



**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**26 JULY 2012**

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

(d) commercial information of a confidential nature that would, if disclosed:

- (i) prejudice the commercial position of the person who supplied it, or
- (ii) confer a commercial advantage on a competitor of the council, or
- (iii) reveal a trade secret.

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



## COFFS HARBOUR CITY COUNCIL

### ORDINARY MEETING

26 JULY 2012

Mayor and Councillors

#### NOTICES OF MOTION

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#### **NOM12/5 BUSINESS ZONINGS ALONG THE PACIFIC HIGHWAY**

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##### **Purpose:**

Councillor Rodney Degens has given notice of his intention to move:

That Council expedite advice to the Department of Planning before gazettal of the new Coffs Harbour City Wide LEP to advise of alterations to the Coffs Harbour LEP, and specifically the business zonings for Coffs Harbour.

That the advice be that the B-6 strip along the Pacific Highway from Beryl Street to Orlando Street be moved from the present B-6 zoning to a B-4 zoning.

##### **Rationale:**

The B-6 and B-4 zoning descriptions within the Coffs Harbour City Council's planning system are both designed to complement a CBD and allow its primacy. They are designed to allow designated levels of business activity to occur outside of a CBD, while still supporting the prime status of a CBD. Both of these zonings support this primacy with slight differences of permissibility and developmental potential between these two zonings.

The question is, which of these two zonings represents firstly, the best fit as to what exists and the best fit as to what will encourage further renewal of building along this highway corridor.

Recent responses from owners of land between the possible future police station and Marcia St. are clear. The buildings that already exist, loosely match the intent of a B-4 zoning and responses from landowners at the northern end also agree that a less restrictive developmental zone along the highway is in their interests and thus also to the benefit of Coffs Harbour's urban environment.

With the coming of the NBN and its potential for online shopping, some of the example businesses already existing along this strip demonstrate clearly, that the need for less restrictive controls along this highway strip are part of the big picture for the NBN.

Moving this B-6 zone into a B-4 category represents in its simplest terms the wishes of our community to allow the interior of Coffs Harbour's urban environment to maximise its potential for the greater benefit of this city.

**Staff Comment:**

1. Draft Coffs Harbour City Local Environmental Plan 2012 (draft LEP 2012), endorsed by Council on 23 February 2012, has been prepared in accordance with, and to enact, various policy and strategy documents of Council. Two recent strategy documents which directly relate to the application of the B6 zone along the Pacific Highway in Coffs Harbour are as listed below. Draft LEP 2012 has been prepared in accordance with recommendations of these strategies.

- **Coffs Harbour Local Growth Management Strategy – Business Lands Strategy**

- Adopted by Council on 13 May 2010 and endorsed by the (then) NSW Department of Planning on 28 September 2010.
- Apply a Neighbourhood Enterprise Corridor in the location of the Pacific Highway North from Marcia Street to Bray Street (pg 65).
- Apply a B6 Enterprise Corridor zone to targeted commercial precincts operating along movement corridors (pg 27).

- **Coffs Harbour Business Centres Hierarchy Final Report**

- Adopted by Council on 15 December 2011.
- Apply the B6 Enterprise Corridor zone to lands fronting the Pacific Highway generally from Coffs Creek north to Bray Street – the ‘Gateway Corridor’ (pg 35).
- Limit office and business premises in the B6 Enterprise Corridor zone to a maximum gross floor area of 150m<sup>2</sup> on each lot, which will permit most small office operations without creating a significant threat to the City Centre (pg 37).
- Also allow for retail premises within the Bailey Centre to a maximum gross floor area of 750m<sup>2</sup> for each individual retail premise in this location (pg 37).

2. Draft LEP 2012 is also required to be prepared in accordance with various instructions from the NSW Department of Planning and Infrastructure. Section 117 Directions are instructions from the Department which are required to be met when Council is drafting LEPs. Two Section 117 Directions which directly relate to the application of the B6 zone along the Pacific Highway in Coffs Harbour are as listed below. Draft LEP 2012 has been prepared in accordance with these Directions given by NSW Planning and Infrastructure. A draft LEP can only be inconsistent with these Directions if justified by a strategy of Council or if it is only of minor significance.

- **S117 Direction 1.1 Business and Industrial Zones**

- This S117 Direction applies to the preparation of the draft LEP, because it contains business and industrial zones.
- The objective of the S117 Direction is to encourage employment growth in suitable locations, protect employment land in business and industrial zones, and to support the viability of identified strategic centres.

- Use of the B6 Enterprise Corridor along the Pacific Highway strip is consistent with the approved Local Growth Management Strategy – Business Lands Strategy and Business Centres Hierarchy Final Report as outlined above. It is considered that the draft LEP as adopted by Council on 23 February 2012 is consistent with the contents of this S117 Direction.
  - **S117 Direction 5.4 Commercial and Retail Development along the Pacific Highway, North Coast**
    - This S117 Direction applies to the preparation of the draft LEP, because the ‘Gateway Corridor’ includes land in the vicinity of the existing Pacific Highway.
    - The objective of the S117 Direction is to manage commercial and retail development along the Pacific Highway, to prevent inappropriate development fronting the highway and to protect and improve highway safety and highway efficiency.
    - The ‘Gateway Corridor’ land is defined in the Direction as a “within town” segment of the Pacific Highway.
    - The Direction requires that new draft LEPs must concentrate new commercial or retail development within distinct centres rather than spread along the highway; and must ensure that development with frontage to the Pacific Highway must consider any impact the development may have on the safety and efficiency of the highway.
    - Building heights, floor space ratios, gross floor areas and other clauses within the draft LEP are designed to limit the extent of development for office, business and retail uses within this B6 Enterprise Corridor, to ensure that the impact of development in this location is minimised (in terms of safety and efficiency of the highway) and to ensure that the adopted Business Centres Hierarchy is maintained.
    - Use of the B6 Enterprise Corridor zone aims to apply strict limits to development of the lands for certain uses along the Pacific Highway strip. It is considered that the draft LEP as adopted by Council on 23 February 2012 is consistent with the contents of this S117 Direction.
3. Paragraph 3 of the ‘Rationale’ section of the Notice of Motion mentions a request for properties located between the possible future police station and Marcia Street to be provided with a B4 zone to allow for less restrictive development. All of these properties are already listed in Schedule 1, Item 6 of the draft LEP 2012 written instrument and shown on the Additional Permitted Uses Map (as adopted by Council on 23 February 2012), thus allowing them to be developed for 750m<sup>2</sup> per premise of retail development. This allows for equivalent retail development as what would be permitted in the B4 Mixed Use zone. However it does maintain the B6 restriction for office and commercial development to 150m<sup>2</sup> in this location. It is considered this is a justified response to allow some retail uses in this location, whilst preserving the Business Centre Hierarchy.
4. Any change from a B6 Enterprise Corridor zone to a B4 Mixed Use zone along the Pacific Highway Gateway Corridor from Coffs Creek to Bray Street represents a policy shift which is not reflected in current strategy and policy documents of Council and which may be inconsistent with certain Section 117 Directions from the NSW Department of Planning and Infrastructure.

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**NOM12/6 PROTECTING THE COFFS HARBOUR LOCAL GOVERNMENT AREA FROM COAL SEAM GAS MINING AND ITS NEGATIVE EFFECTS**

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**Purpose:**

Councillor Mark Graham has given notice of his intention to move:

That Council

1. Oppose coal seam gas exploration and mining in the Coffs Harbour Local Government Area because of the unacceptable risks to our water catchments, groundwater, agricultural industries, natural environment and human health.
2. Write to the Premier of NSW informing him of Council's position and seeking a ban on Coal Seam Gas Mining and Exploration in the Clarence-Moreton Basin and across the North Coast.
3. Write to our local members of parliament (both state and federal) seeking support for Council's position.
4. Support other Councils in NSW in their opposition to Coal Seam Gas Mining.

**Rationale:**

Coal seam gas (CSG) mining is expanding in NSW in spite of growing concerns about negative impacts on water catchments, groundwater, agriculture, the natural environment and human health.

CSG mining generates significant waste water with high levels of toxic contamination. CSG mining requires a large number of heavy vehicle movements to support drilling and wastewater removal. CSG mining causes major impacts on agricultural industries, rural landscapes and the natural environment.

There have been recent fugitive emissions from CSG operations in the Pilliga Forest and the Darling Downs. In February 2012, Santos admitted to significant contamination of the Pilliga Forest as a result of CSG mining.

There are Exploration Licences for CSG and other hydrocarbons current across the Coffs Harbour Local Government Area (Figure 1). Areas in the north of the Coffs Harbour Local Government Area, specifically north of Nana Glen and Woolgoolga, are part of the Clarence-Moreton Basin. This area is being targeted for CSG mining.

All coastal Councils north of Coffs Harbour have resolved to oppose CSG mining as have many others across the Mid North Coast and Hunter regions (Table 1)

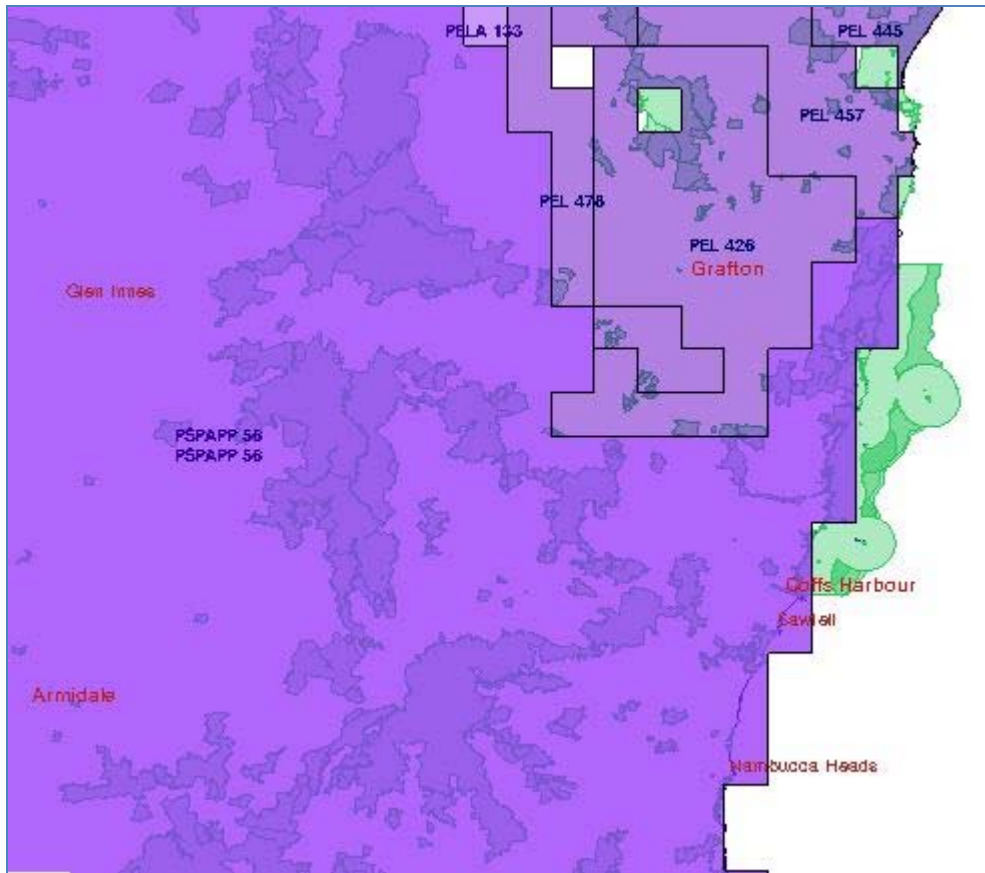


Figure 1: Petroleum Exploration Licences current across the Coffs Harbour LGA (Source: NSW Government – TAS Map. [www.minerals.nsw.gov.au](http://www.minerals.nsw.gov.au)).

Table 1: Councils across Northern NSW resolving to oppose CSG mining.

Northern Rivers	
Tweed	01-Apr-11
Clarence Valley	21-Feb-12
Byron	12-May-11
Ballina	28-Apr-12
Lismore	01-Nov-11
Kyogle	20-Dec-11
Richmond Valley	15-May-12
Mid North Coast	
Great Lakes	10-Apr-12
Greater Taree	01-Dec-11
Hunter / Newcastle	
Cessnock	01-Oct-10
Gloucester	21-Dec-11
Port Stephens	Dec-11 (Security of Water)
Newcastle	5-Jun-12 (Security of Newcastle's Water)

## LAND USE HEALTH & DEVELOPMENT DEPARTMENT REPORT

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### L12/22 DRAFT 2030 COMMUNITY SUSTAINABILITY INDICATORS

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#### **Purpose:**

The objective of this report is to seek approval to place the Draft 2030 Community Sustainability Indicators on public exhibition, in order to receive community feedback. The Draft Sustainability Indicators will be placed on exhibition for 6 weeks.

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

The *Local Government Amendment (Planning and Reporting) Act 2009* was assented to on 1 October 2009 and legislates for the development of a Community Strategic Plan (CSP) as part of the Planning and Reporting Framework. Point 1.8 of the Essential Elements for the CSP is that it “*must identify assessment methods for determining whether the objectives are being achieved*”. As a response to this requirement, the 2030 Community Sustainability Indicators have been developed. Consultation has taken place with a range of stakeholders over the past 12 months. Consultants were engaged to work with Council on the consultation and the drafting of the Indicators.

The 2030 Community Sustainability Indicators will enable Council and the community to assess progress against the outcomes within the 2030 Plan and to report on this progress to the community.

#### **Sustainability Assessment:**

- **Environment**

There are no direct relevant environmental impacts associated with the Draft 2030 Community Sustainability Indicators.

Reporting on the 2030 indicators will be via the Council website wherever possible to minimise the use of resources.

The ongoing collection of data and reporting on specific environmental sustainability indicators will assist the community greatly in tracking progress around the protection of our environment and our actions in reducing our ecological footprint. These indicators are included in the “Looking after our Environment” theme and the “Moving Around” theme and seek to complement the regional State of the Environment reporting process.

- **Social**

There are no direct relevant social impacts associated with the Draft 2030 Community Sustainability Indicators.

The ongoing collection of data and reporting on specific social sustainability indicators should assist greatly in tracking progress against social outcomes across the community. These indicators are included in the “Looking after our Community” and “Places for Living” themes as well as partially in the “Moving Around” theme.



- **Civic Leadership**

In developing these indicators Council is enacting its custodial role in initiating, preparing, maintaining and reporting on the Community Strategic Plan (2030 Plan) on behalf of the local government area of Coffs Harbour. Indicator data relating to Council's governance is included in the "Looking after our Community" theme.

- **Economic**

**Broader Economic Implications**

There are no direct relevant economic impacts associated with the Draft 2030 Community Sustainability Indicators.

The ongoing collection of data and reporting on specific economic sustainability indicators should assist greatly in tracking progress against economic sustainability across the community. These indicators are included in the "Learning and Prospering" theme.

**Delivery Program/Operational Plan Implications**

There are no Delivery Program/Operational Plan implications associated with placing the draft indicators on public exhibition.

Most indicator data is freely available however there will be a need for a baseline community survey and subsequent surveys every two years. Provision has been made in the current budget for the initial survey that is proposed to take place early 2013.

**Consultation:**

The consultation process for the development of the draft 2030 Community Sustainability Indicators was undertaken over the past 12 months. Key stakeholders that have been consulted include:

- Council's internal 2030 Working Group which consists of staff from across Council.
- The 2030 Community Advisory Group (2030 CAG) with Councillor representation.
- Council's Leadership Team.
- The 2030 Partners Network (a network of mainly state agencies who have roles in delivering the 2030 Plan).
- Council's Executive Team.
- Key Council staff considered "experts" for each 2030 theme.
- Individual council staff and individual agency members where necessary for clarification and input.

The list of consultation activities undertaken are as follows:

- 2030 CAG briefing	4 May 2011
- CHCC Leadership Team briefing	18 May 2011
- 2030 Working Group Workshop 1	18 May 2011
- 2030 Working Group Workshop 2	2 June 2011
- 2030 CAG Workshop	15 June 2011
- 2030 Partners Network Workshop	23 June 2011
- 2030 Working Group Workshop 3	28 July 2011
- Indicators review template circulated to 25 key internal "expert" staff	23 August 2011
- 2030 CAG briefing	28 September 2011
- Executive Team review	Nov & Dec 2011
- 2030 Working Group briefing	21 December 2011
- Executive Team review	22 February 2012
- Internal council review	March/April 2012
- Executive Team final review	12 June 2012

**Related Policy and / or Precedents:**

Relevant policies associated with the 2030 Community Sustainability Indicators are the Coffs Harbour 2030 Community Vision and the Coffs Harbour 2030 Plan (December 2009).

**Statutory Requirements:**

Section 402 of the Local Government Act 1993 requires that:

- *Each local government area is to have a Community Strategic Plan that has been developed and endorsed by the council.*
- *The Community Strategic Plan is to identify the main priorities and aspirations for the future of the local government area.*
- *The Community Strategic Plan must cover a minimum timeframe of 10 years.*
- *The Community Strategic Plan must establish strategic objectives together with strategies to achieve those objectives.*
- *It must address social, environmental, economic and civic leadership issues in an integrated manner.*
- *Council must ensure the Community Strategic Plan is adequately informed by relevant information relating to social, environmental, economic and civic leadership issues.*
- *It must be based on the social justice principles of equity, access, participation and rights.*
- *The Community Strategic Plan must give due regard to the State Plan and other relevant state and regional plans.*

**Community Engagement**

*Each council must prepare and implement a Community Engagement Strategy based on social justice principles for engagement with the local community in developing the Community Strategic Plan.*

***Submitting the Community Strategic Plan***

*Councils must provide the Deputy Director General (Local Government) with a copy of the Community Strategic Plan and any amendment of the plan, within 28 days of the plan (or amendment) being endorsed.*

Section 406 of the Act places an obligation on councils to comply with the Integrated Planning and Reporting Guidelines, which require inter alia:

*1.8 The Community Strategic Plan must identify assessment methods for determining whether the objectives are being achieved.*

**Issues:**

Council is required to have a monitoring mechanism in place for the Community Strategic Plan (2030 Plan) as part of the Integrated Planning and Reporting Framework. This will enable Council to report on progress against the outcomes in the 2030 Plan which we are required to do every 4 years to the outgoing Council. These indicators ensure that Council is meeting its legislative requirements under the Local Government Act 1993.

**Implementation Date / Priority:**

Once the Draft 2030 Community Sustainability Indicators are approved, they will be placed on public exhibition for 42 days. The final indicators will be brought back to the new Council in October 2012 for final adoption.

**Recommendation:**

**That the Draft 2030 Community Sustainability Indicators be placed on public exhibition for a period of 42 days, following which a further report and updated Draft Indicators be brought back to Council for adoption.**

**Chris Chapman  
Director  
Land Use, Health & Development**

Attachments:

Draft as reported to Council 26 July 2012

2030  
COMMUNITY  
SUSTAINABILITY  
INDICATORS



JULY 2012



HELPING TO ACHIEVE THE 2030 COMMUNITY VISION



## HOW TO HAVE YOUR SAY

Council encourages you to view the draft 2030 Community Sustainability Indicators. The draft Indicators are on exhibition until ..... and can be viewed at:

- Council’s Administration Building;
- Coffs Harbour Library;
- Toormina Library; and
- Woolgoolga Library.

Details of the exhibition period can be found on the website as shown below.

Submissions may be lodged by the following methods:

### POST

Coffs Harbour City Council  
 Locked Bag 155  
 Coffs harbour NSW 2450

### EMAIL

[coffsharbour2030@chcc.nsw.gov.au](mailto:coffsharbour2030@chcc.nsw.gov.au)

### WEBSITE

Completion of the online comments form at [www.coffsharbour.nsw.gov.au/coffsharbour2030](http://www.coffsharbour.nsw.gov.au/coffsharbour2030)

In particular we are seeking comments around the following:

- Do you have any data available that you can share that may assist with measurement of these indicators?
- Do you think that the mix and number of indicators is about right?
- Do you think there are any other indicators that should be included that are not presently covered?

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked
		First Issue	

Cover image © Coffs Coast Marketing 2012

## 2030 COMMUNITY SUSTAINABILITY INDICATORS

These Community Sustainability Indicators have been developed as part of the Coffs Harbour 2030 process. In 2009 Coffs Harbour published the Coffs Harbour 2030 Plan – A Strategic Plan for the Coffs Harbour community. The 2030 Plan is a whole of community plan which outlines a community vision for a sustainable Coffs Harbour to 2030 and beyond. It identifies specific outcomes that we, as a community, are seeking. These outcomes are divided into 5 theme areas, being:

- Learning and Prospering
- Places for Living
- Moving Around
- Looking after our Community
- Looking after our Environment

### WHAT IS A COMMUNITY SUSTAINABILITY INDICATOR?

An indicator is something that helps us understand where we are, where we are going and how far we are from where we want to be. Indicators will not definitively tell us exactly how we are progressing, rather it indicates to us whether we are progressing in the direction we want to be going. A good indicator should help alert us to a problem before it gets too bad and help us to recognize what needs to be done to fix the problem.

Community sustainability indicators or indicators of a sustainable community need to measure progress against a whole range of different areas including social, cultural, economic, environmental and governance outcomes in a fully integrated way. In this way they are different to traditional indicators such as GDP (see box). Increasingly people are looking at moving away from traditional indicators, which may not give a true measure of the progress of a community, towards indicators around community well-being that attempt to give a truer picture of the health and well-being of communities.

The information contained within the 2030 Plan was informed by a series of community consultation events, competitions and surveys that ran during 2008 and 2009.

The development of Community Sustainability Indicators is the next stage in the process. The aim of the Indicators is to measure how we are progressing as a community in moving towards the 2030 Vision.

#### TRADITIONAL INDICATOR VS. SUSTAINABILITY INDICATOR

A well-known traditional indicator is Gross Domestic Product (GDP) which measures the amount of money being spent in a country.

This is not however a good Sustainability Indicator. It is generally reported as a measure of the country's economic well-being; the more money being spent, the higher the GDP and the better the overall economic well-being is assumed to be.

However, because GDP reflects only the amount of economic activity, regardless of the effect of that activity on the community's social and environmental health, GDP can go up when overall community health goes down.

For example, when there is a ten-car pileup on the highway, the GDP goes up because of the money spent on medical fees and repair costs. On the other hand, if ten people decide not to buy cars and instead walk to work, their health and wealth may increase but the GDP goes down.



## WHY DO WE NEED INDICATORS?

In our case the Community Sustainability Indicators help us to track how we are going in moving towards the outcomes identified by the community as being important to them and as captured in the 2030 Plan. It is critical that the 2030 Community Sustainability Indicators look at how we are progressing across all the social, economic and environmental outcomes identified in the 2030 Plan.

There is little point in having a long term community plan such as the 2030 Plan if we do not attempt to review how we are progressing in implementing the Plan. Council is committed to the implementation of the 2030 Plan and to assisting others within the community to align their actions with those identified in the Plan. The Community Sustainability Indicators can help both Council and the community to see where we are making inroads and where we need to focus more energy.

It is important to understand that these community indicators operate at a whole of community level and are therefore much broader than the areas where Council traditionally operates. How we progress as a community towards achieving the outcomes we have identified we want is up to all of us. We are all stakeholders in the future of Coffs Harbour.

Council are also required by NSW state legislation to prepare a progress report on implementation of the 2030 Plan every 4 years, on behalf of the community, and these indicators will assist Council in doing that.

## HOW WERE THE INDICATORS DEVELOPED?

The draft suite of Community Sustainability Indicators was developed during 2011 through a series of consultation activities.

The next stage is for the draft indicators to be commented on by the wider community. These indicators will be placed on public exhibition for 42 days and comments are welcomed. The draft indicators will also be sent to relevant state and local stakeholder organisations.

### INDICATOR DEVELOPMENT (2011 – 2012)

Stage 1 involved a review of best practice community sustainability indicators to ensure that we were not “re-inventing the wheel”

Stage 2 involved a series of participatory workshops with the following stakeholders:

- 2030 Council Working Group
- 2030 Community Advisory Group
- 2030 Agency Partners Group

The starting point for development of these indicators were the outcomes and vision identified by the Coffs Harbour community as outlined in Vision 2030 and the 2030 Plan. The aim of the workshops was then to consider how as a community we would know if we were moving towards those outcomes i.e. how would we recognise if things were getting better?

## THE SUITE OF COMMUNITY SUSTAINABILITY INDICATORS – HOW TO READ THEM

There are a total of 34 Community Sustainability Indicators across the 5 themes outlined in the 2030 Plan. Some themes have more indicators than others depending on the complexity of the theme. It is important to understand that, because of the multidimensional nature of many of the indicators, many of them could be located quite comfortably in a number of different themes and therefore for simplicity a decision has been taken (based on the 2030 Plan) as to which theme the indicator is allocated. For example the indicator “Increased walking and cycling” is located in “Moving Around” but could equally be located in “Looking after our Environment” due to the environmental benefits or in “Looking after our Community” due to the health benefits.

## HOW WILL DATA BE COLLECTED FOR THE COMMUNITY SUSTAINABILITY INDICATORS?

The collection of data to measure progress against the indicators will vary depending on each indicator. There are a whole range of different data sources. Where ever possible Council has attempted to identify existing sources of data, to reduce costs associated with generating new data sources. Data sources will include:

- Existing data collected by Coffs Harbour City Council
- Existing data collected by other agencies such as NSW Health
- Existing data collected by Federal Government e.g. ABS (Census)
- Coffs Connect – this online portal for community groups will assist greatly in data collection
- Household Survey – Coffs Council will implement a new Household Survey that will run every 2 years (biennial). This survey will assist in collecting data against many of the indicators.

## HOW AND WHEN WILL THE COMMUNITY SUSTAINABILITY INDICATORS BE REPORTED?

Different data will be available at different times. For example data from the Census is in most part available only every 5 years whereas some data will be available annually or even more frequently.

Based on this the intention is to report against the Community Sustainability Indicators at different frequencies.

The full set of indicators will be reported every 4 years as part of the NSW legislative requirements. A full indicator report with a detailed review of progress against the 2030 Plan will be developed by the outgoing Council every 4 years.

Interim reporting against a sub-set of indicators (i.e. not the full set of indicators) will occur every 2 years (linked to results from the household survey).

### INDICATOR REPORTING POINTS

#### Full indicator set

Every 4 years starting 2016

#### Indicator subsets

Biennial – starting 2014





\* Note: Those indicators marked with an \* are aspirational – that is to say we cannot necessarily measure them at this point in time (either for data access reasons or resourcing limitations) but we acknowledge their importance as sustainability indicators and will measure and report against them soon. The frequency of measurement is To Be Confirmed (TBC).

## Looking after our environment

	2030 Outcome	Indicator	Measure	Data Source	Freq of meas. (yrs)
1	We understand and value our unique natural environment and its cultural connections	Participation in environmental programs	Participation in community based environmental program, event or group in the past 2 years	Survey	2
2		Access and learning opportunities	Satisfaction with access to natural areas	Survey	2
3		Aboriginal cultural awareness	Number of aboriginal cultural events, activities and interpretive installations	CHCC	2
4	We protect and restore our environment to conserve its unique biodiversity	Enhance Biodiversity	Maintaining or increasing key indicator species	OEH	3
			Area (hectares) of local, subregional and regional corridors rehabilitated and revegetated	OEH/CHCC	2
5	We manage our resources and development sustainably	Conserve energy	LGA footprint	Footprint survey	TBC *
6		Local renewable energy generation	Number of renewable energy sources in the LGA	CHCC/State Government	TBC *
7		Waste reduction	a) Total waste collected per capita, b) percentage of total domestic waste collected that is diverted from landfill, c) total to landfill per capita, d) total to landfill	CHCC/OEH	2
8		Maintain and enhance water quality	Percentage of our waterways that meet ecohealth standards	CHCC/CMA	2



## Learning and prospering

	2030 Outcome	Indicator	Measure	Data Source	Freq of meas. (yrs)
9	We are recognised as a model of sustainable business and industry with a strong and diverse local economy	Business diversity	Growth in the types of businesses and industries	CHCC economic profile - Index of economic diversity	3
10		Provide meaningful local employment	Unemployment rates: percentage of people 15+ years	Social Health Atlas	3
			Increase in average income per capita	ABS	2
11		Business environmental sustainability *	Business ecological footprint	Business Survey	TBC *
12		Numbers of young people	Percentage of residents who are aged 12 -24	ABS	5
13		Equal access to employment	Percentage of population in employment based on age, gender, disability and cultural background	ABS	2
14	We have a diverse and lively city centre	People live in our city centre	Number and type of housing options in City Centre	CHCC	2
15		Our city centre is lively	Community perception of city centre Business occupancy rates	Survey CHCC	2 2
16	We have excellent education and lifelong learning opportunities	Lifelong learning opportunities	Participation rates in informal and formal education	Survey	2
			Vocational training enrolments: people aged between 25-64 years enrolled in vocational education and training per 100 population	National Council for Vocational Education Research	2

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## Looking after our community

	2030 Outcome	Indicator	Measure	Data Source	Freq of meas. (yrs)
17	We are healthy and strong	Healthy and active community	Percentage of doctors per capita (LGA level)	MNC Division of GP	2
			Self-reported health as being Good/Excellent for people over 15 years	Public Health - Social Health Atlas	3
18		Early Childhood Development	Early childhood development is consistent with acceptable standards	Australian Early Development Indices	2
19		Physical Activity	30 minutes of moderate activity per day	NSW Health Survey	2
20	Safe and inclusive community		Crime rate: rate of offences per population (Crimes against the person and Crimes against property)	NSW Bureau of crime statistics and Research	2
			Community perception of safety	Survey	2
			The extent to which people feel part of the community	Survey	2
21	We are engaged and connected and work together to live sustainably	Connected communities	Percentage of people who volunteer	Survey	2
22		Engaged communities	People feel they have the opportunity to have a say on important issues that impact their community	Survey	2
			Participation in community engagement activities	Survey	2
23		Civic Leadership	Satisfaction with elected representatives	Survey	2
	Satisfaction with Council		Survey	2	
24	We enjoy a comprehensive range of community, artistic and cultural opportunities	Opportunities to participate in arts and cultural activities	Percentage of people who feel they have adequate opportunities to participate in arts and cultural activities in the local area.	Survey	2
			Percentage of people who regularly participate in arts and cultural activities	Survey	2
25		Recreational activity	Percentage of people who regularly participate in recreational activities with others.	Survey	2



## Places for living

	2030 Outcome	Indicator	Measure	Data Source	Freq of meas. (yrs)
26	We have designed our built environment for sustainable living	Urban consolidation	Percentage of households within 400m of bus routes	CHCC	2
			Percentage of households within 800m of business zones	CHCC	2
27		Housing affordability	Households in the bottom 40% of income distribution with mortgage or rent stress	ABS	5
28	We have created through our urban spaces, a strong sense of community, identity and place	Spaces for children	Percentage of residences within walking distance (400m) of playground	CHCC	2
			Satisfaction with children's facilities (eg playgrounds)	Survey Children's survey	2
29		Community spaces	Satisfaction with level of access to: 1) community facilities eg libraries, community centres 2) open spaces e.g. parks	Survey	2
			Level of use of community spaces (community centres, library, parks)	Survey/	2
30	We have vibrant rural communities	Vibrant rural communities	Number and location of local markets and community events	CHCC	2
			Number of rural local businesses.	CHCC	2
			Local school enrolments	DET	2



## Moving Around

	2030 Outcome	Indicator	Measure	Data Source	Freq of meas. (yrs)
31	We make best use of an excellent, environmentally friendly public transport system	Increased alternative transport use	Percentage of people satisfied with public transport options	Survey	2
			Passenger transport by mode: use of public transport or alt (not car) transport on way to work as a percentage of employed people	ABS; NCH commuter survey	5; 3
			Public transport patronage*	Bus companies	2
32	Many of us walk and cycle from place to place	Increased walking and cycling	Percentage of people who walk and cycle from place to place "regularly" (eg. two or more times a week)	Survey	2
			Satisfaction with cycleways and walkways	Survey	2
33	We are well-connected to each other and services	Local road infrastructure	Percentage of people who express satisfaction with standard of local roads	Survey	2
34		Interstate connections	No. of people satisfied with air, rail and coach services	Survey	2





## CITY SERVICES DEPARTMENT REPORTS

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### CS12/25 COMMITTEE MEMBERSHIP - BAYLDON COMMUNITY CENTRE MANAGEMENT COMMITTEE

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#### **Purpose:**

To recommend to Council appointments of two community members to a facility management committee.

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

This report seeks approval from Council for appointments to the following committee:

- Bayldon Community Centre Management Committee

#### **Sustainability Assessment:**

- **Environment**

There are no environmental issues associated with this report.

- **Social**

The valuable contribution made by community members in the various roles of management and advisory committees adds to the significant social capital and sense of connectedness, while also providing a service Council would otherwise be unable to provide.

- **Civic Leadership**

This approach is addressed in Coffs Harbour 2030 through:

LC1 We are healthy and strong

LC1.3 We live in a safe, caring and inclusive community

LC1.3.2 Build community structures based on the values of care, inclusion and connectedness

LC1.3.3 Promote the importance of being party of a community

- **Economic**

#### **Broader Economic Implications**

There are no economic implications of the recommendations in this report.

#### **Delivery Program/Operational Plan Implications**

There are no delivery program or operational plan implications of the recommendations in this report.

#### **Consultation:**

Consultation has been undertaken with the existing members of the relevant committees.



**CS12/25 - Committee Membership - Bayldon Community Centre Management Committee**  
(Cont'd)

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**Related Policy and / or Precedents:**

This process is in line with precedents set in the past.

**Statutory Requirements:**

This addresses requirements under the Local Government Act.

**Issues:**

The following community members have expressed interest in participating on the below committee. Both nominations have been approved for recommendation to Council at a relevant committee meeting:

- Bayldon Community Centre Management Committee  
Mr David Smith  
Ms Jeanette Laferla

**Implementation Date / Priority:**

The relevant committee and prospective members will be notified immediately following Council's decision.

**Recommendation:**

**That the following committee member nominations be appointed to the Bayldon Community Centre Management Committee:**

- **Mr David Smith**
- **Ms Jeanette Laferla**

**Purpose:**

To confirm minutes of the Traffic Committee Meeting held Thursday, 5 July 2012.

**Recommendation:**

**T.22 Boambee Public School 30 Lindsays Road, Boambee - Extension to 'No Parking' hours.** (R.500330 [3028020])

**Bus zone time be changed to**

- North side of Lindsays Road at bus turn around bay approx. 200 west of school  
7:30am – 9:00am and **2:30pm – 4:00pm** on School Days
  - North side of Lindsays Road adjacent school entrance  
**8:00am – 9:00am** and 2:30pm- 4:00pm on School Days.
  - South side of Lindsays Road opposite School  
**8:00am – 9:00am** and 2:30pm – 3:00pm on School Days
1. **A bus zone (with no time restrictions) be installed in the existing bus zone for 15 metres from the eastern end on the northern side of Lindsays Road.**
  2. **'No Parking' zone in front of Boambee Public School to include times of 2.30pm – 4.00pm, as per plan T.22 – 2012.**

**T.23 - Hi-Tech Drive, Toormina – Parking** (R.501670[3034606])

That no action be taken to install 1 hour parking in front of 28-30 Hi Tech Drive Toormina.

**T.24 Butlers Road, Bonville – Load and Speed Issues** (R.500540[866055])

That RMS be requested to carry out a speed zone review for the full length of Butlers Road Bonville and assess the implications of a weight limit.

**T.25 Orara Way Coramba intersection – Relocate 80kph signage** (R.500120[3026637])

That no action be taken to relocate 80km/h speed zone north of Eastern Dorrigo Way Coramba, as sight distance is adequate from intersection exiting from Orara Way.

**T.26 Gordon Street Coffs Harbour – Sight distance at Pedestrian Crossing just north of Vernon roundabout.** (R.504620[3032317])

Approval be given for first parking space north of the crossing in front of 30 Gordon Street Coffs Harbour be converted to two motorcycle parking spaces, as per plan T.26 – 2012.

**T.27 Elbow Street/Grafton Street Coffs Harbour – Reinstate right turn into Dan Murphys**  
(R.504400, 504640 [2801284])

That the 'No Right Turn' in Elbow Street at the rear of Dan Murphys remain as is as per RMS recommendation, and recommend removal of the 'Keep Clear' zone in front of Town Lodge Motor Inn.

**T.28 Gleniffer Road & Pine Creek Way Bonville – Centre White Line** (R.500300[3072782])

That no action be taken to centre line mark Gleniffer Road, Bonville at 1km to 1.6km from the intersection of Pine Creek Way.

**T.29 Cnr of Mclean & Lyster Street Coffs Harbour – Signage** (R.505120[3098389])

That 'No Stopping' signs be installed in McLean Street, Coffs Harbour, from the western side of the lane opposite Lyster Street to 20m east' as per plan T.29-2012.

**T.30 Curacoa Street Coffs Harbour - Bus Zone and Parking Restrictions**  
(R.504300[3026058])

Approval for :

1. Change the current 'bus zone' signage in front of the Christian Community School at No. 27 Curacoa Street, to 'No Parking' 8:00am -9:30am and 2:30pm – 4:00pm, as per plan T.30a – 2012.
2. Line mark the parking bays in accordance with plan T 30b - 2012 in front of Community Care Options, and as there is ample internal parking, and the request for exclusive on street parking does not conform to current standards the request be denied.
3. As there is no accident history and there is enough room for pedestrians that no action be taken to install parking restriction in front of No 29 Curacoa Street.

**T.31 Minorca Close / Toormina Road Toormina Traffic Issues** (R.500910,502400[2741196])

That a 'Left Turn Only' from Minorca Place, Toormina, onto Toormina Road be installed for a three month trial period with buses and heavy vehicles exempt, and further if there are no issues that it be made permanent, as per plan T.31-2012.

**T.32 BP Woolgoolga Highway change to Bus Zone times** (R.511410[3104012])

That bus zone times be changed from 8:00am - 9:30am and 2:30pm - 4:00pm school days. To 7:30am - 9:30am and 2:30pm - 4:00pm school days on Clarence Street Woolgoolga near number 38, as per plan T.32 - -2012.

**T.33 Manning Avenue & Brunswick Avenue Coffs Harbour Traffic Issues**  
(R.504950/504040[3022256])

That no action be taken to convert Manning Avenue, Coffs Harbour to One – Way traffic.

**T.34 Coramba Road Coffs Harbour – Speed Limit** (R.500120[3022213])

That no action be taken to apply for a reduction in speed limit on Coramba Road Coffs Harbour in the vicinity of No. 305.

**T.35 Eastern Dorrigo Way Lowanna –Signage** (R.506170[3075696])

Approval be given to install either one of the guide signs on Eastern Dorrigo Way, Coramba, at the top and bottom of mountain between Coramba Road and Bushmans Range Road - either G9-281 -'KEEP CLEAR OF TRUCKS ON CURVES' or G9-348 - 'BEWARE TRUCKS ON CURVES'.

**T.36 Sapphire Crescent, Sapphire Beach – Signage** (R.508070[3078705])

That approval be given to install 'Give Way' sign and hold line on the Sapphire Crescent at its eastern approach to Emerald Avenue, as per plan T.36 – 2012.

**T.37 Orara Way, between Coramba and Nana Glen – Barrier lines** (R.510970[3085812])

That the barrier lines in the vicinity of Kings Creek on Orara Way, Coramba, be modified to conform to the overtaking sight distance requirements.

**T.38 Woolgoolga Community Triathlon – 29 & 30 September 2012** [2936647]

Approval be given for :

- (1) The temporary road closure of Beach Street, Woolgoolga, on Sunday, 30 September 2012, between 5.30am and 12 noon for the purpose of holding the Woolgoolga Triathlon, be advertised and providing no substantive objections are received, the closure be approved.
- (2) The organisers of the Woolgoolga Community Triathlon liaise with affected traders and obtain traders approval.
- (3) The organisers submit a traffic control plan for approval by Council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (4) The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

**T.39 Coffs Harbour Triathlon Club - Use of Council Roads**

Approval be given for :

- (1) Use of Marina Drive, Harbour Drive, Hogbin Drive, Arthur Street, and Orlando Street, Coffs Harbour, on Sundays from 16 September 2012 to 14 April 2013 for the purpose of conducting the Coffs Harbour Triathlon Club events for the 2012/13 triathlon season.
- (2) Approval be sought from the Police.
- (3) No obstruction or hazard to be caused to the movement of pedestrian or vehicular traffic.
- (4) All participants are to strictly comply with Australian Road Rules while on public roads.

**T.40 Howard Street, Coffs Harbour - Traffic Management Plan - Coffs Cup**  
(R.503110[3108407])

Approval be given for :

- (1) The traffic management plan as submitted for Hogbin Drive, Coffs Harbour, on Thursday, 2 August 2012 be approved as per Plan T.40.
- (2) The temporary road closure of Howard Street, Coffs Harbour, on Thursday, 2 August 2012, between 9.00am and 6.30pm for the purpose of holding the Coffs Harbour VB Gold Cup, be advertised and providing no substantive objections are received, the closure be approved.
- (3) The organisers to liaise with affected traders and obtain traders approval.
- (4) The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (5) The organisers be responsible for all costs associated with the temporary closure.

**T.41 Councillor Palmer - Outstanding Service to the Traffic Committee**

That Council acknowledge Councillor Palmer's outstanding service and contribution to the Traffic Committee.

**Attachments:**

**Minutes**

**Local Traffic Committee Meeting**

**Thursday, 5 July 2012**

**VENUE:** Rigby House Computer Training Room  
First Floor  
Cnr Coff & Duke Streets  
Coffs Harbour

**TIME:** 10.30am

**PRESENT:**

**Formal (voting) Members:**

Cr Bill Palmer, Coffs Harbour City Council  
David Vandergrind, Coffs Harbour Police  
Daniel Boorman, Roads & Maritime Services  
Darren Williams, Sawtell Coaches  
Peter Creeanne, Coffs Harbour Taxi Cab Network  
Dianne Leahy (Andrew Fraser's representative)  
Robert Fletcher, Coffs Harbour City Council  
George Stulle, Coffs Harbour City Council  
David Brooks, Coffs Harbour City Council

Informal (non voting) Members:  
Sally Miles (Minute taker)

**APOLOGIES:**

Anne Shearer, Coffs Harbour City Council

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

1 March 2012

## BUSINESS ARISING

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

#### T.22 Boambee Public School 30 Lindsays Road, Boambee - Extension to 'No Parking' hours.(R.500330[3028020])

##### **Background:**

Boambee Public School has requested extension of the 'No Parking' hour's adjacent school to include afternoon times: 2:30pm – 4.00pm. And to possibly reduce the Bus Zone times to allow for more parking time availability on school days.

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

The current 'No Parking' zone in front of Boambee School is for 8:30am – 9:00am on School Days.

Bus Zone times vary as indicated:

- North side of Lindsay's Rd at bus turn around bay approx. 200 west of school  
8:00am – 9:00am and 3:00pm – 4:00pm on School Days
- North side of Lindsay's Rd adjacent school entrance  
8:30am – 9:00am and 2:30pm- 3:00pm on School Days.
- South side of Lindsay's Rd opposite School  
2:30pm – 4.00pm on School Days

Sawtell Coaches have indicated they are *"expecting to introduce new bus services on the 1st August 2012, these will include departures 7 days a week from the bus zone located at Boambee Public through out each day, commencing around 8.00am to 9.00am"*.

Bus ways have indicated *"typically there has been a push by the RMS for Councils to reflect the School Zone times i.e. 8:00am – 9:30am and 2:30pm – 4:00pm for all parking restrictions associated with peak school traffic movements"*.

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

The current 'No Parking' zone in front of Boambee School for 8:30am – 9:00am on School Days. to include **2:30pm- 3:00pm**

Bus Zone times be changed to;

- North side of Lindsay's Rd at bus turn around bay approx. 200 west of school  
8:00am – 9:00am and **2:30pm – 3:00pm** on School Days
- North side of Lindsay's Rd adjacent school entrance  
**8:00am** – 9:00am and 2:30pm- 3:00pm on School Days.
- South side of Lindsay's Rd opposite School  
**8:00am – 9:00am** and 2:30pm – **3:00pm** on School Days

**RECOMMENDATION TO COUNCIL:**

**Bus zone time be changed to :**

- North side of Lindsay's Rd at bus turn around bay approx. 200 west of school  
7:30am – 9:00am and **2:30pm – 4:00pm** on School Days
  - North side of Lindsay's Rd adjacent school entrance  
**8:00am – 9:00am** and 2:30pm- 4:00pm on School Days.
  - South side of Lindsay's Rd opposite School  
**8:00am – 9:00am** and 2:30pm – 3:00pm on School Days
3. **A bus zone (with no time restrictions) be installed in the existing bus zone for 15 meters from the eastern end on the northern side of Lindsays Road.**
  4. **'No Parking' zone in front of Boambee Public School to include times of 2.30pm – 4.00pm, as per plan T.22 – 2012.**

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**T.23 - Hi-Tech Drive, Toormina – Parking (R.501670[3034606])**

**Background:**

Request from Davis Alarmed Storage to install one 30 minute parking space from 9.00am - 5.00pm in front of their premises at 30 Hi-Tech Drive Toormina, as drivers from the taxis company across the road park there for 12 hours as they do 12 hour shifts it makes it difficult for customers to park.

**Summary of Report:**

Hi-Tech Drive is in the Hi-Tech industrial area off the southern end of Hogbin Drive Toormina. It is 12m wide with Kerb & Gutter for its full length of 800m.

There are approximately 40 properties fronting the street with all except two being fully used. There are currently no restrictions to parking in Hi-Tech Drive except for a 17m long bus zone in front of the Bible Church at No 26.

Davis Alarmed Storage has a frontage of 80m and includes four driveways.

The taxi company opposite were contacted and they have requested their driver's park in depot car park, however there are many other workers in this area using the road for parking all day.

**Recommendation to Committee:**

That 1 Hour parking be installed between the second and third driveway from the south in front of 28-30 Hi-Tech Drive Toormina.

**RECOMMENDATION TO COUNCIL:**

**That no action be taken to install 1 hour parking in front of 28-30 Hi Tech Drive Toormina.**

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## **T.24 Butlers Road, Bonville – Load and Speed Issues (R.500540[866055])**

### **Background:**

Further requests for the full length (970m) of Butlers Road, to impose a weight limit for the trucks and a speed limit of 60kph for the full length, as residents have experienced near misses with the trucks especially in blind spot areas.

### **Summary of Report:**

Residents continue to be concerned about the number and speed of heavy vehicles (mainly log trucks) travelling along Butlers Road to and from the Gleniffer Road sawmill. Following previous complaints, Council believed that a satisfactory compromise had been reached where log trucks and other heavy vehicles accessing the sawmill would:

- Ensure deliveries are outside normal school hours of 8:00am – 9:30am and 2:30pm – 4:00pm wherever possible.
- Travel to the sawmill via Butlers Road only during the school hours listed above. All other trips will be via Gleniffer Road.
- Stick to the speed limit and drive according to the road conditions, taking particular care in residential zones.

Despite many requests for heavy vehicles to adhere to this agreement, residents report violations on a regular basis.

At the completion of the highway bypass of Bonville in 2008 Butlers Road speed zone was changed to 60km from the old highway (now Pine Creek Way) to 800m west, at the then, end of bitumen. The bitumen has since been extended 300m leaving 300m of gravel road until bitumen again.

Traffic data recorded in the unrestricted zone just outside the 60km zone is as follows

	April 2010	June 2012
Ave daily volume	138	155
Ave daily truck volume	15	15
Total peak hour volume	13	17
Total peak hour truck volume	2	3
85% speed	75	73
85% truck speed	72	68

While the total average daily volume has increased in the last two years by 12%, the truck volumes have remained the same at an average of 15 per day. The truck peak hour being 8:00am-9:00am. Speeds have dropped slightly but still approx 10km/h above the 60km speed zone.

### **Recommendation to Committee:**

That RMS be requested to carry out a speed zone review for the full length of Butler's Road and assess the implications of a weight limit.

### **RECOMMENDATION TO COUNCIL:**

**That RMS be requested to carry out a speed zone review for the full length of Butler's Road Bonville and assess the implications of a weight limit.**

## **T.25 Orara Way Coramba intersection – Relocate 80kph signage (R.500120[3026637])**

### **Background:**

Request from the Eastern Dorrigo Community Group to have the 80kph sign west of Coramba before MR 120, moved to the western side of the intersection.

### **Summary of Report:**

The intersection of Orara Way (MR 151) and Eastern Dorrigo Way (MR120) is 65m north of the 50km speed zone on the northern approach to Coramba. This intersection is within the 80km speed zone.

The Eastern Dorrigo Community Group have expressed concern about the intersection of MR120, they believe vehicles travelling along Orara Way accelerate when they see the 80kph sign, which causes problems for people turning into MR120.

Traffic counts recorded at the 50/80km sign post 65 south of Eastern Dorrigo Way in Dec 2010 indicate.

Ave daily vehicles = 2,590, Mean Speed = 67 km/h, 85% Speed = 81 km/h,

### **Recommendation to Committee:**

In view of safety concerns for turning vehicles at the intersection of Orara Way (MR 151) and Eastern Dorrigo Way (MR120), that RMS be requested to look at the possibilities of extending the 50km speed zone north of Coramba approximately 70m to just north of MR 120 intersection.

### **RECOMMENDATION TO COUNCIL:**

**That no action be taken to relocate 80km speed zone north of Eastern Dorrigo Way Coramba, as sight distance is adequate from intersection exiting from Orara Way.**

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## **T.26 Gordon Street Coffs Harbour – Sight distance at Pedestrian Crossing just north of Vernon roundabout. (R.504620[3032317])**

### **Background:**

Request to remove a parking space north of the pedestrian crossing (outside of 30 Gordon Street) to allow for clearer vision of the pedestrian crossing.

### **Summary of Report:**

Gordon Street has 60deg nose in parking and has been in place since 2004, the pedestrian crossing 50m north of Vernon Street a kerb extension precedes the crossing for the full width of the nose in parking, and conforms to RMS requirements for 'No Stopping' requirements.

There have been concerns from pedestrians, that at times, when four wheel drives or vans park in the space immediately north of the crossing on the east side, that is hard for south bound vehicles to see pedestrians.

There are no reported crashes at the crossing in the last five years.

While the crossing conforms to the requirements, a visual inspection did indicate there could be a potential issue when a larger vehicle is parked.

### **Recommendation to Committee:**

That the first space north of the crossing be converted to two motorcycle parking spaces.

### **RECOMMENDATION TO COUNCIL:**

**Approval be given for first parking space north of the crossing in front of 30 Gordon Street Coffs Harbour be converted to two motorcycle parking spaces, as per plan T.26 – 2012.**

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**T.27 Elbow Street/Grafton Street Coffs Harbour – Reinstate right turn into Dan Murphys (R.504400, 504640 [2801284])**

**Background:**

Further requests to reinstate right hand turn in to Dan Murphys due ongoing traffic problems.

**Summary of Report:**

The centre median in Elbow Street behind Dan Murphy's was extended (as a recommendation from RMS at the time for the DA) to create a left in left out only, at the rear of Dan Murphys.

Traffic studies indicated that u-turns were happening on Elbow Street in front of the motel and also using the lane adjacent to the motel to turn around in.

After Council's traffic committee consulted with the owner of the Town Lodge Motor Inn, in June 2011 a 6m section of the median at the eastern end was removed to enable safe movements out of the lane adjacent to the motel.

The owner of the Town Lodge Motor Inn on the corner of Elbow Street and the Pacific Highway still maintains cars use his driveway as a u-turn area to get back to Dan Murphy's after council extended the centre median behind Dan Murphy's, and the removal of 6 metres of median on the eastern end.

**Recommendation to Committee:**

That Roads and Maritime Services be consulted with the option of installing a right turn bay subject to meeting the required standards.

**RECOMMENDATION TO COUNCIL:**

**That the 'No Right Turn' in Elbow Street at the rear of Dan Murphys remain as is as per RMS recommendation, and recommend removal of the 'Keep Clear' zone in front of Town Lodge Motor Inn.**

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**T.28 Gleniffer Road & Pine Creek Way, Bonville – Centre White Line (R.500300[3072782])**

**Background:**

Request for a centre white line on Gleniffer Road Bonville as there are many blind corners and shoulders which people tend to cut. By having a centre white line marked to encourage drivers to stay on the correct side of the road.

**Summary of Report:**

Gleniffer Road is a sealed rural road 7m wide coming off Pine Creek Way

Bonville Public School is within the first 150m in a 60km speed zone outside of school times.

At 1km to 1.6km from the intersection there are two 150m radius bends ('S' bends) in an 80km speed zone. There are 17 properties fronting these bends.

Traffic counts from 2008 indicate an AADT of 234 vehicles (more recent counts will be available at the meeting)

RMS delineation guidelines for longitudinal markings state '*dividing line markings, including barrier type, where required, should be use on sealed pavements 5.5m or more wide if the AADT is in excess of 300 vehicles on rural roads*'.

Based on 3% growth the 2012 counts would factor up to an AADT of 263.

Subject to the recent traffic counts being available these figures do not meet the RMS warrants for centreline marking.

**Recommendation to Committee:**

That no action be taken to centre line mark Gleniffer Road.

**RECOMMENDATION TO COUNCIL:**

**That no action be taken to centre line mark Gleniffer Road, Bonville, at 1km to 1.6km from the intersection of Pine Creek Way.**

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**T.29 Cnr of Mclean & Lyster Street Coffs Harbour – Signage (R.505120[3098389])**

**Background:**

Request for signage either 'No Stopping' or 'No Parking' to be installed on the corner of McLean & the laneway opposite Lyster Street, Coffs Harbour so access to the St John Anglican Church disable parking area can be made safer.

**Summary of Report:**

After a site inspection with St Johns Anglican Church representative the main area of concern is the space between the two driveways to the Church in McLean Street. This space is 3m long, and is often used by small cars, this then creates an access problem for both driveways of the church, especially the western driveway which is used for disabled drivers and has been sign posted accordingly on the church property.

The minimum recommended length for parallel parking by AS 2890.5 is 5.4m, if it's an end space where the vehicle may enter or leave the space directly.

**Recommendation to Committee:**

That 'No Parking' signage be installed from the eastern driveway to the intersection of the laneway west of the church' to prevent vehicles parking between the driveways.

**RECOMMENDATION TO COUNCIL:**

**That 'No Stopping' signs be installed in McLean Street, Coffs Harbour, from the western side of the lane opposite Lyster Street to 20m east' as per plan T.29-2012.**

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**T.30 Curacoa Street Coffs Harbour - Bus Zone and Parking Restrictions (R.504300[3026058])**

**Background:**

Three separate requests have been received for the northern end of Curacoa Street Coffs Harbour.

1. To change Bus Zone in front of Christian Community School at No. 27 to either 'No Parking' or more parking spaces as it is not a regular bus route.
  2. To line mark the new parking area in front of Community Care Options at No. 20. And the area between their driveways be marked as CCO parking Only.
  3. To have 'No Parking' or 'No Stopping' installed outside No. 29 as vehicles park across driveway frequently in the afternoon when picking up children from school. And to prevent narrowing of roadway as pedestrians walk on the road and sight distance is limited.
-

**Summary of Report:**

1. Current signage in front of the Christian Community School at No. 27 Curacoa Street, approved in 2006 (ref. T.25 -2006) has 'No Parking' 8:00am -9:30am and bus zone 2:30pm – 4:00pm.  
The school has now has all children arriving and leaving at the bus stop in Harbour Drive. Occasionally an excursion bus will pick up out front of the school and the Country cubs and OOSH bus. The bus zone in the afternoon which now does not get used on a regular basis prevents parents from being able to park in near the school.
2. Road and drainage works were carried out in 2011 in front of Community Care Options at No.20 to provide additional parking; CHCC design plan 2110806 shows the parking arrangements, there are 8 internal parking spaces at Community Care Options and exclusive parking spaces on the street are not considered warranted.
3. Curacoa Street in front of No.29 is on the narrow section (5.4 wide) there have been no recorded accidents at this location in the last five years. The concrete footpath on the eastern side of the street ends at the boundary of the School and No. 29.  
Residents have placed white painted rocks behind the kerb to presumably prevent cars parking on the grass in front of their property; this effectively provides room for pedestrians to use the grass footpath area.

**Recommendation to Committee:**

1. Change the current signage in front of the Christian Community School at No. 27 Curacoa Street, to 'No Parking' 8:00am -9:30am and 2:30pm – 4:00pm.
2. Line mark the parking bays in accordance with CHCC plan 2110806 in front of Community Care Options, and as there is ample internal parking, and the request for exclusive on street parking does not conform to current standards the request be denied.
3. As there is no accident history and there is enough room for pedestrians that no action be taken to install parking restriction in front of No 29 Curacoa Street.

**RECOMMENDATION TO COUNCIL:****Approval for**

4. **Change the current 'bus zone' signage in front of the Christian Community School at No. 27 Curacoa Street, to 'No Parking' 8:00am -9:30am and 2:30pm – 4:00pm, as per plan T.30a – 2012.**
5. **Line mark the parking bays in accordance with plan T 30b - 2012 in front of Community Care Options, and as there is ample internal parking, and the request for exclusive on street parking does not conform to current standards the request be denied.**
6. **As there is no accident history and there is enough room for pedestrians that no action be taken to install parking restriction in front of No 29 Curacoa Street.**

**T.31 Minorca Close / Toormina Road, Toormina - Traffic Issues**  
**(R.500910, 502400[2741196])**

**Background:**

Traffic issues of vehicles making right hand turn out of Minorca Place resident complaints of many near misses when trying to avoid colliding with vehicles that pull out of this intersection. Request for a left –hand turn only.

**Summary of Report:**

Various requests have come in regarding to traffic movements at the intersection of Coorabin Crescent, Toormina Road and Minorca Place.

Traffic counts recorded in Minorca Place in February 2012 indicate an average of 4,795 vehicles per day.

Manual intersection movement counts were undertaken on 11 January 2012 from 8:15am to 9:15am are shown in the table below

Minorca Place movement	Vehicles
Left in from Toormina Road	169
Right out from Minorca Place	43
Left out from Minorca Place	7
Right in From Toormina Road	51
Total	270

Crash statistics for Toormina Road / Minorca / Coorabin indicate 11 crashes from 2006 to 2010. Five of these crashes were vehicles turning right out of Minorca Place. There have been no Coorabin Crescent crashes since the left turn went in several years ago.

**Recommendation to Committee:**

That designs be prepared to implement a left turn only from Minorca Place onto Toormina Road for a three month trial period with buses and heavy vehicles exempt. And if there are no issues that it be made permanent.

**RECOMMENDATION TO COUNCIL:**

**That a 'Left Turn Only' from Minorca Place, Toormina, onto Toormina Road be installed for a three month trial period with buses and heavy vehicles exempt, and further if there are no issues that it be made permanent, as per plan T.31-2012.**

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**T.32 BP Woolgoolga Highway change to Bus Zone times (R.511410[3104012])**

**Background:**

Request by Ryans Bus Service to have Bus zone times changed from 8:00am -8:30am to 7:30am-8:30am.

**Summary of Report:**

An inspection of the bus zone showed the existing times on the signs is 8:00am - 9:30am and 2:30pm - 4:00pm school days (not 8:00am - 8:30am).

Ryans Bus Service has indicated they are usually there before 8:00am to interchange passengers, and cars parked there just before 8:00am are causing issues with a safe change over of passengers.

**Recommendation to Committee:**

That the bus zone times be changed from 8:00am - 9:30am and 2:30pm - 4:00pm school days. To 7:30am - 9:30am and 2:30pm - 4:00pm school days.

**RECOMMENDATION TO COUNCIL:**

That bus zone times be changed from 8:00am - 9:30am and 2:30pm - 4:00pm school days.  
To 7:30am - 9:30am and 2:30pm - 4:00pm school days on Clarence Street Woolgoolga near number 38, as per plan T.32 - -2012.

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**T.33 Manning Avenue & Brunswick Avenue, Coffs Harbour - Traffic Issues (R.504950/504040[3022256])**

**Background:**

Request to make One Way streets at Manning & Brunswick Avenue Coffs Harbour as cars are always crossing centre unbroken line to avoid the parked cars.

**Summary of Report:**

Manning Avenue is a residential street in the 50km zone 9.0m wide kerb to kerb and double white lines from Karuah Avenue to Richmond Drive.

After the road was resealed in 2004, double white lines were reinstated as a traffic calming alternative to no parking signage.

Traffic volumes recorded in April 2011 show 610 vehicles per day with peak hour volumes of 57.

Average speeds were 44 km/h with an 85% speed of 51km/h.

For a request to convert a street to 'one-way' various factors must be considered.

It is appropriate to use one-way streets to:

- reduce traffic volumes
- reduce pedestrian crossing distances (if road narrowing ensues)
- direct traffic to or away from a particular street
- enhance the streetscape and pedestrian environment

The disadvantages of one-way streets include:

- the one-way system may be ignored if the street is only lightly trafficked and the potential conflict from opposing traffic appears low
- speeds may increase due to the removal of conflict from oncoming vehicles
- reduction in accessibility for local residents
- diversion in traffic to other streets
- increase in travel time and length
- emergency vehicles may have to travel the wrong way in emergencies, which may create a hazard
- garbage collection points and bus stops may need to be relocated to the one side of the street.

As traffic volumes and speeds are reasonably low for Manning Avenue, it would be considered more of a disadvantage to convert it to one-way.

**Recommendation to Committee:**

That no action be taken to convert Manning Avenue to One – Way traffic.

**RECOMMENDATION TO COUNCIL:**

That no action be taken to convert Manning Avenue, Coffs Harbour, to One – Way traffic.

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### **T.34 Coramba Road Coffs Harbour – Speed Limit (R.500120[3022213])**

#### **Background:**

Resident at 305 Coramba Road (between Nelson Street and Roselands Drive) is concerned about the speed of traffic on Coramba Road as they are trying to exit their driveway. They are requesting a reduction in speed limit.

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

Coramba Road in the vicinity of No. 305 is within the 70km/h speed zone; there is a 130m radius curve in the road prior to the property for west bound vehicles.

Average speed = 68.6 km/h, 85% Speed = 76.0 km/h Ave Daily vehicles 5530.

On the 400 metres of Coramba Road between Nelson Street and Roselands Drive there are four driveway entrances, from the driveway of No.305 there is approximately 75m sight distance to the right.

The current Austroads guidelines require a minimum sight distance along a major road from a minor road (in this case a driveway) of 55m in a 70km speed zone and 65m in an 80km speed zone.

As the sight distance is within the allowable range for the posted speed limit and the 85% speed, the warrants are not met to pursue a reduction in speed limit on this section.

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

That no action be taken to apply for a reduction in speed limit on Coramba Road in the vicinity of No. 305.

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

**That no action be taken to apply for a reduction in speed limit on Coramba Road Coffs Harbour in the vicinity of No. 305.**

---

### **T.35 Eastern Dorrigo Way Lowanna –Signage (R.506170[3075696])**

#### **Background:**

Request for signage to be installed so that drivers are warned to use road with caution due to trucks having to cross double lines on the tight corners.

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

The 12.5 km of Eastern Dorrigo Way between Coramba Road and Bushman's Range Road is mostly winding and varies between 6.2 to 7.0m wide.

A barrier line is in place for most of its length to prevent vehicles 'cutting corners' Logging trucks that use this road are unable to negotiate these bends without crossing the barrier line.

A recent incident with a truck and car has brought this to Council's attention, police have advised that they realise there was no way of avoiding crossing the road on the sharp bends in a semi trailer.

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

To place two guide signs on of Eastern Dorrigo Way at the top and bottom of mountain between Coramba Road and Bushman's Range Road. Either G9-281 - 'KEEP CLEAR OF TRUCKS ON CURVES' or G9-348 - 'BEWARE TRUCKS ON CURVES'.

---



**RECOMMENDATION TO COUNCIL:**

Approval be given to install either one of the guide signs on Eastern Dorrigo Way, Coramba at the top and bottom of mountain between Coramba Road and Bushman's Range Road - either G9-281 -'KEEP CLEAR OF TRUCKS ON CURVES' or G9-348 - 'BEWARE TRUCKS ON CURVES'.

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**T.36 Sapphire Crescent Sapphire Beach – Signage (R.508070[3078705])**

**Background:**

Request to have a sight mirror installed on Sapphire Crescent, Sapphire to prevent an accident. There have been many near accidents.

**Summary of Report:**

The intersection of Sapphire Crescent and Emerald Avenue in Sapphire Beach is a 'Y' intersection with restricted visibility when approaching from the east due to the angle and the incline of Emerald Avenue.

**Recommendation to Committee:**

That a 'Give Way' sign and hold line be installed on Emerald Avenue at intersection with Sapphire Crescent.

**RECOMMENDATION TO COUNCIL:**

That approval be given to install 'Give Way' sign and hold line on the Sapphire Crescent at its eastern approach to Emerald Avenue, as per plan T.36 – 2012.

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**T.37 Orara Way, between Coramba and Nana Glen – Barrier lines (R.510970[3085812])**

**Background:**

Request to have the overtaking sections along Orara Way, between Coramba and Nana Glen reviewed. An incident happened on the Coramba side of Kings Creek, where a car heading towards Nana Glen, was legally overtaking and almost collided with a driver who had just pulled out of No.585 Orara Way and travelling south.

**Summary of Report:**

This section of Orara Way (MR 151) is within the 100km Speed Zone, an inspection of the overtaking zones either side of Kings Creek (Mussareds Bridge) for north bound vehicles indicate an overtaking sight distance of approximately 220m and 200m respectively.

Roads and Maritime Services delineation guidelines indicate that for a 100km speed zone a minimum of 300m overtaking sight distance is required.

Traffic Speed counts recorded near Mortons Bridge in 2011 show an 85% speed of 101km/h.

**Recommendation to Committee:**

That the barrier lines in the vicinity of Kings Creek on Orara Way Coramba be modified to conform to the overtaking sight distance requirements.

**RECOMMENDATION TO COUNCIL:**

That the barrier lines in the vicinity of Kings Creek on Orara Way, Coramba, be modified to conform to the overtaking sight distance requirements.

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### **T.38 Woolgoolga Community Triathlon – 29 & 30 September 2012 [2936647]**

#### **Background:**

Consideration to the temporary road closure of Beach Street, Woolgoolga, between Bultitude Street and Pollack Esplanade, on Sunday, 30 September 2012, between the hours of 5.30am to 12 noon for the purpose of holding the Woolgoolga Triathlon.

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

- (1) the temporary road closure of Beach Street, Woolgoolga, on Sunday, 30 September 2012, between 5.30am and 12 noon for the purpose of holding the Woolgoolga Triathlon, be advertised and providing no substantive objections are received, the closure be approved.
- (2) the organisers to liaise with affected traders and obtain traders approval.
- (3) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (4) the organisers be responsible for all costs associated with the temporary closure and clean up.

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

##### **Approval be given for**

- (1) **The temporary road closure of Beach Street, Woolgoolga, on Sunday, 30 September 2012, between 5.30am and 12 noon for the purpose of holding the Woolgoolga Triathlon, be advertised and providing no substantive objections are received, the closure be approved.**
- (2) **The organisers of the Woolgoolga Community Triathlon liaise with affected traders and obtain traders approval.**
- (3) **The organisers submit a traffic control plan for approval by Council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (4) **The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.**

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### **T.39 Coffs Harbour Triathlon Club - Use of Council Roads**

#### **Background:**

Coffs Harbour Triathlon Club - request approval to hold annual club races for the 2012/13 triathlon season 16 September 2012 to 14 April 2013.

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

- (1) Use of Marina Drive, Harbour Drive, Hogbin Drive, Arthur Street, and Orlando Street from 16 September 2012 to 14 April 2013 for the purpose of conducting the Coffs Harbour Triathlon Club events for the 2012/13 triathlon season.
  - (2) Approval be sought from the Police.
  - (3) No obstruction or hazard to be caused to the movement of pedestrian or vehicular traffic.
  - (4) All participants are to strictly comply with Australian Road Rules while on public roads.
-

**RECOMMENDATION TO COUNCIL:**

Approval be given for:

- (1) Use of Marina Drive, Harbour Drive, Hogbin Drive, Arthur Street, and Orlando Street, Coffs Harbour, on Sundays from 16 September 2012 to 14 April 2013 for the purpose of conducting the Coffs Harbour Triathlon Club events for the 2012/13 triathlon season.
  - (2) Approval be sought from the Police.
  - (3) No obstruction or hazard to be caused to the movement of pedestrian or vehicular traffic.
  - (4) All participants are to strictly comply with Australian Road Rules while on public roads.
- 

**T.40 Howard Street, Coffs Harbour - Traffic Management Plan - Coffs Cup (R.503110[3108407])**

**Background:**

Consideration to traffic management plan for the Coffs Cup to be held on Thursday, 2 August 2012.

**Recommendation to Committee:**

- (1) The traffic management plan as submitted for Hogbin Drive, Coffs Harbour, on Thursday, 2 August 2012 be approved as per Plan T.40.
- (2) The temporary road closure of Howard Street, Coffs Harbour, on Thursday, 2 August 2012, between 9.00am and 6.30pm for the purpose of holding the Coffs Harbour VB Gold Cup, be advertised and providing no substantive objections are received, the closure be approved.
- (3) The organisers to liaise with affected traders and obtain traders approval.
- (4) The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (5) The organisers be responsible for all costs associated with the temporary closure.

**RECOMMENDATION TO COUNCIL:**

Approval be given

- (1) The traffic management plan as submitted for Hogbin Drive, Coffs Harbour, on Thursday, 2 August 2012 be approved as per Plan T.40.
  - (2) The temporary road closure of Howard Street, Coffs Harbour, on Thursday, 2 August 2012, between 9.00am and 6.30pm for the purpose of holding the Coffs Harbour VB Gold Cup, be advertised and providing no substantive objections are received, the closure be approved.
  - (3) The organisers to liaise with affected traders and obtain traders approval.
  - (4) The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
  - (5) The organisers be responsible for all costs associated with the temporary closure.
- 
-

#### **T.41 Councillor Palmer - Outstanding Service to the Traffic Committee**

Councillor Palmer indicated that this is his last Traffic Committee Meeting as he is not standing for Council again and thanked the members for their efforts over the 15 years he had served on the Traffic Committee. The Committee responded to Councillor Palmer with their thanks for his enduring dedication to the Traffic Committee and valued contribution to Traffic Committee discussions.

#### **Recommendation to Council**

**That Council acknowledge Councillor Palmer's outstanding service and contribution to the Traffic Committee.**

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### **B. INFORMAL ITEMS SECTION (Traffic Engineering Advice)**

#### **B3. Woolgoolga High Street**

##### **Origin:**

Consideration to traffic issues continuing in High Street, Woolgoolga, with vehicles travelling west, ignoring the 'NO EXIT' signs which were erected in 2007.

##### **Summary of report:**

A traffic counts were recorded over a 4 month period and observed continually an average of; 75 cars per day ignoring the 'No Entry' sign at the intersection of High Street and Scarborough Street, Woolgoolga, and 55 cars ignoring the 'No Entry' sign at the intersection of High Street and Nightingale Street.

The traffic counts also confirm that many vehicles are ignoring the regulatory signage on this road.

This issue was raised in September 2011 Traffic Committee and the results of these surveys were forwarded to the police for their information with a request to patrol the area.

As this continues to occur is there some other countermeasure which would deter motorists from entering the road illegally that the committee could recommend?

##### **Committee advice:**

**As volumes and speed are low and no accidents history, signage arrangement in High Street Woolgoolga to remain and police advised they will continue to have patrols in the area.**

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#### **B4. Station to Station Rally (Jetty to Lowanna)**

**Origin:**

Consider proposed Station to Station Rally (around 50-60 cars of varying speeds) on Sunday August 26 it's proposed to start at the Harbourside Markets at 9:00am and conclude at the Lowanna Rail Station. They can go in groups of 10 or 12 leaving a bit of a gap between the groups, or leaving the slower vehicles till last.

**Committee advice:**

**No issues with proposed event of Station to Station Rally to be held on Sunday, 26 August 2012 as long as road rules are obeyed.**

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#### **B5. Harbour Drive, Coffs Harbour - Pedestrian Crossing**

**Origin:**

Request from Councillor Bonfield to consider the option of relocating the pedestrian crossing in Harbour Drive near Earl Street to further east near the entrance of the new Coles supermarket.

**Committee advice:**

**Report to Council on options for pedestrian crossing in Harbour Drive Coffs Harbour near Earl Street to be relocated further east near the entrance of the new Coles super market.**

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#### **B6. Park Beach Road, Coffs Harbour - Pedestrian Crossing**

**Origin:**

Council received a request as a result of an accident at pedestrian crossing on Park Beach Road Coffs Harbour near the corner of Philip Street. The request asks if Council could look at the street lighting near the crossing are as it appears quite dull.

The nearby street trees obscuring the footpath and ramps leave motorists unable to clearly see approaching pedestrians. In addition the lighting when combined with wet weather creates a glare on the road which in turn camouflages the pedestrian crossing. And further safety issue regarding the crossing is there is no signage on Philip Street approaching the Park Beach Road intersection which turns straight onto the crossing itself.

A draft plan has been prepared looking at the option of kerb blisters to provide single vehicle lane approach.

**Committee Advice**

Lighting design to be done and investigate cyclist usage prior to modification works.

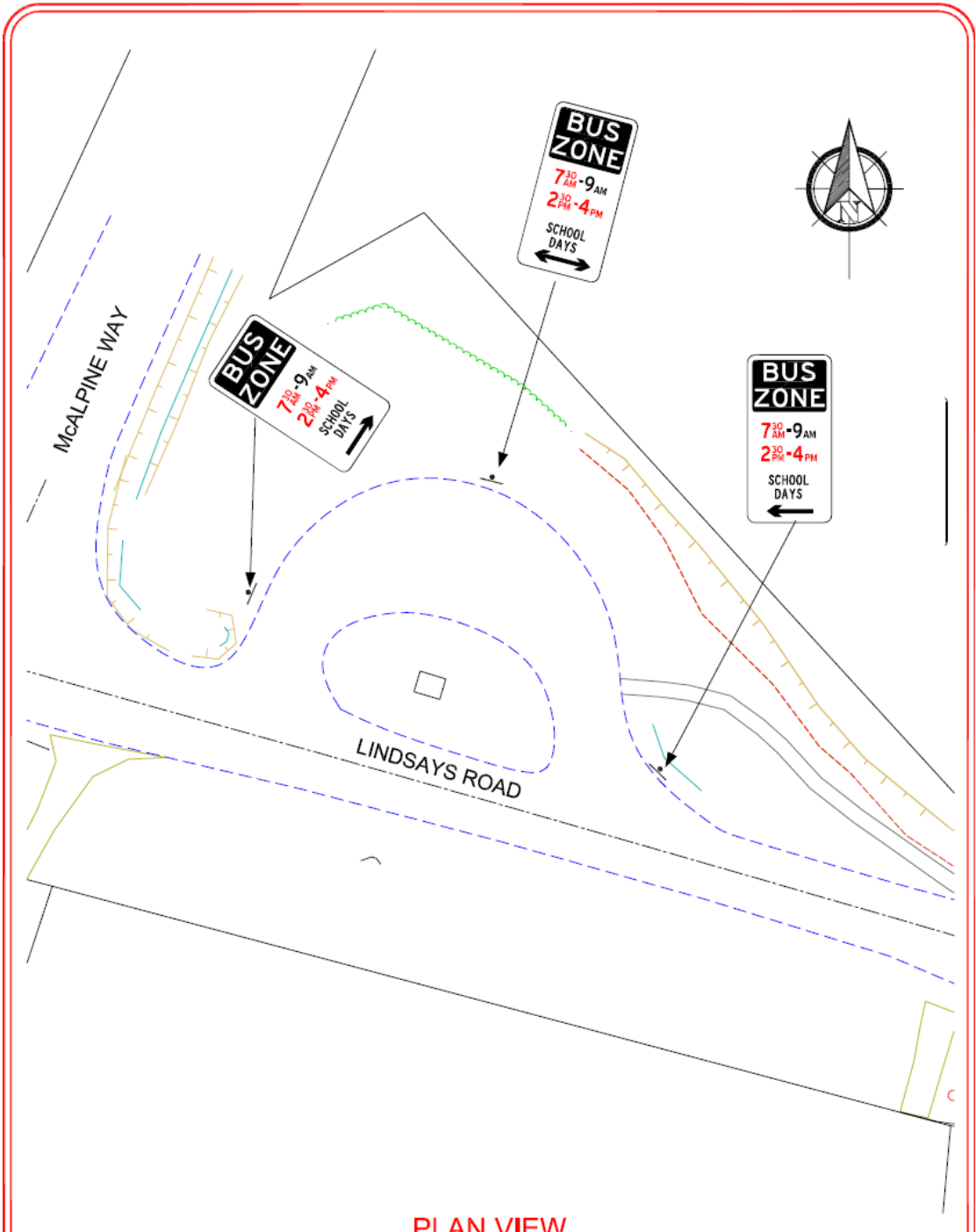
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#### **NEXT MEETING:**

The next meeting of the Local Traffic Committee will be held on 6 September 2012 commencing at 10.30am.

Meeting terminated at 12.05pm.

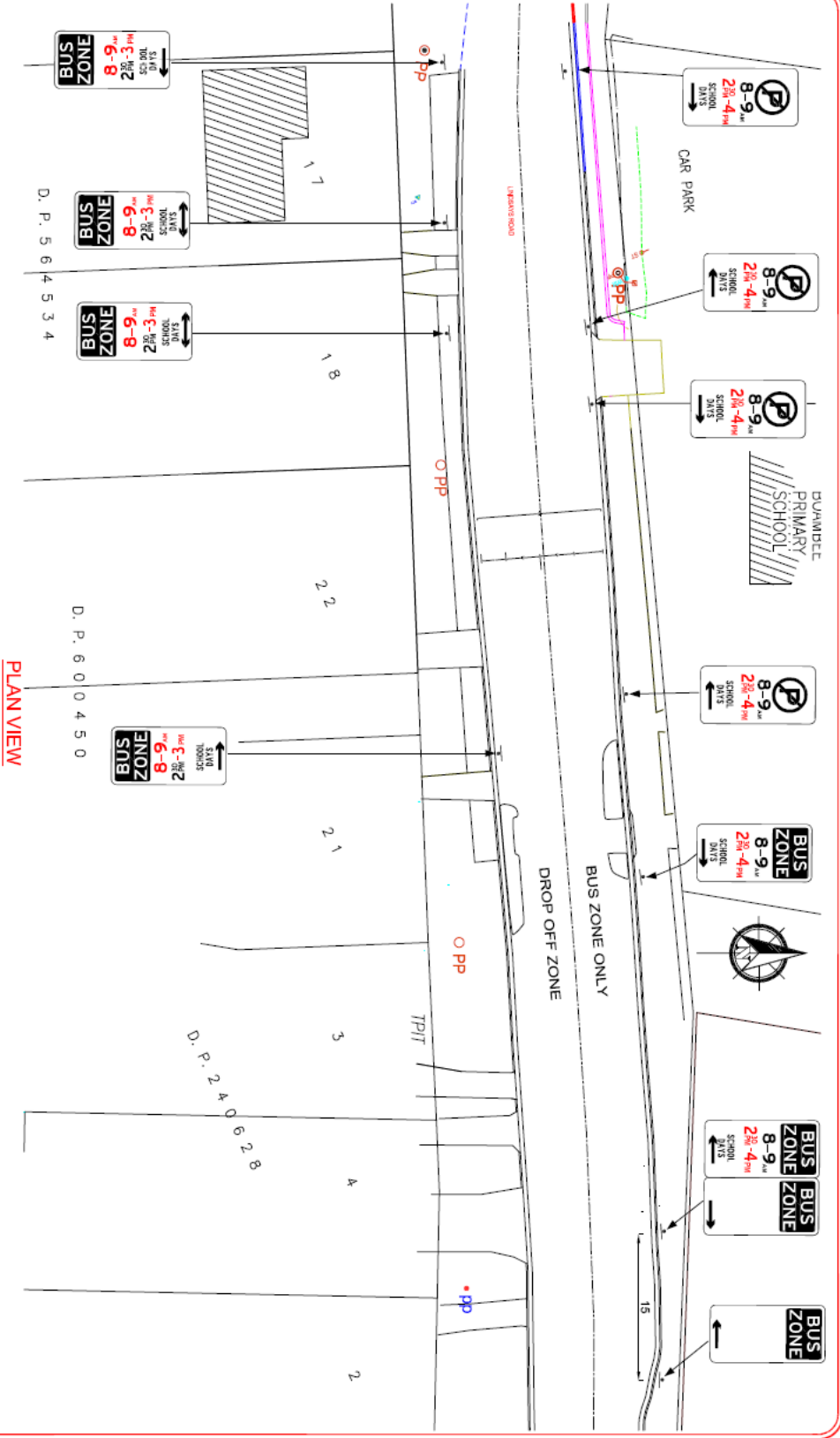
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**PLAN VIEW**

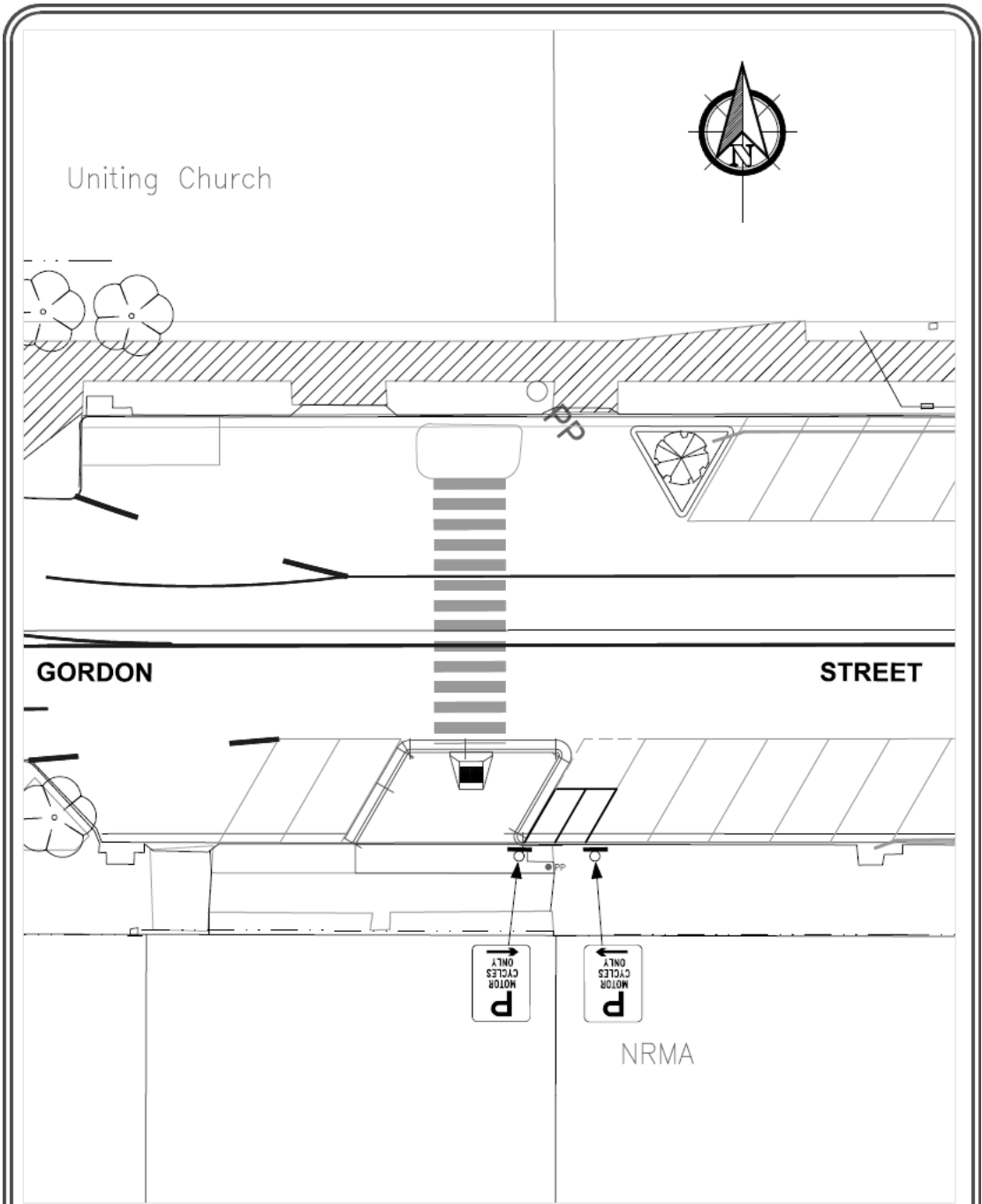
**NOTES:**  
 'No Parking' zone in front of boambee Public School to include time of 2.30-4.00pm.  
 'Bus Zone' time to be change to 2.30 to 3pm and new Unrestricted 'Bus Zone' sign to be Installed as per plan.

**TRAFFIC INSTRUMENT**  
 T.22a-2012  
 Lindsays Road Bus Zone & No Stopping Boambee



**NOTES:**  
 \*No Parking zones in front of Boambee Public School to include time of 2:30 - 4pm.  
 \*Bus Zone time to be change to 2:30 to 4pm and new Unrestricted Bus Zone sign to be installed as per plan.

**TRAFFIC INSTRUMENT**  
 T:22P-2012  
 Lindsays Road Bus Zone and No Stopping  
 Boambee

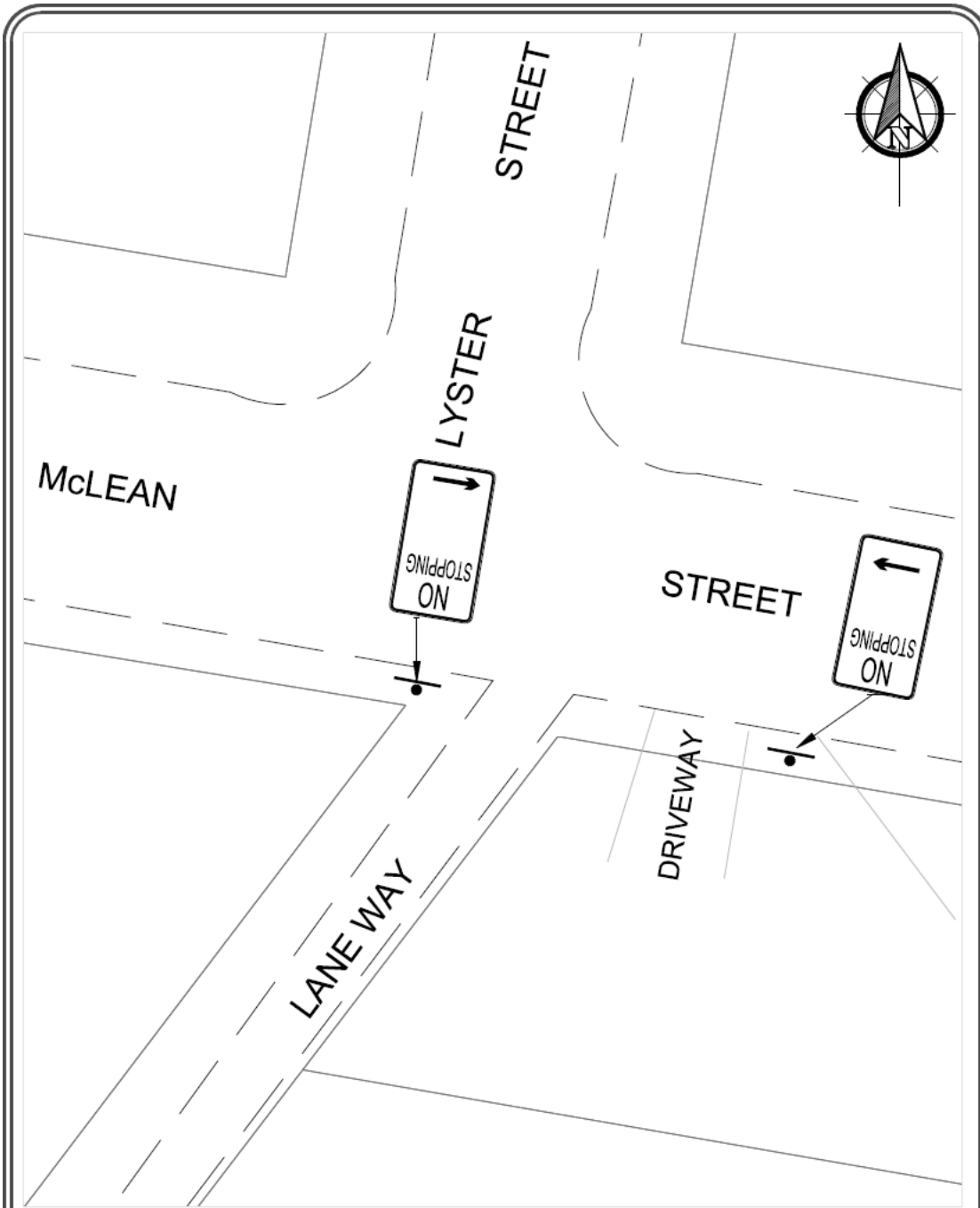


PLAN VIEW

**NOTES:**  
 Approval be given for first parking space north of the crossing in front of 30 Gordon Street Coffs harbour be converted to two motorcycle parking spaces as per plan.

**TRAFFIC INSTRUMENT**  
 T.26-2012  
 Gordon Street Motorcycle Parking  
 Coffs Harbour



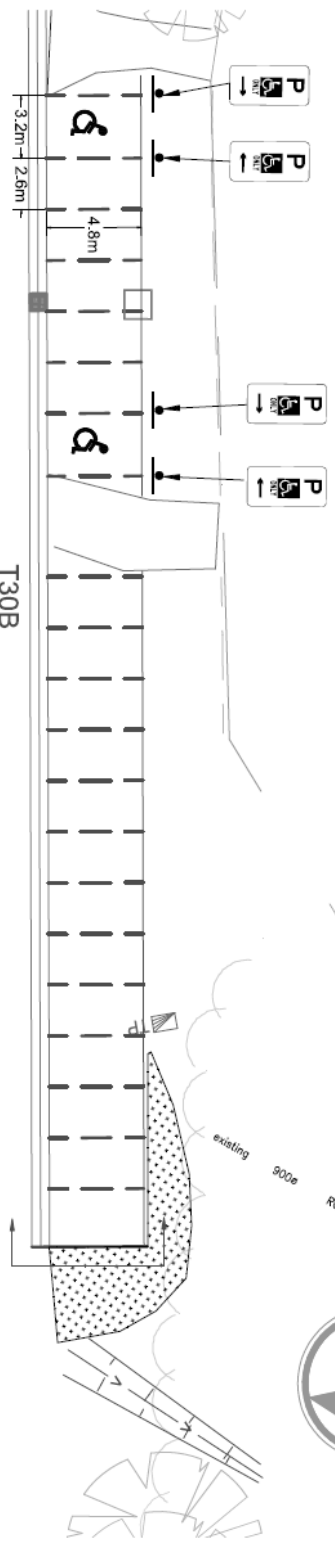


PLAN VIEW

**NOTES:**  
 That 'No Stopping' signs be installed in McLean Street, Coffs Harbour, from the western side of the lane opposite Lyster Street to 20m east as per plan.

**TRAFFIC INSTRUMENT**  
 T.29-2012  
 Cnr Mclean & Lyster Street No Stopping  
 Coffs Harbour

MID NORTH COAST  
COMMUNITY CARE OPTIONS



CURACOA

STREET

REMOVE EXISTING  
BUS ZONE SIGNS

T30A  
BUS ZONE  
8-9:30am  
2:30-4pm  
School Days

COFFS HARBOUR CHRISTIAN  
COMMUNITY SCHOOL  
PLAN VIEW

BUS ZONE  
8-9:30am  
2:30-4pm  
School Days

BUS ZONE  
8-9:30am  
2:30-4pm  
School Days

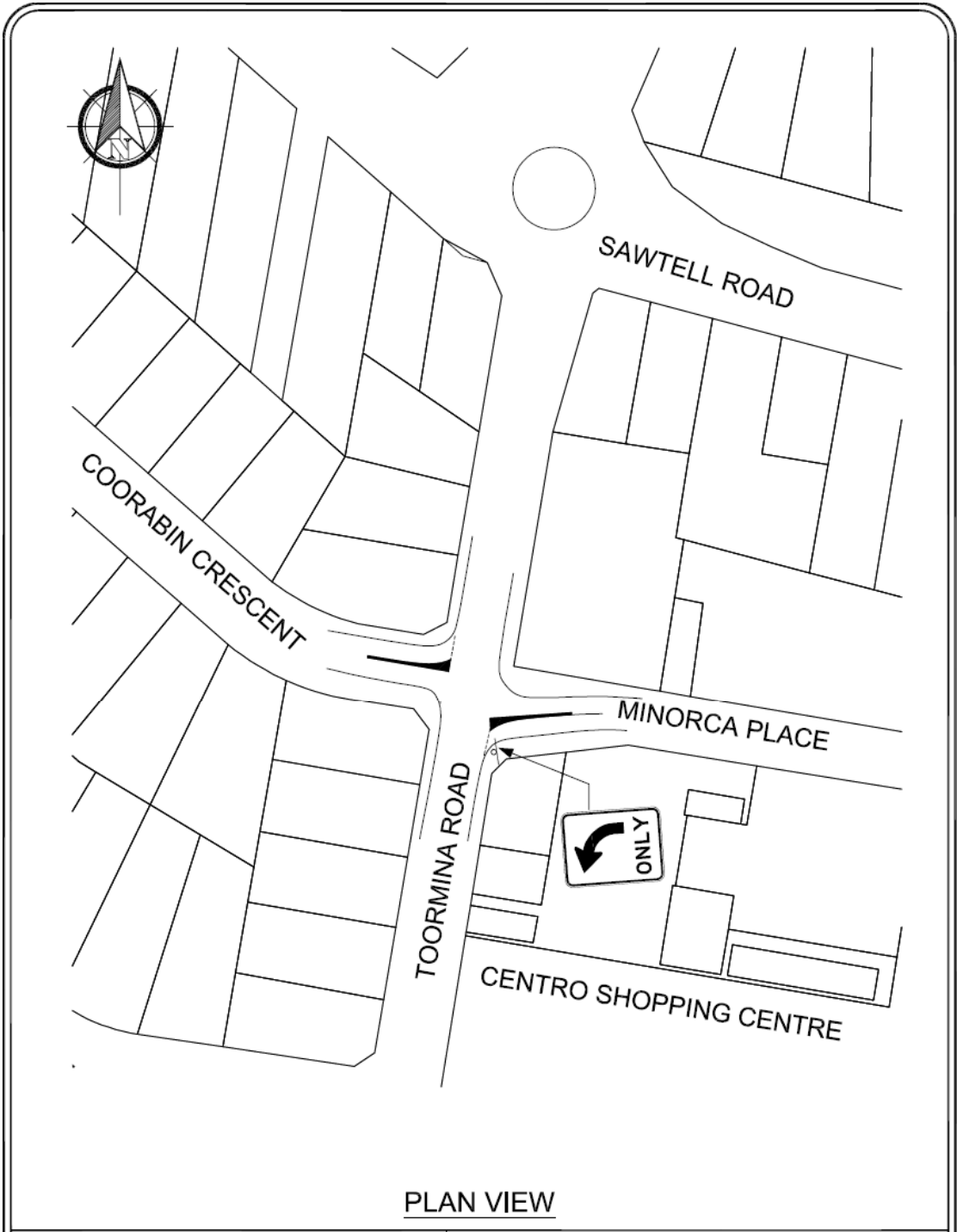
**NOTES:**

1. Change the current bus zone signage in front of the Christian Community School at No. 27 Curacoa St. to No Parking 8:00am-9:30am and 2:30am-4:00pm

2. Line mark the parking bays in accordance with plan in front of Community Care Options.

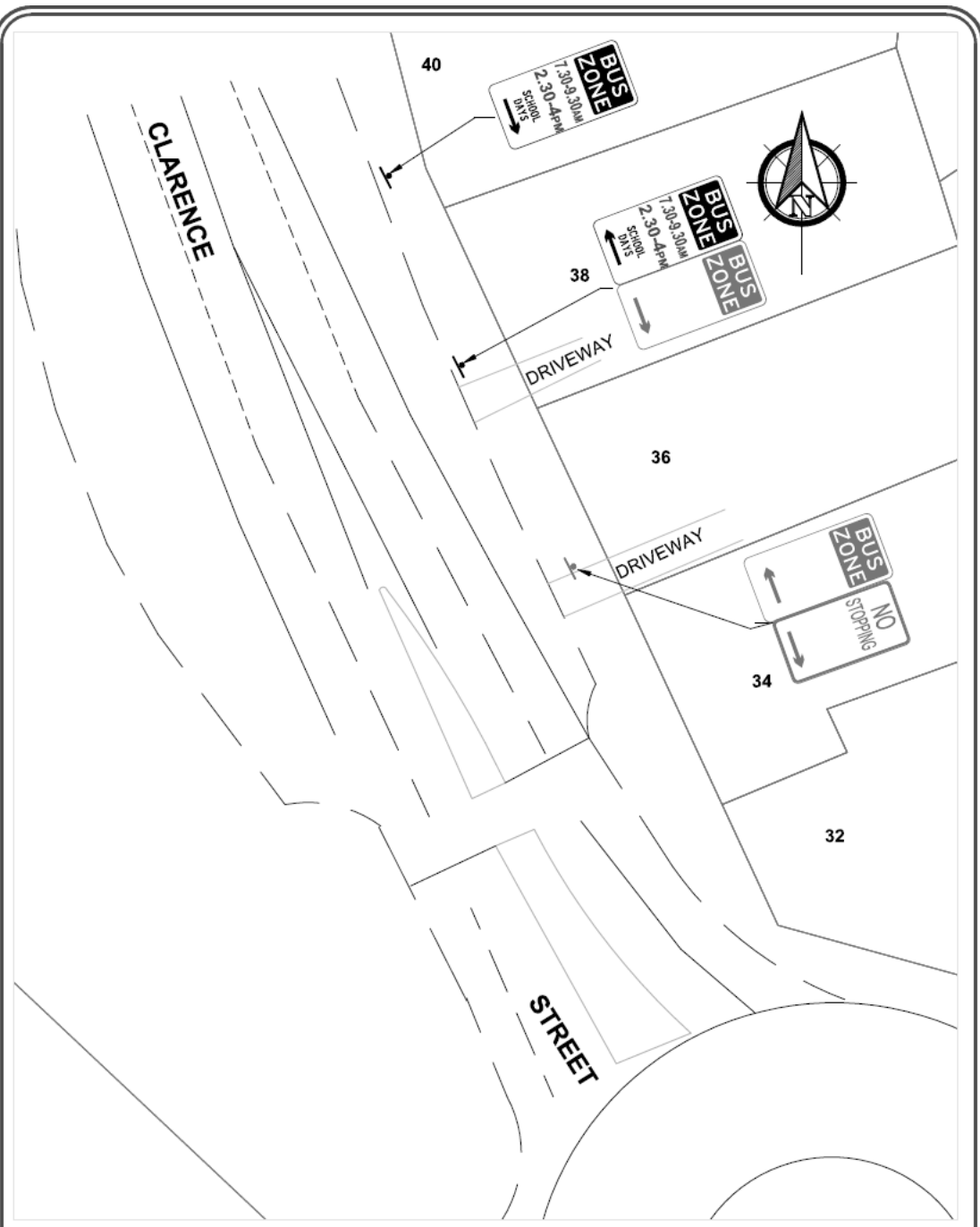
**TRAFFIC INSTRUMENT**

T.30a&b-2012  
Curacoa Street  
COFFS HARBOUR



**NOTES:**  
 'LEFT TURN ONLY' SIGN BE ERECTED IN MINORCA PLACE, TOORMINA, TO TURN ONTO TOORMINA ROAD FOR A THREE MONTH TRIAL PERIOD WITH BUSES EXEMPT. AND IF THERE ARE NO ISSUES, THAT IT BE MADE PERMANENT.

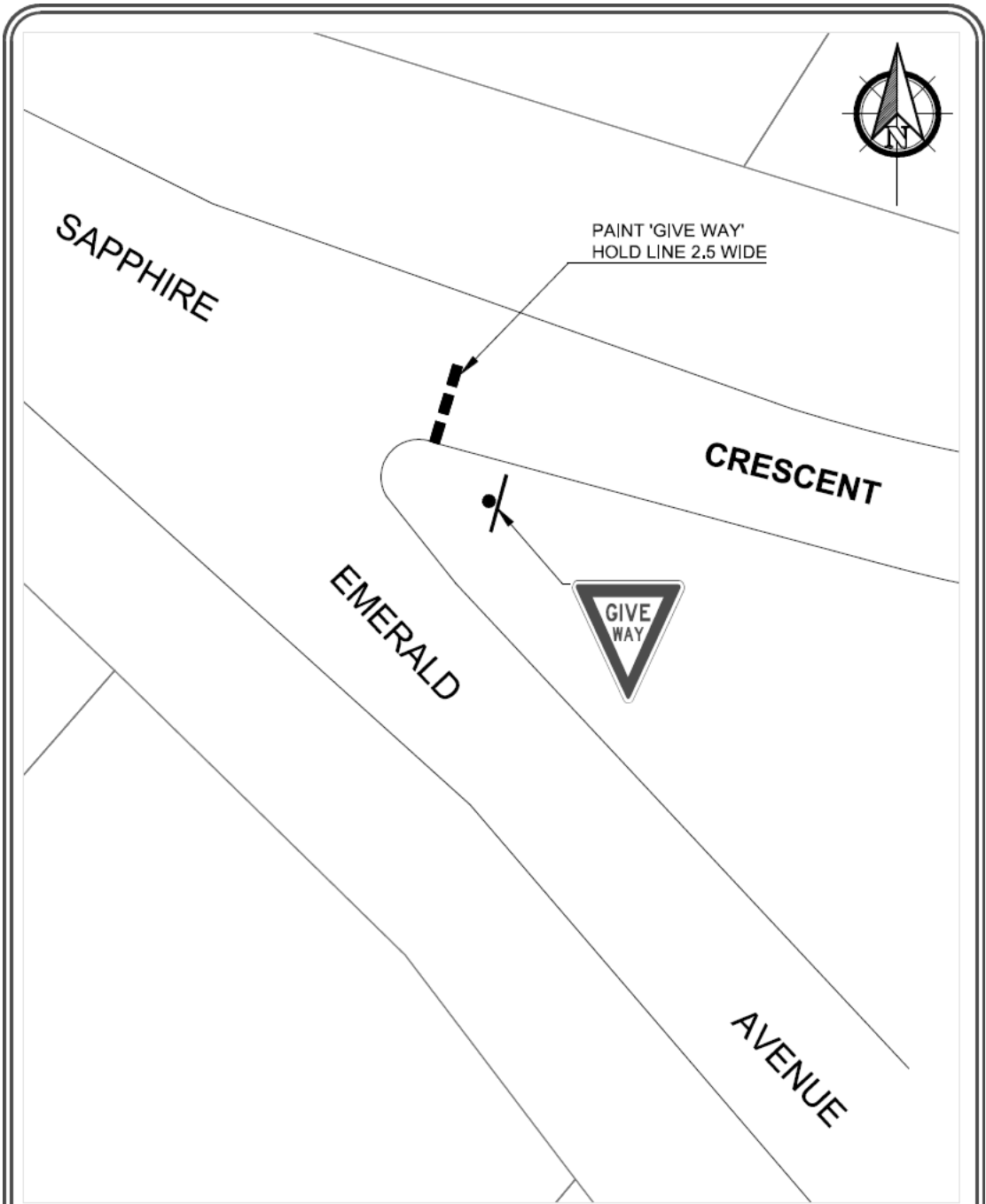
**TRAFFIC INSTRUMENT**  
 T.31-2012  
 MINORCA PLACE  
 TOORMINA



PLAN VIEW

NOTES:  
 Change time on "bus zone" signs to 7.30-9.30am and 2.30-4.00 pm on school days as per plan.

TRAFFIC INSTRUMENT  
 T.32-2012  
 Woolgoolga Highway Bus Zone Times  
 Woolgoolga



PLAN VIEW

**NOTES:**  
 That approval be given to install 'Give Way' sign and hold line on the Sapphire Crescent at its eastern approach to Emerald Avenue as per plan.

**TRAFFIC INSTRUMENT**

T.36-2012  
 Sapphire Crescent Give Way  
 Sapphire Beach

**Purpose:**

To inform Council as to the outcomes of the Community Survey (which followed on from the first phase of the Service Review project) and to discuss the next steps towards sustainable service provision.

**Description of Item:**

At its meeting of 15 December 2011, Council noted the completion of the first phase of the Service Review project, the objective of which was to assist Council in achieving sustainability in terms of its service provision.

It was noted that, as identified in the Draft Long Term Financial Plan considered by Council at the previous meeting, Council is spending more than it earns and must either cut services or increase revenues in order to achieve financial sustainability.

In the first stage of the Service Review project, review panels challenged submissions prepared by "Service Owners" (the managers responsible for delivering a service) through a two-stage "gateway" process: "gate 1" being the definition of the service (in terms of the 3Rs: reason, resources and results) and "gate 2" being the identification of opportunities for improvement and options to vary service levels.

As noted in the report, in examining each of the 17 internal services and the 26 external services, the review panels did not find any 'easy' opportunities for Council to improve the sustainability of its service provision.

It was proposed that a community survey be undertaken regarding the services Council delivers to gain better information regarding the community's priorities by asking them for feedback on the importance of, and satisfaction with, each of the 26 external services delivered by Council.

The survey was undertaken in February 2012 and completed at the end of March, with a briefing to Councillors 11 April followed by a presentation to Council's Leadership Team.

This report provides an overview of the outcomes of the survey (the full survey is provided as a separate Attachment) and discusses how it is proposed to utilise this information to assist the incoming Council have the "right debate" about service delivery: make decisions regarding the allocation of its limited resources to deliver on community priorities, having regard to the willingness of the community to pay for them, while also moving Council towards a more financially sustainable position.

It is noted that at the same time as feedback from the community on service importance and satisfaction was being sought, organisational improvement initiatives have been progressed in order to drive efficiency and effectiveness (the other option Council has to improve sustainability).

These include reviewing the organisational structure (removing 'silos' and pursuing economies of scale); the adoption of better service delivery processes (such as 'e-government' initiatives championed by Council's *Switched on Coffs* Digital Strategy); and the pursuit of commercial opportunities to increase revenues.

A formal process that aims to establish an ongoing forum to challenge the efficiency, effectiveness and strategic priorities for service delivery as well as foster ownership among Service Owners is currently being finalised.

**Sustainability Assessment:**

- **Environment**

Council services that protect and enhance the environment are one of the priorities to be considered for resource allocation by the incoming Council in formulating the 2013-2017 Delivery Program.

- **Social**

Council services that foster a healthy social environment are one of the priorities to be considered for resource allocation by the incoming Council in formulating the 2013-2017 Delivery Program.

- **Civic Leadership**

Arguably, Council's decisions around allocation of its limited resources in order to maximise benefits to the community in line with priorities embodied in the Community Strategic Plan is the demonstration of civic leadership of the highest order.

- **Economic**

**Broader Economic Implications**

Council services that foster economic growth are one of the priorities to be considered for resource allocation by the incoming Council in formulating the 2013-2017 Delivery Program.

**Delivery Program/Operational Plan Implications**

The objective of this process is to ensure that the Delivery Program and Operational Plan, which allocate Council's resources to particular services that Council delivers, reflect the community's priorities while beginning to tackle the challenge Council faces in terms of financial sustainability identified in the Draft Long Term Financial Plan.

**Consultation:**

Council commissioned a random telephone survey of 500 adult residents of the Local Government Area (LGA) in order to assess satisfaction with, and priorities towards different Council-managed facilities and services using a random and statistically valid sample.

Of the 500 participants, around 200 have agreed to participate in future consultation initiatives. There is the potential for this group (probably brought up to a larger number with a further recruitment process via telephone) to act as an ongoing reference group for Council to seek feedback that is representative of the broader views of the community.

The survey was designed to provide baseline data from which longitudinal (i.e. time-based) comparisons could be made in future years. The advantage of utilising the same group is that they can be given more detailed information to “drill down” on the services under consideration – the objectives, the outcomes being achieved and the cost of service delivery and perhaps give the community a “louder voice” in Council decisions.

**Related Policy and / or Precedents:**

Council's Asset Management Policy sets out Council's commitment to delivering community priorities for asset-related services within Council's limited funds and minimising the life-cycle cost to build, operate, maintain and renew these assets.

**Statutory Requirements:**

The outcomes of the Community Survey will assist the incoming Council in the development of the various plans and strategies that Council is required to develop by 30 June 2013 under the NSW Local Government Act, 1993.

The first of these is the Resourcing Strategy, which encompasses the:

- Long Term Financial Plan (forecasting Council's financial position in terms of revenue and expenditure, as well as options to increase revenues / decrease expenditure and thereby work towards financial sustainability),
- Asset Management Plans (setting out strategies to minimise the cost to build, operate, maintain and renew current and future public assets in order to deliver services from assets to the standards set by Council) and
- Workforce Resourcing Strategy (setting out strategies to ensure Council continues to have suitable capacity and capability in its human resources to deliver services).

The Community Strategic Plan (Coffs Harbour 2030) sets out the vision for the future and the strategies by which Council and the community can achieve this.

Council will then develop its four-year Delivery Program (encompassing a one-year Operational Plan), allocating its resources to the delivery of services aimed at achieving the objectives set out in Community Strategic Plan.

**Issues:**

The most 'broad-brush' feedback from the Community Survey regarding the services Council delivers is set out in the table on the next page.

Effectively, this is a “gap analysis” of the importance of a service and satisfaction with the service currently being delivered. At its broadest level, this table points to:

- services where additional resources should be considered (services towards the upper left corner of the chart) – services which the community feels are important, but are less satisfied with the current service
- services where a reduction in resources could possibly be considered (services towards the lower right corner of the chart) – services which the community feels are less important and are more satisfied with the service currently being delivered.



However caution is needed in using this information so simplistically. This is valuable information, but must be considered in the broader context.

For example, while the Library and Cultural facilities are placed towards the lower left corner, it may be that a smaller portion of the community use these services, but value it highly.

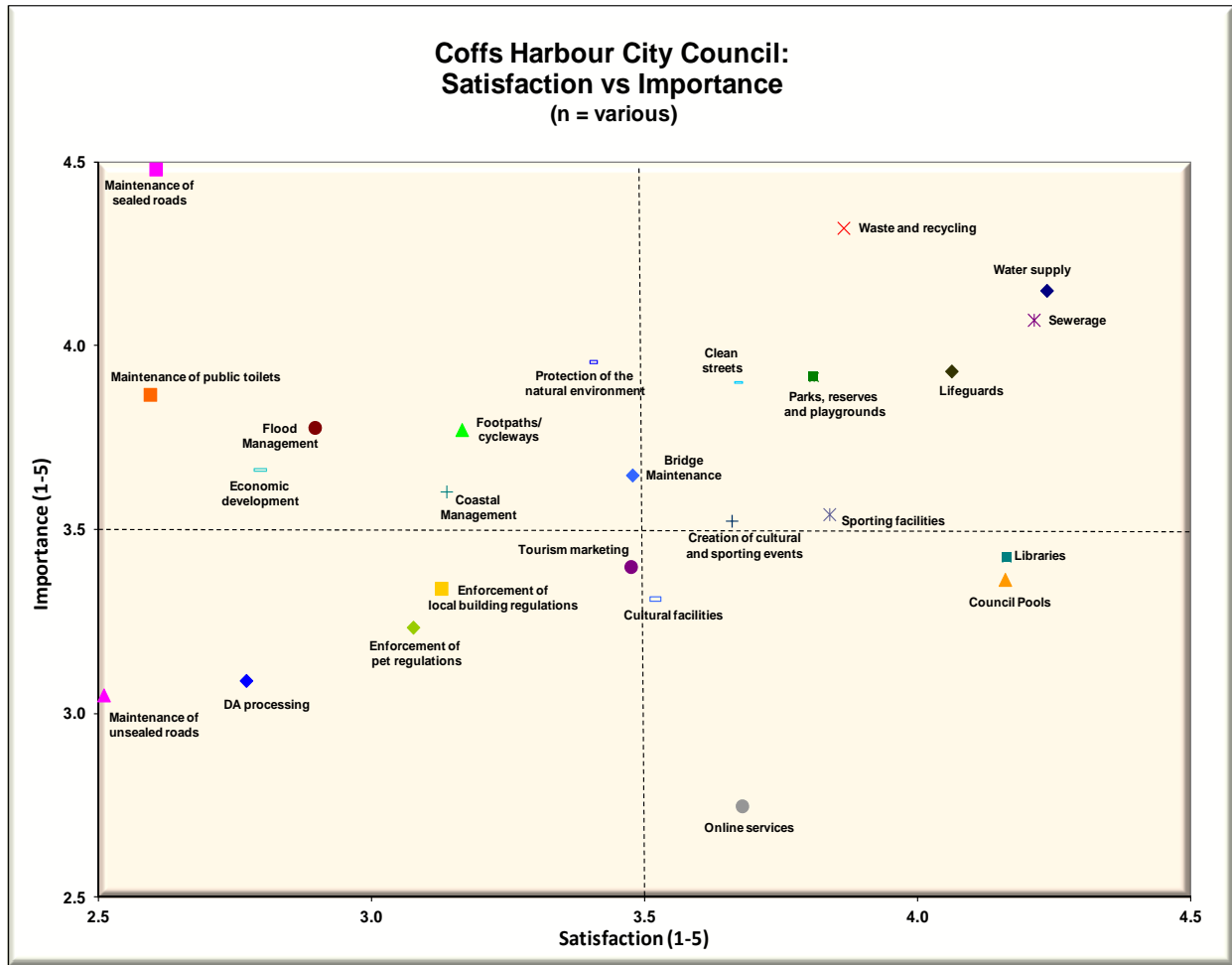
Council also has a range of other information that will help inform decisions over resource allocation: for example, customer requests concerning Parks, Reserves and Playgrounds have been steadily increasing over the past few years.

Or it may be that, as an outcome of the Economic Development Strategy Council identifies that a priority investment with regards to Economic Development and Tourism is works at the Jetty Foreshores, and thus this would fall into the category of the infrastructure services Council delivers.

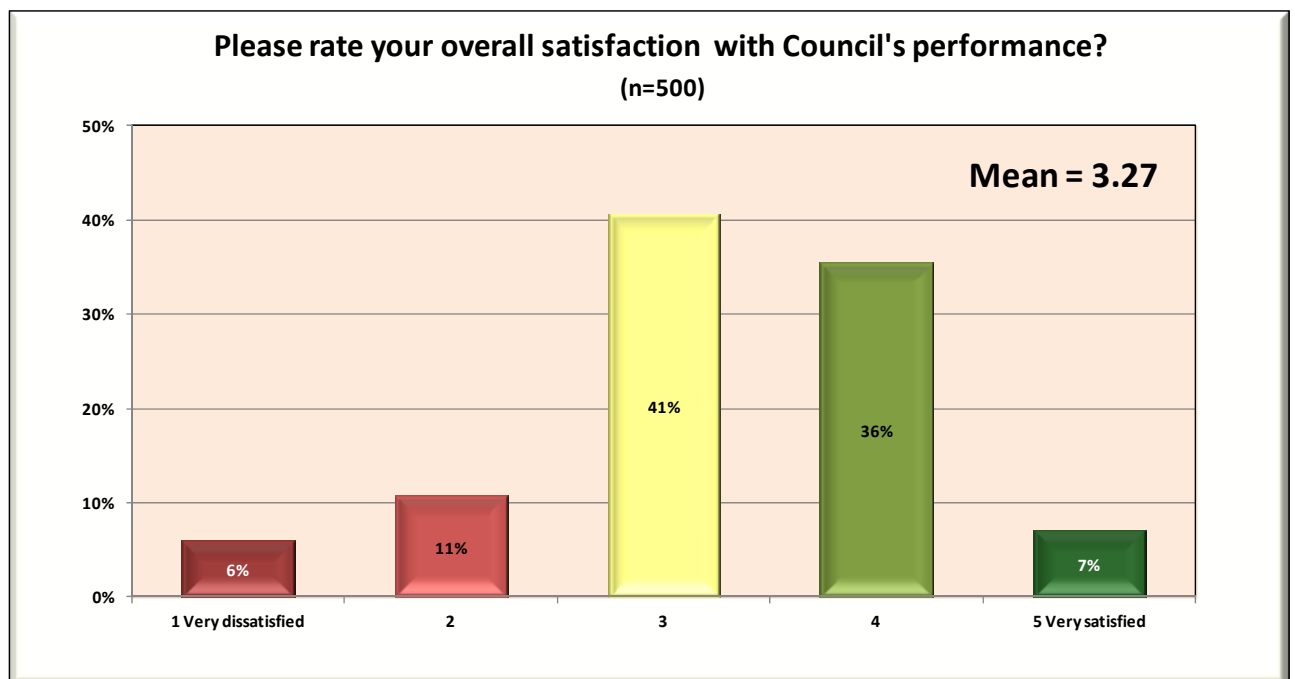
Or lastly, while Council's online services (e.g. its website, 'e-planning' initiatives such as making it easier to submit and track development applications online, information provision regarding flooding issues or even reporting a road maintenance issue) received the lowest importance / highest satisfaction rating, they represent one of the most significant opportunities to both increase the effectiveness of services being delivered but also reduce the cost of providing it.

As noted above under consultation, not only is it important that the respondents are given more detailed information on what services Council is actually delivering (as noted above under consultation) it is important that the strategic context of the service is considered.

That said, the survey represents a valuable addition to the information available for Council to make decisions regarding resource allocation.



The second element to the survey was questions regarding the overall performance of Council. The results of this are presented in the table below.



In all, 43 per cent of respondents declared themselves satisfied, against 17 per cent dissatisfied and the balance neither satisfied nor dissatisfied.

The mean satisfaction rating was 3.27 out of a possible five. There were no statistically significant differences to this mean by age, gender, ratepayer status or respondent location (i.e. urban or rural).

A mean rating of 3.27 (out of a possible 5) is above the middle ranking of 3.0, while offering plenty of scope for improvement in any subsequent satisfaction survey.

### Conclusion

There are three fundamental challenges facing Council with regards to service delivery:

- ▲ Aligning Councils service delivery with community priorities
- ▲ Driving continuous improvement in efficiency and effectiveness in operations
- ▲ Achieving financial sustainability.

The Service Review, in defining the 26 basic services delivered by Council as they are seen by the community, was an important step forward in aligning Council's service delivery with community priorities. The results of the Community Survey are important in establishing where the priorities for resource allocation. As noted earlier under consultation, they will provide a useful baseline to track importance and satisfaction with service delivery over time.

These service definitions have been utilised to reorganise the most recent Delivery Program adopted by Council. Where previously Council's Delivery Program identified 57 programs, it now focuses on the 41 basic services being delivered – thereby making it easier to see how Council is aligning its resources to community priorities.

The information from the Service Review process has been valuable input regarding proposed improvements to Council's Organisational Structure that align resources with the services being delivered (thus removing silos and achieving economies of scale).

The methodology utilised for the Service Review along with a number of other organisational improvement initiatives has provided a good foundation for an ongoing process of continuous improvement, driving efficiency and effectiveness in operations.

Financial sustainability is perhaps Council's biggest challenge, like local governments in our region, state, nation and around the world.

The work done over the past two years in developing a Long Term Financial Plan, Asset Management Plans and a framework for the review of Councils services being delivered will provide the incoming Council with a good foundation to tackle this issue with far better information than existed previously.

Information such as the feedback delivered by the Community Survey will enable Council to have the "right debate" with the community about the services it delivers and the community's willingness to pay for them, and to enable Council to make decisions that will ensure Council can continue to deliver acceptable services to the community into the future.

**Recommendation:**

**That:**

- 1. Council note the results of the Community Survey**
- 2. Council note the initiatives that are currently underway to enable Council to address its challenges around sustainable service provision.**

**Ben Lawson  
Director, City Services**

## CORPORATE BUSINESS DEPARTMENT REPORTS

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### CB12/58 CENTRAL BUSINESS DISTRICT MASTER PLAN COMMITTEE

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#### **Purpose:**

To make recommendations to Council for the appointment of the land owner, business owner and community representatives for the CBD Master Plan Committee.

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

At the 14 June 2012 Council meeting, Council established the CBD Master Plan Committee as a Section 355 Committee of Council, adopted its Terms of Reference and resolved to advertise for the positions of the community membership under those Terms of Reference.

Following the meeting the positions were advertised, the advertising period closing on 7 July. Council received a number of applicants for the committee. Four applications were received for the three land owner positions with land values over \$1 million, two applications for the one land owner position with land values under \$1 million, one application for the community member position and no applications were received from businesses who are not land owners.

#### **Sustainability Assessment:**

- **Environment**

There are no environmental impacts as a result of the recommendations in this report.

- **Social**

A vibrant CBD is critical for the social benefits of a large number of people as it is a place to meet, to congregate, to engage in business etc. These activities are an important part of the social fabric of any vibrant and growing community.

- **Civic Leadership**

This proposal works towards achieving the outcomes identified within the Coffs Harbour 2030 Community Strategic Plan and is directly connected to the themes 'Places for Living' and 'Looking after our Community'.

Relevant strategies include:

- Build pride and identity in Coffs Harbour as a community and a place;
- Create facilities and services that allow the community to reach its full development potential;
- Develop inclusive community, sporting and recreational activities;
- Promote healthy living;
- Encourage the provision of facilities, services and resources which attract and support young people;
- Provide opportunities for all, including the Aboriginal community, to contribute to the local economy.
- Create community structures which capitalise on intergenerational knowledge, experience and capacity.
- Create opportunities for enhancement of the community's sense of well being.

- **Economic**

**Broader Economic Implications**

The past CBD special rate has had significant broader economic impact as can be seen by the fact that vacancies in the CBD have dropped from 20% to 3-5%, crime rates have dropped and valuations have increased. It is believed that the ongoing development of projects across a greater CBD area would bring broader benefits.

**Delivery Program/Operational Plan Implications**

The funding for the CBD Special Rate is included in the currently adopted Delivery Program and Operational Plan of Council.

**Consultation:**

The positions for the Committee were advertised from 15 June 2012 closing on 7 July 2012. Internal consultation has occurred in relation to assessing the applicants for the positions and finalising the recommendations for this report.

**Strategic Alignment**

The proposal aligns with Council's 2030 in relation to the provision of a vibrant CBD and also in relation to Council undertaking consultation with the community.

**Related Policy and / or Precedents:**

Council has a number of Section 355 committees that have terms of reference that they are to abide by.

**Statutory Requirements:**

Council has the ability, under Section 355 of the *Local Government Act 1993*, to delegate its function through the appointment of a committee of Council. In Section 377, 'The general power of the council to delegate', the Council may by resolution delegate to the General Manager or any other person or body, any of the functions of Council. This includes the CBD Master Plan Committee and the delegations as laid out in the Terms of Reference.

**Issues:**

The Committee has a Terms of Reference in which to operate. Those Terms of Reference specify membership consisting of three members with land values of more than \$1 million, one member with land values under \$1 million, one community member and one business owner who is not a property owner.

Council has received four applications for positions in the category of land owners with property values over \$1 million. These are:

- Mr David Doyle, President, Coffs Cex
- Mr Garth Grundy representing Gowings
- Mr Ian Hogbin who owns a number of properties within the CBD, and
- Mr Lance Cousins, likewise holding property within the CBD.

Each applicant offers a variety of skills and experience. Upon reviewing the applications and information provided and assessing them against the range of skills required in consultation with staff, it was agreed that there was little to separate the four applicants. On this basis it was agreed that the fairest way to determine the three to be recommended for the committee was to draw the one applicant to miss out from a hat with the other three being recommended.

A draw was arranged with the four names written on paper, folded, sealed and then placed in a box. A single piece of paper was drawn from the box. That being Mr Ian Hogbin. The whole process was witnessed by Councils Manager Governance Services, Risk Coordinator and Departmental Administrator. The draw was made by the Director of Corporate Business. On this basis it is being recommended that Messrs David Doyle, Garth Grundy and Lance Cousins be appointed to the Committee.

In relation to land owners with property under \$1 million, Council received two applications. Those being from:

- Mr John Buckland and
- Mr Allan Anderson.

Both applicants own property valued at less than \$1 million within the CBD Special Rate area. Mr Buckland has completed a form CBD Master Plan Committee Expression of Interest while Mr Anderson has provided Council with a letter just outlining his availability to attend meetings and no other details as required by the Expression of Interest form. On this basis, it is recommended that Mr Buckland be appointed to the Committee.

Council received only one application for a community member to be on the Committee and that was from Mr Rod McKelvey. Mr McKelvey is currently the Chair of the ETC (Enterprise and Training Company Limited) board. ETC have a strong presence in the CBD. Mr McKelvey is also a former councillor and has strong networks within the community and meets the required criteria for a Committee member.

Council received no applications for the business owner / non property owner position on the Committee. It is proposed that this position be held vacant and the Committee at its first meeting discusses a potential candidate that could be approached and recommended to Council for appointment for that position.

**Implementation Date / Priority:**

The members and all other unsuccessful applicants will be notified immediately after the resolution of Council in relation to their applications for membership of the Committee. It is envisaged that the Committee will meet for the first time in August.

**Recommendation:**

- 1. That Council appoints Messrs David Doyle, Garth Grundy and Lance Cousins as delegates with properties valued over \$1 million.**
- 2. That Council appoints Mr John Buckland as the delegate of property valued less than \$1 million.**
- 3. That Council appoints Mr Rod McKelvey as the community representative.**
- 4. That the Committee considers and makes recommendations to Council in relation to a prospective CBD business owner who is not a property owner to fill that vacant position in the future.**



**Purpose:**

To seek Council approval to acquire Part Lot 2 DP 868654 William Sharp Drive, Coffs Harbour.

**Description of Item:**

During recent years Council has acquired land and constructed a detention basin at William Sharp Drive in the West Coffs Harbour residential development area.

The land upstream from this basin is required by Council for both the purposes of the detention basin and also as a result of the West Coffs Contribution Plan which has collected monies from Section 94 levies to acquire open space and drainage lands.

The land required by Council as referred to in this report comprises that part of Lot 2 that is zoned 2A and 7A, comprising some 3,120 square metres. The remainder of the land is zoned residential and is not required by Council. The attached plan shows the land to be acquired by Council.

The acquisition of this land has been negotiated by Council's Property and Commercial Services Branch and the terms agreed to by the parties are as follows:

1. That the land be transferred at a nominal amount (\$1).
2. That Council will accept financial liability for the works required under the existing Vegetation Management Plan which relates to the land. (Estimated cost of \$16,370).
3. Council will be responsible for survey plan costs and costs of registration at Land and Property Information.
4. That each party will be responsible for their own legal conveyance costs.
5. Council accepts that the contract will contain conditions in relation to fill and vegetation plantings similar to those contained in the recent contract for the transfer and sale of adjoining land owned by Utila Pty Limited.

**Sustainability Assessment:**

• **Environment**

There are no environmental impacts in acquiring the land.

The acquisition of the land will assist with the ongoing drainage management in the West Coffs Release Area.

• **Social**

The purchase of the land will add to the open space holdings of Council which provide visual and amenity attributes in the local area.

• **Civic Leadership**

In line with the Coffs Harbour 2030 Plan, Council needs to take a leadership role addressing flooding and drainage issues for the betterment of the city.

- **Economic**

**Broader Economic Implications**

There will be minimal implications as a result of this acquisition by Council.

**Delivery Program/Operational Plan Implications**

The acquisition of the land and Vegetation Management Plan related works are being funded by three separate revenue streams which include:

1. Section 94 funds (the Finance Branch advises that funds are available for this acquisition).
2. Grant from the Department of Natural Resources being two-thirds of the value of the land above the 1% AEP flood level (prior to the basin). To be confirmed by a valuation by the Property Valuation Services section of the Department of Commerce.
3. Council revenue which has previously been approved as part of its flood plan management program to be applied as one-third of the value of the land above the 1% AEP flood level (prior to the basin).

**Consultation:**

Discussion has occurred with relevant staff in relation to the potential purchase.

**Related Policy and / or Precedents:**

Council has in the past acquired property in this locality for similar purposes.

The land is identified under the West Coffs Contributions Plan and Development Control Plan for acquisition. Development Application 1428/06 which relates to this property also sets this land aside for acquisition by Council.

**Statutory Requirements:**

Council has the power to acquire property for the required purpose under the Local Government Act.

**Issues:**

Council could wait until the whole of this property is developed in the future to obtain the drainage land it requires. It is however seen as opportune that the acquisition proceeds now, given the detention basin at Bakers Road has been completed and affects the land. The agreement for transfer of the land is fair and reasonable and the funding which partly comes from grant money needs to be allocated urgently.

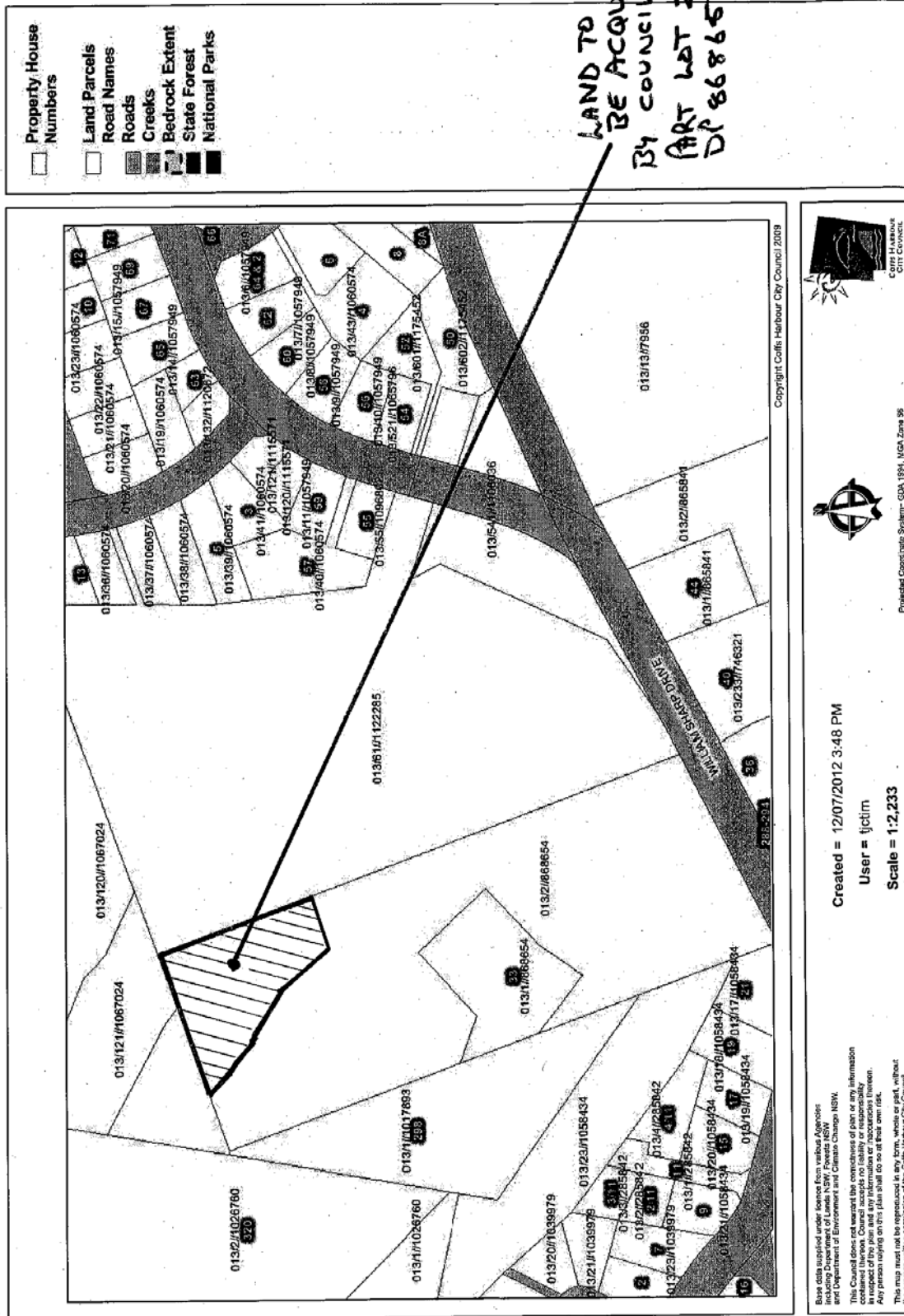
**Implementation Date / Priority:**

The matter will be acted upon immediately.

**Recommendation:**

- 1. That Council acquires that part of Lot 2 DP 868654 as shown on the plan attached to this report for a nominal amount of \$1 on the terms contained within this report.**
- 2. That any necessary documents for the acquisition of the property be executed under the common seal of Council.**
- 3. That the property once acquired be classified as operational land under the Local Government Act, 1993 (as amended).**
- 4. Council approve the expenditure of approximately \$16,370 on the implementation of the Vegetation Management Plan on the subject land funded by Flood Mitigation Funds and Section 94 Funds.**

Attachments:



**Purpose:**

To present to Council a revised Section 94 Developer Contributions Plan for the North Boambee Valley (East) Release Area (attached to this report). This report recommends that the plan be adopted.

**Description of Item:**

Council, at its ordinary meeting on 10 May 2012, resolved to place a draft revised North Boambee Valley (East) Developer contributions plan on exhibition for a period of 28 days and submissions be invited.

The Draft Plan was placed on exhibition from 17 May 2012 until 15 June 2012. No submissions were received.

**Sustainability Assessment:**

- **Environment**

The Draft Contributions Plan provides for the collection of funds for the purchase of a significant amount of land zoned as environmental protection. These lands are principally designated as primary and secondary core koala habitat.

- **Social**

The Draft Contributions Plan includes funding for improvements to the road network which will improve safety for residents and improve access to services. Further it provides funding for social infrastructure including a community meeting area and a neighbourhood playground.

- **Civic Leadership**

The Coffs Harbour 2030 Plan provides for a strategy to “create facilities and services that allow the community to reach its full development potential” (LC2.3.2).

It also provides for a strategy to “facilitate safe traffic and pedestrian flow in and around the city's facilities and services” (MA3.1.2). The provision of enhanced traffic facilities within the release area is in line with Council achieving these objectives.

- **Economic**

**Broader Economic Implications**

The current adopted Developer Contributions Plan for the release area includes contributions for items that will not eventuate due to the adoption of the preferred highway bypass corridor. The current contributions plan is therefore redundant in many aspects, and a revised plan is required. Failure to progress this may leave Council open to financial risks associated with the changes to infrastructure and services.

Contributions currently applicable under the relevant adopted plans for the release area total \$32,988.06 per lot inclusive of contributions towards water and sewer.

The draft amended plan, when considered in conjunction with other contribution plans that apply to the release area, provides for contributions at the rate of \$29,078.30 per lot.

There have been some minor amendments to the exhibited plan as a result of adjusted works schedules which have resulted in a decrease in contributions applicable per lot by \$497.98.

A substantial amount of infrastructure has been constructed within the release area. The draft plan provides for recoupment of the costs that have been forward funded by Council and developers within the catchment.

### **Delivery Program/Operational Plan Implications**

There are no immediate impacts on Council's Delivery Plan/Operational Plan.

### **Consultation:**

Relevant Council staff, including Manager, Strategic Infrastructure, Senior Biodiversity Officer, Executive Manager, Cultural and Community Development, Landscape Architect, and Senior Valuer have been consulted in the preparation of the works schedule and the preparation of the Draft Contributions Plan.

### **Related Policy and / or Precedents:**

Council has been collecting contributions in the release area since adoption of a contributions plan on 23 February 2000.

### **Statutory Requirements:**

Section 94 of the *Environmental Planning and Assessment Act 1979* allows Council, as a consent authority, to place a condition of consent on relevant development consents requiring the payment of a monetary contribution towards the provision of public amenities and services. Clause 26 of the Environmental Planning and Assessment Regulation 2000 requires Council to exhibit the draft plans for a minimum of 28 days.

Further Clause 31 of the regulation provides as follows:

- 31 Approval of contributions plan by council
- (1) After considering any submissions about the draft [contributions](#) plan that have been duly made, the council:
  - (a) may approve the plan in the form in which it was publicly exhibited, or
  - (b) may approve the plan with such alterations as the council thinks fit, or
  - (c) may decide not to proceed with the plan.

**Issues:**

***Contribution Plan Inclusions***

The Draft North Boambee (East) Developer Contributions Plan provides for the collection of contributions for the provision of certain infrastructure such as cycleways and land purchases in the future. It also provides for the recoupment of funding for completed works such as roads and storm water infrastructure that have been forward funded by Council and developers within the catchment.

**Implementation Date / Priority:**

Should Council resolve to adopt the North Cooffs Developer Contributions Plan it will come into force upon advertisement of a notice stating the Plan has been adopted.

**Recommendation:**

**That the North Boambee Valley (East) Developer Contributions Plan 2012, as attached to this report be adopted**

Attachments:

COFFS HARBOUR CITY COUNCIL



**NORTH BOAMBEE VALLEY  
(EAST)  
RELEASE AREA**

Developer Contributions Plan 2012



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## PART A - SUMMARY SCHEDULES

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### EXECUTIVE SUMMARY

This contributions plan enables Coffs Harbour City Council to levy contributions under Section 94 of the Environmental Planning and Assessment Act 1979 where the anticipated development within the North Boambee (East) release area will or is likely to increase the demand for public facilities.

Council's "Our Living City" Settlement Strategy 2007 advises that the population of Coffs Harbour is expected to increase by 32,000 by 2031. The Strategy further identifies North Boambee Valley (East) as an area appropriately zoned and capable of additional residential development. Residential developments have been approved and some development completed within the release area for approximately 429 dwellings accommodating approximately 1,014 people.

It is expected that future development in the order of 361 dwellings accommodating approximately 939 people will occur within the release area.

As a consequence of this anticipated development and having regard to the level of facilities currently available and the expected profile of the new population, it will be necessary to provide:

- open space and recreation facilities
- transport and traffic facilities
- community facilities and services
- koola management facilities
- stormwater management.

### SUMMARY OF WORKS

A schedule of works and current status is provided at table 1

### SUMMARY OF CONTRIBUTION RATES

A summary of works costs by land use is included at Table 2.

Table 3 summarises the contribution rates applying to the different forms of development in North Boambee Valley (East).

### DATE OF COMMENCEMENT OF THE PLAN

This contributions plan came into operation on 23 February 2000.

### AMENDMENTS

This Plan was amended on 16 October 2003 and on 24 April 2008 and further on the xx/xx/2012.

*Table 1 - Schedule of Works, Commencement, Staging and Expenditures*

Works Completed	Capital Cost \$
<b>Neighbourhood Community Centre</b>	250,000
<b>Open Space &amp; Recreation</b>	
Neighbourhood Park – Lakes Drive	312,456
Street trees	
<b>Traffic Management</b>	
Collector road – Lakes Drive (8.0m x 450m kerb & gutter, and cycleways incl. land acquisition)	2,540,332
Roundabout (1)	
Route Lighting	
<b>Stormwater Management</b>	1,291,551
Catchment 1	
<b>Urban Planning</b>	184,483
<b>TOTAL</b>	<b>4,578,822</b>
Future Works	Capital Cost \$
<b>Neighbourhood Community Centre</b>	500,000
<b>Open Space &amp; Recreation</b>	150,000
Neighbourhood Park	
<b>Traffic Management</b>	
Cycleways	90,000
<b>Koala Management</b>	1,406,680
<b>Stormwater Management</b>	
Catchment 1	182,465
Catchment 2	200,000
<b>TOTAL FUTURE WORKS</b>	<b>2,529,145</b>
<b>TOTAL ALL WORKS</b>	<b>7,107,967</b>

*Table 2 - Summary Costs by Land Use*

Public Facility	Total Cost \$	Contributions Expended, Levied or Held as at 30-6-2012	Net Cost to be Levied \$
Community Facilities	750,000	304,297	445,703
Open Space	462,456	312,852	149,604
Transport and Traffic	2,630,332	2,026,559	603,773
Koala Management	1,406,680	440,406	966,274
Stormwater			
Catchment 1	1,474,016	865,105	608,911
Catchment 2	200,000	51,169	148,831
Urban Planning	184,483	159,928	24,555

**Table 3 - North Boambee Valley ( East) Contribution Rates**

<b>Service / Facility</b>	<b>Net Cost to be Levied</b>	<b>Per Person</b>	<b>Per Small Dwelling</b>	<b>Per Large Dwelling / lot</b>	<b>Per SEPP Seniors Living Dwelling (self care)</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Community Facilities	445,703	489.78	881.61	1,273.44	734.68
Open Space	149,604	164.40	295.92	427.44	246.60
Transport and Traffic	603,773	663.49	1,194.28	1,725.07	995.23
Koala Management	966,274	1,061.84	1,911.31	2,760.78	1,592.76
Stormwater Management					
Catchment 1	148,831	602.55	1,084.60	1,566.64	903.83
Catchment 2	608,911	918.42	1,653.15	2,387.89	1,377.63
Urban Planning	24,555	26.98	48.57	70.15	40.48
<b>Total Catchment 1</b>		<b>3,009.04</b>	<b>5,416.29</b>	<b>7,823.52</b>	<b>4,513.57</b>
<b>Total Catchment 2</b>		<b>3,324.91</b>	<b>5,984.84</b>	<b>8,644.77</b>	<b>4,987.37</b>

**Notes:**

1. **Contribution rates will be applied as follows:**
  - *the first lot in a residential subdivision is exempt from contributions*
  - *the first dwelling on a residential lot is exempt from contributions*
  - *the contribution rate for a dual occupancy, villa, townhouse or residential flat development is the number of dwellings multiplied by the appropriate dwelling rate minus one lot rate.*
2. *A small dwelling is deemed to be any dwelling with a floor area less than 100 square metres (excluding garages and balcony areas).*
3. *The lot rate/large dwelling rate applies to all types of dwelling with a floor area equal to or exceeding 100 square metres of floor area (excluding garages and balcony areas).*
4. *In addition to the above the relevant contribution rates for Regional, District and Neighbourhood Open Space and Community Facilities, Surf Rescue Equipment, and Coffs Harbour Road Network will also apply.*
5. *SEPP Seniors Living occupancy rates refers to developments approved under the State Environmental Planning Policy (Seniors Living) 2004.*

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# PART B - ADMINISTRATION AND ACCOUNTING

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## **NAME OF THE PLAN**

This contributions plan has been prepared in accordance with the provisions of Section 94 of the Environmental Planning and Assessment Act 1979 and Part 4 of the Environmental Planning and Assessment Regulation 2000 and may be referred to as the North Boambee Valley (East) Release Area Developer Contributions Plan 2012.

## **PURPOSE OF THE PLAN**

The primary purpose of this plan is to satisfy the requirements of the Environmental Planning and Assessment Act and Regulation to enable Council to require a contribution towards the provision, extension or augmentation of public services that will, or are likely to be required as a consequence of development in the area or that have been provided in anticipation of or to facilitate such development.

Other purposes of the plan are to:

- (i) ensure that an adequate level of public infrastructure is provided within the North Boambee Valley (East) release area as development occurs.
- (ii) enable Council to recoup funds that it has spent in the provision of public facilities in anticipation of likely future development.
- (iii) ensure that the existing community is not burdened by the provision of public facilities required as a result of future development.
- (iv) provide a comprehensive strategy for the assessment, collection, expenditure, accounting and review of development contributions on an equitable basis throughout the North Boambee Valley (East) Release Area.

## **THE AREA TO WHICH THE PLAN APPLIES**

This plan applies to all the land within the North Boambee Valley (East) residential release area described on Map 1.

## **RELATIONSHIP TO OTHER PLANS AND POLICIES**



This plan supplements the Coffs Harbour Local Environment Plan 2000 and the North Boambee Valley (East) Release Area Development Control Plan. This contributions plan should be read in conjunction with the Regional, District and Neighbourhood Facilities Developer Contributions Plan 2008, The Coffs Harbour Road network Developer Contributions Plan 2008, the Coffs Harbour Development Servicing Plan for Water Supply 2010, the Coffs Harbour Development Servicing Plan for Wastewater 2010, and other plans that may apply to the Release Area.

This contributions plan provides a means for implementing some of the planning and community development strategies adopted by Council.

## **HOW THE PLAN OPERATES**

In determining a development application Council may impose a condition requiring the payment of a monetary contribution and/or the dedication of land in accordance with the provisions of this Plan.

LEGEND

-  RTA PACIFIC HIGHWAY PREFERRED BYPASS ROUTE
-  LAND EXCLUDED FROM THIS DCP



Map 1  
North Boambee Valley (East) Release Area

## FORMULA FOR DETERMINING CONTRIBUTIONS

The formula to be used for the calculation of contributions under Section 94 of the Environmental Planning and Assessment Act is as set out below:

Contribution per person =

$$\frac{C - L - E}{P}$$

Where:

C = total cost of works

L = amount of existing contributions either paid or levied as at 30/6/2012

E = Expenditure to date

P = Future population of catchment

## TIMING OF PAYMENT OF CONTRIBUTIONS

Payment of financial contributions should be finalised at the following stages:

- **development consents involving subdivisions** – prior to release of the linen plan
- **development consents involving building work** – prior to the release of the construction certificate
- **development consents where no construction certificate is required** – at the time of issue of the notification of consent, or prior to the commencement of approved development as may be determined by Council.

## DEFERRED OR PERIODIC PAYMENTS

Where the applicant can demonstrate that the settlement of the contribution, in terms of the above, is unreasonable in the circumstances of the case, the Council may accept deferred or periodic settlement. In such a case, the applicant needs to make a written request and satisfy Council in accordance with the following:

- there are valid reasons for deferred or periodic payment;
- no prejudice will be caused to the community deriving benefits from the public facilities required by the proposed development;
- no prejudice will be caused to the operation of this plan;
- the provision of the public facility or service in accordance with the adopted work schedule will not be adversely affected.

Applications for deferment of payments will be subject to the following conditions:

- (i) the deferment will be for a fixed period not exceeding 6 months from the date the contribution becomes due;
- (ii) the applicant must agree to pay the Council interest on contributions or on so much thereof as shall remain outstanding from time to time computed from the date that the contribution becomes due at the appropriate rate of interest;
- (iii) payment of the contributions and the interest must be secured by delivery to the Council of a guarantee in writing issued by an appropriate institution.

Deferments will not be granted based on progressive land sales.

For the purposes of this provision, "appropriate rate of interest" means the seven year local government interest borrowing rate applicable from time to time, and "appropriate institution" means a licensed bank or other institution where securities comprise authorised investments under the Trustee Act 1925.

## **WORKS IN KIND**

### **Written Application**

Any application for the provision of a WIK or other MPB must be made in writing prior to commencement of works associated with the development consent and should contain the following information (where relevant):

- The works proposed to be undertaken and whether the works are contained within the works schedule of the relevant contributions plan;
- Whether such works are intended to be full or partial completion of the project;
- The estimated value of the works – identifying variations, if any, between the cost identified in the Plan and the estimated cost of works;
- The differentiation of components of the works that are in accordance with the plan and those that are not;
- The time frame within which the works are proposed to commence and be completed.
- Written consent to carry out the work from all owners of land affected by the proposal

Where the value of the WIK or other MPB is less than the value of the required contribution, the applicant will be required to settle the balance of the contribution by way of a monetary contribution and/or land dedication

### **Council Assessment**

The acceptance of an offer for a Works in Kind or other Material Public Benefit is at the sole discretion of Council.

WIK/MPB contracts will normally only be negotiated on those works detailed in the relevant contributions plan. Applications for a MPB will require approval by way of a Council resolution

In considering an application for a WIK or MPB Council must be satisfied that:

- (a) payment of the contributions in accordance with the provisions of the plan is unreasonable or unnecessary in the circumstances of the case, and
- (b) the in kind contribution will not prejudice the timing or the manner of the provision of the public facility for which the contribution was required, and
- (c) the value of the works to be undertaken are at least equal to the value of the contribution assessed in accordance with the relevant contributions plan, and
- (d) the proposed works are of a suitable standard for Council to eventually accept

Council may review the valuation of works or land to be dedicated, and may seek the services of an independent person to verify their value. In such cases, all costs and expenses borne by the Council in determining the value of the works or land will be paid for by the applicant. No WIK or MPB contracts will be negotiated retrospectively.



## Completion of Agreement

If a WIK or other MPB agreement has been reached, a legal contract shall be prepared by Council's legal representatives covering:

- The proposed works
- The cost of such works
- The applicants rights and responsibilities
- Council's rights and responsibilities
- Clear agreement as to any variation to the amount of contributions payable in accordance with the relevant development consent as a result of the MPB / WIK contract.

Costs associated with preparation of the contract shall be paid by the applicant Where an application is not approved by Council, the monetary contribution, as per the Consent remains applicable.

## EXEMPTIONS

Council may consider exempting developments, or components of developments from the requirement for a contribution for developments that include aged care accommodation where the residents require in house care, and developments that are specifically exempted under directions that may be made from time to time by the NSW Minister for Planning.

## POOLING OF FUNDS

This plan expressly authorises monetary S94 contributions paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes.

## INDEXING OF CONTRIBUTION RATES

Council will review the contribution rates to ensure that the monetary contributions reflect the costs associated with the provision of the public facility.

The contribution rates will be reviewed on the basis of movements in the Consumer Price Index, All Groups Sydney, as published by the Australian Bureau of Statistics in accordance with the following formula:

$$RC = \frac{C \times \text{Current index}}{\text{Previous index}}$$

where

RC = Revised contribution rate per ET applicable at the time of payment

C = Previous contribution rate

*Current index* is the Consumer Price Index at the date of review of the contribution

*Previous index* is the Consumer Price index as listed in Appendix "A" or applicable at the time of issue of the consent.

Council may also review the works schedule, the estimate of costs of the various public facilities and services, population projections, land acquisition costs or other aspects relating to the contribution plan.

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## PART C - STRATEGY PLANS

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### RELATIONSHIP BETWEEN EXPECTED DEVELOPMENT AND DEMAND FOR ADDITIONAL PUBLIC FACILITIES

The following documents provide the basis for establishing the relationship (nexus) between the expected types of development in the area and the demand for additional public facilities to meet that development.

**The Coffs Harbour "Land Capacity Assessment 2004, and the 'Our Living City" Settlement Strategy** establishes the level of existing development and estimates a population of 99,000 in Coffs Harbour by the year 2031. The estimates are based on Department of Planning's Mid North Coast Regional Strategy population projections. The Strategy identifies the localities of proposed future development within the Coffs Harbour local Government Area and specifically identifies North Boambee Valley (East) as suitable for continued future residential development.

**Coffs Harbour City Council's Social and Community Strategic Plan 2006-2010** provides information on strategies for the provision of community facilities.

**Coffs Harbour City Council Open Space Strategy 2010** identifies the passive open space facilities required by future population. The Strategy was prepared following extensive community consultation and a review of current and future demographic patterns and an assessment of issues relevant to all these factors.

**The North Boambee Valley (East) Development Control Plan** sets out detailed guidelines for development in the North Boambee Valley (East) release area. It provides for a range of residential densities, although it is expected that the dominant form of development will be detached dwellings. It also allocates land for open space and environmental protection purposes.

### CAUSAL NEXUS

The anticipated increase in population in the North Boambee Valley (East) release area will place greater demands on existing public facilities and require the provision of new public facilities which are not currently available.

Table 1 in this plan lists the public facilities to be provided in the North Boambee Valley (East) release area.

The Coffs Harbour Regional, District and Neighbourhood Facilities and Services Developer Contributions Plan 2008 and the Coffs Harbour Road Network Developer Contributions Plan 2008 lists public facilities provided for the benefit of future population in North Boambee Valley (East) together with future population in other catchments.

The Coffs Harbour Development Servicing Plan for Water Supply 2010, the Coffs Harbour Development Servicing Plan for Wastewater 2010 lists the water and wastewater requirements for new development in North Boambee Valley (East).

### PHYSICAL NEXUS

The location of facilities has been determined having regard to the area of increased demand, accessibility to the identified public facilities and the manner in which such need may be satisfied.

## TEMPORAL NEXUS

The public facilities will be provided in a timely manner to benefit those who contributed towards them. Many facilities have already been provided such as stormwater detention systems and ca collector road.

## EXISTING AND FUTURE DEVELOPMENT IN NORTH BOAMBEE VALLEY (EAST)

The North Boambee Valley (East) release area has been the subject of residential development since the 1990's. It was originally intended that the development catchment would be significantly larger than that of the current North Boambee Valley (East) Release area, and would accommodate significantly more future population. However following extensive studies, the NSW Roads and Traffic Authority identified a corridor through the original release area as the preferred option for a Pacific Highway bypass. This has had a significant effect on the future development potential for the area.

The release area was originally expected to cater for an additional population in the order of 9,000 people. The reduced catchment is expected to cater for a total additional population in the order of 1,953 people

Completed and approved development comprises residential dwellings, The Lakes Retirement Village and an aged care facility.

## PROJECTED POPULATION

Based on the conceptual lot layout as provided for in the North Boambee Valley (East) Development Control Plan and at Map 1, and adjusting for developments not yet approved, it is expected that a total of approximately 1,953 people will ultimately reside within the release area.

## OCCUPANCY RATE

The Australian Bureau of Statistics 2006 Census Data has been used as a basis for estimating the dwelling occupancy rates. The Coffs Harbour City Population Profile 2009 examines the demographics of the population and identifies the average residential dwelling occupancy rate of 2.6 persons in North Boambee Valley (East). The anticipated occupancy rates for differing types of residential development are shown in table 5.

*Table 5 - Occupancy Rates*

Dwelling Type	Occupancy Rate
Large Dwelling	2.6
Small Dwelling	1.8
Seniors Living SEPP dwelling (Self care)	1.5

**Notes:**

*A small dwelling is deemed to be any dwelling with a floor area less than 100 square metres (excluding garages and balcony areas).*

*The lot rate/large dwelling rate applies to all types of dwelling with a floor area equal to or exceeding 100 square metres (excluding garages and balcony areas).*

## PROPOSED PUBLIC FACILITIES

### OPEN SPACE AND RECREATION

Prior to development commencing within the release area existing facilities within North Boambee Valley were limited to privately owned facilities consisting of one playing field situated at Bishop Druitt College. An indoor sporting centre is located on the Pacific Highway.

Casual open space includes the surrounding State Forest which is utilised for passive recreation.

Open space facilities can be considered at regional, district and local level.

#### *Regional*

Regional open space caters for users prepared to travel significant distances from within and outside the Coffs Harbour local government area (LGA). These lands generally form part of a vast network of open space facilities and provide a regional resource for passive and active recreational pursuits.

The Coffs Harbour Sports Facilities Plan identifies the Coffs Coast Sports & Leisure Park, the Toormina Velodrome, and Sportz Central as examples of regional facilities.

Due to the limited development potential of the release area there are no regional facilities planned.

#### *District*

District open space is land used primarily for district sporting events and generally comprises playing fields and sporting facilities. The primary use of these facilities will be for organised recreation for residents of the release area.

Council's Open Space Strategy 2010 provides standards for the provision of

district sporting facilities. The anticipated population within the release area is deemed insufficient to warrant the provision of district active open space facilities.

#### *Local*

Local open space comprises neighbourhood parks, children's playground areas, passive reserves and drainage reserves.

Local open space is used primarily by children, and these facilities should be provided within walking distance of residential development. A reasonable walking distance to a neighbourhood park is considered to be 500 metres which represents, on average, a seven minute walk.

As part of the development of the Lakes Estate, a playground has been completed in Lakes Drive to accommodate the neighbourhood recreational needs of the residents. The cost of this facility is funded through contributions.

The Coffs Harbour Open Space Strategy 2010 identifies the need for a neighbourhood park in the south western sector of the release area as indicated on map 2.

### Calculation of contribution rate

#### *Local Facilities*

$$\begin{aligned} \text{Contribution} &= \frac{C - L - E}{P} \\ &= \frac{\$462,456 - \$30,396 - \$282,456}{939} \\ &= \$159.32 \text{ per person} \end{aligned}$$

LEGEND

- ★ Existing Playground
- ✦ Proposed Playground



## COMMUNITY FACILITIES AND SERVICES

### INTRODUCTION

The provision of community facilities under this plan is based on need and takes into account the provision of services and facilities by other levels of government, the private sector and other non-government providers. This plan only deals with those community facilities over which local government has direct influence. Other community facilities such as schools, hospitals and churches are beyond this influence.

### EXISTING FACILITIES

There are no existing formal community facilities within the release area.

### PROPOSED FACILITIES

Following a reduction in the expected future population as a result of the location of the Coffs Harbour Highway bypass, it has been determined that the release area would be best serviced by an informal community meeting area and associated infrastructure.

The centre is to be located on land that is in Councils ownership, and is adjacent to the neighbourhood playground on Lakes Drive

The cost of these facilities are as follows:

#### ◆ Neighbourhood Community Centre

Land Acquisition	\$250,000
Construction	\$500,000
<b>TOTAL</b>	<b>\$750,000</b>

## CALCULATION OF CONTRIBUTION RATE

$$\begin{aligned}\text{Contribution} &= \frac{C - L - E}{P} \\ &= \frac{\$750,000.00 - \$54,297 - \$250,000}{939} \\ &= \text{\$474.66 per person}\end{aligned}$$

## TRANSPORT AND TRAFFIC MANAGEMENT

### EXISTING FACILITIES

Principal access to the release area is via North Boambee Road with alternative access being via Halls Road.

The transport demands within the Valley can be categorised in terms of road network, public transport, and pedestrian/cycleway network.

A road hierarchy has been established classifying roads as distributor, collector, local, and minor roads in accordance with their functional characteristics.

This contributions plan provides for the funding of the collector road as indicated in map 3.

Lakes Drive, the principal collector road, has been constructed to facilitate development that has occurred to date. The cost of these works including land acquisition, roundabout construction, collector road construction, construction of two culverts over the waterway system, and footpath/cycleway construction is the subject of contributions. Forward funded costs associated with these works is to be recovered by way of contributions. Local roads and culverts on local roads are to be at the expense of the developer.

## Public Transport

The provision of a good public transport system will reduce car dependency, provide for energy efficiency and enable residents without a private vehicle to maintain reasonable mobility, particularly the elderly and those under 17 years of age. Opportunities for public transport within the release area are limited to the provision of a bus service.

To provide for a safe, comfortable and efficient bus service, certain basic facilities are required, including bus shelters, and bus bays.

## Pedestrian and Cycleways

The provision of pedestrian and bicycle facilities in residential areas can provide an important alternative transport route for both recreational and functional journeys. The proposed routes are identified in Map 4 and have been designed to relate to the need for access to schools, recreation facilities, shops, University and employment centres for those residing in the release area. Cycle routes are provided for both commuter cyclists and recreational cyclists with the former provided with a faster more direct route and the latter with safer, traffic free routes generally within open space areas.

Pedestrian and cycle routes are provided in the form of on-road footpaths/ cycleways on lower order local roads and off-road footpaths/cycleways on the Collector road. Future cycleways through reserves where no development fronts the road only are included in this plan.

## PROPOSED FACILITIES

The following table summarises the traffic and transport facilities which will be funded using Section 94 contributions on the basis of the local and district facilities.

## Completed works

Roundabout	\$ 396,914
Collector Road Incl footpath/cycleway land	\$1,979,483
Street Lighting	\$ 45,492
Bus shelter	\$ 13,000
Design Supervision & Site establishment	\$ 105,443

## Proposed works










Cycleways	\$ 90,000
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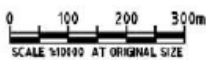
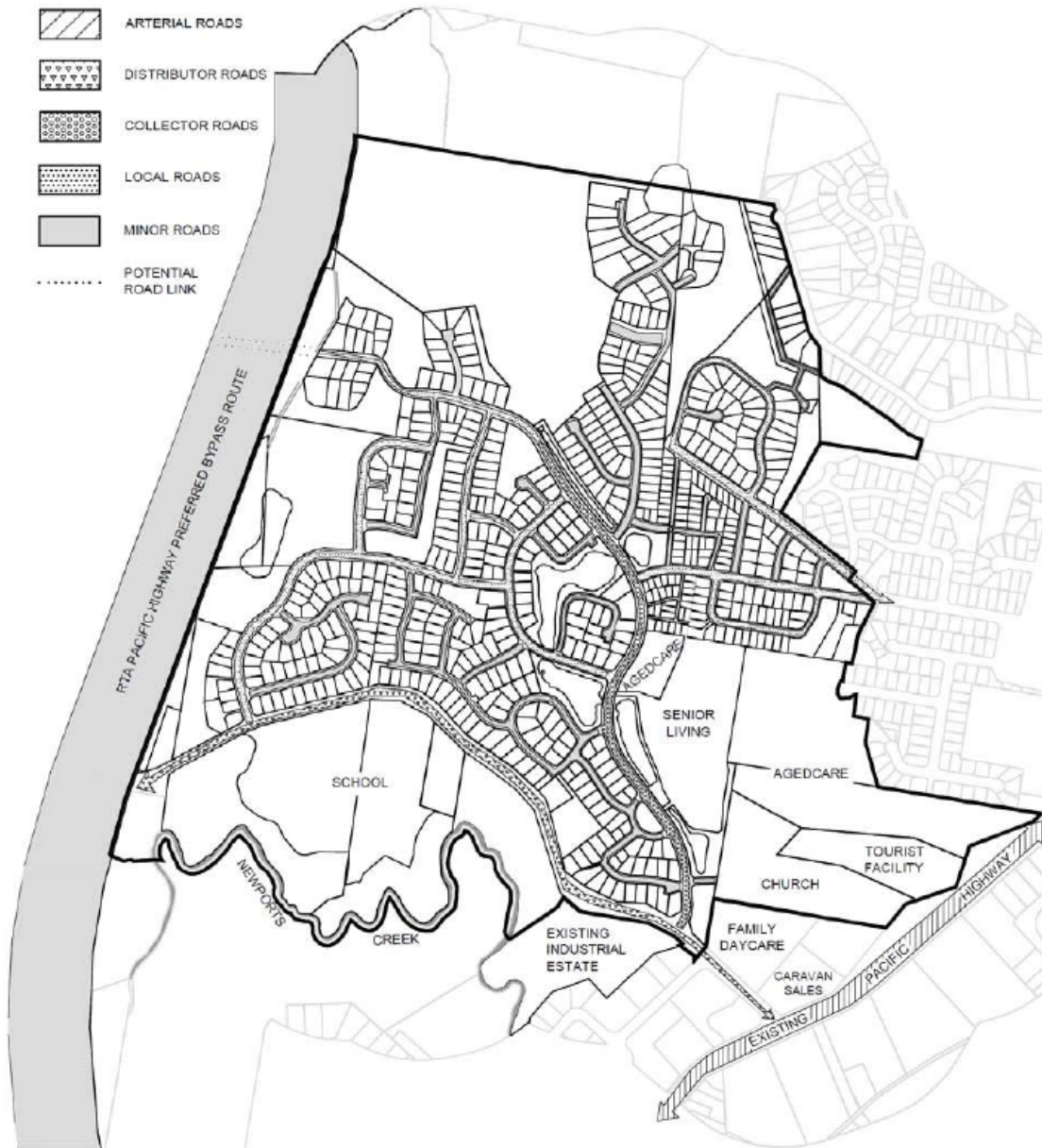
**TOTAL ALL WORKS**                      **\$2,630,332**

## CALCULATION OF CONTRIBUTION RATE

$$\begin{aligned} \text{Contribution} &= \frac{C - L - E}{P} \\ &= \frac{\$2,630,332 - \$76,865 - \$1,949,694}{939} \\ &= \text{\$643.00 per person} \end{aligned}$$

**LEGEND**

-  EXISTING WATERCOURSE
-  LAND TO WHICH THIS DCP APPLIES
-  RTA PACIFIC HIGHWAY PREFERRED BYPASS ROUTE
-  ARTERIAL ROADS
-  DISTRIBUTOR ROADS
-  COLLECTOR ROADS
-  LOCAL ROADS
-  MINOR ROADS
-  POTENTIAL ROAD LINK



**STREET HIERARCHY**

**FIGURE 5**

**MAP 3  
TRAFFIC AND TRANSPORT**



## **KOALA MANAGEMENT**

### **INTRODUCTION**

The protection of the environment is critical in seeking the development of sustainable urban settlements.

### **EXISTING ENVIRONMENT**

The existing environment has been substantially disturbed mainly as a result of land clearing for rural and residential activities, and of the residential development that has occurred to date. The Valley provides a habitat for koalas and other fauna and forms part of the catchment of Newports Creek. Under the North Coast Regional Environmental Plan, Council is required to protect fauna, flora, scenic escarpments and water quality. The North Boambee Valley (East) Release Area seeks to promote a neutral impact upon existing natural systems in terms of flora and fauna, water quality and natural landscape settings.

### **IDENTIFIED NEEDS**

The need for the acquisition of koala habitat areas arises out of the desire to maintain biodiversity and create sustainable urban settlements. The retention of koala habitat areas in public

ownership (ie Council's ownership) will enable the maintenance of habitat corridors and monitoring of the koala population after urbanisation.

Core koala habitat areas are "*Environmental Protection*" in recognition of their importance in maintaining viable habitat areas.

### **PROPOSED FACILITIES**

Koala lighting, fencing, sign posting and supplementary food tree planting will be required as a condition of consent in areas identified in the DCP or Koala Management Plan. The acquisition of habitat areas is the only facility covered by this plan. The cost of acquiring the koala habitat areas shown on the map is \$1,406,680.00. Refer to map 4 for locations.

### **CALCULATION OF CONTRIBUTION RATE**

$$\begin{aligned} \text{Contribution} &= \frac{C - E}{P} \\ &= \frac{\$1,406,680 - \$440,406}{939} \\ &= \$1029.05 \text{ per person} \end{aligned}$$



**MAP 4  
KOALA MANAGEMENT**

NORTH BOAMBEE VALLEY (EAST) RELEASE AREA  
DEVELOPER CONTRIBUTIONS PLAN 2012

PAGE 17

## STORMWATER MANAGEMENT

### EXISTING FACILITIES

Prior to development commencing in the 1990's the site was greenfield and there were no existing stormwater drainage infrastructure. The Valley forms part of the catchment of Newports Creek. It is important to minimise the impact of new development upon the receiving waters of Newports Creek.

Works that are an integral part of the subdivision, such as kerb inlet pits and piping, are considered as part of the initial land development. However major works, such as culverts on the collector road over the main water course through the development area and the stormwater detention basins, are to be funded from contributions.

### IDENTIFIED NEEDS

#### Water Quality

The principle adopted in relation to water quality is that the export of nutrients from the urbanisation of the Valley do not exceed the levels existing prior to urbanisation.

Water quality measures for the release area have been determined using stormwater management models based on the anticipated settlement pattern of the Valley.

#### Drainage

The release area is located upstream of existing urban development. It is necessary to provide flow retarding basins to maintain the 1% AEP flood discharge from the development area at the rate it was prior to urban development.

The most equitable means of seeking contributions is on a catchment basis. In this regard contributions for detention

ponds and wetlands will be sought from the catchments served by these facilities.

#### Catchment 1

These works consist of the formation of a small detention system and associated landscaping.

The cost of these works is estimated to be \$200,000

#### CALCULATION OF CONTRIBUTION RATE

##### Catchment 1

$$\begin{aligned} \text{Contribution} &= \frac{C - E}{P} \\ &= \frac{\$200,000 - \$51,169}{205} \\ &= \$726.00 \text{ per person} \end{aligned}$$

##### Catchment 2

A detention and water quality system has been constructed within stormwater catchment 1 which consists of a 5 lake detention system incorporating 2 major waterway culverts on the main collector road, Lakes Drive.

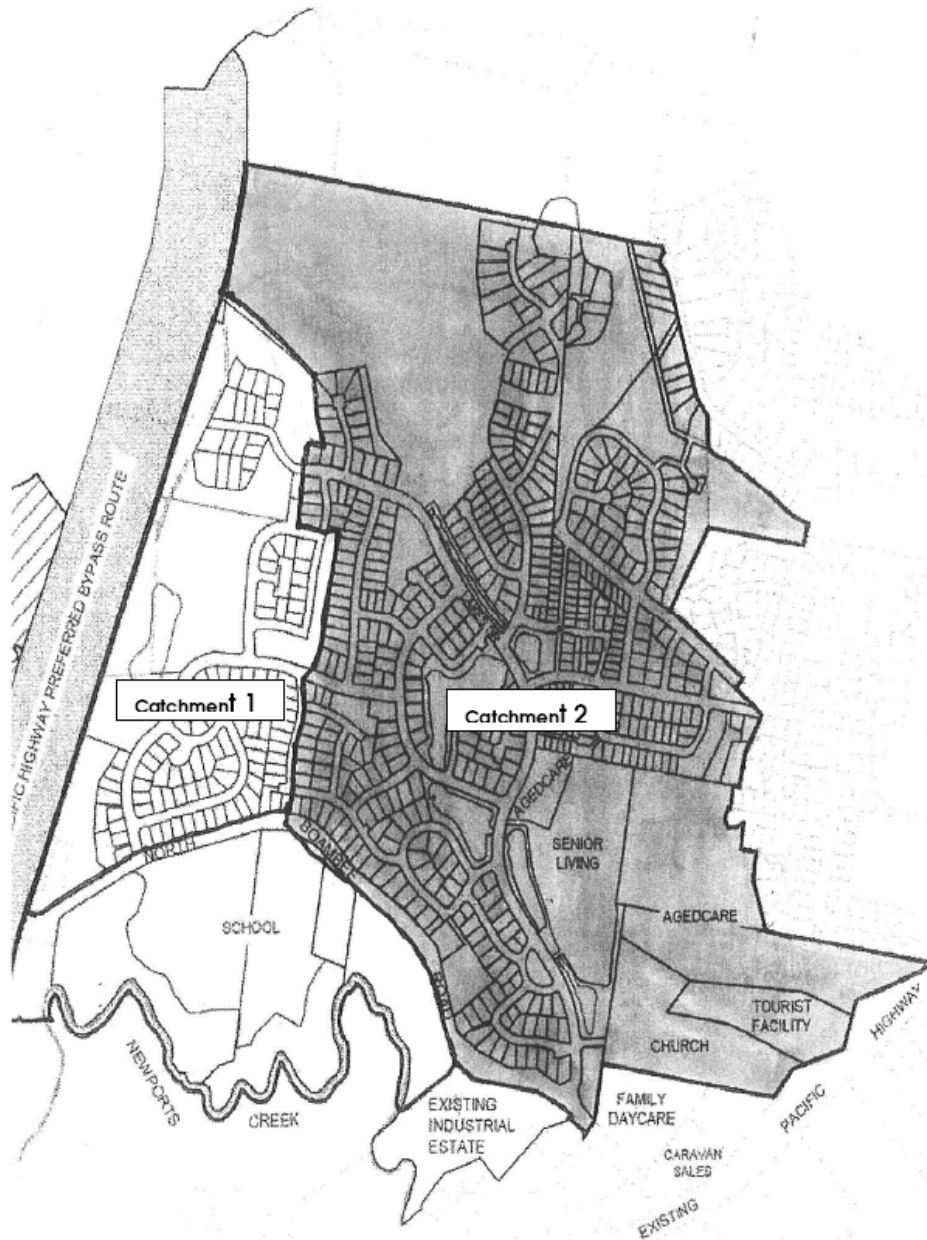
The costs of works related to landscaping and establishment are funded through this plan, with earthworks being undertaken at the cost of the developer to provide material for filling of low lying areas.

The cost of the works is \$1,474,016

#### CALCULATION OF CONTRIBUTION RATE

##### Catchment 2

$$\begin{aligned} \text{Contribution} &= \frac{C - E}{P} \\ &= \frac{\$1,474,016 - \$865,105}{734} \\ &= \$829.58 \text{ per person} \end{aligned}$$



**MAP 6  
STORMWATER MANAGEMENT  
CATCHMENTS**

## URBAN PLANNING

### PLANS AND STUDIES

Section 94 of the Environmental Planning and Assessment Act allows recoupment of the costs for the preparation of the North Boambee valley Development Control Plan, relevant plans and studies and this Contributions Plan. The cost of the studies and plans is as follows:

Development Control Plan	\$67,624
Soil and Water Management Plan (Stage 1)	\$27,582
Flora & Fauna Plan	\$15,979
Mapping	\$73,298
<b>Total</b>	<b>\$184,483</b>

### CALCULATION OF CONTRIBUTION RATE

$$\begin{aligned}\text{Contribution} &= \frac{C - E}{P} \\ &= \frac{\$184,483 - \$159,928}{939} \\ &= \$26.15 \text{ per person}\end{aligned}$$

**APPENDIX A - INDICES APPLYING TO CONTRIBUTIONS IN  
NORTH BOAMBEE VALLEY (East)**

<b>Contribution Type</b>	<b>Index</b>	<b>Date Applied</b>	<b>Indexation Basis</b>
Roads/Traffic Management	178.8	March 2012	Consumer Price Index – All Groups (A) for Sydney
Buildings/Embellishment	178.8	March 2012	Consumer Price Index – All Groups (A) for Sydney
Land Acquisition	178.8	March 2012	Consumer Price Index – All Groups (A) for Sydney
Stormwater Management	178.8	March 2012	Consumer Price Index – All Groups (A) for Sydney
Koala Management	178.8	March 2012	Consumer Price Index – All Groups (A) for Sydney
Urban Planning	178.8	March 2012	Consumer Price Index – All Groups (A) for Sydney

**Coffs Harbour City Council  
 Cnr Coff and Castle Streets  
 (Locked Bag 155)  
 COFFS HARBOUR NSW 2450  
  
 Telephone: (02) 6648 4000**

**Purpose:**

To list Council's Bank Balances and Investments as at 31 May 2012.

**Description of Item:**

A copy of the state of Bank Balances and Investments as at 31 May 2012 are attached.

It should be noted that Council is required to account for investments in accordance with the Australian International Financial Reporting Standards. As such the ledger balances at the end of each month reflect market value movements which would be inclusive of accrued interest.

Interest when paid, say quarterly, would result in reductions in the market value of the investments.

The Investment Report reflects the above requirements and reflects the interest earned (or accrued) on each investment, based on the acquisition price.

A monthly commentary provided by CPG Research & Advisory Pty Ltd (Council's investment portfolio advisors) which examines economic and financial markets data for May 2012 is attached.

The portfolio has performed above benchmark for the period ended 31 May 2012 having generated an annualised return of 5.99% which is 143 bps (or 1.43%) above the UBS 90 day bank bill index (the required performance benchmark) of 4.56% as at 31 May 2012.

**Sustainability Assessment:**

- **Environment**

There are no perceived current or future environmental impacts.

- **Social**

There are no perceived current or future social impacts.

- **Civic Leadership**

Council invests surplus funds to maximize investment income and preserve capital to assist with funding requirements for projects listed under the Coffs Harbour 2030 Community Strategic Plan.

- **Economic**

**Broader Economic Implications**

Council's investments are held according to the requirements stated within Council's investments policy and the returns are acceptable in relation thereto. In the long term earnings from investments can vary due to economic conditions and financial markets. Council constructs its investment portfolio with consideration of current conditions and to comply with the DLG investment policy guidelines.

**Delivery Program/Operational Plan Implications**

For May 2012 it is noted that after deducting, from the total bank and investment balances of \$166,673,061 the estimated restricted General, Trust, Water and Sewerage cash and investments (\$165,869,482), the Unrestricted Cash is \$803,579.

Further details are provided as a note on the attachment.

**Recommendation:**

- 1. That the bank balances and investments totaling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) one hundred and sixty six million, six hundred and seventy three thousand and sixty one dollars (\$166,673,061) as at 31 May 2012 be noted.**
- 2. That the general fund unrestricted cash and investments totaling eight hundred and three thousand, five hundred and seventy nine dollars (\$803,579) as at 31 May 2012 be noted.**







**INVESTMENTS REPORT - 3/31/12**  
**PRINCIPAL BALANCES/INTEREST EARNED**

Credit Rating at Issue Date	Credit Rating at 3/31/12	Acquisition Date	Legal Maturity	Acquisition Price \$	Monthly Movement in Market Value			Financial Year-to-Date Movement in Market Value					Capital Price Movement Since Inception of Issue	Amortized Monthly Premiums (Manager's Coupons)	Risk of Capital Loss			
					Market Value as at 3/31/12	Increase/(Decrease) in Market Value	Interest/Dividends Received	Acquisition (Redemptions)	Market Value as at 3/31/12	Increase/(Decrease) in Capital Value	Interest/Dividends Received	Acquisition (Redemptions)				Fees Deducted	Income Earned for Term - May 2012	Income Earned for Term - May 2012
AAA	A+	2/11/2008	2/11/2012	1,000,000	980,700	19,300	-	-	-	1,000,000	19,300	-	-	-	8,100	8,100	0.00	Low
AAA	A+	1/17/2008	1/17/2012	2,000,000	1,940,000	60,000	-	-	-	2,000,000	60,000	-	-	-	5,000	5,000	0.00	Low
AAA	A+	2/03/2013	2/03/2013	1,500,000	1,455,100	4,200	-	-	-	1,500,000	4,200	-	-	-	4,200	4,200	0.00	Low
AAA	A+	2/03/2013	2/03/2013	2,000,000	1,965,000	35,000	-	-	-	2,000,000	35,000	-	-	-	25,800	25,800	0.00	Low
Sub Total				6,500,000	6,340,800	159,200	-	-	-	6,500,000	159,200	-	-	-	17,100	17,100	0.00	Low
AAA	A+	11/12/2007	11/12/2007	1,000,000	932,000	7,000	-	-	-	1,000,000	7,000	-	-	-	7,100	7,100	0.00	Low
AAA	A+	11/12/2007	11/12/2007	2,000,000	2,000,000	-	-	-	-	2,000,000	-	-	-	-	-	-	0.00	High
AAA	A+	11/12/2007	11/12/2007	800,000	800,000	-	-	-	-	800,000	-	-	-	-	-	-	0.00	High
AAA	A+	11/12/2007	11/12/2007	1,800,000	1,812,000	7,100	-	-	-	1,800,000	7,100	-	-	-	7,140	7,140	0.00	High
AAA	A+	11/12/2007	11/12/2007	7,200,000	6,931,000	269,000	-	-	-	7,200,000	269,000	-	-	-	6,600	6,600	0.00	High
Sub Total				7,200,000	6,931,000	269,000	-	-	-	7,200,000	269,000	-	-	-	6,600	6,600	0.00	High
Total				13,700,000	13,271,800	428,200	-	-	-	13,700,000	428,200	-	-	-	23,700	23,700	0.00	High

AAA Value - Commercial Mortgage-Principal (non-AMT)  
 AAA Value - Subordinated Mortgage-Principal (non-AMT)  
 Longterm Series 21 F  
 Longterm Series 24 F (New ZCB)  
 New York Series 23B  
 New York Series 23C  
 New York Series 23D  
 Sub Total  
 Fair Value through Profit & Loss Accounting - investments through profit & loss  
 Dividends (New ZCB)  
 Lehman #  
 Sub Total  
 Total

CDOs/Collectible Debt Obligations Fair Value through Profit & Loss Accounts Code/Issuer/Date	Credit Rating at 3/31/12	Acquisition Date	Legal Maturity	Acquisition Price \$	Market Value at 3/31/12 \$	Monthly Movement in Market Value				Financial Year to Date Movement in Market Value				Income Earned Financial Yr to Date \$	Income Earned Net of Fees - May 2012 \$	Capital Valuation Date	Manager's Return (Manager's Current Custom)	Risk of Capital not being returned
						Increase/(Decrease) in Capital Value	Interest Distributions Reinvested	Acquisitions/(Redemptions)	Fees Deducted	Increase/(Decrease) in Capital Value	Interest Distributions Reinvested	Acquisitions/(Redemptions)	Fees Deducted					
AAA D 2003/2007 Switch Note		2003/2007	2009/2014	500,000	65,684	-	-	-	-	-	-	-	-	-	-	3/1/2008	0.00	High
AAA D 2002/2013 Esperanza 1		2002/2013	2009/2014	500,000	108,725	24,100	2,717	-	-	25,814	6,298	104,000	26,607	1,333	31,612	3/1/2008	6.13	High
AAA D 2002/2013 Torrey 2009B		2002/2013	2009/2014	500,000	1,763	-	1,333	-	-	(6,654)	7,200	104,000	1,333	1,333	(6,654)	3/1/2008	6.00	High
AAA D 2002/2013 Miami 2009B		2002/2013	2009/2014	500,000	5,071	-	-	-	-	9,071	-	-	-	-	-	3/1/2008	0.00	High
AAA D 2003/2007 Bny Global Bank 2003/13*		2003/2007	2009/2014	600,304	380,717	-	-	-	-	380,717	-	-	-	-	-	3/1/2008	0.00	High
AAA D 2003/2007 Code/Issuer/Date		2003/2007	2009/2014	2,000,000	297,235	-	-	-	-	297,235	-	-	-	-	-	3/1/2008	0.00	High
AAA D 2003/2013 Esperanza 1 A		2003/2013	2009/2013	500,000	104,543	23,250	2,603	-	-	24,850	17,413	100,000	25,853	41,763	30,652,502	3/1/2008	6.13	High
AAA D 2003/2013 Miami 2009B		2003/2013	2009/2013	500,000	892,338	47,235	6,243	-	-	53,478	30,901	204,000	54,073	47,821	31,122,000	3/1/2008	0.00	High
Total				4,729,857	892,338	47,235	6,243	-	-	53,478	30,901	204,000	54,073	47,821	31,122,000	3/1/2008	0.00	High



## 10 YEAR BOND YIELD: 2.85% p.a.

*I'm turning Japanese, I think I'm turning Japanese – I really think so. (The Vapors, 1980)*

In 1995, someone in Japan had this conversation:

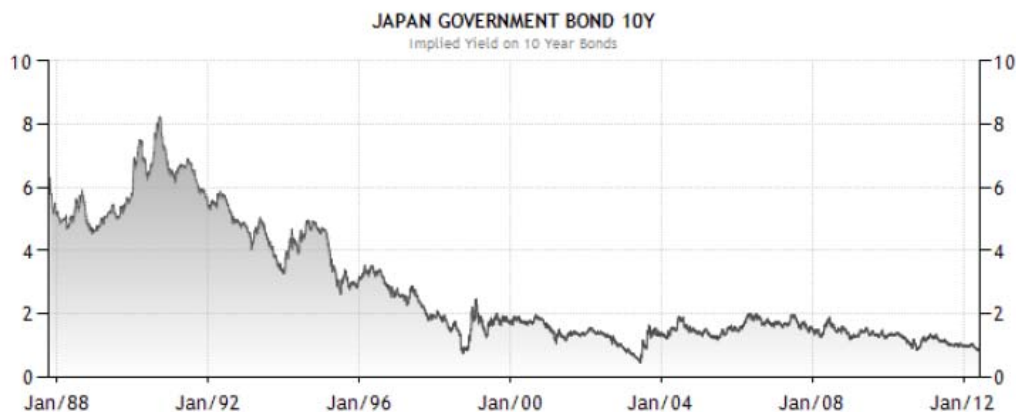
10年債が3%を下回っています。それは信じられないよ！市場が狂ってしまった。これは、阪神淡路大震災への短期的な過剰反応です - 加えてどうやらベアリング銀行は、大規模な位置は、それらに反するました)

which translates roughly as

*"10 year bonds have dropped below 3%. It's unbelievable! The market has gone crazy. This is a short-term overreaction to the Kobe earthquake – plus apparently Barings Bank had a large position go against them."*

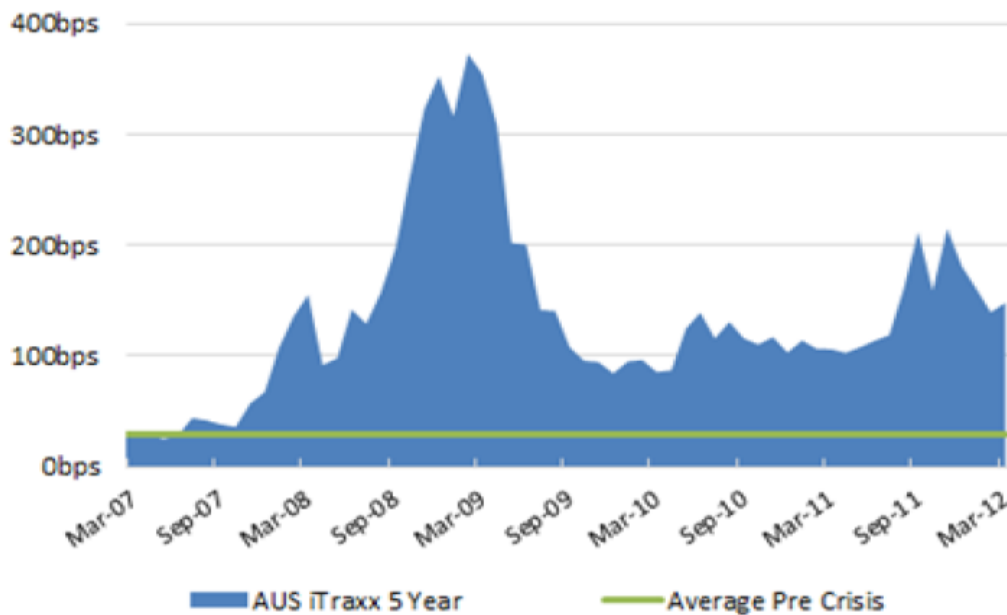
And now the last bastion of "normal" interest rates, Australia, is there too. Right at the end of the month, 10YBs broke through 3% and then 3 year bonds through 2%!

Of course, just because something has never happened before doesn't make it impossible. Japanese 10 year bonds ("JGBs") got all the way down to around ½% p.a. And today, at 0.8% p.a. they actually trade tighter than investors can insure the government's credit risk – something that would have been considered a mathematical impossibility. Holding Japanese bank notes under the mattress literally yields more than buying a 10 year bond and then buying credit protection on it!



SOURCE: WWW.TRADINGECONOMICS.COM | JAPAN DEPARTMENT OF TREASURY

So yes, sub-3% is incredibly low: The cash rate to fall below the all-time GFC low of 3%, and then stay there until 2022. This is the reality that the financial markets have given us. Paradoxically, while shares are cheap, the credit market is saying "nothing to see here" – while credit is paying above historical levels, it is nothing like crisis levels:



Indeed, one of the surprises of May's market meltdown (did we mention the stockmarket slumped over 10% in recent weeks?) was that credit markets were well behaved.

Crisis-like conditions, but with no crisis...

It may be that the bond market is getting ready ahead of time, and the seemingly inevitable Greek default is going to trigger financial Armageddon. But it didn't when they defaulted on bonds held by banks 2 months ago – why would it do so now when the only holders left are governments?

It may be, as hinted by Treasury, that this time around a global economic downturn will be addressed primarily by "*monetary policy and automatic stabilisers*." That is, letting the budget drift into deficit through lower tax receipts, but without any major stimulus spending – leaving ultra-low interest rates to create all of the stimulus. (At least the first round of stimulus.)

It may be that the bond market is pricing in non-mining recession – after about 18 months of "hidden recession." Those born before 1970 will remember that it is possible to have a recession without the end of the financial system. This does not always lead to bank nationalisations, and markets can function normally – just at lower levels.

It may be that 3% is the "new normal" in a low growth world and it doesn't mean anything else at all.

Or the bond market could just be wrong.

**We take the bond market seriously – this may be permanent. Deposits at 5½%+ are "no brainers." Lock them in. And reset your income budgets dramatically lower.**

Speaking of no-brainers...

#### **Quote of the Month**

"Mortgages get paid in good times and in bad. Anyone raising this problem as one of the issues for the Spanish financial system is saying something stupid." – Alfredo Saenz, Bank Santander

"It's a sociological thing and that's how it is. Mortgage arrears are not a problem and are not going to be a problem." – please stop Alfredo, it's embarrassing now!

### International

May saw panic selling in global equity markets worldwide. The Dow Jones and S&P 500 Index closed down 6.21% and 6.27% respectively in May. Germany's DAX was down 7.35%, UK's FTSE 100 Index 7.27% and France's CAC 40 6.09%. Ireland's Index (ISEQ) dropped 5.04% as Spain's stock Index (IBEX) plunged 13.14%.

In Asia, Hong Kong's Hang Seng and Japan's Nikkei Index dived 11.68% and 10.27% respectively. China's Shanghai Composite Index ended down just 1.01%.

The MSCI World Index ex-Australia, a broad measure of global stocks, declined 8.81% in local currency terms.

The US 10-year Treasury Note hit an all-time low yield of 1.67%.

### Other Highlights:

The US unemployment rate fell to 8.1% in April compared to 8.2% in March.

The US economy grew an estimated 1.9% annualised pace in Q1, with Q2 forecast at 2.2% p.a.

The US Producer Price Index (PPI) of Finished Goods dropped 0.2% in April after a steady reading in March.

Retail sales rose only 0.1% in April, after a 0.7% jump in March, driven by swings in gasoline prices.

Sales of existing homes rose 3.4% in April to an annualised rate of 4.6 million units, following declines in February and March. Prices were all-but steady, inching up just 0.1% in March.

Stronger factory performance in the United States contrasted with the Eurozone recession. The April ISM survey showed growth in US factories stood at 54.8 vs 53.4 in March.

The Purchasing Managers' Index (PMI) of Germany fell to 46.9 in April, near three-year lows, and China's PMI fell sharply from a 53.3 to 50.4 in May.

Revolt against austerity is sweeping Europe and overturning governments. The election of François Hollande (beating incumbent Sarkozy) has changed the policy focus and rhetoric in France. The Greeks and French have now unequivocally voted to reject a programme that Germany continues to insist on. Even the Dutch coalition fell apart when it failed to reach an agreement on budget cuts.

### Domestic

In May, the Reserve Bank cut the cash rate from 4.25% to 3.75%, its lowest level since early 2010 as bond yields plunged to levels not seen in most lifetimes.

Australian Bureau of Statistics showed capital expenditure rose by 6.1% in the March quarter despite deteriorating global market conditions and weaker domestic demand - Australian retail spending fell 0.2% in April. However, employment jumped +44,000 jobs despite a higher participation rate keeping the unemployment rate steady. Employment is the standout strong statistic over 2012.

Commercial finance rebounded +8.8% and finance for purchase of new dwellings +13.4% from February's distressed levels. It appears recent interest rate cuts (accompanying tighter fiscal policy) have provided some boost to lending at least.

The latest TD Securities-Melbourne Institute inflation gauge rose 0.3% in April after a rise of 0.5% in March, bringing the annual inflation rate to 1.9% - below the Reserve Bank's target range of 2 to 3%.

### Currency & Commodities

The Australian Dollar fell with commodities and other risk assets to US97.27 cents at the end of May, from US104½ c a month earlier.

Oil prices sank to October levels on lower global demand as trade and production slow.

Gold futures ended higher after making fresh 2012 low intra-month, but base metals closed sharply lower on the London Metal Exchange (LME).



**KEY FINANCIAL MARKET DATA – As At 31 MAY 2012 (UNLESS SPECIFIED)****Interest Rate Markets**

Index Performance	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
UBS Aust. Bank Bill Index	0.38%	1.15%	2.30%	4.83%	4.90%	4.52%

Key Rates	May-12	Apr-12	May-11
Australian Cash Rate	3.75%	4.25%	4.75%
90 day BBSW	3.43%	4.05%	5.02%
3 Yr Commonwealth Bonds	2.03%	3.05%	4.85%
10 Yr Commonwealth Bonds	2.85%	3.67%	5.21%
iTraxx Australia 5 Yr CDS	202bp	155bp	108bp
US Fed Funds Rate	0-0.25%	0-0.25%	0-0.25%
CDX North American 5 Yr CDS	123bp	95bp	90bp

**Equity Markets**

Domestic	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
S&P/ASX 200 Acc. Index	-6.64%	-4.15%	1.26%	-9.00%	0.43%	6.81%
A-REIT 200 Acc. Index	-1.26%	3.44%	8.51%	5.59%	5.64%	12.34%

International	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
US: S&P 500 (\$US)	-6.27%	-4.05%	5.08%	-2.59%	9.67%	12.55%
US: NASDAQ (\$US)	-7.19%	-4.70%	7.90%	-0.28%	11.92%	16.80%
MSCI World Acc. (Local Currency)	-6.76%	-6.58%	2.68%	-7.75%	4.61%	8.37%
MSCI World Acc. (AUD)	-1.93%	1.91%	6.68%	-2.25%	-0.73%	2.23%
FTSE (£)	-7.27%	-9.38%	-3.35%	-11.17%	1.27%	6.39%
MSCI Emerging Markets Acc. (\$US)	-11.67%	-16.04%	-2.37%	-22.40%	-1.09%	5.44%

**Fixed Interest Markets**

Bonds	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
BarCap Global Agg Acc.	1.46%	2.64%	6.70%	11.68%	9.84%	10.35%
UBSA Composite Bond Acc.	3.10%	5.64%	6.38%	13.21%	9.75%	8.40%

Data *	Current Period		Previous Period	
<i>Employment Data</i>				
Employment Growth	Apr	11,501	Mar	11,486
Unemployment Rate	Apr	4.90%	Mar	5.20%
Participation Rate	Apr	65.20%	Mar	65.30%
<i>Lending Finance</i>				
Housing Finance	Mar	-0.30%	Feb	-4.00%
Personal Finance	Mar	1.10%	Feb	-3.80%
Commercial Finance	Mar	8.80%	Feb	-8.40%
Lease Finance	Mar	2.50%	Feb	4.10%
<i>Other</i>				
Balance on goods and services	Mar	(1,587m)	Feb	(754m)
Retail Sales	Apr	-0.20%	Mar	0.90%
Building Approvals	Apr	-8.70%	Mar	7.40%

\*All data is seasonally-adjusted.

Median Fund Manager Returns (Morningstar)	1 month	3 month	6 month	1 year	2 year p.a.	3 year p.a.
Australian Equity Large Cap	-6.93%	-4.67%	0.70%	-10.01%	-0.85%	5.72%
Australian Equity Small Cap	-8.03%	-6.33%	3.26%	-8.14%	7.02%	14.48%
Global Equity Large Cap	-2.06%	1.15%	6.30%	-3.33%	-1.54%	1.61%
Global Equity Small Cap	-2.53%	1.56%	7.36%	-6.35%	-0.48%	5.32%
Australian Fixed Income	0.40%	1.49%	4.16%	5.41%	6.52%	7.88%
Global Fixed Income	0.27%	0.67%	3.58%	3.60%	4.44%	6.06%
Australian Listed Property	-1.34%	3.48%	8.57%	5.19%	5.40%	11.83%
Conservative <sup>1</sup>	0.25%	1.79%	3.95%	5.13%	5.31%	6.68%
Moderate <sup>2</sup>	-0.49%	1.17%	4.09%	3.71%	5.12%	6.81%
Balanced <sup>3</sup>	-1.62%	0.32%	4.07%	1.13%	4.24%	6.65%
Growth <sup>4</sup>	-3.05%	-0.89%	3.84%	-1.96%	2.78%	6.33%
Aggressive <sup>5</sup>	-4.23%	-2.13%	3.42%	-5.49%	1.96%	6.69%

<sup>1</sup> Growth Assets 0% - 20%

<sup>2</sup> Growth Assets 20% - 40%

<sup>3</sup> Growth Assets 40% - 60%

<sup>4</sup> Growth Assets 60% - 80%

<sup>5</sup> Growth Assets 80% - 100%

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**CB12/62 ASSIGNMENT OF LEASE OF HANGAR SITE - EXECUTION OF ASSIGNMENT DOCUMENTS - 71 AVIATION DRIVE, COFFS HARBOUR AIRPORT**

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**Purpose:**

Seeking authority for execution of documents, related to the assignment and transfer of fifty percent share of lease of Hangar Site (Lot 4 DP 790102) from Mitchell to Greenaway's Gearboxes Pty Ltd under Common Seal of Council.

**Description of Item:**

Council presently leases an aircraft hangar site (Lot 4 DP 790102) situated in 71 Aviation Drive, Coffs Harbour to David Charles Mitchell. This lease commenced 1 June 2008 for a term of 15 years terminating 31 May 2023.

Mr Mitchell has sought Council's approval (as Lessor) to the assignment of fifty percent share of the lease to the purchaser of his hangar, Greenaway's Gearboxes Pty Ltd.

General ongoing operational management of Council's leasing and property management portfolio in accordance with the provisions of the appropriate relevant Acts has been in place in accordance with Council's resolution of 28 October 1999 and Council's adopted Policies. However, the Local Government (General) Regulation 404 (4) states that:

*"The seal of a council must not be affixed to a document unless the document relates to the business of the council and council has resolved (by resolution specifically referring to the document) that the seal be so affixed."*

Therefore, it is necessary to obtain specific authority from Council for the execution under Council's seal of the Consent to Deed of Assignment of Lease and Transfer of Lease of the Hangar Site.

**Sustainability Assessment:**

- **Environment**

The assignment of the existing lease does not present any additional adverse environmental issues.

- **Social**

The assignment of the existing lease does not give rise to any additional social issues.

- **Civic Leadership**

The commercial leasing of Council assets is in keeping with the 2030 Vision and Delivery Program for 2011-2015 to pursue corporate business opportunities to generate income to support Council programs.

- **Economic**

**Broader Economic Implications**

The recommendation does not give rise to any adverse economic outcomes, noting that the assignment is granted at the existing rental and the incoming tenant is responsible for all fees and charges of the existing tenant. The income is included in Council's current and future budgets.

In accordance with the conditions of the Lease Agreement, all costs involved with assignment and transfer of the lease, including Council's reasonable legal costs, are paid by the tenant.

**Delivery Program/Operational Plan Implications**

The recommendation is consistent with 2011-2015 Delivery Program, specifically OC.1.1.6 insofar as the lease reflects commercial rent and conditions.

**Consultation:**

The Lessee has met all the obligations of the existing lease, including payment of rental and rates to Council.

**Related Policy and / or Precedents:**

In line with general leasing practices, assignment of hangar leases to purchasers who appear to be capable of meeting the obligations of the lease, are normally approved. The incoming Lessee appears to be capable of meeting the obligations of the lease as the existing Lessee.

**Statutory Requirements:**

The Lease provides the Lessee must obtain Council's consent to transfer the Lease. The Lease also stipulates that Council may generally only withhold consent to the transfer if the Lessee is proposing to change the use of the premises. It is understood that the premises will continue to be used for the present purpose of an aircraft hangar.

**Issues:**

There are no issues considered warranted to oppose the transfer of this lease. It is therefore recommended that Council consent to execute the assignment documents under seal.

**Implementation Date / Priority:**

The assignment documents will be executed under Council's seal following authority being granted by Council. Subject to Council approval, the date of assignment and transfer of the lease will occur as soon as possible after Council approval is granted.

**Recommendation:**

**That all documents associated with the assignment and transfer of fifty percent share of the Lease of Lot 4 DP 790102, being Hangar Site at 71 Aviation Drive, Coffs Harbour from David Charles Mitchell to Greenaway's Gearboxes Pty Ltd (Guaranteed by Troy John Greenaway) be executed under the Common Seal of Council.**

## CONFIDENTIAL ITEMS

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### CS12/28 TENDER - ANNUAL CONTRACT FOR SUPPLY AND DELIVERY OF BITUMEN SEALING WORKS

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#### **Purpose:**

To obtain Council approval to accept a tender for the Supply and Delivery of Bitumen Sealing Works 2012–2014 for a period of twenty four (24) months following the awarding of Contract.

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

Tenders were called and closed on 26 June 2012 for the Supply and Delivery of Bitumen Sealing Works for pavement works undertaken by Coffs Harbour City Council. These works are part of the Local Road Maintenance Program and scheduled to be undertaken over the following twenty four (24) months.

In order to ensure that Council obtained the best value, tenders were called from suitably qualified suppliers of Bitumen Sealing Works.

Four tenders were received as follows, each tendering on various items.

1. Bitupave T/As Boral Asphalt
2. Fulton Hogan Australia Pty Limited
3. SRS Road Services Pty Limited
4. State Asphalt Services Pty Limited

#### **Sustainability Assessment:**

- **Environment**

All bitumen sealing works are required to operate in accordance with the NSW Dept of Environment and Heritage, Operational and Environmental Guidelines. The rate of use that Council proposes of this non renewable resource is within the principles outlined in the NSW Government Sustainability Policy. Bitumen sealing roads substantially reduces silt runoff and dust that is often related to gravel roads. It also reduces the frequency of maintenance thus reducing the amount of natural resources required for reconstruction.

- **Social**

The supply and delivery of bitumen sealing works under this Contract are mostly used for civil construction and road maintenance works such as road surfacing and pavement construction. Bitumen sealing works play an integral part in providing and maintaining infrastructure for the community.

- **Economic**

#### **Broader Economic Implications**

Consideration has been made for local content in assessing the tenders. All bitumen sealing works allow the efficient and effective movement of persons and materials over the local and regional road network, thus supporting local community employment and business.

## **CS12/28 - Tender - Annual Contract for Supply and Delivery of Bitumen Sealing Works (Cont'd)**

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### **Management Plan Implications**

The funds for Supply and Delivery of Bitumen Sealing Works are available in the annual Local and Regional Maintenance budgets.

### **Related Policy and / or Precedents:**

Tendering procedures were carried out in accordance with Council's Policy. Council's Tender Evaluation System has been applied during the tender review process, as detailed in the attachment.

### **Statutory Requirements:**

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

### **Issues:**

In previous years, Council's CityWorks Branch utilised an annual contract for the supply and delivery of bitumen sealing works. The efficient and timely supply of bitumen surfacing is paramount in maintaining all weather access for the broader community. Access to suitably experienced and qualified contractors with the specialised equipment necessary to provide bitumen sealing works is restricted due to competing demands for these services. The formation of a contract with a suitably qualified contractor will simplify the purchasing requirements of Council, as well as reducing the need for the contractor to provide individual quotations.

The distribution of work to a single contractor will provide the best value for Council by providing an economy of scale whereas the contractor may:

1. Negotiate with suppliers for supply of a suitable product.
2. Schedule available resources and performance capabilities.
3. Predetermine commitments.

### **Implementation Date / Priority:**

The Contract to Supply and Deliver Bitumen Sealing Works under this Contract will be awarded in August 2012 with practical completion due in August 2014.

### **Recommendation:**

**That Council consider tenders received for Contract RFT-538-TO Supply & Delivery of Bitumen Sealing Works and move the motion as detailed in the confidential attachment.**

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**CB12/63 TENDER: RFT-536-TO SUPPLY AND IMPLEMENTATION OF AN INTEGRATED HUMAN RESOURCE INFORMATION SYSTEM**

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**Purpose:**

To report to Council on Tenders received for RFT-536-TO for the supply and implementation of an Integrated Human Resource Information System.

**Description of Item:**

Council received advice from its current Payroll/HR software provider, SAGE, that the product is no longer being developed and at some point in the future would not be supported. Council was offered the option of moving to one of the other software products from SAGE. Council reviewed these other products and engaged SAGE to conduct a gap analysis between the two most appropriate options. This analysis revealed neither product was suitable. Council then called tenders for the replacement of its Payroll/HR software.

Open Tenders were called and closed on the 29<sup>th</sup> May 2012. Tenders were received from:

- Aurion Corporation Pty Ltd
- Empower Masterpay Pty Ltd
- Frontier Software Pty Ltd
- Technology One Limited.

Tenders were evaluated using both price and non-price criteria:

- Products ability to meet functional and technical requirements
- Project price and ongoing maintenance
- Vendors experience and performance with similar projects
- Proposed implementation approach
- Post implementation product support.

**Sustainability Assessment:**

- **Environment**

Many functions will be performed online leading to a positive environmental effect as there will be a reduction in the number of paper forms used.

- **Social**

Due to the advances in technology, many functions will be able to be undertaken online by all employees, even from their homes. This includes retrieving their payslips, checking leave balances, completing their timesheets and applying for leave. This will bring a level of equality to all employees using the system.

- **Civic Leadership**

The tender process has been conducted in accordance with Council's Tender Policy and Guidelines which are considered open and transparent.



- **Economic**

**Broader Economic Implications**

The preferred tender is Australian developed and supported software.

**Delivery Program/Operational Plan Implications**

The 2012/13 Operational Plan identifies a budget for the replacement of the Payroll/HR system.

**Consultation:**

The tender assessment panel consisted of representatives from across the Corporate Business Department including the areas of organisational development, human resource management, payroll, workplace health and safety, recruitment, training, IT support, project management and information management,

**Related Policy and / or Precedents:**

All tendering procedures were undertaken in accordance with Council policy. The Tender Evaluation System has been used to assess the submitted tenders, as set out in the 'confidential' attachment.

**Statutory Requirements:**

The calling, receiving and assessment of tenders was carried out in accordance with the Local Government (General) Regulation 2005 (Section 7 – Tendering).

**Issues:**

There are no specific issues with the acceptance of the tender.

**Implementation Date / Priority:**

The implementation of the software should begin within 6 weeks of the contract being finalised.

**Recommendation:**

**That Council consider tenders received for the Supply and Implementation of an Integrated Human Resource Information System, RFT-536-TO, and move the motion as detailed in the 'confidential' attachment.**

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**CB12/64 TENDER: PROVISION OF EXTERNAL AUDIT SERVICES - CONTRACT NO. RFT-546-TO**

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**Purpose:**

To report to Council on tenders received for the provision of external audit services, Contract RFT-546-TO and to gain Council approval to accept a tender.

**Description of Item:**

Section 422 of the Local Government Act 1993 requires that Council appoint an independent auditor to provide an audit opinion on the general purpose and special purpose financial reports of Council, and to provide expert assistance to Council as required.

Through this tender, Council is seeking:

- To appoint an independent auditor to conduct audits of certain Council's Statutory reports including the annual General Purpose and Special Purpose Financial Statements.
- Reliable and efficient service with clearly documented and measurable performance criteria;
- A mutually, pro-active and beneficial relationship with the selected service provider;
- Value added audit services.

Requests for tenders were called in the Sydney Morning Herald and on Council's electronic Tenderlink portal. Tenders closed at 3.30pm on Tuesday 26 June 2012.

Tenders were received from the following:

- WHK Camerons Audit Services
- Thomas Noble & Russell
- PricewaterhouseCoopers
- Hill Rogers Spencer Steer
- Hanrick Curran Audit Pty Limited
- Forsyths Business Services Pty Limited

Tenders were evaluated using both price and non-price criteria:

- The best value for money, accounting for both price and non price factors, and the need to ensure benefits are commensurate with costs;
- Fees and pricing structure of the audit services package for the contract period;
- Demonstrated knowledge of Local Government and capacity to implement and deliver the products and services sought;
- Past performance, including successful implementation of identical or similar audits, in particular experience with the audit of Local Government bodies; and referees comments;
- Formal qualifications, technical expertise and relevant experience of proposed personnel;
- Access to and convenience of audit advisory services;

- Proposed audit program and methodology;
- Details of support (management, specialize services, other services or systems) available to supplement the resources nominated for the quoted scope of advisory services and the relevance, nature and scope of other products and services offered;
- Structured implementation plan;
- Demonstrated value added audit advisory services.

All six tenders were reviewed with the top four scoring tenders selected and invited to make a presentation to Council, as an opportunity to clarify any of the proposals detailed in their tenders.

**Sustainability Assessment:**

- **Environment**

The provision of external audit services has no environmental impact.

- **Social**

There are no direct social consequences of this contract.

- **Civic Leadership**

Council strives to ensure probity in its operations by appointing an independent auditor to provide an audit opinion on the general purpose and special purpose financial reports of Council, and to provide expert assistance to Council as required.

- **Economic**

**Broader Economic Implications**

There are no direct broader economic implications of this contract.

**Delivery Program/Operational Plan Implications**

There is no direct delivery program or operational plan implications.

**Consultation:**

This report has been prepared in consultation with Council's Management Accountant - Expenditure, Management Accountant – Compliance, and Accountant – Special Projects.

**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 to determine the most advantageous offer. Council's policy is that the tender with the highest weighted score becomes the recommended tender.

**Statutory Requirements:**

Section 422 of the Local Government Act 1993, requires that Council appoint a registered company auditor to provide an audit opinion on the general purpose and special purpose financial reports of Council.

Section 55(1)(f) of the Local Government Act 1993, requires that Council must invite tenders before entering into a contract other than the provision of banking, borrowing or investment services.

The decision to go to tender, ensures an accurate and transparent assessment of each tenders proposal, and hence the calling, receiving and reviewing of tenders was carried out in accordance with Part 7 of the Local Government (General) Tendering Regulations 2005.

**Issues:**

In order to provide external audit services to Council, tender requirements included previous experience working with and a good understanding of local government; some tenders did not have a demonstrated knowledge of our requirements and previous local government experience.

Similarly, some of the tenders did not include all the services required by Council in their tendered price, or sought to complete the specified audit work in a period deemed less than adequate to Council.

**Contract Duration:**

The contract is for a period of six (6) financial years ended 30 June 2013 to 30 June 2018.

**Recommendation:**

**That Council considers tenders received for the Provision of External Audit Services, Contract No. RFT-546-TO and move the recommendation as detailed in the confidential attachment**

**Purpose:**

To consider, as Corporate Manager of the Coffs Coast Reserve Trust, a request from the Deep Sea Fishing Club (the Club) for rental relief.

**Description of Item:**

Council (as Reserve Trust Manager) last year considered issues in relation to the lease to the Club on 27 October 2011, at which time it was resolved:

- "1. Council, as Corporate Manager of the State Park Reserve Trust, resolve to recommend to the Minister for Primary Industry that the lease of Lot 22 DP 850150 to the Coffs Harbour Deep Sea Fishing Club Limited be amended by the extension of the existing lease term by ten years up until 30 June 2031 subject to:*
  - Payment of the deferred March quarter rental of \$16,703 plus GST by 31 December 2011.*
  - Agreement on a new rent review clause that sets a minimum rental structure based on 2% of the statutory land value, to be effective from the rental review due on 1 July 2014.*
  - Rental for the three years commencing 1 July 2011 be locked in at \$5,958 per annum plus GST.*
  - All costs for the variation of lease documentation and registration be at the Club's expense."*
  
- 2. Any necessary documents be executed under the Common Seal of Council."*

Council wrote to the Minister seeking the Minister's consent to the above proposal. Crown Lands has advised Council, as Reserve Trust Manager, that the Minister has given consent to extend the existing lease over Lot 22 DP 850150 until 30 June 2031, subject to the rent being market rent for the land comprised in the lease having regard to any restrictions, conditions or terms to which it is subject.

Council wrote to the Club in March advising them of the Minister's decision, requesting payment of the outstanding march 2011 quarter rental and an update on the Club's current financial position. An administrative mix up at the Club resulted in a response to Council's correspondence not being sent by the Club until 31 May 2012.

The Club's letter included the following:

1. A request, that due to their continuing difficult financial position, that Council as Trust Manager:
  - (a) Waive the outstanding March 2011 quarter rental.
  - and (b) Provide a 12 months' rent free period from 1 July 2012.
  
2. A copy of their financial accounts for the 6 months ending 31 December 2012.

3. A statement to the effect that the Minister's approval to extend the lease for 10 years, subject to the rent being market rent for the land from 1 July 2014 was still under consideration.
4. A copy of a letter from the Minister of Sport in relation to their application for a Government Guarantee for their loans which stated it is *"important to note that it is a requirement of the Government Guarantee Loan Scheme for a lease of at least 10 years to be in place and that an independent financial risk assessment is undertaken prior to the provision of any Government Guarantee over a loan"*.

**Sustainability Assessment:**

- **Environment**

There are no environmental impacts as a result of the report.

- **Social**

The Club plays an important role in the social and recreational needs and requirements of both the local community and visitors to the area. The Club has in excess of 5000 members and has a long history of contributing cash and 'in-kind' support to local charities as well as community and sporting organisations.

- **Civic Leadership**

Comments under this heading normally align with Council's 2030 Plan. Although Council is considering this matter as Reserve Trust Manager, it is still relevant to note that supporting the Club in these difficult times fulfils the Council's broader economic development role.

- **Economic**

**Broader Economic Implications**

The Club has about 85,000 visitors per annum and contributes to the local economy by employing staff and purchasing goods and services. The Club conducts 35 sporting events per year ranging from family fun fishing weekends to NSW Game Fishing Association sanctioned tournaments which bring many visitors to the city.

**Delivery Program/Operational Plan Implications**

Rental from the lease goes to the State Park Trust administered by Council. These funds can only be expended in the State Park. A reduction in rental payments will not directly impact on Council's budget, but may have an indirect impact. The deferred March 2011 quarter rental is \$16,703 plus GST. The request for a 12 month rent free period would cost the Trust \$5,958 and would have a direct impact on funding the maintenance of the Foreshore Reserve. The substantial difference between the 2010/2011 rental and the 2011/2012 rental was discussed in the October 2011 report to Council. It is due to the wording of the current rent review clause, which is proposed to be amended in conjunction with the 10 year lease extension.

**Consultation:**

Council and Crown Lands staff have been discussing leasing issues with the Club over a long period. The Club has also requested local MP Andrew Fraser to raise the matter directly with the Minister.

**Related Policy and / or Precedents:**

Council, as Reserve Trust Manager, considers such requests on their merits in accordance with the *Crown Lands Act*.

**Statutory Requirements:**

The lease is under the provisions of the *Crown Lands Act*. Council administers the lease as the appointed Corporate Manager of the State Park Reserve Trust. As Trust Manager, Council has the power to waive or reduce rental.

**Issues:**

Refer to confidential attachment.

**Implementation Date / Priority:**

Following determination of the matter, the Council will write to the Club to advise them of the Trust's decision.

**Recommendation:**

**That Council, as Corporate Manager of the State Park Reserve Trust, advise the Coffs Harbour Deep Sea Fishing Club that in relation to their lease of Lot 22 DP 850150:**

- (a) The outstanding rental for March 2011 quarter will be waived.**
- (b) No rent free period will be provided.**
- (c) From 1 July 2014, the Reserve Trust will apply the Crown Lands Rental Rebate Policy that applies to registered Club's that rent Crown Land, if the Club takes up the offer of the 10 year lease extension.**

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**CB12/66 LEASE OF GENERAL AVIATION TERMINAL AND LICENCE OF AIRPORT  
ACCOMMODATION UNITS TO PROFESSIONAL PILOT TRAINING PTY LIMITED**

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**Purpose:**

Seeking authority for the execution of a lease between Coffs Harbour City Council as the registered proprietor of the premises known as the General Aviation Terminal at the Coffs Harbour Regional Airport to Professional Pilot Training Pty Limited under the common seal of Council and the License of the airport accommodation units also to Professional Pilot Training Pty Limited.

**Description of Item:**

Council is the registered proprietor of the old terminal building at 45 Aviation Drive in Coffs Harbour and described as Lot 24 DP 812274.

Similarly Council is the registered proprietor of the residue property of the Regional Airport precinct being Lot 146 in DP 1131927.

The land is classified as Operational land and accordingly Council is at liberty to deal with the land as it chooses.

***Proposed Lease***

Professional Pilot Training Pty Limited ("PPT") specialises in the education, training and personal development for small classes of airline cadets. The lease area provides facilities for classrooms and air simulators to facilitate training needs.

The terminal building has been leased to PPT since 2005, with the most recent lease having expired 30 June 2012. Notwithstanding the lease, sections of the building remain available to general aviation traffic and patronage.

PPT seek to lease the old terminal building for a further period of three years with an option of a further three years.

An assessment of market rent was prepared by Council's Senior Valuer and proposed rental and terms have been negotiated consistent with this assessment.

***Proposed Licence***

Many of the students who enroll with the PPT are sponsored cadets who travel to Coffs Harbour specifically for the professional pilot training. Consequently PPT seek also to license for an initial period of twelve months, the use of the adjacent accommodation units to allow cadets to reside on base. A map delineating the proposed leased and licence areas is attached to this report.

Similarly to the Lease negotiations, an assessment of market rent was prepared by Council's Senior Valuer and proposed rental and terms have been negotiated consistent with this assessment.



**Sustainability Assessment:**

- **Environment**

The recommendation does not give rise to any environmental issues.

- **Social**

The recommendations do not give rise to any social issues.

- **Civic Leadership**

The Coffs Harbour 2011-2015 Delivery Program objective is to (OC1.1.6.2) pursue corporate business opportunities to generate income to support Council programs. The proposed Lease and Licence is consistent with this objective.

- **Economic**

**Broader Economic Implications**

The land is zoned 5(a) Aerodrome. The precinct has been developed on a commercial basis and is accordingly now achieving rates commensurate with other regional airports.

Proposed rental under the Lease and Licence Agreements is consistent with current market conditions.

The recommendation does not give rise to any adverse economic outcomes.

**Delivery Program/Operational Plan Implications**

Leasing the premises at current market rates will provide additional income for Council. If the building is to remain vacant then there are still holding costs for Council (rates, insurance, security services, maintenance and repair, etc). The grant of this Lease will provide a gross income of approximately \$40,000 per annum, plus the contribution of rates. The income from the Licence will be subject to occupancy.

**Consultation:**

Manager Coffs Regional Airport and Executive Manager Business Units.

**Related Policy and / or Precedents:**

The recommendations are in line with general leasing practices.

Where excess Council property is not required for current use for Council purposes, numerous precedents have been set for leasing such premises or properties in order to obtain additional income and help cover holding costs.

## **CB12/66 - Lease of General Aviation Terminal and Licence of Airport Accommodation units to Professional Pilot Training Pty Limited (Cont'd)**

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### **Statutory Requirements:**

The subject property is classified as Operational land in accordance with provisions of the Local Government Act 1993. Therefore, there are no impediments to pursuing this lease arrangement in accordance with normal leasing procedures and practices under the NSW Real Property Act 1900 and the Conveyancing Act 1919.

Regulations 400(2) Local Government (General) regulation 2005 applies with respect to execution of the lease documentation under Council seal.

### **Issues:**

Neither the recommendations, nor the proposed lease or licence give rise to any foreseeable issues that would be contrary to the general operation of the Airport. The terms of the negotiated proposal are detailed in the confidential attachment.

### **Implementation Date / Priority:**

The Lease and Licence documents will be executed under seal following completion of drafting by Council's solicitor and subject to authority being granted by Council.

### **Recommendation:**

- 1. The Council as registered proprietor of the General Aviation Building known as 45 Aviation Drive, Coffs Harbour being Part Lot 24 in DP 812274 (the demised premises) authorise the lease of the demised premises to Professional Pilot Training Pty Limited for a period of 3 (three) years with an option of a further 3 (three) years and subject to the terms and conditions contained in this report and the confidential attachment.**
- 2. That any necessary documents required to give effect to the lease of 45 Aviation Drive, Coffs Harbour being Part Lot 24 in DP 812274 (the demised premises) to Professional Pilot Training Pty Limited be executed under the common seal of council.**
- 3. That Council as registered proprietor of Lot 146 in DP 1131927 (the demised license premises) authorise the license of part of lot 146 known as the airport accommodation units and training room, more particularly described as buildings numbered 2-8 on the attached plan to Professional Pilot Training Pty Limited for a period of 12 (twelve) months subject to the terms and conditions contained in this report and the confidential attachment.**

Attachments:



**CHCC Properties  
Leased to PPT PTY LTD**

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**CB12/67 LEASE PROPOSAL - 23 GORDON STREET, COFFS HARBOUR BEING LOT 20 SECTION C DP758258 TO GEOLINK CONSULTING PTY LIMITED - EXECUTION OF LEASE DOCUMENTS UNDER COMMON SEAL OF COUNCIL**

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**Purpose:**

Seeking authority for a one year execution of a lease between Coffs Harbour City Council as the registered proprietor of the land known as 23 Gordon Street, Coffs Harbour being Lot 20 Section C DP 758258 to GeoLINK Consulting Pty Limited under the Common Seal of Council.

**Description of Item:**

Council is the owner of office premises located at 23 Gordon Street, Coffs Harbour.

The property is currently leased to local consultancy firm GeoLINK under a lease which expired on 30 June 2012.

GeoLINK have requested a renewal of the lease for a further period of two years.

GeoLINK have been a good lessee with all rents paid on time and the property being adequately maintained. Accordingly, there is no objection to extending the lease term.

In light of the uncertainty of future plans involving this property however, staff have advised that Council can only consider an extension of a one year term at this stage.

It is proposed that a new one year Lease Agreement on largely the same terms as the current lease be pursued.

**Sustainability Assessment:**

- **Environment**

This lease proposal relates to an existing office building, which has been occupied and used for office purposes for many years. This leasing proposal will continue this use of the premises for office purposes. As such there will be no change to the environmental situation.

- **Social**

This lease proposal will continue an existing use of the subject premises and as such there is no perceived change in regard to social sustainability and impact. Having the building occupied and used as an office facility creates a positive image and is far better than leaving the building empty and unproductive.

- **Civic Leadership**

The Coffs Harbour 2011-2015 Delivery Program objective is to (OC1.1.6.2) pursue corporate business opportunities to generate income to support Council programs. The proposed lease is consistent with this objective.

- **Economic**

**Broader Economic Implications**

Leasing the premises to GeoLINK will enable this firm to consolidate its operations in Coffs Harbour in the short term.

**Delivery Program/Operational Plan Implications**

Leasing the premises to GeoLINK at a current market rental will provide additional income for Council. If the building is to remain vacant then there are still holding costs for Council (rates, insurance, security services, maintenance and repair, etc). The grant of this lease will provide a gross income of approximately \$41,000 per annum, plus the payment of the rates.

**Consultation:**

Executive Manager Business Units, Corporate Business.

**Related Policy and / or Precedents:**

The recommendations are in line with general leasing practices.

Where excess Council property is not required for current use for Council purposes, then numerous precedents have been set for leasing such premises or properties in order to obtain additional income and help cover holding costs.

**Statutory Requirements:**

The subject property is classified as Operational Land in accordance with provisions of the Local Government Act 1993. Therefore, there are no impediments to pursuing this lease arrangement in accordance with normal leasing procedures and practices under the NSW Real Property Act 1900 and the Conveyancing Act 1919.

Regulations 400(2) Local Government (General) regulation 2005 applies with respect to execution of the lease documentation under Council seal.

**Issues:**

The property forms part of Council's larger commercial property holdings in Gordon Street, Coffs Harbour. Council is currently making further investigation into the longer term proposals for this area. However, as this process will take additional time before final decisions are made, it is appropriate to continue temporary occupation arrangements in the meantime.

In view of this situation, the lease proposal pursued with GeoLINK has been on the basis of an initial short term lease pending final decisions by Council concerning the future of these Gordon Street commercial property holdings. The terms of the negotiated proposal are detailed in the confidential attachment.

**CB12/67 - Lease Proposal - 23 Gordon Street, Coffs Harbour being Lot 20 Section C DP 758258 to Geolink Consulting Pty Limited - Execution of Lease Documents under Common Seal of Council (Cont'd)**

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**Implementation Date / Priority:**

The lease document will be executed under seal following completion of drafting by Council's solicitor and subject to authority being granted by Council.

**Recommendation:**

- 1. That Council as the registered proprietor of Lot 20 Section 6 DP 758258 authorise the lease of the demised premises to GeoLINK Consulting Pty Limited for an initial term of 1 (one) year and subject to the terms and conditions contained in this report and the confidential attachment.**
- 2. That any necessary documents associated with the lease of 23 Gordon Street, Coffs Harbour being Lot 20 Section 6 DP 758258 to GeoLINK Consulting Pty Limited be executed under the Common Seal of Council.**

**Craig Milburn  
Director, Corporate Business**