



Coffs Harbour City Council

04 March 2014

ORDINARY MEETING

The above meeting will be held in the Council Chamber, Administration Building, corner Coff and Castle Streets, Coffs Harbour, on:

THURSDAY 13 MARCH 2014

The meeting commences at **5.00pm** and your attendance is requested.

AGENDA

1. Opening of Ordinary Meeting
2. Acknowledgment of Country
3. Disclosure of Interest
4. Apologies
5. Public Addresses / Public Forum
6. Mayoral Minute
7. Mayoral Actions under Delegated Authority
8. [Confirmation of Minutes of Ordinary Meeting – 27 February 2014](#)
9. Notices of Motion
10. [General Manager's Reports](#)
11. [Consideration of Officers' Reports](#)
12. Requests for Leave of Absence
13. Matters of an Urgent Nature
14. Questions On Notice
15. Consideration of Confidential Items (if any)
16. Close of Ordinary Meeting.

Steve McGrath
General Manager



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
13 MARCH 2014

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STREET, BONVILLE - RESCISSION MOTION

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CB14/11 2014/2015 ENVIRONMENTAL LEVY PROJECTS SCHEDULE

CB14/12 COMMUNITY CAPITAL INFRASTRUCTURE GRANTS PROGRAM

ITEM DESCRIPTION

The following items either in whole or in part may be considered in Closed Meeting for the reasons stated:

CB14/13 TENDER: SUPPLY AND DELIVERY OF PASSENGER, TRUCK AND EARTHMOVER TYRES INCLUDING ROADSIDE ASSISTANCE SERVICES

CB14/14 TENDER: SUPPLY AND DELIVERY OF DOMESTIC WATER METERS

A portion of these reports are 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.

CITY INFRASTRUCTURE SERVICES DEPARTMENT REPORTS

CIS14/5 TRAFFIC COMMITTEE 1/2014

CIS14/6 CONTINUING SUPPORT FOR THE 'FRIENDS OF THE PARK' VOLUNTEER GROUPS

The following item either in whole or in part may be considered in Closed Meeting for the reasons stated:

CIS14/7 CONTRACT NO. RFT-622-TO: COOK DRIVE / PACIFIC HIGHWAY INTERSECTION UPGRADE - ELECTRICAL INFRASTRUCTURE RELOCATIONS

A portion of this report 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

27 FEBRUARY 2014

Present: Councillors D Knight (Mayor), J Arkan, N Cowling, R Degens, G Innes, B Palmer, K Rhoades, M Sultana and S Townley.

Staff: General Manager, Director Corporate Business, Director of City Infrastructure Services, Director Planning, Director of Community Development and Executive Assistant.

The meeting commenced at 5.00pm with the Mayor, Cr D Knight in the chair.

We respectfully acknowledge the Gumbayngirr Country and the Gumbayngirr Aboriginal peoples who are traditional custodians of the land on which we meet and their Elders both past and present.

The Mayor reminded the Chamber that the meeting was to be recorded, and that no other recordings of the meeting would be permitted.

DISCLOSURE OF INTEREST

The General Manager/Mayor read the following disclosures of interest to inform the meeting:

Councillor	Item	Type of Interest
Cr M Sultana	CD14/04 Coffs Buskers International Buskers and Comedy Festival 2013.	Pecuniary interest - operated amusements at Buskers Festivals.

APOLOGY

No apologies.

PUBLIC ADDRESS

Time	Speaker	Item
5.00 pm	Geoff Smyth	GM 14/8 ~ Legal Appeal – DA 119/13 – Lot 26 DP 1001621, No 1 Breakers Way Korora – Multi-Unit Housing (One Additional New Dwelling) and Strata Subdivision
5.05 pm	Margaret Beckett	CD14/3 ~ Council Sister City Delegation to Sasebo, Japan 2014
5.10 pm	Peter Gray and Michael McCartney	Report CP 14/6 ~ DA 876/12 – Subdivision into 1 Residential Torrens Title Lot Plus 13 Residential Community Title Lots and 1 Community Lot – Lot 19 DP 1126372, 45 Rutland Street, Bonville
5.15 pm	Joseph Kane	Report CP 14/6 ~ DA 876/12 – Subdivision into 1 Residential Torrens Title Lot Plus 13 Residential Community Title Lots and 1 Community Lot – Lot 19 DP 1126372, 45 Rutland Street, Bonville

CONFIRMATION OF MINUTES

- 24** **RESOLVED** (Palmer/Townley) that the minutes of the Ordinary meeting held on 13 February 2014 be confirmed as a true and correct record of proceedings.

GENERAL MANAGER’S REPORTS

GM14/8 LEGAL APPEAL - DEVELOPMENT APPLICATION NO. 119/13 - LOT 26 DP 1001621, NO. 1 BREAKERS WAY KORORA - MULTI-UNIT HOUSING (ONE ADDITIONAL NEW DWELLING) AND STRATA SUBDIVISION

- 25** **RESOLVED** (Cowling/Degens) that the matter be considered in Closed Committee at the conclusion of the meeting.
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COMMUNITY DEVELOPMENT DEPARTMENT REPORTS

CD14/3 COUNCIL SISTER CITY DELEGATION TO SASEBO, JAPAN, 2014

To propose that Council send a delegation to Sasebo, Japan, in 2014 to consolidate Coffs Harbour's Sister City relationship with Sasebo City and to explore new opportunities for cultural and economic development between the two cities.

MOTION

MOVED (Arkan/Cowling) that Council organise an inclusive celebration in Coffs Harbour, possibly the CBD, where the use of technology to send a message from the people of Coffs Harbour to the people of our Sister City in celebration as a whole city.

AMENDMENT

26 **RESOLVED** (Rhoades/Degens) that:

1. Council sends an official delegation to Japan in early 2014 to strengthen the Sister City relationship with Sasebo City.
2. The Mayor, a Councillor, the General Manager (or his delegate) and the official interpreter be accompanied in the delegation by suitable representatives of the Coffs Harbour Branch of the Australia-Japan Society should they wish to be represented.
3. Council meet associated mission costs of the Mayor, Councillor, General Manager (or his delegate) and official Interpreter.
4. Council advise Southern Cross University, North Coast TAFE and the Coffs Harbour industry sector of the delegation and the opportunity for their participation (at their own cost).
5. The delegation explore opportunities for trade, cultural development, tourism and sporting exchanges while on its official mission to Japan.

The **AMENDMENT** on being put to the meeting was **CARRIED**. The **AMENDMENT** then became the **MOTION** and on being put to the meeting was **CARRIED**.

DIVISION

- 27** **RESOLVED** (Rhoades/Degens) that a division be called, and those members voting for and against the motion were recorded:

FOR	AGAINST
Cr Rhoades	Cr Arkan
Cr Innes	Cr Cowling
Cr Sultana	
Cr Townley	
Cr Degens	
Cr Palmer	
Cr Knight	

CITY PLANNING DEPARTMENT REPORTS

CP14/6 DEVELOPMENT APPLICATION NO. 876/12 SUBDIVISION INTO 1 RESIDENTIAL TORRENS TITLE LOT PLUS 13 RESIDENTIAL COMMUNITY TITLE LOTS AND 1 COMMUNITY LOT - LOT 19 DP 1126372, 45 RUTLAND STREET, BONVILLE

The purpose of this report is to present Development Application No. 876/12 for Council's consideration, which is an application for a subdivision into one (1) residential torrens title lot plus 13 residential community title lots and 1 community lot.

- 28** **RESOLVED** (Townley/Degens):
1. That DA 876/12 for subdivision into one Torrens Title lot plus 13 community title residential lots and one community lot, at Lot 19 DP 1126372, 45 Rutland St Bonville, be refused on the grounds that:
 - a) It would result in significant loss of amenity to this neighbourhood
 - b) It is inconsistent with CHCC's Koala Plan of Management
 2. That zoning review of the subject land, as per Council's resolution of 15 June 2006, be progressed.

FOR	AGAINST
Cr K Rhoades	Cr J Arkan
Cr N Cowling	Cr G Innes
Cr M Sultana	
Cr S Townley	
Cr R Degens	
Cr B Palmer	
Cr D Knight	

GENERAL MANAGER'S REPORTS

GM14/7 2014 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS

Report advising that conference motions to be considered at the next National General Assembly of Local Government are to be matters of policy significance to local government nationally.

29 RESOLVED (Arkan/Palmer):

1. That Councillors submit any motions in line with the Australian Local Government Association Discussion Paper to the General Manager by Thursday, 27 March 2014.
2. That a separate report of any motions received be submitted for Council Meeting of 10 April 2014.

CITY INFRASTRUCTURE SERVICES DEPARTMENT REPORTS

CIS14/3 WATER EFFICIENCY STRATEGIC AND WATER EFFICIENCY IMPLEMENTATION PLANS - ADOPTION OF REVIEWED PLANS

The objective of this report is to inform Council that no submissions were received from the Coffs Harbour community as a result of the public exhibition of the draft Water Efficiency Strategic Plan (WESP) and Water Efficiency Implementation Plan (WEIP). Two submissions were received from the Clarence Valley Council community with some changes being made to the draft WESP and WEIP.

30 RESOLVED (Arkan/Sultana) that the Water Efficiency Strategic Plan and Water Efficiency Implementation Plan be adopted by Council with a review to be undertaken in five years time.

CIS14/4 RELEASE OF EASEMENT FOR DRAINAGE OF SEWAGE - 1 SIXTEENTH AVENUE, SAWTELL

To obtain Council approval to execute the necessary documents to release an easement for drainage of sewage encumbering 1 Sixteenth Avenue, Sawtell. The easement is surplus to Council requirements.

31 RESOLVED (Arkan/Townley):

1. That Council agree to release the easement as described in this report.
2. That Council execute under Seal all necessary documents to release the existing easement for drainage of sewage shown as *“proposed easement for pipeline 2 wide in DP 643535 over Lot 35 Section 10 DP 14800”*.
3. That all costs associated with this matter be borne by the owners of Lot 35 Section 10 DP 14800.

CORPORATE BUSINESS DEPARTMENT REPORTS

CB14/7 FINANCIAL REPORTS 2012-2013

Consideration of the audited financial reports for the year ended 30 June 2013 including the Auditor’s report.

MOTION

32 RESOLVED (Innes/Palmer) that the final audited 2012-13 Annual Financial Reports be received and noted.

AMENDMENT

MOVED (Cowling/Townley) that the final audited 2012-13 Annual Financial Reports be noted.

The **AMENDMENT** on being put to the meeting was **LOST**. The **MOTION** on being put to the meeting was **CARRIED**.

CB14/8 QUARTERLY BUDGET REVIEW STATEMENT FOR DECEMBER 2013

To provide the quarterly budget review statement and report on the estimated budget position as at 31 December 2013.

33 RESOLVED (Degens/Sultana):

1. The Quarterly Budget Review Statements be noted.
2. That the budget adjustments be approved and the current budget position be noted.

Estimated budget position as at 31 December 2013:

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 13 June 2013	426,307 (D)	4,553,442 (D)	3,165,226 (D)
Approved Variations to September 2013	(335,000) (S)	Nil	Nil
Approved Variations for October 2013	(75,044) (S)	Nil	Nil
Approved Variations for November 2013	1,337 (D)	Nil	Nil
Recommended variations for quarter ending 31 December 2013	Nil	Nil	Nil
Estimated result 2013/14 as at 31 December 2013	<u>17,600 (D)</u>	<u>4,553,442 (D)</u>	<u>3,165,226 (D)</u>

CB14/9 BANK BALANCES AND INVESTMENTS FOR JANUARY 2014

To list Council's Bank Balances and Investments as at 31 January 2014.

34 RESOLVED (Palmer/Innes):

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 fifty million, one hundred and thirty six thousand, eight hundred and ninety three dollars (\$150,136,893) as at 31 January 2014 be noted.
2. That the general fund unrestricted cash and investments totaling one hundred and nineteen thousand, eight hundred and eighty dollars (\$119,880) as at 31 January 2014 be noted.

COMMUNITY DEVELOPMENT DEPARTMENT REPORTS

Cr Sultana declared an interest in the following item, vacated the Chamber and took no part in the discussion or voting, the time being 6.38pm.

CD14/4 COFFS HARBOUR INTERNATIONAL BUSKERS AND COMEDY FESTIVAL 2013

The purpose of this report is to give Council a detailed report on the Buskers Festival for 2013 and to make recommendation on its future with reference to Council's adopted Events Strategy.

35 RESOLVED (Degens/Arkan):

1. That Council fund the Coffs Harbour International Buskers and Comedy Festival to the level of \$30,000 for 2014.
2. That a review of the Event Strategy (February 2009) be undertaken to evaluate its relevance and the outcome of this be reported back to Council.
3. That the remainder of these funds be made available for other events.

Cr Sultana returned to the Chamber, the time being 6.56pm.

CITY PLANNING DEPARTMENT REPORTS

CP14/4 DEVELOPMENT APPLICATION 121/13 - DEMOLITION OF EXISTING DWELLING, ATTACHED DUAL OCCUPANCY AND STRATA SUBDIVISION LOT A DP 390197, 8 SOLITARY ST, COFFS HARBOUR

To consider Development Application No. 121/13 for demolition of an existing dwelling, construction of an attached dual occupancy and strata subdivision at 8 Solitary Street, Coffs Harbour.

MOTION

36 RESOLVED (Arkan/Rhoades):

1. That the written objection made pursuant to Clause 4.6 of Coffs Harbour City Centre Local Environmental Plan 2011 for the variation to the maximum building height under Clause 18(4A) of the Coffs Harbour City Centre Local Environmental Plan 2011 be supported in this particular case.
2. That Development Application No. 121/13 for demolition and construction of a dual occupancy and strata subdivision on Lot A, DP 390197, No. 8 Solitary Street, Coffs Harbour, be approved subject to conditions as appended to the report (Attachment 3).

CP14/4 - Development Application 121/13 - Demolition of Existing Dwelling, Attached Dual Occupancy and Strata Subdivision Lot A DP 390197, 8 Solitary St, Coffs Harbour (Cont'd)

3. That persons who made submissions in relation to the Development Application No. 121/13 be notified of the determination.

AMENDMENT

MOVED (Degens/Palmer) that Council's consideration of Development Application No. 121/13 be deferred until minor adjustments allowing a more equitable sharing of views be achieved between this development and neighbouring dwellings.

The **AMENDMENT** on being put to the meeting was **LOST**.

The **MOTION** on being put to the meeting was **CARRIED**.

VOTED FOR

Cr Rhoades
Cr Townley
Cr Arkan
Cr Innes
Cr Sultana
Cr Cowling
Cr Knight

VOTED AGAINST

Cr Degens
Cr Palmer

CP14/5 DEVELOPMENT APPLICATION 939/13 2 LOT SUBDIVISION LOT 2 DP 732048, 20B WILLIAM HAWORTH DRIVE, KORORA

The purpose of this report is to present Development Application No. 939/13 for Council's consideration, which is an application for subdivision of land into two (2) lots.

37 RESOLVED (Arkan/Innes):

1. That the written objection made pursuant to Clause 6 of *State Environmental Planning Policy No. 1 - Development Standards* for the variation to the minimum allotment size under Clause 18(4)(a) of the Coffs Harbour City Local Environmental Plan 2000 be supported in this particular case.
2. That Development Application 939/13 for Subdivision involving Lot 2 DP 732048, 20B William Haworth Drive be approved, subject to conditions appended to this report (Appendix 3).
3. The person who made a submission on the application be advised of Council's determination.

The Resolution on being put to the meeting was carried unanimously.

REQUESTS FOR LEAVE OF ABSENCE

- 38 **RESOLVED** (Degens/Palmer) that Cr Innes be granted leave of absence from Council for the next meeting.

MATTERS OF AN URGENT NATURE

MUN14/1 Norfolk Pine trees at Woolgoolga

Councillor Sultana advised that he had received information from residents of Woolgoolga that Council is intending to remove Norfolk Pine trees at Woolgoolga Reserve. Cr Sultana asked whether it was true and if so, why.

The General Manager took the matter on notice.

QUESTIONS ON NOTICE

No questions on notice.

CLOSED MEETING – SECTION 10(A)

The Mayor requested a motion to close the meeting to consider a confidential report as outlined in the meeting agenda.

- 39 **MOVED** (Arkan/Palmer) that the meeting be closed to the press and public during consideration of the following items for the reasons as stated:

GM14/8 - Legal Appeal - Development Application No. 119/13 - Lot 26 DP 1001621, No. 1 Breakers Way Korora - Multi-Unit Housing (One Additional New Dwelling) and Strata Subdivision.

This report was confidential for the reason of Section 10A(2):

- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

The **MOTION** on being put to the meeting was **CARRIED**.

The press and public vacated the Chamber, the time being 7.09pm.

GM14/8 LEGAL APPEAL - DEVELOPMENT APPLICATION NO. 119/13 - LOT 26 DP 1001621, NO. 1 BREAKERS WAY KORORA - MULTI-UNIT HOUSING (ONE ADDITIONAL NEW DWELLING) AND STRATA SUBDIVISION

To consider legal advice provided by Council's legal representative in relation to a Land and Environment Court appeal against Council's refusal of a development application for multi-unit housing (one additional new dwelling) and strata subdivision at 1 Breakers Way, Korora.

- 46 RESOLVED** (Arkan/Degens) that Council adopt the report from Closed Session.

The General Manager provided an overview of the matter considered in Closed Session including the fact that the Council adopted the recommendation presented, and further that the matter is to remain confidential given the legal professional privilege that applies.

- 47 RESOLVED** (Knight/Townley) that in recognising the development outcome associated with DA119/13, the preparation of the 2014/15 Operational Plan include considering a review of the residential planning controls across the local government area.

This concluded the business and the meeting closed at 7.52pm.

Confirmed: 13 March 2014.

.....
Denise Knight
Mayor

DEVELOPMENT APPLICATION NO. 876/12 – SUBDIVISION INTO 1 RESIDENTIAL TORRENS TITLE LOT PLUS 13 RESIDENTIAL COMMUNITY TITLE LOTS AND 1 COMMUNITY LOT - LOT 19 DP 1126372, 45 RUTLAND STREET, BONVILLE - RESCISSION MOTION

Purpose:

Councillors Arkan, Innes and Rhoades have given notice of their intention to move:

That Resolution 27 of Ordinary meeting held on 27 February 2014 regarding item CP14/6 - Development Application No. 876/12 – Subdivision into 1 Residential Torrens Title Lot Plus 13 Residential Community Title Lots and 1 Community Lot - Lot 19 DP 1126372, 45 Rutland Street, Bonville, and reading as follows, **be rescinded**:

RESOLVED (Townley/Degens) that

1. That DA 876/12 for subdivision into one Torrens Title lot plus 13 community title residential lots and one community lot, at Lot 19 DP 1126372, 45 Rutland St Bonville, be refused on the grounds that:
 - a) It would result in significant loss of amenity to this neighbourhood
 - b) It is inconsistent with CHCC's Koala Plan of Management
2. That zoning review of the subject land, as per Council's resolution of 15 June 2006, be progressed.

If the above resolution is rescinded, we intend to move the following:

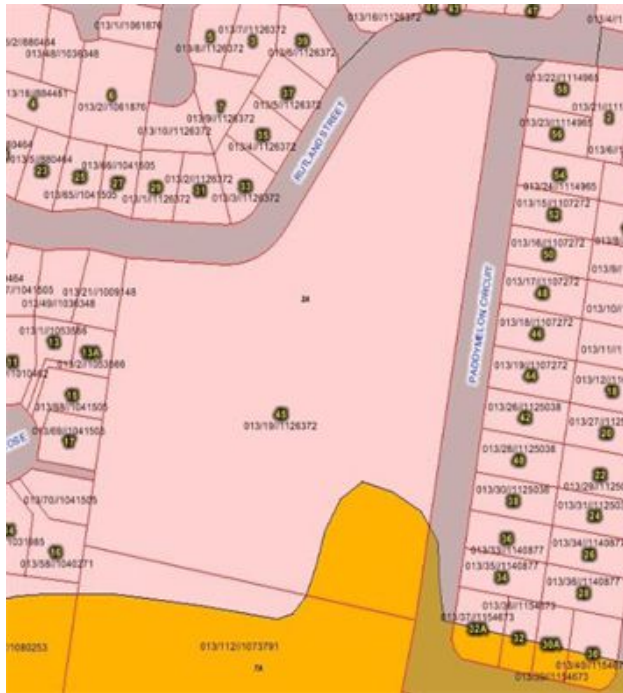
1. **That Development Application No. 876/12 for subdivision into one (1) residential torrens title lot plus 13 residential community title lots and 1 community lot, at Lot 19, DP 1126372, 45 Rutland Street, Bonville be approved subject to the conditions in Attachment 3.**
2. **That persons who made a submission on Development Application No. 876/12 be informed of Council's decision.**

DEVELOPMENT APPLICATION NO. 876/12 – SUBDIVISION INTO 1 RESIDENTIAL TORRENS TITLE LOT PLUS 13 RESIDENTIAL COMMUNITY TITLE LOTS AND 1 COMMUNITY LOT - LOT 19 DP 1126372, 45 RUTLAND STREET, BONVILLE

Purpose:

The purpose of this report is to present Development Application No. 876/12 for Council's consideration, which is an application for a subdivision into one (1) residential torrens title lot plus 13 residential community title lots and 1 community lot.

The following locality plan illustrates the existing lot configuration and zoning under Coffs Harbour LEP 2000.



At its meeting of 22 August 2013, Council adopted *Development Applications - Consideration by Council Policy* which outlined:

That development applications for approval involving substantial aspects of the following elements be referred to Council for determination:

- Significant public interest and community input;
- Substantial non-compliance with relevant strategic controls;
- Significant land use;
- Major environmental issue(s);

In accordance with this resolution, the application is reported to Council for determination, given that the proposed development has attracted significant public interest and community input following statutory notification of the application.

Description of Item:**• The Site**

The site is identified as Lot 19 in DP 1126372, 45 Rutland Street, Bonville. The land has an area of 3.06ha, is currently undeveloped and vegetated, with public road frontage to Rutland Street and Paddymelon Circuit.

The development application was submitted prior to the gazettal of Coffs Harbour Local Environmental Plan (LEP) 2013 and has therefore been assessed under LEP 2000, utilising the relevant savings provisions. At the time of lodgement, the subject land was split zoned Residential 2A Low Density and Environmental Protection 7A Habitat and Catchment.

The site is identified in the North Bonville Development Control Plan (DCP) as *Precinct 4* with a minimum target density of 15 lots.

The Development

The proposal involves a residential subdivision of the land by excising proposed lot 1 located on the northern side of Rutland Street with a site area of 732m², from the remainder of the land, which will be further subdivided into thirteen (13) community title residential lots (proposed lots 2-13) with site areas ranging from 650m² - 880m². Proposed lot 14 will be a large residential community title lot with a building envelope and a site area of 1.9ha.

A community lot is proposed for the purposes of a bio-retention basin and fire trail, which is located along the rear of the residential community title lots and also provides access to the building envelope on the large residential lot. Maintenance of the bio-retention basin and fire trail will become the responsibility of the property owners within the community title scheme.

Vegetation clearing to a width of approximately 50m is proposed to provide cleared areas for future dwellings fronting Rutland Street.

The application has been submitted with a biobanking statement issued by the NSW Office of Environment and Heritage under the *Threatened Species Conservation Act 1995*. The proposed biobank area consists of approximately 1.63ha of native vegetation, located on proposed lot 14. The effect of the biobanking statement is that the Council is not required to take into consideration the likely impact of the development on biodiversity values.

The biobanking statement applying to the site is addressed in more detail in Attachment 1 of this report.

A plan of the proposed development is included in this report as Attachment 2.

Sustainability Assessment:

- **Environment**

Council's mapping indicates the site comprises high value habitat including an Endangered Ecological Community (EEC) and primary koala habitat. Ordinarily, Council would require an assessment of the impacts of the development on biodiversity, under Section 5A of the Environmental Planning and Assessment Act 1979, to determine if it is likely that the development will have a significant effect on threatened species, population or ecological communities or its habitat. However in this instance, the development is accompanied by a biobanking statement issued by the Office of Environment and Heritage (OEH), which has assessed the biodiversity impacts of the development and Council is not required to take into consideration the likely impact of the development on biodiversity values.

- **Social**

The development is consistent with current planning provisions and will provide additional residential land for housing in Bonville, in accordance with the minimum target density specified in the North Bonville DCP. The proposed subdivision layout is consistent with the existing subdivision pattern in the locality and will be compatible with the existing character of the locality.

The proposed development is not expected to result in any unacceptable social impacts and conditions are recommended to ensure that potential amenity impacts during construction are minimised and managed.

- **Civic Leadership**

The proposed development has been assessed in accordance with the provisions of the Environmental Planning and Assessment Act 1979 and all relevant Council controls and policies.

- **Economic**

Broader Economic Implications

There are no broader economic implications resulting from the proposal.

Delivery Program/Operational Plan Implications

There are no implications for Council's Delivery Program / adopted Operational Plan.

Risk Analysis:

A risk analysis has been undertaken and it is considered that approval of the development application as recommended does not pose a significant risk to Council.

Consultation:

The application was publicly exhibited and notified to adjoining and nearby property owners for a period of 30 days and a total of 150 submissions were received objecting to the development.

The issues raised, and a response to those concerns, is summarised in Attachment 1.

The application was referred to internal Council departments and external government agencies and comments were received as follows:

- **Internal Consultation**

Comments were received from City Infrastructure Services in relation to the subdivision design and servicing arrangements for the proposal and it was considered that the development was acceptable, subject to standard engineering conditions.

Comments were received from Sustainable Planning in relation to vegetation clearing, the Koala Plan of Management and the biobanking statement. The comments acknowledge that the biobanking statement addresses the relevant biodiversity issues and a condition was recommended for areas of retained vegetation to be clearly identified on a plan submitted to Council for approval, prior to any works commencing.

- **Statutory Consultation**

The application was reviewed by the NSW Rural Fire Service (RFS) as the land is bushfire prone. The RFS issued a conditional Bushfire Safety Authority in accordance with section 100B of the Rural Fires Act, 1997 and the recommended conditions have been included in the proposed notice of determination.

The application was referred to the NSW OEH for consideration of impacts on aboriginal cultural heritage and biodiversity issues. The OEH recommended standard conditions be imposed to address cultural heritage issues and the recommended conditions have been included in the recommended notice of determination. OEH also confirmed that a valid biobanking statement has been issued for the development.

The application was reviewed by the NSW Office of Water as the land contains a watercourse. The development requires a controlled activity approval under section 91 of the Water Management Act, 2000 and general terms of approval were issued and have been included in the recommended notice of determination.

Related Policy and / or Precedents:

There are no related policies or precedents relevant to this proposal.

Statutory Requirements:

- North Coast Regional Environmental Plan (deemed State Environmental Planning Policy)
- Coffs Harbour City Local Environmental Plan 2000
- Coffs Harbour City Local Environmental Plan 2013
- North Bonville Development Control Plan 2001
- Coffs Harbour Development Control Plan 2013

Each of these statutory instruments is considered in detail in the Section 79C assessment appended to this report as Attachment 1.

Issues:

- **Site History:**

The majority of the site has been zoned residential since 1988, consistent with the existing residential zoning of the locality.

However, the land was one of several parcels identified for potential rezoning by extending the 7A zone under draft Coffs Harbour LEP 2000 (Amendment No. 30) which was initially considered by Council at its meeting of 16 February 2006.

During the process of considering this amendment, the former Department of Planning raised concerns that the rezonings were not supported by detailed analysis. Council considered a further report on the matter at its meeting of 15 June 2006, which effectively removed this and several other proposed rezonings from the then draft Coffs Harbour LEP 2000 (Amendment No. 30).

A previous development application (242/11DA) for a similar fifteen (15) lot community title subdivision was refused by Council under delegated authority on 8 May 2012. The reasons for refusal were predominantly based on environmental and biodiversity concerns. The previous application was not supported by a species impact statement or a biobanking statement.

- **Permissibility under LEP 2000:**

The development application was submitted prior to the gazettal of Coffs Harbour LEP 2013 and has therefore been assessed under LEP 2000, utilising the relevant savings provisions.

The land is split zoned Residential 2A with a small area zoned Environmental Protection 7A under Coffs Harbour LEP 2000. Clause 18(4)(c) of LEP 2000 permits subdivision of the land as proposed.

The relevant provisions of the applicable planning requirements are addressed in detail in the Section 79C assessment report appended to this report as Attachment 1.

- **Biodiversity Considerations:**

The application has been submitted with a biobanking statement, issued by the NSW Office of Environment and Heritage. The biobanking statement provides an alternative pathway to the current threatened species assessment of significance process under the Environmental Planning and Assessment Act 1979.

The effect of issuing a biobanking statement is that the development is deemed not likely to significantly affect any threatened species, population or ecological community, or its habitat, under the Threatened Species Conservation Act, 1995. The biobanking statement has been issued on the basis that it will achieve a maintain or improve outcome for affected threatened species, populations, ecological communities or their habitats. As a result, Council cannot impose a condition in the notice of determination that contravenes the biobanking statement. However, Council can impose conditions that are not inconsistent with the conditions of a biobanking statement and can refuse development consent on matters not related to biodiversity.

- **Bushfire Considerations:**

The land is bushfire prone and bushfire considerations have been addressed by the provision of asset protection zones (APZ's, perimeter fire trail and construction standards in building design). The APZ's will reduce fuel loads at the rear of the residential lots and around the building envelope on the large lot. The fire trail will be constructed to an all-weather gravel standard 4m wide with gates at each entrance point to Rutland Street. The fire trail will be located within the community lot and maintenance will be the responsibility of the community association.

- **Stormwater Impacts:**

A concept stormwater management plan has been provided with the application which proposes to construct a bio-retention basin in the community lot and provide on-site storage within each lot for stormwater management. The concept plan has been endorsed by Council's City Infrastructure Services and the Department of Primary Industries has issued general terms of approval for any works within proximity to watercourse and wetland areas.

Implementation Date / Priority:

In the event that Council adopts the recommendation, a formal notice of determination will be issued for the development application. Persons who made a submission will be notified at the same time. With a formal notice of approval, the applicant can act on the development consent at any time, subject to meeting any relevant conditions of the approval.

Recommendation:

1. **That Development Application No. 876/12 for subdivision into one (1) residential torrens title lot plus 13 residential community title lots and 1 community lot, at Lot 19, DP 1126372, 45 Rutland Street, Bonville be approved subject to the conditions in Attachment 3.**
2. **That persons who made a submission on Development Application No. 876/12 be informed of Council's decision.**

**Development Application No. 876/12
Section 79C Assessment**

a. the provisions of,

i. any environmental planning instrument, and

• North Coast Regional Environmental Plan

The proposal is considered to be consistent with the aims and objectives of the Plan.

• State Environmental Planning Policy 55 – Remediation of land

The subject land has no previous history of land uses or activities that would contribute to any potential contamination concerns. The site is not identified in the North Bonville DCP as potentially contaminated. Further contamination assessment is not considered necessary.

• Coffs Harbour City Local Environmental Plan (LEP) 2000

Zoning

The development application was submitted prior to the gazettal of Coffs Harbour LEP 2013 and has therefore been assessed under LEP 2000, utilising the relevant savings provisions. At the time of lodgement, the subject land was split zoned Residential 2A Low Density and Environmental Protection 7A Habitat and Catchment. The proposed development is defined as 'subdivision of land', which is identified as permissible with consent in the 2A and 7A zone under LEP 2000.

Clause 18(4)(c) specifies that if land zoned 7A adjoins land zoned 2A, 2B, 2C, 2D or 2E, consent may be granted to a subdivision of the composite parcel provided:

- *each resultant allotment contains an adequate (in the opinion of the consent authority) building envelope outside the land in Zone 7A, and;*
- *the consent authority considers that the subdivision is desirable for achieving long term management of the land within Zone 7A.*

It is considered that each proposed residential lot contains an adequate building envelope outside of the land zoned 7A and is capable of supporting a future dwelling without compromising the environmental protection zone.

Clause 11 - Tree Preservation

The proposed development will require removal and disturbance of approximately 1ha of vegetation, comprising Blackbutt Tallowood open forest and Swamp Mahogany swamp forest and grasslands. The biobanking statement has calculated that the number of credits required to offset the impact of the development is 50 ecosystem credits for the Blackbutt Tallowood forest and 15 credits for the Swamp Mahogany forest. The credits can be retired for biobanking part of proposed Lot 14 or seeking credits from an alternate site that satisfies the biobanking statement conditions.

Clause 12 – Koala Habitat

The clause requires development to be in accordance with Council's Koala Plan of Management. The land contains areas of mapped primary koala habitat which connect to larger areas to the south of the site. Vegetation removal for building envelopes and APZ's will be required to comply with Bushfire Protection standards.

The biobanking statement does not legally "turn off" the requirements for consideration of the Koala Plan of Management, however council cannot impose a condition in the development consent that is contrary to the biobanking statement or refuse the development on biodiversity grounds. The biobanking statement has assessed the removal of koala habitat and apportioned credits according to the biobanking methodology.

Clause 13 – Landform Modification

The proposed development does not require any landform modification that would have any adverse impact on the natural environment.

Clause 14 – Services

The proposed development is capable of being serviced with reticulated water, sewer, stormwater, electricity and telecommunications.

Clause 23 – Environmental Hazards

Bushfire Prone Land

The site is identified as bushfire prone. The proposed development constitutes 'integrated development' and was referred to the NSW Rural Fire Service (RFS) for general terms of approval. The RFS has issued a conditional Bushfire Safety Authority for the development.

Potential Acid Sulfate Soils

The subject land is identified as containing class 3 & 5 acid sulfate soils, however the proposed development does not propose any deep excavation or disturbance of soils that would have an impact in relation to acid sulfate soils.

Clause 23A - Development on Flood Prone Land

Part of the land is floodprone and the proposed development has been considered in the context of Council's Floodplain Development and Management Policy. The natural ground levels and building platforms of the proposed lots will be above the minimum level required under the flood policy.

ii. the provisions of any draft environmental planning instrument

The development application was submitted prior to the gazettal of Coffs Harbour LEP 2013 and has therefore been assessed under LEP 2000, utilising the relevant savings provisions.

Notwithstanding, clause 4.1A provides for subdivision of land comprising multiple zones. The site is currently zoned R2 Low Density Residential and E2 Environmental Conservation under LEP 2013 with a minimum lot size of 400m² and 40ha respectively. The proposed subdivision is permissible with consent, pursuant to clause 4.1A of LEP 2013.

iii. any Development Control Plan (DCP)

• ***Notification DCP***

The application was publicly exhibited and notified to adjoining and nearby property owners for a period of 30 days from 15 August 2013 to 13 September 2013 and a total of 150 submissions were received.

• ***Subdivision DCP***

The proposal is considered generally consistent with the aims and objectives of the DCP. Each of the proposed lots complies with the minimum lot size requirements, has adequate frontage to a public road and can be serviced with reticulated water, sewer, electricity and telephone. Standard conditions of consent will be imposed to address erosion and sediment control during the clearing and construction phase of the development.

• ***North Bonville DCP***

The proposal is generally consistent with the aims and objectives of the DCP. The subdivision will be designed within the environment capacity of the land as confirmed by the biobanking statement and will satisfy the minimum target density of 15 lots for the precinct.

The development is consistent with the planning strategy and controls and environmental constraints identified within the DCP.

iv. any planning agreement, and

The land is not subject to any planning agreements and no such agreements are proposed in relation to this development.

v. any coastal zone management plan, and

Council at its meeting of 14 February 2013 adopted the Coffs Harbour Coastal Zone Management Plan (CZMP). The plan provides the basis for future management and strategic land use planning of the Coffs Harbour coastal zone.

The subject land is within the study area to which the CZMP applies, therefore the provisions of this Plan are relevant to the proposed development.

The Coffs Harbour Coastal Processes and Hazard Definition Study 2010 (Hazard Study) informs the CZMP and identifies the likelihood of hazards occurring, such as beach erosion, coastal inundation and the impacts of sea level rise on these hazards by 2100.

The Hazard Study does identify that the southern part of the site will be subject to coastal processes, however this does not extend to the identified lots and building envelopes.

- vi. **the regulations (to the extent that may prescribe matters for the purposes of this paragraph), that apply to the land to which the development application relates,**

Clause 92 of the Environmental Planning and Assessment Regulations 2000 requires that the NSW Coastal Policy 1997, be considered in the determination of development applications. The proposed development is outside of the coastal zone.

- b. **the likely impacts of that development, including environmental impacts, on both the natural and built environments, and social and economic impacts in the locality,**

1. The Natural and Built Environment

The subject site comprises significant remnant vegetation, some of which will be removed to comply with bushfire safety conditions and facilitate the future residential development of the land. A larger proportion of the site comprising 1.63ha of native vegetation, will remain undisturbed and is a proposed biobank area, which may form part of a future biobanking agreement.

Biobanking enables 'biodiversity credits' to be generated by landowners who commit to enhance and protect biodiversity values on their land through a biobanking agreement. These credits can then be sold, generating funds for the management of the site. Credits can be used to counterbalance or offset the impacts on biodiversity values that are likely to occur as a result of development.

The amount of credits required to be obtained to remove vegetation varies depending on the significance of the vegetation proposed to be removed. In this instance, vegetation is proposed to be removed on proposed lots 2-14. Proposed lot 14 is a large lot that may become a future biobank site, subject to an agreement being made. A biobanking agreement over proposed lot 14 would not satisfy the total number of credits required to offset the impacts of the development. The developer has the ability to use the credits available from biobanking proposed lot 14 and acquiring additional credits from alternative sites or acquiring all of the credits from an alternative site. This process is administered by the Office of Environment and Heritage and is entirely separate from Council.

Council is required to incorporate a condition in the development consent (if granted) that requires retirement of credits in accordance with the statement, before any work commences. Once credits have been used to either offset development impacts or permanently secure conservation of biodiversity, they are retired so they can no longer be used for any other purpose.

All biobanking agreements are registered on the land title. The obligation to protect and manage the land is binding on both current and future owners of the site.

As part of a previous development application (DA464/04) for a 20 lot residential subdivision and the construction of Rutland Street, part of the subject site was set aside for compensatory plantings. Approximately 460 tubestock species were planted at a ratio of 5:1 in accordance with an approved VMP. The plantings were largely located external to the proposed lots and building envelopes. However, a small percentage of the plantings may be affected by the construction of the perimeter fire trail and asset protection zones for the current development application. The environmental impacts from the loss of these plantings has been considered through the biobanking statement.

2. Social and Economic Impacts

The proposed subdivision is consistent with the existing subdivision pattern in the locality in terms of lot design and layout and is not expected to result in any significant adverse social or economic impacts in the locality. The development will provide additional land for housing in the area consistent with councils planning provisions.

c. the suitability of the site for the development,

The current residential zoning and development controls adopted by Council for the precinct, recognise that it is suitable for residential development with a minimum target density of 15 lots. The environmental constraints regarding biodiversity have been addressed by the issue of a biobanking statement. Other environmental constraints such as bushfire, flooding and coastal processes, have been adequately addressed through the subdivision design or by recommended conditions of consent.

d. any submissions made in accordance with this Act or the regulations,

The application was publicly exhibited and notified to adjoining and nearby property owners for a period of 30 days from 15 August 2013 to 13 September 2013 and a total of 150 submissions were received objecting to the development.

The submissions comprise the following:

- Six (6) individual submissions
- One (1) submission containing 45 signatures
- One Hundred and Forty Three (143) pro-forma submissions

The issues raised and a response to those concerns is summarised below.

- ***Concerns regarding environmental impacts of clearing***

The necessity for clearing to facilitate development has been identified in previous sections of this report. It is noted that the clearing will be restricted to a relatively small part of the site and the biobanking statement has addressed all relevant biodiversity issues.

The consideration and approval of the biobanking statement and any future agreement is administered solely by OEH and Council has no ability to influence the process or outcomes.

- ***Concerns that the development is not in the public interest and is contrary to the previous council intention to rezone the land for environmental protection.***

Irrespective of Councils previous intention to rezone the land, the land has remained zoned residential since the implementation of the Coffs Harbour LEP 1988. The proposal to rezone the land in 2006, was not pursued due to concerns about the accuracy of environmental mapping and lack of detailed analysis.

- ***Concerns regarding bushfire safety***

Any future development of the land will be required to comply with Planning for Bushfire Protection guidelines.

- ***Concerns regarding stormwater management and flooding***

A stormwater management plan has been submitted and approved by Council for the development, consistent with the DCP controls for water quality.

The development application was referred to the NSW Office of Water (NOW) due to the presence of a natural waterbody on the site and general terms of approval have been issued for the development to occur. Council's City Infrastructure Services have raised no issues with the proposal in relation to flooding.

- ***Concerns regarding impact on visual amenity and property values***

The proposed subdivision will create lots that are consistent with existing lots in the locality in terms of size, dimensions and layout. Each lot is likely to be developed for a single dwelling which is consistent with the residential character of the area.

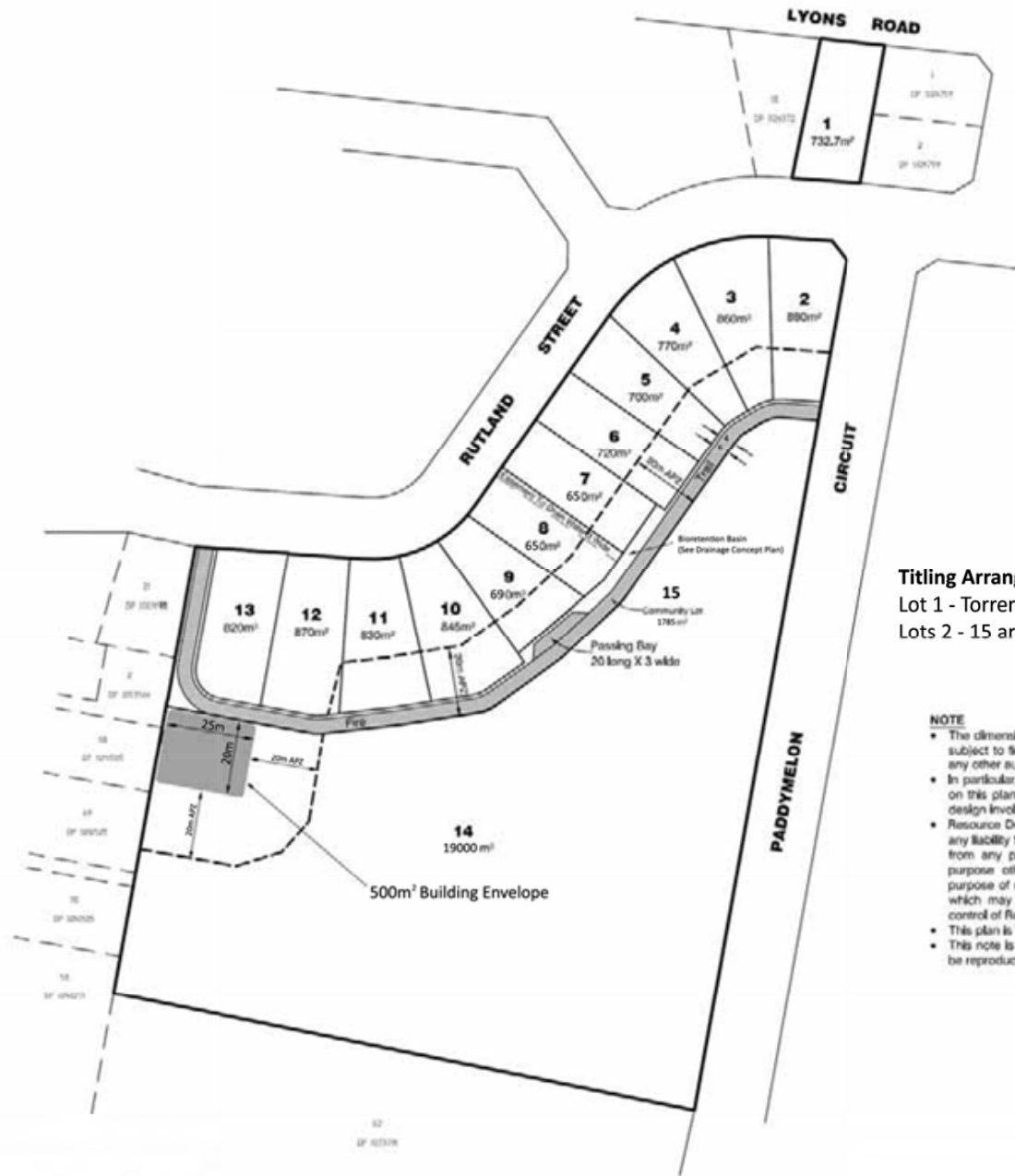
Council has no ability to predict the impact on property values resulting from the development.

- ***Concerns regarding increased traffic generation***

Council's North Bonville DCP anticipates a minimum density of 15 lots for the precinct and the number of lots is consistent with the traffic generation and road construction standards identified in the DCP.

e. the public interest:

The proposed development complies with relevant state and local planning policies. The land is capable of being developed for residential purposes without having an adverse cumulative impact through the implementation of a biobanking scheme which has been approved and is administered by OEH.



Titling Arrangements

Lot 1 - Torrens Title

Lots 2 - 15 are Community Title (Lot 15 Community Lot)

NOTE

- The dimensions, areas and numbers of lots shown hereon are subject to field survey and to the requirements of Council and any other authority under any legislation.
- In particular, no reliance should be placed on the information on this plan for any financial dealings or detailed engineering design involving the land.
- Resource Design and Management Pty Ltd therefore disclaims any liability for any loss or damage whatsoever incurred arising from any party who uses or relies upon this plan for any purpose other than as a document prepared for the sole purpose of making a Development Application to Council and which may be subject to alteration for reasons beyond the control of Resource Design and Management Pty Ltd.
- This plan is not a plan of an approved subdivision.
- This note is an integral part of this plan and the plan must not be reproduced without this note.

- Attachment 2**
-  Property House Numbers
 -  Land Parcels
 -  Road Names
 -  Roads
 -  Creeks
 -  State Forest
 -  National Parks 2009 50cm



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Created = 14/02/2014 1:41 PM

User = ctscath

Scale = 1:3,531



Projected Coordinate System- GDA 1994, MGA Zone 56



Proposed Conditions of Development Consent 0876/12

Schedule of Conditions

ADMINISTRATIVE CONDITIONS

Development Description:

1. Development consent is granted only to carrying out the development described in detail below:
 - ***Subdivision into one (1) residential torrens title lot plus thirteen (13) residential community title lots and one (1) community lot.***

Prescribed Conditions:

2. The proponent shall comply with the prescribed conditions of development approval under Clauses 97A, 98, 98A - E of Environmental Planning and Assessment Regulation 2000 as are of relevance to this development.

Development is to be in accordance with approved plans:

3. The development is to be implemented in accordance with the plans and supporting documents set out in the following table except where modified by any conditions of this consent (Development Consent No. 0876/12).

Plan No. / Supporting Document(s)	Dated
Subdivision Plan, Drawing No. 10019/11, prepared by RDM.	30 November, 2013
BioBanking Statement ID 06 (modification)	31 May 2013

In the event of any inconsistency between conditions of this development consent and the plans/supporting documents referred to above, the conditions of this development consent prevail.

The approved plans and supporting documents endorsed with the Council stamp and authorised signature must be kept on site at all times while work is being undertaken.

PRIOR TO THE ISSUE OF CONSTRUCTION CERTIFICATE

Construction Certificate:

4. No subdivision work is to commence on site until a Construction Certificate has been issued for the work and Council has been notified that a Principal Certifying Authority has been appointed.

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Development Application No. 0876/12**Schedule of Conditions**

Stormwater Management Plan:

5. A Stormwater Management Plan complying with the relevant controls of Council's Water Sensitive Urban Design Policy being submitted to and approved by Council **prior to issue of the Construction Certificate.**

Please refer to the WSUD Information Sheet, Policy and Guideline available on Council's web site www.coffsharbour.nsw.gov.au.

Road Design and Services (Subdivision):

6. The following works:
- (a) footpath;
 - (b) water;
 - (c) sewer;
 - (d) stormwater including WSUD requirements;
 - (e) interallotment drainage;
 - (f) stormwater management plan works;
 - (g) construction of driveway (fire trail) and bio-retention basin on the community lot;
- shall be provided to serve the development with the works conforming with the standards and requirements set out in Council's Development Design and Construction specifications and relevant policies (Water Sensitive Urban Design).

Erosion and Sedimentation Control Plan:

7. An erosion and sediment control plan, together with a management strategy, detailing soil erosion and sediment control measures, shall be prepared by a qualified environmental or engineering consultant in accordance with the document Managing Urban Stormwater – Soils & Construction Volume 1 (2004) by Landcom. Details being submitted and approved by the Certifying Authority **prior to issue of a Construction Certificate.**

Fill:

8. Contour plans indicating the location of proposed fill areas in the subdivision being submitted and approved by Council **prior to issue of the Construction Certificate.**

Contour plans are to include a clear description of impact of changes proposed on water movement both to and from the site on all adjacent land and to show stormwater discharge points.

PRIOR TO COMMENCEMENT OF WORKS**Credit Retirement (Bio-banking Conditions):**

9. All credits identified in Schedule 2 of the biobanking statement must be retired in respect of the development to which the biobanking Statement applies **prior to the commencement of any site works.**

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Development Application No. 0876/12**Schedule of Conditions**

Site Notice:

10. Prior to commencement of works a site notice(s) shall be prominently displayed at the boundaries of the site for the purposes of informing the public of the development details including but not limited to:
 - (1) Details of the Principal Contractor and Principal Certifying Authority for all stages of the development;
 - (2) The approved hours of work;
 - (3) The name of the site/project manager, the responsible managing company (if any), its address and 24 hour contact phone number for any inquiries, including construction noise complaints are to be displayed on the site notice; and
 - (4) To state that unauthorised entry to the site is not permitted.The Contribution Plans may be inspected at the Council Administration Offices, 2 Castle Street, Coffs Harbour or on Council's web site, www.coffsharbour.nsw.gov.au.

Aboriginal Cultural Heritage:

11. The applicant must comply with Part 6 of the National Parks & Wildlife Act 1974 (NPW Act), prior to commencing any ground disturbance or development works and during development works which is the subject of the development.
12. An Aboriginal Cultural Heritage Training and Communication Program must be developed for the induction of all personnel and contractors involved in the construction activities on site. Records are to be kept of which staff/contractors were inducted and when for the duration of the project. The program should be developed and implemented in collaboration with the representatives of the local Aboriginal community.

DURING CONSTRUCTION**Aboriginal Cultural Heritage:**

13. In the event that surface disturbance identifies a new Aboriginal object, all works must halt in the immediate area to prevent any further impacts to the object(s). A suitably qualified archaeological specialist and the representatives of the local Aboriginal community must be contacted to determine the significance of the object(s) and to develop an appropriate management strategy. The management strategy must comply with the provisions of the NPW Act. This may include avoiding impact, additional investigations and/or the submission of an Aboriginal Heritage Impact Permit application. The site is to be registered in the Aboriginal Heritage Information Management System (AHIMS) (managed by OEH) and the management outcome for the site included in the information provided to the AHIMS).

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Development Application No. 0876/12

Schedule of Conditions

14. If human remains are located following surface disturbance, all works must halt in the immediate area to prevent any further impacts to the remains. The NSW Police are to be contacted immediately. No action is to be undertaken until the NSW Police provide written notification to the proponent. If the skeletal remains are identified as Aboriginal, the proponent must contact OEH's Environmental Line on 131 555 and representatives of the local Aboriginal community. No works are to continue until OEH provides written notification to the applicant.

Erosion and Sediment Control:

15. All erosion and sediment control measures, as designed in accordance with the approved plans are to be effectively implemented and maintained at or above design capacity for the duration of the construction works for each stage of the project, and until such time as all ground disturbance by the works has been stabilised and rehabilitated so that it no longer acts as a source of sediment.

Hours of Work:

16. Construction works are to be limited to the following hours:

Monday to Friday	7.00 a.m. - 6.00 p.m.
Saturday	7.00 a.m. - 1.00 p.m. if inaudible from adjoining residential properties, otherwise 8.00 a.m. - 1.00 p.m.

No construction work is to take place on Sunday and Public Holidays.

PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

Services:

17. The Subdivision being provided with reticulated electricity and telecommunication cables. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity and a letter from Telstra stating that satisfactory arrangements have been made for telecommunications infrastructure in the subdivision. These letters are to be provided to Council **prior to release of the Subdivision Certificate.**

Water and Sewerage Services – Developer Services Charges:

18. The **Subdivision Certificate not being released** until a Certificate of Compliance pursuant to Division 5 of Part 2 of Chapter 6 of the Water Management Act 2000 evidencing that adequate arrangements have been made for the provision of water and sewerage services to and within the development is produced to Council.

The current contribution rate is:

	Amount/Lot	Total
	\$	\$
Works to satisfy increased demand within the area for 13 Lots of residential subdivision.		
Water	9,676.21	125,790.73
Sewer	9,253.19	120,291.47
TOTAL AMOUNT PAYABLE		246,082.20

Development Application No. 0876/12

Schedule of Conditions

Section 94 Monetary Contributions:

19. Payment to Council of contributions, at the rate current at the time of payment, towards the provision of the following public services or facilities:

Note 1 - The contributions are to be paid prior to release of any Subdivision Certificate unless other arrangements acceptable to Council are made.

Note 2 - The rates will be adjusted in accordance with the procedures set out in Council's Section 94 Contributions Plans. The applicant is advised to confirm the contribution rate applicable at the time of payment as rates are revised at least annually.

Note 3 - If the development is to be staged, contributions are to be paid on a pro rata basis in respect of each stage.

Stage 1	\$ Per Lot
- Coordination and Administration	383.19
- Coffs Harbour Road Network	2,100.44
- Surf Rescue Facilities	68.68
- District Open Space	2,566.20
- Transport & Traffic	5,488.06
- Stormwater Management	1,344.96
- Urban Planning	61.41
- Neighbourhood Open Space	509.38

The Section 94 contribution is currently \$162,790.16 for the 13 additional lots proposed in the subdivision.

Contributions have been imposed under the following plans:

- Regional, District & Neighbourhood Facilities & Services 2013.
- Coffs Harbour Road Network 2013
- Surf Rescue Facilities 2012.
- North Bonville 2013.

The Contribution Plans may be inspected at the Council Administration Offices, 2 Castle Street, Coffs Harbour or on Council's web site, www.coffsharbour.nsw.gov.au.

Access and Services:

20. The following works:

- (b) footpath;
- (c) water;
- (d) sewer;
- (e) stormwater including WSUD requirements;
- (f) interallotment drainage;
- (g) stormwater management plan works;
- (h) bio-retention basin and driveway/fire trail construction on community lot;

being constructed in accordance with the approved plans and specifications and completed **prior to issue of the Subdivision Certificate.**

Development Application No. 0876/12

Schedule of Conditions

Stormwater Management Certification:

21. **Prior to issue of Subdivision Certificate** the consultant design engineer / landscape architect shall issue a certificate to the Principal Certifying Authority to the effect that the stormwater treatment system has been installed and complies with the approved design.

The maintenance of the stormwater system and bio-retention basin shall be detailed within the community management statement.

Fill - Certification:

22. **Prior to the release of the Subdivision Certificate**, a final contour plan is to be submitted to Council showing the location, depth, and type of fill located on the site. Alternatively, where no fill has been placed on the site, a written statement to that effect is to be submitted to Council.

Sediment and Erosion Control:

23. **Prior to the issue of a Subdivision Certificate** the site shall be stabilised to the Principal Certifying Authority's satisfaction which, as a minimum, shall be at least 50% grass cover or application of mulch or hydroseeding to all disturbed areas.

Bushfire Safety:

24. Bushfire safety upgrading works are to be completed **prior to the issue of the Subdivision Certificate** and are to be certified as to their satisfactory completion by the bushfire planning consultant with such verification being provided to Council **prior to the issue of the Subdivision Certificate**.

Certification (Bio-banking Conditions):

25. All works as required by the biobanking conditions are to be completed, with certification of completion being provided to the principal certifying authority, **prior to the issue of the Subdivision Certificate**.

BIO-BANKING CONDITIONS – NSW OFFICE OF ENVIRONMENT AND HERITAGE

Construction management at the development site: pre-construction phase:

26. Prior to any construction (including clearing and earthworks) commencing on the development site, the following must occur:
- (a) Temporary fencing must be erected around the boundary of the development site to distinguish the development site from adjacent areas and to assist in keeping fauna away during the pre-construction phase.
 - (b) Retained vegetation within the development site must be delineated. Temporary fencing must be erected around retained vegetation, including individual trees, to protect it from construction activity.

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Development Application No. 0876/12**Schedule of Conditions**

27. Fauna survey of the development site is to be undertaken by a suitably qualified ecologist (i.e. 'the ecologist') at least two weeks prior to commencing clearing in order to capture any fauna that is found within the development site. Any captured fauna is to be released appropriately into the adjacent natural area.

Construction management at the development site: construction phase:

28. Site sheds, materials, machinery or waste are to be located, stored or deposited, temporarily or otherwise, on the development site so that no impacts occur on retained vegetation or individual retained trees (taking account of drip-lines).
29. Fauna survey is to be undertaken by the ecologist throughout the development site for the first three mornings after active vegetation clearing has occurred to capture and remove any fauna present. Particular attention is to be paid to any trenches into which fauna may fall or where temporary habitats may be formed. Any captured is to be released appropriately into the adjacent natural area.

Construction management at the development site: post construction phase:

30. All temporary fencing is to be removed. Permanent low barrier fencing, bollards or similar are to be placed around retained area in order to prevent indirect impacts from any future building or maintenance access extending into the retained vegetation area.

Tree protection and management:

31. In the pre-construction phase of the development, a tree survey is to be undertaken over the whole development site to identify those trees to be retained, recruitment trees to provide long-term replacement hollows, possible tree planting areas and management measures to protect habitat resources from future potential issues relating to human safety.

Hollow bearing trees (including hollows that may be suitable as bat habitat) that are designated for removal must be identified and marked by a suitably qualified ecologist. These hollows are to be searched by the ecologist and any fauna removed prior to tree removal. Hollow habitat available from the clearing must be translocated by the ecologist and placed within the adjacent natural area.

Weed management:

32. Weeds must be managed throughout the development site, including the APZ, to minimize weed encroachment. Weed management must include establishment of appropriate native plants through local seed collection/propagation in areas where weeds are to be removed.

Noise, dust and light spill:

33. The APZ within the development site must be managed as a buffer between the subdivision development zone and the adjacent natural area to reduce the impacts of noise, dust and lights.

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Development Application No. 0876/12

Schedule of Conditions

Erosion and Stormwater Management:

34. Appropriate erosion and sedimentation management must be undertaken at the development site to control soil erosion during construction. This will include details and standards for all erosion control activities as well as an appropriate monitoring and response program.

The development must incorporate water sensitive design to mitigate the impacts of stormwater on the retained vegetation within the development site and adjacent areas.

Credit Retirement conditions:

35. The credits set out in Table 1 and Table 2 must be retired to ensure that the development to which this Biobanking Statement relates improves or maintains biodiversity values.
36. All credits required by this statement to be retired in respect of the development to which this Biobanking Statement applies must be retired at the same time.

Ecosystem credit retirement conditions:

37. The specified number of ecosystem credits in Table 1 must be retired to offset the impacts of the development on the Blackbutt – Tallowood dry grassy open forest of the Central parts North Coast vegetation type indicated on Map 2 in Annexure B of the biobanking statement. The ecosystem credits must be respect of any one or more of the vegetation types within the CMA subregions listed and meet, as a minimum, the surrounding vegetation and patch size criteria specified in Table 1. The credits must be retired before physical work can commence on the development site.
38. The specified number of ecosystem credits in Table 2 must be retired to offset the impacts the development on the Swamp Mahogany swamp forest of the coastal lowlands of the North Coast vegetation type indicated on Map 2. The ecosystem credits must be respect of any one or more of the vegetation types within the CMA subregions listed and meet, as a minimum, the surrounding vegetation and patch size criteria specified in Table 2. The credits must be retired before physical work can commence on the development site.

Table 1

Ecosystem credits required for the Blackbutt - Tallowood dry grassy open forest of the central parts North Coast indicated on Map 2

Number of ecosystem credits	50
Surrounding vegetation cover	minimum class 30%
Patch size including low condition	minimum class 100 ha
CMA sub-region (Catchment Management Authority)	Clarence Lowlands (Northern Rivers) Coffs Coast and Escarpments (northern Rivers)
Vegetation type(s) that can be used to offset the impacts from development	Blackbutt — Tallowood dry grassy open forest of the central parts North Coast (NR119)

Development Application No. 0876/12

Schedule of Conditions

Table 2

Ecosystem credits required for the Swamp Mahogany swamp forest of the coastal lowlands of the North Coast indicated on Map 2

Number of ecosystem credits	15
Surrounding vegetation cover	minimum class 30%
Patch size including low condition	minimum class 100 ha
CMA sub-region (Catchment Management Authority)	Clarence Lowlands (Northern Rivers) Coffs Coast & Escarpment (Northern Rivers) Richmond – Tweed, QLD – Scenic Rim, Part A (Northern Rivers)
Vegetation type(s) that can be used to offset the impacts from development	Swamp Mahogany swamp forest of the coastal lowlands of the North Coast (NR254)

Species credit retirement conditions:

39. No species credits are required in relation to the development.

INTEGRATED TERMS OF APPROVAL CONDITIONS - NSW RURAL FIRE SERVICE

40. At the issue of subdivision certificate and in perpetuity, the entire area of proposed Lots 1 to 13 shall be managed as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.
41. A restriction to the land use pursuant to section 88B of the 'Conveyancing Act 1919' or equivalent restriction within the community management statement, shall be placed on proposed Lots 2 to 12 prohibiting any habitable building within the area shown as an APZ on the drawing prepared by RDM (Resource Design & Management Pty Ltd) numbered 10019/11, dated 30 November 2013. The area of the restriction to use shall extend onto proposed lot 12 for not less than 20 metres from the southern boundary of proposed lot 15.
42. A restriction to the land use pursuant to section 88B of the 'Conveyancing Act 1919' or equivalent restriction within the community management statement shall be placed on proposed lot 14 to separately identify the building envelope and surrounding asset protection zone which shall extend for a distance of not less than 20 metres to the south and east of the building envelope. The building envelope and asset protection zone shall be managed as outlined as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bushfire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.
43. Water and electrical services are to comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.

Development Application No. 0876/12**Schedule of Conditions**

44. A fire hydrant shall be provided at one end of the passing bay along the fire trail.
45. Property access roads shall comply with section 4.1.3(2) of 'Planning for Bush Fire Protection 2006'.
46. A restriction to the land use pursuant to section 88B of the Conveyancing Act 1919' or equivalent restriction within the community management statement shall be placed on proposed lot 15 requiring the fire trail to be constructed and maintained in accordance with section 4.1.3(3) of 'Planning for Bush Fire Protection 2006' (except that a connection to the public road network is not required at 200m intervals, or less) and requiring the entire area of lot 15 to be managed as an inner protection area as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.

INTEGRATED TERMS OF APPROVAL CONDITIONS - NSW OFFICE OF WATER

47. These General Terms of Approval (GTA) only apply to the controlled activities described in the plans and associated documentation relating to DA 876/12 and provided by Council.

Any amendments or modifications to the proposed controlled activities may render these GTA invalid. If the proposed controlled activities are amended or modified the NSW Office of Water must be notified to determine if any variations to these GTA will be required.

48. Prior to the commencement of any controlled activity (works) on waterfront land, the consent holder must obtain a Controlled Activity Approval (CAA) under the Water Management Act from the Office of Water. Water front land for the purposes of this DA is land and material in or within 40 metres of the top of the bank or shore of the river identified.
49. The consent holder must prepare or commission the preparation of:
 - i. Erosion and Sediment Control Plan; and
 - ii. Soil and Water Management Plan.
50. All plans must be prepared by a suitably qualified person and submitted to the NSW Office of Water for approval prior to any controlled activity commencing. The plans must be prepared in accordance with the NSW Office of Water's guidelines located at www.water.nsw.gov.au/Water-Licensing/Approvals/default.aspx.
 - (i) Outlet structures
51. The consent holder must (i) carry out any controlled activity in accordance with approved plans and (ii) construct and/or implement any controlled activity by or under the direct supervision of a suitably qualified professional and (iii) when required, provide a certificate of completion to the NSW Office of Water.
52. The consent holder must carry out a maintenance period of two (2) years after practical completion of all controlled activities, rehabilitation and vegetation management in accordance with a plan approved by the NSW Office of Water.

Development Application No. 0876/12

Schedule of Conditions

- 53. The consent holder must reinstate waterfront land affected by the carrying out of any controlled activity in accordance with a plan design or approved by the NSW Office of Water.
- 54. The consent holder must use a suitably qualified person to monitor the progress, completion, performance of works, rehabilitation and maintenance and report to the NSW Office of Water as required.
- 55. The consent holder must ensure that no materials or cleared vegetation that may (i) obstruct flow, (ii) wash into the water body, or (iii) cause damage to river banks; are left on waterfront land other than in accordance with a plan approved by the NSW Office of Water.
- 56. The consent holder is to ensure that all drainage works (i) capture and convey runoffs, discharges and flood flows to low flow water in accordance with a plan approved by the NSW Office of Water; and (i) do not obstruct the flow of water other than in accordance with a plan approved by the NSW Office of Water.
- 57. The consent holder must stabilize drain discharge points to prevent erosion in accordance with a plan approved by the NSW Office of Water.
- 58. The consent holder must ensure that no excavation is undertaken on waterfront land other than in accordance with a plan approved by the NSW Office of Water.
- 59. The consent holder must ensure that (i) river diversion, realignment or alteration does not result from any controlled activity work and (ii) bank control or protection works maintain the existing river hydraulic and geomorphic functions, and (iii) bed control structures do not result in river degradation other than in accordance with a plan approved by the NSW Office of Water.

2013/2017 DELIVERY PROGRAM - SIX MONTHLY PROGRESS REPORT

Purpose:

To provide a progress report on the first six months of implementation of Council's 2013/2017 Delivery Program.

Description of Item:

Coffs Harbour City Council began implementing its 2013/2017 Delivery Program on 1 July 2013, under the Integrated Planning and Reporting provisions (IPR) of the Local Government Act, 1993.

The Delivery Program must include a method of assessment to determine the effectiveness of Council's principal activities in achieving the objectives of the *Coffs Harbour 2030* Community Strategic Plan. Progress reports must be provided to Council at least every six months.

The *Six-Monthly Progress Report (for the period 1 July to 31 December 2013) on the Coffs Harbour City Council 2013/2017 Delivery Program* is tabled at this time. The document has been distributed to Councillors and is posted on Council's website. Once adopted, printed copies will also be available at Council's display locations.

The Six-Monthly Progress Report identifies specific achievements or challenges recorded during the reporting period and provides updates on Council projects and key operational programs. The report represents an overview of the way in which Council's performance has contributed towards achieving 2030 Objectives.

It is recommended that the Six-Monthly Progress Report be adopted for public release.

Sustainability Assessment:

- **Environment**

There are no environmental impacts associated with the preparation or content of this report.

- **Social**

There are no social impacts associated with the preparation or content of this report.

- **Civic Leadership**

The IPR framework enables Council to identify and respond to community aspirations and co-ordinate the provision of appropriate works and services to help achieve the city's strategic objectives. This is consistent with the *Coffs Harbour 2030* Community Strategic Plan strategy *LC3.1: Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour*.

- **Economic**

Broader Economic Implications

There are no broad economic impacts associated with the preparation or content of this report.

Delivery Program/Operational Plan Implications

The annual development and review of the Delivery Program and Operational Plan are accommodated within Council's budget structure. This expenditure is monitored through Council's monthly and quarterly budget reviews.

Risk Analysis:

The preparation of a six-monthly progress report is a legislative requirement. A risk analysis is not applicable in this instance.

Consultation:

The preparation of this report involved consultation with senior staff, managers and project supervisors across Council.

Related Policy and / or Precedents:

Section 404 of the Local Government Act 1993 applies. In summary, it requires that:

- A council must have a Delivery Program, detailing the principal activities it will undertake to achieve the objectives established in the Community Strategic Plan, within the resources available under the Resourcing Strategy.
- The Delivery Program must include a method of assessment to determine the effectiveness of each principal activity detailed in the Delivery Program in achieving the objectives at which the activity is directed.
- The General Manager must ensure that progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every six months.

Issues:

The Six-Monthly Progress Report is an overview of the effectiveness of Council's principal activities in *implementing the strategies* and *achieving the objectives* of the *Coffs Harbour 2030 Community Strategic Plan*. It refers to the period 1 July to 31 December 2013.

In the 2013/2017 Delivery Program, Council's 'principal activities' are identified as 41 services. Each service encompasses a range of related projects and ongoing tasks. The services are aligned with one or more of the strategies that are set out in the *Coffs Harbour 2030 Plan*. The implementation of 2030 strategies contributes to the achievement of the 2030 objectives.

The IPR alignment can be viewed as:

Coffs Harbour 2030 Plan		
Theme	Delivery Program	
Objective	Objective	Operational Plan
Strategy	Strategy	Strategy
	Service	Service
	Projects (4 years)	Projects / Ongoing tasks (one year)

Council's *Performance Planning* software tracks the progress of a nominated set of reportable actions (from the full list of projects and ongoing tasks set out in Council's Operational Plan). These serve as broad indicators of the impact that Council's Delivery Program is having in responding to the Coffs Harbour 2030 Plan.

Significant Achievements

Council continued to deliver a full range of programs and services to the Coffs Harbour community during the reporting period. Significant achievements, by 2030 Theme, included:

Learning and Prospering

- Council's tourism arm, Coffs Coast Marketing extended its key strategies to build on visitor numbers. National Visitor Survey Data showed the number of yearly visitors to the region to be 1,746,000, with tourism injecting more than \$460 million into the local economy annually.
- In August, following hotly-contested private sector negotiations, Council announced Coffs Harbour International Stadium was to be rebranded as C.ex Coffs International Stadium, as part of a five-year naming rights deal with the C.ex Group.
- Kicking off the new name, C.ex Coffs International Stadium was also announced as the venue for the staging of the FIT Touch Football World Cup, as well as the National Touch League, in 2015. One hundred teams from up to 30 countries across the world will be at the Stadium for about a week for the World Cup event and associated events – bringing more than 3,000 people to Coffs Harbour.
- Through its marketing and logistic support roles, Council played a key part in ensuring the success of the Coates Hire Rally Australia, staged on the Coffs Coast in September. Council's provision of Brelsford Park as the centrepiece for the FIA World Rally Championship event was a critical factor in the smooth running of the fixture.
- In 2013, the Coffs Coast Growers Market – a key Economic Development Unit strategy to help revitalise the City Centre - marked ten years of bringing local fresh produce to the Coffs Coast community with a range of celebratory promotions at the weekly event.
- Council's City Centre Marketing also unveiled a giant-sized chess board in City Square, as an added attraction for people visiting the CBD. The extra-extra-large chess set was created by six members of Coffs Harbour's Men's Shed.
- In November, Council agreed to a twelve months' trial of discounted site fees at Park Beach Holiday Park for travellers in fully self-contained motorhomes (RVs) to help secure Coffs Harbour as a destination in the 'grey nomad' tourist market.

- The Coffs City Library staged a range of guest events featuring prominent authors and their latest works including Sue Dengate ('Fed Up'), Robin de Crespigny ('The People Smuggler'), Nicole Alexander ('Sunset Ridge'), Greg Barron ('Savage Tide'), Claire Scobie ('The Pagoda Tree'), Pat Richardson ('Queenie') and Marie Bean ('Lazy Loser'). The Library also continued to extend its special programs including workshops on conflict resolution and marine science and promotions for History Week and its language study resources.

Looking After Our Community

- Council joined the local Aboriginal community along with other community groups and businesses to celebrate NAIDOC Week in July. The local program was a great success, attracting more than 5,000 people, and was named NAIDOC Partnership of the Year at the 2013 NSW Local Government Aboriginal Network Conference.
- Council also supported the staging of the annual Grace Roberts Awards, recognising significant contributions to the Aboriginal community in Coffs Harbour. Reuben Robinson was presented with the 2013 Grace Roberts Community Development Award, while Terry Donovan won the Community Worker Award and Coffs Harbour, and District Local Aboriginal Land Council won the Community Organisation award.
- During the period, work began on the refurbishment of Coffs Harbour's original Courthouse as the city's new Regional Museum. The upgrade of the Harbour Drive site will include internal and external building repairs, construction of public toilet and storage facilities, carparking and landscaping works, heritage and hazardous materials management, and the provision of access for people with disabilities. Construction costs are forecast to be approximately \$650,000.
- A delegation of officials from Coffs Harbour's Japanese Sister City of Sasebo enjoyed a two-day visit in August to mark the 25th anniversary of the founding of the relationship. Official ceremonies included the planting of Maple trees and the unveiling of a set of stone lanterns by the Mayor of Sasebo at the Japanese section of the North Coast Regional Botanic Garden.
- Also in August, Council announced donations of nearly \$130,000 to local charities, organisations and community groups in 2013/2014. Recipients included local schools, the North Coast Academy of Sport, Health Services, the Woolgoolga Senior Citizens Club and New Year's Eve fireworks.
- Council co-ordinated the distribution of the annual Club NSW ClubGRANTS round, with \$45,800 (contributed by six generous local service clubs) shared between eighteen community groups to tackle new projects and upgrade facilities.
- In September, Council agreed to establish a new funding pool - the Community Capital Infrastructure Grants Program - to help local groups create new facilities and refurbish existing ones to benefit the whole community.
- In November, Council announced its annual Community Arts and Cultural Development Small Grants program, sharing \$29,000 among 20 arts and culture groups to help bring innovative shows, activities and learning experiences to the Coffs Coast. The program offers up to \$2,500 funding assistance to groups and the selection criteria includes opportunities for children and young people, seniors and people with disabilities.
- A new Business Plan was adopted in July for the Jetty Memorial Theatre to make it financially sustainable and to give the community more say in its future. The plan includes a three year subsidy cap to rein in operating expenditure and a revised administration strategy overseen by a Management Committee of community members.
- The Coffs Harbour Regional Gallery continued to host an adventurous program of exhibitions, including shows by Madeleine Winch, Nigel Killalea, and the gallery's signature annual event, the Eutick Memorial Still Life Award (EMSLA) which drew 65 works in 2013.

- There was a full program of eye-catching shows at the Bunker Cartoon Gallery over the period including 'From The Mountains To The Sea' by Len Stamford, election-themed 'The Fate of The Nation' from the Coffs Cartoon Collection, an exhibition based on the popular comic strip 'It's a Jungle Out There!' and a presentation of entries for the Marnie Yeates Trophy for Nature Photography.
- An intensive community engagement initiative was launched to support an ongoing strategy to secure the financial sustainability of Council. A heavily promoted online 'Budget Allocator' survey tool found the community is happy with the services Council delivers and wants to see them maintained. Council agreed to pursue an in-house 'Transition to Sustainability' (T2S) program and to consult further with the community about possible rate rise options.
- The glitz and glamour of The Great Gatsby was the theme of the 2013 Coffs Harbour Mayoral Ball in November. The first such event in nearly ten years, the ball was staged to celebrate the successes of the city, have fun and raise money for charity.
- As Corporate Manager of the Trust for Woolgoolga Beach Reserve, Council developed a draft Plan of Management for Woolgoolga Beach Holiday Park. The blueprint proposes to upgrade the park to open up more public open space and provide better community facilities; the draft was sent to NSW Trade & Investment Crown Lands requesting approval to exhibit it for public consultation.
- Council also approved the construction of a special 'teen playground' at the Park Beach Holiday Park. The space is designed to appeal to older kids and includes a half-court multi-sport facility, challenging rope climbing structures, chill-out areas and Bluetooth connectivity so music can be streamed through integrated speaker systems.
- As part of the ongoing rejuvenation of the City Centre, Council joined with youth radio station CHYFM to stage the Summer Nights Music Festival. The event featured local bands in free live performances in Coffs Harbour's City Square on the first Saturday of the month.
- In December, Coffs Harbour City Council joined a national initiative to combat racial discrimination. Led by the Australian Human Rights Commission, the 'Racism. It Stops with Me' campaign received complete support from Councillors as well as Council's Multicultural Reference Group and Access Committee and various multicultural services across the local community.
- Council, through its Access Advisory Committee, supported this year's International Day of People with a Disability (IDPWD) with the staging of the annual 'Come and Try Sports Day' at Sportz Central. The event included a variety of sports such as wheelchair basketball, life-ball and bowls for people with vision impairment.
- In December, Council established a new CityWorks business unit to pursue external contract work, expected to generate millions of dollars for the city's coffers. Having already undertaken around \$23 million worth of contract work for other levels of government and neighbouring councils in recent years, the creation of CityWorks as a business unit in its own right means Council can now also tender for other projects in the private sector.

Looking After Our Environment

- There was joint recognition for Council, the Coffs Coast Regional Park Trust Board and the NSW National Parks and Wildlife Service in August when the Solitary Islands Coastal Walk won the Gold Award for New Tourism Development at the 2013 Country Link North Coast Tourism Awards. The 60 kilometres' walk from Sawtell to Red Rock was officially opened in November 2012.

- In September Council joined a national scheme to help residents dispose of old televisions and computers in an environmentally responsible way through the Coffs Coast Resource Recovery Facility. The National Television and Computer Recycling Scheme recovers valuable materials from obsolete hi-tech hardware and processes any residual waste, diverting a significant amount of material from landfill.
- In October, Council's Heritage Executive Committee came up with a novel approach to celebrating local history. To coincide with Halloween, the committee staged a free, candle-lit tour of Coffs Harbour's Historic Cemetery, visiting the last resting-places of some of Coffs Harbour's more colourful early residents and sharing their stories of tragedy and murder.
- In November Council called for applications for Environmental Levy (EL) funding for local organisations and individuals interested in helping to improve our local environment. Just over \$750,000 is available for projects in 2014/2015. EL funded ventures in 2013/2014 include Darkum Headland Access Rehabilitation, weed control and revegetation planting undertaken by Friends of Parks groups and EnviTE's Coffs Harbour Community Seedbank Network.
- A new Climate Change Policy was adopted in November, outlining the areas in which Council will be focusing its action in the coming years. Measures already adopted include capturing methane gas at its landfill site, being the first Council in NSW to introduce energy-efficient street lighting across the local government area, carrying out energy-efficient upgrades to Council buildings and the installation of solar power and solar hot water at some of Council's facilities. The policy supports this ongoing approach.

Moving Around

- Council initiated a \$1.25 million facelift for its Castle Street carpark; the program of structural repairs and the installation of lifts and top-floor shade structures is aimed at extending the life of the facility and to free up more parking spaces for shoppers by providing more inviting parking areas for CBD workers.
- Council continued to promote initiatives to combat drink driving in the city. In August, a six months' trial was launched providing a free bus service to take party-goers home to the Northern Beaches on Saturday nights. The trial is modelled on Council's successful Nightrider bus services that operate during the Christmas holiday season and on Coffs Gold Cup race day.
- The promotion of cycling as a healthy and environmentally-friendly transport alternative continued with Council staging its annual 'On Ya Bike Day' at City Square on 18 September. Annual local surveys indicate an increasing number of people are choosing to cycle as a means of getting around the city, with the 'Super Tuesday' bike count showing that numbers were up by as much as 69% in some areas.

Places for Living

- After extensive work, including a three-month community consultation process, the Jetty4Shores Concept Plan, implementation plan and preliminary budget estimates were adopted by Council in October. The six-stage blueprint proposes a facelift to the Jetty Foreshores to allow it to become the showpiece of Coffs Harbour.
- The Woolgoolga Headland Viewing Platform was officially opened in July. Identified as a priority project by the Coffs Coast Regional Park Trust Board, the deck features timber decorative posts with stainless steel cable and railings, decorative concrete, a large seating area and extended viewing area, interpretive signage and links to the Solitary Islands Coastal Walk.

- In August Council completed the construction - on time and on budget - of a 75-metre long pipe bridge across Boambee Creek to carry sewer and reclaimed water pipelines between Sawtell and the Coffs Harbour Water Reclamation Plant. The completion of the bridge leaves the decommissioning of the obsolete Sawtell Sewage Treatment Plant and the closure of the shoreline discharge at Boambee Headland as the last steps to be completed in the \$250 million Coffs Harbour Sewerage Strategy.
- In September, Council completed the second stage of a \$249,000 makeover for the main access area to Park Beach. Funded from developer contributions and a grant of \$165,833 given to Coffs Harbour Surf Club by the NSW Department of Sport and Recreation, the works improved emergency access and provided better access for visitors with disabilities, attractive landscaping, beach showers, statement seating and public art.
- Years of work culminated on 27 September when the NSW Government gazetted Council's new Local Environmental Plan (LEP) – the planning document that outlines exactly how land can and can't be used in the entire Coffs Harbour local government area. With an accompanying Development Control Plan (DCP) to provide more detailed planning and design guidelines, the LEP now informs all of Council's strategic land-use decision-making.
- In November, Coffs Harbour Mayor Councillor Denise Knight turned the first sod to mark the start of work on the long awaited Community Space and Skate Park at Brelsford Park. The stage 1 works will involve the construction of a giant swing and barbecue; stage 2 will concentrate on the Skate Park with construction expected to be finished by the beginning of June 2014.

Implementation Date / Priority:

If adopted by Council, the Six-Monthly Progress Report on the 2012/2016 Delivery Program will be released immediately.

Recommendation:

That Council adopt the Six-Monthly Progress Report (for the period 1 July to 31 December 2013) on the Coffs Harbour City Council 2013/2017 Delivery Program.



COFFS HARBOUR CITY COUNCIL 2013-2017 DELIVERY PROGRAM

SIX-MONTHLY PROGRESS REPORT
(for the period 1 July to 31 December 2013)



Helping to achieve the 2030 Community Vision

**COFFS HARBOUR CITY COUNCIL 2013/2017 DELIVERY PROGRAM
Six-Monthly Progress Report (for the period 1 July to 31 December 2013)**



Introduction

The *Six-Monthly Progress Report (for the period 1 July to 31 December 2013)* on the Coffs Harbour City Council 2013/2017 Delivery Program is generated from Council's *Performance Planning* software package. It tracks the progress of a nominated set of reportable actions (from the full list of projects and ongoing tasks set out in Council's Operational Plan). These serve as broad indicators of the impact that Council's Delivery Program is having in responding to the Coffs Harbour 2030 Plan.

The Progress Report is structured to match the five 2030 Themes and their subsidiary Objectives and Strategies. Each Council action has a primary alignment with a 2030 Strategy; in many cases, an action will have an impact in implementing other 2030 Strategies as well. For brevity here, action progress reports are published according to primary 2030 alignments.

The Delivery Program features three types of reportable actions. A *Project* is a one-off activity with a start and end date. *Business (as usual)* describes much of the day-to-day work we do here at Council; these are ongoing programs and tasks that are implemented over the course of each year. *Metric Key Performance Indicators (KPIs)* are simple numeric measures for the performance of many Council activities (eg, the number of Development Applications (DAs) received, or the percentage of DAs processed within a set timeframe).

In completing a progress update in *Performance Planning*, an action's responsible officer is asked to *comment* on progress made during the reporting period. Metric KPIs also show a '*traffic light*' indicating the overall status of the performance measure. (A green light indicates that the measure is either on track or achieved. An amber light indicates the status is manageable, and a red light indicates the activity is at risk.)

The Six-Monthly Progress Report provides an overview of Council's significant achievements within each of the 2030 Themes. The following summary is also provided for 2030 Objectives:

- A list of Council actions that help to address 2030 strategies;
- Key Performance Indicators tied to Metric measures;
- Commentary on the performance of Project and Business reportables;

It is Council's expectation that the Six-Monthly Progress Report will be principally accessed online via Council's website www.coffsharbour.nsw.gov.au. Printed copies will also be available at Council's Administrative Centre and at the Coffs Harbour, Toormina and Woolgoolga branches of the City Library.



LEARNING AND PROSPERING Significant Achievements

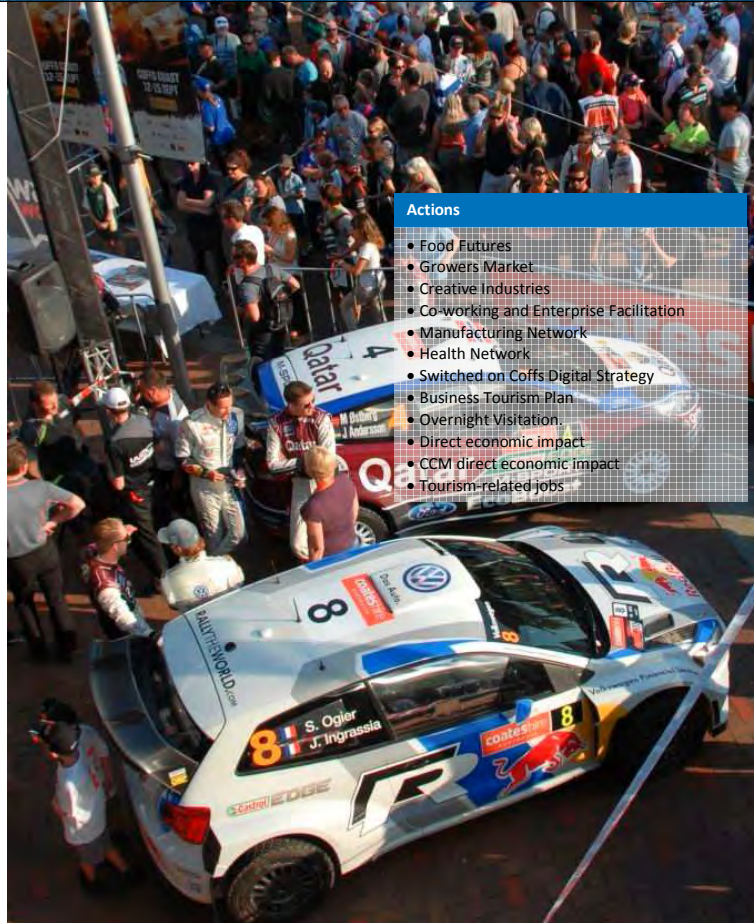
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LEARNING AND PROSPERING

Coffs Harbour is a regional centre for future-driven, innovative and green business and industry

- Promote opportunities around renewable energy, sustainable tourism, sustainable agriculture and fisheries, local produce, creative and clean industries



- Actions**
- Food Futures
 - Growers Market
 - Creative Industries
 - Co-working and Enterprise Facilitation
 - Manufacturing Network
 - Health Network
 - Switched on Coffs Digital Strategy
 - Business Tourism Plan
 - Overnight Visitation
 - Direct economic impact
 - CCM direct economic impact
 - Tourism-related jobs

KPI Performance

KPI Performance	Achieved	Status
National Visitor Survey figures - Overnight Visitation.	1.94M	●
National Visitor Survey figures - direct economic impact (\$)	540M	●
Number of tourism-related jobs	1.00	●

Progress Comments

Economic Development: Report on the outcomes of the Food Futures Network

A successful Harvest Dinner was held in November 2013 at the Botanic Gardens it was attended by growers and food industry and special guest was Costa Georgiadis. Many Food Futures events are held at the Growers Market and will be reported on there.

Economic Development: Report on the management and promotion of the Growers market as an outlet for local producers to promote and develop their businesses.

Coffs Coast Growers Markets Events Community and Food Industry education programs implemented July 2013 - December 2013:

- Coffs Coast Healthy Canteen Awards in partnership with Mid North Coast Health Promotion and The Good Guys
 - Coffs Coast Spring Harvest Dinner
 - Growers Market 10th Birthday celebrations
 - Show Us Ya Dish competition in partnership with the Sustainable Living Festival, Delonghi Australia and Zulu's Restaurant and Bar
 - Womens Healthy Hearts promotion in partnership with the Heart Foundation, Genesis and Womens Health Centre
- Three stall holders have now opened their own businesses and are employing people from the local community (Red Sparrow Tea, Mana Chita and Artisiti Coffee Roasters)
- Promote Coffs Coast Growers Market, local produce and local food systems at SEGRA Conference
- Manage Coffs Coast Growers Market Facebook Page (1108 followers)
- Advertising in Coffs Coast Focus Magazine, press releases published in The Advocate in relation to events and stall holder achievements.

Facilitate regular live music at the Growers Market

Current registered regular stallholders: 30

Input into the Economic Development Strategy which was adopted by Council in December 2013.

Economic Development: Report on the outcomes of the Creative Industry Network (B5)

Provided input into the development of the Economic Development Strategy which was adopted by Council in December 2013.



Progress Comments (Continued)

Economic Development: Report on encouragement and assistance to entrepreneurs, new industries and facilitation of existing businesses to grow through Enterprise Facilitation and co-working space. (B4)

Series of pop-up co-working events held.
 Website established www.sixdegreescoworking.com
 Facebook page established 100 people 'like' the page.
 Registered 70 people interested in coworking space
 Pitch Session held the most positive response and benefits gained by participation.
 Discussions held with Partners to trial permanent space in 2014
 Discussions held with NSW Trade & Investment as part of Smart Work Hub
 Draft EOI for funding from Smart Work Hub - to be submitted in Jan 2014
 Support provided to School of Social Entrepreneurs for their program in 2014 - Coffs Harbour Social Change 101

Economic Development: Report on outcomes of the local manufacturing network (Report on the number of members, meetings, etc) (B2)

Little activity during reporting period.

Economic Development: Report on roll-out of Health Industry Network projects. Report on projects implemented from the Industry Action Plan; Number of enquiries serviced; Number of visits to the website. (C4)

Health industry Network input into the development of the Economic Strategy
 Economic Strategy adopted by Council December 2013
 Website continues to be a central point of contact for health professionals looking for work in the area -2,500 unique visitors

Economic Development: Report on the implementation and review of the Switched on Coffs Digital Strategy (E1)

Coffs Harbour was selected as a 'Smart21' Community by the Intelligent Community Forum.
 Digital Enterprise Program continues to be delivered to local businesses via CHCC and partners.
 Digital Hub Program continues to be delivered to local residents via CCCC.
 NBN Telehealth Pilot Program successfully delivered to senior CH residents by FerosCare
 Switched on Coffs TV continues to provide a video promotion of work/life on the Coffs Coast
 Short Sharp Digital has delivered a successful series workshops in 3D Animation in collaboration with Academy of Interactive Experience.
 Coffs Harbour Library Service has created a special selection of 'Digital Business Resources'
 Collaboration with RDA MNC to deliver T.H.E. Exchange in Coffs Harbour to promote the use and uptake of broadband in a variety of industries.
 Delivery of SEGRA which promoted the use of broadband both in content via speakers (e.g. Damon Leach, Dr Tim Williams, Dave Abrahams) and the delivery method (live video broadcast of Peter Kageyama's interactive presentation)

Tourism: Complete annual Business Marketing and Campaign Plan

The Destination Management plan is in market awaiting industry feedback, the plan will be reviewed regularly and updated as required. The Campaign plan will be delivered prior to the commencement of the Calendar year.



LEARNING AND PROSPERING

Coffs Harbour is a regional centre for future-driven, innovative and green business and industry

- Promote the Coffs Coast as a lifestyle location for e-workers
- Support innovation and leadership in sustainable business practices



- Actions**
- e-Subscribers
 - Events
 - Buskers Festival
 - Industry contribution

KPI Performance	Achieved Status
Industry contribution to Coffs Coast Marketing activity (\$)	192,000 ●
Progress Comments	
<p>Economic Development: Report on the number of E- NEWSLETTER, SOCIAL MEDIA SUBSCRIBERS Current Subscribers to the Coffs Business Enews: 622 (maintained a steady open rate 22% and click through rate of 6% which is in line with industry averages) Coffs Coast Life Facebook page followers: 1443 Coffs Coast Life Twitter followers: 455 Post engagement twitter: Approximately 25 posts a months yielding Approx. 45 click through's (these posts a nearly all job advertisements and the clicks represent people who have viewed the job adds.) New Residents Emails sent: 60 Views on Switched on Coffs TV: 2747 views July 2013 - December 2013 Attended 10th Annual Country & Regional Living Expo at Sydney Olympic Park in August. 240,000 - 4 page glossy brochures were also printed and inserted across 6 key suburban papers which were carefully selected based on past attendee statistics and include the Blacktown Advocate, Parramatta Advertiser, Hills Shire Times, Northern District Times, Fairfield Advance and the Liverpool Leader.</p> <p>Event Management: Reporting updated SIX-MONTHLY to record number of event days, type of events, participation numbers, spectator numbers, visitor nights and estimated economic impact Statistics C.ex International Stadium for the July - December 2013 Period</p> <p>Number of event days - 47 Total number of events - 28. 9 Local, 11 Regional, 4 State and 3 National Total number of participants - 9630 Total number of spectators - 8039 Total number of Visitor nights - 30680 Estimated Economic impact - 30680 x \$147 = \$4,509,960.00</p> <p>Event Management: Report on development and staging of Buskers Festival Buskers Festival was held in Sept / Oct 2013 and was successful</p> <p>Buskers is the subject of a council report. This report will go to council Feb / March where it will be decided if it will continue.</p>	



LEARNING AND PROSPERING

We have a strong and diverse economy

- Maximise opportunities for workforce participation
- Encourage the provision of facilities and services which attract, create and support career opportunities for young people
- Develop and support sustainable village and rural enterprises and commercial ventures



Progress Comments

Economic Development: Report 6-monthly on Workforce Participation Statistics for LGA

Unemployment Sep 2013: 6.7%
 Comparison Sep 2012: 5.6%
 Comparison Port Macquarie 5.6%
 Comparison National Figure 6.0%
 Participation rate Sep 2013 = 60.4%
 Comparison as at Sep 2012 = 59.2%
 Comparison Port Macquarie = 54.1%
 Comparison National Figure = 65.0%



LEARNING AND PROSPERING

Our city centre is a place where people can live, work and play

- Establish and maintain a balanced mix of commercial and residential opportunities
- Develop the city centre as a social and cultural focus for Coffs Harbour



Progress Comments

Economic Development: Report on the delivery of projects and activities that increase visitation to the City Centre (A5 + D2)

A range of events have been held in the City Centre including:

- July school holiday activities - Kids Zumba and Yoga in City Square (Approximately 60 kids each session)
- Winter Music Festival in partnership with CHYFM (Once a Month)
- Chess set produced in partnership with the Men Shed for City Square
- Coffs Coast Makers Market (Weekly)
- Coffs Harbour International Buskers & Comedy Festival (attended by approximately 20,000 over the nine days of the festival)
- On Ya Bike Day (September breakfast attended by approximately 200 people; Storytime approximately 120)
- Summer Nights Music Festival in Partnership with CHYFM (Once a month included Dancing Santa's World Record in December which received international media attention)
- Santa's Arrival (attended by approximately 2000 people)

Meeting with the CBD Masterplan committee to discuss ideas to further drive foot traffic into the City Centre.

Manage the Coffs City Centre Facebook page (766 followers)

Design: Report on the development and implementation of Coffs Harbour City Centre Prosperity Plan works

City Centre Master Plan Committee meeting fortnightly. A number of working groups have been established including Marketing Group and Castle Street Car Park Group.

City Centre Place coordinator appointed. Saturday Markets trial commenced. Christmas activation project undertaken. Castle Street Car Park Lifts tender and construction manager appointed. Riding Lane toilet upgrade concept design adopted. City Square Design competition launched.



LEARNING AND PROSPERING

We are recognised as a model of sustainable living

- Promote Sustainability programs and policies



Actions

- Corporate Sustainability Policy
- Corporate Sustainability Strategy

Progress Comments

Environmental Management: Report on progress in developing Corporate Sustainability Policy

The Sustainability Policy was adopted by Council on 28th November 2013. This Policy will now inform the development of the Change for Sustainability Plan

Environmental Management: Report on Corporate Sustainability Action Plan Activities

The Corporate Sustainability Action Plan has been on hold since 2012 and is planned to be reviewed in conjunction with resources considerations.



LEARNING AND PROSPERING

We share the aspirations, knowledge, skills and history of all in our community

- Promote and support a culture of lifelong learning
- Facilitate and promote shared learning across generational and cultural groups



KPI Performance	Achieved	Status
Library: Number of Storytime sessions in period	75	●
Library: Number of people attending Storytime sessions	2,673	●
% of Library members against population. (NSW benchmark is 44%).	41.00	●
Library: Visitation - branches/online (visits per capita. NSW benchmark 4.4%)	4.80	●
Library: Turnover of stock (NSW Baseline Standard is 3.46.)	4.44	●
Library: Age of collection. (percentage of the collection purchased in the last 10 years. The NSW Baseline Standard is 78%)	79.00	●
Library: Items per capita (NSW Baseline Standard of 2.2)	1.30	●
Library: Circulation per capita (NSW Baseline Standard of 5.94)	5.43	●

Progress Comments

Community Services: Report on the number and nature of opportunities provided to promote shared learning across generational and cultural groups

* The community services team were directly involved in the planning and facilitation of the annual Ageing Well Expo in August 2013. The focus of the expo this year was on disability services. This highly successful annual event was held at the CEX Club and included guest speakers Michael McGorrie and Michael Crossland, entertainment, workshops and upwards of 70 service provider information stalls showcasing local services and information to the community & approx 1500 attendee's.

* The continued provision of a range of community service directories in both hardcopy and electronic format. In addition the administration of the community directory on the Coffs Connect website.

* Pre event work and planning towards Youth Week, Seniors Week, Australia Day & Multicultural Harmony Festival activities which will occur in early 2014.

* The review and continued provision of Council's Whats On Arts and Cultural Newsletter. Following a review the newsletter is now being consistently produced and distributed fortnightly. As at December 2013 there were 655 contacts on the distribution list.

Community Services: Report on participation trends for shared learning activities

* Approx 1500 attendee's at the Ageing Well Disability Expo & 70 service provider information stalls showcased on the day.



LEARNING AND PROSPERING

Our education systems link strongly to the community and business

- Develop strong and effective partnerships between business, the community, educational institutions and government
- Support the provision of vocational education related to future need
- Increase access to educational opportunities for all



Progress Comments

Economic Development: Report on Education and Skills Network projects facilitated by EDU and education partners (C3)

Education and Skills Network provided input into the Economic Strategy

Economic Strategy adopted by Council December 2013



LOOKING AFTER OUR COMMUNITY

Significant Achievements

- Council joined the local Aboriginal community along with other community groups and businesses to celebrate NAIDOC Week in July. The local program was a great success, attracting more than 5,000 people, and was named NAIDOC Partnership of the Year at the 2013 NSW Local Government Aboriginal Network Conference.
- Council also supported the staging of the annual Grace Roberts Awards, recognising significant contributions to the Aboriginal community in Coffs Harbour. Reuben Robinson was presented with the 2013 Grace Roberts Community Development Award, while Terry Donovan won the Community Worker Award and Coffs Harbour and District Local Aboriginal Land Council won the Community Organisation award.
- During the period, work began on the refurbishment of Coffs Harbour's original Courthouse as the city's new Regional Museum. The upgrade of the Harbour Drive site will include internal and external building repairs, construction of public toilet and storage facilities, carparking and landscaping works, heritage and hazardous materials management, and the provision of access for people with disabilities. Construction costs are forecast to be approximately \$650,000.
- A delegation of officials from Coffs Harbour's Japanese Sister City of Sasebo enjoyed a two-day visit in August to mark the 25th anniversary of the founding of the relationship. Official ceremonies included the planting of Maple trees and the unveiling of a set of stone lanterns by the Mayor of Sasebo at the Japanese section of the North Coast Regional Botanic Garden.
- Also in August, Council announced donations of nearly \$130,000 to local charities, organisations and community groups in 2013/2014. Recipients included local schools, the North Coast Academy of Sport, Health Services, the Woolgoolga Senior Citizens Club and New Year's Eve fireworks.
- Council co-ordinated the distribution of the annual Club NSW ClubGRANTS round, with \$45,800 (contributed by six generous local service clubs) shared between eighteen community groups to tackle new projects and upgrade facilities.
- In September, Council agreed to establish a new funding pool - the Community Capital Infrastructure Grants Program - to help local groups create new facilities and refurbish existing ones to benefit the whole community.
- In November, Council announced its annual Community Arts and Cultural Development Small Grants program, sharing \$29,000 among 20 arts and culture groups to help bring innovative shows, activities and learning experiences to the Coffs Coast. The program offers up to \$2,500 funding assistance to groups and the selection criteria includes opportunities for children and young people, seniors and people with disabilities.
- A new Business Plan was adopted in July for the Jetty Memorial Theatre to make it financially sustainable and to give the community more say in its future. The plan includes a three-year subsidy cap to rein in operating expenditure and a revised administration strategy overseen by a Management Committee of community members.
- The Coffs Harbour Regional Gallery continued to host an adventurous program of exhibitions, including shows by Madeleine Winch, Nigel Killalea, and the gallery's signature annual event, the Eutick Memorial Still Life Award (EMSLA) which drew 65 works in 2013.
- There was a full program of eye-catching shows at the Bunker Cartoon Gallery over the period including 'From The Mountains To The Sea' by Len Stamford, election-themed 'The Fate of The Nation' from the Coffs Cartoon Collection, an exhibition based on the popular comic strip 'It's a Jungle Out There!' and a presentation of entries for the Marnie Yeates Trophy for Nature Photography.
- An intensive community engagement initiative was launched to support an ongoing strategy to secure the financial sustainability of Council. A heavily promoted online 'Budget Allocator' survey tool found the community is happy with the services Council delivers and wants to see them maintained. Council agreed to pursue an in-house 'Transition to Sustainability' (T2S) program and to consult further with the community about possible rate rise options.
- The glitz and glamour of The Great Gatsby was the theme of the 2013 Coffs Harbour Mayoral Ball in November. The first such event in nearly ten years, the ball was staged to celebrate the successes of the city, have fun and raise money for charity.
- As Corporate Manager of the Trust for Woolgoolga Beach Reserve, Council developed a draft Plan of Management for Woolgoolga Beach Holiday Park. The blueprint proposes to upgrade the park to open up more public open space and provide better community facilities; the draft was sent to NSW Trade & Investment Crown Lands requesting approval to exhibit it for public consultation.
- Council also approved the construction of a special 'teen playground' at the Park Beach Holiday Park. The space is designed to appeal to older kids and includes a half-court multi-sport facility, challenging rope climbing structures, chill-out areas and bluetooth connectivity so music can be streamed through integrated speaker systems.
- As part of the ongoing rejuvenation of the city centre, Council joined with youth radio station CHYFM to stage the Summer Nights Music Festival. The events feature local bands in free live performances in Coffs Harbour's City Square on the first Saturday of the month.
- In December, Council established a new CityWorks business unit to pursue external contract work, expected to generate millions of dollars for the city's coffers. Having already undertaken around \$23m worth of contract work for other levels of government and neighbouring councils in recent years, the creation of CityWorks as a Business Unit in its own right means Council can now also tender for other projects in the private sector.



LOOKING AFTER OUR COMMUNITY

Coffs Harbour is a strong, safe and adaptable community

- Build pride and identity in Coffs Harbour as a community and a place



- Actions**
- Satisfaction with cleanliness of streets
 - Satisfaction with cleanliness of public toilets
 - Community Inclusiveness and Pride
 - Customer satisfaction
 - Gardens visitor growth
 - Street tree planting

KPI Performance	Achieved	Status
Number of people visiting Botanic Gardens annually (Target 50,000)	34,255	●
Street tree planting schedule implemented as per annual program (Target 100%)	7.23	○

Progress Comments

City Image - Cleaning: Level of satisfaction with cleanliness of streets
Council received 53 public enquires with regards to cleanliness of streets in period of 1/7/13 to 31/12/13.

City Image - Cleaning: level of satisfaction with cleanliness of public toilets
Council received 3 public enquires regarding the cleanliness of public toilets in the period 1/7/13 to 31/12/13.

Community Services: The extent to which people feel part of the community (2030 Indicator and annual survey)
On Hold pending implementation of 2030 indicators survey/monitoring process.

Parks and Facilities: Customer satisfaction with roundabouts/reserves - reference group survey
Overall, customers are satisfied with roundabout landscapes / displays and city precinct reserves. Roundabout programs and city reserves maintenance are on schedule and within allocated budgets. Refer to comments from General Parks Coordinator regarding customer satisfaction for general reserves.



LOOKING AFTER OUR COMMUNITY

Coffs Harbour is a strong, safe and adaptable community

- Develop community resilience, disaster preparedness and response mechanisms




Actions

- DR Site
- Emergency Management Scorecard

KPI Performance

Achieved Status

Aggregate of KPI % for Exercises, Plans, LEMC Meetings and Agency Participation

100.00 

Progress Comments

Corporate Information Services: Identification and implementation of a disaster recovery site

Work on the Disaster Recovery site has continued during the past 6 months. It should be commissioned in March 2014.



LOOKING AFTER OUR COMMUNITY

Coffs Harbour is a strong, safe and adaptable community

- Promote a safe community



KPI Performance	Achieved	Status
Rate of offences per population (Police figures: thefts per 100,000 people)	3,639	
Awning inspection program – % inspected against schedule	0.00	
Pool inspection program – number of pools inspected	92	
Pool inspection program – % inspected against schedule	95.00	
Land Use compliance - % of development-related complaints responded to within 7 working days	0.00	
Rangers - number of Customer Requests received	1,518	
Rangers compliance - aggregated KPIs: % of complaints responded to within timeframe	89.00	
% of Premises Inspection program implemented against Food Authority Standard	55.00	
Participation of Yr4-10 students in the LGA in school beach safety programs (2000 annually).	1,546	
Number of drownings compared to number of preventable drownings.	0.00	

Progress Comments

Community Services: Community perception of safety (2030 indicator - annual survey)
 On Hold pending implementation of 2030 indicator survey/monitoring process.

Compliance: Report on progress in the development and implementation of a cross-branch Compliance framework.
 Review in progress

Compliance: Develop and implement Swimming Pools inspection program
 Swimming pool inspection program developed and implementation has commenced



LOOKING AFTER OUR COMMUNITY

Coffs Harbour is a strong, safe and adaptable community

- Promote a caring, inclusive and cohesive community



- Actions**
- Community Event Participation
 - Aboriginal Activities
 - CALD Activities
 - Community Capacity Building Programs
 - Report on operation of Coffs Connect website
 - Coffs Connect Reach
 - Coffs Connect Events
 - Coffs Connect Visitors
 - Coffs Connect Users

KPI Performance	Achieved	Status
Number of community agencies registered on the Coffs Connect website	438	●
Number of community event listings on Coffs Connect	94	●
Number of unique visitors to Coffs Connect	5,484	●
Number of Coffs Connect users	479	●

Progress Comments

Community Services: Report on participation trends for community events

CHCC community events occurring within this reporting period & attendance included:

- * Grace Roberts Aboriginal Community Development Awards. Following a review in 2012 this event is now being held every 2 years with the 2013 awards night involving approx 100 attendees.
- * The NAIDOC Week Celebrations (participation/attendance specified in detail under our reportable on aboriginal programs).

Community Services: Details of programs which target Aboriginal communities.

Council continues to support Aboriginal projects such as Coffs Harbour City Council NAIDOC Week Community Awards, Grace Roberts Memorial Community Development Awards under the guidance of Council's Yandaarra Aboriginal Consultative Committee.

Each event held annually continues grow each year with wider acceptance and participation in terms of Aboriginal specific events.

Coffs Harbour City Council held it annual NAIDOC Community Awards presentation held at the Council Chambers with over 150 people in attendance to witness the raising of the Aboriginal Flag by the Mayor Denise Knight, Yandaarra Aboriginal Consultative Committee Chairperson Trevor Wilson.

Coffs Harbour City Council NAIDOC awards received unprecedented number of nominations for the 2013.

NAIDOC Week 2013

Coffs Harbour City Council in partnership with the Coffs Harbour Aboriginal Social Committee contributed in organising a number of successful events throughout the week. Estimation: 3000 people in attendance local NAIDOC events.

- Coffs Harbour City Council Awards Ceremony on Fitzroy Oval (150 – 200)
- Goori Talent Quest at the Coffs Harbour Club Coffs, (250 – 300)
- WhoYa Gunna Call Forum Coffs Harbour Show Ground (1000 -1500)
- Tree Planting Ceremony Diggers Beach (50 – 100)
- NAIDOC Social Ball in honour of NAIDOC Week (100- 150)

2013 NSW Local Government Aboriginal Network Conference Award Winner – Council Partnership of the Year, Coffs Harbour City Council

Re-unveiling of the new signage of Aboriginal Camp on Fitzroy Oval, community participation with 50 – 60 in participation



Progress Comments (Continued)

Community Services: Details of programs which target Culturally & Linguistically Diverse (CALD) communities.

Council's Multicultural Reference Group meets monthly to develop and promote initiatives in partnership with the community included holding a consultation and planning meeting to update its Guidelines of Operation to 2018; successful Building Multicultural Communities Program grant for \$10,000 to buy new technical equipment for the City's annual Multicultural Harmony Festival; volunteer members attended Council's Code of Conduct Training; and SEGRA 2013 partnered presentation on "Coffs Harbour Evolving Cultural Identity" with representatives from the migrant community. Attendance by Council staff at regional Multicultural Network Meetings.

Community Services: Outline of details of programs for Community Capacity Building

* In the area of Crime Prevention and in partnership with the MNC Crime Prevention Network the Coffs Harbour Safety Initiative/education program was provided. This involved a series of TV advertisements raising community awareness of theft of valuables from motor vehicles and suggestion prevention measures.

* In partnership with 7 other Councils from the Far North Coast Region and the access committee developed and produced a publication "The tradies guide to good access- disability access made easy."

* Council's support of the School for Social Entrepreneurs training program (this was elaborated on under our reportable on partnerships undertaken)

Digital e-leadership: Report on operation of Coffs Connect website

Coffs Connect is a live website which aids community groups and community service providers make their activities more visible to the wider community. We currently have a range of enhancements planned for the website, especially around the listing of events.



LOOKING AFTER OUR COMMUNITY

We lead healthy lives

- Promote healthy living
- Seek to provide a full range of quality health care services for all



Actions

- Licence compliance
- Water Quality

KPI Performance	Achieved	Status
% of tests complying with EPA sewer licences	99.72	●
Percentage of tests complying with Drinking Water Quality guidelines	100.00	●



LOOKING AFTER OUR COMMUNITY

We have strong civic leadership and governance

- Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour



KPI Performance	Achieved	Status
Average response times to Customer Requests in Electronic Content Management system	98.00	●
Customer Service: Volume of online transactions	0.00	○
Customer Service: Cost per counter transaction	0.00	○
Development Assessment: Number of technical liaison committee meetings	21.00	●
Development Assessment: Number of applications and responded to within timeframes for DAs, s172 Certificates, 149 Certificates, Construction Certificates, etc.	0.00	●
Parks and facilities: % saving on plants supplied to Council via Nana Lane Nursery	20.00	●
Airport: % increase in passenger traffic	12.60	●
Civil Contracting: Achieve a gross margin of 20% on all private works.	20.90	●
Design: Sign-off for projects (in Job Tracking system) checked against Environmental assessment; Community consultation; Cost/budget assessment	100.00	●
Environmental Laboratory: % profit relative to turnover	15.00	●
Finance: 100% Compliance with legislated requirements (Scorecard based on achieving legislated timeframes). Financial Statements Prepared and audit completed by 31 October; Council to consider the annual financial statements within 5 weeks of receipt of Auditors report.	0.00	●
Finance: 90% of accounts paid within 30 days of invoice receipt	95.00	●
Finance: Outstanding Rates and Charges ratio (below 7%) (Annual only)	7.14	●
Governance: Number of code of conduct complaints received in period	5.00	●
Governance: Number of code of conduct complaints finalised in period	5.00	●
Governance: Number of policies adopted	102.00	●



KPI Performance (Continued)	Achieved	Status
Governance: Number of Public Liability Claims accepted in period	18.00	
Governance: Number of professional indemnity claims accepted in period	0.00	
Governance: Number of motor vehicle claims accepted in period	26.00	
Governance: Number of property claims accepted in period	7.00	
Holiday Parks: % increase in revenue for all business operations (Target 5%)	5.60	
Holiday Parks: % increase on room nights sold across all products (Target 1%)	5.60	
Holiday Parks: % of trading profit (across all business operations) relative to budget (Target 28%)	35.20	
Human Resources: % of workers compensation deadlines for reportable incidents achieved (Target 100%.)	99.00	
Human Resources: # of fines due to superannuation legislation breaches (No fines incurred.)	0.00	
Human Resources: 100% of staff inducted according to the organisation's ethical standards and legislative requirements.	100.00	
Human Resources: Ensure the provision of certification programs to enable staff to carry out their tasks. (Target 90% currency)	90.00	
Media: Number of online newsletter subscribers	8,666	
Media: Website visitation numbers	82,998	
Procurement: Percentage of suppliers used outside Preferred Supplier arrangements in place (Less is Better)	0.00	
Procurement: Percentage of suppliers responsible for 80% of CHCC Spend	0.00	
Procurement: Savings measure to be developed via Procurement Roadmap	85.00	
Telemetry and Optic Fibre: Revenue generated (annual figure only)	0.00	
Telemetry and Optic Fibre: Value of productivity savings generated (annual figure only)	0.00	



Progress Comments

Customer Service: Customer satisfaction (data from exit survey - counter and online transactions)

Waiting for new Manager to commence

Customer Service: Transfer of transactions to online platforms.

In trial mode for DA submission

Property: Subject to adoption of Commercial Asset Management Strategy, commence implementation

Internal report reviewing the recommendations of the Savill Report prepared for Directors Consideration.

Airport: Report on development of opportunities for non-RPT revenue-generation at the airport.

Purchase of Airport Security and General Car Park and integration into airport operation now completed.

Corporate Information Services: Investigate new mobile technologies and implement in the field

Ongoing process of identification and evaluation.

Industry forum in February 2014 represents a significant opportunity to advance this Business activity.

Corporate Planning: Ensure compliance with legislated requirements for preparation, exhibition and adoption of Integrated Planning and Reporting documents

The Integrated Planning and Reporting (IPR) framework has been developed in accordance with legislated requirements that aim to make NSW councils more responsive and accountable to their local communities. The framework integrates a Community Strategic Plan with Council's Resourcing Strategy, Delivery Program and Operational Plan (annual Budget); Six-monthly and Annual Reports help in the IPR review process.

During the period, compliance was achieved on all timeframes except for Annual Financial Statements (Annual Report). Considerable work carried out on the development of a more compliance-focussed Delivery Program measure reporting system.

Community Services: Monitoring of Community Indicators for the 2030 Community Strategic Plan.

Resourcing for this is expected to be addressed in 2014 following the establishment of a permanent 2030 function within the new Directorate of Community Development.

Some work has been completed on preparing appropriate questions for those Indicators which require survey results, with a view to using Council's new Online Reference Panel as the survey platform. Timing for such a survey has yet to be determined, with the Panel having been used twice in recent months in the community engagement for the Budget Allocator and Special Rate Variation processes.

Corporate Planning: Develop options to measure the impact of CHCC's IPR framework.

Ongoing.

An effective IPR framework will streamline the development, public exhibition (including submissions), adoption and implementation of Council's Budget.

An indicator of effectiveness would be the demonstration of community support for 'difficult' Budget measures (including Special Variation applications).

Digital e-Leadership: Development and implementation of on-line forms

Discussions have begun with online form providers to see what options might be available to the organisation. We are keen to look at options which are non-device specific.



Progress Comments (Continued)

Environmental Laboratory: Report on productivity increases achieved due to client numbers and equipment updates

New ongoing monitoring program has commenced for Clarence Valley Council and we have also submitted quotations for various external projects.

Environmental Laboratory: Report on outcome of annual customer survey

Very poor response to electronic survey with approx 25% surveys completed. Received responses were all positive.

Environmental Laboratory: Report on progress of preparation and finalisation of NATA audits

External NATA audit due March with approx two months from audit date allowed to address any recommendations that may require addressing.

Finance: Total developer contribution-funded expenditure during period; details of infrastructure projects.

Total expenditure to date \$946,798

Major Infrastructure funded –

- West Woolgoolga Sports Fields Development \$622,305
- West Woolgoolga Cycleway \$104,498
- Park Beach Masterplan works \$53,267
- Corindi road upgrade \$54,112
- West Coffs Detention Basin vegetation works \$21,330
- Hoys road land preliminary matters \$28,661
- Park Beach Beachfront project \$39,902

Finance: Report on number and value of grants approved during period. Detail major grant-funded initiatives commenced during period

There have been 30 grants approved in first 6 months of 2013/14 for total value of \$14,049,136.

Half of the value is FAG, the other major grant funded works are for the Natural Disaster Jan/Feb 2013 flood event.

Governance: Audit Reports – Completed according to Corporate Audit schedule.

Audit schedule for the first half of 2013/14 has been impacted by factors that have not been included in the 2013/14 internal audit budget:

- Completion of incomplete audits carried over from 2012/13 .
- Additional internal audit resources allocated to improve process and reporting of quarterly follow up of open audit issues, audit risk rating scheme and secretariat function to meet the requirements and expectations of the Governance and Audit Committee
- Balancing and suspension of audits to accommodate auditee's constraints
- Undertaking a review for a local government organisation

Holiday Parks: Implement strategies as per the Sustainable Development Strategies for Park Beach Holiday Park, Sawtell Beach Holiday Park and Lakeside Caravan Park

Loan funding for continuation of Sustainable Development Strategies has been applied for and offered. Report to Trust scheduled for 13 February 2014 to accept loans. Once loans are accepted the adopted program will proceed as planned. Planning activities are being undertaken in readiness for works to begin

Plant and Fleet Management: Annual comparison of internal vs external plant hire costs. Projected savings for the coming year. Actual savings for the year completed.

To be processed after new hire rates have been calculated



Progress Comments (Continued)

Strategic Asset Planning: Asset condition assessments carried out in accordance with programs

Many assets have been transferred into the asset master system, however, sewer is still a concern as the data is not in a consistent format.

This is being made a priority.

Buildings and drainage are almost complete; expect end of February completion.

Development Assessment: Implement an electronic system to optimise available information for DAs, progress a system to enable the lodgement and processing of applications under the E housing project.

The Electronic Housing Code project component of the project has now been completed, with customers now able to investigate online whether they are able to undertake their proposed development as 'exempt' or 'complying' development. Work continues in relation to officers making better use of tablet pcs purchased as part of the project.

The Digital Local Government Program component of the project is ongoing. To date the following services/systems have been delivered as part of the project:

- electronic stamping system for DAs, CCs, CDCs and modifications (Council no longer uses hard copy stamps for approved plans)
- online tracking service for DAs
- online planning enquiry service
- spatial synchronisation - synchronisation of Council's property system and GIS to ensure that information in relation to property restrictions is recorded in a more accurate way; and
- refinement of record keeping processes for applications DAs, CCs, CDCs and modifications to.

Corporate Information Services: Develop GIS Strategy

Deferred pending GIS Team Leader replacement.

Corporate Information Services: Development of an external web based mapping system

Have reviewed several options. We will also investigate the Technology One solution at the national user conference in Feb 2014.

Corporate Information Services: Implement a search engine across all Council's databases and data shares.

Requires the upgrade to Sharepoint 2010 to be completed (March 2014).

Corporate Information Services: Develop a records and digitisation strategy

The Records Management Strategy 2013-17 identifies the vision for records management within Coffs Harbour City Council and the key initiatives required over the strategy period to achieve the vision.

The following statements describe the records management vision:

- 1 - All required records are maintained in the corporate EDRMS
- 2 - Council EDRMS users enjoy an improved user experience and on-going access to training
- 3 - Council employees understand and accept their record keeping responsibilities
- 4 - Council employees are self sufficient in the use of the corporate EDRMS
- 5 - Minimal paper records are distributed through Council, DA's are distributed only electronically
- 6 - Processes are workflow driven and paper forms are a thing of the past
- 7 - We have a single view of our customers
- 8 - Our physical records are stored in a facility that meets our long term storage requirements
- 9 - We are legislatively compliant



Progress Comments (Continued)

To deliver on the vision the following key initiatives have been identified for delivery during the strategy period 2013-17:

- 1 - Upgrade ECM to version 4.03
- 2 - Develop and deliver on-going user training program
- 3 - Implementation of web forms for key processes
- 4 - New repository implementation
- 5 - Implement archive/disposal for electronic records
- 6 - Implement transform integration (ECM and Property & Rating)
- 7 - Reform network drive and SharePoint use for records storage
- 8 - Integration with other applications e.g. Finance One

Corporate Information Services: Investigate Virtual Desktop Infrastructure.

This has been influenced by the mobile computing strategy. Some discussions have taken place with a vendor for a Citrix solution. Other solutions need to be evaluated.

Corporate Information Services: Upgrade the Property and Rating system

Due to commence in April 2014.

Digital e-leadership: Develop framework for implementation of Creative Commons licencing model.

Impact and implementation being scoped with CHCC leadership team.

Digital e-leadership: Develop a strategy for automating business processes.

The Business Diagnostic and Business Plan being created as part of the Business Transformation project should give us an indication of key priorities in the business automation process.

Finance: Due for implementation 1/7/14 - consideration of integration to various sub systems i.e. assets, plant, projects.

Manager interviews completed several months ago. New structure decided upon and approved by CDT. New gl chart and line item incorporating this new structure created in test environment. Monthly progress reports presented to Director. Regular gl restructure team meetings held to update progress of assigned tasks. On track to meet 1/7/14 go live deadline

Procurement: Development of Procurement Roadmap

The procurement roadmap project is progressing. Resourcing of strategic procurement initiatives has been a challenge. This has been addressed during recent months with the redesigning of existing procurement positions to enable the roadmap to continue to achieve the desired outcomes.



LOOKING AFTER OUR COMMUNITY

We have strong civic leadership and governance

- Engage the community and other levels of government in securing outcomes



- Actions**
- Community and Agency Engagement
 - Community Partnerships
 - External Funding (Government)
 - Sustainable business
 - Event Seed Funding approvals
 - Event Seed Funding Awarded
 - State of the Environment Report
 - C.ex Coffs Stadium Seating Upgrade
 - Waste strategy
 - Local Government Election

KPI Performance	Achieved	Status
Event Management: # of applications approved by the Event Seed Funding Group during period	0.00	○
Event Management: Total amount of seed funding awarded during the period	0.00	○

Progress Comments

Community Services: Nature of networks attended or facilitated by the Community Development Team

Attendance at or facilitation of community networks is a major tool for the Community Services Team to share information, develop partnership projects, facilitate co-ordinated service delivery, identify and respond to community needs and engage with the sector and broader community.

Networks facilitated by Council:

- * Council's community advisory and facility management committees
- * The Coffs Harbour Interagency
- * The recently established Council's Cultural Reference Group
- * In partnership with EDU facilitate the creative industries and health clusters under the economic strategy.

Nature of Networks attended include:

- * Local sector based interagencies including the aboriginal, youth, disability and multicultural interagency networks.
- * Council's Transport Working Group
- * The Northern Beaches Interagency
- * The Coffs Harbour Housing and Support Forum
- * Youth Mental Health Network
- * Coffs Harbour Domestic Violence Committee
- * The Coffs Area Men's Alliance
- * Home and Community Care Sector Networks
- * Where relevant regional networks including the MNC Crime Prevention, Regional Access Committee & MNC Housing and Homelessness Working Group.

The nature of the networks in which the CS Team are involved is extremely diverse and this provides a very broad interpretation.

Periodically staff across the team will also be invited to attend various consultations facilitated by other government agencies undertaking local or regional planning. For this reporting period it included input into the MNC Regional Ageing Strategy.



Progress Comments (Continued)

Community Services: Details of participation in any relevant partnership or sector initiatives.

During the reporting period the following key partnership initiatives were undertaken:

- * The community services division worked in partnership with the School for Social Entrepreneurs and Mid Coast Communities to attract the schools 3-month training program to Coffs Harbour. The program has previously been run in Sydney, Melbourne and Alice Springs with Coffs Harbour being the second non-metropolitan area to host this training. Council has contributed staff time, seed funding and a venue as a sponsor. The program will enable entrepreneurial individuals to establish effective and sustainable social ventures that address unmet community needs. In addition to Council's contribution the program is supported by a range of local and corporate sponsors. It will commence in March 2014.
- * Council has worked in partnership with a range of local organisations, our Yandarra Aboriginal Consultative Committee and the broader community to facilitate and grow our NAIDOC week celebrations annually. These partnerships and the outcomes achieved was formally recognised at the LG Aboriginal Network Conference 2013 where we received a sector award for partnership of the year in relation to our work on NAIDOC week.
- * We supported a partnership with local youth sector agencies, police, Dept of Education & key shopping centre managers together to discuss issues around youth truancy and develop local strategies with a targetting program to be launched by youth agencies in 2014.

Sport: Report on Number of grants applied for, value and success rate

In October 2013 an application for \$25,000 was submitted to the NSW Office of Communities Sport and Recreation for an upgrade of the netball court surface at Woolgoolga. Successful applicants have not been announced as at 12 Feb 2014.

In May 2013 an application for \$107,185 was submitted to the federal governments Attorney Generals Department National Crime Prevention Fund for a range of improvements to security at Toormina Sports Complex which focussed on the skate park but also included initiatives across the complex. In August 2013 it was announced that \$103,825 had been allocated to the project. After the federal election in December 2013 the Federal Liberal government's Minister for Justice announced the "re-direction of what was unallocated funding in the National Crime Prevention Fund before the election campaign began", ie the funding was revoked.

Waste Services: Report on Waste Management as a sustainable business operation

The domestic collection remains a stable section of the business, with no variations or particular pressures. The resource recovery including processing, and disposal are also stable at this time. C&I income has been adversely effected by regulator change. Transfer Station operating costs are increasing substantially due to transport cost

Environmental Management: Report on progress on Preparation of the State of the Environment report - Data collection and collation 2013/14/15. Data collection and report preparation 2016 for adoption in November 2016. (Working with the Regional SOER Model developed during 2011/12)

Data capture continuing in the interim period ahead of November 2016 deadline. Council staff to participate in periodic regional SOE working group meetings.

Sport: Upgrade of seating at C.ex Coffs International Stadium (dependent on funding availability).

EOI prepared and advertised for preparation of concept designs for tiered seating and other facilities at the stadium. Submissions close 28 Feb. 2014.

Waste Services: Develop new Waste Strategy

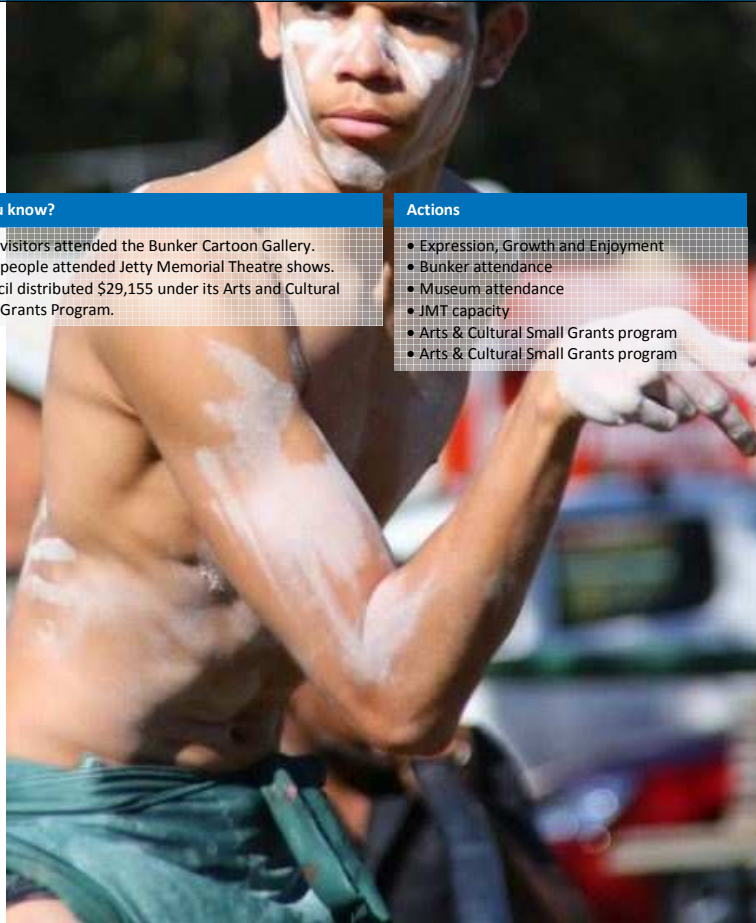
The brief to call for EOI/tender is expected to be completed for Council endorsement by end February 2014.



LOOKING AFTER OUR COMMUNITY

We have many opportunities to enjoy life together

- Support local artistic and cultural expression



Did you know?

- 2449 visitors attended the Bunker Cartoon Gallery.
- 8613 people attended Jetty Memorial Theatre shows.
- Council distributed \$29,155 under its Arts and Cultural Small Grants Program.

Actions

- Expression, Growth and Enjoyment
- Bunker attendance
- Museum attendance
- JMT capacity
- Arts & Cultural Small Grants program
- Arts & Cultural Small Grants program

KPI Performance	Achieved	Status
% increase in attendance at Bunker Cartoon Gallery compared to same period last year	-30.00	●
% increase in attendance at Regional Museum compared to same period last year	0.00	○
Achieving 65% capacity or more in attendance for available theatre sessions during period.	60.10	●
% change in number of Arts and Cultural Small Grants Program submissions from previous year	8.00	●
% change in value of A&CSGP submissions from previous year	24.59	●

Progress Comments

Arts and Culture: Report on number and nature of opportunities for local artistic and cultural expression. Include participation numbers.

* facilitation of Council's Small Cultural Grants Program where in 2013 funding of \$29,155 was distributed across 20 different arts and cultural projects in the community.



LOOKING AFTER OUR COMMUNITY

We have many opportunities to enjoy life together

- Support opportunities for artistic and cultural growth and enjoyment
- Support activities and events that help us celebrate our diversity
- Develop inclusive community, sporting and recreational events and activities



KPI Performance	Achieved	Status
Number of visitors to the Regional Art Gallery	6,706	●
% increase in attendance at Regional Art Gallery compared to same period last year	0.06	●
Sports Facilities % usage against capacity	0.00	○

Progress Comments

Community Services: Report on number and nature of opportunities for cultural growth and celebration. Include participation numbers.

For this period relevant activities include:

- * The Grace Roberts Aboriginal Community Development Awards Presentation/Celebration. (To be reported further under activities to support the aboriginal community).
- * In August 2013 following many months of preparation the Community Services staff co-ordinated the visit to Coffs Harbour by our Sister City Sasebo and their Mayoral Delegation and Youth Exchange with 2013 marking the 25th anniversary of our sister city relationship. The official civic delegation consisted of 11, joined by 18 community members from the Japan Australia Society and coinciding with the youth exchange visit of 3 school students and their teacher hosted by Bishop Druitt College. The 3 day visit was filled with an array of education and industry tours as well as cultural, ceremonial and official celebrations including; a welcome feast of locally prepared dishes at the Tafe Osprey restaurant, Tour of the CHEC facilities, visits to the Berry Exchange, Marine Science Centre and University of NSW Rural Clinical School and stop off at the Brunxner Park lookout. Civic functions included a tree planting and lunch at the Botanic Gardens and an official dinner at Pacific Bay Resort themed with aboriginal culture and exchange of official gifts. Running concurrently with the mayoral visit was the student exchange program. This involved students being hosted by BDC and participating in a half day tour facilitated by Council involved a muttonbird island cultural tour by NP&WS, participation in the official tree planting at the botanic gardens and visit to the mayor.
- * Provision of support to the Artside the Box- Coffs Harbour Traffic Signal Art Project. Through the cultural development officer role Council provided input and support to this project which involves working with a community group and volunteer artists to design and paint artwork on RMS traffic signal boxes.
- * Pre work undertaken by the CS staff in preparation Australia Day celebrations.



Progress Comments (Continued)

Community Services: Outline of activities funded and/or completed from the Cultural Plan

For this reporting period the following strategies/initiatives have been undertaken from the Cultural Plan:

- * The Establishment of the Coffs Harbour Movie Club (Strategy 26). This is a partnership between CHCC, Short Sharp and BCC undertaken as a pilot to gauge support. Within this period 3 movies were screened with attendance being 225, 104 & 147 attendee's. As at the 2/12 there were 294 movie club members. The project has been highly successful and following a recent screening in February agreement was reached by BCC and Short Sharp to take ownership of the initiative and continue as a community run initiative.
- * Writer In Residence Sophie Masson (Strategy 38). This accomplished author was writer in residence in Coffs Harbour from 9-13 Sept 2013 & was available for school visits, workshops, talks with students and teachers both primary and secondary including sessions at the Library and Bunker Gallery for the broader community with over 400 attendee's benefiting from the programs.
- * Youth Program in the Buskers Festival (Strategy 41). JLE was contracted to run a busking workshop for young people as an addition to the Buskers Festival. Four workshops were conducted.
- * Youth Games Workshop with Academy of Interactive Entertainment and Short Sharp Digital (Strategy 9). This enabled one of Australia's nationally recognised educators on 3D animation and game design to come to Coffs Harbour. 22 young people participated in the workshops which were highly successful and has resulted in the Academy building local relationships and agreeing to bring the programs back to Coffs at a full cost recovery basis.
- * Aboriginal Land Council - Film Project (Strategy 34). This project provides seed funding to the Land Council to develop a 5minute film based on a local story of cultural significance. This project is still in progress.
- * Council's Cultural Reference Group (Strategy 45) were established and had there first meeting.

Library: Participation in artistic and cultural events compared to targets

During the period the library delivered 75 storytime sessions for children, attended by 2,673 people (of which 1,544 were children). The library also delivered 63 other Programs and Events activities attended by 2,428 people.

Highlights include: School holiday activities for kids, such as Space Origami and the National Marine Science Centre; outreach storytime sessions; Summer Reading Club (175 registrations); author talks by Robin de Crespigny, Sue Dengate, Greg Barron, Claire Scobie, Nicole Alexander, Marie Bean, Pat Richardson and Yai Atem; Ten Minutes a Day early literacy program; eLending/Digital Literacy sessions; ABC OPEN workshops, and a History Week talk on Picture Coffs Harbour.

Arts and Culture: Carry out detailed design and construction works to refurbish 215A Harbour Drive as a new museum

Work has progressed with the contract tender being let for the construction works which commenced in the Dec, 2013, with an expected completion date of 16 June, 2014. An RDAF grant application was also submitted and then with the change of federal government, did not progress. This has resulted in a need to reconsider the funding source for the project, a balance of \$220,000 being required.



LOOKING AFTER OUR ENVIRONMENT

Significant Achievements

- There was joint recognition for Council, the Coffs Coast Regional Park Trust Board and the NSW National Parks and Wildlife Service in August when the Solitary Islands Coastal Walk won the Gold Award for New Tourism Development at the 2013 Country Link North Coast Tourism Awards. The 60-kilometre walk from Sawtell to Red Rock was officially opened in November 2012.
- In September Council joined a national scheme to help residents dispose of old TVs and computers in an environmentally responsible way through the Coffs Coast Resource Recovery Facility. The National Television and Computer Recycling Scheme recovers valuable materials from obsolete hi-tech hardware and processes any residual waste, diverting a significant amount of material from landfill.
- In October, Council's Heritage Executive Committee came up with a novel approach to celebrating local history. To coincide with Halloween, the committee staged a free, candle-lit tour of Coffs Harbour's Historic Cemetery, visiting the last resting-places of some of Coffs Harbour's more colourful early residents and sharing their stories of tragedy and murder.
- In November Council called for applications for Environmental Levy (EL) funding for local organisations and individuals interested in helping to improve our local environment. Just over \$750,000 is available for projects in 2014/2015. EL-funded ventures in 2013/2014 include Darkum Headland Access Rehabilitation, weed control and revegetation planting undertaken by Friends of Parks groups and EnviTE's Coffs Harbour Community Seedbank Network
- A new Climate Change Policy was adopted in November, outlining the areas in which Council will be focussing its action in the coming years. Measures already adopted include capturing methane gas at its landfill site, being the first Council in NSW to introduce energy-efficient street lighting across the local government area, carrying out energy-efficient upgrades to Council buildings and the installation of solar power and solar hot water at some of Council's facilities. The policy supports this ongoing approach.



LOOKING AFTER OUR ENVIRONMENT

We share our skills and knowledge to care for the environment

- Identify and promote the region's unique environmental values
- Develop programs to actively engage communities on environmental issues and solutions
- Promote connection to the environment through learning in the environment



Actions

- Marketing Campaign Implementation
- Community Sustainability
- "Friends of Parks"
- Volunteer hours
- Water consumption
- Environmental Sustainability Strategy
- Ambassador Tour attendance
- Ambassador Tour knowledge
- Ambassador Tour behaviour
- Ambassador Tour capacity
- Gardens students

KPI Performance	Achieved	Status
Number of active "Friends of Parks" groups	6.00	●
Number of "Friends of Parks" volunteer hours	40.00	●
No of people attending Ambassador tours	303.00	●
% of Ambassador tour participants who increase their knowledge	73.00	●
% of Ambassador tour participants who have changed their behaviour	68.00	●
% of attendance on Ambassador tours against capacity	63.00	●
Number of school children utilising the Botanic Gardens for educational Experiences and participating in school programs (Target 1,000 annually)	1182.00	●
Average water consumption per property per year (kilolitres)	145	

Progress Comments

Tourism: Report on development and implementation of promotional campaigns (including media value and potential reach/audience)

Media value and reach is reported to industry through the bi monthly newsletter and recently reported to Council via a council report. Campaign performance is also reported to industry via newsletter and funded (ie Tiger) campaigns are reported to DNSW to reconcile funding.

Environmental Management: Report on sustainability education and engagement actions implemented

The Sustainable Living Festival was successfully held in November 2013 including a series of workshops and other events across the week long festival. Ambassadors project continues to be well received. The Our Living Coast website was totally revamped and a new Ambassadors page developed. The annual Green Schools program was completed with 16 schools, over 2000 students participated in environmental projects with 162 parents and teachers.

Environmental Management: Report on progress in developing Environmental Sustainability Strategy

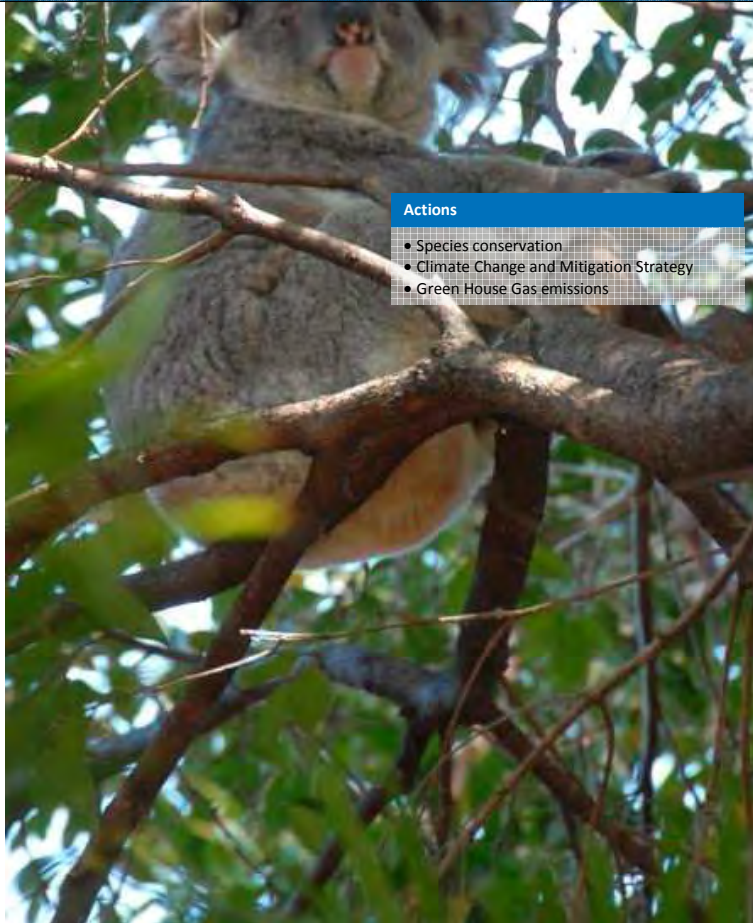
A first draft of the Change for Sustainability Plan (Environmental Sustainability Strategy) has been developed. It is anticipated that a Final draft will be put to Council for information in the first quarter of 2014



LOOKING AFTER OUR ENVIRONMENT

We reduce our greenhouse gas emissions and adapt for climate change

- Maintain biodiversity in a changing climate
- Reduce our carbon footprint



KPI Performance	Achieved	Status
There are no species extinctions in the LGA	100.00	●
Tonnes of CHCC Annual Green house gas emissions (from Council's report to Office of Water)	12,740	●

Progress Comments

Environmental Management: Council Green House Gas emissions for electricity, street lighting and fuel consumption
 Electricity data capture (including street lighting) continues to occur utilising the services of score-keeping service provider 'Planet Footprint'. Fuel data maintained by Plant Coordinator.

Grant from Federal Government under 'LGEEP Scheme' expended successfully. Project included retrofit of energy efficient hot water system at Woolgoolga caravan park, and the retrofit of solar hot water systems (replacing existing electric systems) at the Community Village, Coffs Harbour.



LOOKING AFTER OUR ENVIRONMENT

Our natural environment and wildlife are conserved for future generations

- Manage land use to conserve the region's unique environmental and biodiversity values



- Actions**
- Biodiversity Action Strategy 2012 - 2030
 - Illegal clearing
 - Cautions
 - Penalty Infringement Notices
 - Corridor restoration
 - Environmental Zone Protection
 - Native Vegetation

KPI Performance	Achieved	Status
Compliance: Number of illegal clearing of vegetation matters investigated	7.00	
Compliance: Number of Cautions issued	2.00	
Compliance: Number of Penalty Infringement Notices (PINs) issued	0.00	
Environmental Management: Number of hectares restored (hectares) within mapped corridors from 2013 baseline.	2.00	
Environmental Management: Area of land (hectares) protected by an environmental zone in a Local Environmental Plan.	0.00	
Environmental Management: Net loss of native vegetation based on 2013 baseline vegetation cover Target Nil)	0.00	

Progress Comments

Environmental Management: Report on actions within the Biodiversity Action Strategy 2012 - 2030

Council continues to address the 'Essential' priorities detailed in the 9 main themes of the Biodiversity Action Strategy and has made particularly good progress in the areas of C1.1 Ecosystem and landscape resilience; C4 - Conserving and restoring ecosystems; and C5 - Protecting threatened and endangered species.

Several of the strategic planning science layers have been adopted by council, while others are waiting to proceed to public exhibition.



LOOKING AFTER OUR ENVIRONMENT

Our natural environment and wildlife are conserved for future generations

- Enhance protection of our catchments, waterways and marine areas
- Recognise Aboriginal land and sea management practices in the development of environmental programs



Actions

- Coastal and Estuary Management
- Green Team involvement

KPI Performance **Achieved Status**

Increase Number of Aboriginal 'green teams' engaged in environmental restoration from a 2013 baseline. 3.00

Progress Comments

Flooding and Coastal Management: Implement Coastal and Estuary Management Plans
 Coffs Harbour Boat Ramp: Received grant from BBP, engaged Water Technology to complete design. Water Technology as of 31/12/13 are 80% complete for the project. A meeting the Boat Ramp Group was held in September and December to facilitate this project and engage stakeholders
 Coffs Creek Coastal Zone Management Plan: Geolink completed Estuary Condition Study and Community Uses Assessment Report and 50% completed the Coastal Zone Management Plan.
 Coffs Creek Infilling and Hydraulic Study is completed
 Blueberries don't have to make the Catchment Blue - Hearnes Lake Fish Friendly Farms project is 50% complete: Please see EL for comments



LOOKING AFTER OUR ENVIRONMENT

Our natural environment and wildlife are conserved for future generations

- Create environmental restoration programs through partnerships with the community
- Develop and improve infrastructure to provide appropriate access to environmental experiences



Actions

- Bush Regeneration
- Environmental Levy
- Environmental Activities
- Volunteer Hours
- Weed notices
- Footpath work response
- Footpath Work Orders
- Beach accessway response
- Beach accessway Work Orders

KPI Performance

KPI Performance	Achieved	Status
Number of volunteer hours spent on habitat restoration	3,000	●
Number of volunteer hours spent on habitat restoration increasing 5% annually from 2013 baseline	5.00	●
Number of weed notices issued.	86.00	●
% of requests responded to within 7 days relating to works on footpaths and boardwalks in reserves	91.00	●
% of Work Orders relating to footpaths and boardwalks completed within the period	91.00	●
% of requests responded to within 7 days relating to works on beach accessways	75.00	●
% of Work Orders relating to beach accessways completed within the period	97.00	●

Progress Comments

Parks and Facilities: Report on progress of bush regeneration program

Bush Regeneration program is on track and within budget.

Finance: Manage the development and review of the annual Environmental Levy Program

New committee appointed and meeting held in October to discuss processes and procedures. Submissions called October and 35 submissions subsequently received. Working group to consider submissions in February. Quarterly reports continue to be provided to council on EL Program status.

Holiday Parks: Report on implementation of environmental activities

All environmental plan activities scheduled for this financial year are linked to capital projects awaiting acceptance of loan funds. Projects will commence once loan funding is available. Planning is being undertaken in readiness for anticipated project start.



LOOKING AFTER OUR ENVIRONMENT

We reduce our impact on the environment

- Implement total water cycle management practices
- Implement programs which aim to make the Coffs Harbour Local Government Area pollution free
- Ensure the sustainable use of our natural resources



Actions

- Reclaimed water consumed
- Street Litter Complaints
- Street Litter Collection
- Onsite Sewage System Compliance
- Onsite Sewage System Inspections
- Pollution Incident response
- Sewer Dry Weather Overflows
- Water Abstraction compliance

KPI Performance	Achieved	Status
% of reclaimed water consumed against total treated (6-monthly)	21.18	●
Number of complaints (Customer Requests) relating to street litter	53.00	●
Volume of street litter collected (tonnes)	39.00	●
Percentage of inspected Onsite Sewage systems that comply	65.00	●
Percentage of scheduled inspections completed (100%)	88.00	●
% pollution incidents responded to within 2 days	78.00	●
Number of dry weather sewer overflows	1.00	●
% compliance with water abstraction licence conditions	100.00	●



LOOKING AFTER OUR ENVIRONMENT

We reduce our impact on the environment

- Implement programs which aim to make the Coffs Harbour LGA a zero waste community
- Develop renewable energy systems for the region
- Promote and adopt energy efficient practices and technologies across the community



Actions

- Public Bin collection
- Public Bin waste diversion
- Warning stickers (Coffs Harbour)
- Environmental Compliance
- Waste to Landfill
- Material Recovered
- Electricity Consumption
- CO2 Abatement
- Operating cost

KPI Performance	Achieved	Status
Tonnage of park and street bin waste collected.	231.00	●
Percentage of park and street bin waste diverted to recycling.(%)	1.70	●
Waste Management: number of bin warning stickers issued (Coffs Harbour)	190.00	●
Waste Management: Eglands Rd environmental protection licence scorecard (%)	99.64	●
Volume of waste to landfill (Tonnes)	15,682.01	●
Volume of material recovered (Tonnes)	41,868.88	●
Environmental Management: No net increase per capita electricity usage over baseline.	0.00	●
Environmental Management: Tonnes CO2-e abated through council initiatives	97.00	●
Water Supply: total operating cost per kilolitre (\$)	127.00	●



MOVING AROUND Significant Achievements

- Council initiated a \$1.25m facelift for its Castle Street car park; the program of structural repairs and the installation of lifts and top-floor shade structures is aimed at extending the life of the facility and to free up more parking spaces for shoppers by providing more inviting parking areas for CBD workers.
- Council continued to promote initiatives to combat drink driving in the city. In August, a six-month trial was launched providing a free bus service to take party-goers home to the Northern Beaches on Saturday nights. The trial is modelled on Council's successful Nightrider bus services that operate during the Christmas holiday season and on Coffs Cup raceday.
- The promotion of cycling as a healthy and environmentally-friendly transport alternative continued with Council staging its annual 'On Ya Bike Day' at City Square on September 18. Annual local surveys indicate an increasing number of people are choosing to cycle as a means of getting around the city, with the 'Super Tuesday' bike count showing that numbers were up by as much as 69% in some areas.



MOVING AROUND

We have an integrated, accessible and environmentally-friendly mixed mode transport system servicing the region

- Plan for new transport infrastructure
- Improve the effectiveness of the existing transport system



- Actions**
- Transport Infrastructure
 - Bitumen Seal - Asphalt Resurfacing
 - Gravel Re-Sheet
 - Rehabilitation
 - Bridges - Works
 - Airport Works
 - Transport Planning

Progress Comments

Design: Report on new transport infrastructure Design projects

Federal Blackspot funded projects; Orlando Street right turn bay at Lawson Crescent and Harbour Drive right turn bay at Boambee Street completed.

Roads and Bridges: Report on implementation of Bitumen Seal - Asphalt Resurfacing program in period

One culdesac remaining.

Roads and Bridges: Report on implementation of Gravel Re-sheet program in period

Works in progress. Resources directed into grant funding road works first.

Roads and Bridges: Report on implementation of Rehabilitation program in period

Several jobs delivered under budget. Scope of program increased to utilise unspent grant funds.

Roads and Bridges: Complete planned bridgeworks for the year

Councils bridge replacement program is currently in progress, and on track to complete the nominated bridge replacements for 2013/14.

Airport: Details of progress of airport works

Runway overlay completed.
Apron Extension Completed.
Terminal Upgrade completed.
Car Park extension in design stage.
BoM building nearing completion.

Design: Implement Transport Working Group Action Plan

Reviewed action plan against Vision 2030.



MOVING AROUND

We have an integrated, accessible and environmentally-friendly mixed mode transport system servicing the region

- Promote increased public transport, pedestrian and cycle usage and reduced car usage
- Integrate cycle way and footpath networks including linking schools, shops and public transport



KPI Performance Achieved Status

Report % of pavement with defects identified against the total pavement	5.50	●
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Progress Comments

Design: Implement recommendations of Public Transport Working Group

Coffs Cup transport management plan and communication plan implemented. Bus stop timetable/service integration plan designed.

Footpaths and cycleways: Prepare and implement works program for footpaths, cycleways and bus shelters - Report on status of works program for footpaths, cycleways & bus shelters

Footpath and Cycleway program on track
 Pacific Highway cycleway (Stadium Drive to Hospital) on track
 Pedestrian Access and Mobility Plan project are on nearing completion
 Newmans Road Cycleway completed.
 Issues with Bus Shelter contractor has delayed installation of new shelters

Landuse Planning: Report on the integration of cycle way and footpath networks in Landuse Planning projects

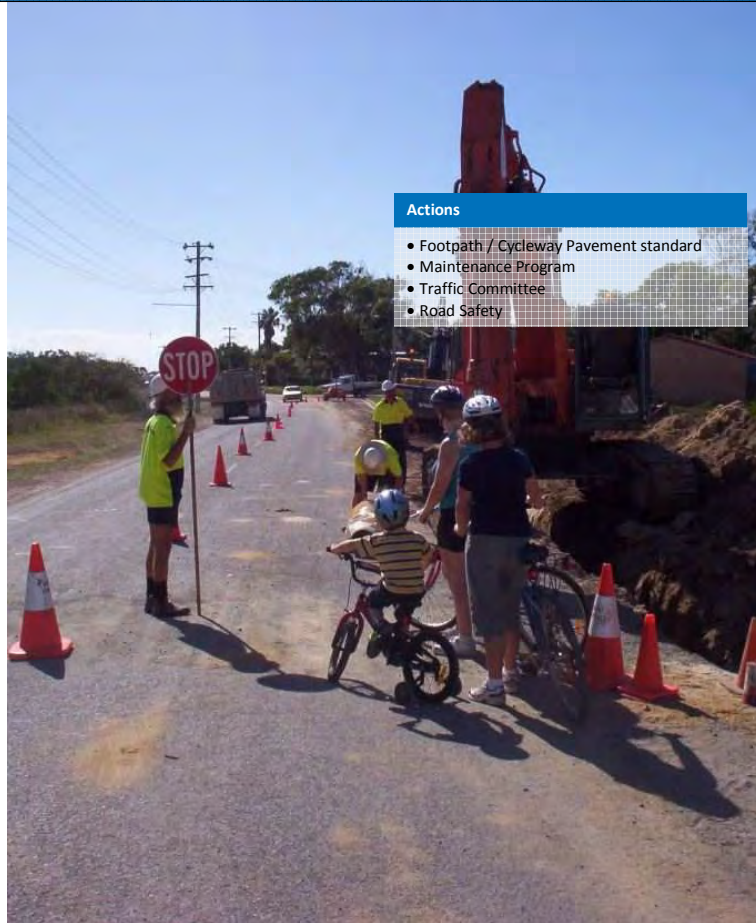
All relevant Sustainable Planning projects (rezoning of land and Development Control Plans preparation) integrate cycle ways and footpath networks.



MOVING AROUND

We have a system of well-maintained and safe roads for all users

- Ensure adequate maintenance and renewal of roads, footpaths and cycleways
- Facilitate safe traffic, bicycle and pedestrian movement
- Reduce the impact of the highway on our community



KPI Performance Achieved Status

Report % of pavement with defects identified against the total pavement	2.90	●
Report % complete of annual routine maintenance program	100.00	●

Progress Comments

Design: Implement Traffic Committee Recommendations

90% of Traffic Committee recommendations adopted to date have been implemented. Budget review process under way to determine remainder of program.

Design: Implement Road Safety Strategic Plan using current Safe Systems methodology

Drink Drive campaign including NY Eve bus service and Northern Beaches service implemented. Plan B resources and Banners sourced through RMS. Courtesy Bus promoted through Liquor Accord.



MOVING AROUND

We have developed integrated regional freight hubs

- Increase rail freight services
- Examine opportunities for the integration of road and rail freight services
- Develop maritime freight transport opportunities



No reporting necessary for this 2030 Objective

Activities reported elsewhere in the Moving Around theme capture Council's role as Advocate in helping to achieve this 2030 objective.



PLACES FOR LIVING

Significant Achievements

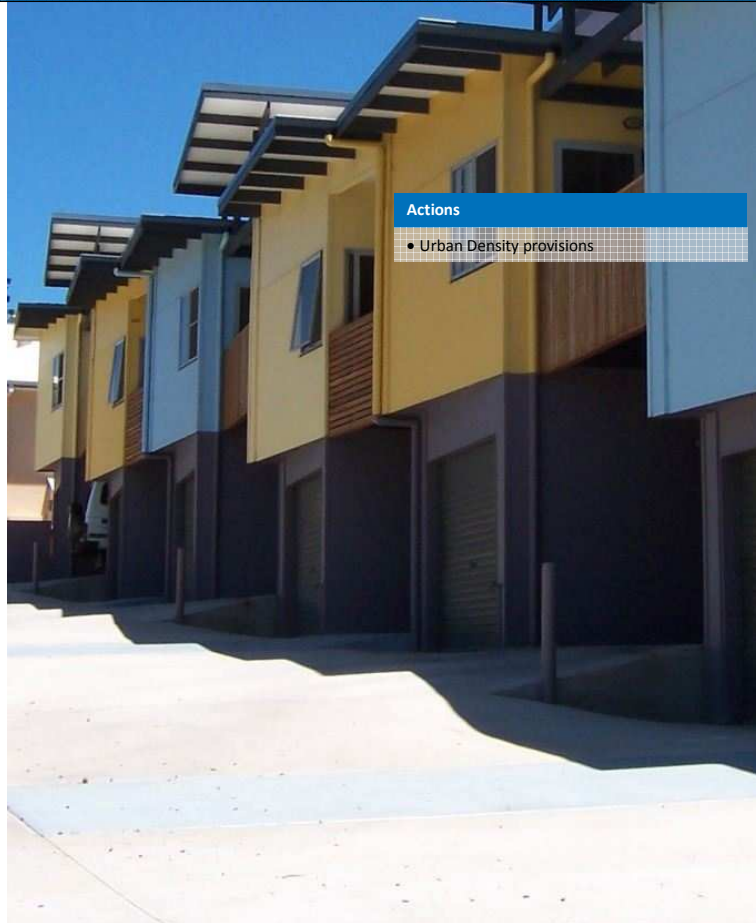
- After extensive work, including a three-month community consultation process, the Jetty4Shores Concept Plan, implementation plan and preliminary budget estimates were adopted by Council in October. The six-stage blueprint proposes a facelift to the Jetty Foreshores to allow it to become the showpiece of Coffs Harbour.
- The Woolgoolga Headland Viewing Platform was officially opened in July. Identified as a priority project by the Coffs Coast Regional Park Trust Board, the deck features timber decorative posts with stainless steel cable and railings, decorative concrete, a large seating area and extended viewing area, interpretive signage and links to the Solitary Islands Coastal Walk.
- In August Council completed the construction - on time and on budget - of a 75-metre long pipe bridge across Boambee Creek to carry sewer and reclaimed water pipelines between Sawtell and the Coffs Harbour Water Reclamation Plant. The completion of the bridge leaves the decommissioning of the obsolete Sawtell Sewage Treatment Plant and the closure of the shoreline discharge at Boambee Headland as the last steps to be completed in the \$250m Coffs Harbour Sewerage Strategy.
- In September, Council completed the second stage of a \$249,000 makeover for the main access area to Park Beach. Funded from developer contributions and a grant of \$165,833 given to Coffs Harbour Surf Club by the NSW Department of Sport and Recreation, the works improved emergency access and provided better access for visitors with disabilities, attractive landscaping, beach showers, statement seating and public art.
- Years of work culminated on 27 September when the NSW Government gazetted Council's new Local Environmental Plan (LEP) – the planning document that outlines exactly how land can and can't be used in the entire Coffs Harbour local government area. With an accompanying Development Control Plan (DCP) to provide more detailed planning and design guidelines, the LEP now informs all of Council's strategic land-use decision-making.
- In November, Coffs Harbour Mayor Councillor Denise Knight cut the first sod to mark the start of work on the long-awaited Community Space and Skate Park at Brelsford Park. The stage 1 works will involve the construction of a giant swing and barbecue; stage 2 will concentrate on the Skate Park with construction expected to be finished by the beginning of June 2014.



PLACES FOR LIVING

Our infrastructure and urban development is designed for sustainable living

- Promote higher densities in our urban centres



Actions

- Urban Density provisions

Progress Comments

Landuse Planning: Report on urban density provisions in Landuse Planning projects

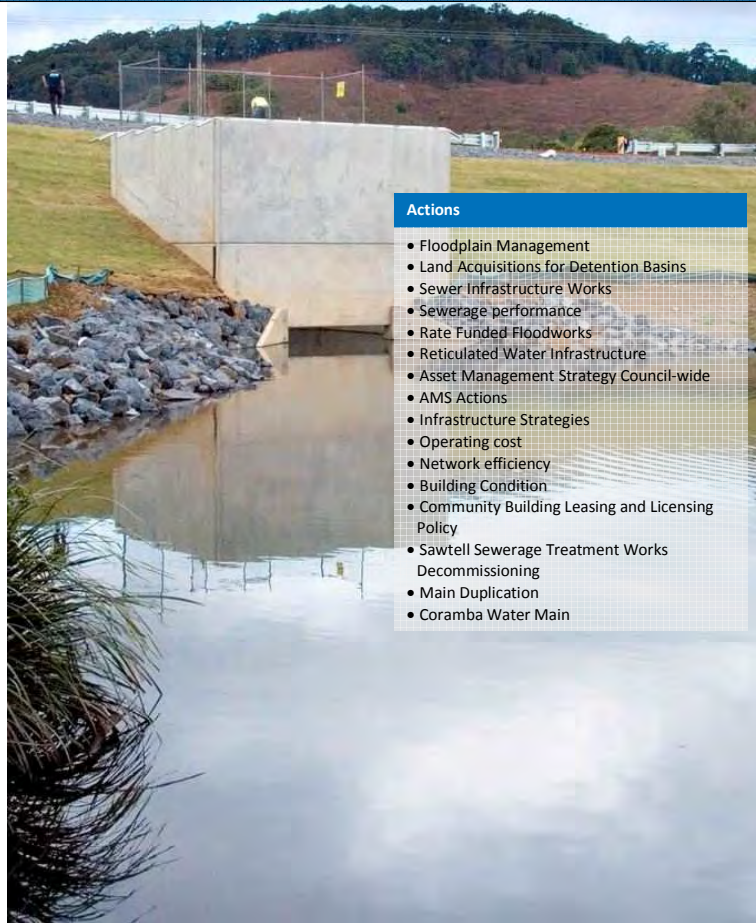
Urban density provisions are being incorporated into relevant Sustainable Planning projects such as Urban Release Area Projects (North Boambee Valley) and the review of the Urban Growth Management Strategy (Stage 1 - Land Capacity Audit) and Planning Proposals.



PLACES FOR LIVING

Our infrastructure and urban development is designed for sustainable living

- Provide infrastructure that supports sustainable living and is resilient to climatic events



- Actions**
- Floodplain Management
 - Land Acquisitions for Detention Basins
 - Sewer Infrastructure Works
 - Sewerage performance
 - Rate Funded Floodworks
 - Reticulated Water Infrastructure
 - Asset Management Strategy Council-wide
 - AMS Actions
 - Infrastructure Strategies
 - Operating cost
 - Network efficiency
 - Building Condition
 - Community Building Leasing and Licensing Policy
 - Sawtell Sewerage Treatment Works Decommissioning
 - Main Duplication
 - Coramba Water Main

KPI Performance	Achieved	Status
Sewer: Total operating cost per kilolitre treated (yearly report)	164.00	●
Water Supply: Network efficiency - water loss as % of total water processed	12.00	●

Progress Comments

Flooding and Coastal Management: Implement Floodplain Management Plans
Council has engaged BMT WBM to prepare Floodplain Risk Management plan for Woolgoolga Ck. GHD are progressing on the Boambee - Newports Ck Flood Plain Risk Management Plan.

Property: Finalisation of all land acquisitions for Flood detention Basins
Payment to owners in January will complete matters. However Council resolution in Dec. to purchase part of xxxx property has left the door open for further action that is not actually required as Council has already secured an easement over the land affected by the detention basin.

Sewer: Report on progress of sewer infrastructure works in relation to time, budget, and quality
The duplication of the 375 dia reclaimed water pipeline between Woolgoolga WRP & Bucca Road is in progress. The purpose of this project is to cater for storm flows & reduce pumping costs. Sewer rehab works are currently being planned.

Sewer: Progress on preparation of yearly data for NSW Water Supply and Sewerage Performance Monitoring Report.
Ongoing, collection of relevant data on track.

Stormwater: Report on status of implementation of Approved Loan-Funded and 2010 Rate Variation-Funded Floodworks.
Council completed water main relocation for Spagnolos Rd detention basin last year. Waiting to hear if council has been successful in obtaining funding for the basin construction.
Council is undertaking Floodplain Risk Management Plans for Woolgoolga Ck and Boambee - Newports Ck to determine floodplain mitigation options.

Water: Report on progress of works in relation to time, budget, and quality
Completed works include the installation of flow meters at the Red Hill Balance tank & Toormina Reservoir as part of the water monitoring program, replacement of the watermains in Albany St from Curacoa St to Salamander St & Seacrest Ave to Double Crossing Creek as part of the mains renewal program



Progress Comments (Continued)

Strategic Asset Planning: Review Asset Management Strategy and Asset Management Plans by 30 June

On track for completion in February 2014.

Strategic Asset Planning: Implement Actions as set out in Asset Management Strategy

Progressing, particularly thanks to improved clarity from new organisational structure, but hampered by limited resources whilst implementing substantially increased processes than previous.

Strategic Asset Planning: Report on status of review of Infrastructure Strategies

not commenced - on hold
current strategies are adequate as growth
has followed planned progress.
update now scheduled for 2015

Property: Develop Building Asset Conditioning Framework. Implement with M18.01 as ongoing Measure

BUilding condition assessments completed from a financial perspective, however more work is required to enable effective operational planning and management as discussed in Buildings asset management plan.

Property: Develop Community Building Leasing and Licensing Policy for adoption by Council. Implement cost recovery framework with M18.04 as Measure

The development of the Community Building Leasing and Licensing Policy is on hold pending finalisation of the recruitment of additional staff resources to the Property Lease Management section.

Further action is programmed for May 2014

The objective of the leasing portfolio is to ensure lease arrangements for Council properties generate the optimum return for Council and the community.

Overall satisfactory progress is being made in this area with occupancy levels being constant and income as projected. It should be noted that the second floor of Rigby House remains vacant and this is reflected in downturn in total revenue. There has been little interest in leasing floor space in excess of 250-300sqm (each wing of Rigby House is >700 sq m) Investigations are under way to examine the possibility and viability of dividing the Eastern wing into two section in an attempt to meet the current market demand.

Leasing of community facilities and buildings to community and sports organisations in the 2013/2014 Q2 period, accounts for 22 % of the overall number of managed agreements but only 15% of rental income. The income generated by these agreements represents the ongoing support extended by council to the various community and sports groups by way of minimal/peppercorn rental.

Sewer: Sawtell Pump Station, Rising Main and Sewerage Treatment Works Decommissioning - Report on progress of works in relation to time, budget, and quality

Boambee Creek Pipe Bridge Completed
Gravity Mains connection ot Pump Station Completed
Stage 1 Pipework (Coffs WRP to Boambee Bridge Completed)
Stage 2 Pipework (Boambee Bridge to Pump Station) 50% Complete
Pump Station Construction Contract Let to Ledonne Constructions, completion date September 2014

Progress Comments (Continued)



Water: Main duplication – Karangi WTP to Red Hill

The purpose of this project is to ensure the water supply to the Coffs Harbour development areas remain secure and reliable. Stage 1 of the project ie Karangi Dam to Coramba Road is at the draft design stage. Further investigations are being undertaken in the way of hydraulic analysis of the system, a geotech report and cultural heritage issues.

Water: Report on progress of Coramba Water Main

The project when completed will provide the township of Coramba with a safe and secure water supply. The project is currently at the initial stage of arranging permits to enter property's to undertake surveys. Detail survey work is to follow.



PLACES FOR LIVING

Our infrastructure and urban development is designed for sustainable living

- Create balanced pedestrian friendly communities with a mix of residential, business and services
- Create affordable housing options
- Encourage innovative developments that embrace our climate and local environment



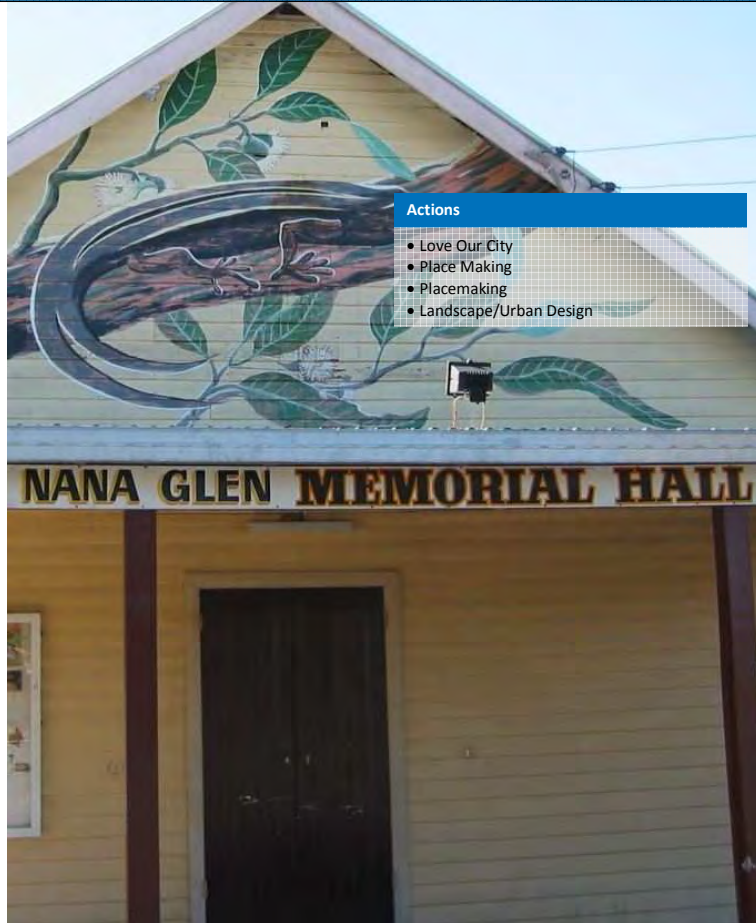
KPI Performance	Achieved	Status
House / Land Monitor Statistics - review the Housing Monitor figures, on an annual basis, as released by the DOP	70.00	●
Progress Comments		
<p>Landuse Planning: Report on residential proximity to services as per 2030 Indicators (GIS and Asset Management-assisted)</p> <p>All new urban release area projects incorporate provisions in Development Control Plans to:-</p> <ol style="list-style-type: none"> 1. achieve the majority of households to be within 400metres of a bus route 2. achieve a high percentage of households to be within 800metres of a business zone (LEP 2013 incorporates neighbourhood shops as a permissible use in residential zones) 3. achieve the majority of households being within 400m of a playground. <p>Landuse Planning: Report on climate change provisions in Landuse Planning Projects</p> <p>All Planning Projects being undertaken consider and incorporate climate change provisions.</p>		



PLACES FOR LIVING

Our infrastructure and urban development is designed for sustainable living

- Reinforce the unique identity of villages and communities



Progress Comments

Economic Development: Report on the roll-out of "Love Our City" projects targetting villages and communities (A6)
Project to be later in the year as part of the implementation of the Economic Strategy

Economic Development: Report on festivals / events which celebrate what we love about our special place (A5)
To be implemented as part of the Economic Strategy to commence April 2014

Landuse Planning: Report on Landuse Planning Placemaking projects
Inception meeting held with Project Manager and with consultant. This included a walk around the Study area 7th November 2013. Project Manager met with economic consultant on 11/11/2013. Commence gathering of Development Application data with information in spreadsheet format emailed to consultants on 5th December 2013, Scope Business Confidence. Survey survey with consultant team on 13 December 2013. Consultants develop Business Confidence Survey 23 December 2013.

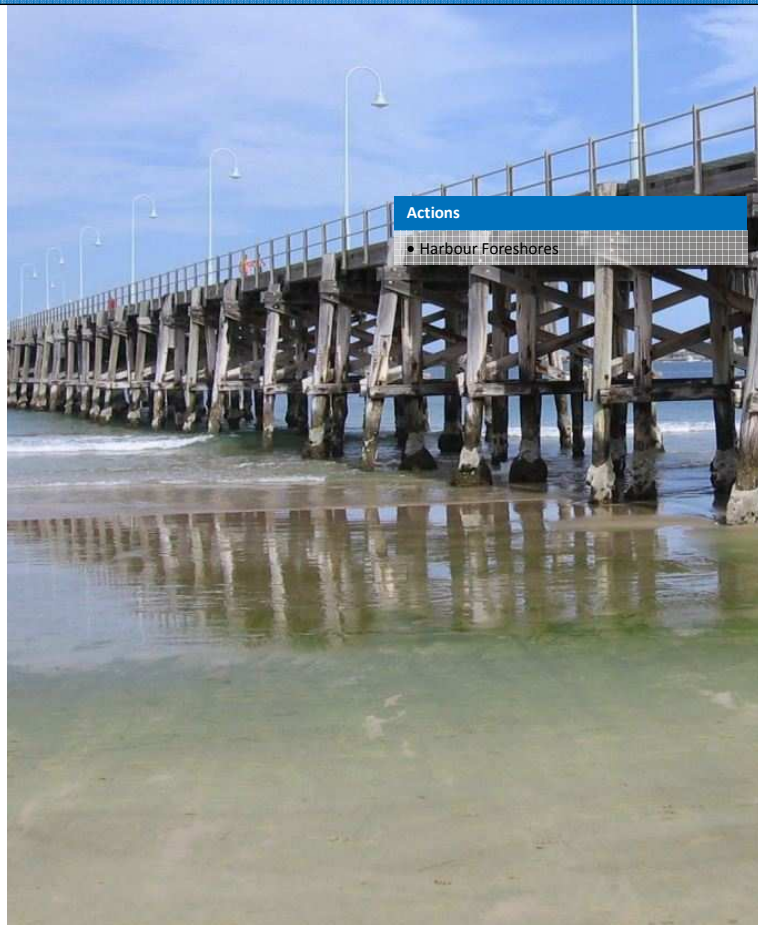
Design: Report on Landscape and Urban Design projects
Arrawarra Beach Reserve final detail plans completed. Diggers Beach Reserve concept design commenced. City Square Design competition launched.



PLACES FOR LIVING

Our public spaces are enjoyed by all our people

- Develop the harbour and foreshores as the focal point for our Local Government Area



Progress Comments

Design: Report on implementation of Foreshores Masterplan (subject to funding)

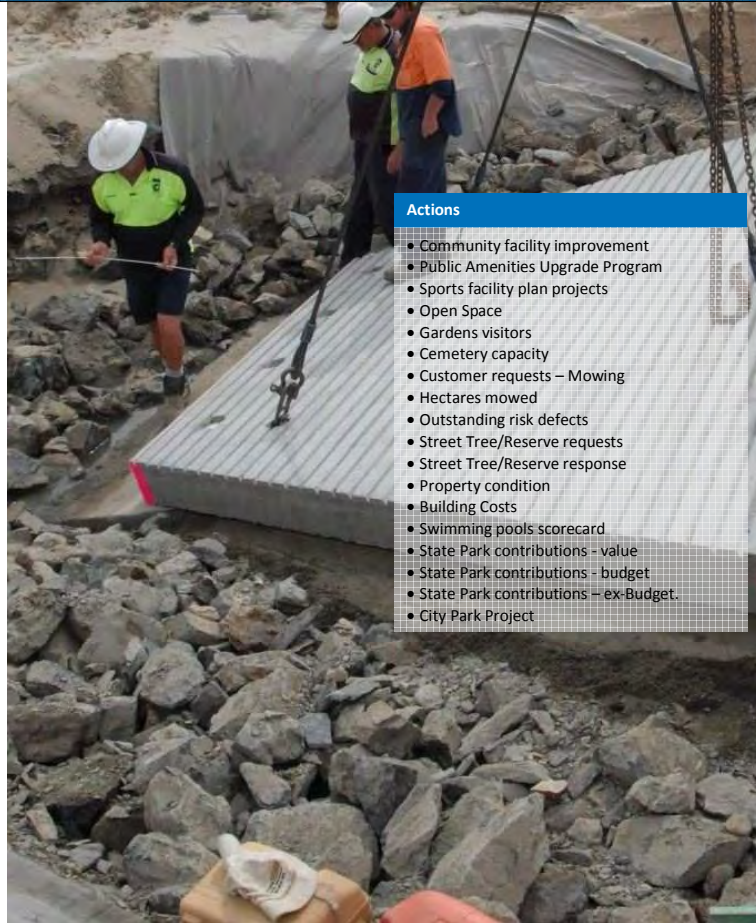
Local Infrastructure Renewal Scheme (LIRS) funding submission completed. ARTC lease area negotiation commenced.



PLACES FOR LIVING

Our public spaces are enjoyed by all our people

- Provide public spaces and facilities that are accessible and safe for all



- Actions**
- Community facility improvement
 - Public Amenities Upgrade Program
 - Sports facility plan projects
 - Open Space
 - Gardens visitors
 - Cemetery capacity
 - Customer requests – Mowing
 - Hectares mowed
 - Outstanding risk defects
 - Street Tree/Reserve requests
 - Street Tree/Reserve response
 - Property condition
 - Building Costs
 - Swimming pools scorecard
 - State Park contributions - value
 - State Park contributions - budget
 - State Park contributions – ex-Budget.
 - City Park Project

KPI Performance	Achieved	Status
Maintain cemetery capacity to serve the community in a timely and professional way (%)	100	●
Number of Customer Requests regarding mowing	24	●
Number of hectares mowed against program (target: 1,268)	998.88	●
Number of outstanding risk defects (playgrounds and parks)	396	●
Number of Customer Requests regarding reserves and street trees	7	●
% of tree complaints responded to in a timely manner (as per risk category)	100.00	●
% Of buildings/property assets at satisfactory or above (awaiting development of asset condition reporting framework)	0.00	●
% Of cost recovered on community buildings (awaiting development of asset condition reporting framework)	0.00	○
Swimming pools - review benchmark/scorecard - attendance, satisfaction, revenue	0.00	●
Holiday Parks: \$ value of budgeted contributions within State Park - actual	78,637	●
Holiday Parks: % of state park contributions relative to program budget	100	●
Holiday Parks: \$ value of contributions within State Park not included in program budget	46,212	●



Progress Comments

Community Services: Details of improvements undertaken to develop or enhance facilities.

- Completed Nana Glen Equestrian Centre website
- Application for Natural Disaster restoration funding of \$70,000 for Nana Glen Equestrian Centre
- Application for funds towards new shed at Nana Glen Equestrian Centre
- Approved State Govt Grant of \$25,000 from Sport & Rec for Sportz central lighting
- Bayldon Community Centre application for grant funds towards furnishings

Property: Upgrade public amenities according to program of works.

The Arrawarra Headland project is underway

Council is currently waiting on the Regional Reserve to finalise a Master Plan for Diggers beach as well as finalise the plans for the proposed amenities.

Given the delays consideration is being put to reallocate current funds to the Bresford Park and riding lanes project

Sport: Report on status of sports facility plan projects (according to funding in LTFFP)

Bulk earthworks on west Woolgoolga sports fields completed. Architects engaged to prepare concept plans for Northern Beaches Multi Purpose Centre and cost estimate for future funding opportunities.

Design: Report on implementation of Open Space Strategy

West Woolgoolga sports fields Stage 1 design and environmental management plan completed.

Coffs Coast Regional Park Plan of Management project commenced. Woolgoolga Community Garden negotiations commenced.

Design: Complete development of Bresford Park through the completion of, parkland and picnic areas on the southern side of the park and implement staged development of Regional Skate Plaza on the north west corner of the park.

Earthworks for skate park construction have been completed. Tender accepted for detail construction work, scheduled to commence Feb 2014.



PLACES FOR LIVING

Our public spaces are enjoyed by all our people

- Provide safe and accessible play spaces for our children within each community



KPI Performance	Achieved	Status
% of playground equipment with a condition-rating above satisfactory	89.00	●
Progress Comments		
<p>Design: Report on Playground Design projects Final details of Brelsford Park layout completed. Ayrshire Park concept design completed.</p>		



MID NORTH COAST BUSH FIRE MANAGEMENT COMMITTEE

Purpose:

To appoint an elected member to represent Council on the Mid North Coast Bush Fire Management Committee.

Description of Item:

The Mid North Coast Bush Fire Management Committee is a statutory committee appointed under the Rural Fires Act reporting through the Bush Fire Coordinating Committee to the Minister.

Bush Fire Management Committees provide a forum for cooperative and coordinated bushfire management in the local area.

Council at its meeting held on the 11 October 2012 appointed Cr Bob Palmer as its delegate. On 14 February 2014, Cr Palmer advised of his decision to resign due to work commitments preventing him from attending meetings.

Sustainability Assessment:

- **Environment**

The Committee addresses issues of environmental protection as part of its charter in the management of bush fire planning.

- **Social**

The Committee addresses issues relating to the protection of life and property.

- **Civic Leadership**

Coffs Harbour 2030 Community Strategic Plan provides strategies which reflect Council's involvement in bush fire management including LC1.1.2 Develop community resilience to change including disaster preparedness and response mechanisms and LC1.3.1 Promote a safe community.

- **Economic**

Broader Economic Implications

There are no broad economic impacts associated with the implementation of the recommendations.

Delivery Program/Operational Plan Implications

There are no impacts on the delivery program or operational plan associated with the implementation of the recommendations.

Risk Analysis:

This is not applicable to this report.

Consultation:

This is not applicable to this report.

Related Policy and / or Precedents:

This is not applicable to this report.

Statutory Requirements:

Council is bound by the Rural Fires Act including Part 3 Bush Fire Management Committee and the Rural Fires Regulation 2013.

Issues:

The Mid North Coast Bush Fire Management Committee meets during business hours.

Implementation Date / Priority:

The Committee will be advised of Council's decision.

Recommendation:

1. That Council appoint an elected representative to the Mid North Coast Bush Fire Management Committee.
2. That Council now determine its Councillor representative.

APPLICATION TO REVIEW DETERMINATION OF MODIFICATION APPLICATION 43/14DM (955/12DA) – LOT 5 DP 876129, NO. 81D OLD BUCCA ROAD, MOONEE BEACH – ANIMAL ESTABLISHMENT (DOG BOARDING FACILITY)

Purpose:

The report considers an application under the provisions of Section 96AB of the Environmental Planning and Assessment (EP&A) Act 1979, to review the determination of Council to refuse a modification application.

Description of Item:

The modification application was seeking to modify the deferred commencement condition relating to the bitumen sealing of the right of carriageway and remove the requirement for a separate development consent, for access and intersection upgrade works.

The application was reported to Council on 12 December 2013. At this meeting, Council resolved:

1. *That the application to modify Development Consent 43/14DM (955/12DA) for an Animal Establishment (Dog Boarding Facility) at Lot 5 DP 876129, No. 81D Old Bucca Road, Moonee Beach, under the provisions of Section 96(1A) of the Environmental Planning and Assessment Act 1979, be refused for the following reasons:*
 - 1.1 *The application has not provided any detailed information to support the use of a dust suppressant as an alternative to bitumen sealing.*
 - 1.2 *The use of a dust suppressant will not adequately mitigate potential dust nuisance from the increased use of the right of carriageway resulting from the Animal Establishment.*
 - 1.3 *The use of a dust suppressant has the potential for environmental impacts which have not been satisfactorily addressed.*
 - 1.4 *The access and intersection works require separate development consent in accordance with Coffs Harbour City Local Environmental Plan 2000 and Coffs Harbour Local Environmental Plan 2013.*
2. *That persons who made submissions in relation to the Modification Application 43/14DM be notified of the determination.*

A copy of the report for the Section 96 modification which was considered by Council at its meeting on 12 December 2013, is appended to this report as Attachment 1.

The proponent has requested a formal review of Council's decision to refuse the modification application and has submitted a letter detailing their "grounds for the review", which is appended to this report as Attachment 2. A response to each of the matters raised by the proponent is included in the issues section of this report.

Sustainability Assessment:

- **Environment**

The report to Council on the modification application, which is attached for Councils information, addressed relevant environmental issues and no further comment or clarification is considered necessary.

- **Social**

The report to Council on the modification application, which is attached for Councils information, addressed relevant social issues and no further comment or clarification is considered necessary.

- **Civic Leadership**

The report to Council on the modification application, which is attached for Councils information, addressed relevant civic leadership issues and no further comment or clarification is considered necessary.

- **Economic**

Broader Economic Implications

The report to Council on the modification application, which is attached for Councils information, addressed relevant economic issues and no further comment or clarification is considered necessary.

Delivery Program/Operational Plan Implications

The review has no impact on Council's existing budget considerations.

Risk Analysis:

The review of determination is a formal process that does not result in any additional risk analysis. If the recommendation is supported by Council, the proponent retains their appeal rights under the EP&A Act 1979.

Consultation:

The application to review the decision of Council was publicly advertised and notified to adjoining landowners from 23 January to 5 February 2014.

Five (5) submissions were received. This comprised of four (4) submissions which objected to the review and one (1) letter of support for the development.

A full copy of all of the submissions is a confidential attachment to this report (Attachment 3) as the submissions may contain personal or private information or other considerations against disclosure as prescribed under the *Government Information (Public Access) Act 2009*.

Related Policy and / or Precedents:

The review of determination has no impact on policy considerations or precedents.

Statutory Requirements:

The application to review the determination of Council is made under the provisions of Section 96AB of the EP&A Act 1979. As a consequence of the review, the council may confirm or change the determination.

Issues:

The issues raised in the proponent's letter are copied below and a response is provided as follows:

1. *Council's own criteria for bitumen sealing:*

- *If it is a truck route (it is a private no-through right of carriageway)*
- *If it is a bus route*
- *The number of houses (the proximity)*
- *The number of movements*
- *The type of traffic.*

2. *Bitumen sealing is unwarranted and unnecessary, refer Council's criteria above.*

Response: The requirement for bitumen sealing is a dust mitigation and traffic safety measure, based on Council's assessment of traffic generation resulting from the operation of the animal establishment. Council's Engineering Services section confirm that the bitumen sealing is reasonable and necessary.

3. *The Section 88B Instrument states the surface must be 'clay'.*

4. *Council staff, Mr Danny Ingram, has confirmed 'a hard clay surface, if properly contoured, is rock-hard, better than bitumen (as bitumen breaks down) and would require minimum work every two to two-and-a-half years'.*

Response: The construction standard of the right of carriageway specified in the 88B for the original subdivision of the land, is not a relevant consideration for Council when determining the construction standard required for the operation of the animal establishment. The Council staff member referred to in the proponent's letter, has confirmed that they provided general advice in response to a telephone enquiry from a member of the public about road construction standards and they have not inspected the site and were not aware of the specifics of the development application.

5. *The experienced and suitably qualified road contractor has confirmed the road is to be constructed in accordance with Section 88B Instrument and the Arbitration Final Award. It will be properly contoured with drainage within the 6m, requiring minimal work every 18 months thereafter in accordance with the Arbitration Final Award.*

Response: The outcome of mediation between the landowners concerning the on-going maintenance of the right of carriageway is a private matter between landowners and is not a relevant consideration.

6. *All seven owners conduct businesses for 'commercial purposes', including two wholesale/retail nurseries. All the businesses have unlimited number of traffic movements daily which they invoke using the Section 88B Instrument.*

7. *Council has singled us out and ignored the other owners operating business enterprises for 'commercial purposes'.*

Response: An animal establishment is an activity which is permitted with development consent in the zone which applies to the land. It is apparent that other landowners with access to the right of carriageway are operating activities which produce an income. However, these activities are horticultural in nature and include growing blueberries and wholesale plant nurseries, which are permitted without consent in the zone. Council has no ability to assess impacts or apply conditions to activities which are permitted without consent or are exempt from requiring development consent.

8. *The entry/exit on to Old Bucca Road does not require widening. Mr Fred Lapham, owner/operator of The Plantsman Wholesale/Retail Nursery at 81A, advised at the Council meeting on 12.12.2013, the entry/exit is 8m wide. This is wider than any entry/exit from any premises on to any Council local or main road and/or the Pacific Highway, including, but not limited to, the Council Chamber's car park, Coffs Ex-Servicemen's Bulky Goods Service entry/exit, Dan Murphy's on the highway, The Domain Nursing Home Construction Site. There has never been an accident involving anyone entering/exiting the right of carriageway since 1998, even with the two nurseries operating.*

Response: The requirement for upgrade of the intersection is a traffic safety measure, based on Councils Engineering Services section assessment of traffic generation resulting from the operation of the animal establishment.

In conclusion, while the proponent has submitted information with their request for a review of determination, it is considered that no new information has been supplied which would change the decision of Council and it is therefore recommended that Council confirm its original decision to refuse the modification application.

Implementation Date / Priority:

If Council adopt the recommendation, the proponent will be advised of Councils decision and they will have the option of complying with the original deferred commencement consent conditions or appealing the decision of Council to refuse the modification application.

Recommendation:

1. **That Council confirm its determination to refuse Modification Application 43/14DM (955/12DA) for an Animal Establishment (Dog Boarding Facility) at Lot 5 DP 876129, No. 81D Old Bucca Road, Moonee Beach, under the provisions of Section 96AB of the Environmental Planning and Assessment Act 1979, and advise the proponent of its decision.**
2. **That persons who made submissions in relation to the review of determination for Modification Application 43/14DM, be notified of the decision.**

APPLICATION TO MODIFY DEVELOPMENT CONSENT 43/14DM (955/12DA) – LOT 5 DP 876129, NO. 81D OLD BUCCA ROAD, MOONEE BEACH – ANIMAL ESTABLISHMENT (DOG BOARDING FACILITY)

Purpose:

This report considers an application under the provisions of Section 96 (1A) of the Environmental Planning and Assessment (EP&A) Act 1979, to modify a deferred commencement consent issued for an Animal Establishment, comprising a Dog Boarding Facility.

The modification is seeking to modify the deferred commencement condition relating to the bitumen sealing of the right of carriageway and remove the requirement for a separate development consent for the access and intersection upgrade works specified in the deferred commencement condition.

Description of Item:

The development application was originally reported to Council on 22 November 2012. At this meeting, Council resolved:

1. *Development Application No. 955/12 for an Animal Establishment (Dog Boarding Facility – Change of Use) at Lot 5, DP 876129, 81D Old Bucca Road, Moonee be approved subject to conditions attached to this report (Attachment 3) with the substitution of Condition 28 to read as follows:*

Waste Management – Odour Control

The “excrement bin” shall be stored adjoining the animal establishment building.

All excrement waste generated from the animal establishment being serviced by a private waste collection contractor and being collected on site, on a minimum weekly basis.

No excrement waste is to be deposited into bins serviced by Council’s waste collection service.

2. *Those persons who lodged submissions on Development Application No. 955/12 be informed of Council’s decision.*

This approval constituted a deferred commencement consent be granted. The deferred matters relate to upgrading of the existing right of carriageway and intersection, as follows:

Access and Intersection Upgrade:

- A. *This consent does not operate until such time as the following upgrade works to the right-of-carriageway have been completed:*
 - (a) *installation of passing bays and associated signage;*
 - (b) *installation of flood depth markers;*
 - (c) *sealing;*
 - (d) *stormwater drainage works;*
 - (e) *intersection widening.*

The above works shall be provided to serve the development with the works conforming with the standards and requirements set out in Council’s Development

Design and Construction specifications and relevant policies (Water Sensitive Urban Design).

The above works require separate development consent from Council and the issue of a Civil Works Construction Certificate.

Note:

- (1) *Traffic generated by the proposed development is assessed to be considerably higher than that proposed in the submitted Statement of Environmental Effects.*
 - (2) *The right-of-carriageway surface is to be sealed from the intersection with Old Bucca Road for a distance of 330m AND for further 200m southwards of chainage 480m to mitigate dust problems from the increased traffic generated by the proposed development.*
 - (3) *Passing bays are to be provided on the right-of-carriageway at no more than 100m apart and within safe sight of one another. In relation to the required passing at the intersection with Old Bucca Road refer to note 6 below - intersection upgrade. The passing bays are to be signposted. NOTE: Utilising the existing driveways as passing bays would not fulfil this function because they are at irregular intervals, are not all at locations that have safe sight distances and are not configured to suit safe pulling over and safe passing.*
 - (4) *Where existing driveways onto the access way are located where sight distances may be inadequate for the more frequent used access way and where the sealing of the road may encourage higher traffic speeds than currently experienced under existing conditions, there is a requirement to signpost "driveways ahead" appropriately to maintain the existing level of safety in use of the driveways by owners.*
 - (5) *Flood Depth Markers are to be provided on the right-of-carriageway adjacent to locations that are subject to flood inundation. This occurs between approximately 340m and 440m from Old Bucca Road. Depth markers are be required at the low spots in the road. NOTE: The proposed location for a depth marker (at about 620m from Old Bucca Road) is not a suitable location.*
 - (6) *Access to the development from the intersection of Old Bucca Road and the right-of-carriageway is required to be widened to ensure that the intersection provides safe passing of vehicles leaving Old Bucca Road into the right-of-carriageway to overcome any sight distance problems at that intersection.*
- B. *In the event that the requirements of the deferred matter listed in "A", above, are not completed within three (3) years from the date of this consent then the consent shall lapse and become inoperative.*
- C. *Upon the completion of the requirements set out in the deferred matter listed in "A", above, within a period of three (3) years from the date of this consent, then this consent becomes operative subject to the following conditions.*

The proponent has accepted deferred commencement conditions A (b), (d) and (e), but requested that (c) be modified to permit an alternative to bitumen sealing. In addition, the proponent does not accept that the works to the access and intersection require a separate development consent from Council and they have requested that this part of the condition be removed.

In relation to A (a), the proponent has indicated that passing bays will not be required because it is intended to increase the width of the road to 6 metres. However, it is noted that the maximum width of the right of carriageway is 6 metres and it is not possible to construct a 6m wide road with drainage, unless the width of the right of carriageway is increased. At this

stage no adjoining landowners have indicated that they will permit an increase to the width of the right of carriageway. Notwithstanding, the condition requires passing bays to be constructed at regular intervals along the right of carriageway and compliance with the condition can be achieved, without increasing the width of the carriageway.

Sustainability Assessment:

- **Environment**

The original assessment of the application concluded that the use of the land for a dog boarding facility with a capacity for 40 dogs would have a local impact, primarily relating to use of the right of carriageway and associated dust, noise and traffic safety issues. Having identified that the scale of the development would intensify vehicle traffic, it was considered appropriate that mitigation measures be imposed as detailed in the deferred conditions.

The proponent has requested that Council consider an alternative to bitumen sealing in the form of a reusable polymer dust sealant or suppressant that would be applied to the road surface. No detailed specifications or MSDS about the product were provided to support the proposal or address any environmental concerns associated with potential surface and groundwater contamination, particularly considering that sections of the road are flood prone and subject to inundation. Furthermore the application did not explain how, when or where the dust suppressant would be used and presumably reused when it becomes ineffective. Notwithstanding, advice was sought from Councils City Works section about the effectiveness of dust suppressants on gravel roads. The advice provided, was that a spray-on dust suppressant had been trialled several years ago by the Council and proved to be ineffective. It was confirmed by City Works that Council does not currently use any dust suppressants on any local roads and experience would indicate that a bitumen seal is the most effective mitigation measure for dust.

- **Social**

The modification application has no social implications that require commentary or conditions.

- **Civic Leadership**

The modification application has no civic leadership implications that require commentary or conditions.

- **Economic**

Broader Economic Implications

The modification application has negligible economic impacts from Councils perspective, however the proponent establishes that the facility is needed to accommodate the significant demand for boarding of dogs, particularly with the closure of Pettina Pet Park.

Delivery Program/Operational Plan Implications

The modification application has no impact on Council's existing budget considerations.

Risk Analysis:

Council is responsible for determining applications in an open and transparent manner consistent with their statutory obligations. There is also a reasonable expectation that conditions are applied fairly and consistently. In this instance, the conditions requiring improvements to the access and intersection are considered appropriate to the scale and intensity of the development and responsive to the concerns of neighbouring property owners, particularly regarding dust nuisance and traffic safety.

Consultation:

The modification application was publicly advertised and notified to adjoining landowners from 14 to 28 November 2013.

Thirty eight (38) submissions objecting to the modification were received from members of the public. Of these, one adjoining landowner made 2 separate submissions which are counted as one submission. The total submissions also included thirty two (32) separately signed pro-forma objection letters. Numerous concerns were raised however, only those concerns relating directly to the modification application are summarised as follows:

- The claim made by the proponents consultant that "*the owners have obtained consent of other landowners to upgrade the right of carriageway*" is not correct.
- The existing width of the carriageway does not allow a 6m wide road to be constructed.
- The proposed dust suppressant will not be effective or a long term solution.
- The proposed dust suppressant may result in pollution and contamination issues.
- The whole length of the right of carriageway should be sealed.
- Increased traffic raises safety concerns at the intersection and along the right of carriageway.
- Landowners do not want the additional expense of maintaining a higher standard of road and intersection to support the development.
- Landowners believe that separate development consent is required for the road works.

A full copy of the submissions is a confidential attachment to this report (Attachment 3). It is a confidential attachment as it contains personal and private information that is not appropriate to be fully disclosed under the Privacy and Personal Information Protection Act.

The modification application was referred internally to Engineering Services Sections and comments were received in relation to the access.

Related Policy and / or Precedents:

The original application and subsequent modification have been assessed against relevant policy aims and objectives. The requirement for bitumen sealing and separate development consent for the road works, is considered reasonable and proportional to the intensification of the use of the right of carriageway, which is directly attributable to the scale of the animal establishment.

Statutory Requirements:

The application to modify the consent is made under the provisions of Section 96 (1A) of the EP&A Act 1979 and has minimal environmental impact.

The modification application does not seek to amend the development by any physical change to the approved animal establishment. The modification application simply proposes to modify part of the deferred commencement condition to permit an alternative to bitumen sealing and remove the requirement for separate development consent for the works to proceed.

Council must consider the likely impacts of the proposed modified development, including the environmental, social and economic impacts with the impacts of the original development and the matters listed in Section 79C of the Act that are relevant to the modified development (see Attachment 1).

Issues:

A key consideration in the initial assessment of the application was the intensification of traffic on the right of carriageway resulting from the animal establishment.

Ultimately the original assessment concluded that the access and intersection could not satisfactorily accommodate the additional traffic generated by the development without improvements. To address dust nuisance it was determined that bitumen sealing was required in those sections of the right of carriageway located near residential housing.

Council's City Works section has indicated that alternatives to bitumen sealing, such as the application of dust suppressants, is not an effective and long term solution in mitigating dust impacts. The proponent has not provided any additional information to support the modification or explain the mechanism to enable reapplication of the dust suppressant or safeguards to potential surface and groundwater contamination resulting from its use. It is therefore recommended that the condition for bitumen sealing be retained.

The original assessment report to Council outlined the complex issues surrounding rights of carriageway and the legal responsibilities of individual landowners. Council's consistent position has been that if a development application results in physical works on a right of carriageway that is located on a separate and/or adjoining property, then the consent is required from those landowners. The current circumstances would require a separate development consent from Council for the road works to proceed. In the event that landowners are unwilling or do not provide consent, then the matter becomes a private legal dispute that does not involve Council.

The above matters have been confirmed by our legal advisors. The advice is privileged and is supplied to Councillors under separate cover as a confidential attachment (Attachment 4).

Implementation Date / Priority:

In the event that Council adopt the recommendation, a notice of refusal will be issued and the proponent has the option of relying on and complying with the original deferred commencement consent conditions or appealing the decision of Council.

Recommendation:

1. That the application to modify Development Consent 43/14DM (955/12DA) for an Animal Establishment (Dog Boarding Facility) at Lot 5 DP 876129, No. 81D Old Bucca Road, Moonee Beach, under the provisions of Section 96(1A) of the Environmental Planning and Assessment Act 1979, be refused for the following reasons:
 - 1.1 The application has not provided any detailed information to support the use of a dust suppressant as an alternative to bitumen sealing.
 - 1.2 The use of a dust suppressant will not adequately mitigate potential dust nuisance from the increased use of the right of carriageway resulting from the Animal Establishment.
 - 1.3 The use of a dust suppressant has the potential for environmental impacts which have not been satisfactorily addressed.
 - 1.4 The access and intersection works require separate development consent in accordance with Coffs Harbour City Local Environmental Plan 2000 and Coffs Harbour Local Environmental Plan 2013.
2. That persons who made submissions in relation to the Modification Application 43/14DM be notified of the determination

Attachments:

[ATT1 DM 43/14 - Application to Modify DC 955/12 - Section 79C Assessme...](#)

[ATT2 DM 43/14 - Application to Modify DC 955/12 - Site Plan](#)

[ATT3 CONFIDENTIAL DM 43/14 - Application to Modify DC 955/12 - Submiss...](#)

[ATT4 CONFIDENTIAL DM 43/14 - Application to Modify DC 955/12 - Legal A...](#)

**DM 43/14 - Application to Modify Development Consent 955/12
Section 79C Assessment**

a. the provisions of,

i. any environmental planning instrument, and

The modification will not result in the development contravening any provisions within the Coffs Harbour LEP 2013.

The construction of roads is permissible with consent in the landuse zones which apply to the development site and right of carriageway.

ii. any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority, and

The modification application does not require consideration under any draft instruments or policies.

iii. any Development Control Plan, and

The modification is requesting approval for the use of a dust suppressant as an alternative to bitumen sealing. Councils Engineering Services section have reviewed the modification and reiterated their advice that the standard of access is required to be improved to accommodate the development. Bitumen sealing is considered to be the most effective mitigation measure for dust, resulting from the increased use of the right of carriageway.

iv. the regulations (to the extent that they prescribe matters for the purposes of this paragraph), that apply to the land to which the development application relates

The modification does not result in the contravention of any provision within the regulations.

b. the likely impacts of that development, including environmental impacts, on both the natural and built environments, and social and economic impacts in the locality,

The impacts of the development were originally assessed by council and it was considered appropriate that mitigation measures were required, as detailed in the deferred commencement condition. The proposed use of a dust suppressant as an alternative to bitumen sealing is not considered to be an effective or sustainable mitigation measure.

The proponent has not provided any additional information to explain the mechanism to enable reapplication of the dust suppressant or safeguards to environmental impacts, including the potential for surface and groundwater contamination resulting from its use.

c. the suitability of the site for the development,

The modification does not change the suitability of the site for the development. Council has previously indicated its support for the proposal subject to access and intersection improvement works.

d. any submissions made in accordance with this Act or the regulations,

The modification application was placed on public exhibition from 14 to 28 November 2013.

Thirty eight (38) submissions objecting to the modification were received from members of the public. Of these, one adjoining landowner made 2 separate submissions which are counted as one submission. The total submissions also included thirty two (32) separately signed pro-forma objection letters. Numerous concerns were raised however, only those concerns relating directly to the modification application are summarised as follows:

- *The claim made by the proponents consultant that “the owners have obtained consent of other landowners to upgrade the right of carriageway” is not correct.*

Comment: The proponents consultant has confirmed that this statement only applies to agreement being reached between owners about maintenance of the carriageway and not necessarily the widening or further upgrading of the carriageway to satisfy conditions of consent. It is Councils view that owners consent is required to permit the upgrading of the right of carriageway as stipulated in the deferred commencement conditions.

- *The existing width of the carriageway does not allow a 6m wide road to be constructed.*

Comment: The full width of the right of carriageway is 6m and would not allow for a road to be constructed 6m wide and including drainage, without the right of carriageway being increased in width. An increase to the width of the right of carriageway would require the consent of all affected landowners burdened by the right of carriageway.

- *The proposed dust suppressant will not be effective or a long term solution.*

Comment: Council officers have raised concerns with the effectiveness of a dust suppressant and reiterated the belief that bitumen sealing is the most effective and long term solution to dust nuisance.

- *The proposed dust suppressant may result in pollution and contamination issues*

Comment: Council officers have acknowledged these concerns and noted there was no supporting information submitted with the modification application to address this issue.

- *The whole length of the right of carriageway should be sealed.*

Comment: The deferred commencement condition stipulates the extent of bitumen sealing based on the potential for dust nuisance to existing dwellings.

- *Increased traffic raises safety concerns at the intersection and along the right of carriageway.*

Comment: Council officers have previously identified this concern and the deferred commencement consent conditions reflect this.

Ordinary Meeting 12 December 2013

Attachment 1.1

- *Landowners do not want the additional expense of maintaining a higher standard of road and intersection to support the development.*

Comment: The maintenance of the right of carriageway is a private matter between adjoining landowners.

- *Landowners believe that separate development consent is required for the road works.*

Comment: It is Councils view that separate development consent is required for the road works as stipulated in the deferred commencement conditions.

e. the public interest:

Approval of the modification application would not be in the public interest and it is therefore recommended that the application be refused.

Is the development substantially the same for which the consent was originally granted and before that consent as originally granted was modified?

Yes.



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Created = 14/11/2012 8:57 AM

User = ctscath

Scale = 1:4,603



Projected Coordinate System - GDA 1994, MGA Zone 56

PO Box 9032
MOONEE BEACH NSW 2450

9th January 2014

Mr S McGrath
General Manager
Coffs Harbour City Council
Castle Street
COFFS HARBOUR NSW 2450

Dear Mr McGrath

MODIFICATION OF CONSENT (43/14DM)
DA 955/12 DOG BOARDING FACILITY
LOT 5 DP 876129 81D OLD BUCCA ROAD, MOONEE BEACH, NSW

On 12 December 2013 Council considered the above Modification application and resolved that the Modification be refused.

In accordance with relevant legislation, Section 96AB of the Environmental Planning & Assessment Act 1979, we, the applicants, now request Council within the 28 days of that meeting, to seek a review of the determination.

The grounds for the review are:-

1. Council's own criteria for bitumen sealing:-
 - If it is a truck route (it is a private no-through right of carriageway)
 - If it is a bus route
 - The number of houses (the proximity)
 - The number of movements
 - The type of traffic.
2. Bitumen sealing is unwarranted and unnecessary, refer Council's criteria above.
3. The Section 88B Instrument states the surface must be 'clay'.
4. Council staff, Mr Danny Ingram, has confirmed 'a hard clay surface, if properly contoured, is rock-hard, better than bitumen (as bitumen breaks down) and would require minimum work every two to two-and-a-half years'.
5. The experienced and suitably qualified road contractor has confirmed the road is to be constructed in accordance with Section 88B Instrument and the Arbitration Final Award. It will be properly contoured with drainage within the 6m, requiring minimal work every 18 months thereafter in accordance with the Arbitration Final Award.
6. All seven owners conduct businesses for 'commercial purposes', including two wholesale/retail nurseries. All the businesses have unlimited number of traffic movements daily which they invoke using the Section 88B Instrument.
7. Council has singled us out and ignored the other owners operating business enterprises for 'commercial purposes'
8. The entry/exit on to Old Bucca Road does not require widening. Mr Fred Lapham, owner/operator of The Plantsman Wholesale/Retail Nursery at 81A, advised at the Council meeting on 12.12.2013, the entry/exit is 8m wide. This is wider than any entry/exit from any premises on to any Council local or main road and/or the Pacific Highway, including, but not limited to, the Council Chamber's car park, Coffs Ex-Servicemen's Bulky Goods

Service entry/exit, Dan Murphy's on the highway, The Domain Nursing Home Construction Site. There has never been an accident involving anyone entering/exiting the right of carriageway since 1998, even with the two nurseries operating.

We have been consistently unambiguous with respect to our offer to apply the same product Council uses to dust seal Council's local unsealed roads. This product, which Council purchases from Leighton Fulton Hogan, is:- 3M Long Term Dust Suppressant. Technical Data is available, if so required. It is noted that this product is successfully used by Coffs Harbour City Council.

Our legal counsel will return from leave the week commencing 13th January 2014 and will provide additional information if so required. If you wish to peruse any documentation in respect to the above we will be more than happy to provide this and/or to answer any further questions you may have in this regard.

Yours faithfully,

ROSS & PIP CARLYSLE-SAINTY

KEY FINANCIAL INDICATORS 2012-13

Purpose:

Consideration of the key financial indicators for the financial years ended 30 June 2009 through to 30 June 2013.

Description of Item:

On 16 December 2010 Council adopted a number of key financial indicators for the reporting and monitoring of Coffs Harbour City Council's financial performance. These indicators are based on a combination of the South Australian Local Government Association's adopted indicators for all councils in South Australia, the New South Wales Local Government Managers Associations Sustainable Financial Health Check indicators and indicators used for commercial purposes. Management has reviewed these indicators for their relevance in relation to financial performance over various timeframes, ie short term focus (operational liquidity), elected term focus (fiscal responsibility) and long term/intergenerational equity focus (financial sustainability).

Sustainability Assessment:

- **Environment**

There are no perceived current or future environmental impacts.

- **Social**

There are no perceived current or future social impacts.

- **Civic Leadership**

Access to Council's key financial indicators is made available to the public. Following adoption of this report, the hard copy document can be viewed at Council's Administration Building or at Council's libraries at Coffs Harbour, Toormina and Woolgoolga. The document will also be available on Council's website.

- **Economic**

Broader Economic Implications

There are no perceived current or future broader economic implications.

Delivery Program/Operational Plan Implications

Decisions made in setting previous year budgets and actual performance have produced the outcomes disclosed in the key financial indicators presented in this report. The key financial indicators provide a focus on the constraints related to the preparation of the Delivery Program and Operational Plan.

Risk Analysis:

The Council needs to consider the attached indicators, which are based on historical data for the last five financial years, in forming decisions which have financial impact so as to mitigate liquidity and financial sustainability risks.

Consultation:

- Information Paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.
- LGMA New South Wales Sustainable Financial Health Checks.
- The Independent Pricing & Regulatory Tribunal (IPART) - Section 508(2) and Section 508(A) Special Variation Application Form – Part B.

Related Policy and / or Precedents:

There is no policy pertaining to key financial indicators and targets for these indicators, however Council is required by legislation to prepare many of these indicators and is recommended to adhere to industry targets.

Statutory Requirements:

The current statutory requirement for financial indicators relates to Note 13 of the Annual Financial Statements, IPART Special Rate Variation Applications and the Quarterly Budget Review Statements process.

The Annual Financial Statements require the following indicators to be disclosed on both a consolidated and individual fund basis:

1. Unrestricted Current Ratio
2. Debt Service Ratio
3. Rates and Annual Charges Coverage Ratio
4. Rates, Annual Charges, Interest and Extra Charges Outstanding Percentage.
5. Building and Infrastructure Renewals Ratio.

The Division of Local Government in Appendix 5 of their Quarterly Budget Review Statement Guidelines (2010), have recommended that Council's "..... develop a suite of financial indicators against which to report to give an indication of its current financial position and long term financial sustainability". To this end Council has reported on the following indicators on a consolidated fund basis:

1. Own Source Revenue Ratio
2. Debt Service Ratio
3. Rates and Annual Charges Coverage Ratio
4. Rates, Annual Charges, Interest and Extra Charges Outstanding Percentage.
5. Building and Infrastructure Renewals Ratio.

IPART also requires councils, as part of a Special Rate Variation application, to report on financial indicators showing actual performance for the past and current financial years and projected performance for future financial years under several scenarios (baseline, special variation and project proceeds without special variation). The indicators required by IPART are:

1. Unrestricted Current Ratio
2. Debt Service Ratio
3. Operating Balance Ratio
4. Rates, Annual Charges, Interest and Extra Charges Outstanding Percentage.
5. Building and Infrastructure Renewals Ratio
6. Broad Liabilities Ratio

Set out below are the 13 key financial indicators being reported and monitored on a consolidated fund basis and where appropriate at an individual fund basis, annually.

Operational Liquidity Indicators (short term focus):

1. Unrestricted Current Ratio
2. Working Capital
3. Cash Flow Adequacy Ratio
4. Rates, Annual Charges, Interest and Extra Charges Outstanding Percentage.

Fiscal Responsibility Indicators (elected term focus):

5. Operating Balance Ratio
6. Operating Result adjusted for Renewal Costs
7. Own Source Revenue Ratio
8. Employee Costs as a percentage to Rates, Annual Charges and Untied Grants.
9. Rates and Annual Charges Coverage Ratio
10. Debt Service Ratio
11. Broad Liabilities Ratio
12. Employees Leave Entitlement Ratio

Financial Sustainability Indicators (intergenerational equity/long term focus):

13. Building and Infrastructure Renewals Ratio.

Attached are the 13 key financial indicators, the associated benchmarks, actual performance in relation to the indicators and required remedial action to achieve desired benchmarks, as at 30 June 2013.

Issues:

Council needs to be cognisant of the effect on its current financial position and financial performance as at 30 June 2013 (disclosed in the 2013 Annual Financial Statements) and on the abovementioned financial indicators, when making decisions in the 2013/2014 year that have long and short term financial implications. Targets for indicators have been set based on industry best practice (where available) or management's recommended result.

The financial indicators attached present a snapshot of Council's financial health as at 30 June over each of the last five financial years and also show trends over that time span.

From a liquidity perspective (a short term focus, ie 12 months) Council has adequate working capital to meet current commitments, but needs to closely monitor debt collection performance as a result of the tight economic conditions being experienced and needs to ensure sufficient cash is generated from operating activities to achieve desired liquidity targets.

From a fiscal responsibility perspective (a medium term focus, ie one to five years) Council's performance in the General Fund is poor and requires ongoing attention. Strategies currently being undertaken to address operating deficits include increasing Council's own source revenues (through a Special Rate Variation application) and containing expenditure through efficiency (the Transformation to Sustainability Project). Other strategies may include identifying additional revenue streams and changes to levels of service. The consequence of not achieving fiscal responsibility targets within the General Fund will be increasing infrastructure renewal and maintenance backlogs which further deteriorate the General Fund's operating result as maintenance expenditure increases significantly.

From a financial sustainability perspective (a long term focus, ie greater than five years) further improvement in asset management practices is required to both capture complete and accurate data and to ensure that the current building and infrastructure stock is maintained to a satisfactory standard. Continued prudent financial management across all funds, but in particular the General Fund, is required to improve Council's financial performance and position over the timeframes mentioned above.

Recommendation:

- 1. The Operational Plan/Delivery Program and long term financial planning process are prepared bearing in mind the achievement of the key financial indicator benchmarks contained in this report.**
- 2. That the report on the results achieved as at 30 June 2013 for the key financial indicators be received and noted.**

Financial Indicators and Assumptions 2012-13

The indicators below have been accessed from the NSW Local Government Association Financial Health Check Indicators, IPART Special Rate Variation Applications and the South Australian Local Government Associations adopted indicators for all Councils in South Australia. Several of these indicators are internationally used in business in relation to financial monitoring.

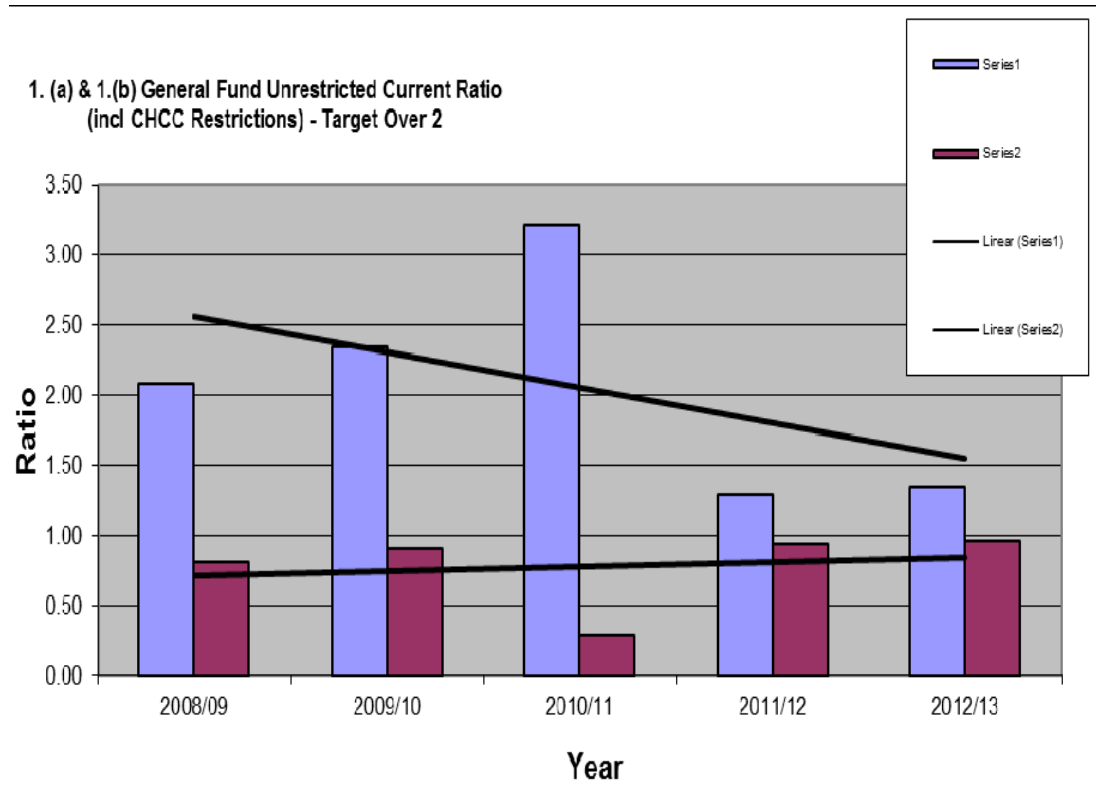
Operational Liquidity (Short Term Focus):

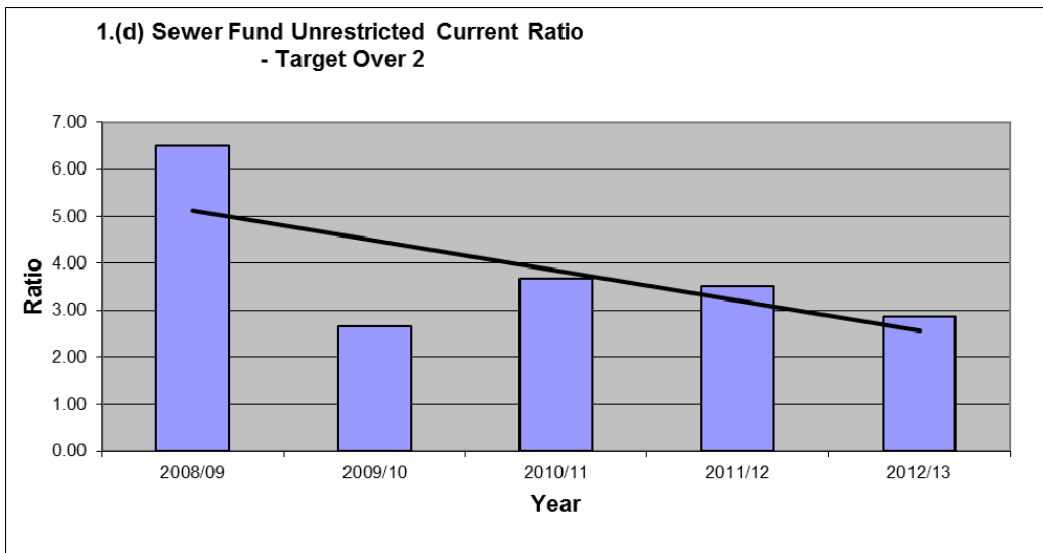
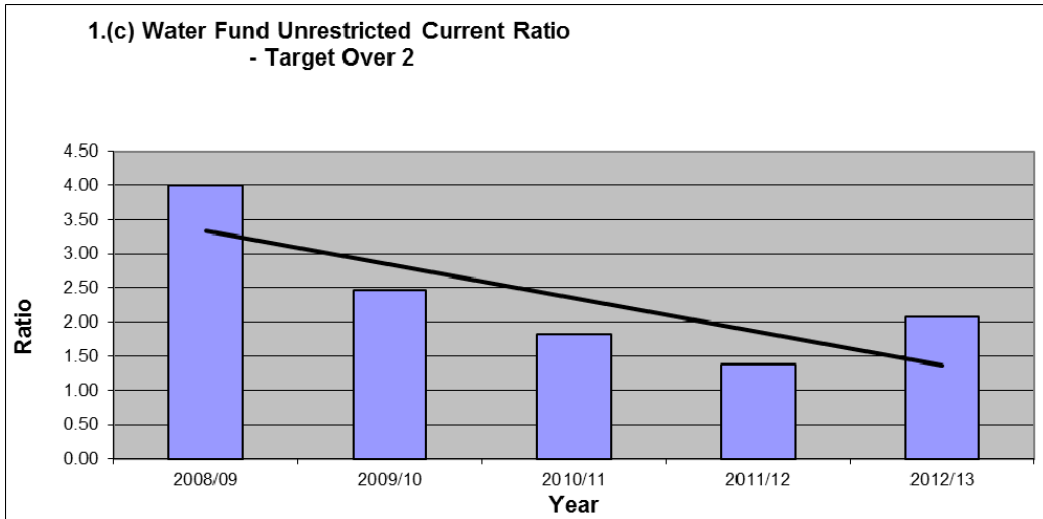
Key Financial Indicator 1 – Unrestricted Current Ratio:

CHCC Target Range - Over 2
LGMA Suggested Target Range - Over 2

Calculated as – Current assets less externally restricted current assets divided by current liabilities less specific purpose current liabilities.

This Indicator shows the solvency of Council and demonstrates its ability to pay its debts as and when they fall due.





In the General Fund result (which is also the consolidated funds result), blue bars indicate that the capacity of Council to meet its short term obligations over the last five financial years has been adequate with a decline in 2011/2012 resulting from a tactical move in treasury management to take advantage of long term interest rates on investments being higher than short term rates. A more appropriate measure of Council's solvency is the Unrestricted Current Ratio net of both external and internal restrictions (red bars). This revised indicator shows that for the last five financial years Council's General Fund has been insolvent or in other words unable to meet its short term obligations.

Attachment

Remedial Action Required:

For the General Fund maintaining sufficient cash and liquid investments (maturities less than 12 months) to meet short term commitments is critical.

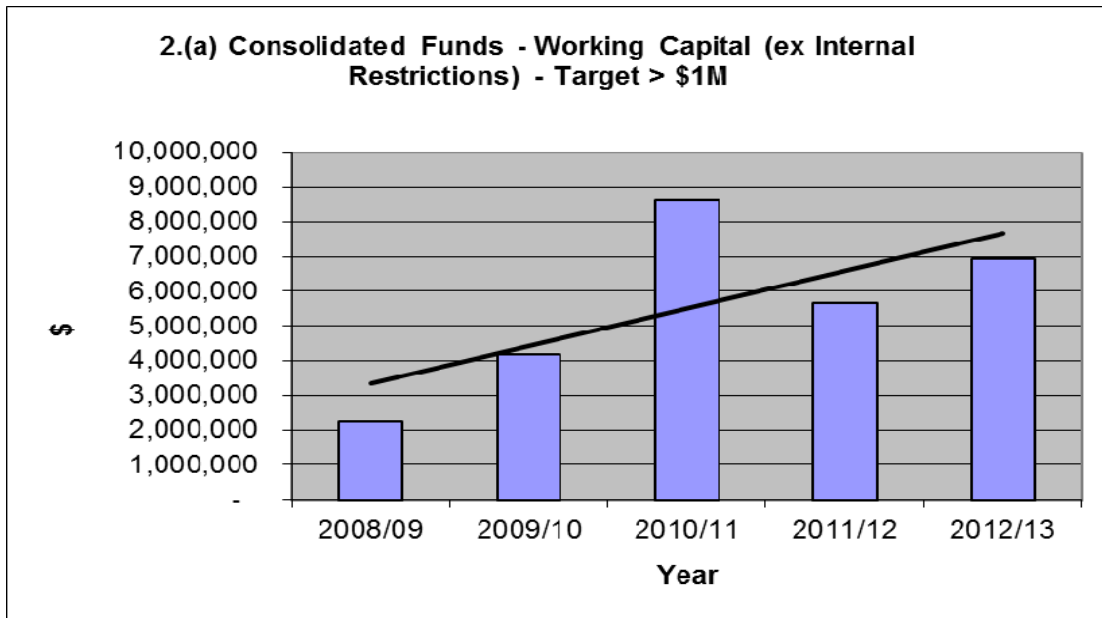
Council's Delivery Program has projected for the financial years from 2013/14 to 2015/16 deficit positions which will further erode cash and investment reserve balances thereby deteriorating the Unrestricted Current Ratio. Increasing existing income streams, implementation of alternative incomes streams, process improvement and the introduction of measures to reduce expenditure (i.e. service level reductions, reduced oncost rate through measures to reduce workers compensation premium costs) need to be examined to improve Council's performance for this indicator.

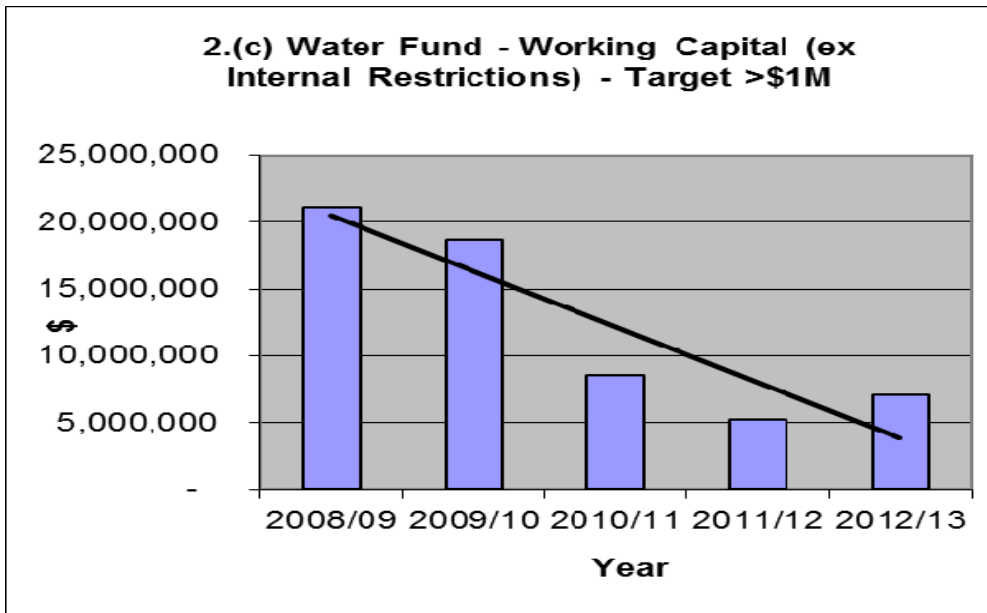
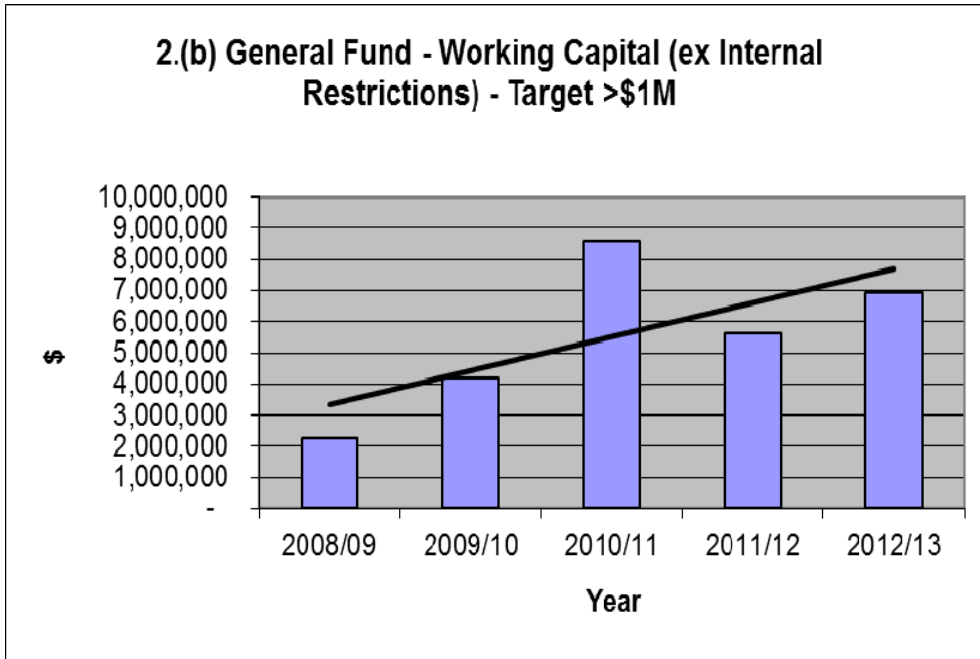
Key Financial Indicator 2 – Working Capital:

CHCC Target Range - Over \$1M
LGMA Suggested Target Range - Not Applicable

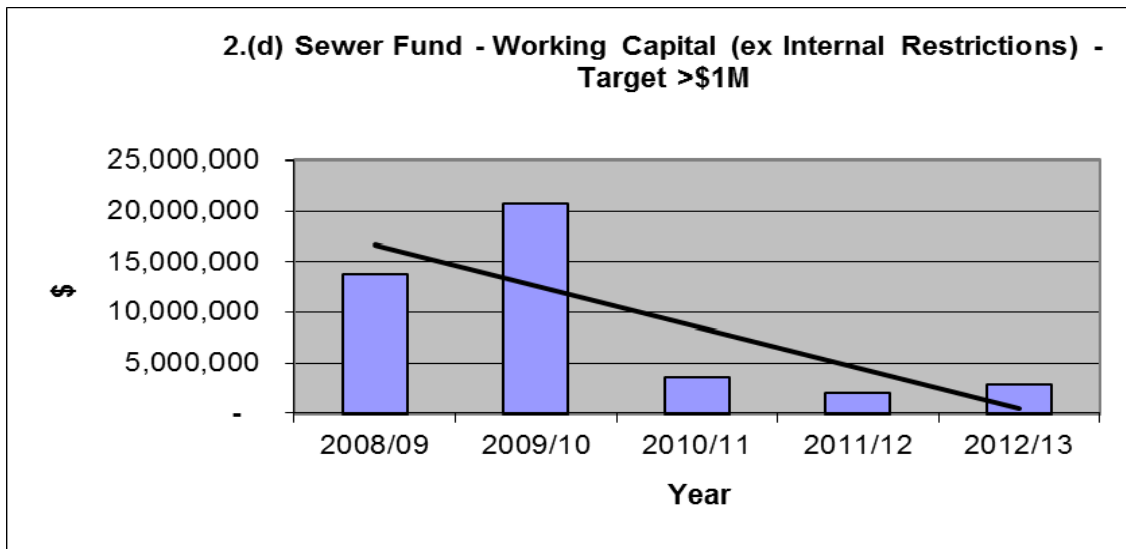
Calculated as – Unrestricted Current Assets (excluding internal and external restricted assets) less unrestricted current liabilities.

This Indicator demonstrates the level of current assets available to meet unplanned works or to respond to opportunities.





Attachment



The indicator shows a level of current assets available in all funds after external restrictions in excess of Council's target over the five year period, although sewer funds decreased in 2010/11 significantly due to a decrease in unrestricted current cash and current receivables.

Remedial Action Required:

Nil for general fund, as the ratio has improved over the last five financial years. Water and Sewer funds should return to surplus positions respectively in 2015/16 and 2016/17 financial years which will lead to improvements in this indicator.

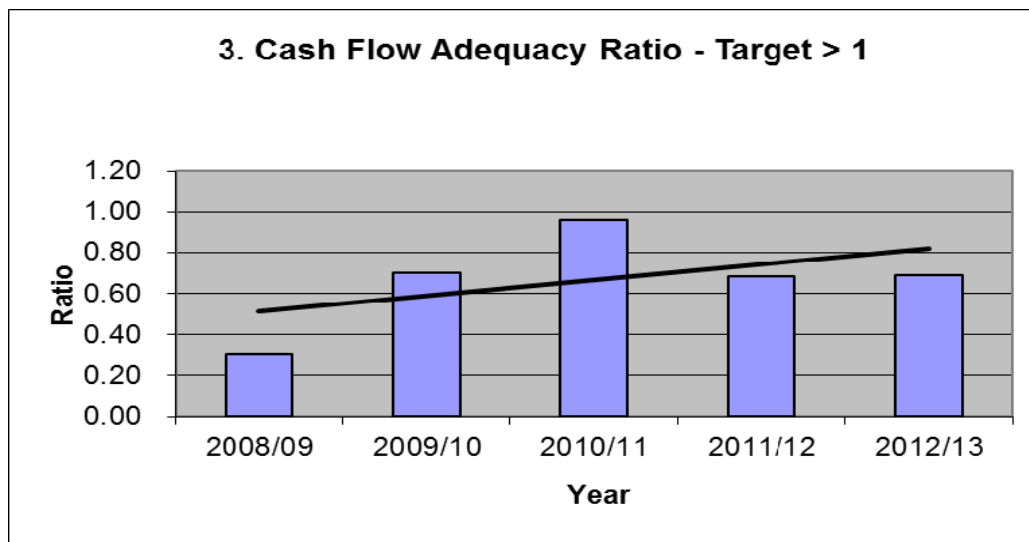
Key Financial Indicator 3 – Cash Flow Adequacy Ratio:

CHCC Target Range – > 1

Calculated as – Cash Flow from Operating Activities divided by Repayment of Long Term Borrowings plus Assets Acquired

This indicator measures ability to cover main cash requirements. Ideally every dollar of new assets purchased or debt repaid should be coming from the current year's surplus. The ratio indicates the ability to meet capital expenditure needs from the cash generated by operating activities rather than financing activities.

A ratio of less than 1 means that debt financing is necessary to fund capital expenditure (this decision needs to be made with regard to Council's debt service ratio's).



This ratio will improve over the next few years as large Water and Sewerage loans mature and related loan repayments reduce.

Required Remedial Action:

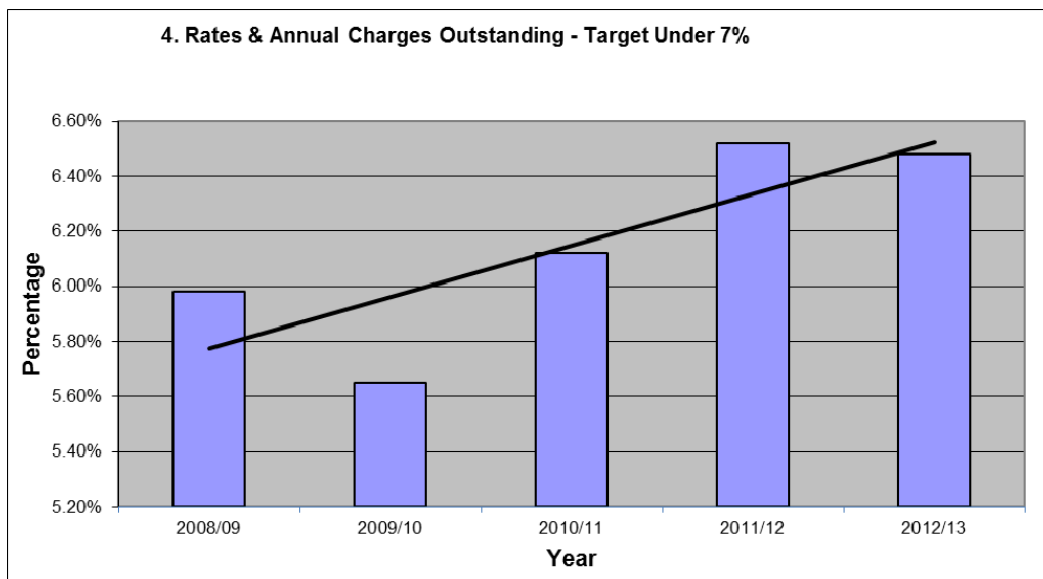
Nil

Key Financial Indicator 4 – Rates and Annual Charges Outstanding:

CHCC Target Range - less than 7%

Calculated as – Rates and Annual and Extra Charges Outstanding as percentage of Rates and Annual and Extra Charges Collectible.

Used to determine the efficiency in which Council has recovered any outstanding debt, and is a measure of Council's solvency.



The increase in the ratio for 2011/12 occurred due to deterioration in economic conditions. Consequences, of high ratios (i.e. greater than 5%), is a reduction in cash flow. However, rates and annual charges debt are debt secured over property upon which interest is charged.

Required Remedial Action:

Increased focus on debt recovery action and quarterly monitoring of indicator.

Fiscal Responsibility (elected term focus):

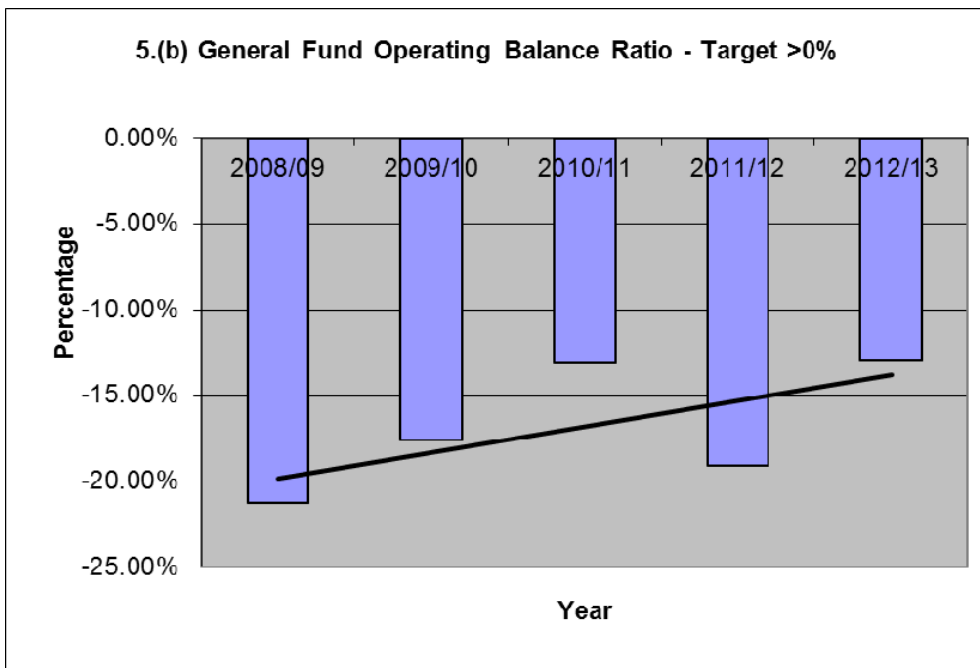
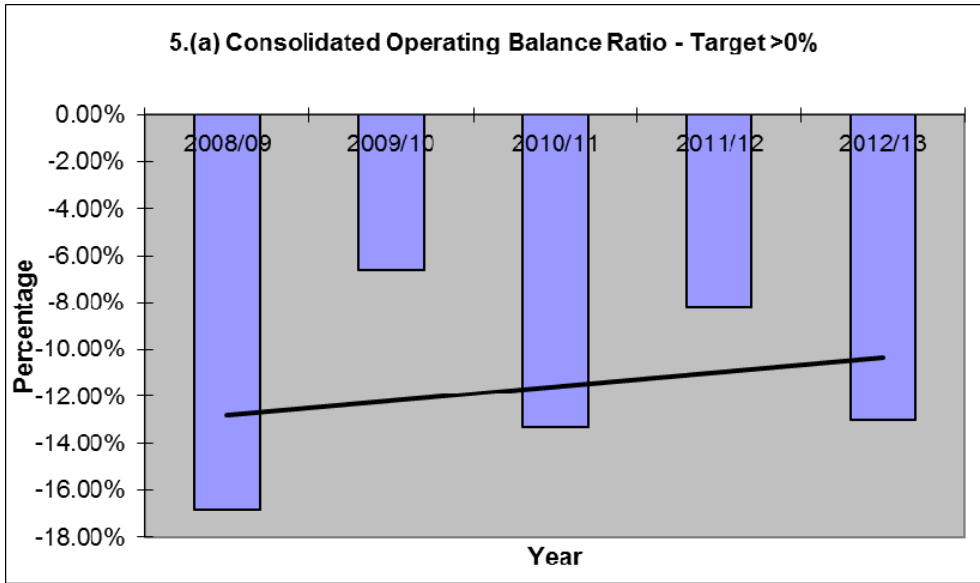
Key Financial Indicator 5 – Operating Balance Ratio:

CHCC Target Range - greater than 0%

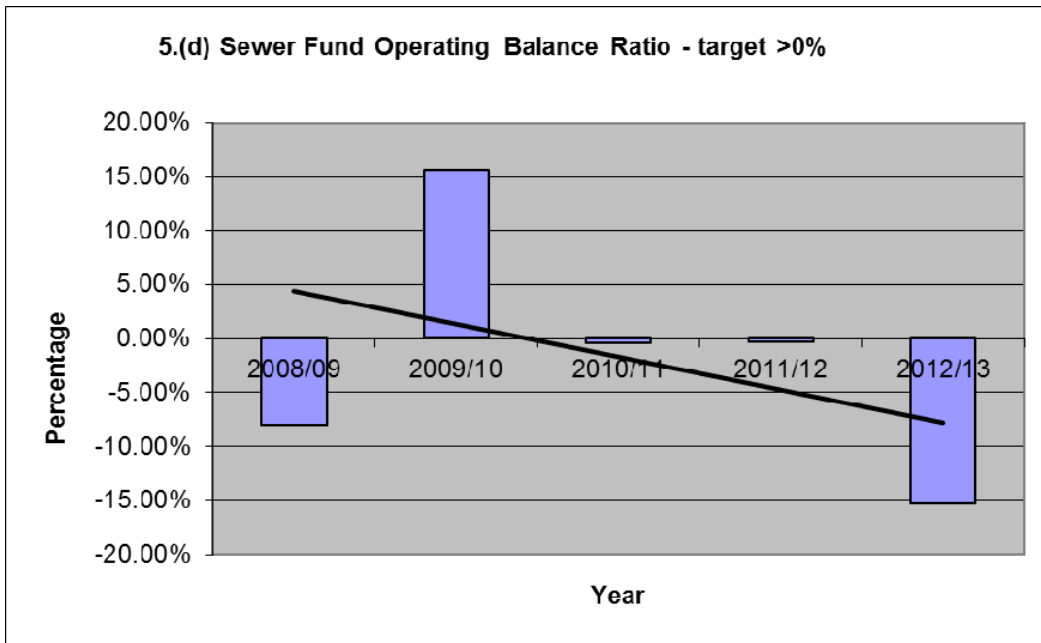
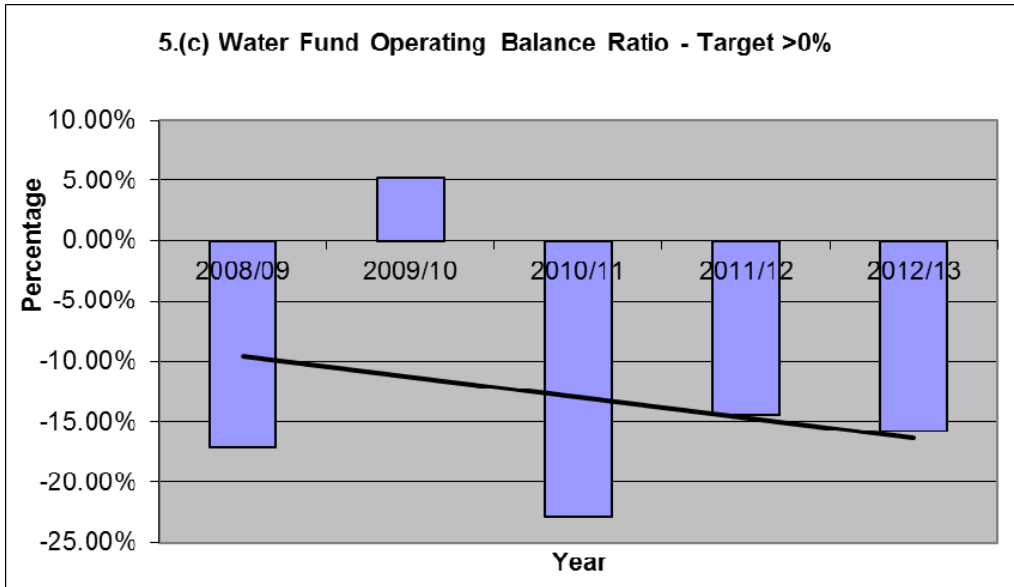
Calculated as – the net operating result (excluding capital items) as a percentage of operating revenue (excluding capital items).

Used to determine the efficiency in which Council has undertaken its operations.

Attachment



Attachment



The deterioration in the water and sewer fund operations is expected as long term financial plans have forecast that water fund will incur deficit positions up to 2014/15 and sewer fund will incur deficit positions up to 2015/16 as long term debt is repaid. Sewer fund has deteriorated significantly in 2012/13 due to increased depreciation expense relating to large revaluation increases of the sewer network assets in 2011/12. The general fund position whilst improving is unsustainable.

Attachment

Required Remedial Action:

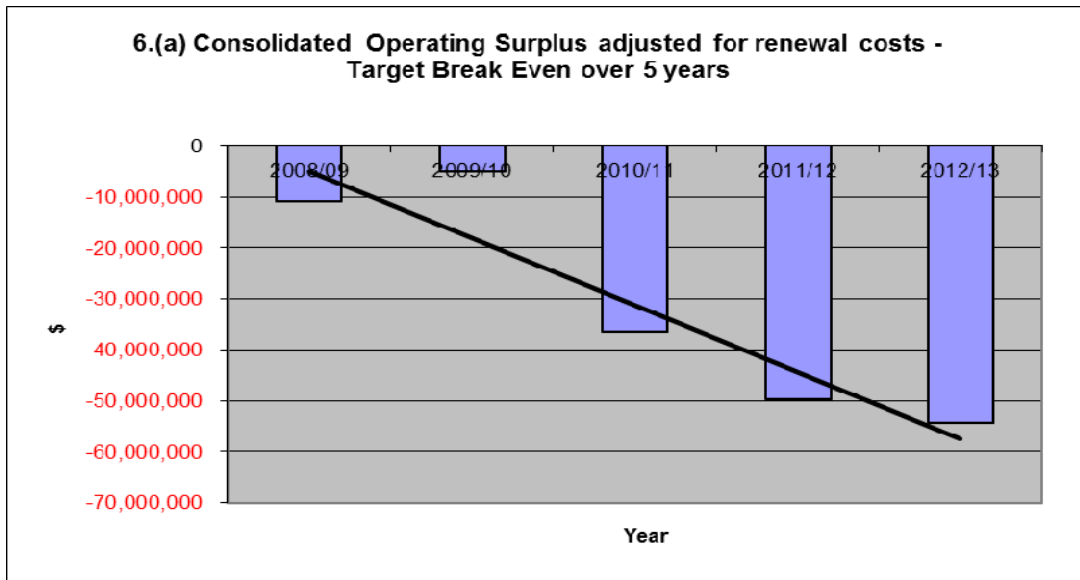
Increasing existing income streams, implementation of alternative income streams, the introduction of measures to reduce expenditure, service level reviews and process improvement.

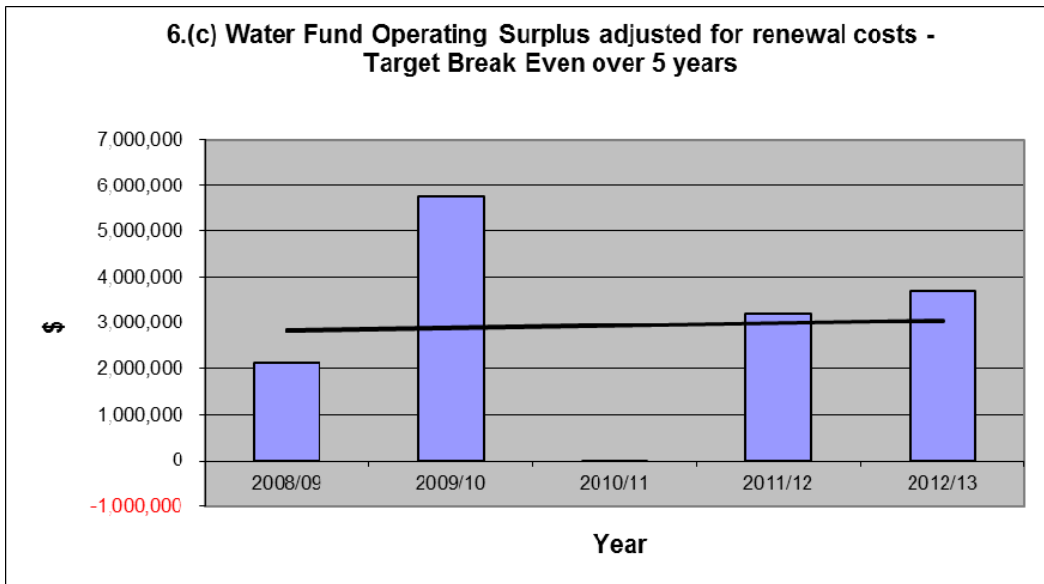
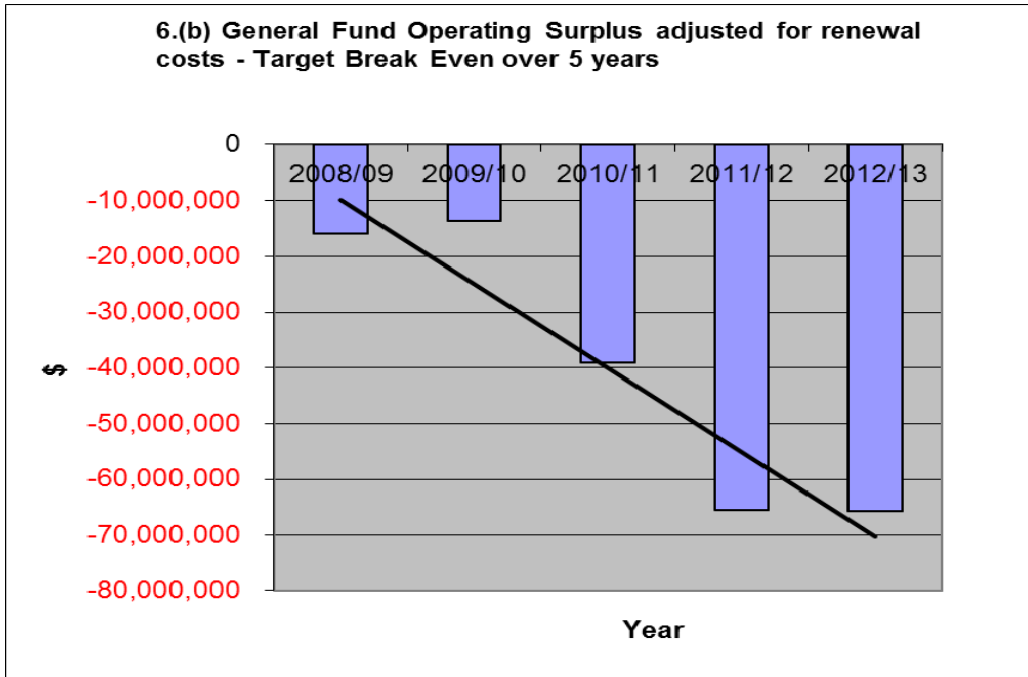
Key Financial Indicator 6 – Operating Surplus / (Deficit) adjusted for renewals costs

CHCC Target Range - Breakeven over a five year period
SALGA Suggested Target Range - This indicator has not been endorsed by the SALGA.

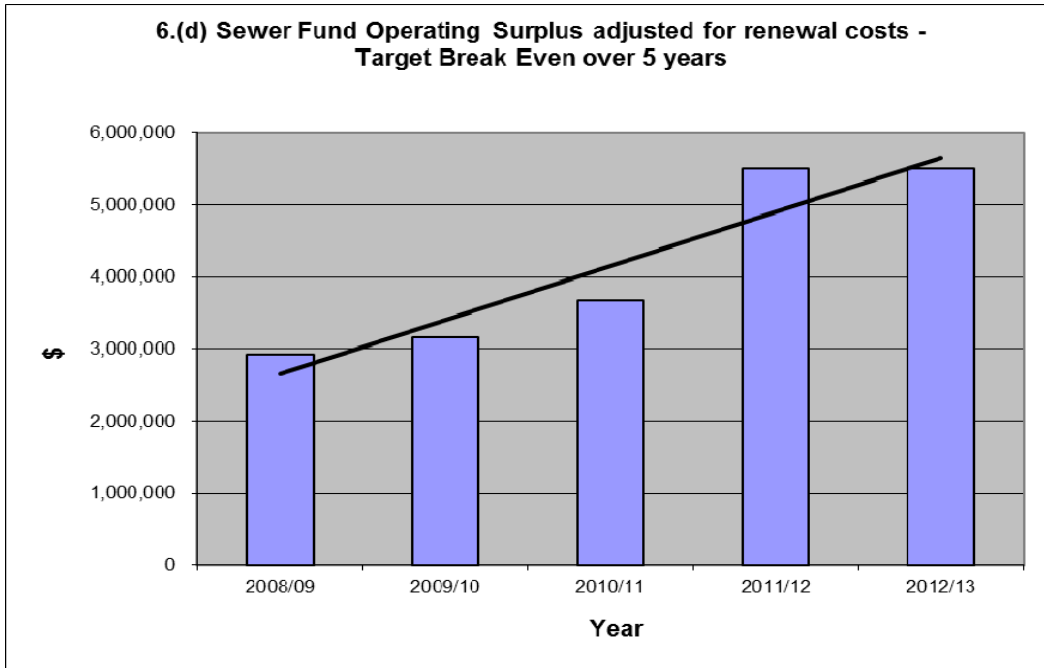
Calculated as - Operating Surplus before Capital Amounts as shown on Income Statement less depreciation plus the estimated cost required to bring assets to a satisfactory condition (renewals costs) as per Special Schedule 7 of the Annual Financial Statements.

This indicator measures the Council's ability to achieve an operating breakeven position, or better, and for sustainability purposes should be measured over a five year period.





Attachment



For General Fund this is a major area of concern as it shows a very strong negative trend in relation to the operating result. This level of operating deficit is unsustainable and will lead to increases in infrastructure renewal and maintenance backlogs over time, thereby resulting in deteriorations in the level of service that Council can provide to the community.

Remedial Action Required:

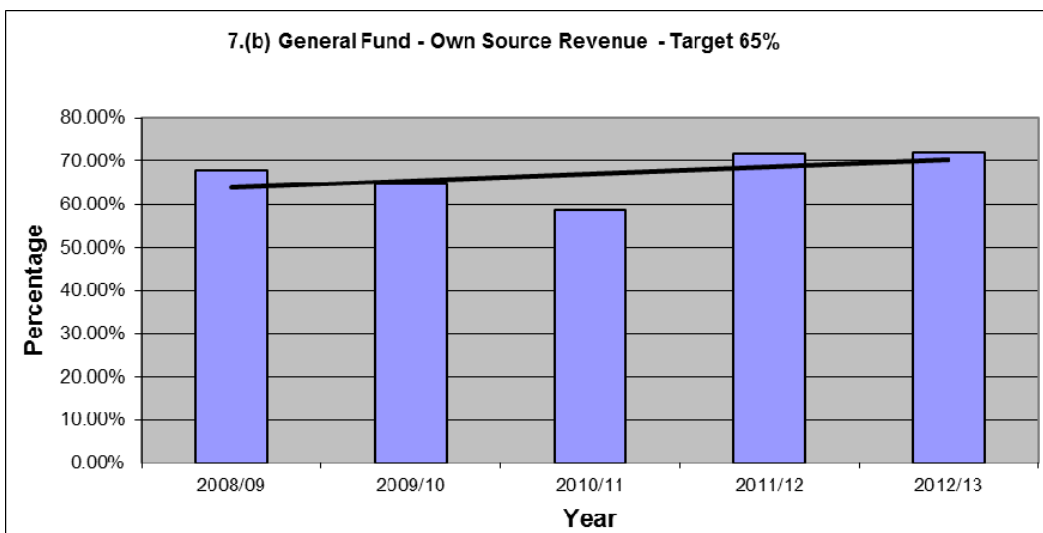
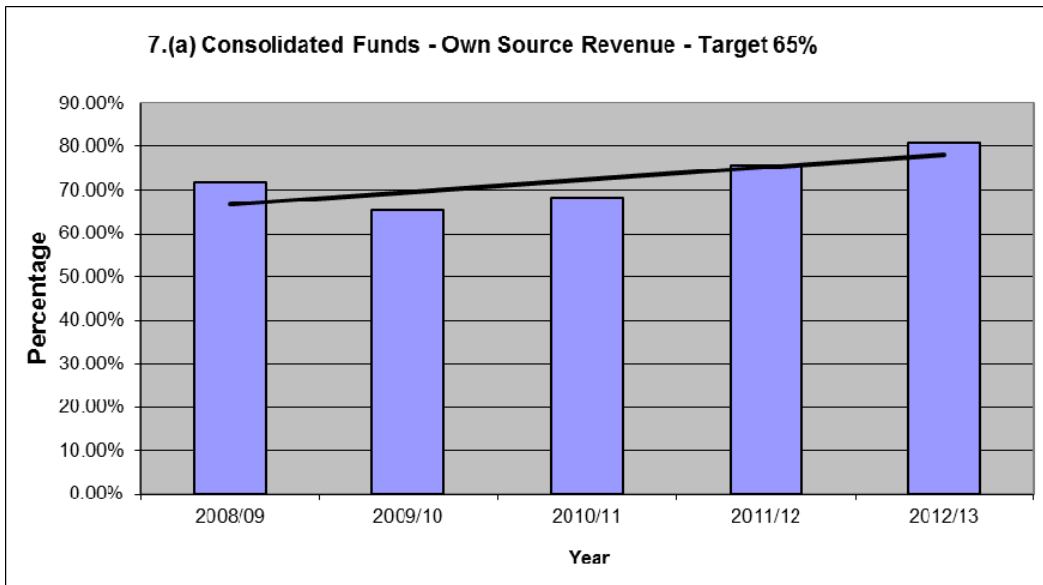
Within General Fund there is a need for increasing existing income streams, implementation of alternative income streams and the introduction of measures to reduce expenditure (i.e. service level reductions, reduced oncost rate through measures to reduce workers compensation premium costs, removal of non core services) in order to avoid projected deficits and adding to the existing infrastructure renewal and maintenance backlogs.

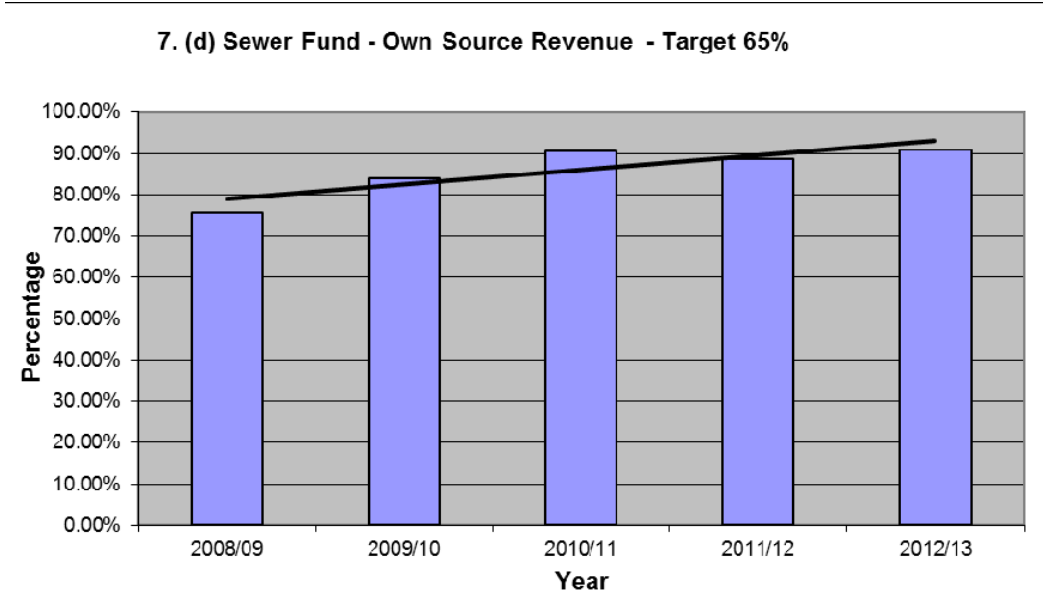
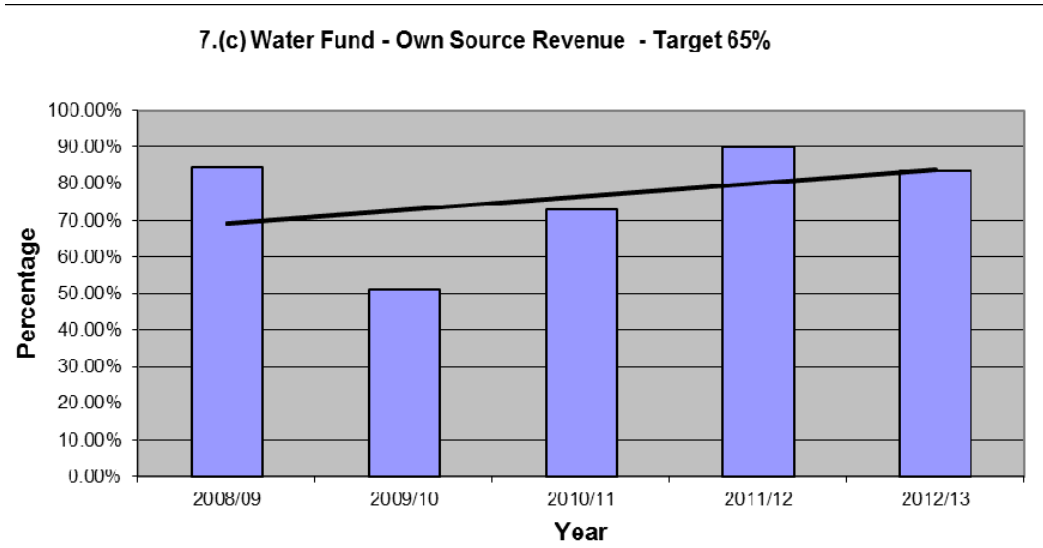
Key Financial Indicator 7 - Own Source Revenue:

CHCC Target Range - 65%

Calculated as – Own Source Revenue (all income except grants and contributions) divided by Total Income from Continuing Operations

Used to determine Council’s reliance on funding from sources other than Grants and Contributions. The level of funding provided by way of grants and contributions is determined by factors external to council’s area of influence such as State and Commonwealth Government policy. Therefore the greater the reliance on sources of revenue such as rates, user charges and fees, the more control Council has over its income stream.





The improvement in own source revenue for General Fund has been the result of a 18% increase in Domestic Waste Management Annual Charges and a 75% increase in Interest and Investment Revenue between 2011/12 and 2012/13. The increase in Interest and Investment Revenue is largely attributable to a \$2,576,000 CDO insurance payout. The improvement in own source revenue for Sewer Fund has been caused by a 22% increase in Interest and Investment Revenue and the deterioration in own source revenue for Water Fund has been caused by a 126% increase in capital grants and contributions (chiefly related to private works involving Council water main relocations).

Remedial Action Required:

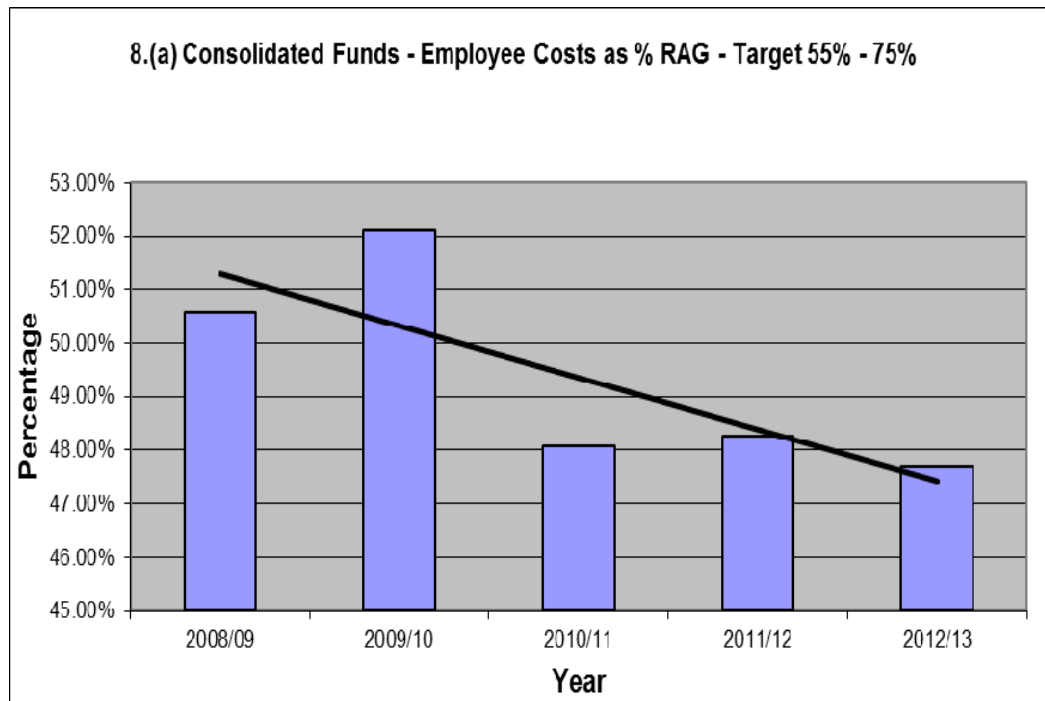
Options available to general fund include special rate variations, increasing user charges (set at full cost recovery), imposing new user charges, increasing income from other commercial sources i.e. telemetry switchboard sales, private works etc.

Key Financial Indicator 8 – Rates, Annual Charges and General Purpose Grants (RAG) spent on Employee Costs

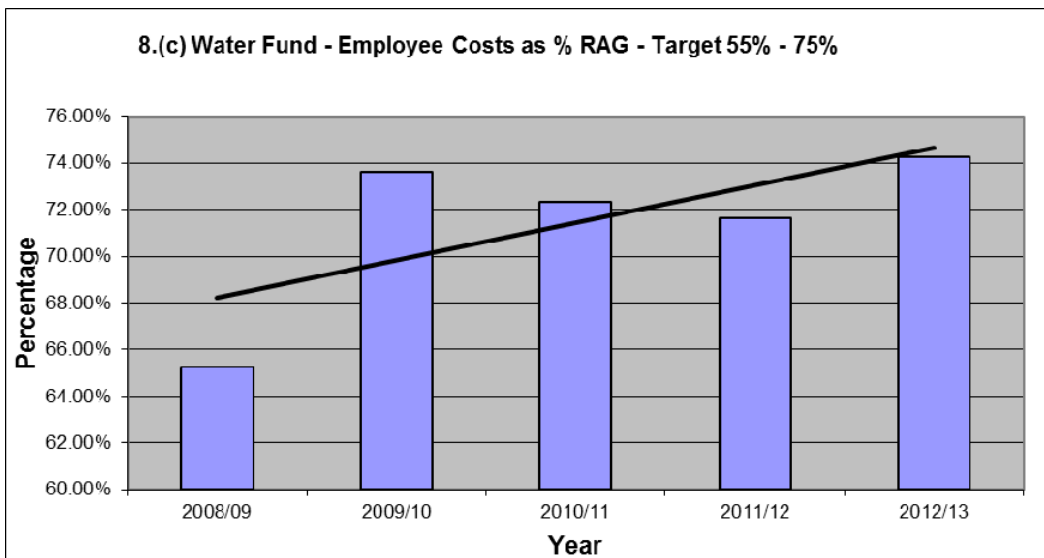
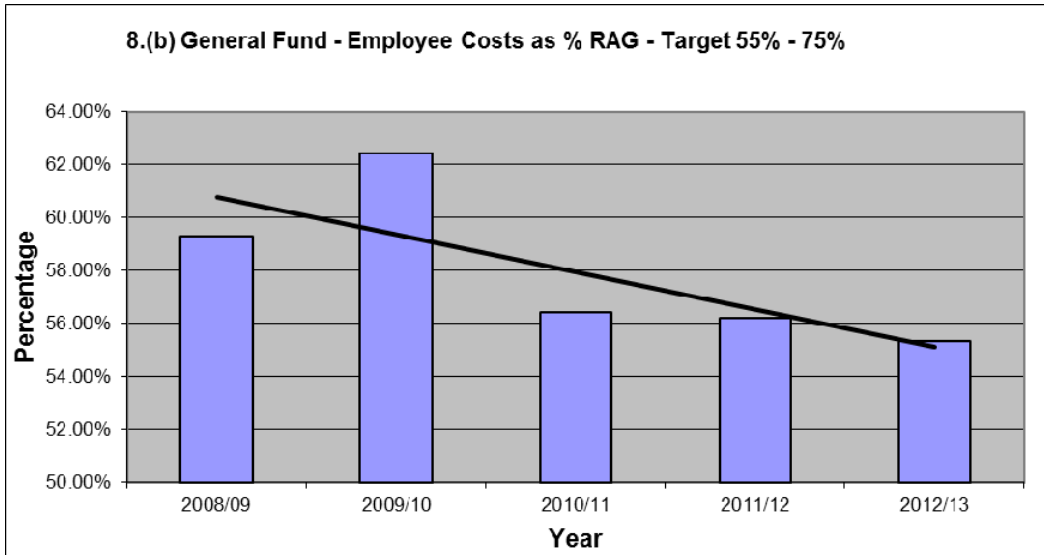
CHCC Target Range – 55% to 75%

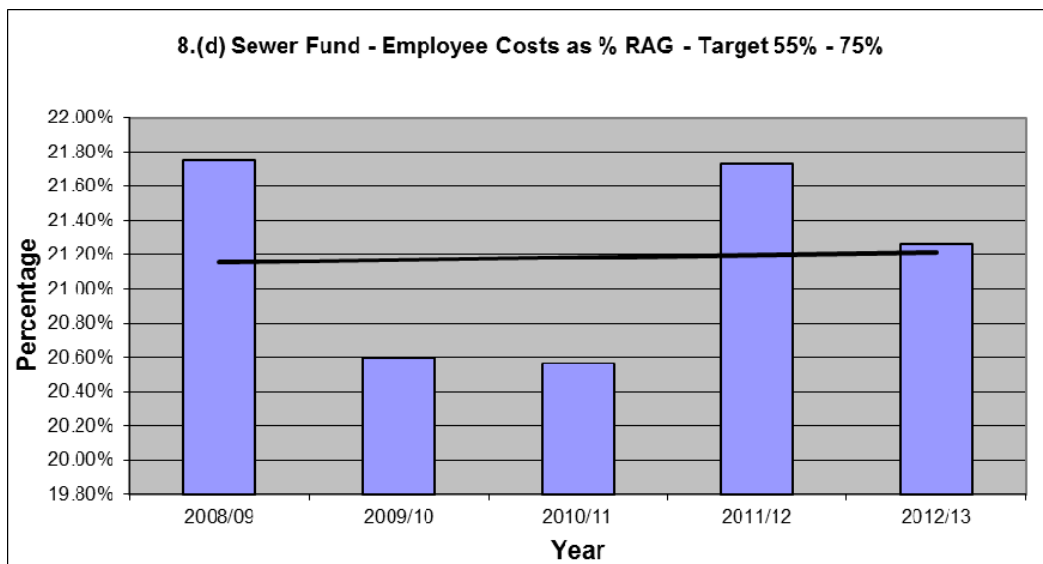
Calculated as – Employee Costs divided by Rates, Annual Charges and Untied Grants

This indicator measures the susceptibility of employee costs to income from discretionary sources such as specific purpose grants. It also measures the level of labour cost as an input into operations. This indicator is to be reviewed for 2013/14 to provide more precision.



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The General Fund ratio is at the lower end of the target range. The Water Fund ratio is at the top end of the target range, but this reflects that a large source of revenue (i.e. water user charges), are not included as part of the RAG component. The Sewer Fund ratio is low and this reflects the high level of RAG income present in that fund, which is utilised to reduce the high level of loan repayments related to infrastructure works undertaken over the past decade.

Required Remedial Action:

Nil

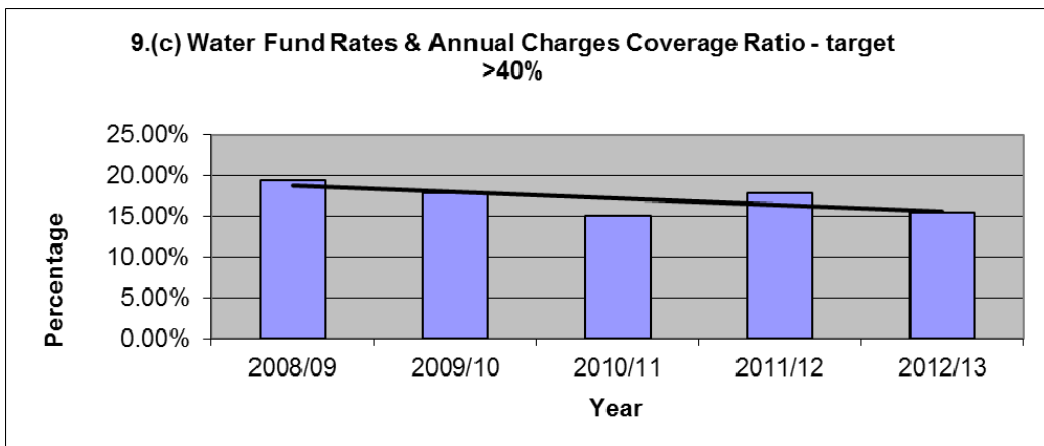
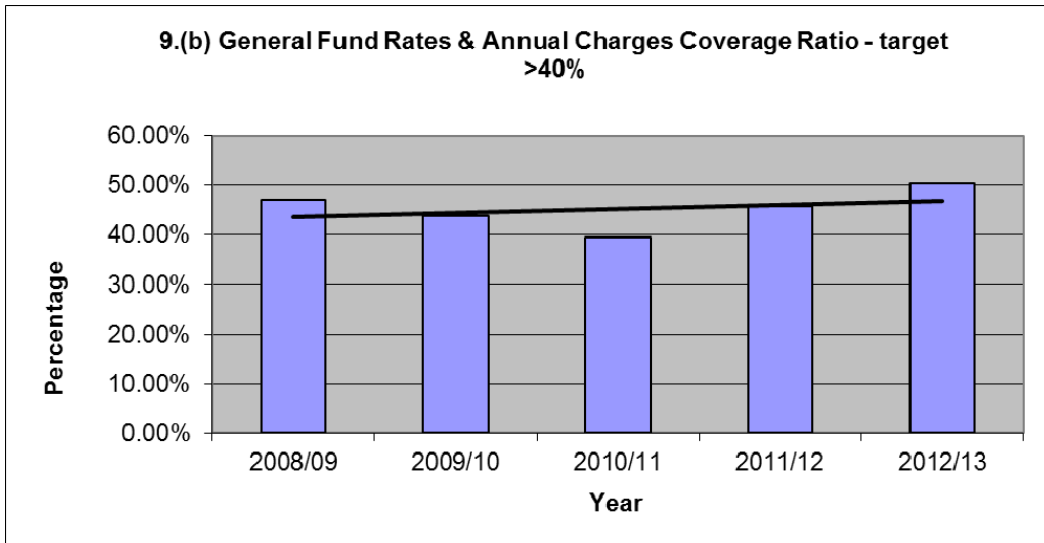
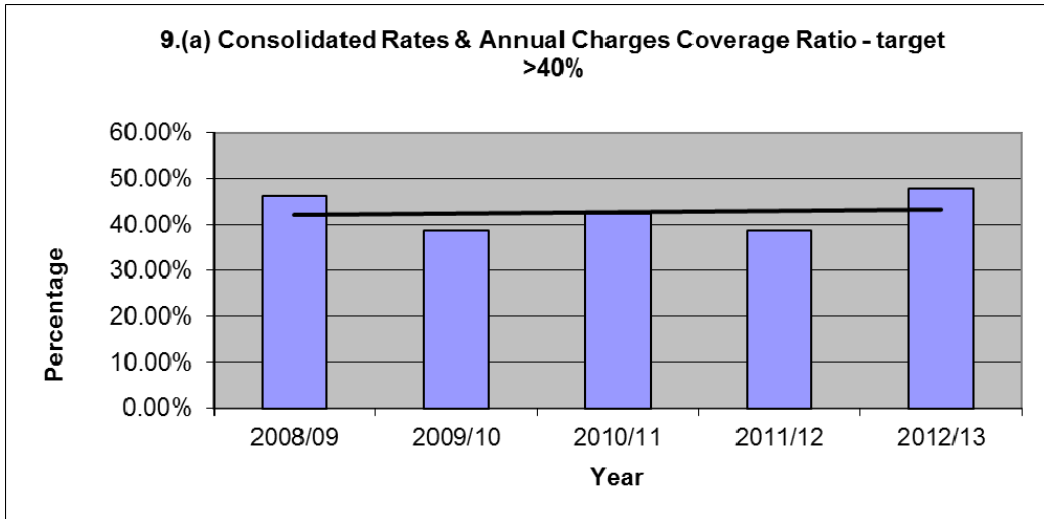
Key Financial Indicator 9 - Rates and Annual Charges Coverage Ratio:

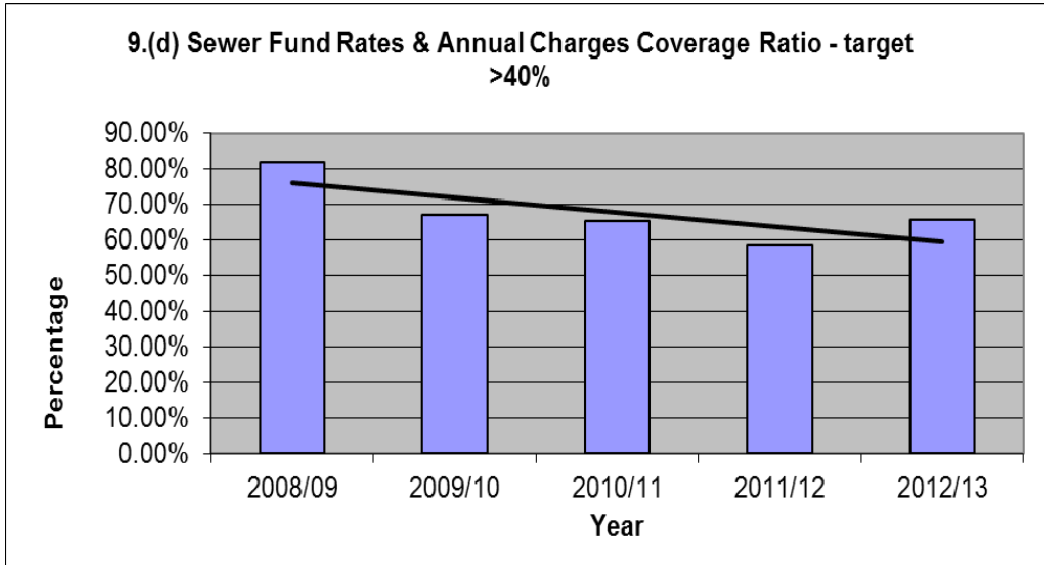
CHCC Target Range - greater than 40%

Calculated as – Rates and Annual Charges divided by Total Income from Continuing Operations

Assesses the degree of Council's dependence upon revenue from rates and annual charges and thereby the security of Council's income.

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Water funds ratio is lower as the majority of its income comes from User Charges.

Required Remedial Action:

Nil.

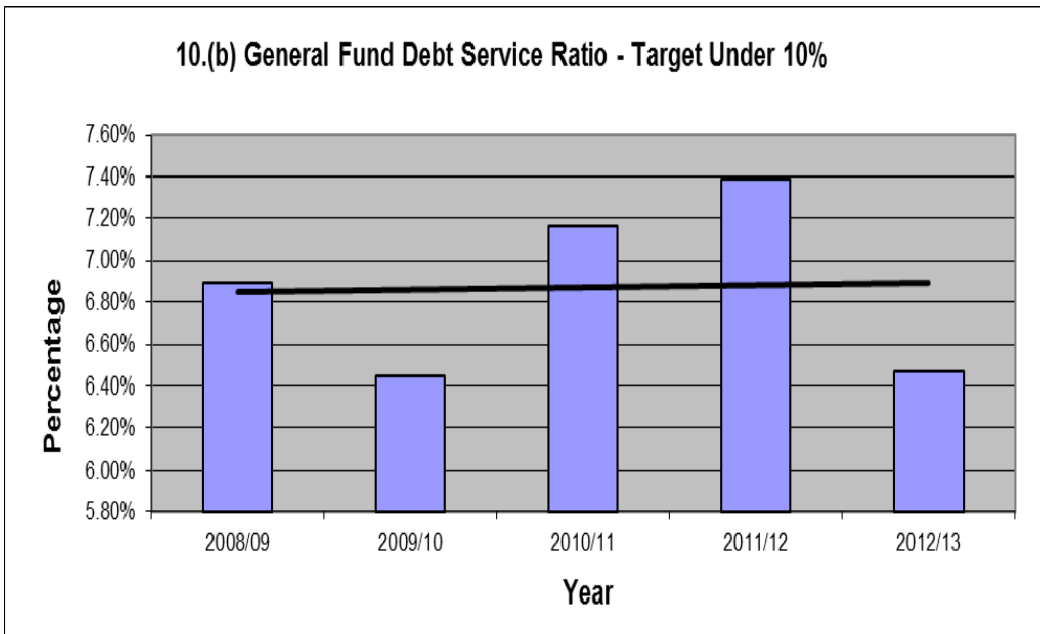
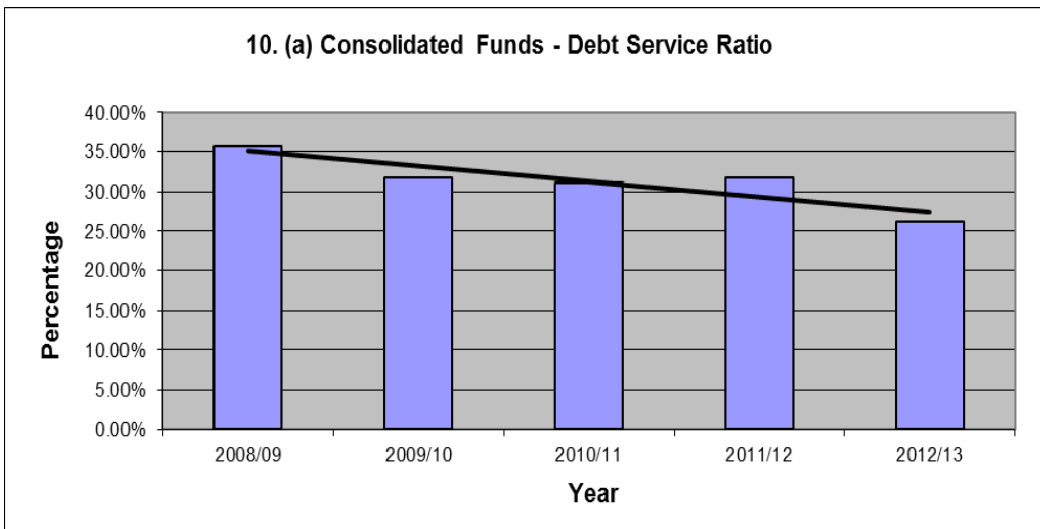
Key Financial Indicator 10 – Debt Service Ratio

CHCC Target Range - Less than 10% General Fund
LGMA Suggested Target Range - Less than 15% General Fund

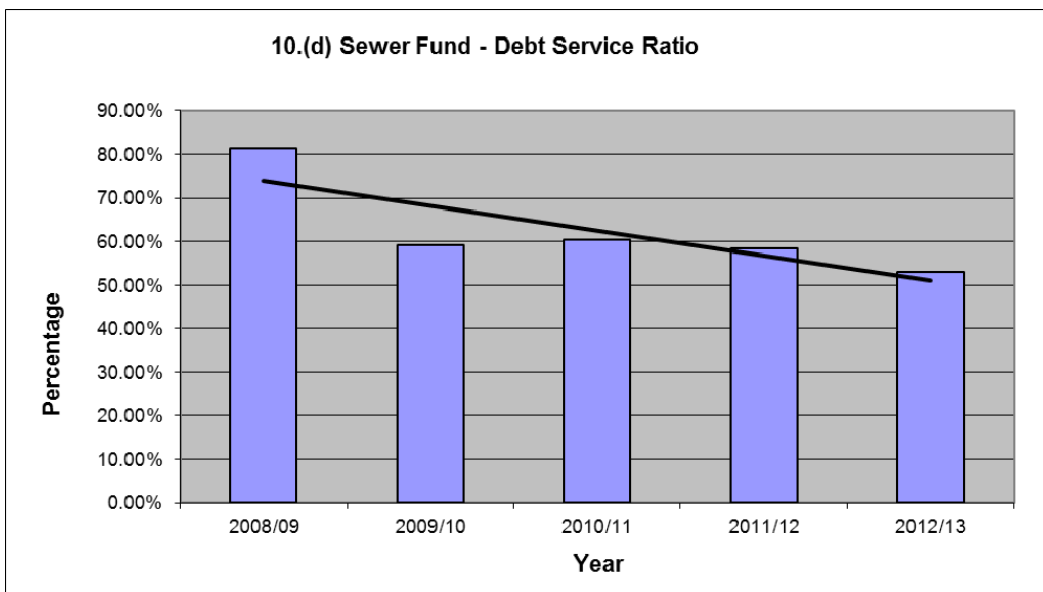
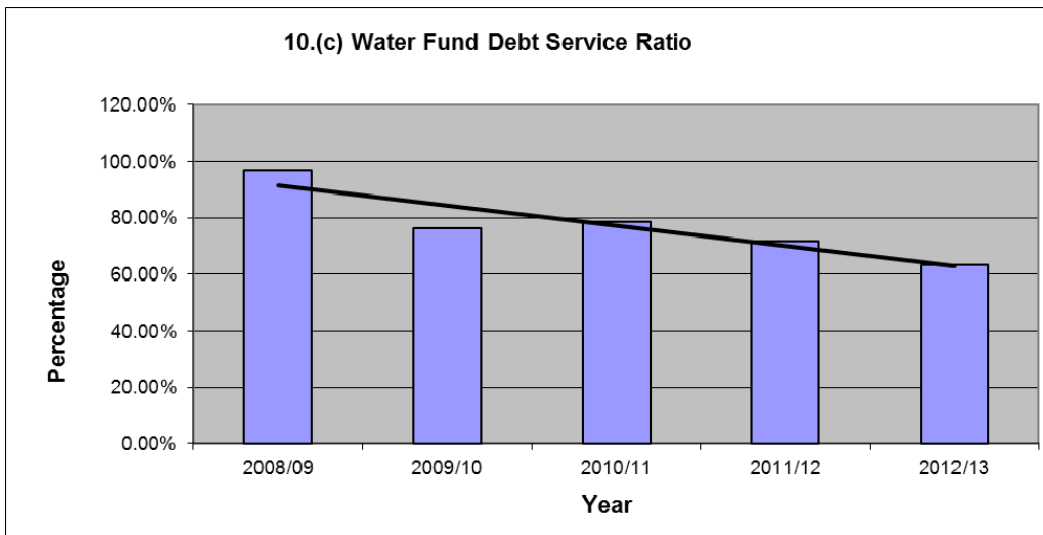
Calculated as – Net debt service cost (principal and interest on loan repayments) divided by total income from continuing operations less special purpose grants.

This indicator shows the amount of annual revenue necessary to service annual borrowing obligations.

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The consolidated funds debt service ratio has reduced between 2011/12 and 2012/13 due to Income from Continuing Operations excluding specific purpose grants and contributions increasing by \$8,784,000 (largely attributable to Interest and Investments Revenue increasing and Domestic Waste Management Charges increasing).

The Debt Service ratio for General Fund is acceptable at the current level and the ratio suggests that there is some room to move with additional borrowings if needed. However this is not recommended unless funded, given the tight budgetary position.

In relation to water and sewer funds, the ratios are high due to the major borrowings for capital works over the past decade. The ratios will improve significantly over the next

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three years as further borrowings are not proposed and existing loans are repaid. Long term financial planning demonstrates the sustainability of both funds.

Remedial Action Required:

Loan borrowings for General Fund capital expenditure projects for upgraded or new asset purchases are only undertaken on the proviso that sufficient related income will be generated to meet loan repayments and operating costs associated with the proposed capital project.

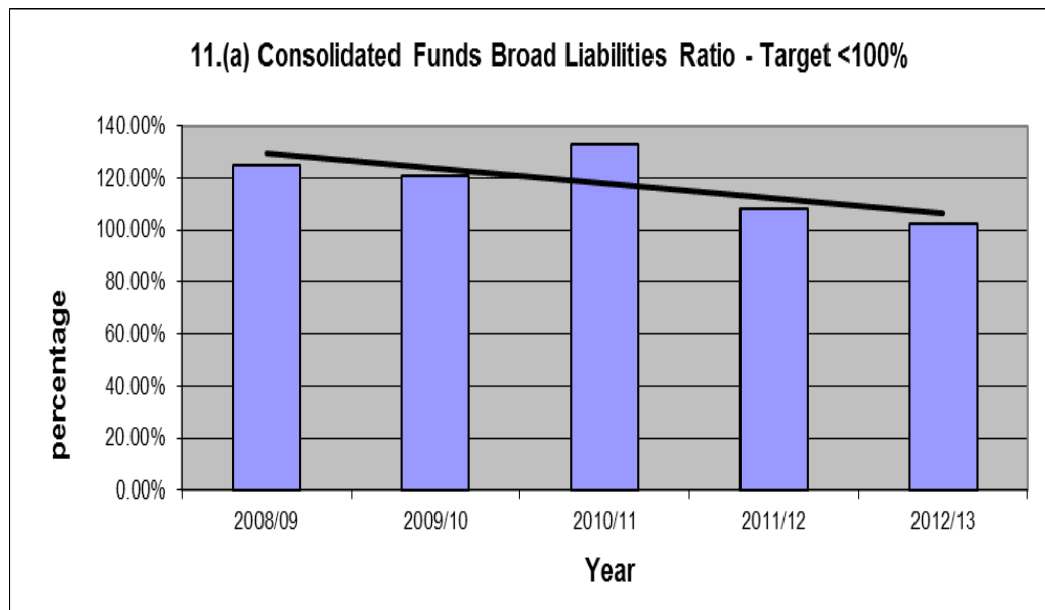
Further borrowings for Water and Sewer Funds' operations are not considered within the next three years.

Key Financial Indicator 11 – Broad Liabilities Ratio:

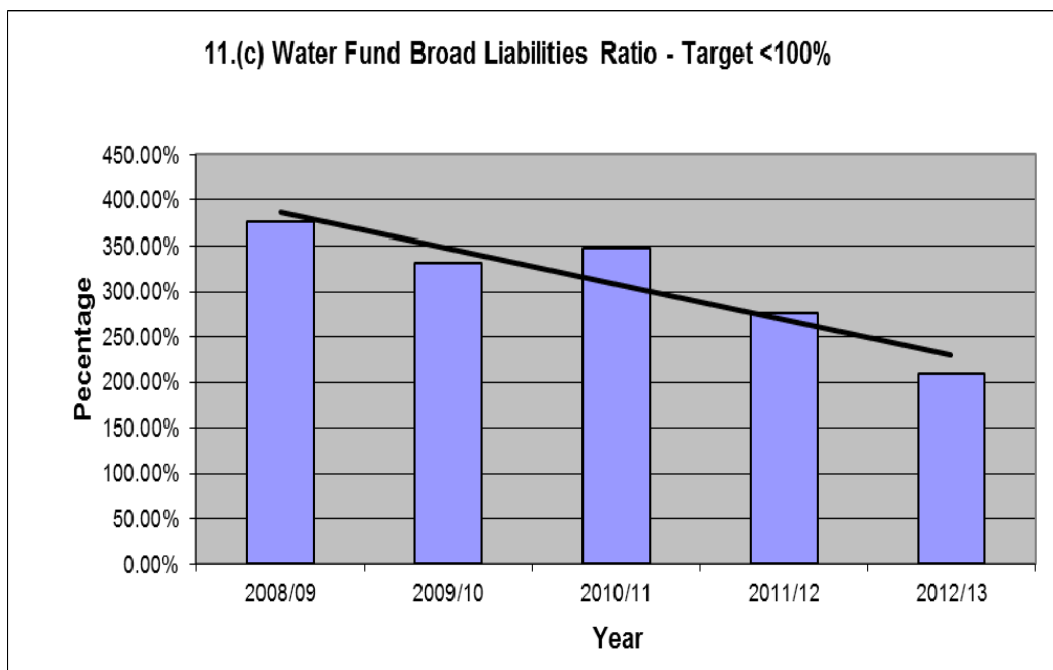
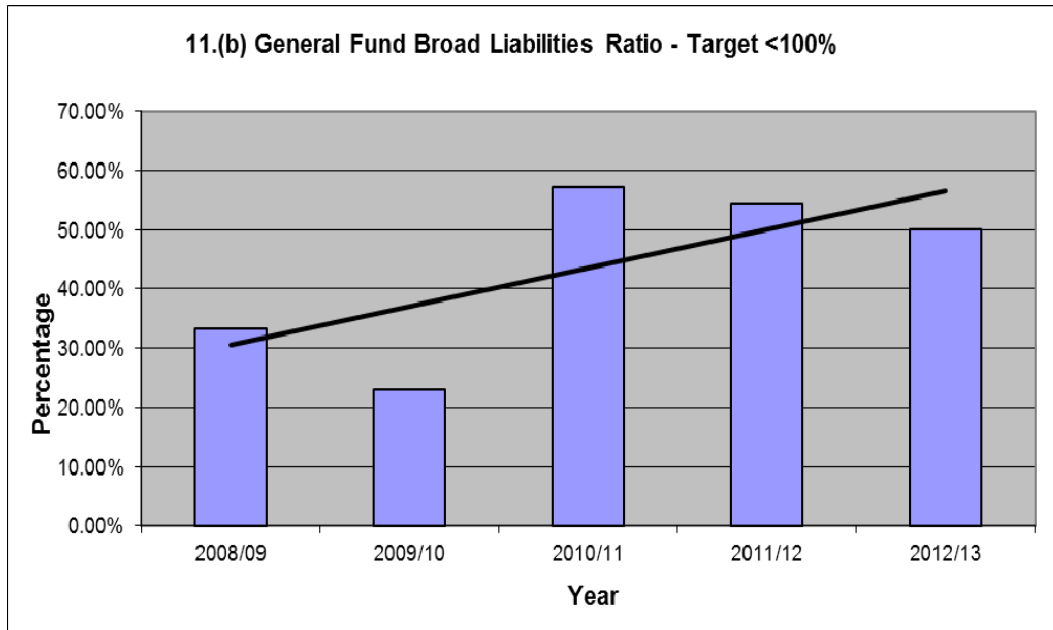
CHCC Target Range - Less than 100%

Calculated as – the net financial liabilities (total liabilities less financial assets) plus cost to clear infrastructure renewal and maintenance backlogs (Special Schedule 7) divided by operating revenue.

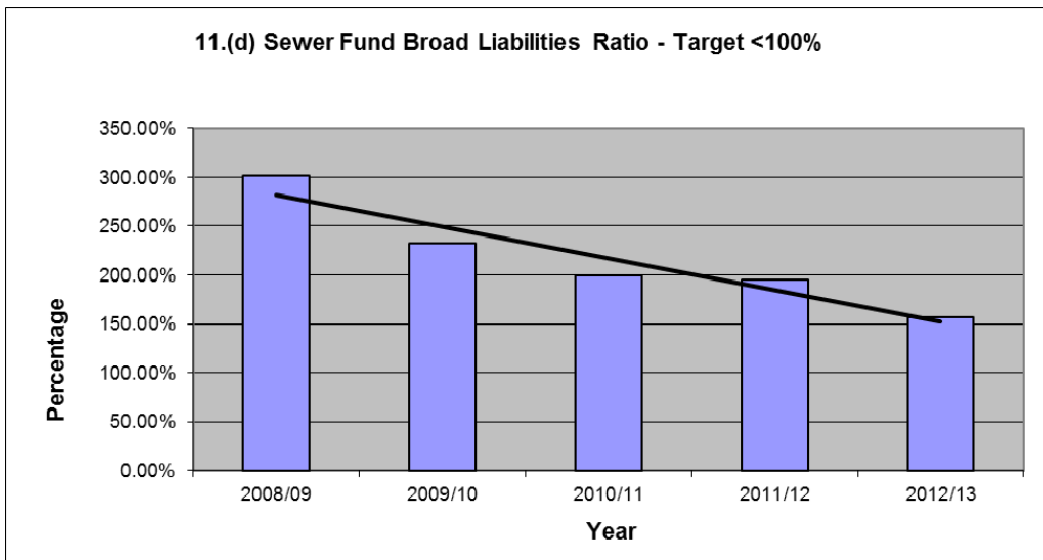
This ratio summarises Council's 'true' balance sheet condition as it includes backlogs for infrastructure. The ratio measures Councils willingness to place a higher priority on applying funds generated from ratepayers to the provision of services and/or infrastructure than accumulating financial assets. This measure allows interested parties to readily equate the outstanding level of a council's financial obligations and required asset renewal and maintenance expenditure against the level of one-year's operating revenue.



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All funds ratios are improving.

Remedial Action Required:

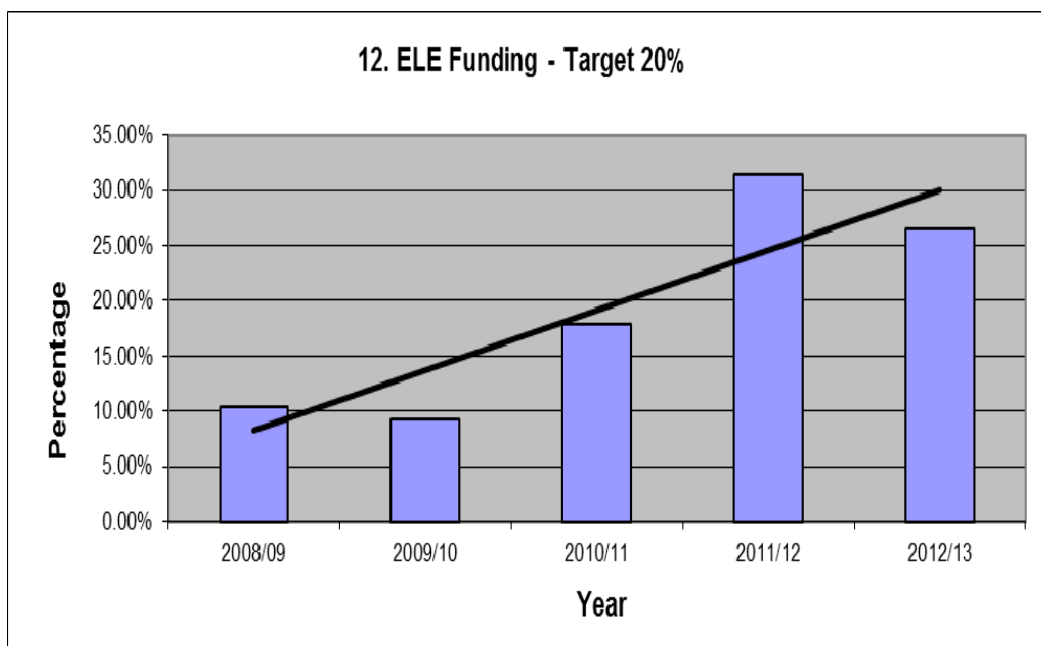
General Fund has an improving trend, though the result for 2012/13 is distorted by improved Interest and Investment Income resulting from a one off insurance payout on CDOs, and therefore the trend should be closely monitored in future years. For Water and Sewer Funds no further action is required as the ratio is due to the positive net financial liability balance from large loan borrowing programs in the 2007/08 and 2008/09 financial years which will reduce over time as loan repayments are made and operating income should increase.

Key Financial Indicator 12 – Employee Leave Entitlement (ELE) Funding Ratio:

CHCC Target Range – DLG Best Practice Recommendation 20%

Calculated as – Reserve for Employee Leave Entitlements divided by Employee Leave Entitlements Liability

This indicator measures ability to cover main cash requirements for ELE.



This level of Employee Leave Entitlements reserve is above the target level. Given the ageing workforce there is a higher likelihood of this reserve being called on to meet the needs of retiring staff. A more in depth analysis of the probability of leave entitlements being taken, needs to be undertaken to properly determine an appropriate target level.

Required Remedial Action:

Continue careful management of Employee Leave Entitlements related income and expenses to maintain an acceptable ratio.

Financial Sustainability (long term intergenerational focus):

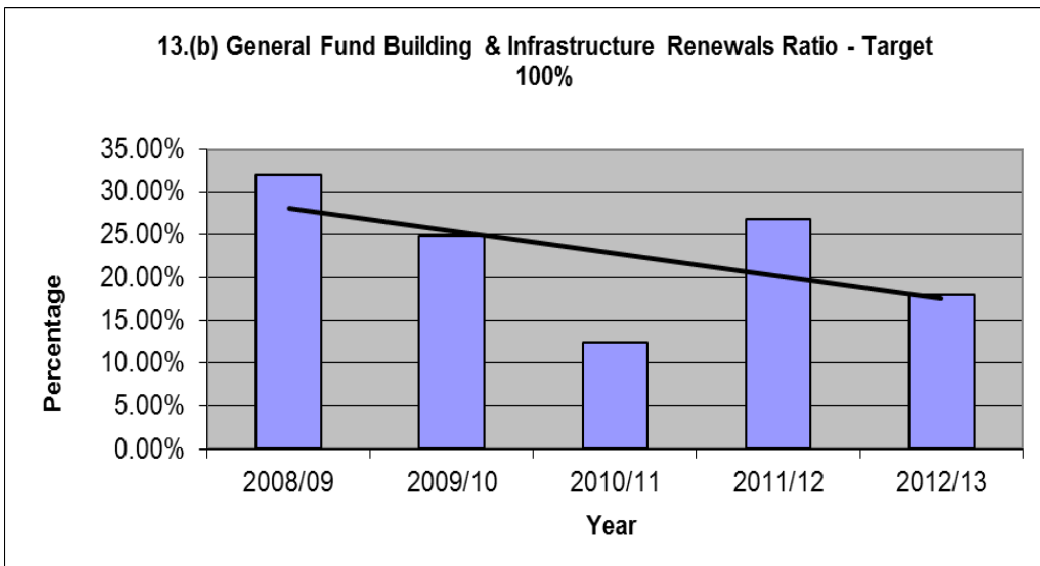
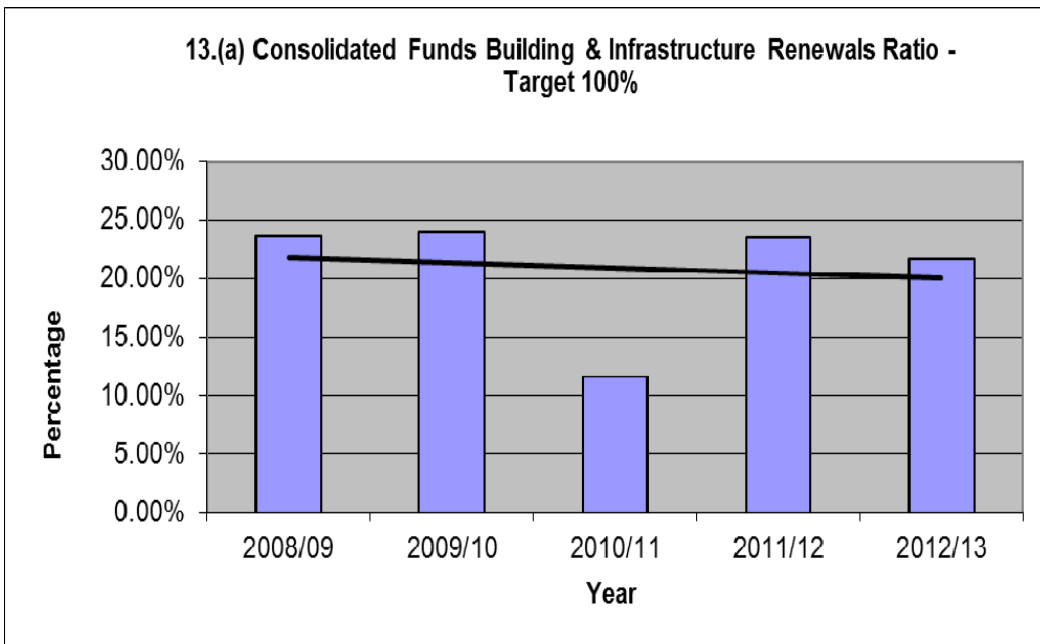
Key Financial Indicator 13 – Building and Infrastructure Renewals Ratio:

CHCC Target Range - greater than 100%
LGMA Suggested Target Range - greater than 100%

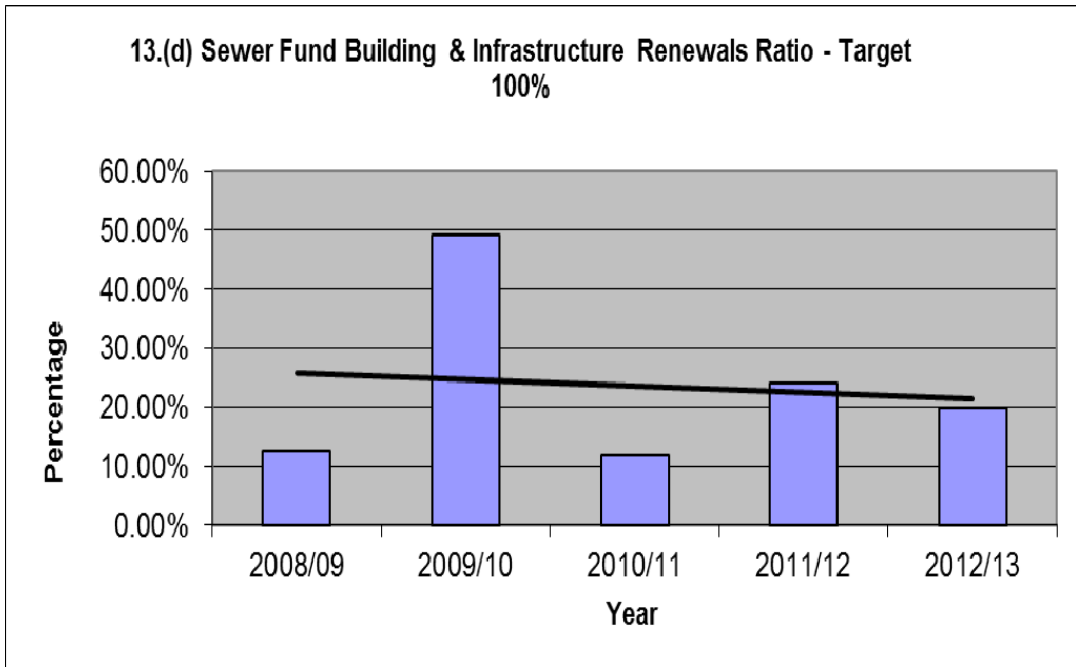
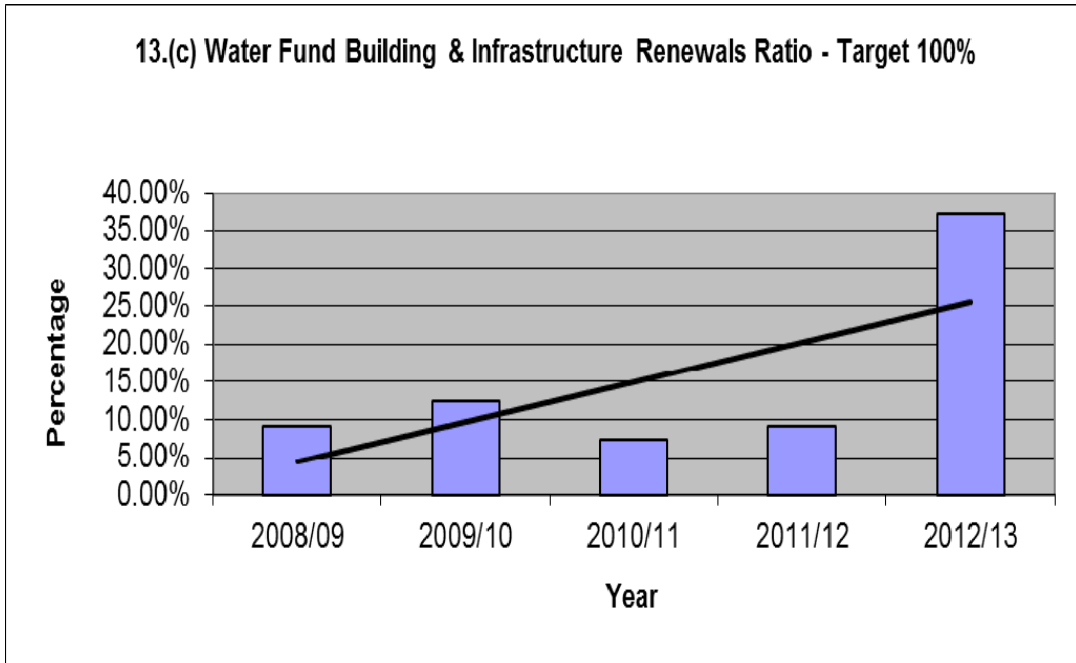
Calculated as – Asset renewals on building and infrastructure as a percentage of depreciation, amortisation and impairment.

This indicator measures the extent to which assets are being replaced at the rate they are wearing out.

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Renewals expenditure across all funds for 2012/13 increased by \$483,000.

Attachment

The gap between what is being spent and what is required to be spent is very large. At the current rate of 17.94% for General Fund (a decrease from 26.76% in 2011/12), Council's assets replacement is unsustainable as a percentage less than 100 on an ongoing basis indicates that assets may be deteriorating at a greater rate than spending on their renewal or replacement. For the Water Fund, recent expenditure on water main relocations has improved the ratio. In the near future this trend is expected to change and increased renewals expenditure will occur. To further assist in the analysis of this indicator improved information regarding the allocation between renewal and upgrade expenditure is required and Council's Asset Expenditure Classification process and General Ledger structure are being improved along these lines.

Required Remedial Action:

Elimination of forecasted General Fund budget cash deficits so that surplus funds can be applied to required expenditure on renewals and rehabilitation.

2014/2015 ENVIRONMENTAL LEVY PROJECTS SCHEDULE

Purpose:

To provide Council with the recommended program of works for the 2014/2015 Environmental Levy Program for inclusion in the 2014/2015 Draft Delivery Program.

Description of Item:

Council invited submissions for funding from the 2014/2015 Environmental Levy from Wednesday 30 October 2013 until Friday 13 December 2013.

A total of 35 submissions were received. Two booklets, Part A and Part B, containing all submissions are available in the Councillors' Resource Centre.

The recommended program is included with this report.

Sustainability Assessment:

- **Environment**

The Environmental Levy Program is designed to ensure that environmental strategies as outlined within the Coffs Harbour 2030 Plan ('Looking after Our Environment' theme) are addressed. All projects recommended for funding will result in beneficial outcomes for the environment of the Coffs Harbour Local Government Area (LGA).

- **Social**

Determination of successful projects is based on assessment criteria which includes the following:

- Generate a community benefit;
- Be community based; and
- Protect and/or rehabilitate the natural environment.

Not including Council projects, fifteen community groups / individuals applied for twenty projects to be funded from the 2014/2015 Environmental Levy Program, with thirteen of these projects being recommended for receipt of funding. In addition, the broader community benefits from the completion of high priority environmental management projects funded by the Environmental Levy.

- **Civic Leadership**

Council's Environmental Levy Program seeks to promote sound environmental practices and promotes leadership and involvement in key environmental issues which accords with Council's strategic theme of 'Looking after Our Environment'.

- **Economic**

Broader Economic Implications

The Environmental Levy funds environmental projects that would not otherwise be undertaken with revenue funding. It is estimated that \$1,294,371 income will be available for the Environmental Levy projects in 2014/2015. This includes income from the 2014/15 Environmental Levy and a contribution from the Water Fund of \$50,000 towards the Orara River works. Thirty-five submissions were received requesting a total of \$1,573,943 and therefore all submissions are unable to be funded.

Delivery Program/Operational Plan Implications

The Environmental Levy Program is funded through a special rate and is accounted for separately, therefore there is no impact on Council's Delivery Program.

Risk Analysis:

Each individual project will have individual risk profiles which will be considered by the project owners.

Consultation:

The Environmental Levy Working Group Committee (Committee), which includes five community representatives, the Mayor, two Councillors and three staff members is an advisory committee of Council. The Committee met on 11 February 2014 to consider submissions and the Coffs Harbour 2030 Plan ('Looking after Our Environment' theme) objectives and to recommend a program of works. The recommended program is included in this report and the minutes of the Committee's meeting are provided as an attachment.

Where appropriate, discussions were held with Council staff with a specific area of expertise to obtain advice on works proposed in submissions and applicants to confirm any Committee queries.

Related Policy and / or Precedents:

Each year the Environmental Levy Program is formulated concurrent with the preparation of Council's Draft Delivery Program. This allows community input and Environmental Levy Working Group discussion before the program of works is finalised. Assessment of submissions is undertaken in accordance with an adopted Council policy, which states that submissions are scored on the following criteria:

- protect and or rehabilitate the natural environment;
- strategic integration;
- generate a community benefit and be community-based;
- provide potential to attract outside funding sources; and
- improve aesthetic quality of our natural environment and / or raise community awareness or education.

To be eligible submissions must:

- address an identified objective in the Coffs Harbour 2030 Plan ('Looking after Our Environment' theme); and
- work on private land must prove a 'public benefit' rather than only benefiting an individual or group.

Statutory Requirements:

The Ministerial approval for a special rate variation was obtained in June 1997 in accordance with the provisions of Section 508 (2) of the *Local Government Act 1993*.

Issues:

The Environmental Levy Working Group Committee's recommended 2014/2015 Environmental Levy Program is shown below:

Submissions included in the recommended program address a strategy in Council's Coffs Harbour 2030 Plan ('Looking after Our Environment' theme). Several submissions are recommended with a reduced level of funding, such as The Restoration of Grey-headed Flying Fox Maternity Camps in Coffs Harbour LGA and the Orara River Rehabilitation Project.

The working group agreed to combine the reduced allocation into one figure for the Coffs Harbour Jetty Dunecare Group's applications and to let them decide how to allocate it between their three projects.

The working group is concerned there is a significant amount of money across several projects which are used to fund wages of Council employees. The working group feel the transfer of some of these positions to permanent staff positions would allow a more effective distribution of the Environmental Levy funds, eg the Green Schools project, Coffs Ambassadors Tours and the Sustainable Living Festival.

Details of Recommended Projects are as follows:

Project	Amount Requested	Amount Recommended
Bush Regeneration	207,618	207,618
Environmental Weeds	106,090	106,090
Conservation and Sustainable Management of Biodiversity	215,270	215,270
Environmental Levy Coordination	64,059	64,059
Supporting Community Action in the Coffs Harbour LGA	173,990	155,000
Orara River Rehabilitation Project	220,500	180,000
The Bunker Headland Corrambirra Point and North Boambee Beach Bush Regeneration	19,992	36,400
Coffs Jetty Foreshore Reserve Follow-up Chemical Weeding	19,992	
Boambee Beach Revegetation Project	6,400	
Diggers Head and Sapphire Beach Path Upgrades	32,250	32,250
Koala / Wildlife Corridor Bakker Drive Res Bonville stage 2	6,750	6,750
Coffs Ambassadors Tours	52,482	42,482
Botanic Garden Education Program	16,000	16,000
Yarrawarra Giriin Team - Bush Regeneration	19,671	19,671
Coffs Coast Sustainable Living Festival	30,000	30,000
Green Schools Sustainability Fund	56,616	51,616
Impacts on Fresh Water Systems	2,000	2,000
Remote Camera Surveys for Medium-sized Ground Mammals of Coffs Harbour Hinterland – gap surveys	12,000	12,000
Wildlife Support	8,800	8,800
Woolgoolga Beach Rehabilitation Project	10,000	10,000
Coffs Harbour Community Seedbank Network	9,982	9,982

Culturally Significant Landscapes of the Coffs Harbour LGA	40,000	35,000
Developing and Fostering a Sustainable Environment and Community through a Biodiverse Community Garden	13,000	13,000
Marine Estate Agents – Solitary Islands Marine Park (SIMP) School Environment Awards	5,265	5,265
The Restoration of Grey-headed Flying Fox Maternity Camps in Coffs Harbour LGA	60,500	30,000
Matching Grants Fund per EL Policy (Up to \$50,000 p.a.)	50,000	5,118
Total Amount for Recommended Projects	\$1,459,227	\$1,294,371

Projects not recommended	Amount Requested
Camera Trap Surveys targeting Koalas in Coffs Harbour	15,500
Ecohealth Program	10,000
Community Camera Trap Study of Hollow-bearing Trees on private land	19,680
Camphor Removal Coffs Creek Tributaries	7,658
Camphor Removal Newport’s Creek - BDC	7,658
Identifying sources of Coastal Marine Debris, recommendations for minimising input	12,720
Friends of Boambee Creek	7,000
Arrawarra Creek Coastal Zone Management Plan	25,000
MYRiveR Coffs Coast	9,500
Total Amount Requested for Projects Not Recommended	\$114,716

Schedule of Estimated Funding Sources:

	\$
Environmental Rate Levy	1,130,634
Water fund contribution	50,000
Environmental Levy Reserve Interest	103,737
	10,000
Total Funds	<u>1,294,371</u>

Summary of Recommended Projects:

1. Bushland Regeneration

Last year \$201,571 was allocated to the Bush Regeneration Program. This year Council requested an amount of \$207,618 for the Bushland Regeneration Program which is a 3% increase. Specifically, this is to fund one bush regeneration team leader, one officer and one assistant. Works are undertaken in accordance with an established program, details of which are included in the list supplied to the Environmental Levy Coordinator.

It is recommended that \$207,618 be allocated from the 2014/2015 Environmental Levy Program for Bushland Regeneration.

2. Environmental Weeds

This project is a key component of natural area management within the local government area. Since 1998 it has integrated with the Bush Regeneration, Weed Services Control, Department of Environment and Climate Change and Coffs Harbour Regional LandCare programs across the LGA. This program specifically targets and reduces the impacts of environmental weeds on the biodiversity and natural heritage of the area.

It is recommended that \$106,090 be allocated from the 2014/2015 Environmental Levy Program for Environmental Weeds Program.

3. Conservation and Sustainable Management of Biodiversity

Activities for the positions of Senior Biodiversity Officer and Biodiversity Officer have been guided by the Planning Framework for Biodiversity Assets detailed on page 36 of the recently adopted Biodiversity Action Strategy 2012- 2030.

Key projects are: High Valued Arboreal Habitats, corridors footprint layer and Koala habitat mapping.

It is recommended that \$215,270 be allocated from the 2014/2015 Environmental Levy Program for Conservation and Sustainable Management of Biodiversity.

4. Environmental Levy Coordination

On 1 July 2006 the program support section of the finance branch became responsible for the administration of the Environmental Levy Program. To supplement resources to undertake the additional workload, a new position was appointed. Continued funding of the additional resources is required to enable the administration to be effectively delivered.

It is recommended that \$64,059 be allocated from the 2014/2015 Environmental Levy Program for Environmental Levy Coordination.

5. Supporting Community Action in the Coffs Harbour LGA

Coffs Harbour Regional LandCare (CHRL) is an incorporated body which provides coordination and support to LandCare and other environmental groups and individuals who work voluntarily in rehabilitating degraded natural ecosystems. In 2014/2015 this project will support over 300 LandCare volunteers through the provision of insurance, bush regeneration training, tools and materials and administration support. They will also rehabilitate and re-vegetate over 300 Hectares of vegetation across 24 volunteer work-sites. Due to funding limitations the Committee recommends that \$155,000 of the \$173,990 requested be allocated to the project.

It is recommended that \$155,000 be allocated from the 2014/2015 Environmental Levy Program for Supporting Community Action in the Coffs Harbour LGA.

6. Orara River Rehabilitation Project

This project has been continuing since 1999 when local LandCare groups commenced rehabilitation of the river through erosion control works, exclusion of stock from the riparian zone, extensive weed control and re-vegetation works. This project continues in 2014/2015 and will re-establish and maintain a healthy, stable river system with a riparian zone free of weeds and inhabited by native flora and fauna, including aquatic species. Due to funding limitations the Committee recommends that \$180,000 of the \$220,500 requested be allocated to the project.

It is recommended that \$180,000 be allocated from the 2014/2015 Environmental Levy Program for Orara River Rehabilitation Project. This includes an amount of \$50,000 from Coffs Coast Water, which is available subject to works receiving prior approval from Executive Manager, Operations – Coffs Coast Water.

7. The Bunker Headland Corrambirra Point and North Boambee Beach Bush Regeneration

8. Coffs Jetty Foreshore Reserve Follow-Up Chemical Weeding

9. Boambee Beach Revegetation Project

The Coffs Harbour Jetty Dunecare Group has requested \$19,992 for the engagement of a bush regeneration contractor to undertake weed control works at Boambee Beach and \$19,992 along the Jetty Foreshores. The contractors will also fumigate fox dens in conjunction with NPWS as required. The third project they have requested is \$6,400 to obtain and plant 1,000 native trees along Boambee Beach in degraded areas.

Due to funding limitations the Committee agreed to combine the three projects into one reduced allocation for Jetty Dunecare and to let Jetty Dunecare decide how to allocate it between their projects.

It is recommended that \$36,400 be allocated from the 2014/2015 Environmental Levy Program for the three Jetty Dunecare Group projects.

10. Diggers Head and Sapphire Beach Path Upgrades

The track upgrade for Diggers Beach will complete the last section between Macauleys Headland and Korora Beach. Construct 50 metres boardwalk and upgrade 600 metres of path to improve the ease of travel.

It is recommended that \$32,250 be allocated from the 2014/2015 Environmental Levy Program for Diggers Head and Sapphire Beach Path Upgrades.

11. Koala / Wildlife Corridor Bakker Drive Reserve Bonville stage 2

Friends of the Park Bakker Drive Reserve Inc will create a safe wildlife corridor on the Western boundary of Bakker Drive Reserve for koalas. Camphor laurels will be removed and revegetated with native trees. The project hopes to provide a valuable community building exercise where locals can meet and work together in maintaining the area.

It is recommended that \$6,750 be allocated from the 2014/2015 Environmental Levy Program for Koala/Wildlife Corridor Bakker Drive Reserve Bonville Stage 2.

12. Coffs Ambassadors Tours

This program involves community volunteers running short interpretive tours within the Local Government Area that the volunteers develop themselves on themes that interest them. Volunteers receive training from NPWS Discovery Rangers in tour interpretation, design and Aboriginal cultural awareness. Volunteers are then mentored by a Ranger and Council staff member to help plan their tour. Due to funding limitations the Committee recommends that \$42,482 of the \$52,482 requested be allocated to the project.

It is recommended that \$42,482 be allocated from the 2014/2015 Environmental Levy Program for Coffs Ambassadors Tours.

13. Botanic Garden Education Program

The Botanic Garden provides learning experiences in areas such as biodiversity, ecology and ecosystems, botany, fauna, Aboriginal studies, art and cultural studies. The objective is to continue employment of the Education Officer to further develop both school based education programs and a range of free to public events promoting biodiversity in the region.

It is recommended that \$16,000 be allocated from the 2014/2015 Environmental Levy Program for Botanic Garden Education Program.

14. Yarrawarra Giriin Team - Bush Regeneration

Yarrawarra Aboriginal Corporation has established a bush regeneration 'Green' team to work on Country. EnviTE Environment supports the team by providing a bush regenerator mentor who provides further skill development and on the job training to four workers in bush regeneration. A vehicle is also supplied to transport the Giriin team to work at a number of significant aboriginal sites within the northern part of Gumbaynggirr nation.

It is recommended that \$19,671 be allocated from the 2014/2015 Environmental Levy Program for Yarrawarra Giriin Team – Bush Regeneration.

15. Coffs Coast Sustainable Living Festival

This project has been operating for six years; originally funded by a grant, it received EL funds from 2012/2013. From a one day event it has expanded into a week of activities. This year's event will build skills and knowledge within the community around waste reduction, water and energy efficiency, biodiversity protection, weeds, alternative transport, sustainable agriculture and local food.

It is recommended that \$30,000 be allocated from the 2014/2015 Environmental Levy Program for Coffs Coast Sustainable Living Festival.

16. Green Schools Sustainability Fund

The Green Schools Sustainability Fund provides financial and in-kind support to Coffs Harbour schools, to enable them to undertake actions from their school environment management plans. This project helps to build our school community's capacity to undertake sustainability projects, as not only are students and teachers involved, but also the wider school community of parent and school committees. This project will also involve a feasibility study for the establishment of a Coffs Sustainable Schools Network whereby individuals and organisations who are involved in sustainability can come together to share experiences. Due to funding limitations the Committee recommends that \$51,616 of the \$56,616 requested be allocated to the project.

It is recommended that \$51,616 be allocated from the 2014/2015 Environmental Levy Program for Green Schools Sustainability Fund.

17. Impacts on Fresh Water Systems

This project will complete a ten year study on the impacts of land clearing, flood and restoration on Coffs Creek and the Orara Valley; it was extended to end in October 2014 after January and February floods in 2013. To start the reference collection of all aquatic macro invertebrate species found in 19 sites within the LGA in the last ten years.

It is recommended that \$2,000 be allocated from the 2014/2015 Environmental Levy Program for Impacts on Fresh Water Systems.

18. Remote Camera Surveys for Medium-sized Ground Mammals of the Coffs Harbour Hinterland – Gap Surveys

This project will initiate and establish long term fauna monitoring sites by installing cameras to provide baseline information concerning the occurrence and distribution of medium sized ground mammals at the sites. Increased community awareness and participation in biodiversity conservation will be promoted through media releases early in the program.

It is recommended that \$12,000 be allocated from the 2014/2015 Environmental Levy Program for Remote Camera Surveys for Medium-sized Ground Mammals of the Coffs Harbour Hinterland – Gap Surveys.

19. Wildlife Support

This project will allow equipment to be purchased to construct pens for injured wallabies and kangaroos, aviaries for birds, possums, koalas etc, and cages for rescuing smaller animals. It will also provide supplies for hot boxes, incubators, pouches, bottles, teats and signage for public areas.

It is recommended that \$8,800 be allocated from the 2014/2015 Environmental Levy Program for Wildlife Support.

20. Woolgoolga Beach Rehabilitation Project

Due to significant beach erosion between Woolgoolga boat ramp and Surf Club the Woolgoolga Beach has been identified as high priority to undertake beach scraping and dune rehabilitation. Dune revegetation will be undertaken to minimise wind-blown sand losses.

It is recommended that \$10,000 be allocated from the 2014/2015 Environmental Levy Program for Woolgoolga Beach Rehabilitation Project.

21. Coffs Harbour Community Seedbank Network

This project, managed by EnviTE, will allow a range of local seed to continue to be collected and distributed amongst community groups, community nurseries, schools, LandCare groups and Council. The native seeds will be collected, processed, stored and distributed at no cost to the community.

It is recommended that \$9,982 be allocated from the 2014/2015 Environmental Levy Program for Coffs Harbour Community Seedbank Network.

22. Culturally Significant Landscapes of the Coffs Harbour LGA

The Culturally Significant Landscapes Project will result in actions to protect significant aboriginal sites and landscapes across the local Government Area. It will extend on a 2010 pilot study by Eco Logical Australia to make this project a reality and integrate the outcome into Coffs Harbour City Councils strategic planning processes. Due to funding limitations the Committee recommends that \$35,000 of the \$40,000 requested be allocated to the project.

It is recommended that \$35,000 be allocated from the 2014/2015 Environmental Levy Program for Culturally Significant Landscapes of the Coffs Harbour LGA.

23. Developing and Fostering a Sustainable Environment and Community through a Biodiverse Community Garden

This project will employ a part-time Project Coordinator whose responsibilities will include: coordinate education workshop and garden tours, collaborate on outreach gardens, coordinate back-to-work training programs, engage community organisations, actively promote the garden, seek funding and sponsorships, and provide oversight of all garden workplace WHS issues.

It is recommended that \$13,000 be allocated from the 2014/2015 Environmental Levy Program for Developing and Fostering a Sustainable Environment and Community through a Biodiverse Community Garden.

24. Marine Estate Agents – Solitary Islands Marine Park (SIMP) School Environment Awards

The Marine Estate Agents Solitary Islands Marine Park (SIMP) school environment award program will create greater awareness, understanding and appreciation for the marine environment and in particular the SIMP. The project will encourage schools to actively make changes in their day to day activities that directly benefit coastal and marine environments. Awards will be presented to participating schools based on performance indicators for their projects.

It is recommended that \$5,265 be allocated from the 2014/2015 Environmental Levy Program for Marine Estate Agents – SIMP School Environment Awards.

25. The Restoration of Grey-headed Flying Fox Maternity Camps in the Coffs Harbour LGA

This project looks at the ongoing restoration of two Flying Fox camps by re-sculpturing existing vegetation and reducing weed incursion within the reserves. Establish vegetation to provide long term roosting opportunities for Flying Foxes within the inner core of the camps. Due to funding limitations the Committee recommends that \$30,000 of the \$60,500 requested be allocated to the project.

It is recommended that \$30,000 be allocated from the 2014/2015 Environmental Levy Program for The Restoration of Grey-headed Flying Fox Maternity Camps in the Coffs Harbour LGA.

26. Matching Grants Fund

The Environmental Levy Policy states "That up to \$50,000 be provided annually for the matching of grants subject to the amount remaining in the Environmental Levy pool". Due to existing funds held of \$26,846 and funding limitations, the Committee recommends that \$5,118 of the \$50,000 requested be allocated to the project.

It is recommended that \$5,118 be allocated from the 2014/2015 Environmental Levy Program for Matching Grants Fund.

Projects Not Recommended:

Camera Trap Surveys targeting Koalas in Coffs Harbour

To select and establish 20 urban Koala corridor sites as long term fauna monitoring sites. Install cameras to provide baseline information concerning the use of mapped urban habitat corridors by koalas and other medium-sized ground mammals.

Ecohealth Program

Assess the health of coastal catchments using standardised indicators and reporting for estuaries, lagoons and river reaches using hydrology, sediment and water quality, vegetation and habitat quality, and macro-invertebrates as indicators of ecosystem health in the Coffs Harbour City Council LGA. Ecohealth was undertaken in 2011, these results will be used as a benchmark for the 2014/15 results.

Community Camera Trap Study of Hollow-bearing Trees on Private Land

To select and establish 30 significant trees as subject sites by installing cameras to provide baseline information to investigate the use of hollows in trees from a variety of landscape situations: paddock trees, corridor trees and stepping-stone trees.

Camphor Laurel Removal Coffs Creek Tributaries

Removal of four large Camphor Laurels that are currently dominating and outcompeting native vegetation in the riparian area as well as preventing natural regeneration. Their removal would be undertaken by the Tree Services division of Coffs Harbour City Council.

Camphor Laurel Removal Newport's Creek - Bishop Druitt College

Removal of four large Camphor Laurels that are currently dominating and outcompeting native vegetation in the riparian area as well as preventing natural regeneration. Their removal would be undertaken by the Tree Services division of Coffs Harbour City Council.

Identifying sources of Coastal Marine Debris - Recommendations for Minimising Input

Assess the prevalence of marine debris in the Coffs Harbour local area. By gaining an understanding on the current situation of marine debris, this project aims to determine the main sources and accumulation rates in the local environment. This will enable the effective development of best practice solutions to educate the community and facilitate management decisions.

Friends of Boambee Creek

Remove flood debris fallen trees and water weed from the tributary with the use of excavator equipment to remove larger rubbish such as car bodies, wheels etc, to redeem the tributary to its original state with normal water flow.

Arrawarra Creek Coastal Zone Management Plan

Over recent years major environmental and cultural issues for Arrawarra Creek relating to bank erosion, entrance management, aboriginal heritage and water quality have arose. A Coastal Zone Management Plan (CZMP) would assist in managing this intermittently closed and open lake or lagoon (ICOLL). This project is to engage a consultant to develop a CZMP so that management actions can be assessed and prioritised.

MYRiveR Coffs Coast

MYRiveR Coffs Coast enables students to become citizen scientists, test the health of the environment, identify key environmental threats and values; develop their own vision and implement their own action plans to sustain the health of the waterways within the Coffs Coast region. Local schools will be invited to participate in activities including one day field work; two day youth river congress; community forum to report their results and a school report.

Implementation Date / Priority:

Successful applicants will be notified in writing in June after the Delivery Program is formally adopted by Council.

Recommendation:

1. That Council approves the following projects for inclusion in the 2014/15 Delivery Program and Operational Plan:

To be allocated from the 2014/2015 Environmental Levy Program	Recommended Allocation
Bushland Regeneration	\$207,618
Environmental Weeds Program.	\$106,090
Conservation and Sustainable Management of Biodiversity.	\$215,270
Environmental Levy Coordination	\$64,059
Supporting Community Action in the Coffs Harbour LGA	\$155,000
Orara River Rehabilitation Project. This includes an amount of \$50,000 from Coffs Coast Water, which is available subject to works receiving prior approval from Executive Manager, Operations – Coffs Coast Water	\$180,000
The three Jetty Dunecare Group projects	\$36,400
Diggers Head and Sapphire Beach Path Upgrades	\$32,250

Koala/Wildlife Corridor Bakker Drive Reserve Bonville stage 2.	\$6,750
Coffs Ambassadors Tours	\$42,482
Botanic Garden Education Program	\$16,000
Yarrawarra Giriin Team – Bush Regeneration	\$19,671
Coffs Coast Sustainable Living Festival	\$30,000
Green Schools Sustainability Fund	\$51,616
Impacts on Fresh Water Systems	\$2,000
Remote Camera Surveys for Medium-sized Ground Mammals of the Coffs Harbour Hinterland – Gap Surveys	\$12,000
Wildlife Support	\$8,800
Woolgoolga Beach Rehabilitation Project	\$10,000
Coffs Harbour Community Seedbank Network	\$9,982
Culturally Significant Landscapes of the Coffs Harbour LGA	\$35,000
Developing and Fostering a Sustainable Environment and Community through a Biodiverse Community Garden	\$13,000
Marine Estate Agents – Solitary Islands Marine Park (SIMP) School Environment Awards	\$5,265
The Restoration of Grey-headed Flying Fox Maternity Camps in the Coffs Harbour LGA	\$30,000
Matching Grants Fund	\$5,118

2. That Council notes the concerns raised by the Committee in relation to using the Environmental Levy for funding wages of Council employees.

ENVIRONMENTAL LEVY WORKING GROUP

Tuesday, 11 February 2014
Committee Rooms 1 & 2

Attendees:	Garry Dew (Chairman) Cr Sally Townley Andrew Beswick Robyn Thomson	Justine McClymont (nee Maunsell) Nigel Cotsell George Stulle Katrina O'Connell
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Apologies:	Mayor Denise Knight Cr Garry Innes	Jane Ireland Rod McKelvey
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MINUTES

Meeting Opened 4.00 pm

1. Committee to elect a Chairperson

Garry Dew was elected in the role for a year, finishes 22 October 2014.

2. Apologies

Garry asked for any apologies. Katrina had apologies from Mayor Denise Knight, Cr Garry Innes and Jane Ireland. Rod McKelvey also emailed Katrina his apologies with his score sheet.

Garry asked to have the apologies moved, moved by Robyn and seconded by Andrew.

3. Adoption of minutes from previous meeting

The last meeting was 22 January 2014; minutes were circulated by Katrina on 3 February 2014.

Garry thanked Katrina for having the answers to previous meeting questions in the minutes and asked to have the minutes moved as true and correct, moved by Nigel and seconded by Sally.

4. Business arising from previous minutes

Mayor Knight was to follow up the Sue Hunter Award query. Katrina advised an email was sent to the Mayor but as the Mayor was away no reply was received; the matter is to be carried forward to the next meeting.

5. Disclosure of Interests form

Conflict of Interest Declaration forms were previously returned by all community members except Jane Ireland who was still absent and did not vote. Justine also handed in a less than significant non-pecuniary conflict of interest form due to her employment with the Office of Environment and Heritage.

6. Discuss amount available for 2014/15 Applications¹⁴

Applications totalling \$1,573,943 were received including the four pre-allocated Council projects. A total of \$1,294,371 is estimated to be available for all applications; after the Council pre-allocated projects of \$593,037 are deducted \$701,334 is available for the remaining applications.

7. Assessment and Prioritisation of 2014/15 Applications

There were no Pecuniary Interests declared. Non-pecuniary interests were noted as follows:

Member	Non-Pecuniary Interest	Less than significant N-PI
Garry Dew	27	
George Stulle	5, 7, 18, 19, 31 & 33	
Justine McCylmont	11, 12, 17, 18, 21 & 25	6, 8, 14, 15, 16, 28, 29, 30 & 34
Nigel Cotsell	11, 12, 15, 16, 18, 19, 21 & 27	
Rod McKelvey	5 & 29	
Robyn Thomson	24	

Scoring and Ranking of Submissions took place. Submissions were then ranked, according to Average Scores. The committee then discussed and allocated funding amounts to form the 2014/15 Environmental Levy Draft Program. The Working Group agreed to decrease some of the requested amounts to allow a further 8 projects inclusion in the program. The working group agreed to combine the allocation into one figure for the Jetty DuneCare applications and to let them decide how to allocate it between their three projects.

The working group was concerned that the Flying Fox project wasn't included. George said he would prefer if the Arrawarra Creek CZMP was removed as it may be able to get funding from another source. The working group agreed to change them around and remove the MYRiver Coffs Coast project to allow the Flying Fox project to be included.

Garry called for a motion that the working group was happy with the changes, Sally moved the motion, seconded by Justine, all in favour; Garry declared the motion carried.

Katrina requested everyone's scoring sheets for audit purposes.

8. Other issues / general business

Garry asked if there was any other business. Nigel commented after the previous meeting the group needed to formalise replies to be back by a particular date to allow enough time for the group to complete their scoring. To be discussed further at the next meeting.

Sally and the working group commented they were happy with the changed format of the scoring sheet how the columns were aligned with the criteria sheet and application booklets as it made the scoring process run smoothly, everyone thanked Katrina for the work done.

General discussion that there is a significant amount of money across several projects which are used to fund wages of council employees. The transfer of some of these positions to permanent staff positions would allow more effective distribution of the Environmental Levy funds, e.g. the Green Schools project. Sally moved to include this paragraph in the Report to Council with the Environmental Levy Recommended Program; seconded by Nigel, all in favour; Garry declared the motion carried.

Garry thanked everyone for their time and attendance at the meeting and the committee thanked Garry for chairing the meeting.

Meeting Closed 5.40 pm

COMMUNITY CAPITAL INFRASTRUCTURE GRANTS PROGRAM

Purpose:

Determination of the 2013/2014 Community Capital Infrastructure Grants Program.

Description of Item:

The guidelines for the Community Capital Infrastructure Grants Program were adopted by Council on 26 September 2013. This program was envisaged as a source of funds that community groups could access for capital improvement works in the community.

The objectives of the Community Capital Infrastructure Grants Program are to ensure that:

- Council assists in the provision of innovative community projects that target community needs and result in direct benefits to the wider community.
- Council assists in increasing the participation, accessibility and range of community organisations for the residents of the Coffs Harbour City Council area.
- Council has a consistent, equitable and transparent process to respond to requests by community organisations for funding of capital infrastructure.

This program is designed to assist with development of public infrastructure. Projects should have a strong community benefit that is clearly identifiable and where possible quantifiable. Projects that are closely aligned with Council's core values of enhancing the economic, social and environmental well-being of the local community are considered favourably.

The initial Community Grants Program commenced in 2013/14 with a budget allocation of \$100,000, with the Program building to \$300,000 in 2016/17.

Council advertised the program and held a community information session in mid-October. Applications for the program closed on 29 November 2013, with only one round of funding available in the current financial year.

Fifteen applications were received totaling \$258,522 for proposed projects to the value of \$542,240. Council considered all applications for capital funding in accordance with the assessment criteria, with the recommended applications for funding determined on merit.

To be eligible for funding under the Community Capital Infrastructure Grants Program, the applicant was required to demonstrate co-funding to a minimum of 50%. This co-funding could be in cash, grants, in-kind labour, materials supply or other, with the proviso that the applicant is required to make at least a 20% financial cash contribution.

Applicants for this program were encouraged to seek alternate grant funding where available, and it is proposed that in future years, Council will work closely with other grant providers such as the Enterprise Training Company Community Support Fund and the Clubgrants program, to assist applicants to access alternative grant funds. 'Not for profit' organisations can access these small grants to supplement fundraising efforts, to fund smaller capital projects and equipment purchases. The Community Capital Infrastructure Grants Program, whilst not precluding any smaller projects in the community, represents a larger funding pool available to community organisations wishing to leverage grant funding, for larger infrastructure projects.

Projects that could be eligible for funding include:

- New community infrastructure projects (for example, public facilities, recreational equipment and community sporting facilities).
- Refurbishment of existing infrastructure (halls, public sporting facilities, playgrounds).
- Cooperative projects with Council (walking trails, cycle tracks etc).
- Innovative projects that serve community benefit.
- Projects that build capacity into infrastructure.
- Projects that align with Coffs Harbour City Council's 2030 Strategic Plan.
- Projects relating to Council facilities managed by a s.355 or s.377 volunteer committee.
- Projects that demonstrate broad support from other key stakeholders.

Projects that would be ineligible for funding would be any project:

- Not located on public land or where suitable community access has not been established.
- Organised in conjunction with a childcare, educational or religious institution.
- Not located within the Coffs Harbour City Council local government area.
- That is not available or accessible to the general public.
- Where the funding component cannot be distinctly identifiable.
- That does not have a significant lifespan. This grant program is about providing for long term community infrastructure.
- Where the ongoing costs or maintenance burden the community is assessed as being unacceptable.
- Where community benefit cannot be identified or quantified.
- Where funds or projects have commenced and the organisation is seeking a reimbursement of funds.

The following bodies are eligible to apply:

- Any 'not for profit' group, community group or voluntary association that is incorporated.
- Any unincorporated group provided that their application is submitted through an appropriate incorporated body that supports the proposed project, and is willing to accept responsibility for the funding (a letter indicating acceptance of these factors must be attached to the application form).
- Any group or organisation that currently receives funding from Council, providing that they can demonstrate that the project that they are applying for is independent of any current funding conditions that are in conflict with terms and conditions of this program.

As a guide, eligible applicants are seen as those who:

- Can demonstrate the capacity to use the funds effectively for the benefit of the Coffs Harbour community.
- Will be primarily responsible for the project and continue to maintain the infrastructure, ie not a service club which is fundraising for a third party's project.
- Respond to a need that leads to tangible outcomes with social, cultural or environmental benefits.
- Are willing and able to meet performance measures that focus on outcomes.
- Assist a wider group in the community rather than individuals.

Applications to the Community Capital Infrastructure Program will be ineligible for:

- Applications from groups and organisations which have not acquitted funding from previous Council grant programs or rounds,
- Applications for projects that have been previously funded, unless the application is for funding for a new stage of your project,
- Applications for commercial activities,
- Projects that duplicate existing infrastructure or services.

The following costs are also ineligible for receipt of grant funding:

- Money already spent on delivering a project,
- Payment of salaries (payment for quoted services from service providers related to the project is acceptable, eg tradespeople, engineers and other professionals),
- Recurrent operational costs (eg telephone, electricity, maintenance and public liability insurance),
- Costs related to Council fees (eg planning and building fees and associated state government levies),
- Administration costs (including newsletters),
- Fundraising activities.

As a component of the application process, Council sought detailed project plans, financial budgets and a variety of documents and reports from applicants. Applications under this program were required to be well formed, with demonstrated acceptance and commitment from the applicant organisation, rather than being simply a 'good idea'.

In this round of funding, five applications failed to provide sufficient project plans, quotes or documentation to support their applications. As such, Council will advise that insufficient information was provided, and that the organisation should reapply for the 2014/2015 Community Capital Infrastructure Grants Program. Council will also work with these organisations in the preparation of further applications to this Program.

All projects must be completed within one year of the organisation receiving the funds, in accordance with the timeframe set in the application, and Council will require formal acquittal of the grant for all funding in excess of \$20,000.

Council requires as a condition of the grant, that the successful applicant will assume all normal commercial responsibility including public risk and/or any other appropriate insurance cover for the project.

Sustainability Assessment:

- **Environment**

Council assessed the merit of each project based on the impact of the surrounding environment including any potential ecological benefit or environmental improvement.

Council also considered the location of the proposed projects in terms of community amenity and acceptance. Should a project be of a substantial nature, Council may elect to undertake a public consultation period to gauge community acceptance of the project.

- **Social**

Applicants were required to identify both the community benefit and need provided by the project; and how this benefit has been determined or quantified.

Capital projects under this program should be aimed at improving life for the residents of Coffs Harbour. This may be by providing new infrastructure or refurbishing existing infrastructure.

- **Civic Leadership**

The Community Capital Infrastructure Grants Program is funded from a rate variation application as a program of capital works totaling \$41.1 million, which was approved by the then Department of Local Government. The rate variation substantially meets loan repayments related to the program of works.

Council has a responsibility to ensure the rate revenue generated through this special rate is effectively managed and targeted.

This is consistent with the 2030 Plan strategy:

LC3 - We have strong civic leadership and governance

LC3.1 - Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour.

LC3.2 - Engage the community and other levels of government in securing outcomes.

- **Economic**

Broader Economic Implications

The assessment of the project will be based on:

- The economic impact to the Coffs Harbour community – the project's capital costs, the total lifecycle or maintenance costs and value for money.
- The economic benefits that may exist due to the projects (this may be a reduction on other costs or income derived).

Delivery Program/Operational Plan Implications

The funds are included in the Operational Plan and Delivery Program.

Risk Analysis:

Council's Risk Coordinator was consulted in development of the guidelines for this Program and assessment of the applications; with clauses included requiring applicants to have in place public liability insurance (minimum \$10 million), personal injury income protection for volunteer insurance and/or any other appropriate insurance cover for the project. Council is to be noted as an interested party on all insurance certificates for the purpose of the grant.

The Program's guidelines also require that all works are carried out in a safe work environment in accordance with the Work Health and Safety Act, regulations and codes of practice. Only licensed contractors are to undertake related works to the project.

The guidelines for the Community Capital Infrastructure Grants Program include provisions relating to financial reporting, governance and a structured schedule to ensure that grantees fulfill the objectives of their application. A formal acquittal of the grant is required on completion of the project.

Consultation:

The report has been developed through a consultative process that has included input from a range of Council managers and the Executive Team.

Related Policy and / or Precedents:

Council has several small grants programs in various areas and the Community Capital Infrastructure Grants Program complements these programs and provide a source of funding for the development of public infrastructure.

Statutory Requirements:

Council is required to account for the special rates expenditure raised through the Community Facilities Program's special rate.

Issues:

The key issues relate to the distribution of the funding within the Community Capital Infrastructure Grants Program. A decision by the Assessment Panel was based on the eligibility, merit of the project in accordance with the triple-bottom line assessment (taking in to account social, economic and environmental factors), and the ability of the applicant organisation to manage the project.

The guidelines for the Community Capital Infrastructure Grants Program, includes assessment criteria and a scoring process.

The following table lists those projects determined by the Assessment Panel, graded highest in accordance with the assessment criteria, and recommended for grant funding under the Community Capital Infrastructure Grants Program.

Organisation	Proposed Project	Cost of Project	Funding Recommended
Coffs Harbour Netball Association Inc	Upgrade and resurfacing of nine asphalt netball courts	\$144,756	\$63,000
Waratah Respite Centre (Mid North Coast) Inc	Retrofit of a fire sprinkler system	\$34,763	\$16,500
Sawtell Toormina Sports & Recreation Club	Sealing of carpark outside clubhouse	\$31,500	\$12,000
Emerald Beach Fair Committee	Shade sail to existing playground at Emerald Beach	\$12,194	\$6,000
Woolgoolga Senior Citizens Centre Inc	Automatic door to assist with disabled access	\$3,200	\$1,500
Woolgoolga Art Group Inc	Installation of fans and solar heat rejection film	\$2,187	\$1,000
Total:			\$100,000

The following table lists those projects not recommended for grant funding.

Organisation	Proposed Project	Cost of Project
Nana Glen Sport, Recreation & Equestrian Centre Management Committee	Construction of a storage shed for bulky equestrian equipment	\$16,000
Bayldon Community Centre	Furniture for entrance waiting room	\$1,400
The Friends of the North Coast Regional Botanic Gardens Inc	Upgrade of public access paths including wheelchair/walker access	\$25,000
Ayrshire Park Management Committee	Fitness circuit, terraced seating and fencing	\$19,000
Sportz Central Management Committee	Upgrade and improve court lighting	\$70,000
Sawtell & District BMX Club	Asphalt berms - track upgrade	\$49,250
Englands Park Tennis Club Inc	Resurfacing of courts 1 and 2 with sand filled synthetic grass	\$45,000
Orara Valley Community Pool	Heating of the Orara Valley Community Pool	\$81,483

Applicants are required to provide co-funding of a minimum of 50%. This co-funding being in cash, grants, in-kind labour, materials supply or other, with the proviso that the applicant is required to make at least a 20% financial cash contribution. This demonstrates a level of intent and community involvement from the applicant.

Implementation Date / Priority:

Grant funding will be forwarded as soon as possible, where appropriate.

Recommendation:

That Council approve the allocation to the Community Capital Infrastructure Grants Program for 2013/2014 as set out below, totalling \$100,000.

Organisation	Proposed Project	Cost of Project	Funding Recommended
Coffs Harbour Netball Association Inc	Upgrade and resurfacing of nine asphalt netball courts	\$144,756	\$63,000
Waratah Respite Centre (Mid North Coast) Inc	Retrofit of a fire sprinkler system	\$34,763	\$16,500
Sawtell Toormina Sports & Recreation Club	Sealing of carpark outside clubhouse	\$31,500	\$12,000
Emerald Beach Fair Committee	Shade sail to existing playground at Emerald Beach	\$12,194	\$6,000
Woolgoolga Senior Citizens Centre Inc	Automatic door to assist with disabled access	\$3,200	\$1,500
Woolgoolga Art Group Inc	Installation of fans and solar heat rejection film	\$2,187	\$1,000
		Total:	\$100,000

TENDER: SUPPLY AND DELIVERY OF PASSENGER, TRUCK AND EARTHMOVER TYRES INCLUDING ROADSIDE ASSISTANCE SERVICES

Purpose:

To report and gain Council approval on the tenders received by Regional Procurement Initiative (division of Hunter Council Incorporated) on behalf of the Mid North Coast Procurement Alliance Group of Councils for the supply and delivery of tyres for truck, passenger and earthmover vehicles including roadside assistance services.

Description of Item:

Coffs Harbour City Council is a financial and Associate Member of the Regional Procurement Initiative for the Mid North Coast Procurement Alliance Group of Councils.

Regional Procurement Initiative on behalf of the Mid North Coast Procurement Alliance Group of Councils has called tenders for the Supply and Delivery of Passenger, Truck and Earthmover Tyres including Roadside Assistance Services Tender No T231314MNC that closed on Tuesday, 8 October 2013.

Tenders were evaluated on the following criteria:

- Tender Price
- Referees
- Quality Assurance
- WHS & R
- Ecologically Sustainable Development
- Customer Service.

Tenders were received from the following companies:

1. Bridgestone Australia Ltd (supplied out of Coffs Harbour)
2. Mulvey's Tyre Services
3. The Hiflex Australia Group Pty Ltd
4. Tyres4U Pty Ltd (supplied by distributor out of Coffs Harbour)
5. Valley Tyres (supplied by distributor out of Coffs Harbour).

Conforming Tenders

The tender of Hiflex Australia Group Pty Ltd was the only offer deemed non-compliant due to there being no offer for roadside services. It is to be noted that the tender offer of Mulvey's Tyre Services Pty Ltd was only for Kempsey Shire Council.

Sustainability Assessment:

- **Environment**

On behalf of the Mid North Coast Procurement Alliance Group of Councils Regional Procurement Initiative have addressed major environmental issues in the form of a compulsory questionnaire in the Tender Schedules.

As per Regional Procurements Tender documents the successful tenderer must comply with the *Protection of the Environment Operations Act, 1997* at all times with respect to pollution from noise, air, water, land and waste sources.

- **Social**

Council has considered all social implications involved in this contract, particularly in respect of the supply and delivery of passenger, truck and earthmover tyres. The delivery service will have no impact on the community or general public as the tyres will be delivered direct into Marcia Street Depot or alternatively fitted at each companies own premises.

- **Civic Leadership**

This tender does not have any impact in terms of the Coffs Harbour 2030 Community Strategic Plan. Council has demonstrated leadership in the community by promoting our own procurement policy and guidelines as well as adhering to all Government tendering legislation. It is also to be noted that the above mentioned panel of three compliant companies employ local staff either directly or indirectly through their local distributors.

- **Economic**

Broader Economic Implications

There are no great economic impacts on Council in the awarding of this tender and in no way will commit Council to any set order expenditure over the contract period.

Delivery Program/Operational Plan Implications

The supply and delivery of tyres is budgeted for within the annual Plant Reserve Fund, and they are replaced as part of the ongoing plant maintenance program. Expenditure is allocated under their maintenance and repair vehicle job number on a need only basis, where a purchase order is raised for the service.

Risk Analysis:

Tender documentation has been developed to minimise Council's exposure to risk.

Consultation:

Coffs Council's Workshop Superintendent and the Workshop Plant Administrator were both consulted to discuss this Regional Procurement contract outcome and the evaluation panel recommendation.

Related Policy and / or Precedents:

Tendering procedures were carried out by Regional Procurement Initiative in accordance with Council policy. Regional Procurement's Tender Value Selection System was applied during the tender review process to determine the most advantageous offer. Regional Procurement's policy is that the tender with the highest weighted score becomes the recommended tender (see attachment).

Statutory Requirements:

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

Issues:

Assessment of the tenders is contained in the confidential attachment.

Implementation Date / Priority:

The contract is for a two (2) year period with a further twelve (12) month option commencing from the 1 January 2014.

Recommendation:

That Council considers and approves the tenders received by Regional Procurement Initiative on behalf of Coffs Harbour City Council and the Mid North Coast Alliance Group of Councils for the Supply and Delivery of Passenger, Truck and Earthmover Tyres as detailed in the recommendation of the confidential attachment.

TENDER: SUPPLY AND DELIVERY OF DOMESTIC WATER METERS

Purpose:

To report and gain Council approval on the tenders received by Regional Procurement Initiative (division of Hunter Council Incorporated) on behalf of the Mid North Coast Procurement Alliance Group of Councils for the supply and delivery of domestic water meters.

Description of Item:

Coffs Harbour City Council is a financial and Associate Member of the Regional Procurement Initiative for the Mid North Coast Procurement Alliance Group of Councils.

Regional Procurement Initiative on behalf of the Mid North Coast Procurement Alliance Group of Councils has called tenders for the supply and delivery of domestic water meters Tender No T241314MNC that closed on Tuesday, 8 October 2013.

Tenders were evaluated on the following criteria:

- Tender price (20mm and 25mm combined)
- Meter design
- Referees
- Quality assurance
- Ecologically sustainable development
- Customer service.

A tender was received from the following company, Elster Metering (Broadmeadows Victoria).

Conforming Tenders

The single source tenderer was deemed compliant.

Sustainability Assessment:

- **Environment**

On behalf of the Mid North Coast Procurement Alliance Group of Councils Regional Procurement Initiative have addressed major environmental issues in the form of a compulsory questionnaire in the Tender Schedules.

As per Regional Procurement's Tender documents the successful tenderer must comply with the *Protection of the Environment Operations Act, 1997* at all times with respect to pollution from noise, air, water, land and waste sources.

- **Social**

Council has considered all social implications involved in this contract for the supply and delivery of domestic water meters. The delivery service will not have an impact on the local community or general public as the water meters will be delivered direct into Marcia Street Depot store between Council's operational hours of 7.00am - 3.30pm.

- **Civic Leadership**

This tender does not have any impact in terms of the Coffs Harbour 2030 Community Strategic Plan. Council has demonstrated leadership in the community by promoting our own procurement policy and guidelines as well as adhering to all Government tendering legislation.

- **Economic**

Broader Economic Implications

There are no great economic impacts on Council in the awarding of this tender and approval will not commit Council to any set order expenditure over the contract period.

Delivery Program/Operational Plan Implications

All domestic water meters are stocked in Council's Water Store, and as a consequence they are issued as part of the ongoing annual water meter replacement program as well as new services and expenditure, which is budgeted under this program.

Risk Analysis:

Tender documentation has been developed to minimise Council's exposure to risk.

Consultation:

Council's Works Coordinator Coffs Harbour Water was consulted to discuss this Regional Procurement contract outcome and the evaluation panel recommendation.

Related Policy and / or Precedents:

Tendering procedures were carried out by Regional Procurement Initiative in accordance with Council policy. Regional Procurement's Tender Value Selection System was applied during the tender review process to determine the most advantageous offer. Regional Procurement's policy is that the tender with the highest weighted score becomes the recommended tender (see attachment).

Statutory Requirements:

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

Issues:

Assessment of the tender is contained in the confidential attachment.

Implementation Date / Priority:

The contract is for a two (2) year period with a further twelve (12) month option commencing from 1 January 2014.

Recommendation:

That Council considers and approves the tender received by Regional Procurement Initiative on behalf of Coffs Harbour City Council and the Mid North Coast Alliance Group of Councils for the Supply and Delivery of Domestic Water Meters as detailed in the recommendation of the confidential attachment.

TRAFFIC COMMITTEE 1/2014

Purpose:

To confirm the Minutes of the Traffic Committee Meeting held on Tuesday, 18 February 2014.

Recommendation:

T.1 – Masonic Retirement Village Aged Care Facility Mackays Road Coffs Harbour – “No Standing” Sign (R.502870[3553839])

That approval be given to convert the car parking space to approximately 3 motor bike parking bays in Mackays Road, Coffs Harbour adjacent the southern entrance to the Masonic Village Aged Care Facility, as per plan T.1 – 2014.

T.2 – Park Avenue Coffs Harbour – Parking Issues (R.505670[3570400])

That approval be given for ‘No Parking’ restrictions be installed for 11 metres on the southern side of the un-named lane at the rear of 42 Harbour Drive Coffs Harbour (Keith Logue Funerals), between existing driveway accesses, as per plan T.2 – 2014.

T.3 – Park Avenue Coffs Harbour Woolworths Car Park – Unrestricted Parking (R.505670[3351406])

That approval be given for the installation of unrestricted parking in Park Avenue, multi storey car park, Coffs Harbour from 4.00pm to 6.00am on all levels.

T.4 – Proposed Parking Time Changes – Park Avenue [2944223]

That approval be given for one 15 minute parking space to be installed adjacent Network Video Park Avenue Coffs Harbour as per plan T.4 - 2014.

T.5 – Harbour Drive Coffs Harbour – Parking Issues (3650726)

That approval be given to install ‘No Parking’ on southern side of laneway at the rear of 356 to 398 Harbour Drive Coffs Harbour as per plan T.5 – 2014.

T.6 – Approved Routes for Class2 B-Doubles – Adams Sawmill Pty Ltd (3629625)

Deferred to next Traffic Committee meeting pending further assessment of Gleniffer Road.

T.7 – Sports Unit – Revised Traffic Management plan for Large Events CEX Coffs International Stadium – Stadium Drive Coffs Harbour (3586884)

No action pending referral to Roads and Maritime Services - Traffic Operations and submission of revised traffic management plans.

T.8 – Cook Drive Coffs Harbour – Roundabout (R.500450[3662793])

That approval be given for the plans for construction of a roundabout on Cook Drive Coffs Harbour, as per plan T.8-2014.

T.9 - Short Street Coramba – Coramba Public School “No Stopping” Signage
(R.506150[3600546])

That no action be taken to install timed “No Stopping” on both sides of Short Street, Coramba on school days from 8.00am to 9.30am and 2.30pm to 4.00pm.

T.10 – Harbour Drive Coffs Harbour - Parking Times (3638188)

That approval be given to convert three 15 minute parking zones to 1 hour parking zones on north west side of Harbour Drive Coffs Harbour, as per plan T.10 – 2014.

T.11 – Sawtell Catholic Care request “No Parking” on Marian Place, Toormina

That no action be taken to Install “No Parking” signs in Marian Place, Toormina in the cul-de-sac as per plan.

Request that Roads and Maritime Services conduct a speed zone review of Sawtell Road and check signs advising of internal parking in Marian Grove.

T.12 - Maldon Place Woolgoolga – Parking Issues (R.508700[3683628])

That approval be given for installation of no stopping signs on the southern section of the reserve in Maldon Place, Woolgoolga opposite numbers 9 and 11 Maldon Place (approximately 54 metres) as per plan T.12 – 2014.

T.13 - Pacific Highway Coffs Harbour Traffic Issues (3627713)

That approval be given to install a “No Stopping” zone on the south bound slip lane exiting the Arthur Street / Mastracolas Road roundabout, Pacific Highway, Coffs Harbour for the extent of the shoulder (approx. 130m), as per plan T.13 – 2014.

T.14 – Ulong Hill Climb Event Temporary Road Closure - 2 August 2014

That approval be given for The Ulong Hill Climb Event on Saturday 2 August 2014 from 2.00pm-4.00pm on Eastern Dorrigo Way from 100 m West of Orara Way, Coramba, to the intersection of Eastern Dorrigo Way/Bushmans Range Road, Lowanna. The approval to include the closure of the southern traffic lane (west bound) of Eastern Dorrigo Way, at the start and finish lines for 200m from 1:30pm – 4.00pm (when required) subject to the following conditions:

1. The organisers of the Ulong Hill Climb Event liaise with affected traders and obtain traders approval as well Community consultation with affected residents.
2. The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
3. The organisers be responsible for all costs associated with the temporary closure, including advertising.
4. Copy of current Public Liability Insurance be submitted.
5. Traffic Management Plan and RMS accredited Traffic Control Plan to be submitted for approval.
6. All participants to obey road rules at all times during the event
7. Organiser to ensure all participants parking is legal and safe.
8. That organisers include traffic management plan for cyclists descending Eastern Dorrigo Way.

T. 15 – NAB Coffs Coast Cycle Challenge Event and Temporary Road Closures Sunday 3 August 2014 (3547040)

That approval be given NAB Coffs Coast Cycle Challenge event from the Jetty Foreshores via Sawtell, Lyons Road, Pine Creek Way on Sunday 3 August 2014 as per map.

The approval to incorporate:

- the temporary partial road closure of Jordan Esplanade, Coffs Harbour from 7.00am – 2.00pm as per 2013 TCP.
- the temporary partial road closure of Orlando Street at Collingwood Street Coffs Harbour from 7:55am – 8:15am and 8.40am - 8:45am as per TCP.
- right turn priority for cyclists turning right at Harbour Drive / Collingwood Street intersection from 10.15am – 11.55am
- a temporary reduction in speed zone from 80kph to 60kph for the length of Hogbin Drive, Coffs Harbour from 7.00am – 11.00am

The changed traffic conditions to be subject to:

1. Changes to be advertised and providing no substantive objections are received, the closure be approved.
2. Notify RMS of temporary speed zone reduction from 80kph to 60 kph in Hogbin Drive from 7.00am-11.00am.
3. Advertises to warn of traffic delays on affected roads during the course of the event, particularly access to Marina Drive.
4. Traffic control plan to incorporate Deep Sea Fishing Club direction signs.
5. The organisers of the Cycle Challenge liaise with affected traders and obtain traders approval.
6. 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.
7. The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.
8. That participants obey the road rules at all times.

T.16 - Beach Street / Queen Street, Woolgoolga - Temporary Road Closure - Woolgoolga Curry Festival 26 April 2014 (R.508400 / 1618[3678646])

That approval to be given to the temporary road closure from 5.00am to 7.00pm of the following:

- Beach Street from Wharf Street to Carrington Street, Woolgoolga
- Queen Street from Beach Street to Younger Lane, Woolgoolga (approximately 50m)

For the purpose of conducting the Woolgoolga Curryfest Festival on Saturday 26 April 2014 subject to:

1. The organisers of the CurryFest Festival liaise with affected traders and obtain traders approval

2. 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.
3. The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

T.17 - Beach Street, Woolgoolga - Temporary Road Closure - Anzac Day (R.500270 / 1618 [3681126])

That approval be given for the following temporary road closure of Beach Street, Woolgoolga, between Nightingale Street and Short Street Woolgoolga, associated with the Woolgoolga Anzac March to be held on Friday, 25 April 2014, between the hours of 10.40am and 11.15am be advertised and providing no substantive objections are received, the temporary closures be approved.

1. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.
2. The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
3. The organisers be responsible for all costs associated with the temporary closure, including advertising

T.18 - First/Second/Fourth Avenues, Sawtell - Temporary Road Closure - Anzac Day (501520 / 501480 / 501550 / 1618 [3669607])

That:

1. The following temporary road closures associated with the Sawtell Anzac March to be held on Friday, 25 April 2014, between the hours of 10.30am and 11:45am be advertised and providing no substantive objections are received, the temporary closures be approved.
 - First Avenue (Second Avenue to Boronia Street)
 - Second Avenue (First Avenue to Fourth Avenue)
 - Fourth Avenue (Second Avenue to East Street).
2. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.
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, including advertising
5. A temporary bus zone be signposted in First Avenue north of Second Avenue as alternative to the Ex-Services Club bus zone.

T.19 - Park Avenue / Gordon Street / Vernon Street, Coffs Harbour - Temporary Road Closure - Anzac Day (R.505670 / R.504620 / R.504180 / 1618 [3623954])

That

1. The following temporary road closures associated with the Coffs Harbour Anzac March to be held on Friday, 25 April 2014, between the hours of 8.30am and 10.30am be advertised and providing no substantive objections are received, the temporary closures be approved.
 - ♦ Park Avenue (Earl Street to Gordon Street)
 - ♦ Gordon Street (Park Avenue to Vernon Street)
 - ♦ Vernon Street (Gordon Street to Pacific Highway).
2. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.
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, including advertising.

T.20 - Lyster Street Coffs Harbour Pedestrian Crossing and Disabled Parking in Lyster Street Car Park (3642095)

That approval be given for the installation of two parallel accessible parking spaces to be marked in the Lyster Street, Coffs Harbour car park adjacent the two main entrances to the car park, as per plan T.20 - 2014.

No action be taken for the request for installation of a pedestrian crossing.

T.21- Pine Creek Way Bonville – Linemarking [3656406]

That approval for revised line-marking in Pine Creek Way Bonville to provide two 3.25m wide lanes and two 1.5m-2.0m bicycle lanes and variable shoulder width, as per attached plan, T.21-2014.

T.22 – Halls Road Coffs Harbour – Traffic Issues (R.500720[2152640])

That approval be given to install “No Stopping” zone on north side of Halls Road Coffs Harbour from east side of 31 Halls Road driveway to end of retaining wall, and mandatory locations on south side either side of Lophostemon Drive, as per plan T.22-2014.

MINUTES

Local Traffic Committee Meeting

Tuesday

18 February 2014

VENUE: Committee Room 1 – Councils Main Administration Building

TIME: 10.30am – 12.55pm

PRESENT: Cr Nan Cowling, Coffs Harbour City Council left meeting at 11.45am
Wal Brooks, Coffs Harbour Police
Daniel Boorman, Roads & Maritime Services
Anne Shearer, Coffs Harbour City Council
Robert Fletcher, Coffs Harbour City Council
Andrew Fraser Member for Coffs Harbour left meeting at 12.00pm.
George Stulle, Coffs Harbour City Council

APOLOGIES: Darren Williams, Sawtell Coaches
David Brooks, Coffs Harbour City Council
Steve Reid, Coffs District Taxi Cab Network
Sebastian Livolsi, Coffs District Taxi Cab Network

Minute Taker: Sally Miles

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

29 October 2013

BUSINESS ARISING

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

T.1 – Masonic Retirement Village Aged Care Facility Mackays Road Coffs Harbour – “No Standing” Sign (R.502870[3553839])

Background:

Request for installation of two “No Standing” signs at each driveway exit to help residents exit the driveway of Masonic Retirement Village Aged Care Facility Mackays Road Coffs Harbour safely as cars that are parked on both sides of Mackays Road which blocks vision.

Summary of report:

The Masonic Village Aged Care Facility comprises 50 self care units with approximately 37 vehicles housed on-site. There are 78 hostel beds and 84 staff. Residents, staff and visitors can access limited parking on-site or park on Mackays Road. The village is next door to Baringa Hospital. There is a high demand for on-street parking for the hospital, particularly on “operating” days. Residents have experienced difficulty exiting the Masonic Retirement Village for some years. The western exit was improved with the installation of a bus zone. 43 residents wrote to Council or the State member requesting some changes to the traffic signs to improve sight distance when exiting the driveways. Following an on-site meeting with residents, staff members and the manager, their request was to remove one parking bay adjacent the southern exit to the complex. This exit is opposite 50A Mackays Road which is a block of units which has added to the traffic movements at this point. The no stopping zone would give an additional 17 metres sight distance to the south. There have been no crashes in Mackays Road (2008 – 2012) between Bray Street and the railway line.

Recommendation to Committee:

Install “No Parking” from 8.30am to 6.00pm signs in Mackays Road, Coffs Harbour adjacent the southern entrance to the Masonic Village Aged Care Facility from the southern driveway to the entrance of St Clair House Respite – approximately seventeen metres.

RECOMMENDATION TO COUNCIL:

That approval be given to convert the car parking space to approximately 3 motor bike parking bays in Mackays Road, Coffs Harbour adjacent the southern entrance to the Masonic Village Aged Care Facility, as per plan T.1 – 2014.

Attachment 1

T.2 – Park Avenue Coffs Harbour – Parking Issues (R.505670[3570400])

Background:

Keith Logue & Son Funeral Directors at 42 Park Avenue Coffs Harbour request signage to be installed to alleviate parking problems that are caused when the funeral directors received regular deliveries in the unnamed lane at the rear of the premises.

Summary of report:

The lane at the rear of 42 Park Avenue Coffs Harbour is accessible from both directions and is 4.6 metres wide from kerb to kerb. The north side of the lane between Gordon Street and Earl Street is regulated with 'No Parking' signage under traffic instrument.

Keith Logue funerals have a 4.5 metres wide rear access for entry and exit of their hearse and coffin delivery trucks, there is currently unrestricted parking for 11 metres opposite the access on the southern side of the lane between two driveways. When vehicles are parked in this location, access to the rear of 42 Park Avenue is not possible for the longer hearse or delivery trucks.

Recommendation to committee:

That 'No Parking' restrictions be installed for 11 metres on the southern side of the unnamed lane at the rear of 42 Harbour Drive Coffs Harbour (Keith Logue Funerals), between existing driveway accesses as per plan.

RECOMMENDATION TO COUNCIL:

That approval be given for 'No Parking' restrictions be installed for 11 metres on the southern side of the un-named lane at the rear of 42 Harbour Drive Coffs Harbour (Keith Logue Funerals), between existing driveway accesses, as per plan T.2 – 2014.

T.3 – Park Avenue Coffs Harbour Woolworths Car Park – Unrestricted Parking
(R.505670[3351406])

Background:

Request to change parking times to unrestricted after 3.00pm and install signs as well in the Woolworths car park in Park Avenue Coffs Harbour so workers on the afternoon shift are within easy reach of their vehicles after dark.

Summary of report:

Many of the workers in the CBD have requested all day parking to be reinstated on the top floor of the Park Avenue car park as the majority of on-street parking is restricted to 2 hours. The Shop Distributive & Allied Employees' Association, **NSW** Branch requested a review of the parking arrangements in the vicinity of Woolworths Supermarket, Park Avenue, particularly for their late afternoon / evening shift workers who felt vulnerable walking any distance after dark to access their vehicles. The Woolworths security guard is able to watch staff from the store entrance, but cannot escort workers to their vehicles. Since the Park Avenue car park has a number of vacant spots after 3pm it was requested that the parking become unrestricted after this time.

Attachment 1

Recommendation to Committee:

Install unrestricted parking in Park Avenue, multi storey car park, Coffs Harbour from 3.00pm to 6.00am on all levels.

RECOMMENDATION TO COUNCIL:

That approval be given for the installation of unrestricted parking in Park Avenue, multi storey car park, Coffs Harbour from 4.00pm to 6.00am on all levels.

T.4 – Proposed Parking Time Changes – Park Avenue [2944223]

Background:

Plans for proposed parking time changes in sections of Park Avenue Coffs Harbour from 2 hour to 1 hour timed parking.

Summary of report:

Park Avenue Coffs Harbour has a mixture of 2 hour and 1 hour parking from 8.30am – 6.00pm Monday – Friday and 8.30am – 12.30pm Saturday.

Following representations from local businesses and to tie in with the City Centre Master Plan it is proposed to change parking time restrictions in sections of Park Avenue from 2 hour timed parking to 1 hour timed parking at the following locations;

- Both sides of Park Avenue - between Little Street and Gordon Street.
- North side of Park Ave – the first 14 spaces east of Gordon Street.
- South side of Park Ave - first 16 spaces east of Gordon Street.

Hand delivered letters were given to 34 businesses fronting the proposed changes, inviting any feedback or comments. Overwhelming feedback opposed the changes. It is therefore proposed to make limited changes to parking zones in this area until the city centre works are underway.

Recommendation to Committee:

Approval for one 15 minute parking space to be installed adjacent Network Video Park Avenue Coffs Harbour as per plan.

RECOMMENDATION TO COUNCIL:

That approval be given for one 15 minute parking space to be installed adjacent Network Video Park Avenue Coffs Harbour as per plan T.4 - 2014.

Attachment 1

T.5 – Harbour Drive Coffs Harbour – Parking Issues (3650726)

Background:

Request for “No Parking” signs to be installed on southern side of laneway behind 378 Harbour Drive (Jetty restaurant strip) Coffs Harbour as cars are parking on both sides of the laneway which makes it difficult for vehicles to enter and exit.

Summary of report:

The unnamed laneway at the rear of 356 to 398 Harbour Drive Coffs Harbour is the only access for vehicles to those properties. The lane is accessible from both directions with the southern side bounded by the Jetty High School playing fields.

The lane is 6.0m wide from boundary to kerb with a 1.3m wide nature strip between the kerb and the playing fields fence line, vehicles park half on the nature strip and half on the road on the southern side which limits lane access when vehicles are parked on the northern side.

Recommendation to Committee:

That ‘No Parking’ be installed on southern side of laneway at the rear of 356 to 398 Harbour Drive Coffs Harbour as per plan.

RECOMMENDATION TO COUNCIL:

That approval be given to install ‘No Parking’ on southern side of laneway at the rear of 356 to 398 Harbour Drive Coffs Harbour as per plan T.5 – 2014.

T.6 – Approved Routes for Class2 B-Doubles – Adams Sawmill Pty Ltd (3629625)

Background:

Adams Sawmill on Gleniffer Road has been in operation for 30 years, there are currently B-Double access restrictions in place on Gleniffer Road gazetted as;
‘Access between 6am and 6pm only. Max speed 80km/h. Max speed on unsealed sections 40km/h. Max speed in school zones-40km/h. Configurations permitted only between source of load and delivery point. During school bus hours radio contact be available between the B-Double and the buses’.

Similar restrictions apply to following locations, connecting the highway to Gleniffer Road.

- Archville Station Road - HW10 Pacific Highway to Pine Creek Way.
- Pine Creek Way – Archville Station Road to Gleniffer Road.

Summary of report:

The original permit was issued, it related to timber jinkers travelling on the road, delivering timber to the mill, however over time contractors removing woodchip and waste are now using B-Doubles instead of semi-trailers.

Adams Sawmill has requested that the original permit be amended to allow B-Double configurations to use the road to come in and out during the original hours of 6am to 6pm.

Attachment 1

The mill currently loads B-Doubles with outgoing freight and also has B-Doubles coming in to remove woodchip and waste product. Because of current restrictions, trucks have been leaving one trailer on Pine Creek Way, and making four trips along Gleniffer road in the process of loading both trailers, adding 1-2 hours onto their loading.

Bonville Public School fronts Gleniffer road along this same route and in the interest of safety the mill has been asked to use Butlers Road for semi-trailer access during school zone hours i.e. 8:00am -9:30am and 2:30pm – 4:00pm. With the current restrictions trucks coming in during school hours, need to use Butlers Road four (4) times to complete one load. And when not using Butlers Road, multiple trips also need to be made past the Bonville Public School.

They currently remove two (2) B-Doubles of waste in the form of sawdust, woodchip and oversize waste per day.

Council has also received ongoing concerns over the years from residents in Butlers Road about the amount of truck use, accessing the mill.

Recommendation to Committee:

That the existing restrictions on Gleniffer Road, Pine Creek Way & Archville Station Road be updated to reflect the current circumstances and gazetted as follows;

Type	Road No	Road Name	Starting Point	Finishing Point	Conditions
25/26		Archville Station Road	Northbound on and off-ramp A1 Pacific Highway (Roundabout)	Pine Creek Way	Access between 6.00am-6.00pm only
					No access permitted 8:00am - 9:30am and 2:30pm – 4:00pm school days.
25/26		Pine Creek Way	Archville Station Road	Gleniffer Road	Access between 6.00am-6.00pm only
					No access permitted 8:00am -9:30am and 2:30pm – 4:00pm school days.
25/26		Gleniffer Road	Pine Creek Way	Coffs Harbour City / Bellingen Shire Boundary	Access between 6.00am-6.00pm only
					No access permitted 8:00am -9:30am and 2:30pm – 4:00pm school days.
					Maximum speed in school zones 40km/h
					Maximum speed on unsealed sections 40km/h

RECOMMENDATION TO COUNCIL:

Deferred to next Traffic Committee meeting pending further assessment of Gleniffer Road.

Attachment 1

T.7 – Sports Unit – Revised Traffic Management plan for Large Events CEX Coffs International Stadium – Stadium Drive Coffs Harbour (3586884)

Background:

Council sports unit have submitted a revised traffic management plan to cater for major events at the CEX Coffs International Stadium – Stadium Drive Coffs Harbour.

Summary of report:

Council's sports unit manage the CeX Coffs International Stadium. Several large events are held at the stadium such as the NRL Trial game, AFL matches, and City vs Country match. The unit have a traffic management plan for these large events, which they are reviewing due to lack of compliance from impatient drivers frustrated by congested traffic. The unit are requesting approval for increased traffic control, particularly at the Highway and Hogbin Drive intersections as per plan.

Recommendation to Committee:

Council to approve revised traffic control measures to be implemented for large events at the CeX International Stadium, Stadium Drive, Coffs Harbour as per plan.

RECOMMENDATION TO COUNCIL:

No action pending referral to Roads and Maritime Services - Traffic Operations and submission of revised traffic management plans.

T.8 – Cook Drive Coffs Harbour – Roundabout (R.500450[3662793])

Background:

Plans for proposed roundabout at Cook Drive Coffs Harbour.

Summary of report:

Consideration to plans for construction of a roundabout on Cook Drive, Coffs Harbour, as part of the Cook Drive intersection realignment with the Pacific Highway opposite North Boambee Road.

Recommendation to Committee:

That the plans for construction of a roundabout on Cook Drive, Coffs Harbour be approved.

RECOMMENDATION TO COUNCIL:

That approval be given for the plans for construction of a roundabout on Cook Drive Coffs Harbour, as per plan T.8-2014.

Attachment 1

T.9 - Short Street Coramba – Coramba Public School “No Stopping” Signage
(R.506150[3600546])

Background:

Request from Coramba Public School to install “No Stopping” signs in Short Street Coramba with the times being from 8.00am to 9.30am and 2.30pm to 4.00pm to improve the movement of traffic around the school as students are entering and leaving school grounds.

Summary of report:

The Principal of Coramba Public School contacted Council with concerns about traffic management in the school car park which is currently used by teachers and parents. Parents park in an ad hoc fashion and walk their children across the car park creating potential for conflict with other vehicles. The car park is also used by the OOSH bus which delivers students to the service adjacent the school.

The Principal has closed the car park to all parents and advised them to park in Dorrigo Street and walk their children up Short Street to the school. As well as reducing conflict in the school car park, she is also encouraging exercise and supervised road safety discussions between parents and children. Some of the parents insist on parking in Short Street, which has resulted in some heated exchanges since the beginning of the school year. There is no footpath in Short Street. The school community discussed the arrangements and agreed not to leave their vehicle in Short Street, but some parents do not want to comply with the school’s wishes. The Principal has requested that Council install timed no stopping on Short Street to reduce traffic movements on road whilst children are walking to school

Recommendation to Committee:

Install timed no stopping on both sides of Short Street, Coramba on school days from 8.00am to 9:30am and 2:30 to 4.00pm.

RECOMMENDATION TO COUNCIL:

That no action be taken to install timed “No Stopping” on both sides of Short Street, Coramba on school days from 8.00am to 9.30am and 2.30pm to 4.00pm.

Attachment 1

T.10 – Harbour Drive Coffs Harbour - Parking Times (3638188)

Background

Request to change 5 quarter hour parking spaces on the north west side of Harbour Drive Coffs Harbour to one hour parking consistent with the majority of parking in the Harbour Drive Mall.

Summary of Report

Councillor Palmer has been approached by several retailers in the City Centre regarding the 15 minute time limit on five parking spaces on the north west side of Harbour Drive, in front of the old Westpac Bank. The request came from a food vendor and 3 clothing retailers adjacent the parking bays. Other retailers affected will be consulted to determine the parking needs for their customers. The change would ensure consistent parking restrictions on both sides of Harbour Drive

Recommendation to Committee

Install 1 hour parking restrictions on the north west side of Harbour Drive, Coffs Harbour (5 spaces) as per plan.

RECOMMENDATION TO COUNCIL:

That approval be given to convert three 15 minute parking zones to 1 hour parking zones on north west side of Harbour Drive Coffs Harbour, as per plan T.10 – 2014.

T.11 – Sawtell Catholic Care request “No Parking” on Marian Place, Toormina

Background:

Sawtell Catholic Care have requested ‘No Parking’ signage in the Cul-de-Sac of Marian Place, Toormina due to the inability for large vehicle to manoeuvre their vehicles when other vehicles are parked in the cul-de-sac.

They have also requested a speed zone review in Marian Place with a view to reduce it to 40km/h.

Summary of report:

Marian Place is a narrow road with a cul-de-sac at the entrance to Marian Grove. There are no other driveways on this road. The Aged Care Facility has 101 beds and the retirement village has 178 independent units located on this site, which can cause some congestion at time throughout the day. The Marian Grove management had some concerns about residents and visitors accessing their facility via Marian Place including speed, parking, sight lines and crossing the double barrier line. They have requested a review of the speed zone on Sawtell Road and Marian Place with a suggestion that Marian Place should be 40kph.

Vehicles are parked around the rim of the cul-de-sac sometimes resulting in traffic congestion in both directions. The illegal parking narrows the road to one traffic lane and vehicles are forced to cross the double barrier line. There have been some near misses whilst vehicles are negotiating the narrowed road.

Attachment 1

Council Rangers could patrol Marian Place to check on illegal parking, but parking is currently unrestricted adjacent the village entrances. A no parking restriction would allow more sight distance when exiting the village and relieve congestion.

Recommendation to Committee:

Install "No Parking" signs in Marian Place, Toormina in the cul-de-sac as per plan. Request that Roads and Maritime Services conduct a speed zone review of Sawtell Road.

RECOMMENDATION TO COUNCIL:

That no action be taken to Install "No Parking" signs in Marian Place, Toormina in the cul-de-sac as per plan.

Request that Roads and Maritime Services conduct a speed zone review of Sawtell Road and check signs advising of internal parking in Marian Grove.

T.12 - Maldon Place Woolgoolga – Parking Issues (R.508700[3683628])

Background:

St Francis Xavier School contacted Council following a complaint from the resident of 9 Maldon Place regarding exiting her driveway when there is an event on at the school and parents park on both sides of the one way road. The resident is an elderly lady with a disabled daughter, so needs to leave the house often at short notice to access medical services. The road is 6 metres wide and vehicles do often park on both sides.

Recommendation to committee:

Installation of no stopping signs on the southern section of the reserve in Maldon Place, Woolgoolga opposite numbers 9 and 11 Maldon Place (approximately 54 metres) as per plan.

RECOMMENDATION TO COUNCIL:

That approval be given for installation of no stopping signs on the southern section of the reserve in Maldon Place, Woolgoolga opposite numbers 9 and 11 Maldon Place (approximately 54 metres) as per plan T.12 – 2014.

Attachment 1

T.13 - Pacific Highway Coffs Harbour Traffic Issues (3627713)

Background:

Police have requested the installation of a “No Stopping” zone on the south bound slip lane exiting the Arthur Street / Mastracolas Road roundabout / underpass, Coffs Harbour.

Summary of report:

B-Doubles are parking in the south bound slip lanes of Arthur Street Coffs Harbour, that go from the Arthur Street Coffs Harbour roundabout. The numbers of heavy vehicles parking in this vicinity has increased and it appears that the B-Doubles are using the area as a “quasi-depot” to exchange trailers. This involves unhitching the trailers in the slip lane and heavy vehicles reversing down the slip lane to pick up the trailer. This practice is not legal but also endangers the drivers of the trucks and other vehicles in the area. The practice also obstructs traffic at this high traffic area, blocking lanes at a merging point. To allow for emergency stopping, Council recommends the installation of a no parking zone rather than a no stopping zone.

Recommendation to Committee:

Approval to install a “No Parking” zone on the south bound slip lane exiting the Arthur Street / Mastracolas Road roundabout, Pacific Highway, Coffs Harbour for the extent of the shoulder (approx. 130m) as per plan.

RECOMMENDATION TO COUNCIL:

That approval be given to install a “No Stopping” zone on the south bound slip lane exiting the Arthur Street / Mastracolas Road roundabout, Pacific Highway, Coffs Harbour for the extent of the shoulder (approx. 130m), as per plan T.13 – 2014.

T.14 – Ulong Hill Climb Event Temporary Road Closure - 2 August 2014

Background:

Coffs City Rotary are proposing to conduct a timed hill road cycling climb event along Eastern Dorrigo Way on Saturday 2 August 2014 from 2 00pm– 4.00pm as an added attraction prior to the Coffs Coast Cycle Challenge on Sunday 3 August 2014. The climb is expected to attract 80 – 100 riders.

Summary of report:

The climb will start and finish on Eastern Dorrigo Way starting 100m west of Orara Way to the intersection of Bushmans Range Road – a distance of 12.5km.

The cyclists will be marshalled at the RFS Depot adjacent to Orara Way, Coramba. The road between the marshalling point and the starting point will be a neutral (slow speed) zone. Cyclists will be directed to leave the marshalling area at 30 second intervals.

Coffs City Rotary have requested the closure of the southern traffic lane (west bound) at the start at finish lines for 200 metres from 1.30pm – 4.00pm (when required).

See correspondence and map for more information

Attachment 1

Recommendation to Committee:

That Council approve the Ulong Hill Climb Event on Saturday 2 August 2014 from 2.00pm-4.00pm on Eastern Dorrigo Way from 100 m West of Orara Way, Coramba, to the intersection of Eastern Dorrigo Way/Bushmans Range Road, Lowanna. The approval to include the closure of the southern traffic lane (west bound) of Eastern Dorrigo Way, at the start and finish lines for 200m from 1:30pm – 4.00pm (when required) subject to the following conditions:

1. The organisers of the Ulong Hill Climb Event liaise with affected traders and obtain traders approval.
2. The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
3. The organisers be responsible for all costs associated with the temporary closure, including advertising.
4. Copy of current Public Liability Insurance be submitted.
5. Traffic Management Plan and RMS accredited Traffic Control Plan to be submitted for approval.
6. All participants to obey road rules at all times during the event
7. Organiser to ensure all participants parking is legal and safe.
8. All cyclist to remain at the finish line on Eastern Dorrigo Way until last cyclist has completed the climb.

RECOMMENDATION TO COUNCIL:

That approval be given for The Ulong Hill Climb Event on Saturday 2 August 2014 from 2.00pm-4.00pm on Eastern Dorrigo Way from 100 m West of Orara Way, Coramba, to the intersection of Eastern Dorrigo Way/Bushmans Range Road, Lowanna. The approval to include the closure of the southern traffic lane (west bound) of Eastern Dorrigo Way, at the start and finish lines for 200m from 1:30pm – 4.00pm (when required) subject to the following conditions:

1. **The organisers of the Ulong Hill Climb Event liaise with affected traders and obtain traders approval as well Community consultation with affected residents.**
 2. **The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
 3. **The organisers be responsible for all costs associated with the temporary closure, including advertising.**
 4. **Copy of current Public Liability Insurance be submitted.**
 5. **Traffic Management Plan and RMS accredited Traffic Control Plan to be submitted for approval.**
 6. **All participants to obey road rules at all times during the event**
 7. **Organiser to ensure all participants parking is legal and safe.**
 8. **That organisers include traffic management plan for cyclists descending Eastern Dorrigo Way.**
-

Attachment 1

T. 15 – NAB Coffs Coast Cycle Challenge Event and Temporary Road Closures
Sunday 3 August 2014 (3547040)

Background:

Coffs City Rotary are organising the fifth NAB Coffs Coast Cycle Challenge on Sunday 3 August 2014 for road cyclists, tandems and some recumbent cyclists. The event includes a 100km ride via Bellingen, a 60km ride and two family rides of 10km and 20km which are predominately on cycle paths. The club is seeking Council approval for the event in the Coffs Harbour LGA as well as approval for road closures and changes of traffic conditions

Summary of report:

This is the fifth time that Coffs City Rotary Club has organised the Coffs Coast Cycle Challenge starting at the Jetty Foreshores. The event comprises a 100km ride via Bellingen, a 60km ride to Pine Creek Way and return and two family rides of 10km and 20km mainly along cycle paths. Last year's event attracted over 800 riders and numbers are steadily increasing each year. There were no incidents in 2013, although some of the Marina businesses objected to the traffic congestion in Marina Drive. This year the Lions Club have agreed not to run their car boot sale on the same day which frees a large parking area north of the Foreshores. The road closure plans have been circulated to the Marina Users Group and other businesses in the vicinity. Council has also passed on complaints about last year's event to the organisers and worked with them to assist traffic flow on the day. Direction signs for the Deep Sea Fishing Club will also be incorporated into the traffic management plan.

Recommendation to Committee:

Approval be given for the NAB Coffs Coast Cycle Challenge event from the Jetty Foreshores via Sawtell, Lyons Road, Pine Creek Way on Sunday 3 August as per map.

The approval to incorporate:

- the temporary partial road closure of Jordan Esplanade, Coffs Harbour from 7.00am – 2.00pm as per 2013 TCP.
- the temporary partial road closure of Orlando Street at Collingwood Street Coffs Harbour from 7:55am – 8:15am and 8.40am - 8:45am as per TCP.
- right turn priority for cyclists turning right at Harbour Drive / Collingwood Street intersection from 10.15am – 11.55am
- a temporary reduction in speed zone from 80kph to 60kph for the length of Hogbin Drive, Coffs Harbour from 7.00am – 11.00am

The changed traffic conditions to be subject to:

1. Changes to be advertised and providing no substantive objections are received, the closure be approved.
2. Advertises to warn of traffic delays on affected roads during the course of the event, particularly access to Marina Drive.
3. Traffic control plan to incorporate Deep Sea Fishing Club direction signs.
4. The organisers of the Cycle Challenge liaise with affected traders and obtain traders approval.
5. 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.

Attachment 1

6. The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.
7. That participants obey the road rules at all times

RECOMMENDATION TO COUNCIL:

That approval be given NAB Coffs Coast Cycle Challenge event from the Jetty Foreshores via Sawtell, Lyons Road, Pine Creek Way on Sunday 3 August 2014 as per map.

The approval to incorporate:

- the temporary partial road closure of Jordan Esplanade, Coffs Harbour from 7.00am – 2.00pm as per 2013 TCP.
- the temporary partial road closure of Orlando Street at Collingwood Street Coffs Harbour from 7:55am – 8:15am and 8.40am - 8:45am as per TCP.
- right turn priority for cyclists turning right at Harbour Drive / Collingwood Street intersection from 10.15am – 11.55am
- a temporary reduction in speed zone from 80kph to 60kph for the length of Hogbin Drive, Coffs Harbour from 7.00am – 11.00am

The changed traffic conditions to be subject to:

1. Changes to be advertised and providing no substantive objections are received, the closure be approved.
 2. Notify RMS of temporary speed zone reduction from 80kph to 60 kph in Hogbin Drive from 7.00am-11.00am.
 3. Adverts to warn of traffic delays on affected roads during the course of the event, particularly access to Marina Drive.
 4. Traffic control plan to incorporate Deep Sea Fishing Club direction signs.
 5. The organisers of the Cycle Challenge liaise with affected traders and obtain traders approval.
 6. 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.
 7. The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.
 8. That participants obey the road rules at all times
-

Attachment 1

T.16 - Beach Street / Queen Street, Woolgoolga - Temporary Road Closure - Woolgoolga Curry Festival 26 April 2014 (R.508400 / 1618[3678646])

Background

The Curryfest Festival Committee have requested road closures for the Curryfest Festival to be held on Saturday 26 April 2014 from 5.00am to 7.00pm as follows:

- Beach Street from Wharf Street to Carrington Street, Woolgoolga
- Queen Street from Beach Street to Younger Lane, Woolgoolga (approximately 50m)

This is a well-supported annual event which benefits the Woolgoolga community. Council has received no complaints about former road closures.

Recommendation:

That:

Approval to be given to the temporary road closure of the following:

- Beach Street from Wharf Street to Carrington Street, Woolgoolga
- Queen Street from Beach Street to Younger Lane, Woolgoolga (approximately 50m)

For the purpose of conducting the Woolgoolga Curryfest Festival on Saturday 26 April 2014 subject to:

1. The organisers of the CurryFest Festival liaise with affected traders and obtain traders approval
2. 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.
3. The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

RECOMMENDATION TO COUNCIL:

That :

Approval to be given to the temporary road closure from 5.00am to 7.00pm of the following:

- Beach Street from Wharf Street to Carrington Street, Woolgoolga
- Queen Street from Beach Street to Younger Lane, Woolgoolga (approximately 50m)

For the purpose of conducting the Woolgoolga Curryfest Festival on Saturday 26 April 2014 subject to:

1. The organisers of the CurryFest Festival liaise with affected traders and obtain traders approval
 2. 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.
 3. The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.
-

Attachment 1

T.17 - Beach Street, Woolgoolga - Temporary Road Closure - Anzac Day (R.500270 / 1618 [3681126])

Background:

Consideration to a request from the Returned Services League for the temporary road closure of Beach Street, Woolgoolga, on Friday, 25 April 2014, between the hours of 10.40am and 11.15am, for the purpose of holding the Anzac Day march in Woolgoolga.

Recommendation to Committee:

That the following temporary road closure of Beach Street, Woolgoolga, between Nightingale Street and Short Street Woolgoolga, associated with the Woolgoolga Anzac March to be held on Friday, 25 April 2014, between the hours of 10.40am and 11.15am be advertised and providing no substantive objections are received, the temporary closures be approved.

1. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.
2. The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
3. The organisers be responsible for all costs associated with the temporary closure, including advertising

RECOMMENDATION TO COUNCIL:

That approval be given for the following temporary road closure of Beach Street, Woolgoolga, between Nightingale Street and Short Street Woolgoolga, associated with the Woolgoolga Anzac March to be held on Friday, 25 April 2014, between the hours of 10.40am and 11.15am be advertised and providing no substantive objections are received, the temporary closures be approved.

1. **A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.**
 2. **The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
 3. **The organisers be responsible for all costs associated with the temporary closure, including advertising**
-

Attachment 1

T.18 - First/Second/Fourth Avenues, Sawtell - Temporary Road Closure - Anzac Day (501520 / 501480 / 501550 / 1618 [3669607])

Background:

Consideration to a request from the Returned Services League for the temporary road closure of the following streets on Friday, 25 April 2014, between the hours of 10.30am and 11.45am, for the purpose of holding the Anzac Day march in Sawtell.

- First Avenue (Second Avenue to Boronia Street)
- Second Avenue (First Avenue to Fourth Avenue)
- Fourth Avenue (Second Avenue to East Street)

Recommendation to Committee:

That:

1. The following temporary road closures associated with the Sawtell Anzac March to be held on Friday, 25 April 2014, between the hours of 10.30am and 11:45am be advertised and providing no substantive objections are received, the temporary closures be approved.
 - First Avenue (Second Avenue to Boronia Street)
 - Second Avenue (First Avenue to Fourth Avenue)
 - Fourth Avenue (Second Avenue to East Street).
2. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.
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, including advertising
5. A temporary bus zone be signposted in First Avenue north of Second Avenue as alternative to the Ex-Services Club bus zone.

RECOMMENDATION TO COUNCIL:

That:

1. **The following temporary road closures associated with the Sawtell Anzac March to be held on Friday, 25 April 2014, between the hours of 10.30am and 11:45am be advertised and providing no substantive objections are received, the temporary closures be approved.**
 - **First Avenue (Second Avenue to Boronia Street)**
 - **Second Avenue (First Avenue to Fourth Avenue)**
 - **Fourth Avenue (Second Avenue to East Street).**

Attachment 1

2. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.
 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, including advertising
 5. A temporary bus zone be signposted in First Avenue north of Second Avenue as alternative to the Ex-Services Club bus zone.
-

T.19 - Park Avenue / Gordon Street / Vernon Street, Coffs Harbour - Temporary Road Closure - Anzac Day (R.505670 / R.504620 / R.504180 / 1618 [3623954])

Background:

Consideration to a request from Returned Services League for the temporary road closure of the following streets on Friday, 25 April 2014, between the hours of 8.30am and 10.30am, for the purpose of holding the Anzac Day march in Coffs Harbour.

- Park Avenue (Earl Street to Gordon Street)
- Gordon Street (Park Avenue to Vernon Street)
- Vernon Street (Gordon Street to Pacific Highway)

Recommendation to Committee:

That:

1. The following temporary road closures associated with the Coffs Harbour Anzac March to be held on Friday, 25 April 2014, between the hours of 8.30am and 10.30am be advertised and providing no substantive objections are received, the temporary closures be approved.
 - ◆ Park Avenue (Earl Street to Gordon Street)
 - ◆ Gordon Street (Park Avenue to Vernon Street)
 - ◆ Vernon Street (Gordon Street to Pacific Highway).
2. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.
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, including advertising.

RECOMMENDATION TO COUNCIL:

That approval be given for:

1. The following temporary road closures associated with the Coffs Harbour Anzac March to be held on Friday, 25 April 2014, between the hours of 8.30am and 10.30am be advertised and providing no substantive objections are received, the temporary closures be approved.
 - ♦ Park Avenue (Earl Street to Gordon Street)
 - ♦ Gordon Street (Park Avenue to Vernon Street)
 - ♦ Vernon Street (Gordon Street to Pacific Highway).
 2. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.
 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, including advertising.
-

T.20 - Lyster Street Coffs Harbour Pedestrian Crossing and Disabled Parking in Lyster Street Car Park (3642095)

Background:

Request for pedestrian crossing in Lyster Street Coffs Harbour and disabled parking in Lyster Street car park. Currently there are no on or off street accessible parking spaces in Lyster Street. There is a high demand for parking in the area for commuters and also for people accessing the facilities in the nearby streets such as the medical centres, the X-ray centre, the vet etc. Council's Access Advisory Committee have also noted Lyster Street in their accessible parking priority list for the CBD. Traffic surveys show that Lyster Street would not meet the warrants for a pedestrian crossing.

Recommendation to Committee:

Approval of two parallel accessible parking spaces to be marked in the Lyster Street, Coffs Harbour car park adjacent the two main entrances to the car park.

No action regarding request for pedestrian crossing.

RECOMMENDATION TO COUNCIL:

That approval be given for the installation of two parallel accessible parking spaces to be marked in the Lyster Street, Coffs Harbour car park adjacent the two main entrances to the car park, as per plan T.20 - 2014.

No action be taken for the request for installation of a pedestrian crossing.

Attachment 1

T.21- Pine Creek Way Bonville – Linemarking [3656406]

Background:

Pine Creek Way has been a local road since the Bonville Highway bypass opened approximately four years ago.

Traffic volumes have now dropped to local road volumes and there is no longer the need for highway standard line marking.

Summary of report:

Pine Creek Way Bonville between Lyons Road and the City boundary currently has highway standard line marking with protected right turn bays and acceleration lanes and chevron marking near most of the intersection roads.

Traffic volumes are now 4200 per day just south of Lyons Road and 650 per day south of Gleniffer Road.

To reduce long term maintenance it is proposed to reseal Pine Creek Way and to re-line mark the road to reflect its current use. Council design plan 2090503 has been prepared to provide two 3.25m wide lanes and two 1.5m-2.0m bicycle lanes and variable shoulder width.

Some intersections will still require protected right turn as per plan.

Recommendation to Committee:

Approval for revised line-marking in Pine Creek Way Bonville to provide two 3.25m wide lanes and two 1.5m-2.0m bicycle lanes and variable shoulder width.

Recommendation to Council:

That approval for revised line-marking in Pine Creek Way Bonville to provide two 3.25m wide lanes and two 1.5m-2.0m bicycle lanes and variable shoulder width, as per attached plan, T.21-2014.

T.22 – Halls Road Coffs Harbour – Traffic Issues (R.500720[2152640])

Background:

Extension of road from 36 Halls Road Coffs Harbour for new subdivisions in the area is narrow with few parking options vehicles are parking on the crest of a hill and also obstruct sight lines at the intersection of Lophostomon Drive.

Recommendation to Committee:

Approval of “No Stopping” sign to enforce 10 meters mandatory “No Stopping” zones adjacent the intersection of Halls Road/Lophostomon Drive Coffs Harbour.

RECOMMENDATION TO COUNCIL:

That approval be given to install “No Stopping” zone on north side of Halls Road Coffs Harbour from east side of 31 Halls Road driveway to end of retaining wall, and mandatory locations on south side either side of Lophostomon Drive, as per plan T.22 - 2014.

B. INFORMAL ITEMS SECTION (Traffic Engineering Advice)

B1 – Corner of Manning Avenue & Arthur Street Coffs Harbour – “No Standing” Sign (R.504950 R.503760[3631245])

Origin

Concerns about parking in Manning Avenue Coffs Harbour on narrow parts of the road as it limits sight distance for residents exiting their driveways. Can a “No Standing” sign be installed.

Summary of Report

Resident is very concerned about vehicles parking illegally on narrow sections of the road, particularly the intersection of Arthur Street, and during peak times such as Christmas when there is an overflow from the Park Beach Plaza car park. At present these sections are marked with double barrier lines, but this does not apparently deter parking. There have been no crashes on this road in the last 5 years but Council often receives complaints from residents about similar matters.

Committee advice:

Referred for enforcement of current parking restrictions.

B2 – Harbour Drive Coffs Harbour – Pedestrian Safety [3600654]

Origin

Customer is concerned about the safety of pedestrians in the shopping area of Harbour Drive Coffs Harbour after a pedestrian was hit by a vehicle on 24 October 2013. Please consider the following

Summary of Report:

There have been 8 reported pedestrian crashes in the Harbour Drive mall from 2009 – 2010 with 9 injuries. Two crashes were on the Pacific Highway intersection. The most recent crash involved a person walking on the pedestrian crossing.

A witness to the last crash has written to Council with some suggestions to improve road safety in Harbour Drive. Traffic Committee to consider the circumstances of the pedestrian crashes and to suggest ways that Council could improve road safety in the area which could be incorporated into the CBD upgrade.

Committee advice:

Investigate:

- (a) Standards for pavement markings around shared zone**
 - (b) Installation of fluoro pedestrian crossing signs**
 - (c) Installation of rail adjacent electricity box on south side of shared zone, Harbour Drive Coffs Harbour.**
-

Attachment 1

B3 - Jordan Esplanade Coffs Harbour - Various Road Closures Issues

Origin:

A complaint from a Marina Drive business owner about Council's traffic management for peak events such as the New Year's Eve celebration at the Jetty Foreshores.

Summary of Report:

A business owner complained about the congestion in Marina Drive on New Year's Eve. He claimed that the traffic control was ineffective and that Jordan Esplanade was open before 12:30am. He said that one person he spoke to didn't have her medication and another person returned to the restaurant for an hour before leaving the area. Police commented that it is difficult to avoid congestion in that area for peak events and people should expect delays. Police also commented that parking was available in Harbour Drive and that people should be encouraged to park and walk.

Committee advice:

Organisers to warn spectators of large events at the Jetty that there will be significant delays (between 9.00pm and 11.00pm on NYE) and advise of alternative parking options or ways of getting to the venue without their car.

Committee advice:

Arrange a debrief with police highway patrol officer on New Years Eve duty at the Jetty Foreshores regarding traffic management to be noted for reference when considering traffic management applications in 2014/15.

Debrief to include discussion about traffic control, signage and public messages regarding traffic delays and parking.

B4 – High Street Woolgoolga – Traffic Issues

Origin

Following Council approval in 2007 a partial closure of High Street Woolgoolga (from Nightingale to Scarborough) was installed permitting access for local residents but no entry from High Street to Nightingale Street (West) and High Street to Scarborough Street (East). Works included lane reduction, kerb and gutter and speed humps. Residents are required to exit this section of High Street via Fawcett Street. All drivers can use Gordon Street as an alternative to High Street. A trial was conducted which concluded that the alternative route could cater adequately for the traffic volumes.

As noted in the original trial, an unacceptable number of motorists persist in ignoring the modified traffic arrangements despite the installed traffic calming measures. Residents have complained on a regular basis about lack of compliance with near misses at the intersection of Scarborough Street in particular. There has been one crash (right near) – in 2010 - on the intersection of High Street and Nightingale following changed traffic conditions.

Traffic counts on High Street conducted from 17 September to 27 September 2013 showed an average of 50 -55 vehicles disregarding the no entry signs at the Nightingale and Scarborough intersections.

Attachment 1

Council mailed each resident of High Street in September 2013 to remind them of the traffic arrangements. An article appeared in the Advertiser and the Sports Clubs were also informed. Despite this Police patrols issued 10 traffic infringement notices for disregarding the no entry and no stopping signs as well as 2 cautions.

Council would like to discuss ideas for alternative signage to increase acceptance of partial closure for residents only.

Committee advice:

Change “Service Vehicles Excepted” to “Garbage Truck Excepted” sign on High Street /Nightingale and High Street/Scarborough Street Woolgoolga intersections.

Prepare media release following installation.

B6 - Toormina Road and Amaroo Crescent Toormina - Lane lines [3662907]

Origin

Council has received concerns from residents in Toormina that since the installation of the traffic lights on Toormina Road and recently Aldi a potential hazard occurs when people stop in the right lane just south of the traffic lights to turn right into Amaroo Crescent, vehicles following overtake on the inside lane, but do not anticipate traffic on their left. The request is for right turn lane at Amaroo Cres or left turn only lane into Minorie Drive.

Summary of Report

There are currently two southbound lanes south of the traffic lights for 90m until Amaroo Crescent with 'Form 1 Lane' signage then one lane south of Amaroo Crescent.

Either a right turn lane at Amaroo Cres or left turn only lane into Minorie Drive would cause congestion in the adjacent lane and would not appear to create any advantage to the original request.

The south bound lane between Amaroo Crescent and Minorie Drive is 6.0m wide which could allow for two 3.0m lanes with additional line marking, however this would mean that right turning vehicles out of Minorie Drive would have to watch out for two lanes of traffic from the right.

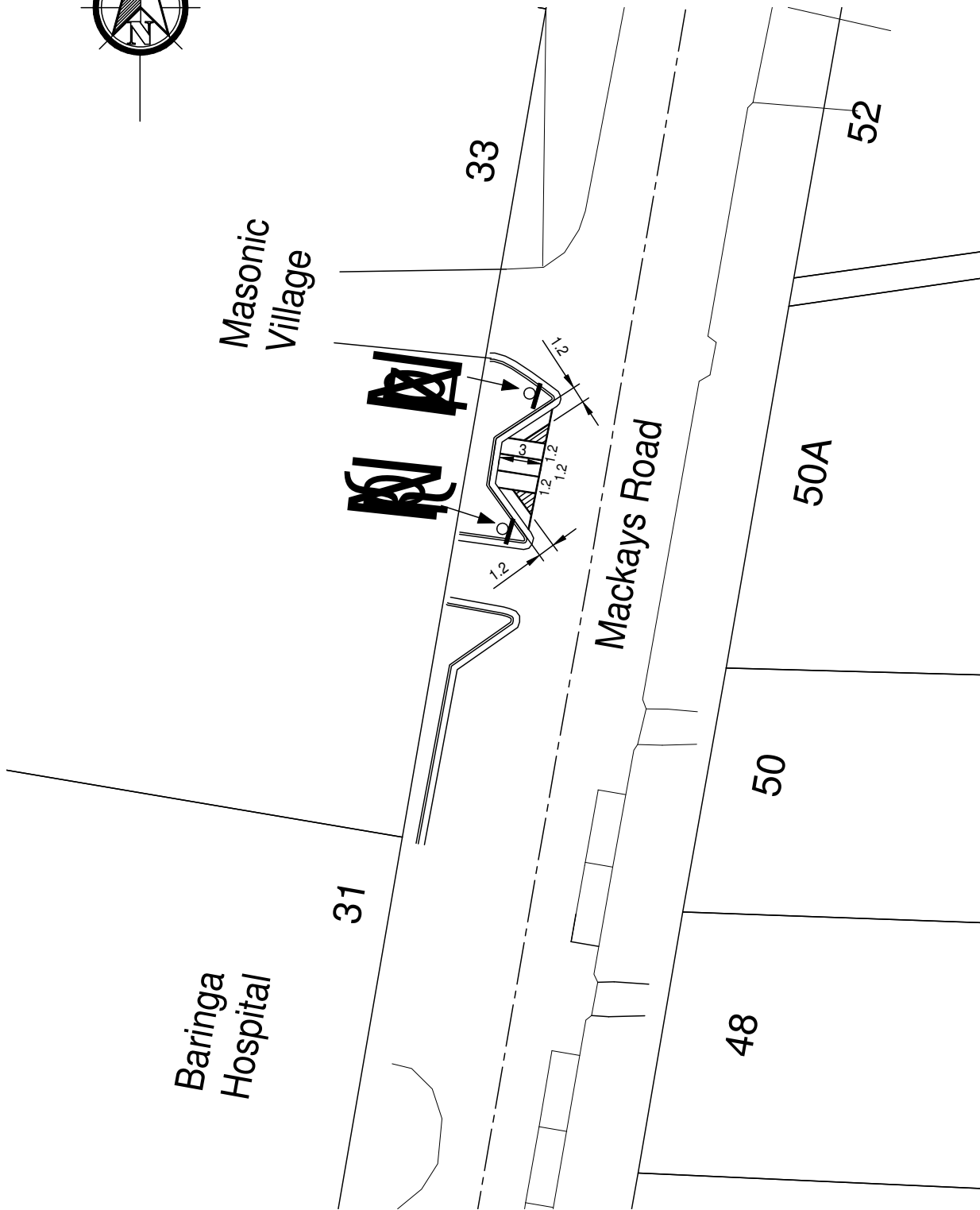
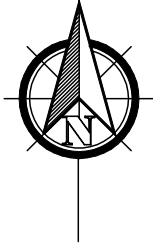
Committee advice

To be further investigated.

NEXT MEETING:

The next meeting of the Local Traffic Committee will be in May 2014.

Meeting terminated at 12.55pm



PLAN VIEW

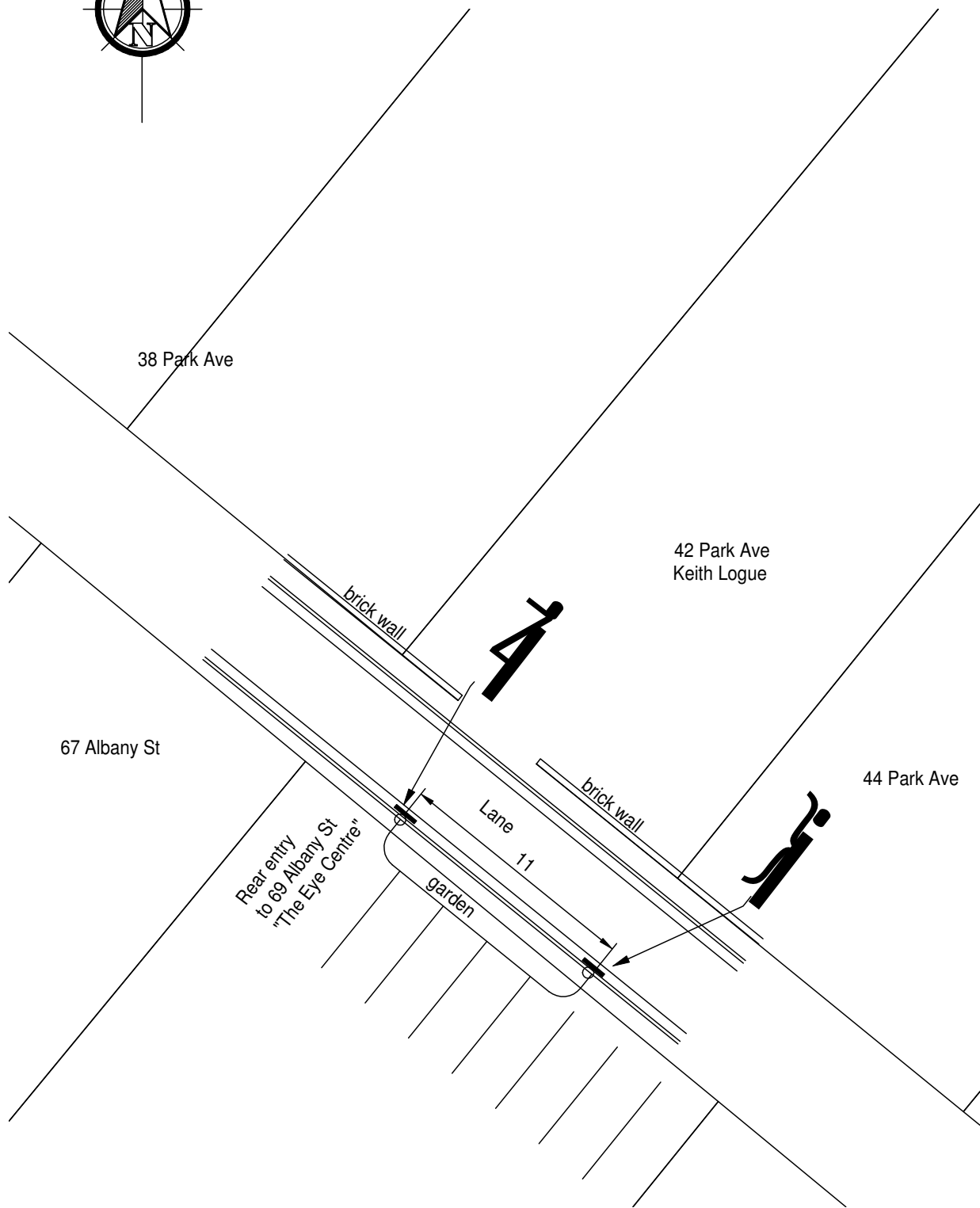
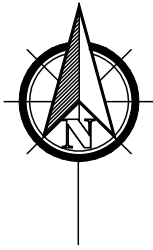
NOTES:

convert the car parking space to approximately 3 meters of motor bike parking in Mackays Road, Coffs Harbour adjacent the southern entrance to the Masonic Village Aged Care Facility, as per plan

TRAFFIC INSTRUMENT

T.1 - 2014

**MACKAYS ROAD- MOTORCYCLE PARKING
COFFS HARBOUR**



PLAN VIEW

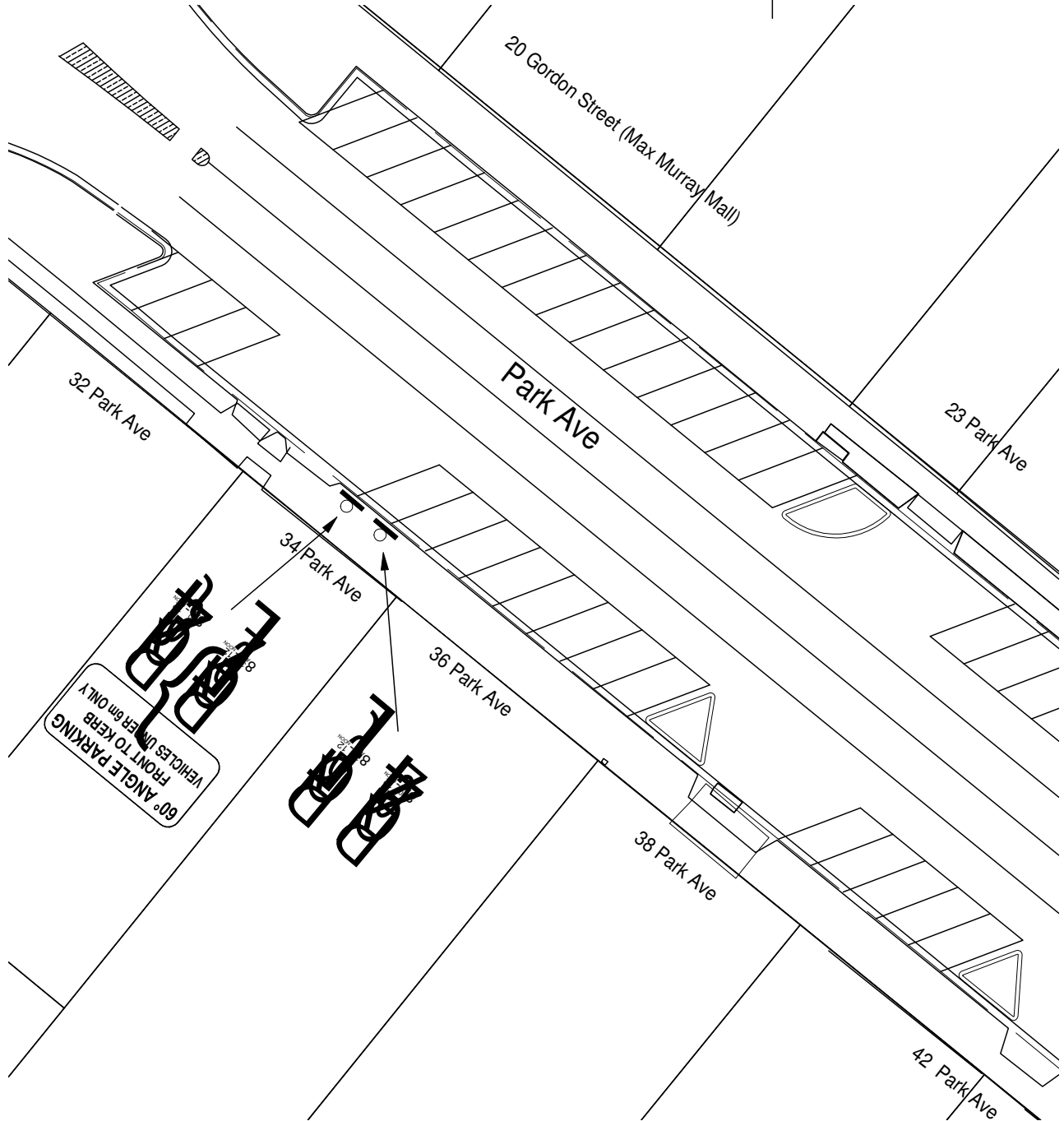
NOTES:

No Parking' restrictions be installed for 11 metres on the southern side of the un-named lane at the rear of 42 Harbour Drive Coffs Harbour (Keith Logue Funerals), between existing driveway accesses, as per plan

TRAFFIC INSTRUMENT

T.2 - 2014

LANE AT REAR OF 42 PARK AVE - NO PARKING
COFFS HARBOUR



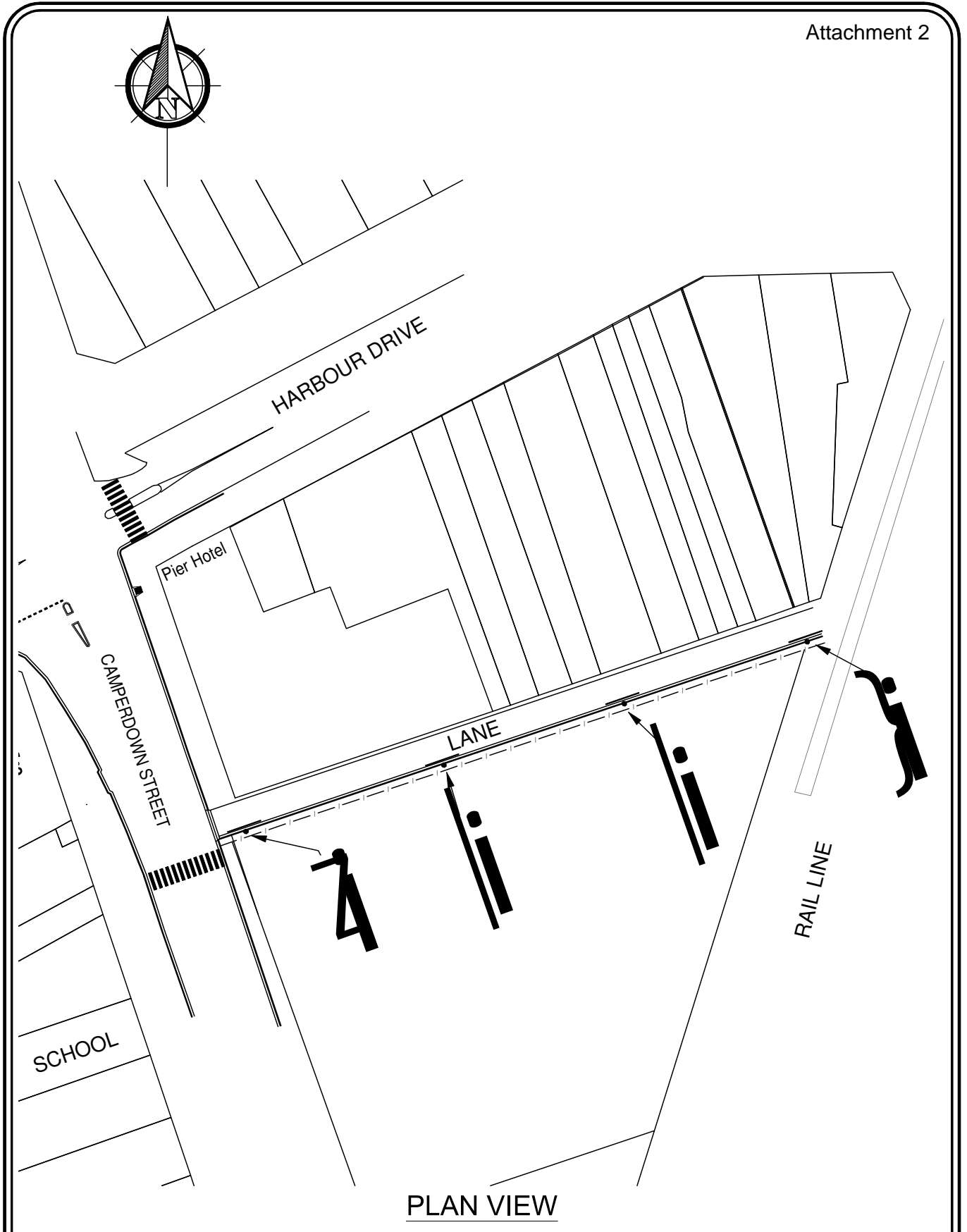
PLAN VIEW

NOTES:

One 15 minute parking space to be installed adjacent Network Video Park Avenue Coffs Harbour as per plan

TRAFFIC INSTRUMENT

**T.4 -2014
PARK AVENUE 1/4 HOUR PARKING
COFFS HARBOUR**



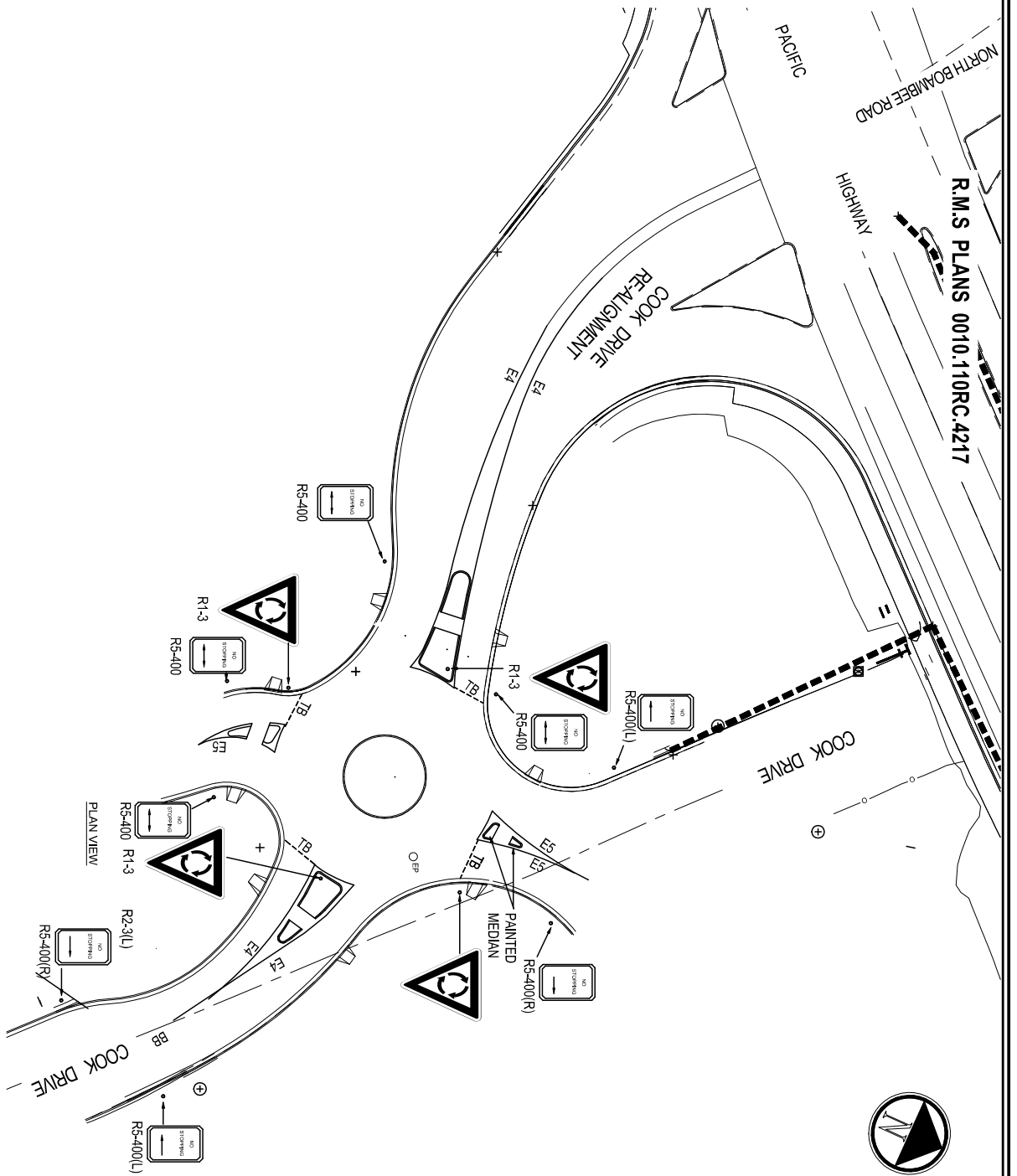
NOTES:
No Parking' on southern side of laneway at
the rear of 356 to 398 Harbour Drive Coffs
Harbour as per plan

TRAFFIC INSTRUMENT

T.5-2014

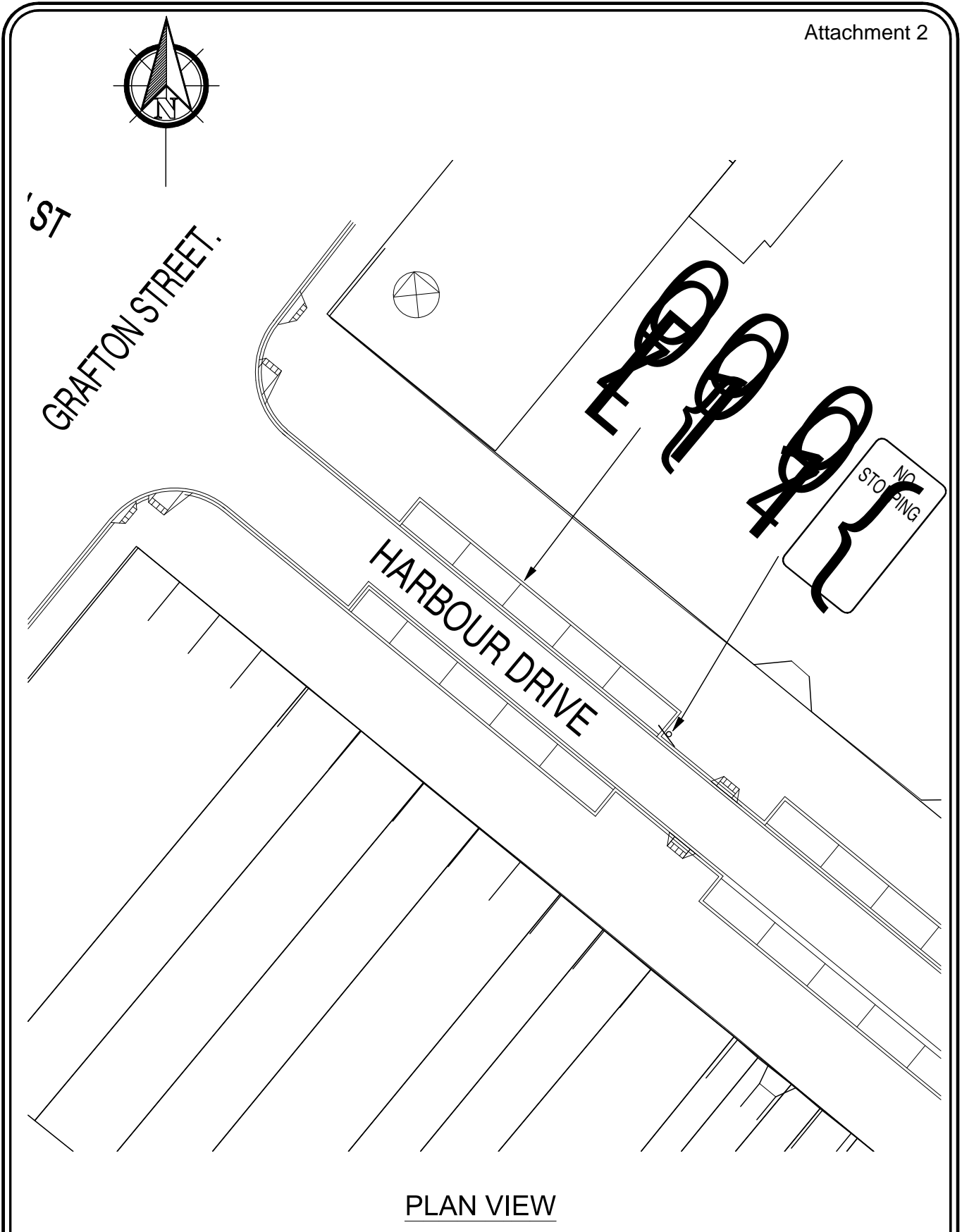
HARBOUR DRIVE (Rear lane) No Parking
COFFS HARBOUR

Attachment 2



NOTES:
Signage plan for new roundabout on Cook Drive, Coff's Harbour

TRAFFIC INSTRUMENT
T.8 - 2014
COOK DRIVE - ROUNDABOUT
COFFS HARBOUR



PLAN VIEW

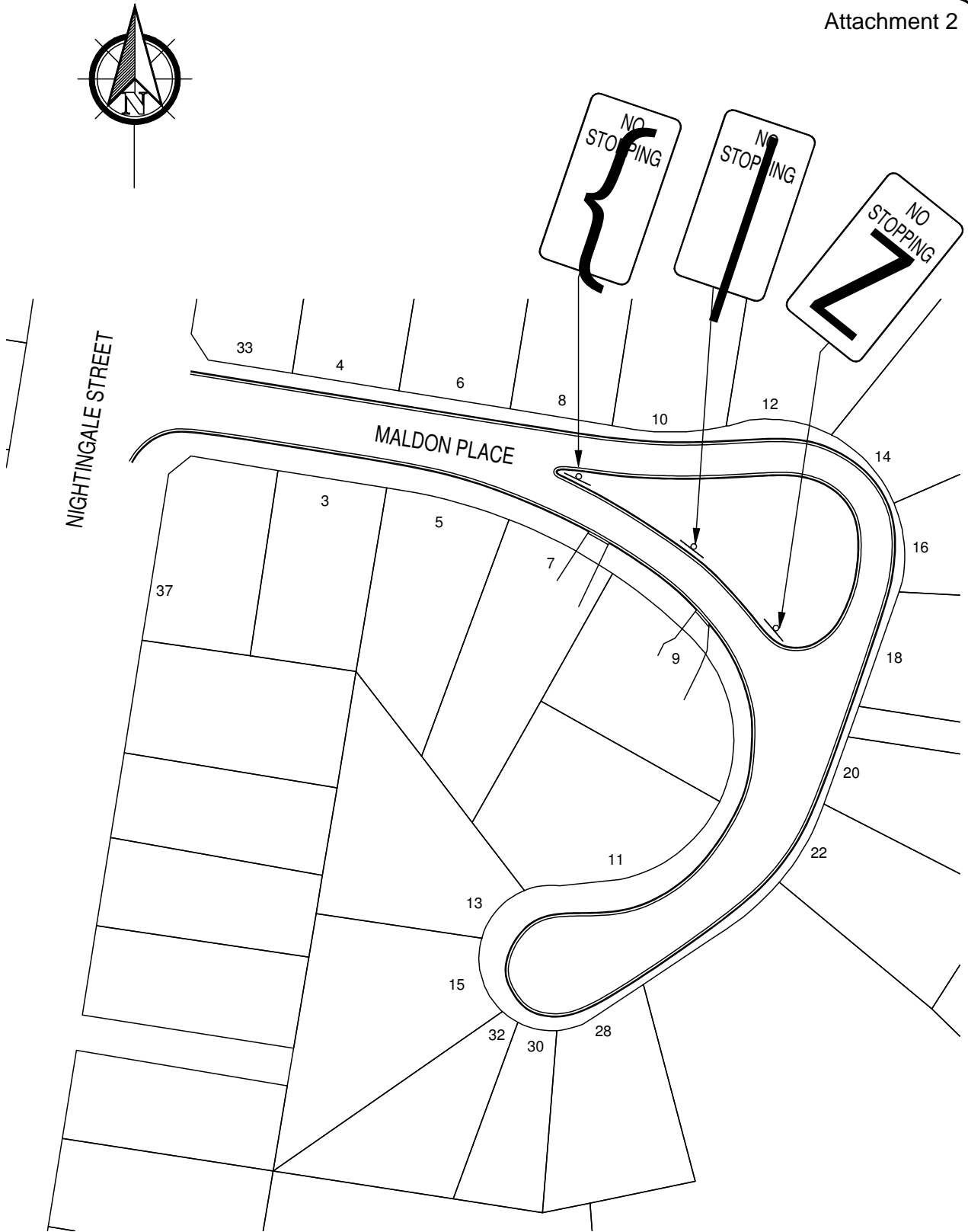
NOTES:

Convert three 1/4 hour parking zones to 1 hour parking zones on north west side of Harbour Drive Coffs Harbour, as per plan

TRAFFIC INSTRUMENT

T.10- 2014

HARBOUR DRIVE - 1 HR PARKING
COFFS HARBOUR



PLAN VIEW

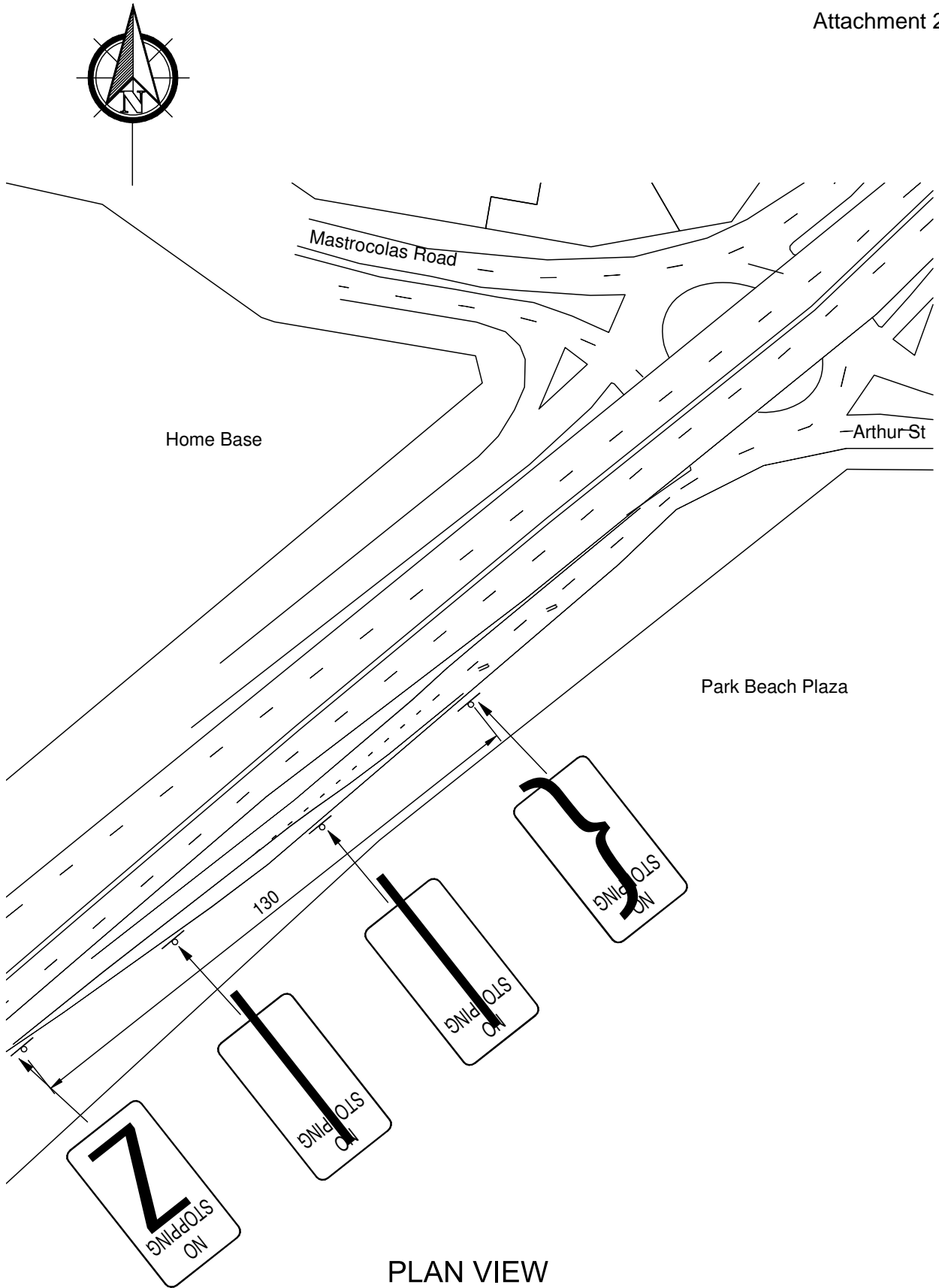
NOTES:

Installation of no stopping signs on the southern section of the reserve in Maldon Place, Woolgoolga opposite numbers 7 and 9 Maldon Place (approximately 54 metres) as per plan

TRAFFIC INSTRUMENT

T.12-2014

**MALDON PLACE - NO STOPPING
WOOLGOOLGA**

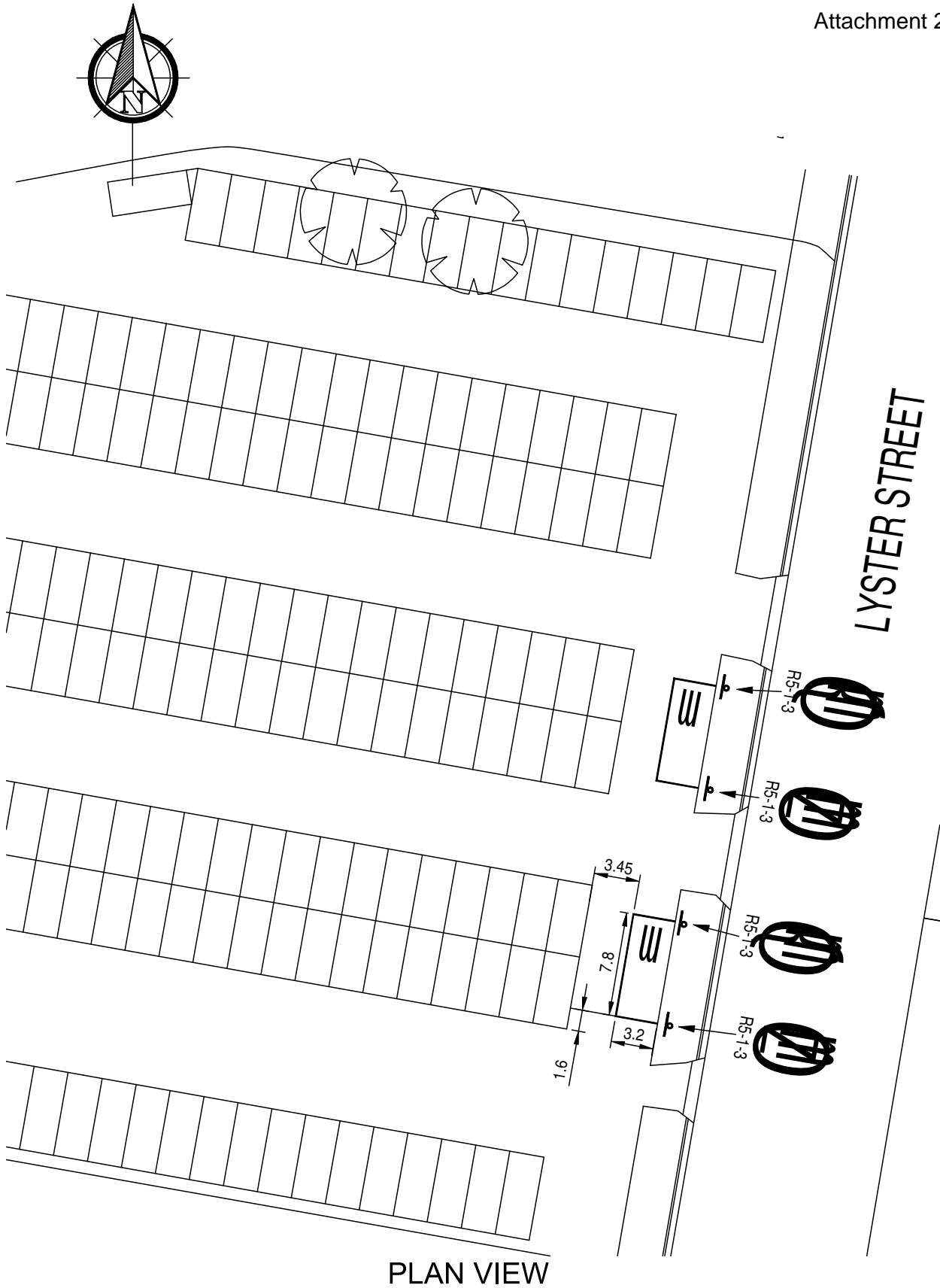


PLAN VIEW

NOTES:
 install a "No Stopping" zone on the south bound slip lane exiting the Arthur Street / Mastracolas Road roundabout, Pacific Highway, Coffs Harbour for the extent of the shoulder (approx. 130m), as per plan

TRAFFIC INSTRUMENT

T.13-2014
 PACIFIC HIGHWAY
 COFFS HARBOUR



PLAN VIEW

NOTES:

Installation of two parallel accessible parking spaces to be marked in the Lyster Street, Coffs Harbour car park adjacent the two main entrances to the car park, as per plan.

TRAFFIC INSTRUMENT

T.20-2014

LYSTER STREET - DISABLED PARKING
COFFS HARBOUR

COFFS HARBOUR
CITY COUNCIL



PINE CREEK WAY

PROPOSED LINE MARKING



LOCALITY PLAN

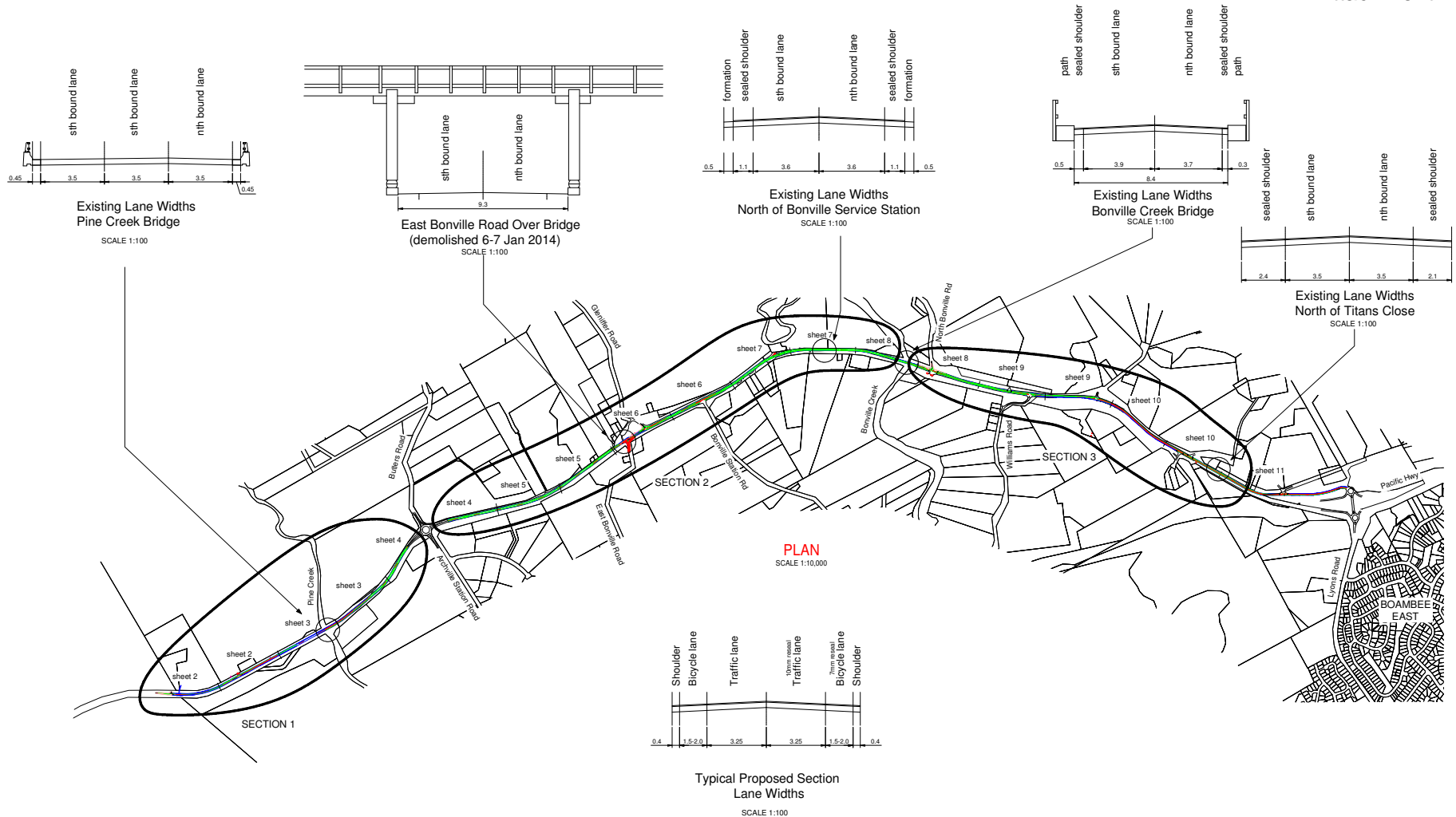


DRAWING No. 2090503 rev B
WORKS No.

TRAFFIC INSTRUMENT

T.21 - 2014
PINE CREEK WAY - LINEMARKING
BONVILLE

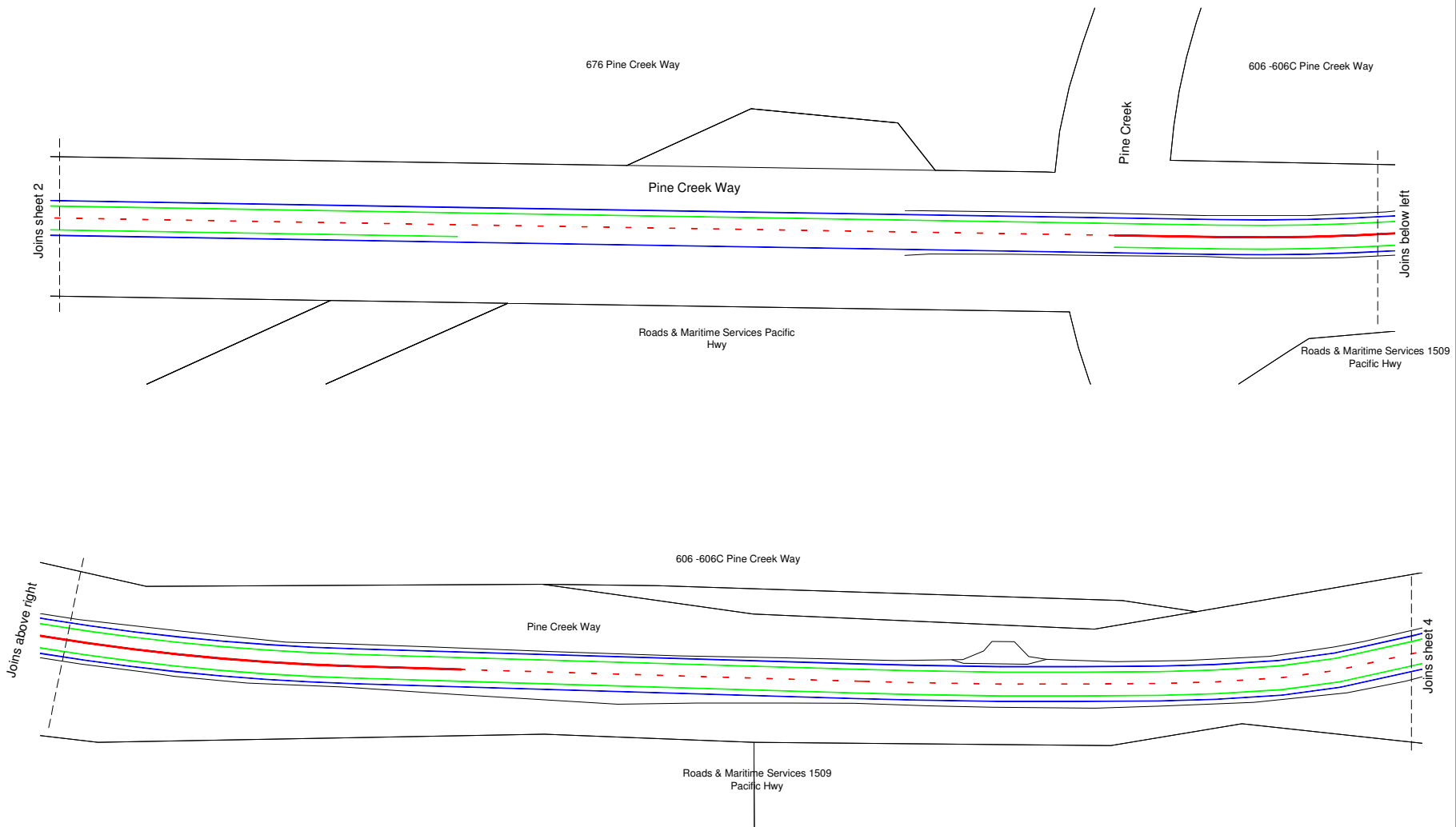
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T.21 - 2014
PINE CREEK WAY - LINEMARKING
BONVILLE

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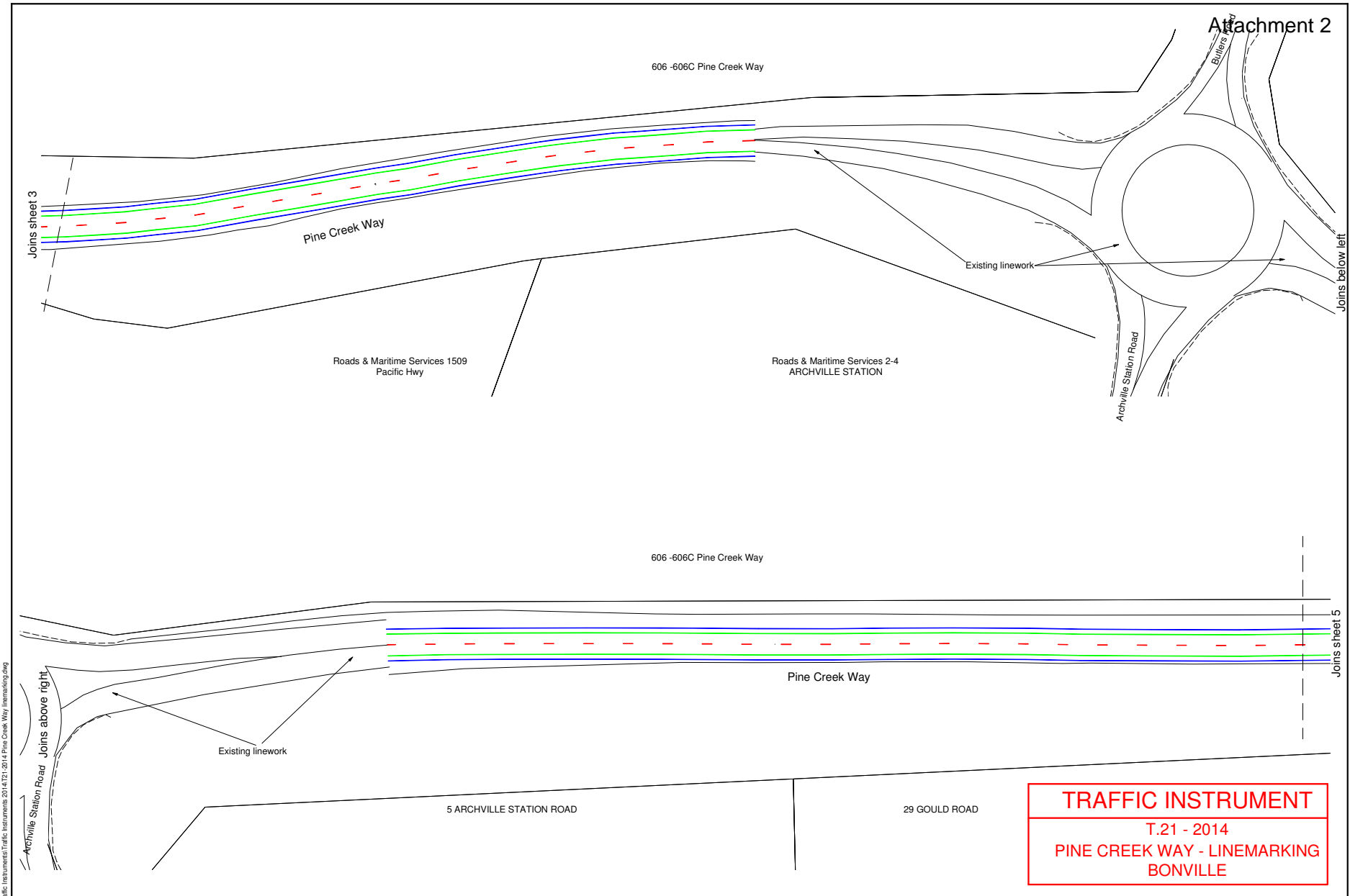


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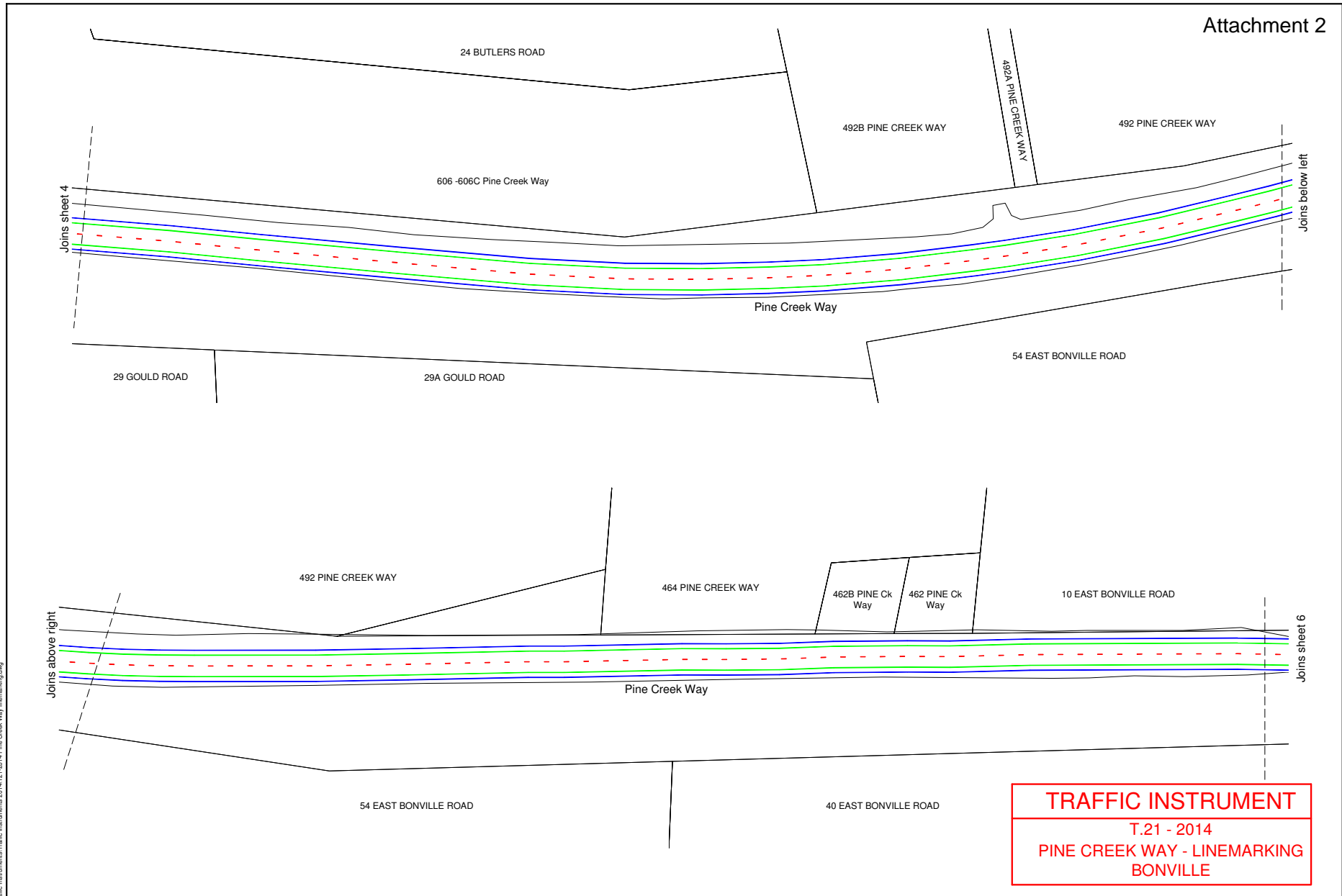
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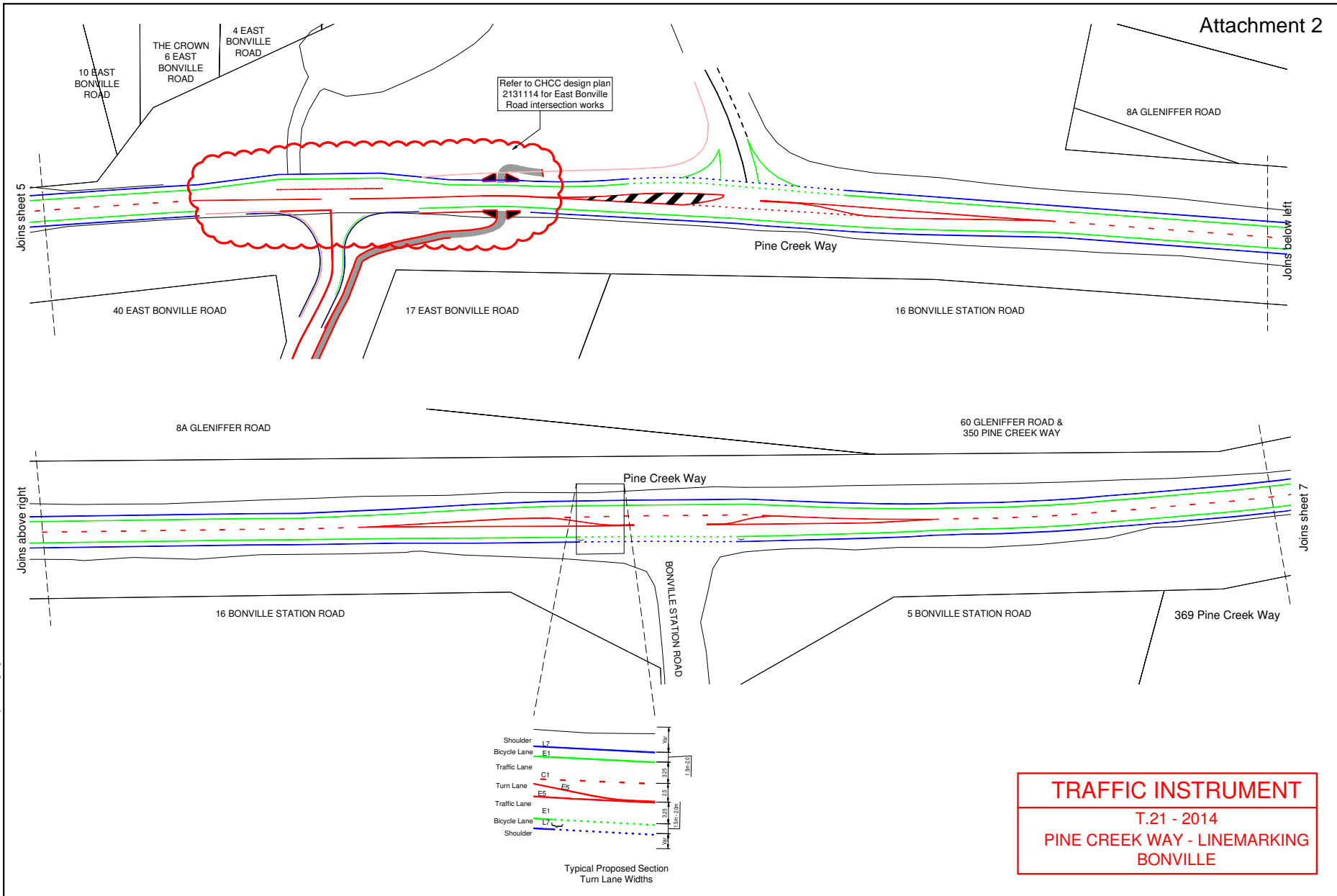
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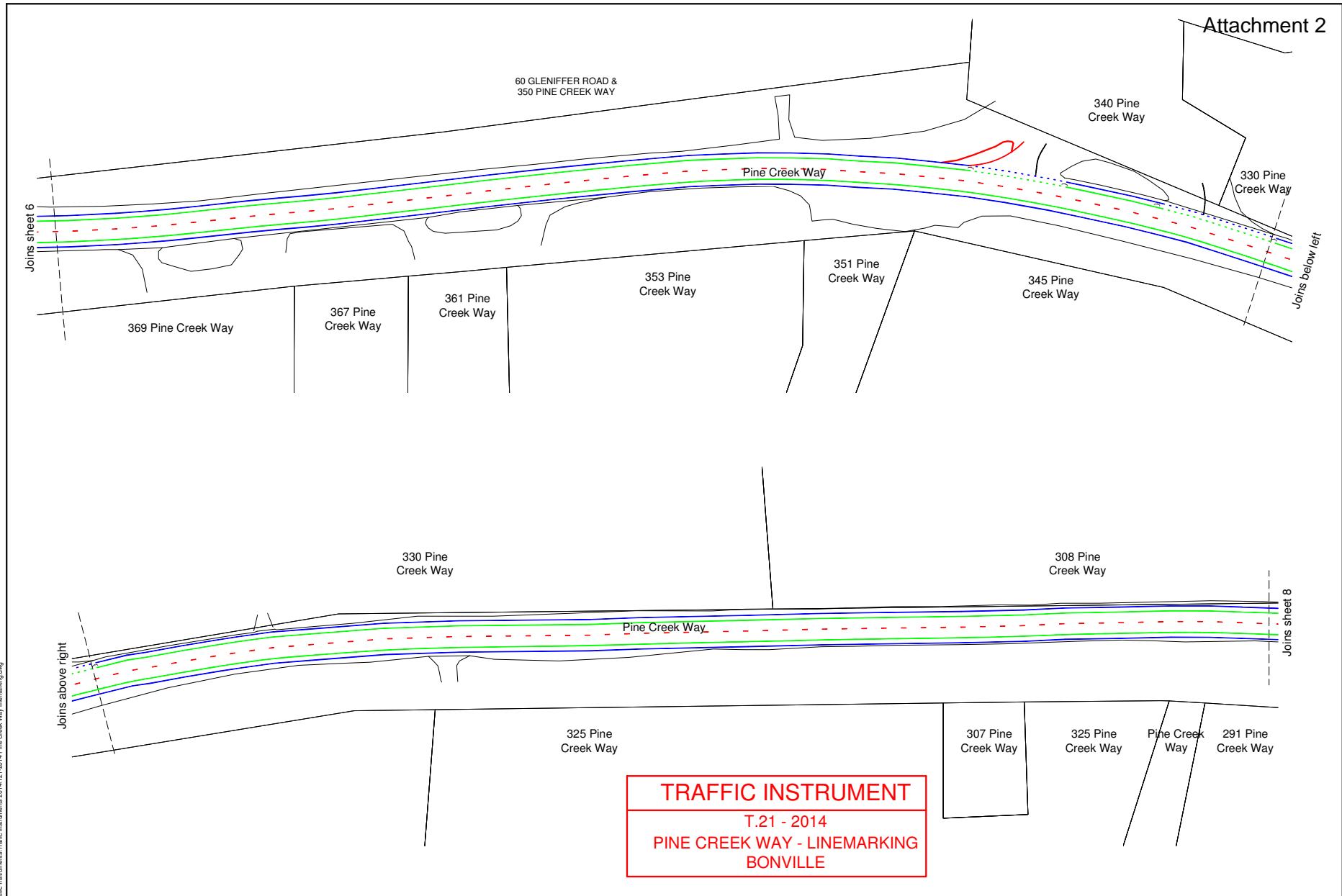


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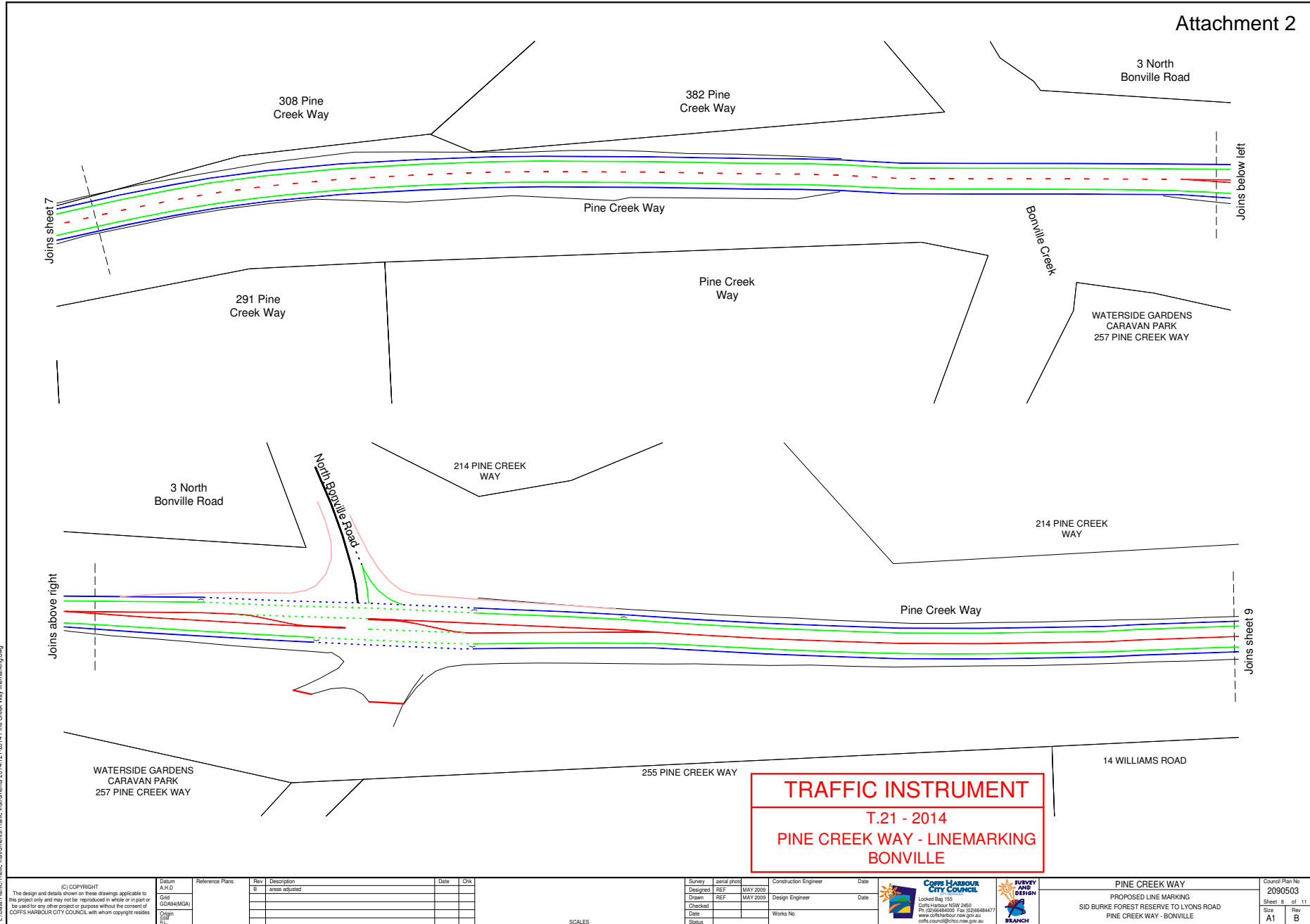
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TRAFFIC INSTRUMENT
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Survey	Drawn	Checked	Date	Status
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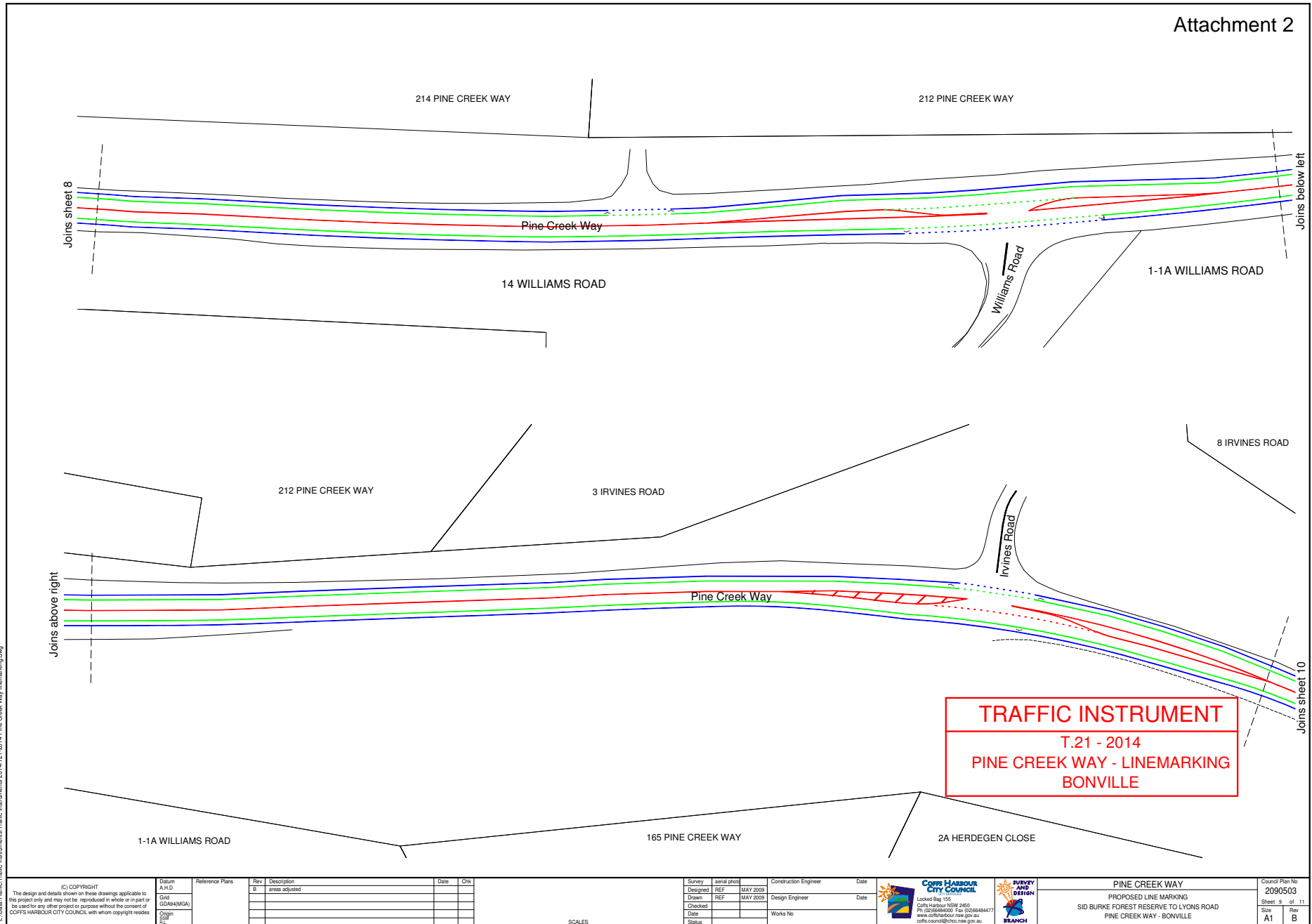
Construction Engineer	Date
Design Engineer	Date
Works No	

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SURVEY AND DESIGN
BLANCH

PINE CREEK WAY
PROPOSED LINE MARKING
SID BURKE FOREST RESERVE TO LYONS ROAD
PINE CREEK WAY - BONVILLE

Sheet	of	Rev
A1	11	B



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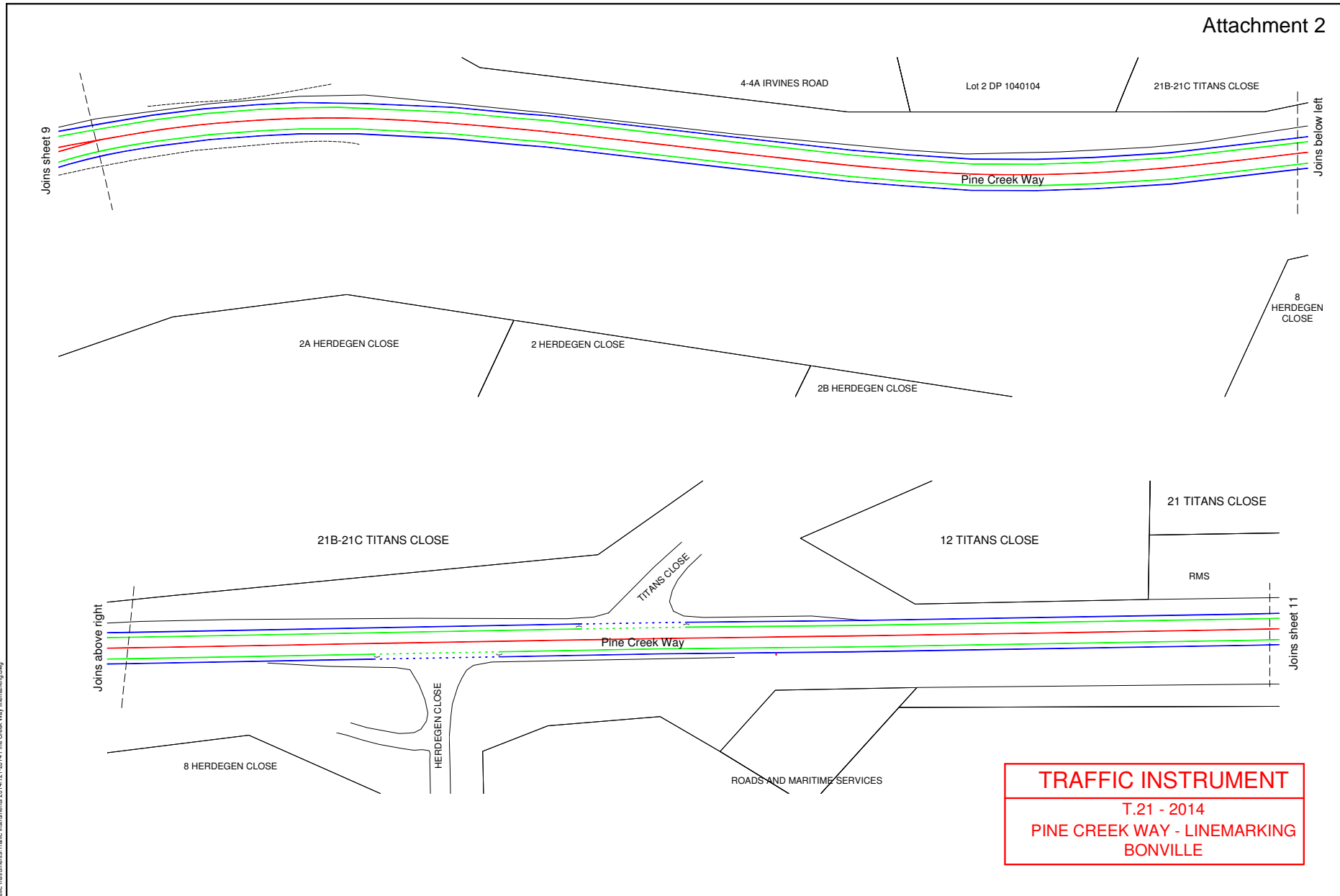
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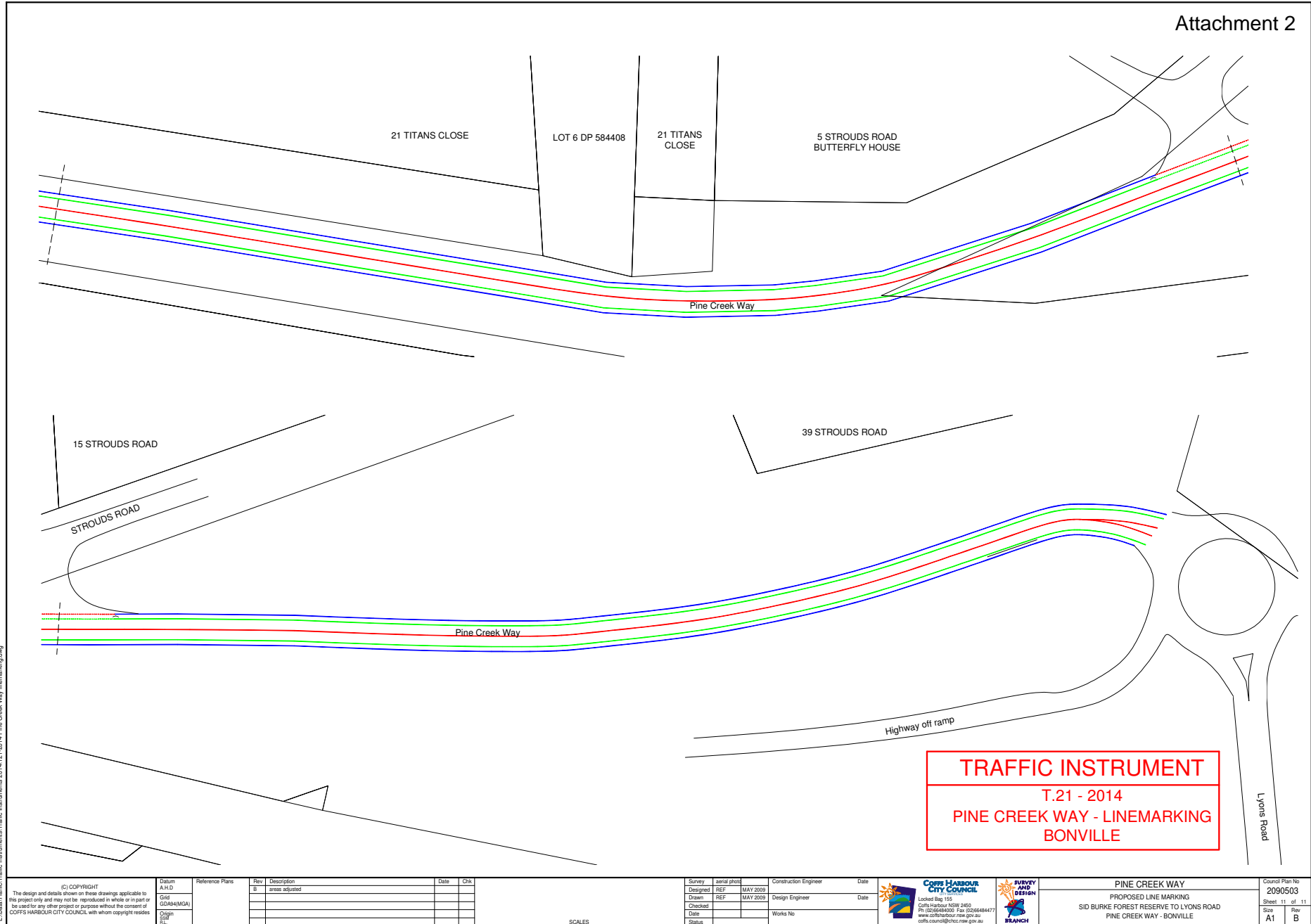
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Council Plan No	2090503
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Datum A.M.D.	Reference Plans
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Rev	Description	Date	CHK
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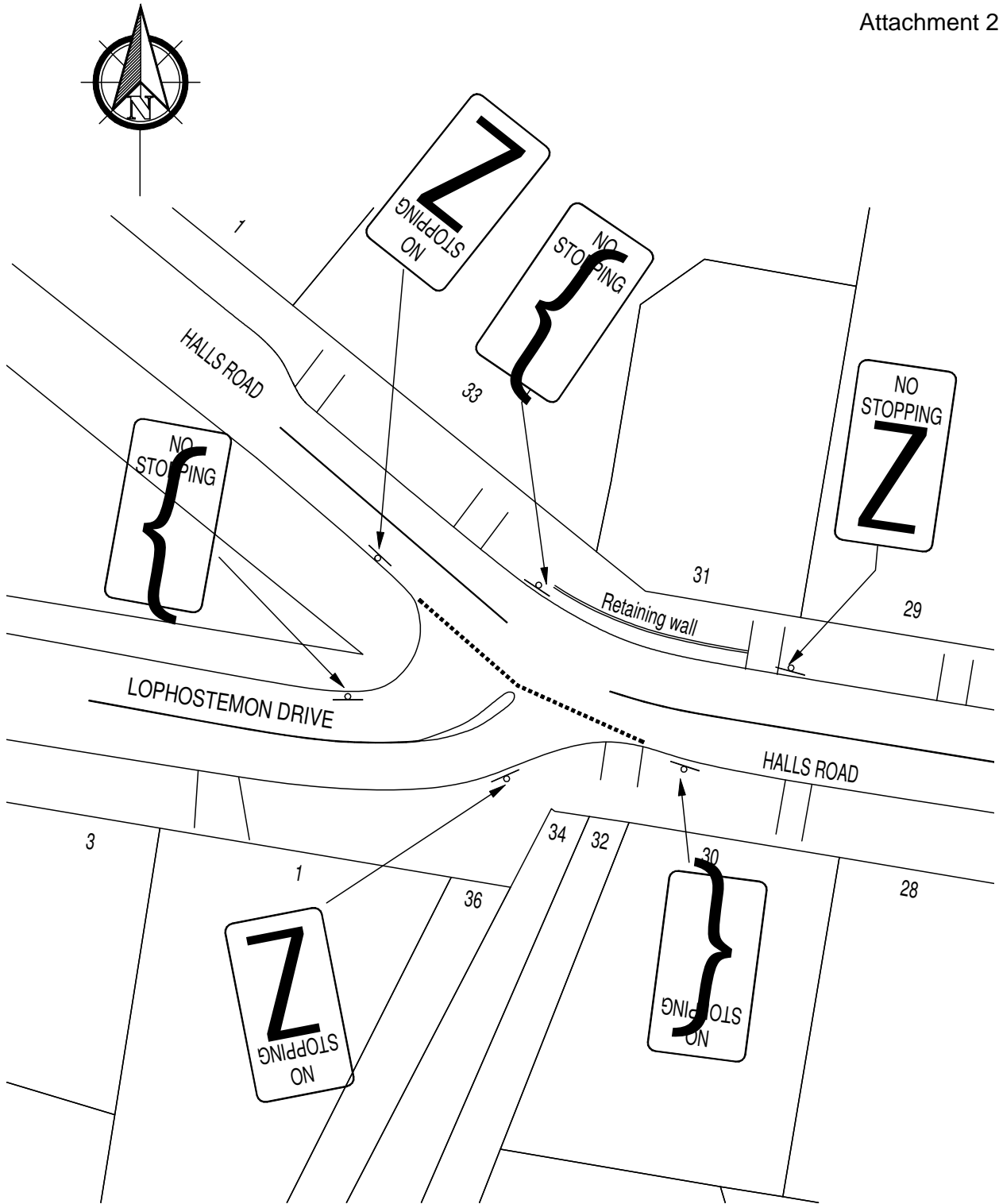
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Checked		Design Engineer	Date
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SURVEY AND DESIGN
 JMS
 BLANCH

PINE CREEK WAY
 PROPOSED LINE MARKING
 SID BURKE FOREST RESERVE TO LYONS ROAD
 PINE CREEK WAY - BONVILLE

Council Plan No	2090503
Sheet	11 of 11
Size	A1
Rev	B



PLAN VIEW

NOTES:

Install "No Stopping" zone on north side of Halls Road Coffs Harbour from east side of 31 Halls Road driveway to end of retaining wall, and mandatory locations on south side either side of Lophostemon Dr. as per plan

TRAFFIC INSTRUMENT

T.22-2014

HALL RD/ LOPHOSTEMON DR - NO STOPPING
NORTH BOAMBEE VALLEY

CONTINUING SUPPORT FOR THE 'FRIENDS OF THE PARK' VOLUNTEER GROUPS

Purpose:

To seek resources to continue the 'Friends of the Park' program to enable volunteer groups to assist Council in the maintenance of parks and reserves.

Description of Item:

The 'Friends of the Park' (FOP) concept was identified in the Coffs Harbour City Council Open Space Strategy (2010) as a means of drawing on resources in the community – volunteers – to help Council maintain and in some cases improve levels of service for users of Council's parks and reserves.

There are examples of successful programs running elsewhere, notably Great Lakes Council who have over 700 volunteers delivering works that are valued at over \$500,000 every year based on a \$170,000 investment (plant and equipment plus program coordination).

A FOP program was established in 2013 on a pilot basis, following consultation at Executive level in 2012. Funding was provided for the purchase of a purpose built trailer that was outfitted with park maintenance equipment (mowers, etc) for use by FOP groups.

Initially, groups were established at HeronPark, Gillibri Crescent Sawtell, Roselands/Williams Sharp Drives, Blue Wren Close, Bakker Drive Reserve and builds on existing Landcare programs currently operating within Council's natural areas.

One of the initial tasks for the program coordinator was the development and implementation of induction systems to ensure that Council's Workplace Health and Safety (WHS) obligations were met. The feedback from groups has been very positive.

Whilst opportunities to fund the program through existing budgets (e.g. expenditure savings as a result of this year's dry weather requiring less mowing) have been pursued, there is a need to invest in the program to ensure the momentum continues.

As noted under "Delivery Program / Operational Plan Implications" below, a total of \$45,000 is estimated to be required to fund the program annually.

The largest group of volunteers – around 80 at the Botanic Gardens – has been well received and the Friends of the Botanic Gardens group has offered to subsidise a FOP Program Coordinator at the Botanic Gardens with a \$10,000 contribution on the understanding that Council would match this amount dollar for dollar. If Council was to contribute \$5,000 in 2013/14 and utilise \$5,000 from the Friends, this would fund employment a Program Coordinator for one day per week at the Botanic Gardens for the remainder of the financial year.

A further \$10,000 is sought to fund a FOP Program Coordinator for one day per week in this financial year to service the existing and new FOP groups and to fund equipment and material costs.

A total amount of \$15,000 will be sought in the monthly budget review when it is next reported to Council.

Sustainability Assessment:

- **Environment**

The 'Friends of the Park' (FOP) groups through their own activities, e.g. tree plantings, revegetation works, weed control and mowing activities contribute to the maintenance of the Botanic Gardens and numerous parks/reserves throughout the district. Their activities greatly enhance the creation of habitats, biodiversity and in some cases improve water quality, e.g. through the removal of Camphor Laurels and other environmental/noxious weeds adjacent to creek areas.

- **Social**

The formation of FOP groups contributes to social cohesiveness, which in turn is very beneficial to the community's well-being. It enhances the quality of service delivery and gives participants the opportunity for social interaction.

- **Civic Leadership**

The FOP concept was a recommendation in the adopted Open Space Strategy 2010 and is supported by the Coffs Harbour 2030 Strategic Plan. The program delivers Council's role as Provider, Facilitator, and Advocate for social responsibility.

- **Economic**

Broader Economic Implications

Councils (e.g. Great Lakes) that are actively supporting the FOPs programs have demonstrated that considerable cost savings can be achieved while enhancing the districts overall presentation and a city's livability. It has implications for job training of participants, and also increases the local knowledge and awareness of sustainability issues.

FOP groups reduce the burden to Council of maintaining e.g. local neighbourhood parks/reserves and resources can be re-allocated to improved maintenance in higher profile locations.

Delivery Program/Operational Plan Implications

A \$15,000 increase in budget is recommended for inclusion in the Monthly Budget Review to fund the FOP program for the remainder of this financial year.

In order to sustain ongoing support for the existing FOP groups and for the expansion of this program a total of \$45,000 is required in future years which consists of:

- \$10K for a part-time Volunteer Coordinator on a one day basis at the Botanic Gardens (to match the \$10,000 offer by the 'Friends of the Botanic Gardens')
- \$20K for the part-time Volunteer Coordinator for existing and new FOP groups throughout the district. This will cover the coordination of volunteers throughout the district for one day/week.
- \$15K for plant hire and materials (mower, trailer, small plant, PPE, plants, stakes).

This report recommends consideration of this ongoing funding in preparation of the 2014/15 budget. A report, evaluating outcomes is recommended to be prepared after 12 months with a view to future allocations beyond this timeframe.

Risk Analysis:

Under the Workplace Health and Safety Act, 2011 Council has a duty to ensure, so far as reasonable practicable, the health and safety of all workers (any person carrying out work for CHCC in any capacity, paid or unpaid, including volunteers). In circumstances where volunteers work with/for Council staff, work on Council property and use Council equipment, the Council's duty extends to those volunteers. Accordingly Safe Work Method Statements (SWMS) for the tasks/activities FOP volunteers undertake were developed and are used to induct and train volunteers into relevant SWMS. Volunteer workers also must be trained in relevant Council policies. Records of inductions and training must be kept and maintained for all volunteers. Council is also committed to a safe work environment and provides personal protective equipment to reduce the risk of injury according to WHS hierarchy of controls and the risk assessment process with volunteer workers.

Consultation:

Recreational Services staff have consulted with all FOP groups (currently six), Botanic Gardens FOP, Botanic Garden staff and Senior Technical Officer Parks. Previous extensive community consultation was carried out by the Senior Technical Officer Parks during the development of the Open Space Strategy 2010 and externally with Great Lakes Council.

Related Policy and / or Precedents:

CH 2030 Strategic Plan:

- PL2 – 'We have created through our urban spaces a strong sense of community, identity and place'.
- LC3.3 – 'We enjoy life together through a range of community events and recreational opportunities'.

Statutory Requirements:

Workplace Health and Safety Act, 2011.

Issues:

Currently over 500 volunteers are known to assist Council deliver a wide range of services including the Library, Sports Unit, Cultural Facilities, Community Centres and maintaining our Parks and Reserves.

To enable this to happen, Council must discharge its duties under the Workplace Health and Safety Act, 2011 and provide equipment to carry out the work.

Experience both here and elsewhere has shown that investment in such programs generates considerable returns in terms of improvements in the experience of users of Parks and Facilities.

Implementation Date / Priority:

Ongoing.

Recommendation:

That Council continues to support and develop the Friends of the Park programs throughout the district, including the Botanic Gardens and that:

- 1. Council notes the successful implementation of the FOP groups**
- 2. Council notes an offer of a \$10,000 contribution from “The Friends of the Botanic Gardens” for a part-time Coordinator at the Botanic Gardens**
- 3. That this item be listed for consideration of funding in Council’s deliberation of the 2014/2015 budget.**

CONTRACT NO. RFT-622-TO: COOK DRIVE / PACIFIC HIGHWAY INTERSECTION UPGRADE - ELECTRICAL INFRASTRUCTURE RELOCATIONS

Purpose:

To report to Council on tenders submitted to carry out relocation works of Essential Energy infrastructure associated with the Cook Drive Intersection Upgrade Project and to gain Council approval to enter into a contract with the recommended relocation subcontractor.

Description of Item:

Coffs Harbour Council CityWorks (CityWorks) have entered into an Alliance contract with Roads and Maritime Services (RMS) to upgrade the Intersection of the Pacific Highway and Cook Drive/North Boambee Road Coffs Harbour. RMS are providing 100% of the funding and CityWorks are project managing and constructing the works. Relocation of Essential Energy electrical infrastructure is part of the Alliance scope with CityWorks engaging and managing the recommended contractor.

A detailed design for the electrical infrastructure relocation activities has been submitted to Essential Energy for their approval. Open Tenders were called in local and capital city newspapers and in Council's Tenderlink portal from suitably qualified electrical contractors. Tenders closed at 3:30pm on 18 February 2014. The price to relocate these utilities has been factored into our estimate for the overall works under the Alliance Agreement.

Tenders were evaluated on the following criteria:

- Tenderer's financial capability and Tender conformity.
- Tender Price
- Time for completion
- Details and logic of tender construction program
- Tenderer's experience & record of performance in similar projects

Five tenders were received from:

- 1 Gosling Electrical, Coffs Harbour, NSW
- 2 Allan Kneale Electrical, Woolgoolga, NSW
- 3 North West Power Pty Ltd, Werrington County, NSW
- 4 Power Serve, Thornton, NSW
- 5 Poles and Underground Pty Ltd, Silverwater, NSW
- 6 NJ Construction, Queanbeyan, NSW

Sustainability Assessment:

- **Environment**

RMS engaged GHD to prepare a Review of Environmental Factors (REF). The result was that some minor issues needed to be considered and catered for during the works however the benefits were resoundingly in favour of progressing with the project.

- **Social**

If the intersection is upgraded, the traffic flows for vehicles using the Pacific Highway, North Boambee Road and Cook Drive will be substantially improved. The current situation sees gridlock and traffic banking on both the highway and the intersecting streets.

- **Civic Leadership**

The works are in keeping with the Coffs Harbour 2030 Community Strategic Plan associated with improving Transport for the region.

- **Economic**

By CityWorks taking on this role, it assists in the accelerated upgrade of this intersection and any revenue gained by CityWorks contributes toward the further upgrade of Council infrastructure and assets.

Delivery Program/Operational Plan Implications

CityWorks is on track to deliver the 2013/2014 Capital Works Program and has sufficient resources available to deliver the Project.

Risk Analysis:

The relocation of electrical infrastructure is critical to the civil works for the intersection upgrade project. Design drawings for the electrical infrastructure relocation activities are currently with Essential Energy for approval. It is anticipated that approval will be gained by the time this report is presented to Council however no tenders will be accepted until approval has been gained.

Due to the complex nature of the electrical relocation activities, an independent consultant has been engaged to assist in evaluating the tenders. This will reduce the risk of scope variances between tenders and thus control cost variation and delays to the project.

There is a substantial risk to the project for delays should the relocation of the electrical infrastructure not run smoothly. These works need to be completed prior to many of the civil activities. RMS formed an Alliance with Coffs Harbour Council's CityWorks to enable this important project to be fast tracked. Normally these utility relocations would have been completed well in advance of the civil component however in this case it was not possible. By not accepting the recommendations of this report, the resulting delays will impact on the overall program for civil works and critical timeframes may not be met.

This project has given Coffs Harbour City Council's CityWorks a fantastic opportunity to keep the work within the community with profits available for additional local infrastructure improvements. Also there is a significant commercial advantage in developing the working relationship with the RMS who will rely more on local contractors / Councils to deliver their Highway improvement projects into the future.

Consultation:

Due to the complex nature of the work, an independent expert consultant has been engaged to review the tenders on behalf of the Alliance. The successful Tenderer is suitably qualified to work on Essential Energy's infrastructure. The relocation design will be approved by Essential Energy prior to award of the contract.

Related Policy and / or Precedents:

Council's procurement policy has been followed in organising these tenders. The successful tender has been initially reviewed by a consultant who is an expert in the electrical industry and a representative from RMS and CityWorks have been involved in the tender review process to ensure a transparent and fair process.

Issues:

The relocation of electrical infrastructure is critical to the civil works for the intersection upgrade project. Design drawings for the electrical infrastructure relocation activities are currently with Essential Energy for approval. It is anticipated that approval will be gained by the time this report is presented to Council.

By not accepting the recommendations of this report, the resulting delays will impact on the overall program for civil works and critical timeframes may not be met.

Implementation Date / Priority:

Upon Council's resolution to accept the recommendations of this report, CityWorks will engage the preferred electrical sub-contractor conditional to the relocations design being approved by Essential Energy. RMS will reimburse Council with a margin when invoices are submitted to the RMS.

Recommendation:

That Council accepts the recommendations as set out in this report and moves the motion as detailed in the confidential attachment.