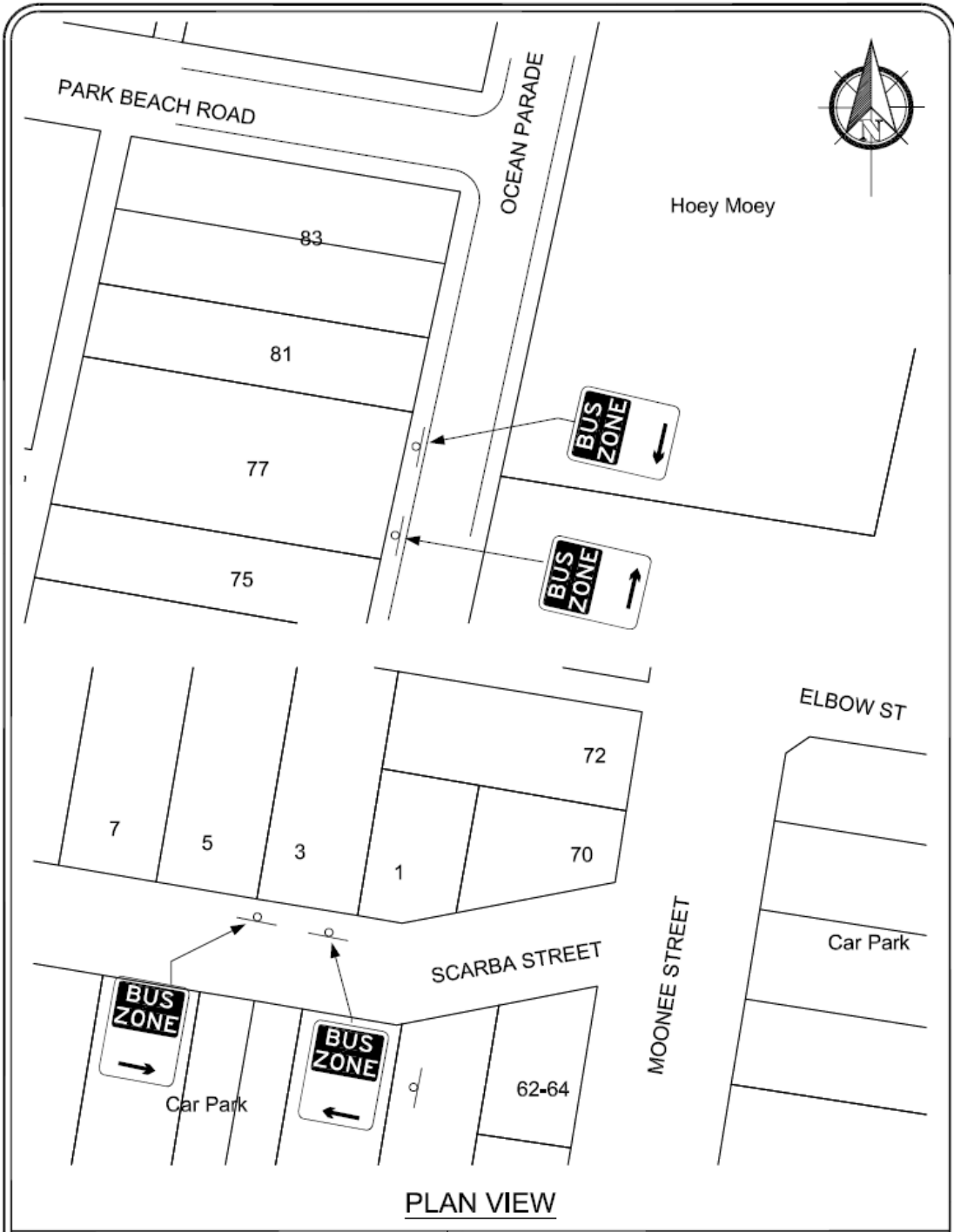


**NOTES:**

That "No Stopping" signs be installed at the intersection of Bonville Street and Earl Street, Coffs Harbour, to emphasise statutory No Stopping rule at intersections

**TRAFFIC INSTRUMENT**

T.22-2010  
 Bonville/ Earl Streets  
 Coffs Harbour



**PLAN VIEW**

**NOTES:**  
 That consultation be undertaken with the owners of the properties at No. 3 Scarba Street and 77 Ocean Parade, Coffs Harbour, for a bus zone to be installed in front of their properties

**TRAFFIC INSTRUMENT**  
 T.26-2010  
 Bus Zones - 3 Scarba St & 77 Ocean Pde  
 Coffs Harbour

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## **CS10/14 HANDBOOK OF BYPASSED SECTION OF PACIFIC HIGHWAY PINE CREEK WAY, BONVILLE TO COUNCIL**

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### **Purpose:**

To inform Council of the handover process required to incorporate Pine Creek Way, Bonville into the Local Road Network and seek Council's acceptance of the RTA handover offer to Council.

### **Description of Item:**

As part of the Pacific Highway Upgrade project the old section of the Highway through Bonville has been made redundant by the construction of the Bonville Bypass. The redundant piece of road extends from Council's southern boundary in the south through the Bonville township ending at the roundabout immediately north of the Butterfly House, 9.33 km in total. Whilst Pine Creek Way remained the Pacific Highway the maintenance of the road reserve and pavement was the responsibility of the RTA. The actual ownership of the road reserve remained with Council even though the RTA managed a classified road within the road reserve corridor.

With the completion of the Bonville Bypass the RTA as the road authority, is responsible for the maintenance of the new Highway. Consequently the old highway through Bonville, Pine Creek Way becomes a local road incorporated into Council's local road network. To prevent council being encumbered with a deteriorated asset and then having to find substantial maintenance, the handover of surplus lengths of highway is undertaken in accordance with the RTA document 'Management of Road Network made Surplus by Development Projects'.

This document provides the framework to cost a 10 year maintenance programme and upgrade works required for assets to bring them to an acceptable standard.

After lengthy negotiations the RTA is prepared to agree to a handover amount of \$2,933,689 (GST ex). This is a one-off lump sum payment that will allow Council to undertake the identified maintenance works on the old highway through Bonville. For this payment to proceed Council is to accept the handover offer and forward an invoice to the RTA for the agreed amount.

### **Sustainability Assessment:**

- **Environment**

The Bonville Bypass project was subject to the approval of the project Environmental Impact Statement (EIS) which identified environmental issues associated with the handover of the surplus length of highway. Consequently Council will be taking over maintenance of the koala crossing lighting north of Titans Close and a fauna underpass on Pine Creek Way at Archville Station Road.

- **Social**

With the diversion of Highway traffic to the new Bypass local traffic only and some through traffic to Valery use Pine Creek Way. Of course there is a very noticeable difference in the reduction of the traffic volumes and hence the general amenity of the village has improved with the reduction in noise and exhaust pollutants. For Bonville residents the relocation of the Highway has been welcome, however a number of businesses in the Bonville village have undoubtedly suffered from the reduction in passing trade. Overall the social benefit to Council having a local road access to the Bonville area free from Highway traffic provides a basis to assist development and improvement in amenity for the local community.



## CS10/14 - Handover of Bypassed Section of Pacific Highway Pine Creek Way, Bonville to Council (Cont'd)

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- **Economic**

### Management Plan Implications

The handover amount is adequate to fund a 10 year planned maintenance programme on the acquired assets. Unfortunately the agreement does not make allowance for asset depreciation, however the RTA has been asked to consider this inclusion in future handovers.

Included in the handover is \$1,052,396 for the replacement of the bridge on East Bonville Road which crosses Pine Creek Way south of Bonville township. This amount is adequate without Council revenue being required.

The breakdown of the handover amount is as follows:

Handover conditioning works	\$ 404,127
Ten year specified maintenance	\$ 1,282,631
Outstanding local road connection works	\$194,535
East Bonville bridge replacement	\$ <u>1,052,396</u>
	<b>\$ 2,933,689 (GST ex)</b>

Handover conditioning works relate to some bridge, guardrail, pavement and drainage structure repairs.

Ten year specified maintenance relates to pavement surface sealing, pavement rehabilitation, linemarking, signs and street light maintenance. A discount rate of 6% pa has been applied to the ten year specific maintenance costs based on the maintenance works schedule.

### Statutory Requirements:

Under the Roads Act 1993 the RTA can, via a Ministerial order, hand Pine Creek Way to Council without funding any works. However this is acknowledged as a heavy handed approach and hence the RTA seek to pay maintenance costs for a 10 year period. Negotiations have been in progress for some time between Council and RTA staff to agree on a suitable handover amount in accordance with the 'Management of Road Network Made Surplus' guidelines. The proposed amount represents a fair evaluation of the maintenance costs that Council could reasonably expect to incur over the next 10 years.

### Implementation Date / Priority:

The RTA ceased to maintain Pine Creek Way on 1 March 2010. Since this time maintenance has been Council's responsibility. To align with the RTA project budget allocations the RTA has requested that Council invoice the RTA for the agreed amount prior to 30 June 2010.

### Recommendation:

**That Council accept the handover amount of \$2,933,689 (GST exclusive) as the handover payment from the Roads and Traffic Authority as compensation for Pine Creek Way, Bonville being reclassified from a State to Local Road.**

**Ben Lawson**  
Director, City Services

## CORPORATE BUSINESS DEPARTMENT REPORTS

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### CB10/25 QUARTERLY BUDGET REVIEW FOR MARCH 2010

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#### Purpose:

To report on the estimated budget position as at 31 March 2010.

#### Description of Item:

Estimated Budget Position as at 31 March 2010:

	<b>General Account \$</b>	<b>Water Account \$</b>	<b>Sewer Account \$</b>
Original Budget adopted 30 June 2009	1,113,139 (D)	6,796,677 (D)	5,226,126 (D)
Approved Variations to 28 February 2010	(1,113,139) (S)	(1,036,700) (S)	(1,680,500) (S)
Recommended variations for March 2010	10,300 (D)	Nil	Nil
Estimated result 2009/10 as at 31 March 2010	<u>10,300</u> (D)	<u>5,759,977</u> (D)	<u>3,545,626</u> (D)

#### General Account

#### Deficit/(Surplus)

Beach Bathing Expenses – extend lifeguard service to Park Beach	6,000 (D)
Savings in Public Health & Safety Staff costs	(6,000) (S)
Sawtell Rock Pool upgrade actual cost (LUHD meeting 13/8/09)	27,073 (D)
Future Community Works surplus funding applied to Sawtell Rock Pool (LUHD meeting 13/8/09)	(27,073) (S)
Rate variation Application Expenses	10,300 (D)
Surplus CityWorks staff costs	(100,000) (S)
Additional Security Services - Marcia St Depot	20,000 (D)
Security Fencing - Marcia St Depot	40,000 (D)
Alarm System - Marcia St Depot	40,000 (D)
<b>Net variations</b>	<b>10,300 (D)</b>

#### Water Account

Nil Variations

#### Sewer Account

Nil Variations

## CB10/25 - Quarterly Budget Review for March 2010 (Cont'd)

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- **Environment**

There are no perceived short or long-term environmental impacts.

- **Social**

There are no perceived short or long term social impacts.

- **Economic**

### **Management Plan Implications**

The Original budget for the General Account adopted on the 25 June 2009 provided for a deficit of \$1,113,139.

### **Consultation:**

The budget reviews are completed online using the new Enterprise budgeting system. The majority of Managers and their relevant staff have updated their budgets for each program in this electronic format. Requested variations and variations adopted by Council have been included in this report.

### **Statutory Requirements:**

Under local government regulations Council is required to submit a quarterly budget review to Council. Therefore Council is under no obligation to provide monthly reviews but has recommended they be completed as part of prudent financial management.

The Responsible Accounting Officer believes this report indicates that Councils projected short term liquidity position at year end is satisfactory.

### **Recommendation:**

**The revised Budget position as at 31 March 2010 be noted:**

	<b>General Account \$</b>	<b>Water Account \$</b>	<b>Sewer Account \$</b>
<b>Original Budget adopted 30 June 2009</b>	<b>1,113,139 (D)</b>	<b>6,796,677 (D)</b>	<b>5,226,126 (D)</b>
<b>Approved Variations to 28 February 2010</b>	<b>(1,113,139) (S)</b>	<b>(1,036,700) (S)</b>	<b>(1,680,500) (S)</b>
<b>Recommended variations for March 2010</b>	<b>10,300 (D)</b>	<b>Nil</b>	<b>Nil</b>
<b>Estimated result 2009/10 as at 31 March 2010</b>	<b><u>10,300 (D)</u></b>	<b><u>5,759,977 (D)</u></b>	<b><u>3,545,626 (D)</u></b>

**Craig Milburn  
Director, Corporate Business**

## LAND USE HEALTH & DEVELOPMENT DEPARTMENT REPORT

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### L10/6 ACCREDITATION OF COUNCIL BUILDING CERTIFIERS

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#### **Purpose:**

To report on legislative changes to the Building Professionals Act 2005 and the Building Professionals Regulation 2007 and seek approval for the delegation of authority to the General Manager to make recommendations in relation to applications to the Building Professionals Board (BPB) for the accreditation of Council Building Certifiers.

#### **Description of Item:**

Legislation changes introduced in 1998 provided for new categories and procedures for the approval and construction of building work. The system provided the ability for applicants to utilise either council or privately accredited persons to undertake building certification work. Council officers undertaking building certification work on behalf of Council have previously been exempt from the system which provided for regulatory control and accreditation of private certifiers only.

Council has until 1 September 2010 to have sufficient number of accredited building certifiers available to undertake Council's building certification responsibilities. Building certification work includes the issue of complying development certificates, construction certificates, occupation certificates, compliance certificates and the carrying out of mandatory 'critical stage' inspections of building work. Critical stage inspections include commencement; structural steel; footings; framing; waterproofing; stormwater; fire separation and occupation.

Council officers within Council's Land Use Management Branch currently undertake the statutory requirements associated with building certification work. Whilst Council officers undertaking current building certification works have relevant qualifications and experience to fulfill their assigned duties they will now need to be accredited in order to satisfy the legislation changes and continue to undertake the building certification work.

#### **Sustainability Assessment:**

- **Environment**

There are no environmental impacts associated with the adoption of the proposed recommendation.

- **Social**

The changes will formally recognise the knowledge, professionalism and skills of Council's building certifiers and provide the community with the knowledge that all building certification work is being carried out under the auspice of a single independent system. The adoption of the proposed recommendation will facilitate the process to ensure that Council has suitably accredited building certifiers to maintain its current service delivery and provide a seamless transition with minimal impact to the community.

- **Economic**

- Broader Economic Implications**

There are insufficient numbers of private building surveyors available to undertake the volume of building certification work with the Department of Planning reporting that NSW councils issued approx two thirds of all construction/occupation certificates in the 2008/09 reporting year. Whilst there are several private building surveyors operating within the Coffs Harbour local government area, Council's building surveyors issued approx 85% of all construction certificates within the city boundaries for the corresponding period. The building industry relies heavily on Council to service its building certification requirements and Council's inability to meet this need would cause severe disruption and economic impacts to the regional economy. Council must ensure it has sufficient number of accredited persons to undertake all council building certification work

- **Management Plan Implications**

Applications submitted to the BPB prior to 1 September 2010 will be processed without cost. It is proposed that all applications be submitted prior to this date to take advantage of the fee waiver to minimise impact to the 2010/2011 Management Plan.

The accreditation provisions will require accredited building surveyors to participate in a mandatory Continuing Provisional Development program to be coordinated by the BPB. The BPB have indicated that the program will entail a maximum of 4 hours in the first year. The BPB has indicated that this program will incur an approximate cost of between \$150 to \$300 per person. These costs are within training budget allocations.

The building certification service provided by Council is subject to a fee for service charge. The ongoing cost of annual accreditation requirements and implication to future Management Plans will be considered in association with the setting of service delivery fees undertaken with the annual review of council's fees and charges.

**Consultation:**

The matter has been discussed with various stakeholders (Building Surveyors, Human Resources, Council's Department Administrator). Council's Executive Team has been appraised of the new requirements.

**Related Policy and / or Precedents:**

The legislation requirements are new and there is no current Policy or precedents that relate.

**Statutory Requirements:**

The legislation introduces new requirements that will impact upon council functions associated with building certification work. The legislation provides for:

- A new framework has been introduced requiring the accreditation of council employees undertaking building certification work on behalf of council.
- Council must ensure that it has sufficient accredited persons to undertake its certification work by 1 September 2010.
- Council must ensure that certain records are kept in relation to persons who carry out work on their behalf.

**Recommendation:**

**That Council grant delegated authority to the General Manger to make recommendations to the Building Professionals Board in respect to the individual accreditation of Council's building surveyors.**

**Mark Salter**  
**Director, Land Use, Health & Development**