



Coffs Harbour City Council

10 December 2014

ORDINARY MEETING

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

THURSDAY 18 DECEMBER 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 November 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
18 DECEMBER 2014

Contents

ITEM DESCRIPTION

RESCISSION MOTION

RM14/5 DA NO. 0961/14 - DEMOLISH EXISTING DWELLINGS AND CONSTRUCT SERVICE STATION, COMMERCIAL BUILDING AND ADVERTISING STRUCTURE - LOT 20 DP 1034831, LOT 3 DP 564731, LOT 16 DP 22513 - 208-212 PACIFIC HIGHWAY NORTH COFFS HARBOUR - RESCISSION MOTION

NOTICES OF MOTION

NOM14/21 INCLUSION OF THE PORT OF COFFS HARBOUR INTO SHIPPING NETWORK

NOM14/22 REGIONAL CAPITALS AUSTRALIA MEMBERSHIP

NOM14/23 GRAFFITI REMOVAL AND STREET ART AWARENESS COMMITTEE

GENERAL MANAGER'S REPORTS

GM14/31 MODEL CODE OF CONDUCT COMPLAINTS STATISTICS

GM14/32 SURVEY OF COMMUNITY WELLBEING IN COFFS HARBOUR

COMMUNITY DEVELOPMENT DEPARTMENT REPORTS

CD14/21 RESULTS OF ENGAGEMENT REGARDING CULTURAL FACILITIES

CD14/22 COMMUNITY SERVICES DIVISION - FACILITIES MANAGEMENT ADVISORY COMMITTEES AND COMMUNITY SERVICES INITIATIVES UPDATE FOR 2014

ITEM DESCRIPTION

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

CD14/23 CONTRACT NO. RFT-679-TO DESIGN AND CONSTRUCT - RESURFACE WOOLGOOLGA NETBALL COURTS

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.

CITY PLANNING DEPARTMENT REPORTS

CP14/43 DEVELOPMENT APPLICATION NO. 0155/15 - DEMOLITION OF EXISTING BUILDING AND CONSTRUCTION OF A MEDICAL CENTRE - LOT 2 DP 270006 SP 39709, 9 MINORCA PLACE, TOORMINA

CP14/44 RELEASE OF RESTRICTION ON USE - LOT 5 DP 1093216 JARRAH COURT COFFS HARBOUR

CP14/45 NORTH BOAMBEE VALLEY (WEST) INVESTIGATION AREA - PLANNING PROPOSAL, DRAFT DEVELOPMENT CONTROL PLAN (COMPONENT E16) AND DRAFT DEVELOPER CONTRIBUTIONS PLAN

CP14/46 PLANNING PROPOSAL - PP_2014_COFFS_005_00 FOR ISLES INDUSTRIAL ESTATE, COFFS HARBOUR

CP14/47 COFFS COAST REGIONAL RESOURCE RECOVERY & WASTE MANAGEMENT STRATEGY – CONSULTANT BRIEF

CP14/48 ILLEGAL WASTE DUMPING

CP14/49 COFFS HARBOUR EMISSIONS REDUCTION PLAN - STAGES 1 AND 2

CORPORATE BUSINESS DEPARTMENT REPORTS

CB14/74 MONTHLY BUDGET REVIEW FOR NOVEMBER 2014

CB14/75 BANK BALANCES AND INVESTMENT FOR NOVEMBER 2014

CB14/76 DEBT WRITE-OFF DETERMINATION BY COUNCIL

CB14/77 PROCUREMENT POLICY

ITEM DESCRIPTION

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

CB14/78 RALLY AUSTRALIA EVENTS 2015

CB14/79 TENDER: SUPPLY AND DELIVERY OF READY MIXED CONCRETE

A portion of these report 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

CS14/64 DRAFT COFFS CREEK COASTAL ZONE MANAGEMENT PLAN

CS14/65 CITY CENTRE MASTER PLAN COMMITTEE - CITY SQUARE DESIGN CONCEPT PLAN

CS14/66 EXPANSION OF THE BRELSFORD PARK 24 HOUR ALCOHOL PROHIBITED AREA TO INCLUDE THE YOUTH SPACE

CS14/67 COFFS HARBOUR SPORTSGROUND AND PARKLAND PLANS OF MANAGEMENT AMENDMENTS, NIGHTINGALE STREET, WOOLGOOLGA

CS14/68 UPDATE ON BOAT RAMP AND DREDGING PROGRAM FUNDING

CS14/69 TRAFFIC COMMITTEE NO. 4/2014

CS14/70 FURTHER LEASE TO EXISTING TENANTS - KIOSKS IN CITY SQUARE

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

CS14/71 "SANDY SHORES" PROPERTY, SANDY BEACH

CS14/72 CONTRACT NO. RFT-680-TO: SUPPLY OF ONE (1) TRAILER TRI AXLE LOW LOADER

CS14/73 TENDER RFT-674-TO: SUPPLY OF ONE TRUCK WITH MOBILE ELEVATING WORK PLATFORM

A portion of these report 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.

ITEM	DESCRIPTION
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QUESTIONS ON NOTICE	
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QON14/4	ATTRACTING AN A LEAGUE FOOTBALL MATCH TO C.EX STADIUM
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QON14/5	CORAMBA DOG SHOW
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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

27 NOVEMBER 2014

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

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

Leave of Absence: Mayor Cr Denise Knight

The meeting commenced at 5:00pm with the Deputy Mayor, Cr S Townley in the chair.

We respectfully acknowledge the Gumbaynggirr Country and the Gumbaynggirr 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 read the following disclosure of interest to inform the meeting:

Councillor	Item	Type of Interest
Cr Innes	CP14/37 – Development Application No. 0961/14 – Demolish Existing Dwellings and Construct Service Station, Commercial Building and Advertising Structure – Lot 20 DP1034831, Lot 3 DP564731, Lot 16 DP22513 – 208-212 Pacific Highway North Coffs Harbour	Pecuniary Interest – For the reason of Commercial in Confidence.

APOLOGY

There were no apologies.

PUBLIC ADDRESS

No Public Address.

CONFIRMATION OF MINUTES

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

NOTICES OF MOTION

NOM14/19 SPOONBILL LAKE

328 RESOLVED (Degens/Arkan) that an Environmental Management Plan be developed for the area and a report be brought back to Council ensuring that the following issues are adequately addressed.

- I. That Council investigate options that enhance or alleviate flooding and other concerns, including the cutting out and construction of a channel one metre wide and half a metre deep in the middle of the existing concrete spillway of Spoonbill Lake, to alleviate back-up and enhance flow.

- II. That Council determine the costs associated with the task of constructing a trench through the concrete weir, the trench being approximately six or seven metres in length.

Cr Degens tabled the following documents in relation to Spoonbill Lake.

- Petition
- Past correspondence
- Flood Studies Documentation

329 RESOLVED (Degens) that the motion be put.

NOM14/20 COMPULSORY LAND ACQUISITION

330 MOVED (Degens/Arkan) that:

1. Council prepare a report to return to Council that details the steps needed to differentiate categories of land Acquisition into at least two distinct categories, the first being the process that is the status quo, the second being a category that might be described as 'being for critical, or a dire community need'.

2. With respect to this second new category of land acquisition, it is anticipated that Council will also determine as part of a resolution of Council in order to acquire land compulsorily, whether or not a given situation should be processed using this second category, of dire or critical need in order to determine appropriate levels of compensation.

331 RESOLVED (Cowling) that the motion be put.

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

- 332** **RESOLVED** (Townley/Rhoades) that Coffs Harbour City Council on behalf of the community send a letter of condolence direct to the family extending deepest sympathies regarding the loss of the late and talented Mr Phillip Hughes.

GENERAL MANAGER'S REPORTS

GM14/30 2013/2014 ANNUAL REPORT

To provide Council with Sections 1 and 2 of the Annual Report for the 2013/2014 financial year, with the recommendation that they be adopted for public release.

- 333** **RESOLVED** (Innes/Palmer):

1. That Council adopts the 2013/2014 Annual Report Sections 1 and 2 as tabled with this report.
2. That council congratulates the General Manager and staff on the Annual Report for the year 2013/2014 relating to the financial management of Coffs Harbour City Council during that period.

DIVISION

MOVED (Rhoades/Innes) that a division be called, and those members voting for and against the motion were recorded:

VOTED FOR

Cr Rhoades
Cr Innes
Cr Sultana
Cr Townley
Cr Degens
Cr Palmer
Cr Arkan

VOTED AGAINST

Cr Cowling

CITY INFRASTRUCTURE SERVICES DEPARTMENT REPORTS

CIS14/60 WOOLGOOLGA MENS SHED - AMENDMENT TO LICENCE AGREEMENT

This report is in response to Council's motion 14/12 from the meeting of 9 October 2014 that a report be presented to Council regarding the requirements of the Woolgoolga Men's Shed.

334 RESOLVED (Arkan/Degens) that Council:

1. Approve an amendment to the existing Woolgoolga Men's Shed Licence Agreement, dated 18 April 2014 for Lot 5 DP 873485, Pacific Highway Woolgoolga to extend the existing 425m² by an area of 15m by 15m to the east of the existing licenced area.
2. Amend the licence agreement to include appropriate conditions to manage safety and access to the Woolgoolga Men's Shed.

335 RESOLVED (Rhoades/Arkan) that CIS14/61, CIS14/62 and CIS14/63 are moved as one.

CIS14/61 CONTRACT NO. RFT-614-TO - SLOPE REMEDIATION WORKS AT FOUR SITES WITHIN THE COFFS HARBOUR LGA

To report on the tender negotiations for supply and installation of slope remediation works at four sites within the Coffs Harbour LGA, and to gain Council's approval to accept a tender.

336 RESOLVED (Rhoades/Arkan):

1. That in accordance with clause 178(1)(a) of the *Local Government (General) Regulation* 2005, Council accept the tender of Earthtec Pty Ltd, ABN 25 093 558 582, for Contract No. RFT-614-TO for the Slope Remediation Works at Four Sites Within Coffs Harbour LGA for the lump sum amount of \$698,445.00 incl GST on the basis:
 - (i) The alternate tender is the highest scoring tender following the application of Council Tender Value Selection System.
 - (ii) The alternate design and work method will achieve the desired results, at a significantly lower cost.
2. That the contract document be executed under the Seal of Council.

**CIS14/62 CONTRACT NO. RFT-677-TO: LINING & CLEANING OF
SEWER PIPES & STORMWATER PIPES**

To report on tenders received for Contract RFT-677-TO for the cleaning and internal lining of various sewer pipes and stormwater pipes and to gain Council approval to accept a tender.

337 RESOLVED (Rhoades/Arkan):

1. That Council accept the tender of Abergeldie Watertech P/L, ABN 90 601 658 066, for the part Lump Sum and part Schedule of Rates amount of \$729,469, inclusive of GST on the basis that:
 - a) The tender is the most advantageous tender following the application of Council's Tender Value Selection System
 - b) The Tenderer has the necessary experience in similar works and its ability and performance are satisfactory
 - c) The Tenderer's financial capacity is acceptable
2. That the contract documents be executed under the Seal of Council.

**CIS14/63 CONTRACT NO. RFT-683-TO: DESIGN, SUPPLY & DELIVERY
OF A PRECAST REINFORCED CONCRETE BRIDGE,
KELLETS BRIDGE**

To report on tenders received for the design, supply and delivery of prefabricated components for the replacement of Kellets Bridge on South Island Loop Road, Upper Orara, and to gain Council's approval to accept a tender.

338 RESOLVED (Rhoades/Arkan):

1. That in accordance with clause 178(1)(a) of the *Local Government (General) Regulation 2005*, Council accept the tender of Waeger Construction, ABN 13 110 364 737, for Contract No. RFT-683-TO for design, supply and delivery of precast reinforced concrete bridge, Kellets Bridge, for the lump sum amount of \$148,000.00 excl GST on the basis:
 - a) The tender is the highest scoring tender following the application of Council's Tender Value Selection System.
 - b) The tenderer has the necessary experience in similar works and his referees have confirmed his ability and performance are satisfactory.
2. That the contract document be executed under the Seal of Council.

CORPORATE BUSINESS DEPARTMENT REPORTS

CB14/71 MONTHLY BUDGET REVIEW FOR OCTOBER 2014

To report on the estimated budget position as at 31 October 2014.

- 339 RESOLVED** (Degens/Palmer) that the budget adjustments be approved and the current budget position be noted.

Estimated Budget Position as at 31 October 2014:

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 22 May 2014	(1,557) (S)	3,237,535 (D)	2,536,225 (D)
Approved Variations to 30 September 2014	Nil	Nil	400,000 (D)
Recommended variations for October 2014	(51,359) (S)	(219,967) (S)	156,985 (D)
Estimated result as at 31 October 2014	<u>(52,916) (S)</u>	<u>3,017,568 (D)</u>	<u>3,093,210 (D)</u>

CB14/72 BANK BALANCES AND INVESTMENT FOR OCTOBER 2014

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

- 340 RESOLVED** (Palmer/Sultana):
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 forty four million, nine hundred and twelve thousand, two hundred and seventy eight dollars (\$144,912,278) as at 31 October 2014 be noted.
 2. That the general fund unrestricted cash and investments totaling one hundred and eighty nine thousand, five hundred and fifty seven dollars (\$189,557) as at 31 October 2014 be noted.

CB14/73 INVESTMENT POLICY

For Council to adopt the revised Investment Policy.

- 341 RESOLVED** (Innes/Degens) that Council adopts the Investment Policy.

COMMUNITY DEVELOPMENT DEPARTMENT REPORTS

**CD14/20 NSW PUBLIC LIBRARY FUNDING CAMPAIGN UPDATE
INCLUDING DAY OF ACTION**

To update Council on the NSW Public Library Funding Campaign and to seek approval to participate in a proposed day of action.

- 342 RESOLVED** (Palmer/Arkan) that Council continues its support of the campaign mounted by the NSW Public Library Association for increased State funding to local government for public libraries by:

- Supporting the Day of Action in libraries across the state on 5 December 2014 with the primary objective of engaging community members and attracting the attention of local media.
- Requesting a meeting between the local Member of Parliament and senior Council officials to garner local political support for the urgent need for increased and sustainable funding for NSW libraries.
- Encouraging community groups and individuals to make representations to their local Member of Parliament about supporting the urgent need for increased and sustainable funding for NSW libraries to ensure that the library funding issue becomes a relevant issue for Members of Parliament.
- Taking a lead role in activating the campaign locally and encouraging community participation.

CITY PLANNING DEPARTMENT REPORTS

Cr Innes declared an interest in the following item, vacated the Chamber and took no part in the discussion or voting, the time being 6.28pm

**CP14/37 DEVELOPMENT APPLICATION NO. 0961/14 DEMOLISH
EXISTING DWELLINGS AND CONSTRUCT SERVICE
STATION, COMMERCIAL BUILDING AND ADVERTISING
STRUCTURE - LOT 20 DP 1034831, LOT 3 DP 564731, LOT 16
DP 22513 - 208-212 PACIFIC HIGHWAY NORTH COFFS
HARBOUR**

The purpose of this report is present Development Application (DA) No. 961/14 for Council's determination, which is an application to demolish three existing dwellings and construct a service station, commercial building and advertising structure.

343 RESOLVED (Palmer/Cowling) that development application No 0961/14 be deferred to allow for further assessment of;

1. the proposed control of storm water run-off using a 20,000 litre SPEL tank and it's capacity to prevent over flow spillage directly into Fern Tree Creek at time of heavy, persistent rainfall.
2. alternative methods of disposing of the treated discharge other than releasing it into bio-retention gardens before being discharged into Fern Tree Creek such as discharge into Council's reticulated sewer system.
3. frequency of testing of water quality in Fern Tree Creek
4. conducting a Species Impact Study
5. That the Management of Solitary Marine Park be consulted on any possible impacts on the Marine Park.

CP 14/37 – Development Application No. 0961/14 Demolish Existing Dwellings and Construct Service Station, Commercial Building and Advertising Structure – Lot 20 DP1034831, Lot 3 SP 564731, Lot 16 DP 22513 – 208-212 Pacific Highway North Coffs Harbour (Contd)

AMENDMENT

MOVED (Arkan/Degens):

1. That the objection made pursuant to Clause 4.6 of Coffs Harbour Local Environmental Plan 2013 for the variation to the maximum building height under Clause 4.3(2) of Coffs Harbour Local Environmental Plan 2013 be supported in this particular case.
2. That Development Application No. 0961/14 to demolish existing dwellings and construct service station, commercial building and advertising structure at Lot 20 DP 1034831, Lot 3 DP 564731, Lot 16 DP 22513, 208-212 Pacific Highway, North Coffs Harbour be approved subject to the conditions on Attachment 3.
3. That persons who made a submission on Development Application No. 0961/14 be informed of Council's decision.

344 RESOLVED (Cowling/Arkan) that the amendment be put.

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

VOTED FOR

Cr Degens
Cr Arkan
Cr Sultana

VOTED AGAINST

Cr Cowling
Cr Townley
Cr Palmer
Cr Rhoades

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

VOTED FOR

Cr Cowling
Cr Townley
Cr Palmer
Cr Rhoades

VOTED AGAINST

Cr Degens
Cr Arkan
Cr Sultana

CP 14/37 – Development Application No. 0961/14 Demolish Existing Dwellings and Construct Service Station, Commercial Building and Advertising Structure – Lot 20 DP1034831, Lot 3 SP 564731, Lot 16 DP 22513 – 208-212 Pacific Highway North Coffs Harbour (Contd)

SUPPLEMENTARY MOTION

- 345 RESOLVED** (Rhoades/Arkan) that staff expedite the implementation of requirements of tonight’s adopted recommendation.

VOTED FOR

Cr Cowling
Cr Arkan
Cr Townley
Cr Sultana
Cr Palmer
Cr Rhoades

VOTED AGAINST

Cr Degens

Cr Innes returned to the Chamber, the time being 7.10pm

CP14/38 SALE OF POTENTIAL CARBON CREDITS - LANDFILL GAS EXTRACTION PROJECT

For Council to resolve, because of extenuating circumstances, that a satisfactory result would not be achieved by inviting tenders for the sale of Australian Carbon Credit Units which may be generated from the Landfill Gas Extraction Project.

The extenuating circumstances are due to an impending timing challenge. Initially, Council received advice that our data sets were non-compliant but this has been subsequently addressed through a new compliant data logger.

- 346 RESOLVED** (Palmer/Cowling):

1. That Council with reference to section 55(3) of the Local Government Act resolves because of extenuating circumstances, being the tight timeframe, that a satisfactory result would not be achieved by inviting tenders for the sale of Australian Carbon Credit Units generated for the Landfill Gas Extraction Project.
2. That Council delegate authority to the General Manager to negotiate with and accept a quotation or quotations from one or more registered agents for the sale of any Australian Carbon Credit Units issued for the Landfill Gas Extraction Project.
3. The proceeds of sale be returned to the Domestic and Non Domestic Waste reserves.

CP14/39 PLANNING PROPOSAL - PP_2014_COFFS_006_00 FOR PART LOT 104 DP1077682, 65A-65C STADIUM DRIVE, COFFS HARBOUR

The purpose of this report is to present to Council a Planning Proposal (PP) for Council's consideration. The subject PP will allow multi-dwelling housing development to be a permitted use on the subject land.

The report also seeks Council's endorsement to progress the PP to NSW Planning and Environment (P&E) requesting a Gateway Determination which will allow it to be publicly exhibited. The PP is included as Attachment 1 to this report.

- 347 RESOLVED** (Palmer/Cowling) that the motion be deferred until there is further information resulting from the Sustainable Planning Program which was passed by Council on 9 October 2014 and included a review of residential planning controls.

AMENDMENT

MOVED (Degens/Sultana):

1. That Council endorse and forward the subject Planning Proposal (Attachment 1 to this report) to NSW Planning and Environment seeking a "Gateway Determination" to allow for multi-dwelling housing on part of Lot 104 DP1077682, 65A-65C Stadium Drive, Coffs Harbour.
2. That subject to the "Gateway Determination" from NSW Planning and Environment, Council place the Planning Proposal on public exhibition.
3. That a further report be considered by Council following the outcome of the public exhibition.
4. That the landowner be informed of Council's decision.

- 348 RESOLVED** (Arkan/Degens) that the amendment be put.

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

VOTED FOR

Cr Degens

VOTED AGAINST

Cr Cowling

Cr Innes

Cr Arkan

Cr Townley

Cr Sultana

Cr Palmer

Cr Rhoades

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

CP14/40 LOCAL ENVIRONMENTAL STUDY: KORORA, WEST SAPPHIRE, MOONEE LARGE LOT RESIDENTIAL INVESTIGATION AREA - TENDER BRIEF

The purpose of this report is to seek Council's endorsement of the Tender Brief for the preparation of environmental studies and associated planning documents which will inform a Planning Proposal (PP) for lands at Korora, West Sapphire and Moonee. These lands were identified for further investigation for large lot residential purposes (i.e. rural residential) in Council's Rural Residential Strategy

349 RESOLVED (Arkan/Sultana):

1. That Council endorse the attached Tender Brief for the preparation of environmental studies and associated planning documents for the Korora, West Sapphire, Moonee Large Lot Residential Investigation Area.
2. The landholders within the Korora, West Sapphire, Moonee Large Lot Residential Investigation Area be advised of Council's decision on this matter.
3. A further report be presented to Council regarding the outcome of the Tender process.

VOTED FOR

Cr Degens
Cr Cowling
Cr Innes
Cr Arkan
Cr Townley
Cr Sultana
Cr Palmer
Cr Rhoades

VOTED AGAINST

nil

**CP14/41 DRAFT COFFS HARBOUR CITY COUNCIL COMMUNITY
BASED HERITAGE STUDY 2014 - NON-STATUTORY
EXHIBITION**

To present the recently completed draft Community Based Heritage Study 2014 (the Heritage Study) for Council's consideration. The Heritage Study is included as Attachment 1 to this report.

The report recommends that Council publicly exhibit (non-statutory public exhibition) the Heritage Study for a period of 28 days (four weeks), commencing immediately following the Christmas school holiday period.

350 RESOLVED (Cowling/Arkan):

1. That Council endorse the draft Community Based Heritage Study 2014 as contained in Attachment 1 to this report.
2. That Council publicly exhibit the draft Community Based Heritage Study 2014 for a non-statutory public exhibition period of 28 days (four weeks), commencing February 2015.
3. That Council write to all affected landowners at the commencement of the non-statutory public exhibition period of the draft Community Based Heritage Study 2014.
4. That following the non-statutory public exhibition period, Council consider a further report which will provide a summary of any submissions received.
5. That Council staff write to the individual members of the heritage study community working group thanking them for their contribution toward the project.

VOTED FOR

Cr Degens
Cr Cowling
Cr Innes
Cr Arkan
Cr Townley
Cr Sultana
Cr Palmer
Cr Rhoades

VOTED AGAINST

nil

**CP14/42 COASTAL HAZARD PLANNING CONTROLS - POLICY
FRAMEWORK AND PLANNING PROPOSAL**

The purpose of this report is to seek Council's endorsement of the draft Coffs Harbour Coastal Hazard Planning Policy and associated documents (Planning Proposal – PP_2014_Coffs_03, Development Control Plan (DCP) amendments and notations for Council's Section 149 certificates) and to seek approval for them to be exhibited.

351 RESOLVED (Palmer/Degens):

1. That in accordance with Section 160 (2) of the Local Government Act 1993, Council gives public notice of its intention to adopt the Coastal Hazard Planning Policy as shown in Attachment 1, placing it on public exhibition for a period of 42 days (six weeks).
2. That Council endorse and forward the subject Planning Proposal as shown in Attachment 2 of this report to NSW Planning and Environment seeking a "Gateway Determination", and to place the Planning Proposal on public exhibition for a period of 42 days (six weeks) consistent with the Gateway Determination.
3. That Council endorse the amendments to Chapter E2 – Coastal Hazards, being an amended chapter of Coffs Harbour Development Control Plan 2013 as shown in Attachment 3.
4. That Council exhibit the amendments to DCP Chapter E2 – Coastal Hazards for a period of 42 days (six weeks) in accordance with the provisions of the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulations 2000.
5. That a further report be considered by Council following the outcome of the public exhibition of the Coastal Hazard Planning Policy, Planning Proposal and the amended DCP.
6. That Council endorse the amendments to Council's Section 149(2) and Section 149(5) certificate template as shown in Attachment 4, and that Council include hazard notations for coastal hazard risk, as detailed in the endorsed amendments to Section 149(2) and Section 149(5) certificates once the LEP amendment has been adopted.
7. That Council write to affected landowners informing them of the process and inviting them to attend community based consultation events during the public exhibition.

VOTED FOR

Cr Degens
Cr Cowling
Cr Innes
Cr Arkan
Cr Townley
Cr Sultana
Cr Palmer
Cr Rhoades

VOTED AGAINST

nil

REQUESTS FOR LEAVE OF ABSENCE

No requests for leave of absence.

MATTERS OF AN URGENT NATURE

MUN14/21 Landscape Corridors for Coffs Harbour LGA

Cr Rhoades advised that it had come to his attention that members of the farming community are being told Council is only accepting submissions in relation to the science of the report.

The Acting Director of City Planning advised, the initial advertising material did state submissions should be on scientific basis only, however this was clarified in community consultation sessions and upon receiving enquiries that they will accept all submissions and address them to the best of Councils ability.

QUESTIONS ON NOTICE

No questions on notice.

This concluded the business and the meeting closed at 7.47pm.

Confirmed: 18 December 2014.

.....
Sally Townley
Deputy Mayor

DA NO. 0961/14 - DEMOLISH EXISTING DWELLINGS AND CONSTRUCT SERVICE STATION, COMMERCIAL BUILDING AND ADVERTISING STRUCTURE - LOT 20 DP 1034831, LOT 3 DP 564731, LOT 16 DP 22513 - 208-212 PACIFIC HIGHWAY NORTH COFFS HARBOUR - RESCISSION MOTION

Purpose:

Councillors Arkan, Sultana and Degens have given notice of their intention to move:

That resolution 343 of Ordinary meeting held 27 November 2014 regarding item CP14/37 Development Application No. 0961/14 Demolish Existing Dwellings and Construct Service Station, Commercial Building And Advertising Structure - Lot 20 DP 1034831, Lot 3 DP 564731, Lot 16 DP 22513 - 208-212 Pacific Highway North Coffs Harbour, and reading as follows, **be rescinded**:

RESOLVED (Palmer/Cowling) that development application No 0961/14 be deferred to allow for further assessment of;

1. the proposed control of storm water run-off using a 20,000 litre SPEL tank and it's capacity to prevent over flow spillage directly into Fern Tree Creek at time of heavy, persistent rainfall.
2. alternative methods of disposing of the treated discharge other than releasing it into bio-retention gardens before being discharged into Fern Tree Creek such as discharge into Council's reticulated sewer system.
3. frequency of testing of water quality in Fern Tree Creek
4. conducting a Species Impact Study
5. that the Management of Solitary Marine Park be consulted on any possible impacts on the Marine Park.

If the above motion is successful, we intend to move the following (if applicable):

Recommendation:

1. **That the objection made pursuant to Clause 4.6 of Coffs Harbour Local Environmental Plan 2013 for the variation to the maximum building height under Clause 4.3(2) of Coffs Harbour Local Environmental Plan 2013 be supported in this particular case.**
2. **That Development Application No. 0961/14 to demolish existing dwellings and construct service station, commercial building and advertising structure at Lot 20 DP 1034831, Lot 3 DP 564731, Lot 16 DP 22513, 208-212 Pacific Highway, North Coffs Harbour be approved subject to the conditions on Attachment 3.**
3. **That persons who made a submission on Development Application No. 0961/14 be informed of Council's decision.**

DEVELOPMENT APPLICATION NO. 0961/14 – DEMOLISH EXISTING DWELLINGS AND CONSTRUCT SERVICE STATION, COMMERCIAL BUILDING AND ADVERTISING STRUCTURE - LOT 20 DP 1034831, LOT 3 DP 564731, LOT 16 DP 22513 - 208-212 PACIFIC HIGHWAY NORTH COFFS HARBOUR

Purpose:

The purpose of this report is present Development Application (DA) No. 961/14 for Council's determination, which is an application to demolish three existing dwellings and construct a service station, commercial building and advertising structure.

The following locality plan illustrates the existing development site, which comprises three allotments.



At its meeting of 22 August 2013, Council resolved:

1. *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, as the proposed development has attracted significant public interest and community input and the proposal includes a variation to the maximum building height required by clause 4.3 of Coffs Harbour Local Environmental Plan (LEP) 2013.

The DA is recommended for approval subject to conditions.

Description of Item:

• **The Site**

The development site comprises three allotments, each containing a dwelling which will be demolished. The combined site area of the land is 3,274m². The site has frontage to the Pacific Highway and forms part of the B6 Enterprise Corridor zone.

• **The Development**

The proposed development involves:

- consolidation of allotments;
- demolition of three existing dwellings;
- earthworks and filling of the site above the 1:100 flood level;
- installation of underground fuel storage and storm water detention tanks;
- construction of a service station and kiosk/convenience store (operational hours 24/7) and commercial building including basement car parking, signage and landscape areas; and
- works external to the site involve the construction of driveway entrance and exit to the Pacific Highway and environmental restoration and rehabilitation works within the Council reserve, under an approved Vegetation Management Plan.

The development has an estimated construction value of \$2,000,000.

Plans of the proposed development are included in this report as Attachment 2.

Sustainability Assessment:

- **Environment**

The site is flood prone and bushfire prone and adjoins a Council reserve on the southern and western boundaries. The reserve contains a creek (Tree Fern Creek) and riparian vegetation identified as primary koala habitat. A detailed ecological assessment was submitted with the application to identify and address the likely impacts of the development on biodiversity values. The report concluded that the proposed development will not contribute to the loss of any koala habitat and no species impact statement was required. However, in recognition of the sensitivity of adjoining land, it was recommended that certain restoration and rehabilitation works be undertaken by the proponent. The works will form part of a comprehensive Vegetation Management Plan which will be submitted to Council for approval.

During site works, appropriate sediment and erosion controls will be implemented. The project will incorporate storm water storage tanks and water sensitive design features. The project adequately addresses natural hazards including bushfire, acid sulfate soils and flood risk.

- **Social**

The proposed development is a significant commercial development that will provide employment during construction and operation of the service station and commercial premises. The development will assist in supporting other commercial businesses and industries.

The impacts of the development on the amenity of adjoining residential properties is considered in the Section 79C Assessment Report.

- **Civic Leadership**

The proposed development has been assessed in accordance with the provisions of the Environmental Planning and Assessment (EPA) Act 1979 and all relevant Council controls and policies. The proposed development is consistent with the aims and objectives of the Coffs Harbour 2030 Community Strategic Plan.

- **Economic**

Broader Economic Implications

The proposed development will have positive economic impacts and be a potential catalyst for further development of the B6 Enterprise Corridor lands.

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 DA as recommended does not pose a significant risk to Council.

Consultation:

The application was publicly exhibited and notified to adjoining and nearby property owners from 26 June, 2014 to 25 July, 2014 and a total of 27 submissions were received objecting to

the development. Of these submissions 16 were individual submissions and 11 were pro-forma template letters. The issues raised and a response to those concerns is summarised in the Section 79C Assessment Report.

A full copy of all submissions is a confidential attachment to this report (Attachment 4) as the submissions may contain personal or private information or other considerations against disclosure as prescribed under the *Government Information (Public Access) Act 2009*.

- **Internal Consultation**

The application has been reviewed by Council's Engineering Services, Building Services, Environmental Services and Finance divisions. Advice received from all sections has been incorporated into the assessment of the development and the recommended conditions of development consent (Attachment 3).

- **Statutory Consultation**

The DA was referred to the Department of Primary Industries (NSW Office of Water) as Integrated Development, requiring approval under the *Water Management Act 2000*. General Terms of Approval have been issued and have been incorporated into the recommended conditions of development consent.

The application was referred to Roads and Maritime Services (RMS) as a *traffic generating development* under State Environmental Planning Policy (Infrastructure) 2007. The RMS advised that a 'Works Authorisation Deed' was to be obtained prior to commencement of works in or near the Pacific Highway. This requirement has been included in the recommended conditions of consent.

The application was reviewed by the Office of Environment and Heritage (OEH), as the site adjoins land identified as being primary koala habitat under Council's Koala Plan of Management. The OEH raised no objection to the proposal and provided standard comments and conditions in relation to ecological and Aboriginal Cultural Heritage matters, which have been included in the recommended conditions of consent.

Related Policy and / or Precedents:

There are no related policy and/or precedents that require consideration in respect of the application.

Statutory Requirements:

- **Section 79C Evaluation**

Section 79C of the EPA Act 1979 specifies the matters which a consent authority must consider when determining a DA.

A section 79C evaluation is provided as Attachment 1.

- **Relevant Statutory Instruments**

- State Environmental Planning Policy No 55 – Remediation of Land
- State Environmental Planning Policy No 64 - Advertising and Signage
- State Environmental Planning Policy No 71 - Coastal Protection
- State Environmental Planning Policy (Infrastructure) 2008
- Coffs Harbour LEP 2013
- Coffs Harbour Development Control Plan 2013

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

Issues:

• **Building Height**

The DA proposes a variation to the maximum building height of 8.5m, required by clause 4.3 of Coffs Harbour LEP 2013. The variation to the height limit occurs for the proposed commercial building which is 9.6m above natural ground level and the proposed advertising structure for the service station, which is 13m above natural ground level.

A variation request under Clause 4.6 of the Coffs Harbour LEP 2013 has been submitted and detailed consideration of the variation is provided in the Section 79C assessment appended to this report.

In summary, it is noted that the commercial building comprises two levels of commercial floor space, above an excavated basement car park. The height of the building is consistent with other modern commercial premises in the locality and will not dominate the site, overshadow neighbouring properties or obstruct the view of existing vegetation located around the perimeter of the site. Both the commercial building and sign are also setback a considerable distance from the Pacific Highway, which lessens their visual appearance when viewed from the road.

An assessment was undertaken of other recently approved advertising structures which front the Pacific Highway. The assessment confirmed that the most recent and comparable sign approved by Council was for a large bulky goods and home hardware premise and the sign was limited to 11m in height. To ensure consistency in the height, bulk and scale of advertising signage, it is recommended that the height of the proposed sign be limited to 11m. A condition of consent will address this issue.

It is recommended that Council agree to the request by the proponent to allow a variation to the height of the commercial building and advertising sign and that the height of the sign be limited to 11m.

Implementation Date / Priority:

In the event that Council adopts the recommendation, a formal notice of determination will be issued for the DA and persons who made a submission will also be notified. A formal notice of determination is valid for five years and the applicant can act on the development consent at any time within that period, subject to meeting any relevant conditions of the consent.

Recommendation:

1. **That the objection made pursuant to Clause 4.6 of Coffs Harbour Local Environmental Plan 2013 for the variation to the maximum building height under Clause 4.3(2) of Coffs Harbour Local Environmental Plan 2013 be supported in this particular case.**
2. **That Development Application No. 0961/14 to demolish existing dwellings and construct service station, commercial building and advertising structure at Lot 20 DP 1034831, Lot 3 DP 564731, Lot 16 DP 22513, 208-212 Pacific Highway, North Coffs Harbour be approved subject to the conditions on Attachment 3.**
3. **That persons who made a submission on Development Application No. 0961/14 be informed of Council's decision.**

**Section 79C Evaluation
Development Application 0961/14**

a. the provisions of,

i. any environmental planning instrument, and

• State Environmental Planning Policy (SEPP) No. 55—Remediation of Land

The state policy requires that the consent authority must not consent to the carrying out of any development unless it has considered whether the land is contaminated. The land is zoned B6 Enterprise Corridor, but has been used historically as residential land. The proponent has undertaken a preliminary site assessment which concluded that there is minimal likelihood of any previous potentially contaminating land uses and it is reasonable to consider that the land is not contaminated and is suitable for its intended use.

• SEPP No. 64 – Advertising and Signage

The policy applies to all signage in NSW which is visible from a public place or public reserve. Clause 8 of the SEPP requires Council to be satisfied that:

- (a) the signage is consistent with the objectives of the Policy as set out in clause 3(1)(a), and
- (b) the signage the subject of the application satisfies the assessment criteria specified in Schedule 1.

The proposed development incorporates typical business identification signs attached to the building and one free standing pylon sign at the northern driveway exit. To ensure consistency in the height, bulk and scale of advertising signage, it is recommended that the height of the proposed sign be reduced from 13 metres to 11 metres.

It is considered that if limited to 11 metres in height, the proposed signage will satisfy Schedule 1 for the following reasons:

- the proposed signage is not incompatible with the desired amenity and visual character of the area as a business precinct;
- the proposal is unlikely to compromise important views or vistas, and is unlikely to dominate the skyline;
- the proposed signage is appropriate in relation to streetscape, setting, and landscaping;
- the signage is compatible with the site attributes;
- sign content and attributes directly relate to the nature of the proposed development;
- illumination is proposed in accordance with relevant light emission standards; and
- the signage is unlikely to pose a risk for traffic safety, pedestrians, or cyclists.

• SEPP No. 71 - Coastal Development

The proposed development meets the relevant provisions and is consistent with the aims of this policy.

Clause 7 of the SEPP requires Council to take matters as listed in Clause 8 into consideration when determining development applications. Clause 8 matters have been taken into consideration in the assessment of the proposed development.

- The proposed development does not have frontage to a beach, estuary, coastal lake, headland, and cliff or rock platform. The proposed development will therefore have

Attachment 1

minimal impact on these locations. The site does adjoin Tree Fern Creek. Environmental works and compensatory plantings will be undertaken within the riparian corridor.

- The proposed development does not change, impede or diminish public access to or along the coastal foreshore.
- The development is considered suitable given its type, location and design and its relationship with the surrounding area.
- The proposed development will not result in a detrimental impact on the amenity or scenic qualities of the coastal foreshore, including significant overshadowing of the coastal foreshore and no significant loss of views from a public place to the coastal foreshore. There is no expected impact on existing wildlife corridors, animals, fish or plants and their inhabitants.
- The proposed development is not affected by coastal processes or coastal hazards. The proposed development will not result in potential for conflict between land-based and water-based coastal activities.
- No current records exist of any items of heritage, archaeological, Aboriginal or historic significance existing on the site. A condition will be imposed however requiring building/excavation works to cease should any Aboriginal artefacts be discovered and the Office of Environment and Heritage be contacted immediately.
- The proposed development will be connected to Council's sewer.
- The proposed development will discharge stormwater through a treatment system involving initial storage in a SPEL tank, which will drain to bio-retention gardens and discharge to Tree Fern Creek. A condition of consent will require water testing to ensure the discharge storm water does not pollute or contaminate the receiving waterway.

• **SEPP (Infrastructure) 2007**

The application was referred to Roads and Maritime Services (RMS) as a *traffic generating development* under SEPP (Infrastructure) 2007. The RMS advised that a 'Works Authorisation Deed' is to be obtained prior to commencement of works in or near the Pacific Highway. This requirement has been included in the recommended conditions of consent.

• **Environmental Planning and Assessment (EP&A) Act 1979 – Section 79BA – Bushfire Prone Land**

The land is identified as being bushfire prone. A bushfire safety authority is not required to be obtained in this instance, as the proposal does not involve subdivision for residential purposes and is not a special fire protection purpose under section 100B of the Rural Fires Act 1997. A bushfire assessment report was submitted with the development application (DA) to address section 79BA of the EP&A Act 1979 and 'Planning for Bushfire Protection 2006'. The aims and objectives of Planning for Bushfire Protection 2006 are to:

- afford occupants of any building adequate protection from exposure to a bushfire;
- provide for a defensible space to be located around buildings;
- provide appropriate separation between a hazard and buildings which, in combination with other measures, prevent direct flame contact and material ignition;
- ensure that safe operational access and egress for emergency service personnel and residents is available;

- provide for ongoing management and maintenance of bushfire protection measures, including fuel loads in the asset protection zone; and
- ensure that utility services are adequate to meet the needs of fire fighters (and others assisting in bushfire fighting).

The proposed development is considered to meet the aims and objectives of 'Planning for Bushfire Protection 2006'. The proposed commercial building and kiosk will be constructed of pre-cast concrete panels, windows with powdercoat finish and aluminium frames. Defendable space is proposed around the buildings. The site adjoins a creek and a Council managed reserve. The site has access and egress to the Pacific Highway, allowing for evacuation of occupants and effective access for emergency service personnel. The development will be connected to all utilities to allow fire fighting to occur.

- **EP&A Act 1979 – Section 91 – Integrated Development**

The DA was referred to the Department of Primary Industries (NSW Office of Water) as Integrated Development, requiring approval under the *Water Management Act 2000*. The creek restoration and rehabilitation works have been endorsed and General Terms of Approval have been issued and included in the recommended conditions of consent.

- **Coffs Harbour Local Environmental Plan (LEP) 2013**

Zoning

The three sites to be developed are zoned B6 Enterprise Corridor. The proposal involves "demolition" and construction of "service station", "commercial building" and "advertising structure" which are permissible with consent in the zone. The construction of access driveways is permissible with consent in the SP2 Infrastructure zone. The works in the Council reserve are "environmental protection works" which are permitted with consent in the RE1 Public Recreation zone.

The following clauses of the Coffs Harbour LEP are relevant to the proposal:

(1.2) Aims of Plan

The development is consistent with the aims of the Coffs Harbour LEP 2013; in particular, the development supports a strong and diverse economy, provides permitted commercial development, is appropriate to its setting and relevant site attributes and incorporates a range of sustainable features.

(2.3) Zone objectives and land use table

The proposed development is consistent with the objectives of the B6 Enterprise Corridor Zone.

(4.3) Height of buildings

The Height of Buildings Map specifies a maximum building height of 8.5 metres for the development site.

The DA proposes a variation to the maximum building height for the commercial building which is 9.6 metres above natural ground level and the advertising structure which is 13 metres above natural ground level. The application is accompanied by a request to vary the development standard in accordance with clause 4.6 of Coffs Harbour LEP 2013. It is noted that a condition of consent requires that the height of the sign be reduced from 13 metres to 11 metres.

It is considered that the proposed variations are minor and will not have an adverse impact on adjoining properties. There is no potential for any residential properties to be adversely affected in terms of overshadowing, privacy or obstruction of views. The height of the buildings does not exceed the height of the vegetation which forms a backdrop to the development.

(4.4) Floor Space Ratio

The site is subject to a maximum floor space ratio of 0.8:1. The combined gross floor area of the commercial building (1120m²) and the kiosk/convenience store (214m²) is 1334m², which equates to a FSR of 0.38:1.

(4.6) Exception to Development Standards

The proponent has submitted a request to vary the height limit under Clause 4.6 of Coffs Harbour LEP 2013.

In support of the variation request it is noted:

- The variation in height for the commercial building is minor and does not significantly add to the overall height, bulk and scale of the commercial building and will be imperceptible from most perspectives.
- The variation in height is unlikely to cause any concern regarding overshadowing, view loss or amenity issues for adjoining properties.
- The land to the south and west is a heavily vegetated reserve. The height of the building does not exceed the height of the vegetation.
- Both the commercial building and sign are setback a considerable distance from the Pacific Highway, which lessens the visual appearance of the buildings.
- In the circumstances it is considered that compliance with the development standard is unreasonable or unnecessary and there are sufficient planning grounds to justify contravening the development standard for the commercial building. However it is considered reasonable to require the advertising structure to be reduced in height, to be consistent with other recently approved signage fronting the Pacific Highway.

In conclusion, the request to vary the development standard has been assessed and is considered reasonable in the circumstances and it is therefore recommended that Council use its delegation under Clause 4.6, to vary the development standard accordingly.

(5.5) Development within the coastal zone

The matters under this clause have been addressed under SEPP 71 – Coastal Development

(5.10) Heritage Conservation

The subject land is not listed in Schedule 5 of Councils LEP 2013 and no sites were identified by way of a “AHIMS” Web Service (AWS) Search. The land was inspected by the Coffs Harbor and District Local Aboriginal Land Council (CHDLALC) and no objects of Aboriginal origin were identified, however a request was made for a further inspection to be undertaken following removal of the dwellings. The recommended conditions of consent will ensure the Land Councils’ request is adhered to.

(7.1) Acid Sulfate Soils

The site is identified as being low risk, Acid Sulfate Soils (ASS) Level 4. The proposal involves excavation works for construction of the basement car park for the commercial building. Geotechnical investigations were undertaken over the site consisting of borehole sampling, which recommended that additional testing and sampling be undertaken for any piling located more than 3 metres below existing ground level. A recommended condition of consent will require further assessment of ASSs during construction and where any ASSs are identified, an ASS Management Plan will be prepared as required.

(7.2) Earthworks

The proposed earthworks involve filling of approximately 1.2 metres – 1.7 metres in the northern part of the site and excavation to approximately 1.2 metre depth in the southern part of the site. The recommended conditions include mitigation and management measures for erosion and sediment control and the development is considered satisfactory on consideration of the requirements of the clause.

(7.3) Flood Planning

The site is flood liable and subject to inundation in the 1:100 year flood event. A flood impact assessment was submitted with the DA and concluded that the site is capable of supporting the proposed development, with specific mitigation measures being adopted such as filling to elevate buildings and hardstand floor levels, adequate stormwater drainage and the design of the basement car park allowing for conveyance of flood water and compensatory flood storage.

Councils Engineering Services Division has assessed flooding impacts, by taking into account compatibility with adjoining land uses, flood levels and site constraints. It was recommended that the development maintain a minimum finished floor level of 5.0 metres Australian Height Datum (AHD), and that the basement car park include design features to avoid floodwaters dislodging vehicles in the event of a flood. A condition of consent is recommended to ensure the building complies with this requirement.

In conclusion, the development is responsive to flood impacts and is not likely to result in unsustainable social and economic costs to the community as a consequence of flooding.

(7.4) Terrestrial biodiversity

The development site does not contain significant terrestrial biodiversity values, however the land adjoining the southern and western boundaries and located within the council reserve, is identified as having biodiversity significance.

The ecological assessment identified the predominant vegetation communities likely to be impacted by the development.

The report concludes that the proposed development will result in the loss of some trees on the site, consisting of casuarinas and isolated native and introduced species, but will not have a significant adverse impact on the ability of the vegetation to continue to provide a habitat corridor. The subject site is not identified as containing an endangered ecological community.

A key finding of the report was that the adjoining land was in places disturbed, weed infested and degraded. A positive outcome of the development will be the rehabilitation and restoration works proposed by the Proponent, which will improve the ecological

value and biodiversity of the surrounding area. These works have the support of Council staff and other relevant government agencies.

(7.6) Riparian land and watercourses

The subject site is within 40 metres of Tree Fern Creek, which is a defined watercourse. Creek bank scour protection and rehabilitation and restoration works designed by a certified engineer, will be undertaken to improve the watercourses ecological function and natural environmental attributes. The development will include design measures to ensure water quality standards are maintained by addressing any contamination issues with hydrocarbons and other synthetic compounds associated with service stations. All runoff from hardstand areas will be contained within a SPEL 20,000 litre on-site detention tank, before draining into bio-retention gardens and being discharged into Tree Fern Creek. A recommended condition of consent will require regular water quality control testing, to ensure the discharged storm water complies with relevant standards to avoid potential contamination or pollution of the creek.

(7.8) Koala Habitat

The subject site does not contain any significant koala habitat; however it does adjoin land on its southern and western boundaries which is identified as being 'primary koala habitat' under Council's Koala Plan of Management.

A targeted search was completed on the subject site for scratches, scats and other evidence of koala usage of the site. The search failed to record any evidence of koala activity; however it did confirm preferred koala feed trees on the adjoining council land. No koala habitat or feed trees will be removed as part of the proposed development. The Vegetation Management Plan (VMP) will ensure that koala feed tree species are replanted to compensate for any tree loss and ensure a net gain in the number of koala habitat trees.

The ecological assessment in relation to Koalas did identify that the impacts of the proposed development could include a minor increased risk of death or injury by motor vehicle strikes, restricted opportunity for movement and fragmentation of habitat corridor linkages. A number of amelioration measures were identified to address these concerns and these measures have been incorporated into the recommended conditions of consent, where appropriate.

(7.11) Essential services

The proposed development will be provided with essential services including water, sewer, electricity, drainage and appropriate access.

(7.12) Design excellence

The proposed development addresses the relevant design excellence provisions in its design, siting and construction.

(7.13) Central business district

It is not considered likely that the proposed development will have an adverse impact on the primacy of the CBD as the principal business, office and retail hub of the Coffs Harbour City.

(7.14) Commercial premises in certain business zones

The clause is designed to protect the primacy of the City Centre by limiting the maximum gross floor area of a business or office premises to 600m² on land in the B6 zone that existed as at 16 December 2010. The proposed commercial building will exceed 600m² in gross floor area, however the DA is proposed over three lots and is seeking consent for the consolidation of the existing lots into one allotment. The consolidation of the land after the appointed date effectively means that the maximum floor area restriction will be complied with and the clause is satisfied.

ii. The provisions of any draft environmental planning instrument

There are no draft environmental planning instruments that require consideration.

iii. any Development Control Plan (DCP)

- **Coffs Harbour Development Control Plan 2013**

The following components of the DCP are relevant to the proposal:

- **A2 Notification and Public Participation**

The proposed development was publicly exhibited in accordance with the requirements of this component and submissions were received.

- **B3 Business Development Requirements**

The proposal generally complies with the development controls under this Plan in relation to building design, density, setbacks, parking and access, flooding, services and landscaping.

- **B7 Biodiversity Impacts**

The proposal will require the removal of all vegetation within the boundaries of the development site, however this area is highly disturbed and the vegetation consists primarily of introduced species and isolated native species that do not have a high ecological value. The removal of some vegetation will occur on land external to the site for the purpose of constructing the access driveways and the creek bank rehabilitation works. No preferred koala food trees will be removed on the site, as part of this proposal.

In recognition that there is limited opportunity to compensate for tree loss within the boundaries of the development site, the Proponent has agreed to undertake rehabilitation and restoration works on the adjoining council reserve to compensate for any tree loss. These works will be detailed in a VMP prepared by the Proponent and approved by Council.

A condition of consent is recommended, that will require the final design of the entrance driveway to minimise impacts on existing native vegetation located in the road reserve.

- **C2 Access, Parking and Servicing Requirements DCP**

The DCP requires 38 car parking spaces to be provided to satisfy the combination of uses on the site. The application proposes a total of 40 spaces, 19 of which are located in the basement car park, with the remaining 21 spaces located adjacent to the commercial building and kiosk. A recommended condition of consent will ensure that an adequate proportion of car parking is dedicated as disabled accessible.

The proposed ingress and egress arrangements will provide for safe access to the site by all vehicles likely to use the development. The internal access arrangements provide sufficient internal turning and efficient flow-through of vehicles. Clear sight distances are maintained at both driveways. Pedestrian footpaths will be constructed to connect the development site to the existing footpath along the Pacific Highway.

- **C3 Landscaping Requirements**

A concept landscape plan has been submitted with the DA and a condition is recommended for a detailed landscape plan to be submitted to Council for approval, prior to the issue of a construction certificate.

- **C4 Signage Requirements**

The proposed business identification signage satisfies the relevant assessment criteria and is consistent with other business identification signage in the locality.

The proposed advertising structure is recommended to be reduced in height, consistent with other recently approved signage fronting the Pacific Highway.

- **C7 Waste Management Requirements**

A waste management plan has been submitted in accordance with this DCP component. A suitably sized waste enclosure is required to be constructed as part of the development. A recommended condition of consent will require details of the proposed waste management enclosure to be submitted to Council and approved prior to the issue of a construction certificate.

- **D3 Flooding and Coastal Hazards Requirements**

The site is flood liable and subject to inundation in the 1:100 year flood event, at which point the flood height would be approximately 4.8 metres AHD. The proposed filling of the site will ensure that the forecourt and kiosk maintain a finished floor level above 5.0metres AHD and the finished floor level of the commercial building will be 6.6 metres AHD. The flood responsive design of the basement car park will allow for conveyance of floodwater through the car park and also allow for flood storage to compensate for site filling.

- iiiia **any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, and**

No Planning Agreement has been offered or entered into for this DA.

- iv. **the regulations (to the extent that they may prescribe matters for the purposes of this paragraph), that apply to the land to which the DA relates,**

There are no matters as required by the regulations that relate to the proposed development and would require consideration under this section.

- v. **any coastal zone management plan (within the meaning of the [Coastal Protection Act 1979](#)), that apply to the land to which the DA relates,**

Council at its meeting of the 14 February 2013 adopted the Coffs Harbour Coastal Zone Management Plan. The proposed development is consistent with the plan. The proposed floor level of the development is above the predicted flood level for the year 2100.

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 natural and built environment

The proposal will involve some environmental disturbance during demolition and construction works. A comprehensive ecological assessment concluded that that actual development site was degraded by its previous uses and has limited environmental value. It is considered that the proposal is unlikely to have a significant impact on threatened species, ecological communities or their habitats and therefore a species impact statement is not required.

The key environmental impacts of the development are off-site impacts associated with Tree Fern Creek and the riparian corridor which occurs on Council's reserve. A positive environmental outcome of the development will be the restoration and rehabilitation works to be undertaken by the Proponent in the form of a VMP.

The urban design of the development meets safer by design principles for minimising crime risk by providing opportunities for surveillance, access control, territorial reinforcement and space management.

Social impacts

The proposed development will provide employment opportunities during construction and operation and will support other commercial development.

Concerns have been raised in regard to noise impacts associated with the proposed use of the land. In response, a detailed Noise Impact Assessment was undertaken for the development to establish the noise levels generated by the Service Station and associated retail outlets on neighbouring residences and the background noise levels at the nearest affected properties.

The acoustic assessment noted that the proposed service station is designed for the delivery of domestic fuel, not as a truck stop. In addition the nearby residential properties already exist within an elevated and disturbed background noise environment due to close proximity to the Pacific Highway and will therefore be less impacted by the proposed development. The acoustic assessment concluded that the proposed development will not exceed sleep arousal criteria at sensitive receivers.

Notwithstanding, the following recommendations were made and have been included in the recommended conditions of consent:

- to minimise noise impacts during the evening and night it is recommended that truck delivery and waste collection be restricted to the day time period (7.00am until 6.00pm Monday to Friday and 8.00am until 6.00pm Saturdays);
- signs limiting speed to 15 km/h be installed at the entry and exit;
- signs are to be installed requesting that heavy vehicles do not use air brakes when entering or leaving the site; and
- an acoustic barrier/enclosure with adequate ventilation is to be designed and installed by suitable qualified person/s to mitigate noise from the refrigeration motors

Economic Impacts

The proposed development will provide employment during construction and operation of the service station and commercial premises and assist in supporting retail competition and providing greater consumer choice.

Concerns have been raised about the perceived negative effects of competition between fuel retailers, however commercial viability of proposed commercial development is not a matter

that may be taken into consideration by a consent authority for the purposes of determining a DA. The proposed development is not likely to unreasonably impact on the existing extent and adequacy of business facilities and services within the City Centre area and the DA has been evaluated accordingly.

c. the suitability of the site for the development,

The site has extensive frontage and high exposure to the Pacific Highway, which allows for a range of commercial and service orientated activities. The zoning of the land was changed to B6 Enterprise Corridor for the expressed purpose of promoting diverse commercial uses to encourage private investment, activate streetscapes, revitalise public domains and support existing commercial centres located to the north and south of the site. The current application is indicative of the range of commercial uses expected by the zoning of the land

The environmental site constraints have been recognized in the preparation of the development and the design is responsive to these issues. It is considered that the site is suitable for the proposed development.

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

The DA was placed on public exhibition for a period of 30 days from 26 June, 2014 to 25 July, 2014 and there were 27 submissions which raised objections to the development. Of these submissions, 16 were individual submissions and 11 were pro-forma template letters. The issues raised in the submissions include traffic, noise, flooding and biodiversity impacts, site suitability, appropriateness of the development and adverse economic impacts to other commercial operators and competing businesses.

A summary of the issues raised and Councils response is provided as follows:

Traffic access, congestion and parking impacts

Comment:

Due to the proposed use of the site and its location fronting the Pacific Highway, it is expected that the development will not generate significant additional traffic movements on the Pacific Highway, but will draw traffic from the highway. The key design aspects of the development are therefore related to the driveway entrances and exits and internal circulation and car parking.

A Traffic Impact Assessment was undertaken for the proposed development, which concluded that the proposed development will have no adverse effects of the traffic flow of the Pacific Highway and the driveway and internal circulation allowed for adequate access and egress. A recommendation was made for the relocation of the bus stop and shelter further northwards from its current location, to avoid the potential for any traffic conflict. This recommendation has been endorsed. The traffic assessment has been reviewed by Council officers and is considered satisfactory.

Noise impacts

Comment:

A noise impact assessment been submitted with the DA to identify and address potential noise impacts on residential properties in proximity to the site. The noise assessment confirms that noise produced from the proposed development will not exceed sleep arousal criteria at sensitive receivers.

The acoustic assessment has been reviewed by Council officers and is considered satisfactory.

Flooding impacts

Comment:

The site is flood liable and subject to inundation in the 1:100 year flood event. A flood impact assessment was submitted with the DA and concluded that the site is capable of supporting the proposed development, with specific mitigation measures being adopted such as filling to elevate buildings and hardstand floor levels, adequate stormwater drainage and the design of the basement car park allowing for conveyance of flood water and compensatory flood storage.

The flood assessment has been reviewed by Council officers and is considered satisfactory.

Biodiversity impacts in the area

Comment:

The development site adjoins areas identified as being 'primary koala habitat' under Council's Koala Plan of Management. An ecological assessment was submitted with the application to identify and address likely impacts on biodiversity. The report concluded that the environmental impacts of the proposal were acceptable, subject to the implementation of the recommended amelioration measures. A condition of consent has incorporated these measures, where appropriate.

The ecological assessment has been reviewed by Council officers and is considered satisfactory.

Potential adverse economic impacts to other commercial operators

Comment:

Commercial viability of proposed commercial development is not a matter that may be taken into consideration by a consent authority for the purposes of determining a DA. The proposed development is not likely to unreasonably impact on the existing extent and adequacy of business facilities and services within the City Centre area and the DA has been evaluated accordingly.

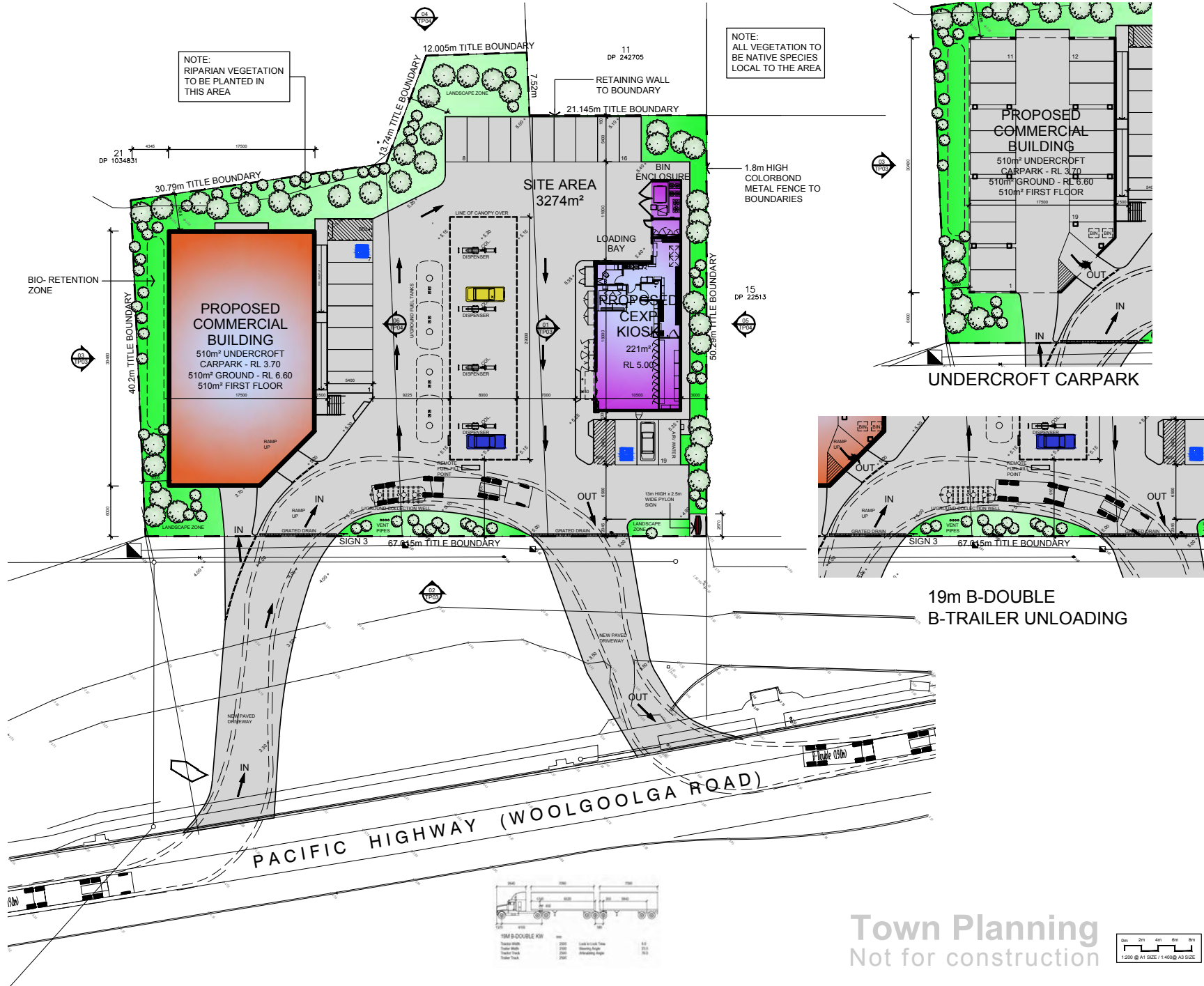
Site suitability

Comment:

The environmental site constraints have been recognized in the preparation of the development and the design is responsive to these issues. It is considered that the site is suitable for the proposed development.

e. the public interest:

The assessment of the application has considered the public interest matters and determined that the proposal is acceptable and the impacts can be effectively managed by appropriate conditions. Approval of the application is considered to be in the public interest.



REV	AMENDMENT DETAILS	BY	DATE
F	EXIT FROM CARPARK AMENDED	PW	28-10-14
E	ROAD SIGNS ADDED	AB	21-10-14
D	2 CAR SPACES DELETED FROM 5TH WEST CORNER TO INCREASE LANDSCAPING, 1 EXTRA CAR SPACE ADDED TO NORTH WEST END RIPARIAN LANDSCAPING NOTED. FIRST FLOOR NOTED	AB	09-08-14
C	EXIT FROM UNDERCROFT CARPARK AMENDED TO EAST END PARKING RELOCATED FROM IN FRONT OF KIOSK TO IN FRONT OF COMMERCIAL BUILDING, 2 EXTRA SPACES ADDED. FUEL CANOPY RELOCATED TO SUIT	AB	28-08-14
B	18M OBBLE TANKER PATH UPDATED, CROWSOVERS REVISSED TO SUIT	AB	12-08-14
A	FIRST FLOOR DELETED, RL IS REVISED	PW	07-07-14
G	TOWN PLANNING ISSUE	PW	26-05-14



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 www.trg.com.au
 The Retail Group Pty Ltd ABN 85 050 134 686

RBP No. DP-AD1889
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PROJECT
PROPOSED MIXED USE DEVELOPMENT

PROJECT ADDRESS
208 - 210 PACIFIC HIGHWAY

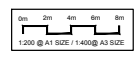
COFFS HARBOUR NSW 2452

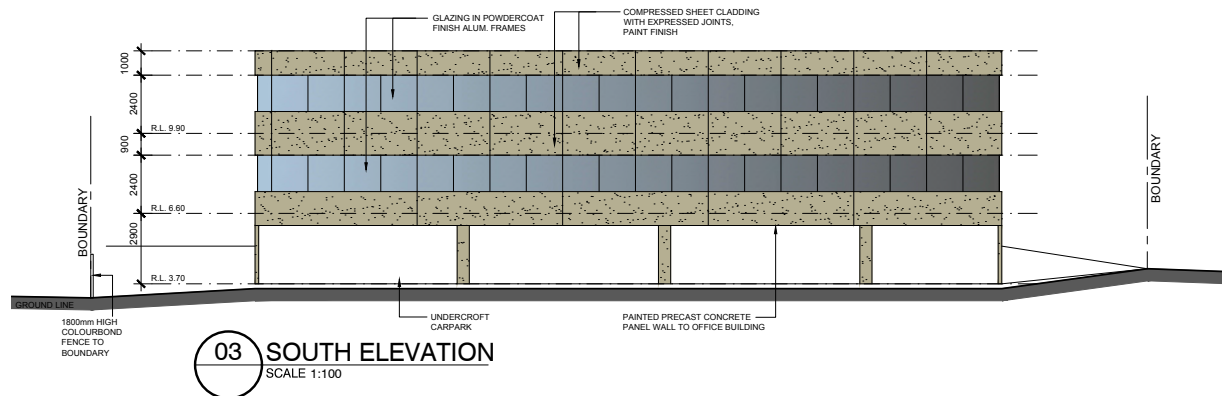
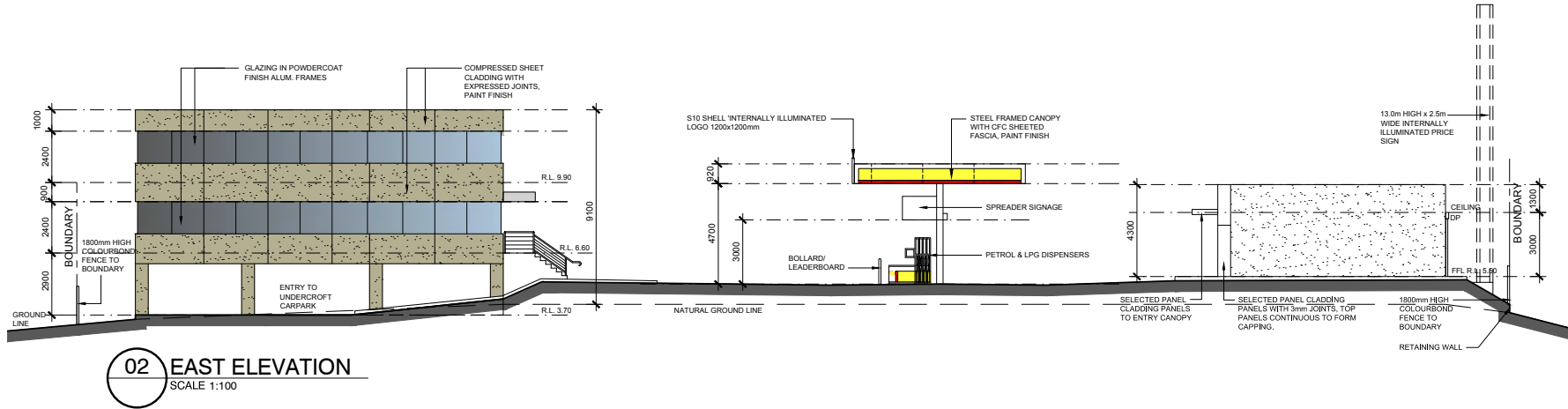
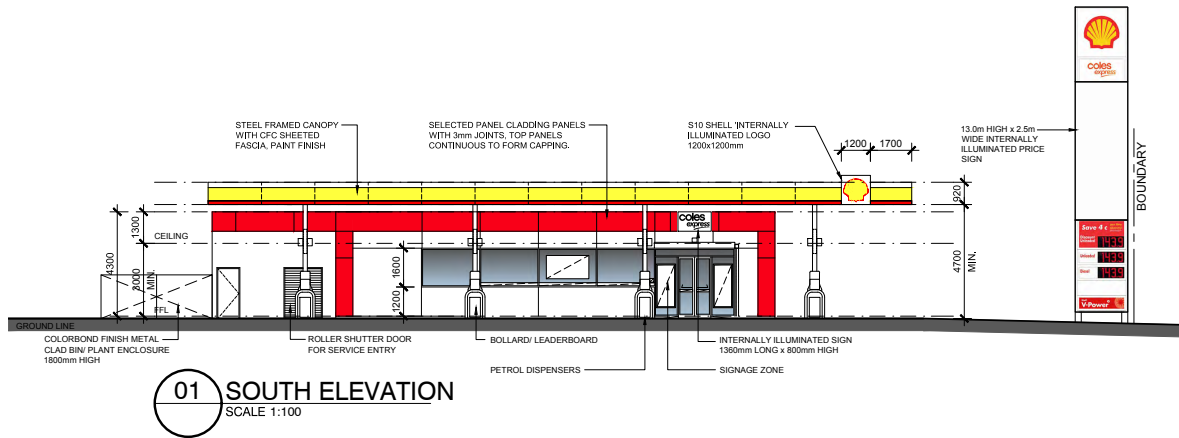
DRAWING TITLE
PROPOSED SITE PLAN

CLIENT
BROADEN MANAGEMENT PTY LTD

DATE	SCALE	NORTH
MAY '14	@ A1	
DRAWN	CHECKED	
PW	AB	
ISSUE		
PLANNING		
PROJECT No.	DRAWING No.	REVISION No.
14034	TP02	F
		SHEET
		02 of 04

Town Planning
 Not for construction





REV	AMENDMENT DETAILS	BY	DATE
D	HEIGHT OF COMMERCIAL BUILDING REDUCED BY 200mm.	AB	18-09-14
C	FIRST FLOOR RE-INSTATED, FUEL CANOPY RELOCATED.	PW	03-09-14
B	FIRST FLOOR SELECTED R.L.S REVISED.	PW	07-07-14
A	PLANNING APPLICATION ISSUE.	PW	26-05-14
0	PLANNING APPLICATION ISSUE.	PW	26-05-14



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PROPOSED MIXED USE DEVELOPMENT

PROJECT ADDRESS
208 - 210 PACIFIC HIGHWAY

COFFS HARBOUR NSW 2452

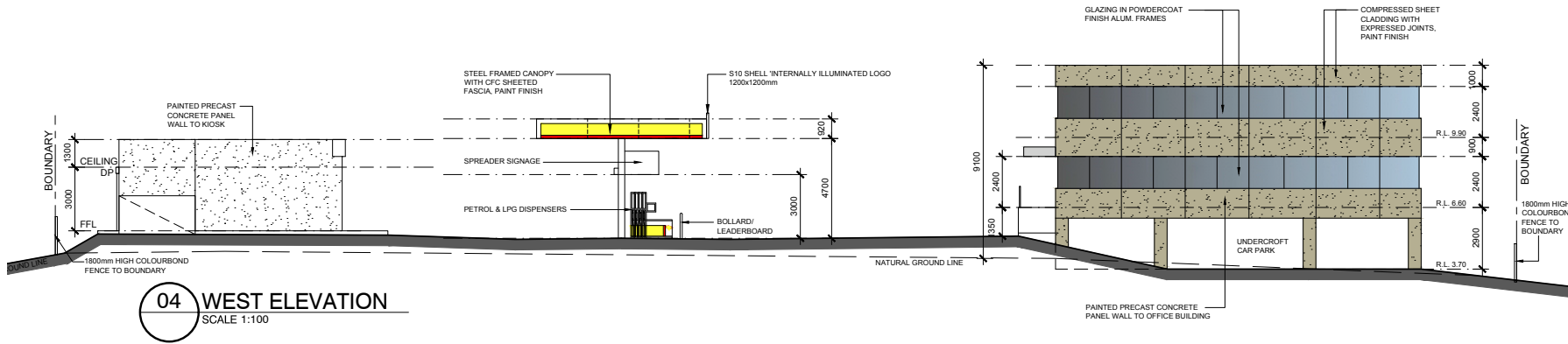
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PROPOSED ELEVATIONS SHEET 1

CLIENT
BROADEN MANAGEMENT

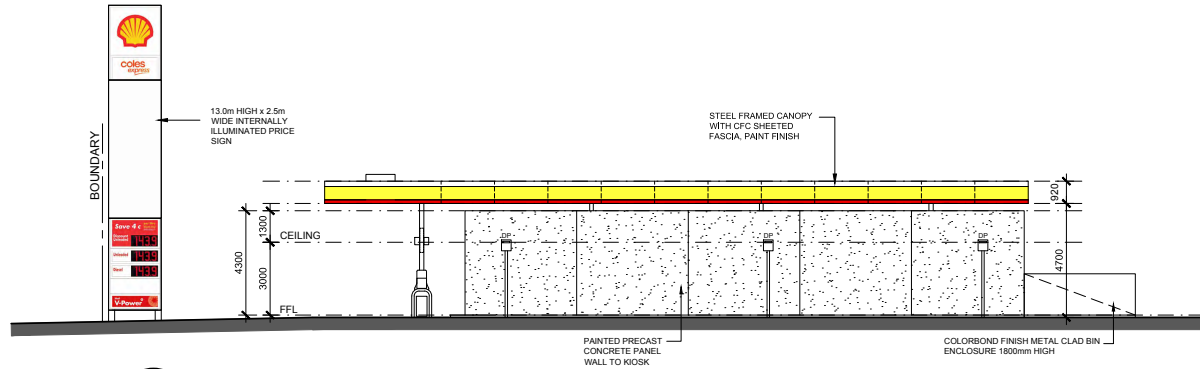
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ISSUE		
PLANNING		
PROJECT No.	DRAWING No.	REVISION No.
14034	TP03	D
		SHEET
		03 of 04

Town Planning
Not for construction

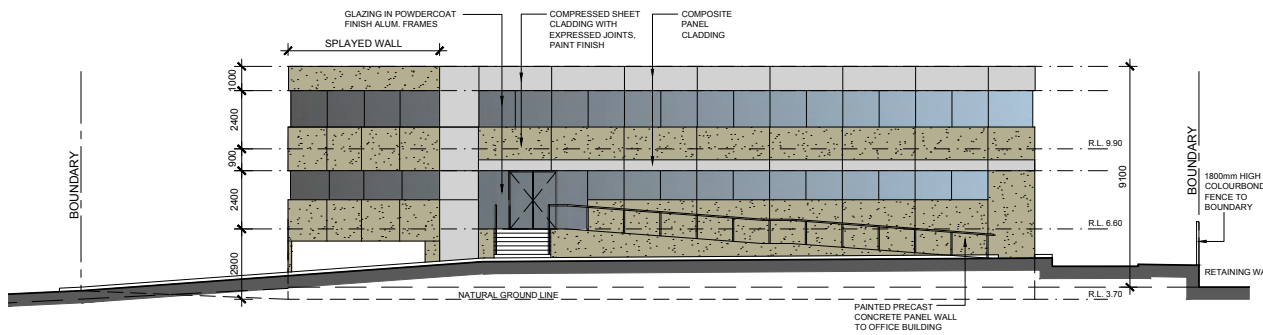




04 WEST ELEVATION
SCALE 1:100



05 NORTH ELEVATION
SCALE 1:100



06 NORTH ELEVATION
SCALE 1:100

D	HEIGHT OF COMMERCIAL BUILDING REDUCED BY 200mm	AB	18-05-14
C	FIRST FLOOR RE-INSTATED, FUEL CANOPY RELOCATED	PW	03-09-14
B	FIRST FLOOR SELECTED, R.L.S REVISED	PW	07-07-14
A	PLANNING APPLICATION ISSUE	PW	25-05-14
0	PLANNING APPLICATION ISSUE	PW	25-05-14
REV	AMENDMENT DETAILS	BY	DATE



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PROPOSED MIXED USE DEVELOPMENT

PROJECT ADDRESS
208 - 210 PACIFIC HIGHWAY

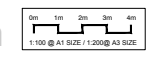
COFFS HARBOUR NSW 2452

DRAWING TITLE
PROPOSED ELEVATIONS SHEET 2

CLIENT
BROADEN MANAGEMENT













DATE	SCALE @ A1	NORTH
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DRAWN	CHECKED	
PW	AB	
ISSUE		
PLANNING		
PROJECT No.	DRAWING No.	REVISION No.
14034	TP04	D
		SHEET
		04 of 04

Town Planning
Not for construction





LEGEND

-  existing trees to be retained
-  existing trees in riparian zone to be removed as per tree removal/retention plan included in JWA Ecological Assessment
-  existing tree to road reserve to be removed. Refer to schedule below.
-  tree - *Brachychiton acerifolius* (Flame Tree)
-  tree - *Cupaniopsis anacardioides* (Tuckeroo)
-  tree - *Elaeocarpus reticulatus* (Blueberry Ash)
-  tree - *Glochidion ferdinandi* (Cheese Tree)
-  palm - *Archontophoenix cunninghamiana* (Bangalow Palm)
-  tree fern - *Cyathea australis* (Rough Tree Fern)
-  shrub planting
-  groundcover planting
-  riparian weed removal & revegetation (subject to future VMP)

NOTES

- ① turfed/grassed road reserve
- ② Flame Trees, palms & succulents groundcovers
- ③ retained Casuarinas on neighbouring property, screen planting to development with Blueberry Ash & Syzygium Resilience
- ④ batter planted with Cheese Trees, Palms, Tree Ferns, Palm Lily and riparian groundcovers
- ⑤ 'landscaped' edge to riparian revegetation with Flame Trees, Tuckeroos and Dianella spp.
- ⑥ bio-retention area planted with native groundcovers

TREES TO ROAD RESERVE

- T1 *Glochidion ferdinandi* (Cheese Tree)
- T2 *Araucaria cunninghamii* (Hoop Pine)
- T3 *Pinus elliotti* (Slash Pine)
- T4 *Araucaria cunninghamii* (Hoop Pine)
- T5 *Glochidion ferdinandi* (Cheese Tree)
- T6 *Pinus elliotti* (Slash Pine)
- T7 *Pinus elliotti* (Slash Pine)
- T8 *Pinus elliotti* (Slash Pine)

Proposed Mixed Use Development
208 - 210 Pacific Highway, Coffs Harbour
for Retail Fuel Development

DEVELOPMENT APPLICATION



1428-03 LANDSCAPE MASTERPLAN
issue: B
scale 1:400 @ A3

jackie amos landscape architect
ph 02 6654 3000
fax 02 6654 3000
m 0427 667748
1345 Bucca Road
NANA GLEN NSW 2450



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

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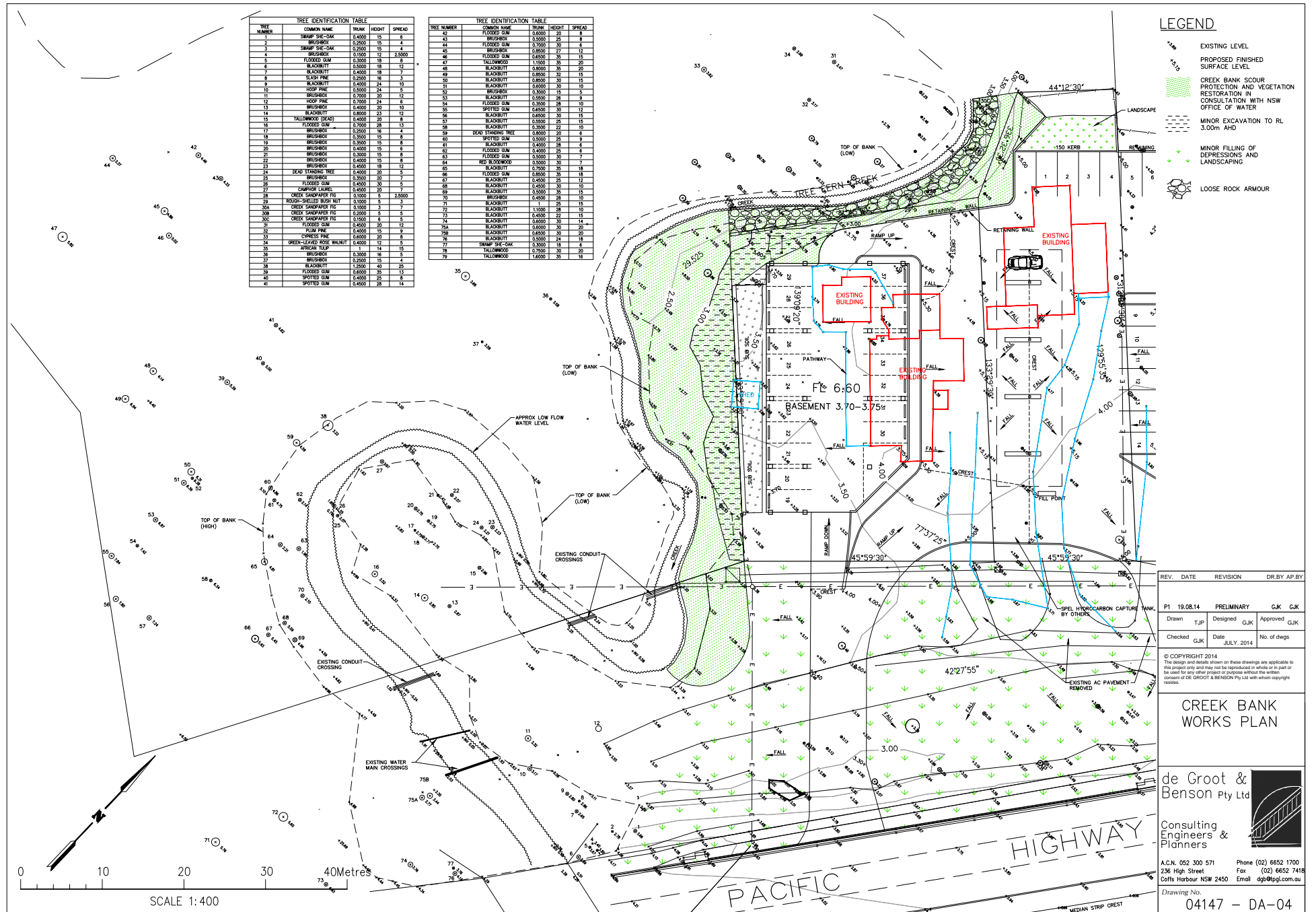
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Projected Coordinate System- GDA 1994, MGA Zone 56





DRAFT Conditions for Council Report

Development Application No. 0961/14

Schedule of Conditions

ADMINISTRATIVE CONDITIONS

Development Description:

1. Development consent is granted only to carrying out the development described in detail below:
 - ***Demolish existing dwellings and construct Service Station, Commercial Building and Advertising Structure***

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 set out in the following table except where modified by any conditions of this consent (Development Consent No. 0961/14).

Plan No. / Supporting Document(s)	Dated
Project No. 14034, Drawing No/ TP02, Rev F, prepared by TRG	May 2014
Project No. 14034, Drawing No's TP03 and TP04, Rev D, prepared by TRG	May 2014

In the event of any inconsistency between conditions of this development consent and the plans 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.

Development in Accordance with Documents:

4. The development shall be undertaken in accordance with the following documents:

Planning Documentation

- (1) Flood Impact Assessment, prepared by de Groot & Benson Pty Ltd, dated July 2014.
- (2) Noise Impact Assessment and Addendum's, prepared by Tim Fitzroy and Associates, dated 23 September 2014 and 4 November 2014.
- (3) Revised Ecological Assessment, prepared by JWA Ecological Consultants, dated August 2014.
- (4) Geotechnical Assessment, prepared by Coffey Geotechnics, dated 11 July 2014.

Development Application No. 0961/14**Schedule of Conditions**

PRIOR TO THE ISSUE OF CONSTRUCTION CERTIFICATE**Construction Certificate:**

5. No building 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.

Note: Separate Construction Certificates are to be obtained for the **building works** and any **civil works**.

Equitable Access:

6. The building is to be provided with access and facilities for people with disabilities.

The applicants' attention is directed to the *Disability (Access to Premises - Buildings) Standards 2010* and the Building Code of Australia.

Details indicating compliance must be submitted and approved by the certifying authority **prior to the issue of a Construction Certificate**.

Stormwater Management Plan:

7. 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.

The design is to incorporate a detention system that achieves compliance with the Coffs Harbour City Council WSUD Policy targets. Design details are to include calculations showing the effect of the proposed development on design stormwater run-off flow rates and the efficiency of proposed measures to limit the flows.

The design shall be accompanied by an Operation and Maintenance Plan for the system.

Stormwater Management (On-Site Detention):

8. An application for the proposed on-site management of stormwater being submitted to and approved by Council **prior to the issue of a Construction Certificate**.

The application is to be accompanied by stormwater disposal details designed by an appropriately qualified hydraulic engineer, demonstrating that all stormwater from hard stand areas and roof areas can be disposed on site in such a way that the estimated peak flow rate from the site for the average recurrence interval (ARI) of the receiving system is no greater than that which would be expected from the existing vacant lot.

Calculations showing the effect of the proposed development on design stormwater runoff rates and the efficiency of proposed measures to limit the flows set out in this condition are to be submitted with the design details.

The design details for on-site detention shall confirm that the water quality of discharge water from the bio-retention gardens meets acceptable standards and will not pollute the receiving waterway.

Development Application No. 0961/14**Schedule of Conditions**

Car Parking Plan:

9. A car parking plan providing for a minimum of 38 car parking spaces, designed in accordance with the provisions of Australian Standard AS 2890.1 "Parking Facilities: Off-Street Car Parking" and the provisions of AS/NZS 2890.6:2009 "Parking Facilities: Part 6: Off-Street parking for people with disabilities" being submitted with the Construction Certificate Application.

Consolidation:

10. The lots subject to this application, being Lot 20, DP 1034831, Lot 3, DP 564731, Lot 16, DP 22513 being consolidated to ensure that all existing and proposed works are located within the property boundaries of the one lot. Evidence of lodgement of a plan of consolidation being submitted to Council or the certifying authority **prior to issue of the Construction Certificate.**

Trade Waste:

11. An *Application for Approval to Discharge Liquid Trade Waste* under Section 68 of the Local Government Act, being submitted and approved by *Coffs Harbour Water* **prior to release of the Construction Certificate.**

All trade waste discharges are to conform with effluent acceptance criteria as stipulated in Coffs Harbour Water's Trade Waste Policy (Schedule A) and or any standards applied by the Environment Protection Authority for the discharge.

Please Note: Depending upon your individual circumstances, some trade waste pre-treatment equipment may need to be incorporated into the building work.

Coffs Harbour Water (Trade Waste Section) should be contacted for the issue of a Liquid Trade Waste Application Form. Please note once all the relevant information has been supplied, up to 30 days is required for approval.

Erosion and Sedimentation Control Plan:

12. 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.**

Food Premises - Fitout:

13. The food premises fitout is to comply with the Food Act 2003 and the National Food Safety Standard 3.2.3 (Food Premises and Equipment) and Australian Standard AS 4674-2004 (Design, Construction and Fitout of Food Premises). Design details of the food premises fitout, conforming to the Act and Standards, are to be submitted to and approved by Council's Environmental Health Officer or another suitably qualified Environmental Health Officer / Consultant. A copy of the approved details must be submitted to the Accredited Certifier **prior to the issue of the Construction Certificate for the work.**

Development Application No. 0961/14

Schedule of Conditions

Water Management Act 2000:

14. **The Construction 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/m²	Total
	\$	\$
Works to satisfy increased demand within the area for 1,020 square metres of commercial development - offices		
Water	63.68	64,953.60
Sewer	60.90	62,118.00
SUB TOTAL		127,071.60

The current contribution rate is:

	Amount/m²	Total
	\$	\$
Works to satisfy increased demand within the area for 221 square metres of commercial development – Fast Food outlet		
Water	97.97	21,651.37
Sewer	93.69	20,705.49
SUB TOTAL		42,356.86

The current contribution rate is:

	Total
	\$
Works to satisfy increased demand within the area for a commercial development – Service Station – 2.7 ET's	
Water	26,451.39
Sewer	25,295.02
SUB TOTAL	51,746.41
LESS CREDIT FOR EXISTING USE	57,496.02

TOTAL AMOUNT PAYABLE 163,678.85

Retaining Works:

15. A construction certificate is required for retaining walls exceeding 600mm in height. Timber retaining walls exceeding 600mm in height are not to be permitted within 1 metre of the boundary.

Development Application No. 0961/14**Schedule of Conditions**

Works on Pacific Highway:

16. **Prior to the issue of a Construction Certificate**, a 'Works Authorisation Deed' (WAD) is to be obtained from the Roads and Maritime Service for all roadworks on the Pacific Highway. A copy of the WAD being provided to Council **prior to issue of Construction Certificate**.

Road Design and Services (Building):

17. The following works:

- (a) Site entry and exit;
- (b) Basement entry and exit;
- (c) Stormwater drainage including WSUD requirements;
- (d) footpath works, including a footpath design for the footpath fronting the Pacific Highway to the boundary of the development site;
- (e) Rock armouring works on toe of creek bank designed to provide scour protection to the creek bank for all events up to the 100 year ARI. The extent of the rock armouring works is to be the minimum required through design. The interface of the rock armouring with unprotected areas of the natural creek is to be designed to ensure the potential for scour is not transferred to the natural creek;
- (f) The development boundary structures that could be impacted by scour are to be designed to be scour proof for all flood events up to the 100 year ARI event. The structures are to be designed based on the creek bank scour protection works do not provide the designed protection to the bank on the creek side of the boundary;
- (g) Driveway locations to be modified to avoid impact on any trees and infrastructure in the road reserve;
- (h) Sewer main through property to be made redundant and main terminated at dead end and shaft inside north-western boundary of Lot 16 DP 22513;
- (i) Water;
- (j) The existing bus stop and shelter being relocated further north-west of its current location,

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).

Note:

- (1) Trees T2 and T4 as indicated on Dwg No. 1428-03, Issue B, prepared by Jackie Amos are not approved to be removed. Driveway(s) should be appropriately designed/located to prevent damage to these trees.
- (2) grades in and out of the basement car park must comply with AS 2890. Vehicles must have sufficient sight distance and have opportunity to give way to service station customers.

Plans and specifications are to be submitted to Council and approved **prior to issue of the Construction Certificate**. Plan submissions are to be accompanied by payment of prescribed fee.

Development Application No. 0961/14**Schedule of Conditions**

Plans and specifications submitted later than six (6) months from the date of development consent shall comply with Council's current specifications at a date six (6) months prior to submission.

All work is to be at the developer's cost.

Flooding:

18. A 'Business Flood Safe Plan' prepared in accordance with SES Guidelines is to be submitted to Council and approved **prior to the issue of a Construction Certificate**. **Note:** The plan is to include an evacuation plan for the basement car park allow for the free flow of flood waters but has bollards or fencing to prevent movement of vehicles off the site during a flood.

Vegetation Management Plan:

19. **Prior to the issue a Construction Certificate**, a detailed vegetation management plan (VMP) prepared in accordance with Council's Development Control Plan Component – B7 Biodiversity Requirements is to be submitted to Council and approved. The VMP will also detail the scope of environmental protection works proposed within the Council Reserve. **Note:** The VMP shall ensure adequate compensatory plantings and provide justification for removal of any trees located within the road reserve.

Landscape Plan:

20. **Prior to the issue a Construction Certificate**, a detailed landscape plan prepared in accordance with Council's Development Control Plan Component – C3 Landscaping Requirements is to be submitted to Council for approval. The landscape plan must include details of fencing, include 1 additional 'Flame Tree' in the north-east garden bed.

Waste Management:

21. **Prior to the issue of a Construction Certificate**, a waste management plan prepared in accordance with Council's Development Control Plan Component – C7 Waste Management Requirements is to be submitted to Council and approved. **Note:** The waste enclosure for the commercial building should not be in the basement carpark. Waste management enclosures are to be roofed, have a drain to sewer via a dry basket arrestor and have a tap for washing. Provision is to be made for management of organics waste for the both the commercial building and kiosk.

Underground Petroleum Storage System:

22. **Prior to the issue of a Construction Certificate**, detailed specifications and plans demonstrating compliance with mandatory minimum requirements of the NSW EPAs Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2014 and associated guidelines and industry best practice Australian Standard AS 4897-2008 are to be submitted to Council and approved.

The detailed specification shall be appropriately prepared by a duly qualified person for the purposes of the UPSS regulation and associated guidelines.

Development Application No. 0961/14**Schedule of Conditions**

PRIOR TO COMMENCEMENT OF WORKS**Site Notice:**

23. 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.

Demolition Works:

24. All works including (where relevant) the handling and disposal of materials containing asbestos, are to be undertaken in accordance with the relevant requirements of WorkCover NSW, the Work Health and Safety Act 2011 and Australian Standard AS 2601-2001 "The Demolition of Structures".

Prior to demolition all services are to be disconnected and capped off. Disconnection of any sewer drainage lines shall be sealed to prevent ingress of water and debris into the sewerage system.

Where water and sewerage services are no longer required the required fee for disconnection being paid to Coffs Harbour Water prior to the commencement of any demolition work.

Sanitary Plumbing and Draining:

25. A separate application is to be made to Council by the licensed plumber and drainer prior to the commencement of any sanitary plumbing and drainage work on site.

Acid Sulfate Soils:

26. An acid sulphate soils assessment is to be carried out prior to commencement of construction of the basement car park to determine if acid sulfate soils are present in areas of excavation. Where acid sulphate soils are identified, an Acid Sulfate Soils Management Plan is to be prepared in accordance with ASSMAC manual and is to be approved by Council prior to the commencement of works.

DURING CONSTRUCTION**Protection of Trees On-Site:**

27. All trees on site that are to be retained are to be suitably protected in accordance with Australian Standard AS 4970-2009 '*Protection of Trees on Development Sites*' by way of tree guards, barriers or other measures as necessary to protect root system, trunk and branches, during construction of any stage of the project.

Development Application No. 0961/14

Schedule of Conditions

Waste and Contamination:

28. The exportation of waste (including fill or soil) from the site must be in accordance with the provisions of the *Protection of the Environment Operations Act 1997* and the Office of Environment and Heritage "*Waste Classification Guidelines*".

Any new information that comes to light during remediation, demolition or construction works which has the potential to alter previous conclusions about site contamination must be immediately notified to the Council and the Principal Certifying Authority.

Erosion and Sediment Control:

29. 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.

Erosion and Sediment Control (Minor Works):

30. Where excavation works or removal of vegetation is to take place on the site, control measures in accordance with the document *Managing Urban Stormwater – Soils & Construction Volume 1 (2004)* by Landcom are to be undertaken at each appropriate construction stage to prevent erosion of soil.

Dust Control Measures:

31. Adequate measures shall be taken to prevent dust from affecting the amenity of the neighbourhood during construction. In particular, the following measures must be adopted:
- (1) All materials shall be stored or stockpiled at the best locations;
 - (2) The surface should be dampened slightly to prevent dust from becoming airborne but should not be wet to the extent that runoff occurs;
 - (3) All vehicles carrying spoil or rubble to or from the site shall at all times be covered to prevent the escape of dust or other materials;
 - (4) Cleaning of footpaths and roadways shall be carried out regularly;
 - (5) Rumble grids being installed at access points to the site.

Hours of Work:

32. 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.

Development Application No. 0961/14**Schedule of Conditions**

Cultural Heritage:

33. Immediately following demolition works the Coffs Harbour & District Local Aboriginal Land Council shall be notified and provided with an opportunity to make further investigation of the site. In the event that future works during any stage of the development disturb Aboriginal Cultural materials, works at or adjacent to the material must stop immediately. Temporary fencing must be erected around the area and the material must be identified by an independent and appropriately qualified archaeological consultant. The Office of Environment and Heritage (OEH), Northern Aboriginal Heritage Unit and the Aboriginal Stakeholder groups must be informed. These groups are to advise on the most appropriate course of action to follow. Works must not resume at the location without the prior written consent of the OEH and Northern Aboriginal Heritage Unit and the Aboriginal Stakeholder groups.

Finished Floor Level:

34. The finished floor level of the ground floor of the building is to be a minimum of 4.9 metres Australian Height Datum and a registered surveyor's certificate certifying such level is to be submitted to the Principal Certifying Authority prior to works proceeding beyond ground floor level.

Note: All wiring, power outlets, switches, etc. to be located a minimum of 0.5m above finished floor level.

Acid Sulfate Soils:

35. The recommendations of the approved Acid Sulfate Soils Management Plan being implemented during construction.

Underground Petroleum Storage System:

36. All work undertaken, and subsequent operation of the storage system, shall accord with relevant legislation, industry standards and guidelines, including but not limited to the:
- Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2008; and associated "Guidelines for the Implementation of the POEO (UPSS) Regulation".
 - Australian Standard AS 4897 – 2008: The design, installation and operation of underground petroleum storage systems.
 - Australian Standard AS 1940 – 2004: The storage and handling of flammable and combustible liquids.

PRIOR TO ISSUE OF OCCUPATION CERTIFICATE OR COMMENCEMENT OF USE**Environmental Amelioration measures:**

37. The recommended amelioration measures in the Revised Ecological Assessment, prepared by JWA Ecological Consultants, dated August 2014, shall be implemented to the satisfaction of Council **prior to the issue of the Occupation Certificate.**

Development Application No. 0961/14**Schedule of Conditions**

Advertising Structure:

38. The advertising structure shall be limited to a maximum height of 11m above natural ground level. Written confirmation from a registered surveyor is to be submitted to the Principal Certifying Authority confirming the height limit has been adhered to.

Underground Petroleum Storage System:

39. **Prior to issue of an Occupation Certificate**, the following information shall be forwarded to Council within 60 days of the successful commissioning of the modified UPSS:
- Any relevant Certifications required under Australian Standard AS 4897-2008 and associated legislation and guidelines.
 - Copy of the "as built" drawings for the work.

All work is to be conducted by suitably qualified and experienced professionals.

Access Works:

40. Sealed driveways being constructed over the footpath at right angles to the road in accordance with Council's standard drawings. Any existing driveways which are not required for the development are to be removed and the footpath reinstated. All such work is subject to a separate driveway application, fees and approval by Council.

These works are to be completed **prior to the issue of an Occupation Certificate** for the development.

Stormwater Management Certification:

41. **Prior to the issue of an Occupation 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.

Individual Council Water Meters:

42. Individual Council water meters are to be provided to all units and common areas **prior to issue of an Occupation Certificate**.

Road Design and Services:

43. The following works:
- (a) Site entry and exit;
 - (b) Basement entry and exit;
 - (c) Stormwater drainage including WSUD requirements;
 - (d) footpath works, including a footpath design for the footpath fronting the Pacific Highway to the boundary of the development site;

Development Application No. 0961/14**Schedule of Conditions**

- (e) Rock armouring works on toe of creek bank designed to provide scour protection to the creek bank for all events up to the 100 year ARI. The extent of the rock armouring works is to be the minimum required through design. The interface of the rock armouring with unprotected areas of the natural creek is to be designed to ensure the potential for scour is not transferred to the natural creek;
- (f) The development boundary structures that could be impacted by scour are to be designed to be scour proof for all flood events up to the 100 year ARI event. The structures are to be designed based on the creek bank scour protection works do not provide the designed protection to the bank on the creek side of the boundary;
- (g) Driveway locations to be modified to avoid impact on any trees and infrastructure in the road reserve;
- (h) Sewer main through property to be made redundant and main terminated at dead end and shaft inside north-western boundary of Lot 16 DP 22513;
- (i) Water;
- (j) Relocation of existing bus stop and shelter,

being 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 (WSUD).

These works are to be completed **prior to the issue of an Occupation Certificate**.

All work is to be at the developer's cost.

Landscaping Works:

44. **Prior to the issue of an Occupation Certificate** a works as executed plan is to be submitted to the Principal Certifying Authority certifying that all landscape works have been carried out in accordance with the approved plan.

Food Premises – Registration:

45. The food premises being registered with Council and the NSW Food Authority **prior to the issue of an Occupation Certificate**.

Food Premises Fitout - Certification:

46. Written certification from Council's Environmental Health Officer or another suitably qualified Environmental Health Officer / Consultant must be submitted to the Principal Certifying Authority **prior to the issue of the Occupation Certificate** to confirm that the food premises fitout has been constructed in accordance with the Food Act and specified Standards.

Food Premises - Food Safety Supervisor:

47. A Food Safety Supervisor being appointed and the NSW Food Authority being notified of such appointment **prior to the issue of an Occupation Certificate**.

Development Application No. 0961/14**Schedule of Conditions**

Car Parking Spaces:

48. Thirty-eight (38) car parking spaces as shown on the plan approved in accordance with condition number 10 of this consent being provided on the development site **prior to the issue of an Occupation Certificate**.

All car parking and manoeuvring areas being constructed in accordance with the provisions of Australian Standard AS 2890.1 "Parking Facilities: Off-Street Car Parking" and the provisions of AS/NZS 2890.6:2009 "Parking Facilities: Part 6: Off-Street parking for people with disabilities".

Occupation Certificate:

49. A person must not commence occupation or use of the new building **prior to obtaining an Occupation Certificate** from the Principal Certifying Authority.

Liquid Trade Waste Approval:

50. Certification from the Trade Waste Section that a Liquid Trade Waste Approval has been granted and the pre-treatment equipment has been installed in accordance with the conditions of the approval is to be provided to the Principal Certifying Authority **prior to issue of the Occupation Certificate**.

Vegetation Management Plan:

51. The works (other than maintenance works) prescribed in the approved Vegetation Management Plan (VMP) being completed **prior to issue of the Occupation Certificate**. A report from the consultant who prepared the VMP or other suitably qualified consultant being submitted to the Principal Certifying Authority with the Occupation Certificate application to the effect that the initial works have been completed in accordance with the approved VMP.

Works on Pacific Highway:

52. **Prior to issue of an Occupation Certificate**, a pre-qualified contractor will be required to complete all road works under 'works authorisation deed' to practical completion as determined by the Roads and Maritime Service. Certification of completion being provided to Council **prior to issue of an Occupation Certificate**.

Noise Mitigation:

53. Noise mitigation measures outlined in the Noise Impact Assessment, prepared by Tim Fitzroy and Associates, dated 4 November, 2014 are to be implemented into the development and completed subsequently certified by an appropriately qualified person. A copy of such certification is to be submitted to the Principal Certifying Authority **prior to the issue of an Occupation Certificate**.

Positive Covenant:

54. Register a positive covenant, on terms prescribed by Council, for the future maintenance, repair and replacement of the rock armouring works on the creek bank in perpetuity. All expenses are to be at the developer's cost.

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Schedule of Conditions

OPERATIONAL MATTERS

Loading and Unloading:

55. All loading and unloading activities associated with the use of the premises being carried out wholly within the site at all times.

Use:

56. Separate development applications shall be submitted to Council for the use and fitout of the commercial building.

Noise:

57. Noise emanating from the premises shall at all times be in accordance with the provisions of the *Protection of the Environment (Operations) Act 1997*.

External Lighting:

58. External lighting shall comply with *Australian Standard AS 4282: 1997 Control of Obtrusive Effects of Outdoor Lighting*. Upon installation of lighting, but before it is finally commissioned, the Applicant shall submit to Council evidence from an independent qualified practitioner demonstrating compliance in accordance with this condition.

Waste Management:

59. Provision being made on the site (*or within the premises*) for the separation of recycling and organic waste, including food waste and other putrescible wastes from the general waste stream in accordance with Council's requirements. The waste management practices of the premises should provide for the continued separation of recycling and organic waste from the general waste stream.

Fuel Deliveries:

60. Deliveries and waste collection by trucks shall only occur during the hours of 7am till 6pm Monday to Friday and 8am till 6pm on Saturday and Sunday.

Water Quality Control:

61. The on-site stormwater detention system and bio-retention gardens shall be regularly maintained to ensure water quality control. Testing of the discharge water to Tree Fern Creek shall be undertaken at 3 month intervals, with reports being submitted to Council to ensure that acceptable water quality control standards are maintained.

Development Application No. 0961/14**Schedule of Conditions**

INTEGRATED TERMS OF APPROVAL CONDITIONS**General Terms of Approval:**

62. The General Terms of Approval (GTA) listed below apply to the controlled activities described in the plans and associated documentation relating to Development Application No. 0961/14 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.

63. These General Terms of Approval (GTA) only apply to the controlled activities described in the plans and associated documentation relating to DA 0961/14 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.
64. Prior to the commencement of any controlled activity (works) on waterfront land, the consent holder must obtain a Controlled Activity Approval (CM) under the Water Management Act from the NSW Office of Water. Waterfront 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.
65. The consent holder must prepare or commission the preparation of:
- (i) Vegetation Management Plan
 - (ii) Erosion and Sediment Control Plan
66. 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 Waters guidelines located at www.watersnsw.gov.au/Water-Licensing/Approvals/default.aspx
- (i) Vegetation Management Plans
 - (ii) Riparian Corridors
 - (iii) Outlet structures
67. 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.
68. 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. 0961/14**Schedule of Conditions**

69. The consent holder must reinstate waterfront land affected by the carrying out of any controlled activity in accordance with a plan or design approved by the NSW Office of Water.
70. 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.
71. The consent holder is to ensure that all drainage works (i) capture and convey runoffs, discharges and flood flows to low flow water level in accordance with a plan approved by the NSW Office of Water; and (ii) do not obstruct the flow of water other than in accordance with a plan approved by the NSW Office of Water.
72. The consent holder must stabilise drain discharge points to prevent erosion in accordance with a plan approved by the NSW Office of Water.
73. The consent holder must establish all erosion and sediment control works and water diversion structures in accordance with a plan approved by the NSW Office of Water. These works and structures must be inspected and maintained throughout the working period and must not be removed until the site has been fully stabilised.
74. 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.
75. 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.
76. The consent holder must establish a riparian corridor along Tree Fern Creek in accordance with a plan approved by the NSW Office of Water.
77. Before commencing any works or using any existing works for the purpose of dewatering an approval under Part V of the Water Act 1912 must be obtained from the Department if the take of water exceeds 3ML/yr. The application for the approval must contain sufficient information to show that the development is capable of meeting the objectives and outcomes specified in these conditions.
78. An approval will only be granted to the occupier of the lands where the works are located, unless otherwise allowed under the Water Act 1912.
79. When the Department grants an approval, it may require any existing approvals held by the applicant relating to the land subject to this consent to be surrendered or let lapse.
80. All works subject to an approval shall be constructed, maintained and operated so as to ensure public safety and prevent possible damage to any public or private property.

Development Application No. 0961/14**Schedule of Conditions**

81. All works involving soil or vegetation disturbance shall be undertaken with adequate measures to prevent soil erosion and the entry of sediments into any river, lake, waterbody, wetland or groundwater system.
82. The destruction of trees or native vegetation shall be restricted to the minimum necessary to complete the works.
83. All vegetation clearing must be authorised under the Native Vegetation Conservation Act 1997, if applicable.
84. The approval to be granted may specify any precautions considered necessary to prevent the pollution of surface water or groundwater by petroleum products or other hazardous materials used in the construction or operation of the works.
85. A license fee calculated in accordance with the Water Act 1912 must be paid before a license can be granted.
86. The water extracted under the approval to be granted shall be used for the purpose of dewatering and for no other purpose. A proposed change in purpose will require a replacement license to be issued.
87. Works for construction of a bore must be completed within such period as specified by the Department.
88. Within two months after the works are completed the Department must be provided with an accurate plan of the location of the works and notified of the results of any pumping tests, water analysis and other details as are specified in the approval.
89. The Department has the right to vary the volumetric allocation or the rate at which the allocation is taken in order to prevent the overuse of an aquifer.
90. The licensee must allow authorised officers of the Department, and it's authorised agents reasonable access to the licensed works with vehicles and equipment at any time for the purposes of:
 - (i) inspecting the said work
 - (ii) taking samples of any water or material in the work and testing the samples.
91. The licensee shall within 2 weeks of being notified install to the satisfaction of the Department in respect of location, type and construction an appliance(s) to measure the quantity of water extracted from the works. The appliance(s) to consist of either a measuring weir or weirs with automatic recorder, or meter or meter(s) of measurement as may be approved by the Department. The appliance(s) shall be maintained in good working order and condition. A record of all water extracted from the works shall be kept and supplied to the Department upon request. The licensee when requested must supply a test certificate as to the accuracy of the appliance(s) furnished either by the manufacturer or by some person duly qualified.

Development Application No. 0961/14

Schedule of Conditions

- 92. The authorised work shall not be used for the discharge of polluted water into a river or lake otherwise than in accordance with the conditions of a licence granted under the protection of the Environment Operations Act 1997. A copy of the licence to discharge is to be provided to the Department.
- 93. The maximum term of this licence shall be twelve (12) months.
- 94. The volume of groundwater extracted from the work authorised by this licence shall not exceed 5 megalitres for the term of the licence.
- 95. The authorised work shall not be used for the discharge of water unless the ph of the water is between 6.5 and 8.5, or the water has been treated to bring the ph to a level between 6.5 and 8.5 prior to discharge, or the water is discharged through the council's sewerage treatment system.
- 96. The licensee shall test the ph of any water extracted from the work prior to the commencement of discharge and at least twice daily thereafter and record the date, time and result of each test in the site log. A copy of the records of the ph testing is to be returned with the form 'AG'.
- 97. The work shall be managed in accordance with the constraints set out in a Dewatering Management Plan approved by the Department.
- 98. The retention or holding pond must be lined with an impermeable material (such as clay or geotextile) to prevent seepage, leakage or infiltration of treated water.

INCLUSION OF THE PORT OF COFFS HARBOUR INTO SHIPPING NETWORK

Purpose:

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

That Council draft a letter to the CEO of RDA MNC (Regional Development Australia Mid North Coast), Ms Lorraine Gordon, for the purpose of:

1. Expressing our strong interest and support for the concept of inclusion of the 'Port of Coffs Harbour' into the shipping network of NSW and Australia as both a commercial and a tourist destination for cruise shipping.
2. Obtaining any further information regarding this concept, especially in our terms of our capacity to welcome it.

Staff Comment:

The letter can be drafted.

REGIONAL CAPITALS AUSTRALIA MEMBERSHIP

Purpose:

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

That council contact Regional Capitals Australia to invite the RCA Secretariat and one of the board members to Coffs Harbour for the purpose of briefing Council on the alliance and how Coffs Harbour can benefit from membership.

Rationale:

As the attached information also explains, the great majority of population and political attention has focused in on the major capital cities in Australia to date. With many of these capital cities busting at the seams while at the same time many regional cities considering that they have been missing out on nationally significant economic opportunities, the aim of the Regional Capitals Australia with its growing membership of regionally significant cities is to draw attention to that fact that it is now time to recognise the importance of regional Australia and its potential to contribute to the economy of the whole.

The Secretariat of Regional Cities Australia and one of the board members would be happy to travel to Coffs Harbour in order to conduct a briefing to Coffs Harbour City Council on the benefits of membership and answer questions.



POLICY PAPER

Nation building through strong capitals
and connected communities

Australia is a nation of regions,
home to 40 per cent of our population.

Every region has an urban centre or a regional capital that services the wider regional area.

Australia's regional capitals are diverse, however, each share characteristics that are fundamental to regional development and are key to growing the nation's population, productivity and liveability.

A Growth Solution

Regional capitals have always been fundamental to sustaining regions by providing a central point of access to essential infrastructure, services, business, employment and education. The cities provide a 'capital' like function as services are accessed by local residents as well as those in surrounding towns and rural areas.

Regional Capitals alone contribute almost \$210 billion¹ annually to Australia's economy, and the population growth rate in the capitals is higher than the national average. Projections that indicate an accelerated population growth rate of 1.54% over the next decade² will continue to increase the scale and value of economic output.

With a fairer share of the nation's resources and a more ambitious commitment to regional growth at all levels of leadership, regional cities can deliver even greater growth opportunities. Regional Capitals Australia believes this can be achieved by addressing the three key areas of economic growth: population, participation and productivity.

Regional Economies of Scale

Population growth in metropolitan cities is increasing congestion, reducing productivity and quality of life. Australia's population is predicted to grow to 40 million over the next 50 years, 10 million of which will be overseas migrants. This growth is certain to create even more pressure and congestion in Australia's metropolitan cities.

Growth rates show that regional capitals are already proving to be an attractive alternative to the metropolitan capitals, more and more people are choosing the liveable alternative and calling a regional capital home. This is particularly true of overseas migrants³, with more than 100,000 being accommodated in regional capitals in a period of just five years⁴.

If this trend continues, population migration to regional capitals can simultaneously ease the pressure on metropolitan cities, reducing congestion and allowing for productivity gains in all cities.

Every Australian
region has an
urban centre or
regional capital that
services the wider
regional area

¹ id National Indicators ² State and Territory governments – various publications. ³ ABS Population Projections, Australia, 2012 (base) to 2101 Cat No 3222.0

⁴ ABS Census of Population and Housing 2011



POLICY PAPER

Nation building through strong capitals
and connected communities

Regional capitals
now have a
critical role to
play in growing
the population
prosperity and
liveability of
Australia.

Open for Business

If Australia's growth is managed strategically, higher populations in regional capitals will agglomerate further activity enabling increased workforce participation that stimulates productivity and produces dynamic, viable economies.

Regional capitals grew by more than 550,000 people⁵ over the past decade and their 2 million⁶ strong labour force contributed more than \$116,000 per person⁷ to the economy in 2012. It is clear that regional capitals already play an important role in productivity, and projections indicate that an additional 465,000 people will join their labour force over the next 15 years, meaning additional growth for the nation.

Regional capitals are already home to 300,000 Australian businesses⁸ and the projected migration and population growth will provide even greater opportunities for human capital gains and subsequent productivity gains from private business.

Regions also supply the majority of Australia's export income, this means regional capitals have an important economic gateway role to facilitate the route to local and global markets. Regional Capitals Australia believes this gateway role needs to be better understood and further exploited by the Australian Government. This will ensure productivity can be maximised and Australia remains competitive and open for business.

Risk Management

As the world's economy remains in transition it is clear the Government must develop strategies to soften economic impacts from international markets. An OECD study on regional roles in economic growth has found that "generating strong growth in [regions] could have a palpable impact on national performance" and that broad-based growth of regions can actually lessen a nation's economic vulnerability to external shocks⁹.

A Growth Opportunity

As the Productivity Commission notes, the high productivity growth of the 1990s brought home two key messages: first, productivity growth matters as a source of prosperity for Australians; second, the policy environment is important for fostering productivity growth¹⁰. Australia is now facing a tougher economic climate with greater challenges to maintaining stability and productivity.

However, currently regional capitals are not considered in any policy or national framework.

At the Federal level, policy and funding for regional Australia is managed by the Department of Infrastructure and Regional Development. Regions are considered as a whole without any consideration of the fundamental role a capital plays in that region's social and economic development. Local governments understand their regions and should play a greater role in helping the federal government to determine regional priorities.

Regional Capitals Australia believes that any major government reforms or changes to Regional Development Australia and Infrastructure Australia, presents a prime opportunity to capture a new vision for regional Australia by ensuring the development of strong regional capitals are front and centre in the creation of any new policy framework that impacts the regions.

⁵ ABS Regional Population Growth Australia Cat. No. 3218.0 ⁶ Department of Education, Employment and Workplace Relations – Small Area Labour Markets, June 2013. ⁷ id National Indicators ⁸ id National Indicators ⁹ Organisation for Economic Co-operation and Development 2012, Promoting Growth in All Regions, Lessons from Across the OECD, France, p.2 ¹⁰ Parham, D. 2012, Australia's Productivity Growth Slump: Signs of Crisis, Adjustment or Both? Visiting Researcher Paper, Productivity Commission, Canberra.



POLICY PAPER

Nation building through strong capitals
and connected communities

Regional Capitals Australia Policy Platform

Regional Capitals Australia has identified the following four platforms as fundamental to facilitating a growing, prosperous and connected nation.

• Regional Capitals are fundamental to regional development

- Regional capitals are the lifeblood of all regions. Regional capitals agglomerate essential services, economic opportunity and liveability factors for the wider regional catchment.
- Regional capitals play an important role in community development and support where more than 40 per cent of workers are involved in service sector professions such as healthcare, retail, education and training¹¹.
- With good policy, support and a fairer share of Australia's resources, regional capitals will become more productive, grow their economies and support regional Australia to provide the next generation of wealth and prosperity for our nation.

• Regional capitals are economic gateways central to nation building.

- Regional capitals are critical goods and services interchange points forming economic links that provide access to national and international markets.
- Regional Australia produces approximately 40 per cent of the nation's exports, however, there is a lack of data available to quantify regional capitals' role in facilitating this movement. Regional Capitals Australia considers that it is critical that this social and economic market link function is examined and fostered particularly through the nation's infrastructure investment agenda.
- National productivity gains will be possible when the gateway and route to market function of regional capitals is understood, quantified and developed to capacity.

• Regional capitals will allow Australia to grow sustainably.

- Australia's population is predicted to grow to 40 million over the next 50 years, much of this growth is predicted to occur in Australia's metropolitan capitals.
- The Bureau of Infrastructure, Transport and Regional Economics has estimated the social costs of metropolitan city congestion will be \$20.4 billion by 2020¹².
- Adopting policies and programs that further encourages the projected increase in population growth in regional capitals can reduce capital city congestion costs, allowing metropolitan cities to operate more productively.
- Growing regional capitals concurrently enhances the economic and social outcomes for the regions by improving business investment and diversity, increasing human capital, improving service provision and providing better lifestyle opportunities¹³.

• Regional capitals are at the forefront of international trade opportunity.

- As Australia's economy transitions, positioning of Australia as the 'food bowl of Asia' and the increasing appetite for relaxing trade restrictions, will provide increasing prospects for international trade in both traditional regional industries and emerging regional markets.
- The role of Regional capitals as a direct route to market will be imperative to harnessing opportunities as the Asian market expands.

Growing
regional capitals
concurrently
enhances the
economic and
social outcomes
for the regions by
improving business
investment and
diversity.

¹¹ ABS Census of Population and Housing 2011 ¹² Bureau of Infrastructure, Transport and Regional Economics 2007, Estimating urban traffic and congestion cost trends for Australian cities, Canberra, p. xv.

¹³ Regional Cities Victoria 2012, Implications of Population Growth on Infrastructure and Resources in Regional Cities, Essential Economics, Victoria, p.4.



Regional Capitals Australia proposes a three-point plan to begin the process of enabling regional capitals to become partners in growing Australia.

1. Create a shared evidence base through the following research partnerships

Partner with the Federal Bureau of Infrastructure, Transport and Regional Economics

- Regional Capitals Australia to undertake a research partnership with the Federal Bureau of Infrastructure, Transport and Regional Economics to identify and map the role that regional capitals perform as national economic links to market.

Undertake a research project with the Centre for the Design of Regional Cities (University Technology Sydney)

- Regional Capitals Australia to partner with the Federal Government and the Centre for the Design of Regional Cities to establish an evidence base that maps the opportunities for developing sustainable regional capitals, and also the risks of not taking action in this space.

Establish a Federal Regional Capitals Unit

- Establish a Regional Capitals Unit within the Department of Infrastructure and Regional Development that would provide the analysis, policy and funding recommendations required to provide a real competitive advantage and productivity improvements for people and industry in regional Australia.

2. Ensure regional capitals are appropriately represented in key governance structures

Representation on a Ministerial Advisory Committee

- Regional Capitals Australia seeks representation on any new Ministerial Advisory Committee or Forum to ensure two way communication so that the priorities of our communities are understood and incorporated into regional capitals planning at all levels of government.

Representation on the Board of the Regional Australia Institute

- Regional Capitals Australia seeks representation on the Board of the Regional Australia Institute to ensure Regional Australia Institute research outcomes are incorporated into regional capitals planning at all levels of government.

Formally consider the role of regional capitals as part of the Infrastructure Australia review

- Regional capitals have an inherent capacity to perform as a critical route to Australia's emerging export market. Improving infrastructure in these regions will play a major role in capitalising on this and should be considered as part of the Infrastructure Australia reforms.

3. Secure a shared funding mechanism to support growth

Regional Capitals Australia Financing Authority

- Regional Capitals Australia recognises that local governments must be partners in funding growth infrastructure if regional capitals are to reach their full capacity.
- The establishment of a Regional Capitals Australia Financing Authority will attract private investment funds and enable direct funding to strengthen local economies via local council members. The fund would be tied to regional development objectives and exist to complement current regional development funds.
- Regional Capitals Australia is seeking the Federal Government to take a lead on establishing a Federal-State-Local government roundtable to begin the process of establishing this authority.



POLICY PAPER

Nation building through strong capitals
and connected communities

3. Secure a shared funding mechanism to support growth (continued)

Regional Capitals Australia Growth Fund

- Regional Capitals Australia is seeking a three-year federal fund that assists regional capitals to plan for and/or deliver economic infrastructure that supports growth objectives. The proposed fund would complement the Federal Government's planned National Stronger Regions Fund by investing in key regional cities to improve the wider region's access to essential services.

RCA Council Members

Local Council	Electorate	Member
Albury City Council	Farrer	The Hon Sussan Ley MP
Ballarat City Council	Ballarat	The Hon Catherine King MP
Bathurst Regional Council	Calare	The Hon John Cobb MP
City Of Albany	O'Connor	Mr Rick Wilson MP
City Of Bunbury	Forrest	Ms Nola Marino MP
City Of Greater Geraldton	Durack	Ms Melissa Price MP
City Of Kalgoorlie-Boulder	O'Connor	Mr Rick Wilson MP
City Of Wagga Wagga	Riverina	The Hon Michael McCormack MP
City Of Wodonga	Indi	Ms Cathy McGowan AO MP
Dubbo City Council	Parkes	Mr Mark Coulton MP
Gosford City Council	Robertson	Mrs Lucy Wicks MP
Greater Bendigo City Council	Bendigo	Ms Lisa Chesters
Greater Geelong City Council	Corio	The Hon Richard Marles MP
Greater Shepparton City Council	Murray	The Hon Dr Sharmon Stone MP
Horsham Rural City Council	Mallee	Mr Andrew Broad MP
Latrobe City Council	Morwell	Mr Darren Chester MP
Launceston City Council	Bass	Mr Andrew Nikolic AM CSC MP
Mackay Regional Council	Dawson	Mr George Christensen MP
Mildura City Council	Mallee	Mr Andrew Broad MP
Mount Isa	Kennedy	The Hon Bob Katter MP
Orange City Council	Calare	The Hon John Cobb MP
Palmerston City Council	Solomon	Mrs Natasha Griggs MP
Rural City Of Wangaratta	Indi	Ms Cathy McGowan AO MP
Shire Of Broome	Durack	Ms Melissa Price MP
Shire Of Roebourne	Durack	Ms Melissa Price MP
Tamworth Regional Council	New England	The Hon Barnaby Joyce MP
Town Of Port Hedland	Durack	Ms Melissa Price MP
Warrnambool City Council	Wannon	Mr Dan Tehan MP

For more information on Regional Capitals Australia

please contact Rachael Sweeney, Secretariat, mobile: 0422 067 858
or email: secretariat@regionalcapitalsaustralia.org



Key characteristics of Australia’s Regional Capitals

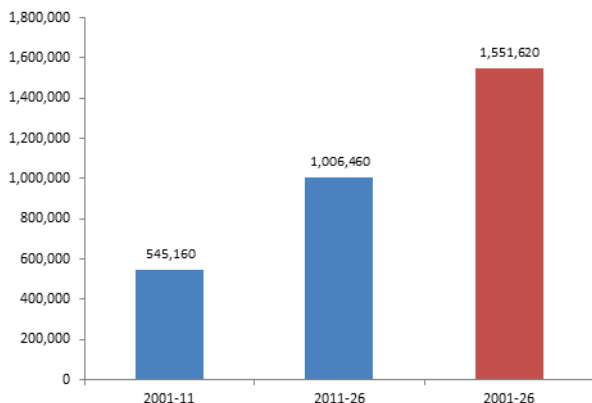
Regional Capitals Australia (RCA) is an alliance representing 27 local governments united in creating a network of well-planned and sustainable regional cities across Australia.

RCA is seeking a commitment from state and federal governments to build on the already marked social and economic contribution that regional capitals make to the nation.

What is a Regional Capital?

RCA defines a Regional Capital as a regional city, located outside the state metropolitan urban growth boundary. These cities provide a central point to access essential infrastructure, services, business, employment and education for local residents, as well as those in surrounding towns and rural areas.

Spread across 50 LGAs, Regional Capitals are home to approximately 3.9 million people and are growing at a rate that is faster than their metropolitan neighbours.



Regional Capitals Contribution to the Nation

Regional Capitals currently account for \$210 billion in economic activity, more than 15% of total national economic output.

In addition to providing essential services to entire region, Regional Capitals have a critical role to play in growing the prosperity and liveability of Australia; through:

- **Population growth:** over the past five years, Regional Capitals have become home to 110,000 overseas migrants and projected population growth over the next decade is 1.52% higher than the Australian average.

- **Employment hubs:** Regional Capitals have a labour force of approximately 2 million persons as of June 2013 and the next 15 years could see growth of almost 500,000 more workers. Many of these workers are in the service sector - Regional Capitals have 41.0% of workers in the service sector, compared to 37.5% nationally.
- **Reducing metropolitan congestion and stress:** over the past couple of years, Regional Capitals have seen building approvals worth \$11.7 billion or 15.7% of the value of all building approvals in Australia. This was underpinned most significantly by residential infrastructure which indicates heightened population growth.
- **Liveable alternative:** property prices in Regional Capitals tend to be significantly lower, up to 60% on average, than metropolitan areas. Regional Capitals present a more liveable opportunity, offering inexpensive land and dwellings, unique cultural and historical heritage, and lower congestion, pollution and traffic stressors.

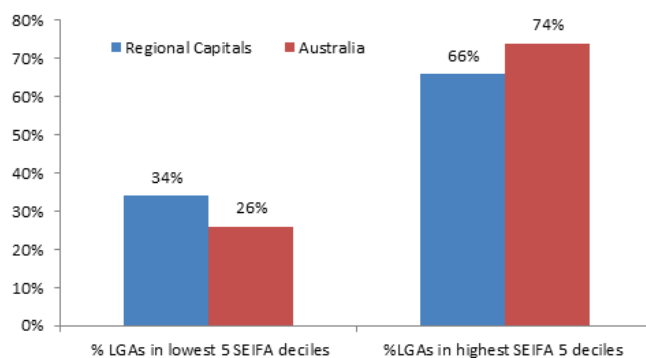
Therefore, entire regions are likely to be successful if they are supported by a sustainable and resilient Regional Capital.

Regional Capital Disadvantage

Unfortunately, despite their contribution nationally, the potential productivity of our Regional Capitals is being affected by a number of key social and economic disadvantages.

Socio-Economic Indexes for Areas (SEIFA) Index

Figures from 2011 demonstrate that in terms of an average SEIFA score, derived from Census variables such as low income, low educational attainment and unemployment, Regional Capitals are disadvantage





Unemployment and Under-represented Industries

As the table below highlights, Regional Capitals have a higher unemployment rate than the Australian average (6.2% compared to 5.4% as of June 2013).

	Employed	Unemployed	Labour Force	Unemployment Rate
Regional Cities	1,890,300	125,800	2,016,100	6.2
Australia	11,590,400	666,600	12,257,000	5.4

Compared to national averages, Regional Capital workers have a higher propensity to be occupied in manual roles, such as technical and trades, machinery operators and drivers and labourers (35.6% compared to 30.7%) and a lower presence of workers in higher value professional and managerial occupations (29.1% compared to 34.8%).

This over-representation of occupations that primarily fall within industries facing significant transition and structural adjustment presents a need to increase and re-focus local skills.

Despite the high unemployment figures, in 2011 Regional Capitals provided approximately 1,785,000 jobs (source: id National Indicators) within their municipalities to service an estimated labour force of approximately 1,800,000 (source: ABS Census 2011).

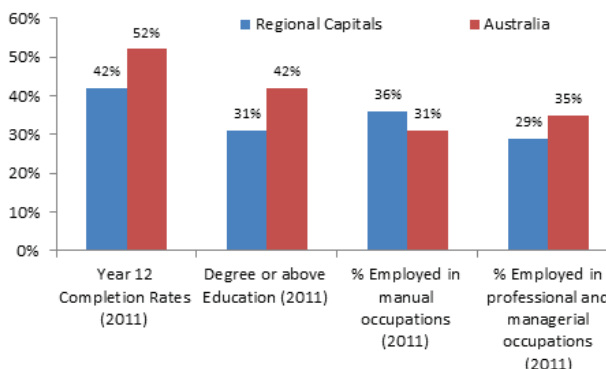
This demonstrates a very high employment self-sufficiency rate of 99%, or the provision of one job per one resident labour force participant.

Skills and Productivity

Despite contributing more than 15% of Australia’s economic output, Regional Capital workers have a productivity performance that is approximately 6% below the national average (an average of \$116,000 compared to \$123,000) underpinned by lower education and fewer skills.

In summary, the strong trade-related focus of training and employment in the Regional Capitals, underpinned by lower formal education, will adversely impact on the types of

investment and jobs that can be attracted in some regional locations due to perceived, and actual skills-gaps.



Regional Capitals Businesses

As of June 2012, approximately 300,000 active businesses were located in the Regional Capitals, and this represents approximately 14% of all Australian-based business. In contrast, the Regional Capitals account for 17.5% of the nation’s population.

Combined, these statistics suggest that Regional Capitals have not yet attracted the numbers of active businesses that the population shares suggest should be the case. In other words, more business investment needs to be attracted to the Regional Capitals.

Conclusion

Regional Capitals are growing, and growing quickly. They support our regions, reduce population and migration pressures and represent a more liveable and affordable options compared to metropolitan areas.

Despite these advantages, Regional Capitals experience significantly higher unemployment, lower education, skills and productivity and are struggling to attract the business investment and industries of the future.

Our Regional Capitals are key to increasing the productivity of our nation and it is time to act to improve regional disadvantage and empower our capitals.

For more information on Regional Capitals Australia (RCA):

Please contact Rachael Sweeney, Secretariat RCA, mobile: 0422 067 858, email: secretariat@regionalcapitalsaustralia.org

For more information on this fact sheet:

Please contact John Noronha, Director Essential Economics, mobile: 0411 514 664, email: johnn@essentialeconomics.com



11 July 2014

The Hon Jamie Briggs MP
Assistant Minister for Infrastructure and Regional Development
Parliament House
CANBERRA ACT 2600

Dear Minister

Regional Capitals Australia welcomes the Federal Government's commitment to the National Stronger Regions Fund, particularly given that it provides a significant framework and much needed framework for economic growth. The financial commitment made is also much appreciated, especially considering the challenging economic environment.

I attach for your background an outline of Regional Capitals Australia's position on the purpose, implementation and application process of the National Stronger Regions Fund. The statement reflects the views of Regional Capitals Australia's 27 local government members.

The importance of regional capitals continues to emerge and we appreciate your recognition of the significant role RCA plays in not only supporting our own municipalities, but also those around us in regional Australia.

We do of course remain committed to work in partnership with you and your Federal Government colleagues to advance the interests of regional Australia and would welcome the opportunity to discuss this paper or any other matter with you should that be helpful. We would be pleased to assist in whatever way possible.

Yours sincerely

Cr Rod Kendall
Chair

cc. Mike Mrdak, Secretary, Department of Infrastructure and Regional Development

Regional Capitals Australia
C/- The Secretariat
Level 1 – 15 Queen Street
Melbourne VIC 3000



Regional Capitals Australia submission to the Federal Government regarding the implementation of *National Stronger Regions Fund*

Regional Capitals Australia welcomes the Federal Government's commitment to the *National Stronger Regions Fund*. It is our position that this investment can be the basis of a significant, and much needed, framework for economic growth.

Regional cities have a strong regional role. They provide economic and social links within their region, by supplying commercial and household services as well as connecting rural areas to essential services and national and international markets.

Just as capital cities play an important aggregating role for their state, so too do regional capitals. The health of a region is directly influenced by the social and economic strength of its regional capital.

In making this submission, it is critical that it is recognised that the profile of Australia's regions has changed considerably over the past century.

Many rural towns have progressively lost their capacity to be self-reliant providers of employment, services and general amenity. In the 21st century, these same requirements are typically accessed from larger regionally based cities that serve as 'regional capitals'.

Despite this shift, regional communities remain co-dependent. Regional capitals rely on a strong labour market availability and skill, equally smaller communities rely on the agglomeration of prosperous and vibrant cities to provide employment and services.

Today almost 4 million people live in a regional capital, the population is forecast to grow to 5 million people by 2026. Existing infrastructure will need to be expanded to match this growth, as will each regions' capacity to absorb the social demands and economic needs of growing communities.

It is now time for regional capitals to be included in federal government policy frameworks.

Regional capitals generate approximately \$210 billion in economic output annually, or 15.9% of total national economic output. While the economic contribution of regional capitals is substantial, the productivity of regional Australia is below the national average.

This lower rate of productivity provides an enormous opportunity to advance Australia's overall economic performance. Regional capitals are well placed to be an effective engine room of national economic growth, particularly as they are regarded by private sector investors as lower risk investment options than smaller towns.¹

Before considering how this could be achieved, it is imperative that the single most common feature of regional Australia is understood – its diversity.

While some regional capitals struggle to retain a balanced population, others are struggling with demands created by surging population with varying demographics. While many suffer socio-economic disadvantage, others are more fortunate. Distance, or relative isolation, creates unique benefits for some and challenges for others. All regional capitals, however have some blocksages that require investment to unleash economic growth.

The Fund offers an opportunity to address diversity, while supporting the united objective of economic and regional growth. It is essential though that the Fund be utilised in a manner that caters for the diversity of circumstances present in regional Australia as a "one size fits all" approach would be inappropriate, counter-productive and has the ability to limit growth opportunities.

The health of a region is directly influenced by the social and economic strength of its regional capital.

¹ The Evolution of Australian Towns, p8, Department of Infrastructure and Regional Development



The importance of this opportunity cannot be understated. For many years, the persistent regional demographic trend² has been a shift away from smaller towns and communities to larger regional centres. These regional capitals are today essential cities that lead, shape and inform the development of entire regions, and they can achieve more.

Purpose

The RCA believes that the fundamental underlying purpose of the Fund should be to facilitate economic growth in regional capitals and, by extension, the towns and communities that form the broader region around each regional capital.

The type of economic growth the Fund should facilitate includes:

- employment growth
- increase in private sector investment
- diversification of economic activity
- improved general affordability (such as business operating costs and housing)

There is no single prototype project. Regional economic growth can be enhanced through a multitude of initiatives that address the social, economic, geographic and environmental challenges faced in each region.

Affordable housing, access to education, training and other services, research and development, liveability, access to markets through efficient infrastructure and business operating costs are among the many pieces that support economic growth.

The Fund must recognise that the drivers of economic growth are varied and should avoid a narrow application that ignores the diversity of Australia’s regions.

More people are moving to regional capitals and, with improvements in personal transport and increases in wealth, regional towns have been able to take advantage of the shift by transitioning their local economy towards the growing lifestyle, service and tourism industries. Industries that are now recognised as being able to generate the next wave of economic prosperity.

The implication for the development of regional capitals is that amenity, and not industry alone, is now providing an economic base for many regional capitals.³

The Fund’s primary purpose should be to support regional capital projects that trigger tangible economic growth multipliers through investment in economic and social infrastructure that supports businesses to be more productive and communities to be more robust.

Implementation

Regional Capitals Australia believes clear and transparent criteria need to be developed. Once established, any change to the criteria should be the subject of consultation.

In identifying eligible projects, the principal focus should be on the extent to which a project drives economic benefits for the entire region, not just the immediate location of the project.

For some communities, this might mean social infrastructure, such as a regional performing arts centre, while for others it may be enabling infrastructure such as investment in utilities, roads and other transport initiatives.

...at my last address that I committed the Coalition to a \$1 billion National Stronger Regions Fund. Next year it will be rolling out, with the first funding available, providing the hard and soft infrastructure communities need for their people, families and businesses.

**The Hon Warren Truss MP
National Press Club Speech
30 April 2014**

² The Evolution of Australian Towns, p2, Department of Infrastructure and Regional Development
³ The Evolution of Australian Towns, p7, Department of Infrastructure and Regional Development



The type of infrastructure and the socio-economic status of a community should be considered along side the anticipated economic benefits to the region that will derive from the project.

Other eligibility requirements include:

- a) Local government as principal applicant. Regional Capitals Australia's membership represents the emergence of modern councils. Our Local government members are best placed to take the role of lead applicant. In most instances, our member councils have developed regional plans in consultation with neighbouring councils and their state government. Council's are uniquely placed to engage with stakeholders beyond their own municipal boundaries, they understand the opportunities and limitations of their region.
- b) A proposed project's integration and alignment with broader regional strategic plans should feature heavily in the government's consideration of a project. This will ensure broader stakeholder commitment in the region and with the state government that may be contributing project funds.
- c) Timely and effective processing of applications. Partnerships are essential and Regional Capitals Australia supports the idea of 50/50 funding. It is however imperative that applications are considered and funded in a timely manner because private sector partners are more likely to withdraw financial commitments if the decision timeframe and project execution is not consistent with earlier agreements.
- d) State capitals already have numerous infrastructure projects funded such as the Western Sydney Infrastructure Program (\$3.5 billion) and Melbourne's East West Link (\$1.5 billion). Only projects outside of the state's capitals should be funded.
- e) A recent trend has been to only support projects deemed to be 'shovel ready.' While efficient in some respects, such an approach also fails to effectively support larger projects that require expensive preparatory work before commencement. In many instances, local government cannot fund this work prior to receiving some form of conditional project approval and this should be considered in how the Fund is implemented and introduced. It is therefore important that criteria not be established that denies projects that aren't deemed to be shovel ready.

While clear criteria are needed, there should be some discretion on projects that generate substantial, and certain, economic benefits. These projects however should be the exception rather than the rule.

Above all, project applications must clearly demonstrate how they will support economic growth through the achievement of broader, and already established, regional strategic plans.

The process

Given the complexity and cost of completing applications and applying for grants, ideally the application procedure and timing of announcements under the Fund should be managed in a manner that minimises applicant's costs and supports successful applicants to proceed to the commencement phase of their project as quickly as possible.

As such, RCA believes an open and continuous application process will support better quality applications and more appropriate timing of project initiations. Current processes with arbitrary application deadlines can prove counter-productive where applicants have not yet finished effective local consultation regarding projects. It can be an inefficient process for both applicants and decision makers.

In addition, in order to ensure the most effective use of limited resources, RCA believes that cost and time savings can be generated through a staged process such as the following:



- a) Submission of an EOI or similar concept plan;
- b) Development of a preliminary business plan, with particular emphasis on a cost benefit analysis and risk management plan; and
- c) Completion and submission of a full business plan.

Providing the documentation meets the criteria of the Fund, applicants would then be invited to proceed to the following stage. Approval to proceed would not necessarily guarantee success, but would ensure councils do not proceed to develop full business cases for projects unlikely to receive funding.

While probity is an essential requirement, the capacity to engage with public servants would be helpful. The purpose of the engagement, possibly through a collaborative dialogue framework, would enhance the quality of submissions and address issues in a timely manner that government may wish to consider.

The procedural issues around the management if the Fund should be used to boost the likelihood of a high number of projects being selected that become economic 'game changers' for entire regions.

Conclusion

Australia's regional capitals are continuing to grow as is their contribution to Australia's economy and economic growth.

The benefits these regional capitals generate serve not only regional interests, but also contribute significantly to Australia's economic well-being.

This is why Regional Capitals Australia believes that regional development must be seen as being far broader than agriculture and the decline of small towns – the objective of regional development must be to increase our national prosperity.

The National Stronger Regions Fund has an important role to play in funding much needed infrastructure that can generate substantive economic outcomes for whole regions. Regional capitals are the best vehicle available to drive regional development.

For more information:

Damian Mannix

Regional Capitals Secretariat

secretariat@regionalcapitalsaustralia.org

GRAFFITI REMOVAL AND STREET ART AWARENESS COMMITTEE

Purpose:

Councillor Sultana has given notice of his intention to move the following:

That an official 'Graffiti Removal and Street Art Awareness' committee be set up with representatives of the community who will nominate for positions on the committee. This committee will work with Council in obtaining grants and sponsorship to help fund the project.

Rationale:

Since coordinating 'Graffiti Removal Day' Councillor Sultana has been inundated with requests from members of the community who would like to see the war on graffiti crime ramped up with a focus on replacing it with 'Modern Street Art'. Council spends thousands of dollars every year removing graffiti and I believe these funds would be better spent working on a permanent solution rather than a reactionary one.

Staff Comment:

There is no definitive best practice approach towards graffiti management.

Management strategies range from a zero tolerance/enforcement approach to rapid removal, community engagement and education and the installation of street art and/or murals.

Despite the many approaches and strategies, there has been limited evaluation into the effectiveness of graffiti management strategies. For example studies indicate that whilst mural art can reduce the rate of graffiti attack on the specific piece of infrastructure the effectiveness of the strategy is contingent on the acceptance of the quality of the art by the vandals themselves (predominantly young males). Further anecdotal evidence suggests that mural art may serve only to change the location of graffiti vandalism and does not reduce the overall rate of graffiti attack.

It is generally accepted that the rapid removal strategy is the most effective measure. Although this also appears to be due to most council's employing this strategy as the primary (and sometimes sole) graffiti management approach.

Council's current approach is to remove offending graffiti vandalism as quickly as possible with priority emphasis on graffiti of an overtly offensive nature or graffiti in high profile areas. This approach is augmented by incorporating design features in new and refurbished facilities which include strategically selected materials, anti-graffiti finishes and the inclusion of passive surveillance areas.

There is however no adopted policy or formal strategy employed in this approach.

Prior to committing resources to a Street Art solution it is recommended that a report come to Council with a proposed policy and strategy to tackle graffiti on a more holistic basis.

Research indicates that community involvement (and community buy-in, particularly amongst the main user groups of a facility, eg skate park) is essential for the success of a graffiti management strategy. Any future policy should consider the utility of community involvement as an integral part of the strategy.

A report could be provided by Council staff detailing a proposed policy on Council's approach to graffiti management and a strategy to undertake prevention, mitigation and education activities to minimise the impact of graffiti vandalism in the LGA.

MODEL CODE OF CONDUCT COMPLAINTS STATISTICS

Purpose:

To provide Council with the Model Code of Conduct complaints statistics report.

Description of Item:

Council is required to report Model Code of Conduct complaint statistics to Council and the Office of Local Government by 31 December each year. Part 12.1 of the Procedures for the Administration of the Model Code of Conduct details the statistics required to be reported to Council.

Part 12.1 states:

The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September,
- b) the number of code of conduct complaints referred to a conduct reviewer,
- c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage and the outcome of those complaints,
- d) the number of code of conduct complaints investigated by a conduct reviewer,
- e) the number of code of conduct complaints investigated by a conduct review committee,
- f) without identifying particular matters, the outcome of code of conduct complaints investigated by a conduct reviewer or conduct review committee under these procedures,
- g) the number of matter reviewed by the Division and, without identifying particular matters, the outcome of the reviews, and
- h) the total cost of dealing with code of conduct complaints made about councillors and the general manager in the year to September, including staff cost.

Sustainability Assessment:

- **Environment**

This is not applicable to this report.

- **Social**

This is not applicable to this report.

- **Civic Leadership**

The purpose of the recommendation is to ensure transparency and accountability in local government. The implementation enables Council to identify and respond the community. This is consistent with the *Coffs Harbour 2030* Community Strategic Plan strategy *LC2.2.1: Enable and support all levels of government to serve the local community.*

- **Economic**

Broader Economic Implications

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

Delivery Program/Operational Plan Implications

Reasonable costs associated with Code of Conduct complaints are accommodated within Council's budget structure. Where costs exceed budgeted amounts, adjustments will be required through Council's monthly and quarterly budget reviews.

Risk Analysis:

This is not applicable to this report.

Consultation:

This is not applicable to this report.

Related Policy and / or Precedents:

Procedures for Administration of the Model Code of Conduct for Local Councils in NSW (March 2013).

Statutory Requirements:

Part 12.1 of the Procedures for Administration of the Model Code of Conduct for Local Councils in NSW require that complaints statistics be reported to Council within 3 months of the end of September each year.

Issues:

There are no issues associated with the recommendation.

Implementation Date / Priority:

Implementation is immediate.

Recommendation:

That the Model Code of Conduct complaint statistics report be noted.

Model Code of Conduct Complaints Report		
Coffs Harbour City Council		
Reporting Period: 1 September 2013 – 31 August 2014		
Number of Complaints		
1 a	The total number of complaints received in the period about councillors and the general manager under the code of conduct	5
b	The total number of complaints finalised in the period about councillors and the general manager under the code of conduct	5
Overview of Complaints and Cost		
2 a	The number of complaints finalised at the outset by alternative means by the General Manager or Mayor	2
b	The number of code of conduct complaints referred to a conduct reviewer	3
c	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	2
d	The number of finalised code of conduct complaints investigated by a conduct reviewer	1
e	The number of finalised code of conduct complaints investigated by a conduct review committee	0
f	Number of finalised complaints investigated where there was found to be no breach	0
g	Number of finalised complaints investigated where there was found to be a breach	1
h	Number of complaint matters reviewed by the Office of Local Government	0
i	The total cost of dealing with code of conduct complaints within the period made about councillors and the general manager including staff costs	\$12,256

Preliminary Assessment Statistics	
3 The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a To take no action	1
b To resolve the complaint by alternative and appropriate strategies	1
c To refer the matter back to the general manager or the Mayor, for resolution by alternative and appropriate strategies	0
d To refer the matter to another agency or body such as, but not limited to, the ICAC, the NSW Ombudsman, the Office or the Police	0
e To investigate the matter	1
f To recommend that the complaints coordinator convene a conduct review committee to investigate the matter	0

SURVEY OF COMMUNITY WELLBEING IN COFFS HARBOUR

Purpose:

To inform Council as to the outcomes of the 2014 Survey on Community Wellbeing in Coffs Harbour.

Description of Item:

In line with Integrated Planning and Reporting (IPR) requirements, Council adopted the revised Coffs Harbour 2030 Community Strategic Plan in May 2013 (see GM 13/14). At that time, a set of 2030 Community Indicators was finalised, showing how Council proposes to measure performance against the Community Strategic Plan. These measures will contribute information for Council's 'End of Term' Report (IPR legislation requires councils to provide an End of Term Report every four years on the progress achieved in implementing their Community Strategic Plans; the next End of Term Report is due in August 2016).

A number of the 2030 Community Indicators rely on data that can best be sourced from community surveys. A few of these are currently addressed by the Customer Satisfaction surveys undertaken for Council every two years (see GM 14/27 of 9 October 2014). The remainder have formed the basis of a 'Community Wellbeing' survey.

'Wellbeing' is a general term for the condition of an individual or group and can be defined as 'a state characterised by health, happiness, and prosperity'. It is important to note that the survey questions ask about matters that may be outside Council's direct influence and relate more to a respondent's personal choices and subjective opinions about Coffs Harbour. The survey information is important in helping to provide a picture of the community's current sense of wellbeing in terms of the aspirations expressed in the Coffs Harbour 2030 Vision and Community Strategic Plan.

The survey was conducted in September 2014 across Council's randomly-selected Online Survey Panel (OSP). At the time of the survey, the OSP comprised 624 Coffs Harbour Local Government Area residents who had been randomly recruited by telephone; a total of 376 valid responses were received. The survey responses were analysed by independent market research company Jetty Research Pty Ltd; its final report is an attachment to this business paper. It sets out baseline data for 23 indicators across categories including Community Inclusiveness, Civic Leadership, Arts and Cultural Activities, Recreational and Sporting Activities, Environmental Access and Learning, and Community Spaces.

It is proposed that the survey be run every two years to monitor any change in the wellbeing indicators.

Sustainability Assessment:

The survey findings provide information that assists Council in monitoring the progress of the Coffs Harbour 2030 Community Strategic Plan. The information will help to guide Council's decision-making in the development and implementation of programs into the future.

- **Environment**

The survey provides information regarding community participation in environmental programs and community opinions about environmental access and learning in Coffs Harbour.

- **Social**

The survey seeks information to help show how community wellbeing is tracking in regard to the aspirations set out – by the community – in the Coffs Harbour 2030 Plan.

- **Civic Leadership**

The process of monitoring the progress of the Coffs Harbour 2030 Plan – even where the objectives are beyond Council's sphere of influence – is in line with the Civic Leadership principles of the Integrated Planning and Reporting framework. In this instance, Council's action in undertaking the survey is specifically aligned with 2030 Strategy *LC3.2: Engage the community and other levels of government in seeking outcomes.*

- **Economic**

Broader Economic Implications

However indirect, community wellbeing is an indicator of prosperity. The findings of the survey can help identify local economic issues and their impacts on the quality of life in Coffs Harbour.

Delivery Program/Operational Plan Implications

The 2014/2018 Delivery Program includes a funding allocation (within Budget Program 516 - Cultural Facilities) for 2030 Implementation.

The findings of the Community Survey will help to inform decision-making in the development and implementation of Council services into the future. Any budget impacts will be subject to the evaluation and consultation processes implemented in the preparation of Council's Delivery Program and Operational Plan.

Risk Analysis:

The Community Wellbeing Survey fills a data gap that otherwise would compromise Council's ability to satisfy its reporting obligations under the IPR framework. It is a cost-effective and proven community engagement tool that overcomes the risk of Council failing to meet an important legislative requirement.

Consultation:

The 2030 Indicators were adopted by Council in May 2013 after an extensive community engagement process involving the review of the Coffs Harbour 2030 Plan and all of Council's associated IPR documents.

The Community Wellbeing Survey was developed in response to the 2030 Indicators. Relevant staff from across Council were involved in the development of the survey questions. An independent and trusted industry specialist, Jetty Research, provided assistance in the finalisation of the questions and the survey format to make certain that responses would be clear and relevant.

The Online Survey Panel was established in 2012 with local residents recruited during a random telephone poll (for the 2012 Customer Satisfaction Survey). Including numbers secured in separate recruiting exercises in 2013 and August 2014, the Online Survey Panel comprised 624 Coffs Harbour residents when the Community Wellbeing Survey was launched on 1 September 2014. By the time the survey closed on 15 September, 376 valid responses had been received – a completion rate of 60 per cent.

Jetty Research Final Report (page 7):

“The Coffs Harbour City Council LGA contains approximately 26,074 occupied households (2011 Census). Random sampling error for a randomly selected sample of 376 households is +/-5.0 per cent at the 95 per cent confidence level.

(This means in effect that if we conducted a similar poll 20 times, results should reflect the views and behaviour of the overall survey population to within a +/- 5.0 per cent margin in 19 of those 20 surveys.)”

The survey included demographic questions for respondents, asking their age, gender, suburb/locality and how long they have been residents of the Coffs Harbour local government area.

Jetty Research Final Report (page 7):

Table i: Respondent breakdown, by age range and gender.

		Gender		Total	
		Male	Female		
Would your age be between?	18-39	Count	7	20	27
		%of Total	1.9%	5.4%	7.2%
	40-59	Count	62	114	176
		%of Total	16.6%	30.6%	47.2%
	60+	Count	101	69	170
		%of Total	27.1%	18.5%	45.6%
Total	Count	170	203	373	
	%of Total	45.6%	54.4%	100.0%	

(NB: Three respondents chose not to provide age and/or gender)

This indicates that the survey sample skews older than the overall population. Results need to be interpreted in this light.

Jetty Research Final Report (page 10):

"Almost four in five respondents had lived in the LGA for more than a decade. While this is undoubtedly higher than the overall population, it does suggest that those taking part have a good knowledge of, and emotional investment in the region.

The sample represents a good mix of regions. However it is likely that those living in the LGA's northern beaches (36%) are slightly over-represented."

Related Policy and / or Precedents:

Council's Community Engagement Policy identifies the community's role in helping to set the strategic objectives, program priorities and service levels to be pursued by Council.

Statutory Requirements:

There is no legislative requirement for Council to conduct community surveys; however they are recognised as a useful resource in developing and monitoring Council programs. The findings of the 2014 Community Wellbeing Survey will contribute to community engagement and reporting strategies across the organisation, including those required under the Integrated Planning and Reporting provisions (Section 402) of the NSW Local Government Act 1993.

Issues:

The Coffs Harbour 2030 Community Strategic Plan is an aspirational blueprint developed by the community. Many of the 2030 strategies rely on Council as the direct provider of services and programs. The implementation of the other 2030 strategies is the responsibility of different levels of government, the business sector, 'not for profit' agencies and the community itself. It is Council's job, however, to monitor and report on overall progress in achieving the 2030 objectives.

To assist this reporting function, Council adopted a suite of community Indicators aligned with the themes of the Coffs Harbour 2030 Plan. Data for most of the indicators is available from Council's operational reporting or from other government agencies or external sources. The rest of the indicators require data that is informed by public opinion about the quality of life in Coffs Harbour – the best source for this information is a community survey.

The Community Wellbeing Survey was launched by email to the 624 members of Council's Online Survey Panel on 1 September 2014. Reminder emails were sent on 8 and 12 September, and the survey closed on 15 September 2014. A total of 376 responses were received (a completion rate of 60%). The survey was restricted to the Online Survey Panel because of its integrity as a randomly-selected group representing the demographic diversity of the Coffs Harbour local government area.

The questions developed for the survey address a range of issues that reflect the way Coffs Harbour people view the city and their lives in the local community. The responses are entirely subjective, dependent on personal experience, choice and value systems. Collectively, the responses provide a snapshot of community perception about Coffs Harbour at a given time.

The questions sought 'Yes' or 'No' answers (eg, "Do you ever visit the City Centre?") or asked for a rating (eg, "How safe do you feel at home alone at night?" Where 1 is 'not safe at all' and 5 is 'very safe'). These questions generate percentage or mean scores that will enable change to be tracked over time when the survey is run again in the future. The following table is drawn from the executive summary of the Jetty Research report – it shows the baseline scores gathered from the Community Wellbeing Survey:

Jetty Research Final Report (page 5):

Category	Indicator	% yes or agree	Mean (out of 5)
Community inclusiveness	To what extent do you feel part of the community?	51%	3.54
	How safe do you feel - at home alone during the day?	92%	4.54
	How safe do you feel - walking alone in your local area during the day?	88%	4.41
	How safe do you feel - at home alone at night?	77%	4.08
	How safe do you feel - walking alone in your local area at night?	40%	3.05
City Centre	Do you ever visit the City Centre?	97%	
	How lively do you think the city centre is during the day?	52%	3.52
	How lively do you think the city centre is at night?	5%	2.04
Connected Communities	Do you ever do voluntary work in the community?	59%	
Civic leadership	Do you feel you have the opportunity to have your say on important issues that affect your community?	34%	3.05
Arts and cultural activities	Do you regularly attend arts and cultural activities?	37%	
	How satisfied are you with the opportunities to attend arts and cultural activities in the local area?	39%	3.27
Recreational and sporting activity	Do you regularly participate in recreational activities with others?	64%	
	Do you regularly participate in organised sporting activities with others?	36%	
Environmental programs	Have you participated in any events, activities or groups to help look after the environment in the last two years?	27%	
Environmental access and learning	Do you ever use the walking or cycling tracks through our coastal and hinterland parks and reserves?	80%	
	How satisfied are you with the network of walking and cycling tracks through our coastal and hinterland parks and reserves?	59%	3.61
	How satisfied are you with opportunities to learn about Coffs Harbour's natural areas?	47%	3.44
Public transport usage	Have you used public transport in Coffs Harbour over the past 12 months?	12%	
	How satisfied are you with public transport options available in Coffs Harbour?	44%	3.28
Sydney and interstate connections	How satisfied are you with regular passenger services from Coffs Harbour to Sydney?	53%	3.53
	How satisfied are you with regular passenger services from Coffs Harbour to interstate destinations?	23%	2.72
Community spaces	Do you have problems with accessing community facilities or spaces in Coffs Harbour?	5%	

A number of questions regarding activities included follow-up questions that asked about frequency. For example, respondents who answered 'Yes' to "Do you ever do voluntary work in the community?" were then asked "How often, on average?"

A final question invited respondents to offer ideas or suggestions to improve community wellbeing; there were more than 200 responses covering a wide range of issues. All the comments are reproduced as an appendix to the final report. Jetty Research has provided a summary of the most noted suggestions:

Jetty Research Final Report (page 27):

Do you have any final suggestions or ideas about how community well-being can be improved in Coffs Harbour?	Count
We need/want a cultural and/or events centre	40
More and/or better upkeep of Coffs cycleways and footpaths	38
Better connections between different Coffs Harbour areas	20
Improved Public Transport	17
Stronger policing/safer community through security	15
A Coffs-Harbour bypass	10
Direct flights to Brisbane	5

The full final report is provided as an attachment to the business paper.

Implementation Date / Priority:

The findings of the 2014 Community Wellbeing Survey will be distributed to relevant staff and external agencies as a community engagement resource to help inform the ongoing development and implementation of services to meet the needs and expectations of the Coffs Harbour community.

The data will be included in the Coffs Harbour 2030 End of Term Report.

The Survey Final Report will be posted on Council's website. Notice will be sent to the members of the Online Survey Panel, advising how to access the final report and thanking them for their participation in the Community Wellbeing Survey.

Recommendation:

That:

1. Council note the results of the 2014 Community Wellbeing Survey
2. The Final Report on the survey (provided by Jetty Research) be distributed to Council staff and posted on Council's website.



Coffs Harbour City Council Community Wellbeing Survey 2014



Baseline results from an Online Survey Panel, conducted
by Jetty Research on behalf of **Coffs Harbour City Council**
to assist Coffs Harbour 2030 Plan Reporting

Final Report dated October 24th 2014

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Front cover photo: Sand-building competition, Jetty Beach, as part of the 2011 Festival of Sail.
 Picture credit: M. Nesor, Moonee Beach



Disclaimer

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Executive summary

Below is the list of benchmark scores from the inaugural Coffs Harbour City Council Community Wellbeing Survey:

Category	Indicator	% yes or agree	Mean (out of 5)
Community inclusiveness	To what extent do you feel part of the community?	51%	3.54
	How safe do you feel - at home alone during the day?	92%	4.54
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	How satisfied are you with regular passenger services from Coffs Harbour to interstate destinations?	23%	2.72
Community spaces	Do you have problems with accessing community facilities or spaces in Coffs Harbour?	5%	



Introduction

Background

The Coffs Harbour City Council (CHCC) Community Wellbeing Survey forms part of a wider measurement tool designed to identify, on an ongoing basis, progress within the Coffs Harbour 2030 Community Strategic Plan and Council's Delivery Program.

The online survey, completed by members of Council's randomly appointed online survey panel (OSP), provides longitudinal (i.e. time-based) measurement of a range of lifestyle factors unobtainable through other statistical measures.

Methodology

The survey questionnaire was constructed in July/August by CHCC, in collaboration with Jetty Research. It was entered into the SurveyMonkey platform for distribution to OSP members.

At time of survey, The OSP comprised 624 Coffs Harbour LGA residents randomly recruited by telephone. (Note that in order to maintain randomness, membership is by invitation only.)

The survey went live on Monday September 1st, via an email from general manager Steve McGrath with embedded hotlink. Two reminder emails were sent on 8 September and 12 September.

By the time the survey closed on Tuesday, September 16th, 376 valid responses had been received – a completion rate of 60 per cent.

Cleaned data was entered into statistical database SPSS for analysis. Where differences in this report are classed as significant, this implies they are statistically significant based on independent sample t-scores, Chi-square or other analysis of variation (ANOVA) calculations. In statistical terms, significant differences are unlikely to have been caused by chance alone. Unless indicated otherwise, significant differences are typically highlighted in blue (above mean) and pink (below mean).

Sample characteristics

Table i (next page) shows the age and gender breakdown of survey respondents:



Table i: Respondent breakdown, by age range and gender.

		Gender		Total	
		Male	Female		
Would your age be between?	18-39	Count	7	20	27
		% of Total	1.9%	5.4%	7.2%
	40-59	Count	62	114	176
		% of Total	16.6%	30.6%	47.2%
	60+	Count	101	69	170
		% of Total	27.1%	18.5%	45.6%
Total		Count	170	203	373
		% of Total	45.6%	54.4%	100.0%

(N.B. Three respondents chose not to provide age and/or gender)

This indicates that the survey sample skews older than the overall population. Results need to be interpreted in this light.

Other demographic characteristics of the survey sample are provided in Part 1 of this report.

Sampling error

The Coffs Harbour City Council LGA contains approximately 26,074 occupied households.¹ Random sampling error for a randomly selected sample of 376 households is +/-5.0 per cent at the 95 per cent confidence level.

(This means in effect that if we conducted a similar poll 20 times, results should reflect the views and behaviour of the overall survey population to within a +/- 5.0 per cent margin in 19 of those 20 surveys.)

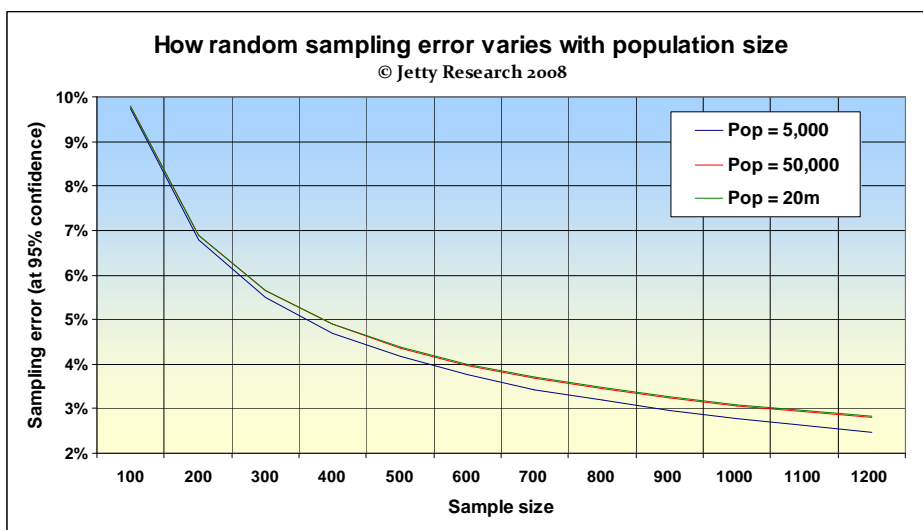
As Graph i shows, margin for error falls as sample size rises. Hence cross-tabulations or sub-groups within the overall sample will create higher margins for error than the overall sample.

(Continued next page)

¹ As at time of 2011 ABS Census



Graph i: How sampling error varies with sample and population size

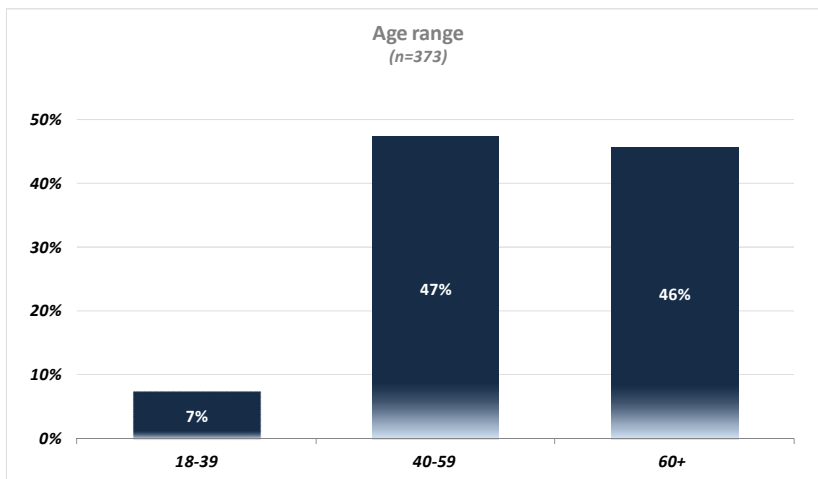


In addition to the random sampling error, above, some forms of non-random sampling error may have affected results. These include any inherent bias in random telephone recruitment methodology (in particular respondents without fixed line phones), the proportion of non-respondents from the OSP, and/or imperfections in the survey database.



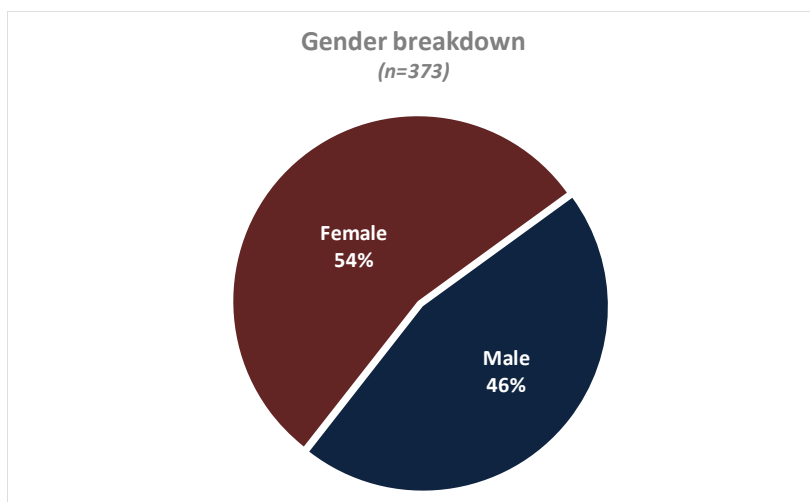
Part 1: Demographics

Graph 1.1: Age



At the time of the 2011 ABS Census (Usual Resident Profile), those aged 18-39 made up 30 per cent of all adults (18+) living in the Coffs Harbour LGA. With only 7 per cent of respondents being aged 18-39, this group is significantly under-represented within the overall survey sample. Conversely the sample over-represents those aged 40-59 (being 37 per cent of all adults in the 2011 Census) and 60-plus (33 per cent).

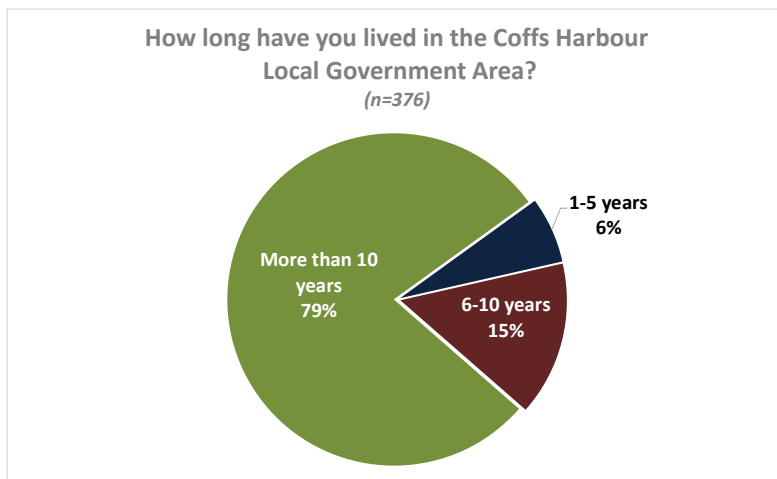
Graph 1.2: Gender



As per the overall LGA population, the sample is relatively evenly split between males and females.

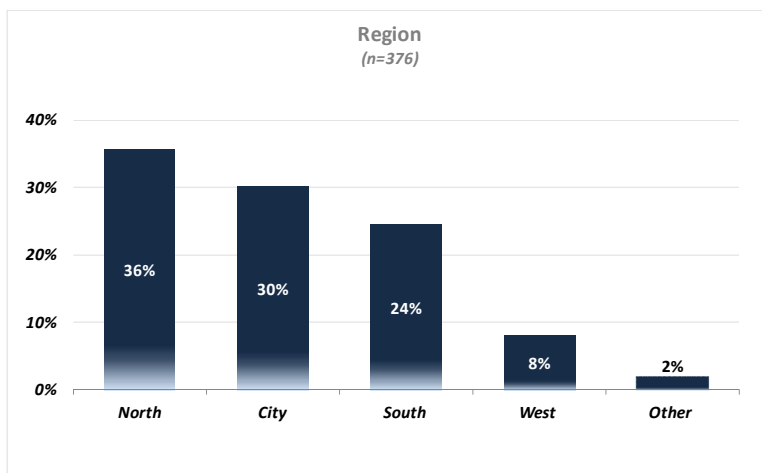


Graph 1.3: Time lived in Coffs Harbour LGA



Almost four in five respondents had lived in the LGA for more than a decade. While this is undoubtedly higher than the overall population, it does suggest that those taking part have a good knowledge of, and emotional investment in the region.

Graph 1.4: Residential region

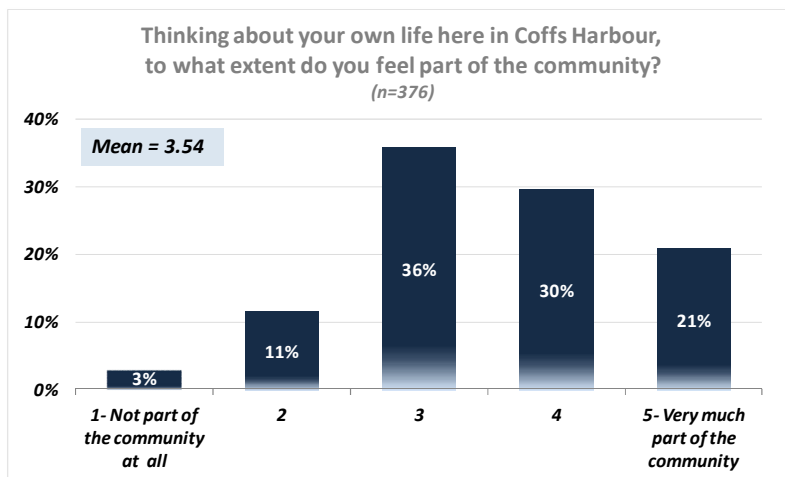


The sample represents a good mix of regions. However it is likely that those living in the LGA’s northern beaches are slightly over-represented.



Part 2: Community inclusiveness

Graph 2.1: Thinking about your own life here in Coffs Harbour, to what extent do you feel part of the community?



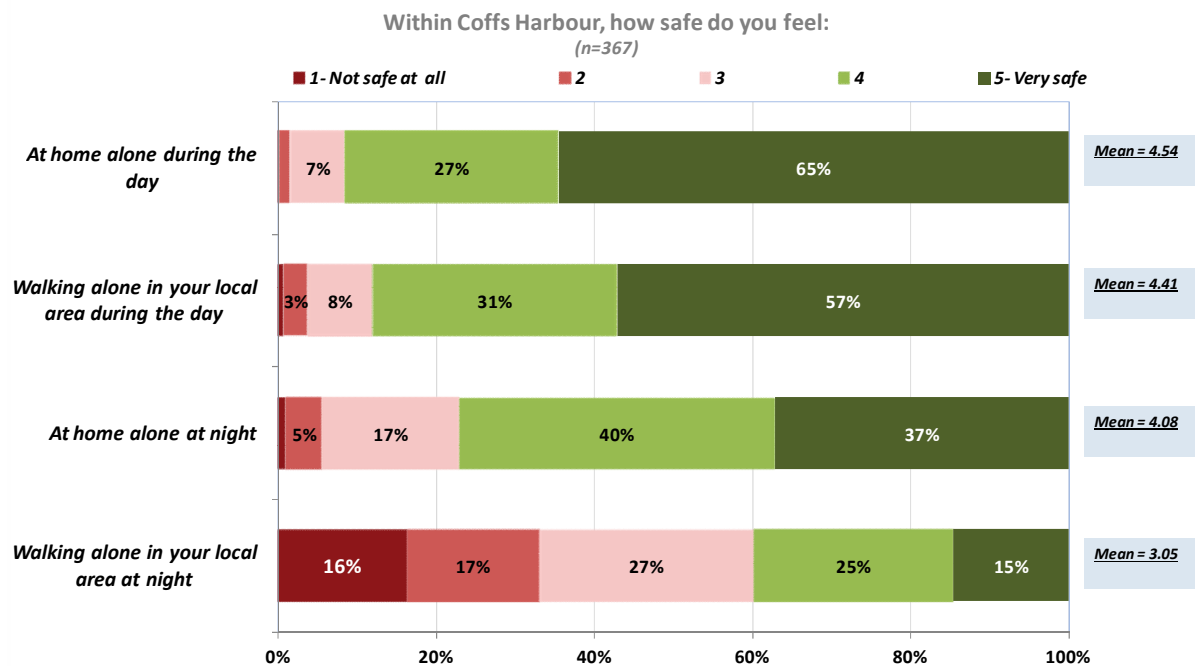
In terms of social connectedness, only half the sample (51 per cent) provided scores of 4 or 5 (out of a possible 5) to the question “To what extent do you feel part of the community?”. A further 36 per cent provided a mid-score of 3, while 14 per cent indicated low levels of connectedness.

Those aged 60-plus were most likely to feel part of their community. However there were no significant differences between males and females.

(Continued next page)



Graph 2.2: .How safe do you feel?



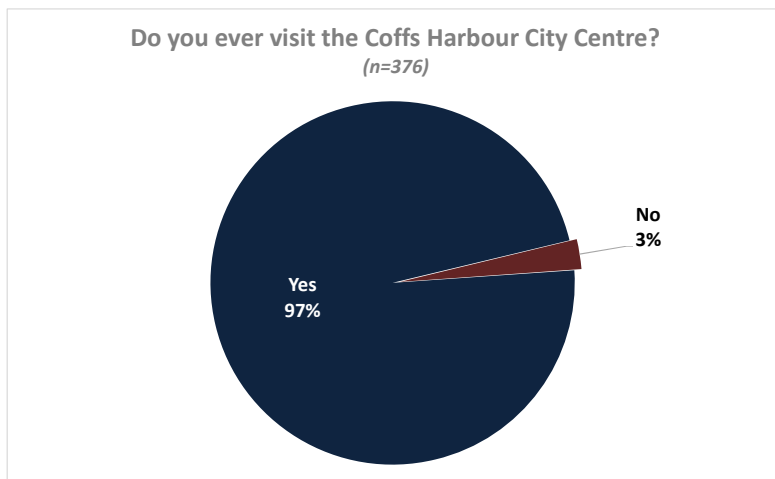
Respondents felt very safe in all respects *except* walking alone in their local area at night.

Women were significantly more likely than men to say they felt unsafe walking alone in their local area at night (with means of 2.74 and 3.40 respectively). Those living in the west of the LGA felt safer at night than those in the south. However there were no differences by age.



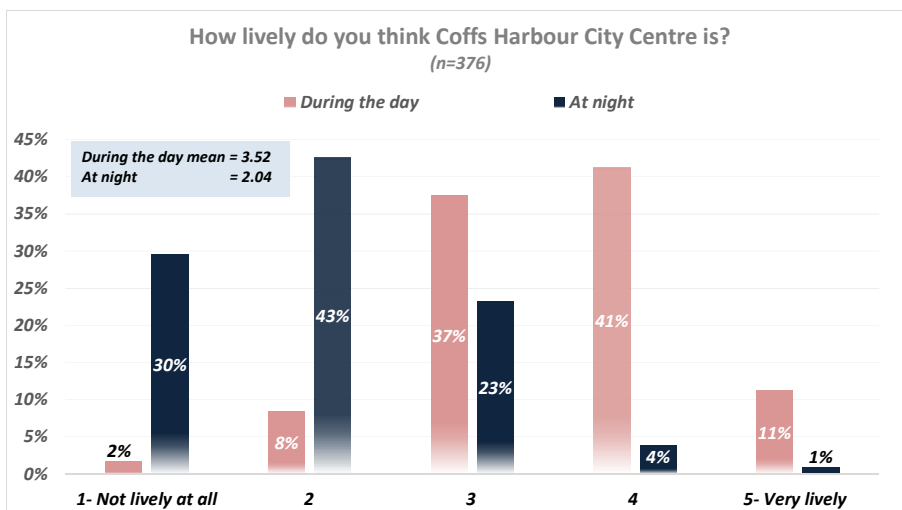
Part 3: City centre

Graph 3.1: Do you ever visit the Coffs Harbour City Centre?



All but 10 respondents said they visited the Coffs Harbour City Centre.

Graph 3.1: How lively do you think the Coffs Harbour City Centre is?



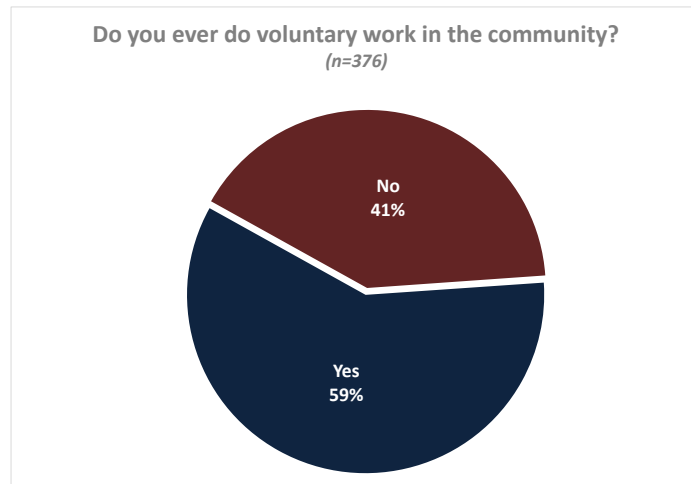
There was a positive response to the liveliness of the city centre during the day, with 52 per cent describing it as lively or very lively (against just 10 per cent saying it was not lively), and a mean score of 3.52. However the score for liveliness at night was far lower, with only 5 per cent believing it to be lively or very lively, and a mean of just 2.04.

There were no significant differences to this result by age or gender.



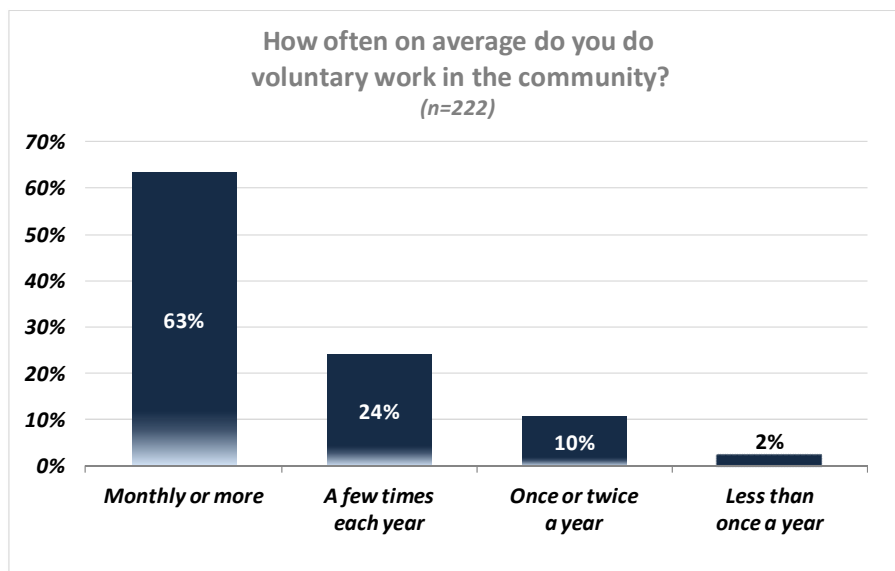
Part4: Connected communities

Graph 4.1: Do you ever do voluntary work in the community?



Three in five respondents claimed to do voluntary work. Results were consistent by age and gender.

Graph 4.2: How often on average do you do voluntary work in the community?

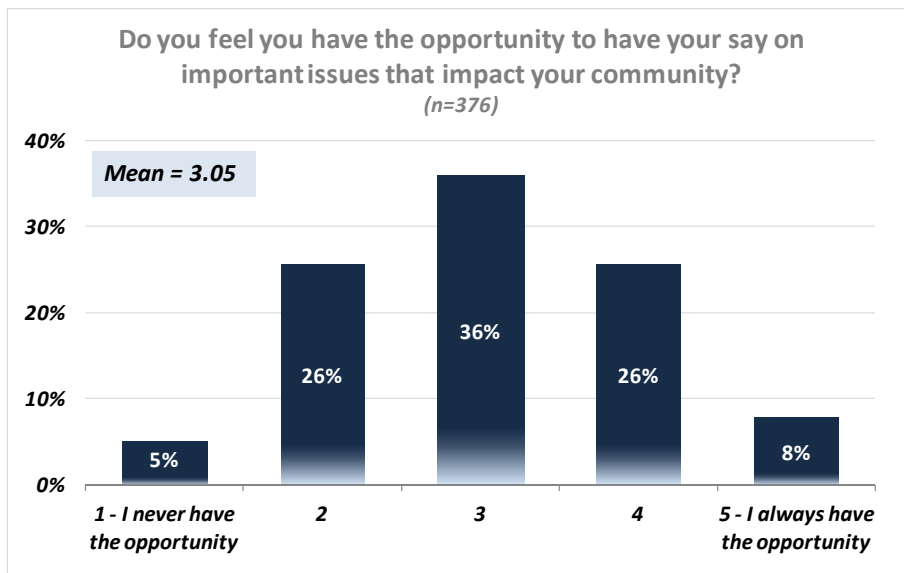


Of those doing voluntary work, almost two-thirds (63 per cent) claimed to do so monthly or more.



Part 5: Civic leadership

Graph 5.1: Do you feel you have the opportunity to have your say on important issues that impact your community?



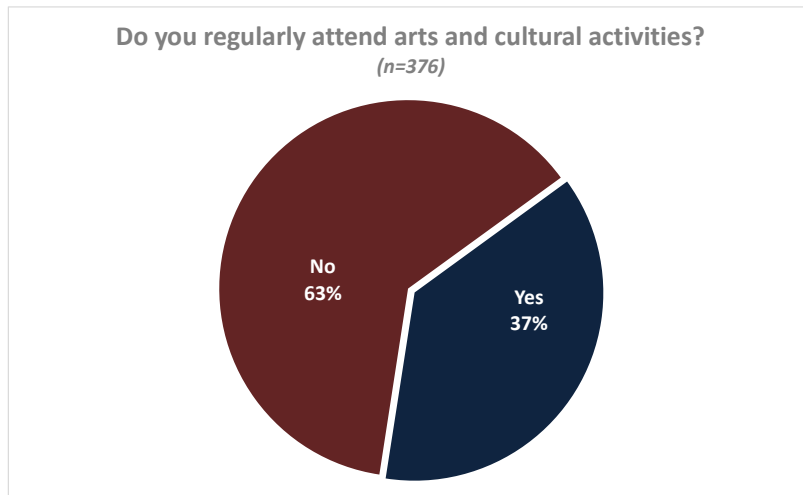
Opinion was sharply divided on the question of whether residents have an opportunity to have their say on important local issues. One-third (34 per cent) said they usually or always had the opportunity. A further 31 per cent said they never or rarely had the opportunity, while the balance adopted a mid-point position.

There were no significant differences in opinion between different age groups or genders.



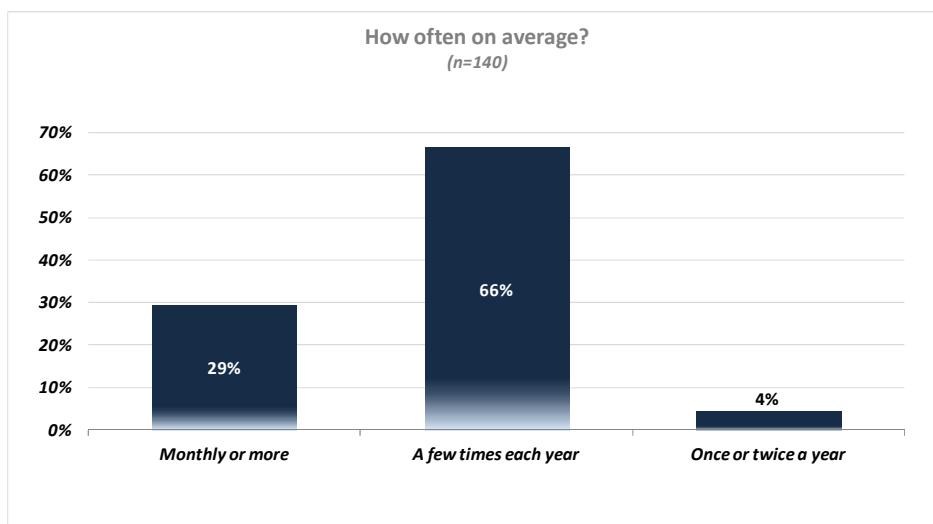
Part 6: Arts and cultural activities

Graph 6.1: Do you regularly attend arts and cultural activities?



Just over one-third of respondents (37 per cent) regularly attended arts and cultural activities. Women were more likely than men to claim regular arts and cultural attendance, at 44 and 30 per cent respectively.

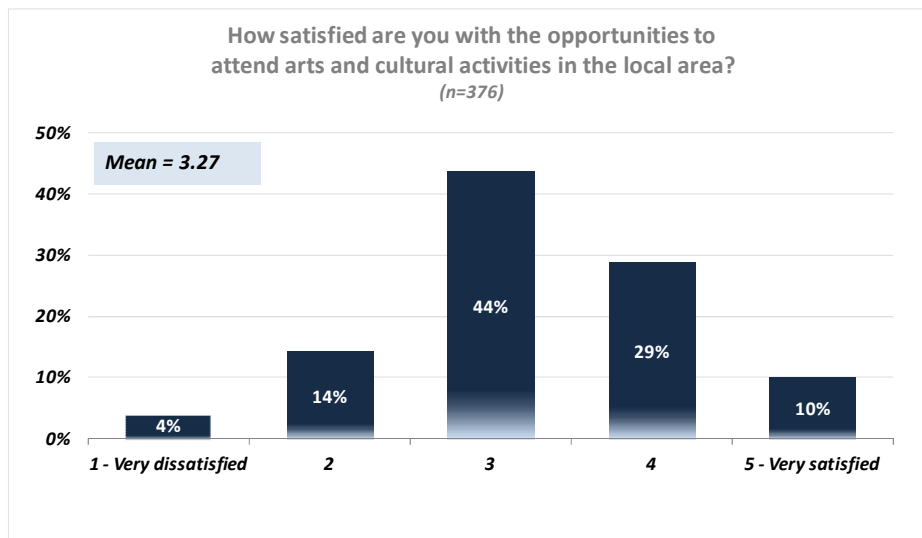
Graph 6.2: How often on average?



Of those saying they did attend cultural activities, two-thirds said they did so “a few times a year”. Slightly less than 30 per cent claimed to attend such events monthly or more.



Graph 6.3: How satisfied are you with the opportunities to attend arts and cultural activities in the local area?



Two in five of all respondents felt very or quite satisfied with the opportunities to attend arts and cultural activities locally. A further 44 per cent were unsure or equivocal, while 18 per cent were dissatisfied.

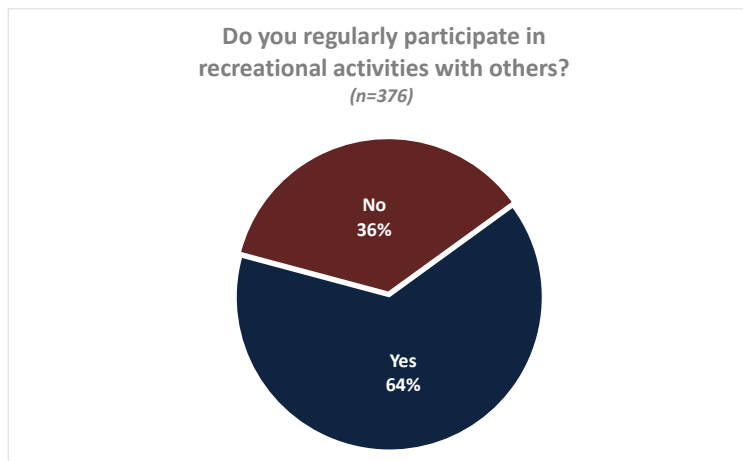
There were no differences by age, gender or region.



Part 7: Recreational and sporting activity

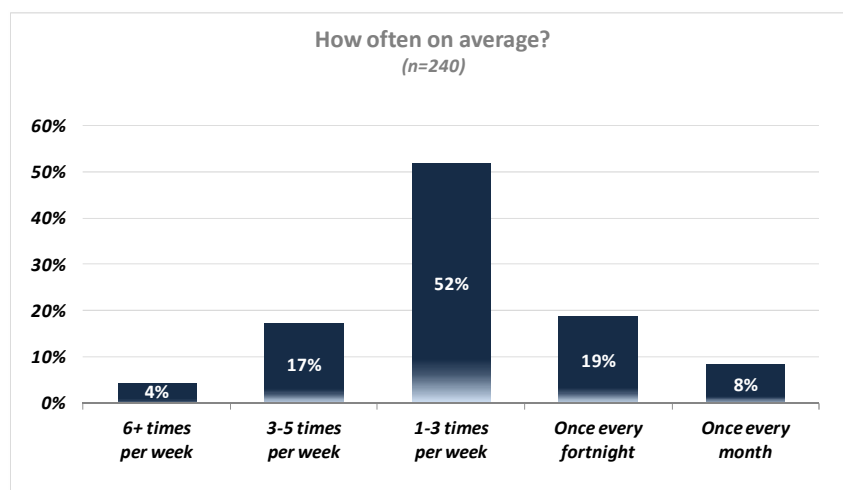
The following definition was included with this section: "Recreational activities are pursued for enjoyment, amusement or pleasure. Sports are structured activities that involve competing against others - as an individual or in a team. 'Regularly' is defined as at least once a month."

Graph 7.1: Do you regularly participate in recreational activities with others?



Just under two-thirds of respondents claimed to regularly participate in recreational activities with others. This included 89 per cent of those aged 18-39, and 74 per cent of those living in the city centre.

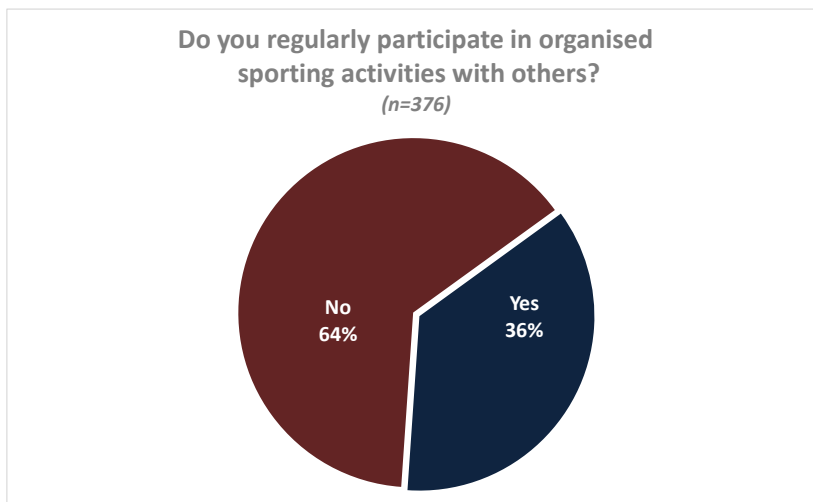
Graph 7.2: How often on average?



Of those participating in recreational activities, over half claimed to do so between one and three times per week.

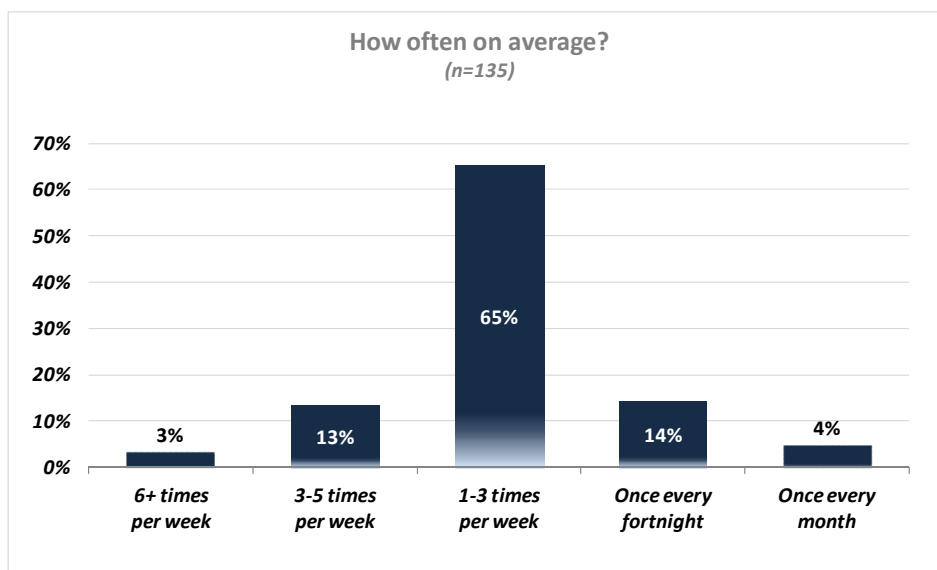


Graph 7.3: Do you regularly participate in organised sporting activities with others?



Just over one-third of those surveyed said they participated in organised sporting events. This included 45 per cent of those living in Coffs Harbour.

Graph 7.4: How often?

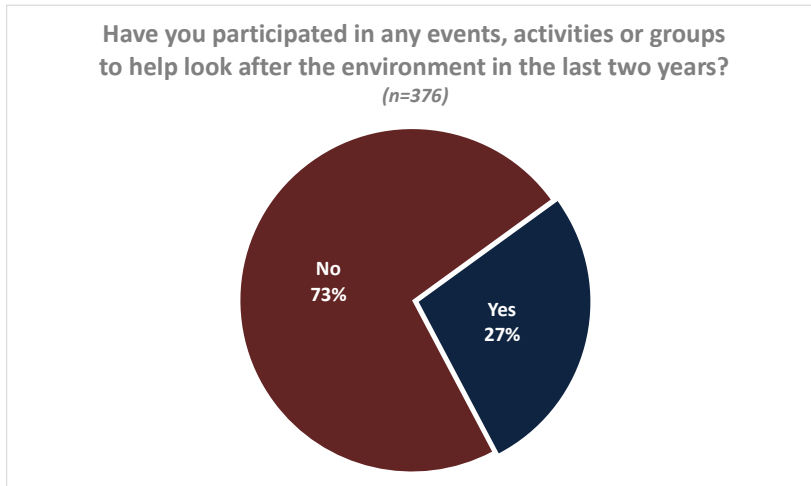


Of those participating in organised sport, almost two-thirds did so between one and three times per week.



Part 8: Environmental programs

Graph 8.1: Have you participated in any events, activities or groups to help look after the environment in the last two years?



Twenty seven per cent of those surveyed said they had participated in some form of environmental event, activity or group at some point over the past two years. This was consistent by age, gender and area.

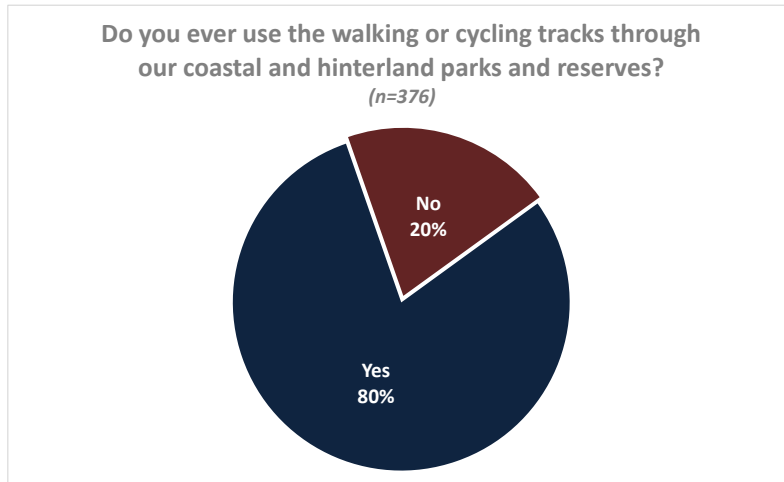
Those answering “yes” to this question were then asked (in an open-ended question) what this entailed. Most popular responses included:

- Landcare and/or bush regeneration (nominated by 24 per cent of those answering “yes”);
- Clean-up Australia Day (22 per cent);
- Attending a rally or workshop (15 per cent);
- Dunecare, picking up rubbish or assisting at Botanic Gardens (11 per cent each).



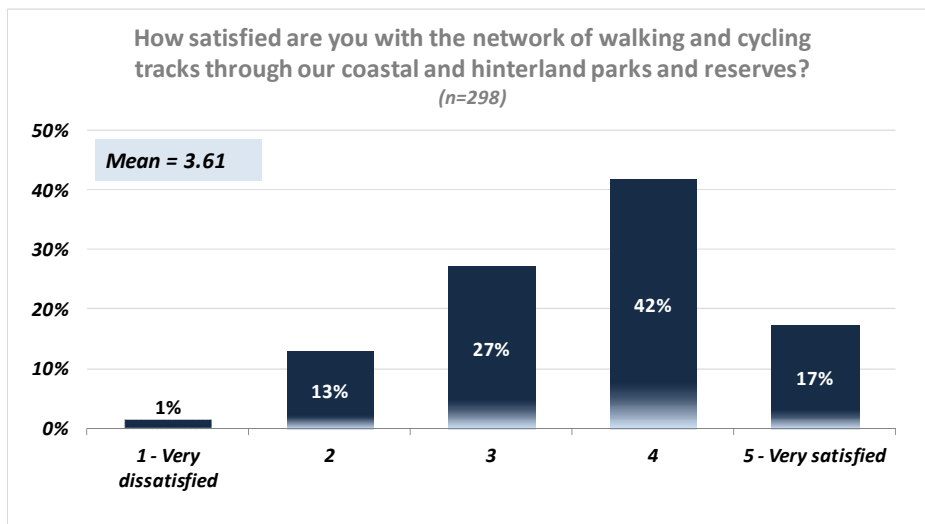
Part 9: Environmental access and learning

Graph 9.1: Do you ever use the walking or cycling tracks through our coastal and hinterland parks and reserves?



Four in five respondents said they used walking or cycling tracks within the LGA.

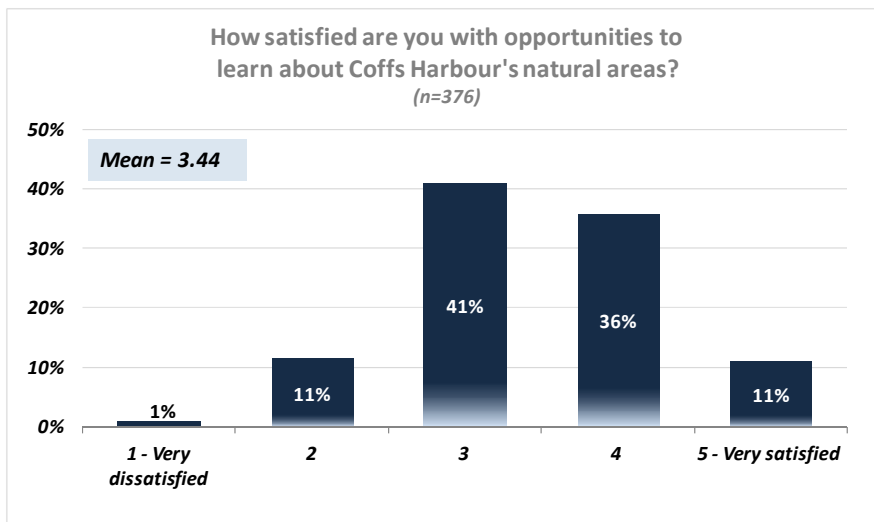
Graph 9.2: How satisfied are you with the network of walking and cycling tracks through our coastal and hinterland parks and reserves?



Of those using walking or cycling tracks, there was a high level of satisfaction. Three in five (59 per cent) provided a score of 4 or 5 (out of 5), against just 14 per cent expressing dissatisfaction. Those living in Coffs Harbour were the most satisfied.

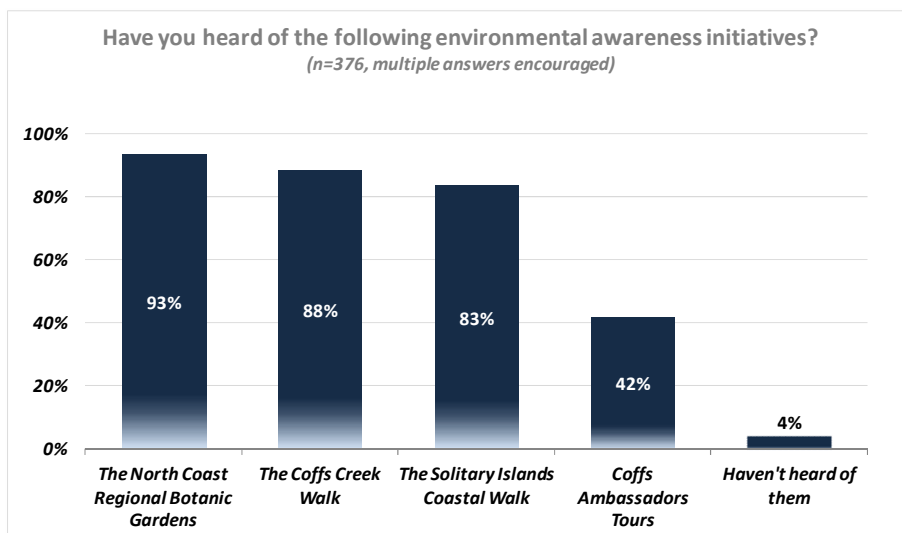


Graph 9.3: How satisfied are you with opportunities to learn about Coffs Harbour’s natural areas?



Some 41 per cent of respondents provided a mid-score of 3, suggesting they were neither satisfied nor dissatisfied with opportunities to learn about the region’s natural areas. Of those who were more definite in their views, 47 per cent were satisfied against just 12 per cent dissatisfied.

Graph 9.4: Have you heard of the following environmental awareness initiatives?

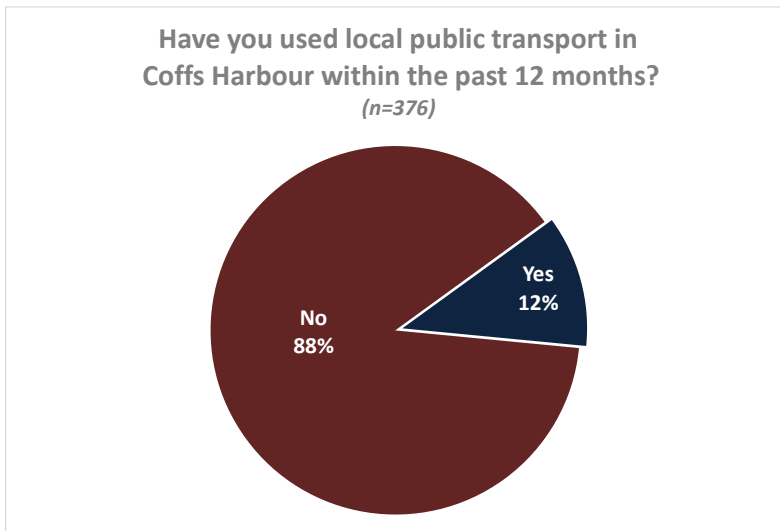


In terms of specific environmental initiatives, awareness was extremely high for the Botanic Gardens (nominated by 93 per cent of respondents), the Coffs Creek Walk (88 per cent) and the Solitary Islands Coastal Walk (83 per cent). Meanwhile four in ten claimed familiarity with the Ambassador Tours.



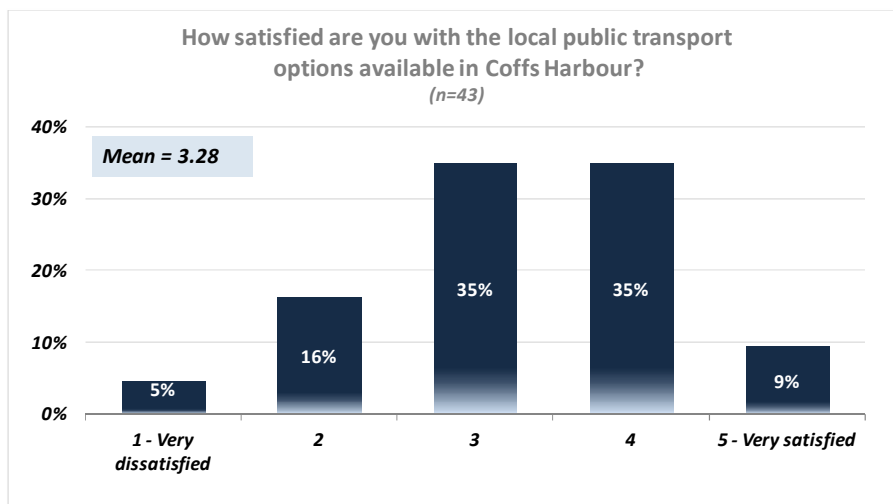
Part 10: Public transport use

Graph 10.1: Have you used local public transport in Coffs Harbour within the past 12 months?



Only one in eight respondents said they had used local public transport within the last year. Usage was highest among those living in the LGA's south (at 17 per cent).

Graph 10.2: How satisfied are you with the local public transport options available in Coffs Harbour?

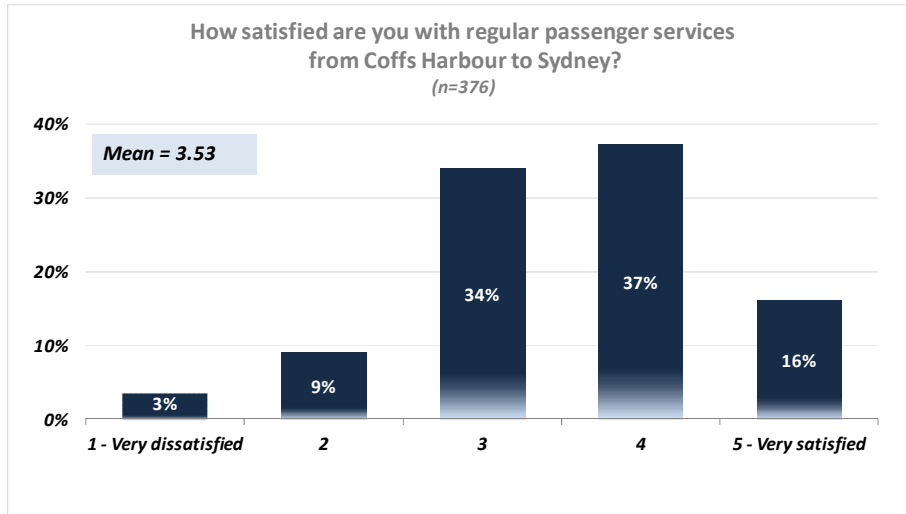


Although 44 per cent of all respondents said they were satisfied or very satisfied with local public transport, this result should be treated with caution given the extremely low usage patterns shown above.



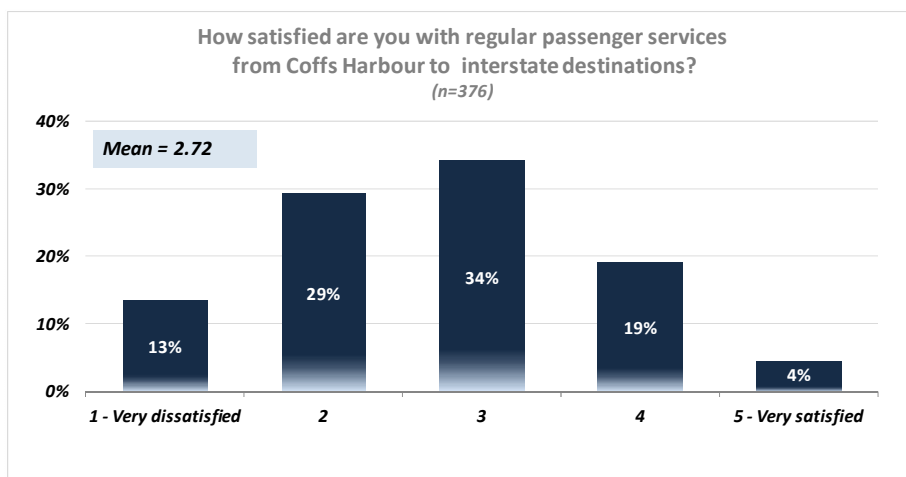
Part 11: Sydney and interstate transport connections

Graph 11.1: How satisfied are you with regular passenger services (including air, rail and coach) from Coffs Harbour to Sydney?



There was a reasonably high level of satisfaction with passenger services to Sydney, with 53 per cent satisfied against 12 per cent dissatisfied. Men were more satisfied than women, while results were consistent by age and location.

Graph 11.2: How satisfied are you with regular passenger services (including air, rail and coach) from Coffs Harbour to interstate destinations?

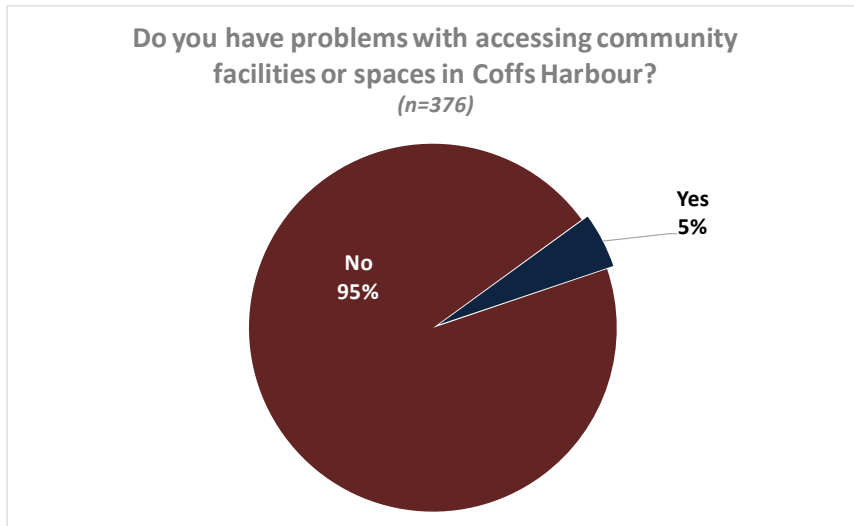


Satisfaction was far lower in relation to services to interstate destinations. In this instance just 23 per cent were satisfied, against 42 per cent dissatisfied.

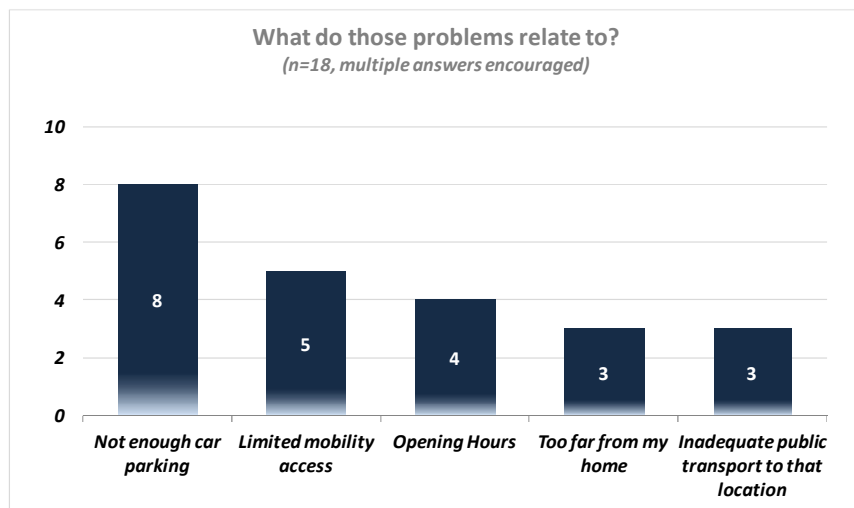


Part 12: Community spaces

Graph 12.1: Do you have problems with accessing community facilities or spaces in Coffs Harbour?



Graph 12.2: If yes, what does the problem relate to?



Only 5 per cent of respondents claimed to have access issues for community facilities or spaces. Of these, lack of car parking was the main issue raised. (However these results are statistically unreliable due to the extremely small sample size).



Table 12.1: Are there any particular community facilities or spaces to which this problem (or these problems) apply?

<i>Are there any particular community facilities or spaces to which this problem (or these problems) apply?</i>
Woolgoolga Swimming Pool is far too small. I have lived there for 30 years and the pool size has remained the same. A disgrace !!!
Skate park, Brelsford Park playgrounds, other playgrounds and parks
Skate park
Sawtell library Lyons Rd.....no cemented paths
RTA, NRMA, Council and getting from Nana Glen to Coffs Harbour
Public toilets in this area
Oval and motor bike circuited, lack of accessible parking, footpaths and facilities.
Nothing specific, just a generalisation. Parking problems mainly occur pre school and after school hours
no
Library, pool
Lack of footpaths and uneven footpaths
Hospital

Those with access issues were also invited to address any specific facilities or spaces that caused them access issues. Twelve chose to do so, and their verbatim responses are shown in Table 12.1, above.



Part 13: Final suggestions and ideas

The survey concluded with respondents being invited to offer final ideas or suggestions to improve community wellbeing. Over 200 took advantage of the opportunity, and their (largely verbatim) responses are shown in their entirety in Appendix 2.

A summary of the most noted comments, together with the number of times they were mentioned, is shown in Table 13.1, below:

Table 13.1: Summary of most noted final suggestions and ideas

Do you have any final suggestions or ideas about how community well-being can be improved in Coffs Harbour?	Count
We need/want a cultural and/or events centre	40
More and/or better upkeep of Coffs cycleways and footpaths	38
Better connections between different Coffs Harbour areas	20
Improved Public Transport	17
Stronger policing/safer community through security	15
A Coffs-Harbour bypass	10
Direct flights to Brisbane	5

However these brief descriptions can't do justice to the rich variety or context of comments. We would hence recommend those interested to read Appendix 2 in order to gain a better perspective on what panellists see as important.



Appendix 1: Satisfaction Mean scores, by age, gender and location

Statement	Age			Gender		Location			
	18-39	40-59	60+	Male	Female	North	West	City	South
Thinking about your own life here in Coffs Harbour, to what extent do you feel part of the community?	3.44	3.45	3.66	3.63	3.48	3.56	3.30	3.49	3.68
How safe do you feel: At home alone during the day	4.56	4.67	4.41	4.57	4.52	4.57	4.70	4.54	4.46
How safe do you feel: At home alone at night	3.63	4.17	4.05	4.22	3.96	4.16	4.50	4.01	3.93
Walking alone in your local area during the day	4.22	4.54	4.29	4.40	4.41	4.53	4.33	4.32	4.38
Walking alone in your local area at night	2.81	3.12	3.00	3.40	2.74	3.32	3.53	2.72	2.91
How lively is Coffs Harbour: During the day	3.54	3.56	3.48	3.45	3.58	3.51	3.43	3.56	3.50
How lively is Coffs Harbour: At night	2.00	1.99	2.10	2.07	2.02	2.16	1.93	2.03	1.95
Do you feel you have the opportunity to have your say on important issues that impact your community?	2.93	2.96	3.16	2.97	3.12	3.01	3.20	2.89	3.29
How satisfied are you with the opportunities to attend arts and cultural activities in the local area?	3.30	3.22	3.32	3.34	3.21	3.23	3.00	3.30	3.36
How satisfied are you with the network of walking and cycling tracks through our coastal and hinterland parks and reserves?	3.50	3.53	3.72	3.62	3.60	3.31	3.50	3.86	3.74
How satisfied are you with opportunities to learn about Coffs Harbour's natural areas?	3.41	3.40	3.49	3.50	3.39	3.35	3.30	3.47	3.57
How satisfied are you with the local public transport options available in Coffs Harbour?	3.00	3.10	3.50	3.27	3.29	2.50	2.50	3.59	3.40
How satisfied are you with regular passenger services from Coffs Harbour to Sydney?	3.63	3.42	3.64	3.69	3.40	3.36	3.50	3.56	3.74
How satisfied are you with regular passenger services from Coffs Harbour to interstate destinations?	2.78	2.59	2.84	2.81	2.64	2.62	2.67	2.67	2.97



Appendix 2: Final suggestions or ideas

<p><i>Do you have any final suggestions or ideas about how community well-being can be improved in Coffs Harbour? Please tell us here.</i></p>
<p>A community /civic centre is very much needed to encourage big out of town productions .</p>
<p>A cycle track for middle Boambee linking with other cycle tracks and allowing students to safely ride their bikes to school. Boambee Primary. Build an entertainment centre for Coffs. Improve the parklands near the fishing club adjacent to the jetty.</p>
<p>A decent entertainment Centre is a must have. An I would also like to see a midweek direct flight between Coffs harbour and Melbourne</p>
<p>A Face book community events and neighbourhood watch site</p>
<p>A large entertainment centre like the wonderful Glasshouse at Port Macquarie</p>
<p>A larger entertainment venue for concerts etc., more cultural events and a bypass for Coffs Harbour.</p>
<p>A light rail service should be planned for the future between Coffs Harbour CBD, Jetty and Park Beach through to PBP. Get daily air services direct to Melbourne and Brisbane</p>
<p>A lot of community (charity-type) activities and library activities only occur mid-week which means that those of us who work outside the Coffs City Centre cannot attend.</p>
<p>A new multipurpose art gallery, convention/meeting and cultural centre to optimise opportunities and those we currently miss out on. Completion of a safe cycleway along Lyons Rd to the interchange with the Pacific Hwy especially as it has become part of the annual Cycle Challenge.</p>
<p>A regular air service between Coffs and Brisbane. Cycle lanes from Coffs to Coramba/ Nana Glen. More musical events for young people.</p>
<p>A serious venue for large-scale cultural events, not just sports, and rock in the rain and car races. "if you build it, they will come."</p>
<p>A small fleet of shuttle buses used to connect the outer arrears to Coffs each day, would be good. Public transport remains the biggest issue for me, so many older people don't drive anymore and don't like the big buses. Getting them to Coffs would be good. It should be costed to be fair anyone to use.</p>
<p>Allow more high rise development to attract more tourists. Tourists want to be able to stay in accommodation that offers spectacular ocean views and accommodation that is within walking distance to restaurants. The Jetty restaurant area is a complete dump compared with other tourist destinations.</p>
<p>Allow us to see the coast at more places. It is largely a hidden treasure.</p>
<p>Although I don't realistically expect anything to be done about it, I believe there is a need for better access to public mental health services. I have recently started studying at university as my pathway to becoming a psychologist, as a direct result of my experience with the horrific "drug 'em up and push 'em out the door" policy of the local hospital mental health services. I don't blame Coffs for this nationally endemic public health disaster, but I can still hope for better.</p>
<p>An aged care centre is long overdue.</p>
<p>An increase of activities within the arts sector. A new art gallery would be great to begin with. A civic centre that would allow and attract artists to perform outside the stop gap of the RSL type clubs that have poor and outdated facilities. Slow up on the SPORTS mentality we have great grounds already.</p>
<p>An international entertainment venue ,not the silly currency venues that we have. Too small . We are in the middle of Brisbane and Sydney. Ideal situation.</p>



Another skate park for younger children
Anything that can keep us safe from Jihadists would be welcome.
Being a restricted Vision member of the Community, I would like to be able to SEE more of the raised sections (stairs/paths Shop front d/ways) White strip painted
Better bike tracks and information signs on the Northern Beaches
Better development of cultural activities in the city
Better facilities for pedestrian traffic on streets and roads so that we do not have to drive and thus not have opportunity to meet with people. Better library and museum facilities especially for children. Improved access to and better playgrounds for children.
Better rail services to Sydney and Brisbane.
Better regular airline access to other capital cities.
Better security, e.g. lighting at public car parks at beach, jetty etc. More garbage bins.
Better upkeep of cycle paths please - always littered with debris and not wide enough if used as shared walkways. Fitness areas in parks and open up the foreshore with boardwalks like the Broadwater at Labrador Gold Coast.
Better upkeep of existing cycle paths and extension of cycle paths. Not shared paths, actual cycle paths so you can go for a decent ride safely and not have to dodge pedestrians constantly. Make it easier to ride to work to help beat the obesity problem, put Coffs on the map as a healthy city. Exercise parks and paths like on Gold Coast and more open community parks to encourage people to get out and enjoy our beautiful coastal areas.
Bike path around sandy beach
Build an entertainment centre on city hill
Build the Cultural centre so that Coffs people don't need to travel to Port Macquarie and we can have large scale professional performances here. We have not had a ballet company or orchestra visit here since the Civic Centre was pulled down. The result? Cultural illiteracy for our young people whose cultural experience centres on tasteless shows of mediocre talent with mediocre judges like The X Factor and Australia's got talent. We need some class here.
By greater creation of job opportunities for all ages especially our youth.
car parking i.e. hospitals doctors etc.
Cheaper advertising for community events in The Advocate.
City planning to enhance and encourage the environmental highlights of the region. Cycle ways, walkways, improved arts in the area move the highway, world class aquatic centre more community infrastructure that bring community together.
Coffs harbour has the community sprit but we must sell it better to locals and more so to visitors. You can travel around Australia and see other towns have a lot facilities in Coffs we have ample but we must sell it better. Coffs could be a vibrant town again like the 70's n 80's.
Coffs Harbour is more than the centre. The Northern Beaches invariably struggle to achieve the same standard of amenity. A cycleway linking the northern beaches of Emerald and Sandy to Woolgoolga is essential infrastructure, hopefully in the near future.
Coffs Harbour lacks a uniformity in commercial areas and social areas. Closed shops and cafes & restaurants are not a positive aspect of Coffs
Coffs Harbour need to have a much more lively City Centre. Culture is lacking. Public transport is bad, particularly on Sundays. Preservation of our natural beauty is a must.
Coffs Harbour needs a purpose build and professionally run Performing Arts Centre.



Coffs neighbourhood watch on Face book like Nambucca has so the community is aware of the crime going on in their area
Community/Town Hall - not needing to use the RSL
Complete safe cycle ways linking towns and villages. Less paperwork for event organisers.
Consult with general public and not just minority single purpose groups
Continuous Cycle way from Red rock to Sawtell. Scented garden, fountain and parkland in brelsford park. Cultural centre, cafes, park on the southern side of Coffs Harbour in old quarry area... Think Butchart Gardens, Canada Kerb and guttering in the northern suburbs. Sandy, emerald and sapphire. Pedestrian friendly city centre and jetty strip. Beautiful parkland around jetty Beach with views to the water.
Council needs to focus on its core activities and not duplicate the activities covered by the State.
Council rates are paid to ensure that roads, rubbish, water, sewerage, and local small parks, roundabouts, hubs and medium strips etc are maintained. Council should be about this rather than continued new spending that result in cash blow-outs and that have put my rates up every year since moving here 12 years ago. It is now cheaper to buy and maintain a home in Campbelltown NSW (incl rates etc) than to live here, there is no difference in crime stats & demographics, unemployment is actually higher here in Coffs. I want my kids to be able to buy a home here one day and to be able to make a living here but if council keeps spending beyond the budget the way it does, this wont be possible. Money and debt (incl council rates) are the big affectors of family wellbeing. But you guys probably only want to here from comments that you want to here from, comments that dont challenge what you have done over the years in terms of local government spending.
Crack down on alcohol consumption and violence in the CBD. It spills out into the suburbs at 2:00am! Crack down on graffiti.
Create more car parking space at the Coffs Harbour base hospital.
Cycle/ foot path from James Small drive to Diggers Beach Rd.
Definitely a better stocked library is a MUST. A larger, purpose-built art gallery is on the must list too, along with a proper theatre ,even though the Jetty Theatre is cute!
Desperately need to find way of viably financing a performing arts theatre, 600-700 seats, tiered; full fly tower, stage and backstage, acoustically isolated. Coffs' cultural, economic and population growth will continue to be stunted without it, with consequent deleterious impacts on quality of life and opportunities, particularly for our youth. We MUST find a way of getting Govt support for the bulk of the cost.
Develop the food and tourist trail in the Orara Valley
Direct flights to major capital cities.
Don't make it clouded in red tape. No licenses or fees for using bike paths, skate parks etc. Encourage people to use and enjoy the wonderful facilities that we all have access too. Also building on the jetty foreshores for specific groups (commercial or leisure) and not allowing normal regular constituents to enjoy these areas freely.
Effective public transport particularly servicing villages west of red hill. meals on wheels west of Coffs
Encourage the teaching of care for the environment and one another in schools and kindergartens.
Ensure the library continues to get the full support of the council
Entertainment centre
Entertainment centre and co located art gallery in Coffs Harbour
Entertainment Centre in heart of city More cleaning of toilets at Jetty Foreshores, often filthy.



<p>Every 6 months the council can clean our creeks and waterways, such things as shopping trolleys in our beautiful creeks, a 4 man team supplied with the necessary safety equipment to enter these creeks and clean out the trash that has sat their for years, it would not be that hard and these beautiful waterways will bring tourist which will improve our tourist destination holiday makers with the beauty of our coast and surrounding areas.</p>
<p>Facilities for the aged and disable need to keep being addressed and added to regularly as the population here is aging more.</p>
<p>Facilities should be spread out to the other areas in the LGA not just in Coffs itself</p>
<p>Fast track a highway traffic bypass .</p>
<p>Fix the drug problem.</p>
<p>Fix up the roads and make driving around Coffs Harbour less of a trauma, especially during holidays and school hrs. Link areas and give people a choice instead of being all funnelled into a few bottlenecks, this would have a very calming effect on a majority of locals and visitors.</p>
<p>Flights. Need a service to Brisbane. Urgently.</p>
<p>For genuine community wellness, Council needs to take the initiative to reduce liquor trading hours. Trial a period of trading from 12pm-10pm. Be a leader, not a follower. So many problems in the community happen after midnight, and they are usually alcohol related. Coffs is small enough, by that I mean we don't have a huge amount of night clubs. Close the venues at 10pm and see what difference it makes to the community. I bet it makes a huge difference to crime in the town. Thanks.</p>
<p>Foreshore amenities, hospital parking, CBD by-pass.</p>
<p>Free sporting facilities like a beachside outdoor basketball court at the Jetty</p>
<p>Have more parades like in old days</p>
<p>Have more parades like in the old days</p>
<p>Having community days, e.g. in a particular area, as in say, around a few local streets, could have market stall day, like in Sawtell, other activities.</p>
<p>Highway bypass of Coffs</p>
<p>Holding open community forums on a regular basis (say 2-3 times per year) not necessarily immediate issue-based</p>
<p>I believe the focus should be on basic, simple, natural activities and facilities. Not noisy activities and events like speed boat racing and car rallies. In my experience, most people and families are looking for a quiet, normal and natural existence. People and families come to the area for a better and more healthy life. My feeling is DON'T BEAT IT UP INTO SOMETHING NOISY AND UNNATURAL . Keep everything quiet and peaceful.</p>
<p>I can't think at the moment will think on this and answer next time</p>
<p>I feel that Coffs Harbour is doing a great job and is the best country town in NSW but it could do more for all the aged people in the area.</p>
<p>I feel there could be increased initiatives that have the aim of promoting local businesses. We do have advertising opportunities such as in the 'Focus Magazine,' but I feel there could be improvements made, such as a few free advertising opportunities.</p>
<p>I feel there is a lack of music in the city area - buskers, cafe musos. This would be particularly appealing of an evening. Performances would, of course, have to be of a standard. This relates to the question about Arts and Culture - there is quite a lot available but at a cost and many can't afford it. On another matter, the system of cycle ways and paths is quite extensive but the paths are too narrow for shared use and there are very few locations where the elderly can walk safely.</p>



I live in Middle Boambee, we have no footpaths and no public bus service but a population age that is probably above the Coffs average. We would use a bus to Toormina or the Coffs centre if available and eventually we will need to move from our home due to a lack of public transport. We have lovely areas to walk near our home for recreation and health but most of us cannot because of dangerous dogs, sometimes in packs that are allowed to roam. If we can all see them why can't the Ranger? We do not feel safe walking near our home. Similarly our peace and quiet and sleep is frequently disturbed by barking dogs, nothing long term is ever done about these complaints so people eventually don't bother to report these incidents. Council is not fulfilling its responsibilities in this regard...

I manage to get to Jetty Theatre Productions and other events at various clubs & because I am fortunate enough to have a married daughter with hubby and children living in Coffs I do get to lots of Sporting, Music & School Events. I did attend an Aged Care Expo recently at Coffs Ex which was excellent. I feel very sad for those in the community with no family and few or no friends. Some activity to get them involved would be great. Perhaps a combined aged/youth activity or interaction event could be worthwhile. Maybe a seminar on mutual respect between aged and youth and cultures could be worthwhile. I have lived a very fortunate life in terms of family, friends and career. I've not had what I may have wanted BUT I've been blessed with all I've needed.

I often see large buses transporting only a few passengers. Perhaps smaller mini buses could be considered. More cost effective for bus companies with the possibility of more frequent services. (I advise that I drive to all my destinations).

I think Coffs is very community minded. I work full time in community services so prefer quiet relaxing in my down time. I attend church Sunday mornings but find some of the coast walks etc are always on that morning. Would love some sat or Sunday Afternoon

I think community wellbeing would be greatly enhanced by a dedicated Regional Art Gallery/Performing Arts Centre similar to the Glasshouse in Port Macquarie. We spend a small fortune every year, on flight, car and accommodation costs, travelling to Sydney and interstate capital cities and also to long established Regional galleries such as Armidale and Port Macquarie to see exhibitions and concerts. Coffs feels like a place to sleep, a beach and a highway, not a centre for the arts. Dr. Summers' expertise and enthusiasm has brought amazing exhibitions and small musical events to our town, but she is restricted to a tiny floor space in Rigby house. Coffs could offer so much more and involve the whole community.

I think it would be good to have walking/cycle paths connecting the villages on the northern beaches and going into Coffs Harbour. This would encourage people to exercise in a safe manner and visitors might also find this an attractive way to see our area.

I think there are a large amount of crazy drivers on the roads around Coffs City and on the Highway in and out of the city - They are rude and always speeding and I regularly see people on the phone. I think more road police should be made available to make our area safer on the road

I think there needs to be more development of cafes and restaurants along the beach front.

I think we should have a "Civic Centre"/ Town hall/Performing Arts centre.

I want a proper pathway that goes down to the beach at Mullaway. It is very dangerous during school holidays and throughout the weekend. There is nowhere to walk with a stroller and young family. The cycle way stops at Darkum road. The fact that there is a somewhat blind corner as you travel by car back from the headland makes it very dangerous for children and families walking to the beach or to other coastal walkways. A pathway that continues along Mullaway Drive would be a very positive step in the right direction for the local community.

I would like to see a return of Coffs Brisbane air services



I would like to see the cultural centre built. There isn't a credible theatre here and we aren't getting touring theatre any more
I would love to have access to a cultured centre access is very fragmented as it is now. and as always some footpaths would make our life easier.
I would love to see Coffs with a wonderful venue for concerts and shows, we have great sporting facilities but the culture vultures do miss out. And of course the traffic is getting pretty hectic, especially along Hogbin Drive in the mornings. We do badly need a bypass.
I would love to see the new southern break wall lit so we can enjoy it at night safely as well as better lighting along the jetty foreshores.
I would use a shuttle bus to the hospital . Getting a park out there is a nightmare. Maybe there already is one that I don't know about.
important that services work with each other and not against. the main hospital is badly run. Staff demeanour is low and the people in charge could certainly do something to improve working conditions for staff. This region does not make the most of the good people in it . Youth unemployment is also a big problem which leads to lack of community well being.
Improve boat ramp and toilets at the boat ramp
Improve conditions of footpaths, road surfaces etc - or quite often just provide some!
Improve recycling education to reduce littering and rubbish.
Improve the car parking situation at the hospital without putting a cost onto the person parking. Improve the parking situation in front of the IGA at Woolgoolga, it should be at an angle like the rest of the town, it is a huge problem and near misses happen all day every day. Seal the road to the Woolgoolga Nature reserve, it gets washed out regularly and that becomes a deterrent to go and visit. Look into other forms of blueberry netting, something that does not keep turning our beautiful coastline and hills into a sculpture by Christo. Improve the parking situation out the front of the coffee shop Artisti and the back of the Presbyterian church in Coffs, the dip before you enter is too deep and wrecks cars. Turn Moonee st into a dining experience area, similar to some areas on the Gold Coast, lights, buskers, vibrancy, it would turn that area into a dining precinct like the Jetty, trust me it will work.
Improve the facilities in all parks and reserves and maintain them to a high standard to enhance the natural beauty of our region.
Improve the maintenance of bike tracks
Improved cleaning and security at the new skate park.
In my local area, kerb and guttering, footpaths/cycle ways, weekly bin service (not fortnightly), lifeguards on the beach
In the community consulting meetings on public subjects, have all suggestions noted by the Council so those meetings/suggestions become a matter of public record and make a difference in the decision making process. CURRENTLY, the community consultative meetings are lip service at best and an affront to honest consultative decision processes.
Increase bike path network and bike racks to increase opportunities to use bikes as a viable form of transport for the community. Close off city centre to cars.
Increase public transport in Woolgoolga including to / from Coffs. Complete Woolgoolga to Coffs cycle path and get it off the highway
increased grant funding for events, upgrades of low standard sporting facilities, upgrades of low standard walk-ways e.g. boardwalks and tracks, keep vehicles off dunes and beach, proactive action to deter pollution into waterways and lakes by way of media communication and reactive action by way of penalties for those who ignore pollution control.



Is there a web site for Coffs area activities
It is extremely unfortunate that we do not have a cultural centre such as port Macquarie does. To many including myself Coffs is a city without "soul". what culture there is fragmented and all over the place. I could not believe that an opera was held in a sports stadium
Keep crime down. Take hard line on drugs. Don't tolerate antisocial behaviour. Monitor Police results in local area.
keep the surveys going I also think the jetty areas should be left alone and not revamped.
Keeping our general area cleaner, repairing damaged council controlled items and not leaving them for months, make the show more pleasant to the eye.
Less growth
Local public transport is very poor and expensive, An improvement in this would be very beneficial to people who live in the outlying areas.
Look after the existing infrastructure before bowing to minority groups. More pressure on state and federal Government to get the bypass happening
Lower the rates to a level that pensioners can afford seeing that there are hardly any services apart from garbage collection.
Make Coffs Harbour as safe a place as possible for all people attending functions or facilities at night - whether this be by policing, security guards, cameras or a combination of the above. There should be more done to increase policing of theft of both businesses and private houses. I know this is not councils problem, but council can lobby for extra resources to help with this problem.
Make the foreshores more user friendly and safe, work/exercise stations along the foreshore that are safe to use early morning and late afternoon
Maybe plant fruit bearing trees near skate parks or playing fields so kids have something healthy to eat when they are in season, or anywhere in general would be nice. I did notice some nice spinach on one of the roundabouts, and thought that it was clever as people during the day wont be able to pick it due to traffic giving it a chance to grow. I'd think planting lots of fruit and vegetables strategically around the city could benefit the wellbeing of the community greatly.
Maybe young people who are unemployed could be given opportunities to help others. Sitting at home or being unproductive could lead to depression, a lack of self worth. People need meaningful things to do within the community so that they feel apart of the community.
Men's stuff to be better advertised and described.
More activities and culture for youth and young adults that doesn't involve drinking. A better environment and more facilities to entertain people where they aren't drinking. Thank you for the skate park, that is wonderful.
More aged care transport.
More ambassador tours and similar events please
More arts and cultural events. Police dog-free beaches and act on breaches. Liven up the city centre, especially at night and on weekends.
More attention could be given to the northern beaches area, not just Coffs harbour and suburbs south of it
More bins in all play areas for children
More cafes along the jetty foreshores.
More cafe's and bars on Ocean Parade Park Beach. Convert some of Park Beach caravan Park to Restaurant/bar/cafe/commercial strip above the playground near the surf club (similar to South West Rocks).



More community seniors activities in Northern Beaches
More cultural activities. At one stage we were visited by live theatre (conducted in a large marquee) but not anymore. Why?
More cycle ways would be good, especially in areas other than inner Coffs Harbour.
More cycle ways, especially northern beaches, off the highway.
More cycle ways/walkways. Having a town hall to have performances in.
More facilities for the disabled would be a big help
More flights to other cities apart from Sydney
More focus on lessening the amount of rubbish that can be found left lying around. Entertainment facility would be handy.
More footpaths so you feel safer to walk around in the neighbourhood. Fix pedestrian infrastructure
More free parking should be provided at the hospital. Coffs Harbour should become a RV friendly city and not be so negative to RV tourists as they spend money in our city. We should enhance the vegetation not cut it down in our area e.g. the jetty area and Pioneer Park. Toilet facilities should be upgraded throughout the area and cleaned regularly. Areas outside the city should have a more equal share of the funding as they are being left behind.
More night public transport
More organised healthy walks
More parks scattered at various sights in Coffs and in all the other places between Coffs and Arrawarra, thus also providing more public toilet facilities.
More police
More Police Patrols during the night in areas outside Coffs Harbour city precinct.
More progressive events. More street culture. Bigger environmental awareness and actions, i.e. recycling bins in public areas.
More public transport to northern beaches curb and gutter at Fiddermans rd its a disgrace
more roundabouts and less traffic lights
More support from local council
Need for cooperation between groups to a common purpose
Negotiating to have a flight from Coffs to Gold Coast/Brisbane to enable people to attend to: medical appointments, business meetings, mining work and other employment without the stress and cost of either driving or flying to Sydney then flying back past home to get to QLD.
NO MOST OF THESE QUESTION RELATE TO BEING IN COFFS ITSELF NOT OUT LYING AREAS. DAILY PUBLIC TRANSPORT AVAILABILITY FOR THOSE UNABLE TO DRIVE BUT NOT NECESSARILY ABLE TO USE COMMUNITY TRANSPORT ASSOC. AS YOU HAVE TO GIVE THREE DAYS NOTICE. DOCTORS ETC.
Nothing, the country's (EXPLETIVE)... Too many illegal immigrants making the place more violent
Not really, but it is a gem in NSW... hopefully it stays like that.
Not wasting council monies appealing judicial judgements when we are going to fail. Look at the money wasted by (in my opinion) by Mayor (name deleted)
Ongoing development of open space areas - i.e. Jetty foreshores. Look to create a connectiveness of precincts - Jetty/Plaza/City Centre, maybe a light rail or tram, would double as a tourist attraction.



<p>Perhaps some activities that involve greater interaction between the younger residents and the aged residents so that each has greater understanding, appreciation, respect & empathy for each other. Maybe aged mentors invited to be involved in various activities. This is a complicated thing to do in today's society due to child protection safety issues etc. I don't know but hope someone has a fantastic suggestion. We all need to care about the Wellbeing of our Community especially in our rapidly changing society.</p>
<p>Picnic/relaxing sitting areas overlooking beaches needed not as at present where they are hidden behind sand dunes - Woolgoolga beach reserve is excellent for this/Jetty and Park Beach extremely poor.</p>
<p>Please fix damaged walkways and pathways one in particular is the pathway leading to and from the little jetty in the area off the Dolphin Pool and not put orange hazard barriers around the damaged area. Another one is the orange barriers at Park Beach Park boarding the park and the water This practice seems to be a habit within this council in the last few years. I'm sure there are many more areas that require a lot of love and care to repair the damage areas in our community.</p>
<p>Please put a needle bin somewhere else besides outside woollies in Park Ave. I self inject 3x a week and as far as I know, the only other venues to dispose of syringes in bulk are at the waste collection centre and at the hospital - neither venue is easily accessible for me (I have MS). Please don't tell me to take them to a chemist as I have been down that route and they want to charge me - which I can't afford. Also, I would like to see ALL businesses assessed for disabled access as some older places are not all that accessible if you have difficulty getting up stairs.</p>
<p>Promote Thursday and Saturday morning markets in centre of town</p>
<p>Provide more follow-through. Some time ago, there was an on-line forum where residents could put forward opinions, hopes, dreams re: art & cultural centre. But after a flurry of initial interest, it seemed to die out. Or was abandoned. It was never followed-through. You get the feeling that ... nobody's listening. Nobody really cares. Just so much lip-service ... so disappointing.</p>
<p>Provide seats at bus stops around town as many of the people who need to catch buses are elderly .</p>
<p>Provision of a sound wall at Emerald Beach. Expansion of existing safe cycling and walking tracks. Continued development of The Jetty area - removal of scrub to open up the beach and make it safer for the public. The toilets are usually pretty grotty. More up-to-date resources in the libraries - ours are very basic compared with those on the Gold Coast. Overall, we are very grateful to live in an amazing area. We are both still working so don't take full advantage of what is offered but love the beaches and our local national park area.</p>
<p>Public Awareness Campaigns targeting ALL demographics. starting from school and through to senior Citizens care establishments</p>
<p>Put in a hall for concerts and plays so the community has a place to go like the old civic centre</p>
<p>put some fitness equipment (as Councils in QLD do i.e. Southport and Noosa)that people can do exercise with, maybe in reserves that are run by council and have more protection from thugs, so suggest Boambee reserve etc.</p>
<p>Reasonably priced activities for youth (e.g. all-ages concerts/battle of the bands, etc) Better lighting in some areas for greater security (e.g. along the newer section of Hogbin drive, particularly between the bridge and Watsonia Avenue)</p>
<p>Reduce sponsorship of elite sporting events and or visiting sports teams and facilities used by a very small percentage of your rate payers, redirect that wasted finance into community service and not into over inflated payroll packages. Cut back on Council wastage and only support your managers for achieving good management and not for repeated mismanagement of funds, staff and equipment. Thank you.</p>



<p>A VERY poor survey, so many times, because an answer MUST be supplied, the wrong conclusions will be gained. ie 7 is a yes/no question, 8 asks you to rate it even if you tick no !!, 18 rate it even if you have never used it and there are others, just plain DUMB. Possibly better for me not to submit really.</p>
<p>Remember the northern beaches. The jetty beach area is for everyone not just the rich</p>
<p>Remember you have outlying suburbs that require better walkways, cycle ways, (off the highway), no point having tracks that lead to nowhere. Better access to bus stops etc to help with safety and access to Coffs Harbour for facilities. Better lighting on streets in Woolgoolga both for vehicular and personal safety. E.g.. High Street Access from River Street is a large intersection leading to the sporting fields with no lighting in place to see where the turn is at night, as headlights don't show the street until after you have turned into it and you then can see the centre line.</p>
<p>Repair cycle ways and add more street lighting, good paths, repairs to gutters in streets that aren't trip hazards i.e.. Cnr Joyce & Argyll St</p>
<p>Review disability access. Some disable toilet doors are too heavy for people to open on their own.</p>
<p>Roads need regular maintenance More foot paths</p>
<p>Safe cycle ways and walkways.</p>
<p>Safer areas for women to go for a jog or walk, but which aren't along a busy road. The Coffs Creek Walk is a bit creepy in places when it's not busy. A water park for kids to play in when it's hot would be a good idea such as the jetty foreshore (e.g. Hervey Bay).</p>
<p>Safer cycle lanes for commuters, including more effort by Council and others to complete construction work more quickly when cycle ways are blocked by the works - e.g. recent interruptions to Orlando Street cycle lanes were unacceptable and downright dangerous for cyclists, and the work took four times as long as it should have.</p>
<p>Seating for all bus stops, sun and rain covering for those seats. I have back problems and standing for long periods limit my activities.</p>
<p>Security cameras in the parking centres, more security personnel in pairs doing rounds in shopping areas especially at night in the city centre. More patrolling of the local beaches and fining people with dogs on beaches where dogs are not allowed and also fining people for dogs running off leashes where dogs are allowed on a leash only. I have a dog and am too frightened of him being attacked by dogs not properly restrained by owners. This is a major problem in our community which reflects badly for tourism, especially families who don't feel safe on our beaches. I also think we need cameras in public toilets to help reduce vandalism. Coffs has the worst public toilet facilities within the parks and reserves and beachside areas. Perhaps we need to discover how other councils keep their loos safe and reduce vandalism.</p>
<p>Spend less money on the gardens in the roundabouts and more on the potholes in the roads.</p>
<p>Stop businesses from changing residential old homes into businesses which sprawl to the jetty and along the highway. Would like to see empty business spaces in the CBD occupied. would like to see residential accommodation built above the CBD businesses to encourage activity and growth of local business and activities. Love the plants in the roundabouts and trees along the roadways. Would like to see a Marine museum or like at the Quarry in the harbour and the marina extended. Hope that the slipway is allowed back after the cleanup.</p>
<p>Suitable centre capable for bigger events e.g. dance eisteddfod, shows</p>



Thank you for linking up cycleway/pathways eg. Bunnings to KFC.. and completing linking coastal walkways. Well done on the skate park! And the adjoining kids park full of rides! All well used! Can I suggest more of these things being created for the great well being experiences for locals and for great memories for tourists (as a Coffs Harbour attraction). Well done on the recently created Korora TV tower lookout platform. It was well used the day I went already. I actually found it by accident?! Thank you for constantly improving the Hogbin Drive cycleway. One other thing (I may have missed it) but I would love to see an obvious link on the CHCC website to an email page for improvement ideas for the city so as I think of positive things I could simply email them to you.

Thank you for the opportunity to participate as a member of your online survey panel. I feel community well-being can be improved in the Coffs Harbour region by providing more late night public transport from Coffs Harbour to the Woolgoolga and the northern beaches. It is very frightening when you miss the last bus to Woolgoolga and you have no way to get back to your home in Emerald Beach and no money for a cab. My answers in relation to how safe I feel are based on my feelings about being alone in Emerald Beach day or night. As my son and I have lived here for over 10 years, we feel very safe in our community of Emerald Beach. I do not feel particularly safe in Coffs Harbour at night. Especially after the last bus to Woolgoolga has left promptly at 5.30pm and the bus you got on at Cook Dr to get into Coffs was running late and didn't arrive in Coffs until 5.32. That happened to me three times in the first week while my car was in for repairs and I worked in Cook Dr. So, more regular "peak hour" bus services would certainly go a long way towards increasing community well-being. In addition, more services are needed to Moonee shopping centre from the northern beaches and vice versa. It stands to reason that one would be required eventually as it is the nearest major shopping venue for residents north of Moonee and as the population grows, so should the services provided by Council. Thank you for your time

The Council needs to implement all the sustainable living options mentioned in their 2030 Vision Plan.

The Council should be reserving agricultural land (if necessary compensating owners) to ensure that Coffs Harbour can provide sufficient food to feed the town and surrounding area. The Council should strongly encourage the use of rain water tanks and solar power, to give the area a degree of resilience and not be so dependent on the provision of these services from elsewhere. The provision of cycle ways should be considered an important service.

The footpaths down near the Jetty to the fishing club need fixing as I twisted my ankle about two weeks ago. The paths need to be just a foot wider. Otherwise good.

The new festival of Surf that took place earlier this year needs to be much more SHARING of our local surf environment. The festival of Surf should have as its Motto/Mantra "Share the waves, in a crowded ocean". These people are visitors to our surfing beaches and show the local surfing community very little to NO respect. The concept that they have applied to the festival surf sites of CLEARING the surf zone of all other surfers for the exclusive use of the Festival of Surf should not be condoned by council or other govt bodies. The Coffs local area has a lot of surf visitors from all over the world that pay for their stay in our district at all times of the year and to have these paying surf tourists exclude from our surfing beaches while the Festival of Surf is on for a handful of competitors is not good for the surfing tourism in Coffs harbour. I have more to say but not enough room here. I would like to talk to council about some of the problems and to discuss some answers the Festival of Surf has brought to Coffs Harbour for the local and visiting surfers.

The reason I don't feel safe walking around at night is that there are very few footpaths and street lights in Woolgoolga, making it extremely dangerous to navigate. While it the day it is often safer to walk on the road, this becomes a problem at night when visibility is poorer.

The road to south Sawtell headland is an eyesore. Need to see the water (less trees) around the jetty foreshore. A bypass for Coffs Harbour



<p>the spreading of commercial areas and the dominance of one group is not in this area is not really to community benefit.</p>
<p>There is a great OH & S need for large rocks or a barrier at Gallows to stop cars from going over the edge it only takes knocking off a hand brake or getting hit by a car that's hooning to go over the edge ...also more public toilets and places for people with disabilities to sit by the ocean</p>
<p>Things are on the improve.</p>
<p>Think more of the elderly</p>
<p>To not be so politically partisan in your approach to people assembling peacefully. To encourage local employment. Get the highway traffic out of the town centre, it's horrendous.</p>
<p>Toilet facilities near the Coffs Harbour boat ramp and near the new revamp North Wall area.</p>
<p>Train and air services are an absolute disgrace. Dogs on beaches are no better. Tidy Town idea is a laugh. Rubbish and graffiti on the streets is unbelievable. Roundabout gardens are very nice, but why not use plants that can still look good, an not only last a few weeks and have to be re planted.</p>
<p>Views of water along the jetty walk. Road improvements to Sawtell Headland, jetty , Skywalk Please look toward other towns - like Port Macquarie, Townsville for exciting city scapes.</p>
<p>Walking Tracks. These should be expanded and improved to encourage the community to walk more, especially on the Northern Beaches. The Coastal Walk is not very practical on the beach when the tide is high. There should be a signed alternative in such instances.</p>
<p>Watch your council spending to help keep costs down.</p>
<p>We are part of a multicultural community yet there is a conspicuous absence of this in our business precinct. I would like to see the blood donation bus parked in town on a regular basis as engagement in such pro-social activities supports community well being both physically and psychologically. There needs to be more evidence of our humanity- it is easy to include symbols of this through sculpture and art. Also signage that is clearly handcrafted speaks more powerfully to community than all fantastic plastic we have everywhere. The enormous success of shops like Happy Frog that have a clear environmental agenda continue to thrive where other commercial businesses have come and gone. This speaks to the values of the community and the fact that this is what people want- more connection to community. It is a pity that the antique shop owner can display his items on the street without being slugged a ridiculous amount by council. Antique items also speak to our humanity- a reminder of our connection to our history and other people.</p>
<p>We could use a town hall.</p>
<p>We NEED a Civic Centre where Coffs can get overseas artists and entertainment. We have NOTHING here .. we SHOULD!!!!</p>
<p>We need to find a way of reducing local youth unemployment. Maybe encourage more manufacturing, more tourism, build on more traineeships. I think the high unemployment is causing more issues in Coffs Harbour than anything else.</p>
<p>Well being is such a personal view so I would think this hard to generalise for me community is about an environment that looks and feels great - good infrastructure, great parks and gardens, clean beaches, ability of visitors to access our tourist spots with ease, and most importantly GET the HIGHWAY BYPASS COMPLETED BY RMS ASAP.</p>
<p>Whatever you can do to discourage loutish and drunken behaviour. Elderly people are frightened of the potential violence and avoid being around that situation if possible. 2. Ask for community participation through various service organizations e.g. Rotary</p>



While Coffs Harbour is a great place to live it has many social problems that appear to be swept under the carpet. I would like to see Council become more proactive in lobbying both the State and Federal governments and informing the community of the results. Our local members of parliament need to do more to assist the disadvantaged groups in our area.

Wish some eateries were open between 5 and 8pm - without the high costs I believe federal government has imposed for wages! Also more classical background music, rather than modern songs - the words of which often inappropriate when busy or talking!

With an indoor entertainment facility such as The Glasshouse in Port Macquarie. Maybe consider using the Bunning's South building for this purpose. For bands and indoor entertainment

Woolgoolga Swimming Pool lengthened and widened ! Coffs to have an Arts and Entertainment Centre as promised but not delivered. A lie! Disgraceful.

Would love to see a fitness walking track in Coffs and Woolgoolga (similar to Broadbeach) where along the track is exercise bars or benches etc and signs explaining how to use them.

Yes, whilst I believe our cycling/walking/running paths along Hogbin Drive, Coffs Creek Walk and some of the Coastal Walk are terrific, have you ever run along these tracks and at the same time, do battle with ignorant cycle riders who either have no warning bells or refuse to use them when coming flat out up behind an elderly person like myself who is out exercising which has almost ended up in a collision on more the one occasion. No wonder Motorist drive off the road, for they are doing the same to us pedestrians. I have to keep looking over my shoulder to make sure I do not get run over. When I do see them coming and stand my ground, they take a wide birth.

You have talked about walking paths which are great but as far as bike paths we have a long way to go which would be safe to get from the city to the beach or Sawtell etc. Also the new skate park while I am to old to use myself it has been great for the young with many positive comments coming from the young. I am a member of the local body boarding club and I hear so many good things about the skate park well done.

RESULTS OF ENGAGEMENT REGARDING CULTURAL FACILITIES

Purpose:

To inform Council of the outcomes of the recent community engagement regarding the provision of cultural facilities in Coffs Harbour.

Description of Item:

At the 10 April, 2014 meeting of Council, it was resolved that:

1. *Council undertakes a clear comprehensive community engagement process regarding the provision of an Entertainment Centre, Central Library and Regional Art Gallery.*
2. *A draft engagement strategy be developed and reported to Council for adoption.*

As a result of that a report, the engagement strategy was considered by Council at the 22 May, 2014 and the following was resolved:

That Council endorses the Community Engagement Strategy for the Provision of Cultural Facilities being an Entertainment Centre, Central Library and Regional Art Gallery.

The Engagement Strategy adopted by Council was undertaken and attached is the report outlining the results of survey.

This survey was both on-line and paper based. It involved the use of an online panel and also a widely promoted general community survey.

These results should be seen in light of some of the outcomes from the 2014 Survey on Community Wellbeing in Coffs Harbour which is the subject of a separate report to this meeting of Council. The relevant results from that survey are discussed in the issues section of this report.

Sustainability Assessment:

- **Environment**

The results of this survey have no environmental impacts.

- **Social**

The Survey provides information that assists Council in its future decision making regarding the provision of cultural facilities. It provided opportunities for the views of the community to be outlined in relation to a specific set of questions.

- **Civic Leadership**

This process demonstrated civic leadership in engaging with the community in relation future outcomes including provision of facilities.

- **Economic**

Broader Economic Implications

The findings of the survey have no specific broader economic impacts, those will need to be considered by Council in relation to the next steps in the provision of these facilities.

Delivery Program/Operational Plan Implications

The findings of the Cultural Facilities Survey will help to inform decision making in the development and implementation of Council services into the future. Any budget impacts will be subject to an evaluation as part of that decision making.

Risk Analysis:

As outlined in previous reports there is a reputational risk associated with undertaking any community engagement processes, although these were mitigated throughout this process.

Consultation:

In line with the Community Engagement Strategy, the following consultation was undertaken.

- Reference group established.
- Information package available in four page hard copy and on a dedicated webpage with a link to the general public survey.
- Members of the Online Survey Panel were sent the information package with two subsequent reminders.
- Media release issued and also sent to all Coffs Harbour City Council staff.
- Information on the survey included in the Wednesday Advocate Council Column.
- Included in the Mayor's Column.
- Various e-newsletters included an item regarding the survey.
- Flyers displayed at outlying village post offices and general stores, and at the Gallery, Jetty Memorial Theatre, Museum, Bunker Cartoon Gallery and the Council Depot.
- Hard copies of information sheet and survey at all Library branches and Council Chambers.
- Information included in rates notice to 28,500 rate payers.
- Link from the Coffs Harbour City Council Arts and Culture page and venue specific electronic distribution.

Related Policy and / or Precedents:

Council's Community Engagement Policy identifies the community's role in helping to set the strategic objectives, program priorities and service levels to be pursued by Council.

Statutory Requirements:

There are legislative requirements regarding this survey.

Issues:

As outlined, in the executive summary of the Survey Report, the following is important to note:

This survey, commissioned in September 2014 by Coffs Harbour City Council, was designed to help Council understand community sentiment towards new cultural facilities within the Coffs Harbour local government area. It comprised two parallel and identical surveys:

- 1. An online survey of 804 Coffs Harbour residents who had been randomly recruited by telephone over the previous six months. This online survey panel (hereafter "online panelists") had previously agreed to participate in ad-hoc Council surveys.*
- 2. A widely promoted general community survey (paper or online) for all those interested in providing feedback on this issue.*

The surveys were conducted over approximately five weeks in October/November 2014. By survey deadline, 401 valid responses had been received from the online survey panel, and 1195 valid responses received for the community survey.

This work was undertaken by Jetty Research on behalf of Council.

Among both samples, there was only limited support for a new purpose-built library or regional gallery. There was majority support (again by both samples) for a new performance space, but only limited support for the 12.5 per cent rate increase specified in the survey.

The overall result by individual facility is:

Library

- 32 per cent of online panelists and 36 per cent of community respondents felt a new purpose-built central library was necessary.*
- Of those agreeing a new library was necessary, 55 per cent of online panelists and 73 per cent of community respondents were willing to contribute to the costs as specified.*
- Of all respondents, 18 per cent of online panelists and 26 per cent of community respondents were willing to contribute to this to the rate increase specified.*

Regional Gallery

- 31 per cent of online panelists and 35 per cent of community respondents felt a new purpose-built regional gallery was necessary.*
- Of those agreeing a new gallery was necessary, 74 per cent of online panelists and 77 per cent of community respondents were willing to contribute to the costs as specified.*
- Of all respondents, 23 per cent of online panelists and 27 per cent of community respondents were willing to contribute to this to the rate increase specified.*

Performance Space

- *68 per cent of online panelists and 52 per cent of community respondents felt a new purpose-built performance space was necessary.*
- *Of those agreeing a new performance space was necessary, 34 per cent of online panelists and 57 per cent of community respondents were willing to contribute to the costs as specified.*
- *Of all respondents, 23 per cent of online panelists and 30 per cent of community respondents were willing to contribute to this to the rate increase specified.*

When the details which are contained in the final report are examined they are in line with some of the findings of the 2014 Survey on Community Wellbeing being reported to this meeting of Council separately. Part 6 of the report on the Community Wellbeing survey includes an arts and cultural activities section. Questions in that section include:

- Do you regularly attend arts and cultural activities?
- How often on average?
- How satisfied are you with the opportunities to attend arts and cultural activities in the local area?

The results of the surveys undertaken show some consistency in relation to the responses in these areas.

Given the results of the engagement regarding the provision of cultural facilities there are a number of options open to Council. There are three examined below:

Option 1 – No Further Action

No further action be taken on the provision of these facilities. Given the nature of some of the results particularly in relation to the Performance Space, that may be difficult to justify.

Option 2 – Further Action following finalisation of 'Funding Our Future' financial sustainability strategy

No further action at this time, until the current 'conversation' with the community regarding a special rate variation, as part of Council's financial sustainability strategy for the ongoing renewal and maintenance of infrastructure assets is resolved. Once there is a clear direction and process in place, then further investigation could be undertaken at that time.

Option 3 – Commence planning for one or more Facilities

This option would involve expenditure by Council on further engagement regarding location, professional fees for such things as site investigations, conceptual designs and cost estimates. This would also raise the expectation of the community regarding the provision of these facilities when the survey results do not suggest a clear mandate by the residents for this action.

Option 4 – Pursue a Special Rate Variation for Cultural Facility/ies

A special rate variation for the construction of one or more of these cultural facilities could be pursued, however, given the results of the survey this is unlikely to be embraced by the community or approved by IPART at this time.

Implementation Date / Priority:

The Survey Final Report will be posted on Council's website. Notice will be sent to the members of the Online Survey Panel, advising how to access the final report and thanking them for their participation in the Survey.

Recommendation:

That:

1. **Council note the results of the survey regarding the support for the provision of cultural facilities at this time.**
2. **Further action in relation to the provision of a new central library, a new regional gallery and a performance space be undertaken once Council's financial sustainability strategy for the ongoing renewal and maintenance of infrastructure assets is finalised.**
3. **The further action referred to above would be the subject of a Council report, prior to any such action being taken.**



A survey of Coffs Harbour LGA residents to measure support for new cultural facilities



An online and paper survey of 1,596 residents living in the Coffs Harbour local government area, conducted by Coffs Harbour City Council and analysed by Jetty Research

Draft final report dated December 5th 2014



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Executive summary

This survey, commissioned in September 2014 by Coffs Harbour City Council, was designed to help Council understand community sentiment towards new cultural facilities within the Coffs Harbour local government area. It comprised two parallel and identical surveys:

1. An online survey of 804 Coffs Harbour residents who had been randomly recruited by telephone over the previous two years. This online survey panel (hereafter “online panellists”) had previously agreed to participate in ad-hoc Council surveys.
2. A widely promoted general community survey (paper or online) for all those interested in providing feedback on this issue.

The surveys were conducted over approximately four weeks in October/November 2014. By survey deadline, 401 valid responses had been received from the online survey panel, and 1195 valid responses received for the community survey.

Among the survey’s major conclusions:

(a) Library

- 32 per cent of online panellists and 36 per cent of community respondents felt a new purpose-built central library was necessary.
- Of those agreeing a new library was necessary, 55 per cent of online panellists and 73 per cent of community respondents were willing to contribute to the costs as specified.
- Of *all* respondents, 18 per cent of online panellists and 26 per cent of community respondents were willing to contribute to this to the general ordinary rate increase specified.

(b) Regional Gallery

- 31 per cent of online panellists and 35 per cent of community respondents felt a new purpose-built regional gallery was necessary.
- Of those agreeing a new gallery was necessary, 74 per cent of online panellists and 77 per cent of community respondents were willing to contribute to the costs as specified.
- Of *all* respondents, 23 per cent of online panellists and 27 per cent of community respondents were willing to contribute to this to the general ordinary rate increase specified.



(c) Performance Space

- 68 per cent of online panellists and 52 per cent of community respondents felt a new purpose-built performance space was necessary.
- Of those agreeing a new performance space was necessary, 34 per cent of online panellists and 57 per cent of community respondents were willing to contribute to the costs as specified.
- Of *all* respondents, 23 per cent of online panellists and 30 per cent of community respondents were willing to contribute to this to the general ordinary rate increase specified.

In summary:

Among both samples, there was only limited support for a new purpose-built library or regional gallery. There was majority support (again by both samples) for a new performance space, but only limited support for the 12.68 per cent general ordinary rate increase specified in the survey.

Among the so-called “cultural enthusiasts” – defined here as those survey respondents who were relatively frequent users of all three cultural facilities under study – there was strong support for new facilities. These 320 people represented 20 per cent of the overall sample. Sixty per cent of this group felt CHCC needed a new purpose-built library, 64 per cent agreed with the need for a new purpose-built gallery, and 73 per cent felt Coffs Harbour needed a new performance space.

While there was majority support (55 per cent) among so-called “cultural enthusiasts” for a rate increase to support new purpose-built art gallery, there was slightly less than majority support (47 per cent) for the other two facilities.

James Parker, B. Ec, Grad Cert Applied Science (Statistics), AMSRS
 Managing Director
 December 5th 2014



Introduction

Background

This survey was commissioned in September 2014 by Coffs Harbour City Council. It was designed to help Council understand community sentiment towards new cultural facilities within the Coffs Harbour Local Government Area.

The survey was accompanied by a four-page information sheet that participants were invited to read prior to completing a survey (see Appendix 1.)

Methodology

The Cultural Facilities Survey comprised two parallel and identical surveys:

1. An online survey of 804 Coffs Harbour residents who had been randomly recruited by telephone over the previous two years. This online survey panel (hereafter online panellists) had previously agreed to participate in ad-hoc Council surveys.
2. A widely promoted general community survey (paper or online) for all those interested in providing feedback on this issue.

(See Appendix 2 for the paper version of the survey.)

Results of the two surveys cannot be merged: one has been randomly recruited (to be representative of the community as a whole within a pre-defined margin of sampling error), while the other is purely self-selecting. Instead they have been reported side-by-side, as each has specific attributes of value.

Both surveys were open for approximately four weeks. The online survey deadline (for both online panellists and community surveys) was November 10th 2014, with a further 24 hours allowed for late-comers. For the community survey, paper-based surveys were accepted up to and including November 13th.

In all 414 responses were received from the online panellists, and 1261 for the community survey (being 1194 online + 67 paper). Once incomplete surveys and duplicates had been removed, **the final sample sizes were: 401 for the online panellists; and 1195 for the community survey.**

Results have not been weighted to reflect the LGA's demographic profile by age or gender. It is hence important to note that both online panellists and community survey samples were skewed towards older residents, with over three-quarters of respondents aged 50 or more. However each sample was broadly balanced in terms of gender.

Please note that due to the nature of the survey, not all respondents answered every question. The number of respondents answering each question is marked as "n = XXX" in the graph accompanying that question.



Where differences in this report are classed as significant, this implies they are statistically significant based on independent sample t-scores or other analysis of variation (or ANOVA) calculations. In statistical terms, significant differences are unlikely to have been caused by chance alone. Statistically significant differences are marked in blue (above mean) and pink (below mean).

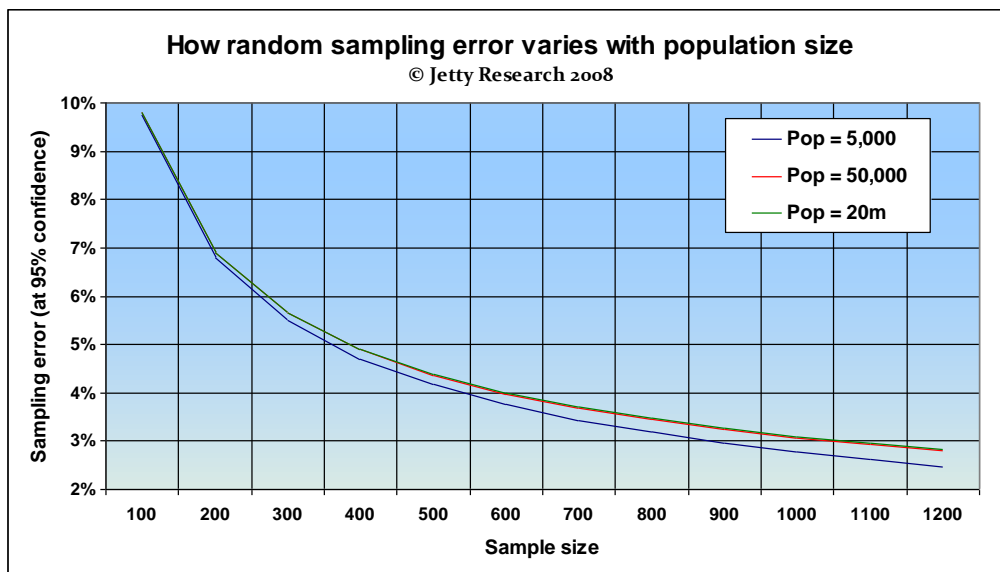
(Important note: In each of the three facilities surveyed, respondents were only asked the “willingness to contribute” question if they agreed that the facility in question was needed. Where they felt such a facility was not needed, it was assumed they would not have been prepared to contribute to its construction and maintenance costs.)

Sampling error

Based on the number of Coffs Harbour households, a random sample of 401 adult residents within the online survey panel implies a margin for error of +/- 4.9 per cent at the 95 per cent confidence level. (This effectively means that we can say with 95 per cent confidence that results of the online survey panel reflect the views of all households within the Coffs Harbour LGA to within a +/- 4.9 per cent margin of error.)

As Graph i shows, margin for error falls as sample size rises. Hence cross-tabulations or sub-groups within the overall sample will typically create much higher margins for error than the overall sample. For example using the above population sizes, a sample size of 100 exhibits a margin for error of +/- 9.8 per cent (again at the 95 per cent confidence level).

Graph i: How sampling error varies with sample and population size





The community survey, being self-selecting (i.e. “opt-in”) in nature¹, is not considered random. In a self-selecting sample it is difficult to assess the presence of bias i.e. whether the opinions or characteristics of the participants deviate from those of the target population. Participants may differ from the rest of the target population: for example, those who take part may have a strong opinion about the subject matter.

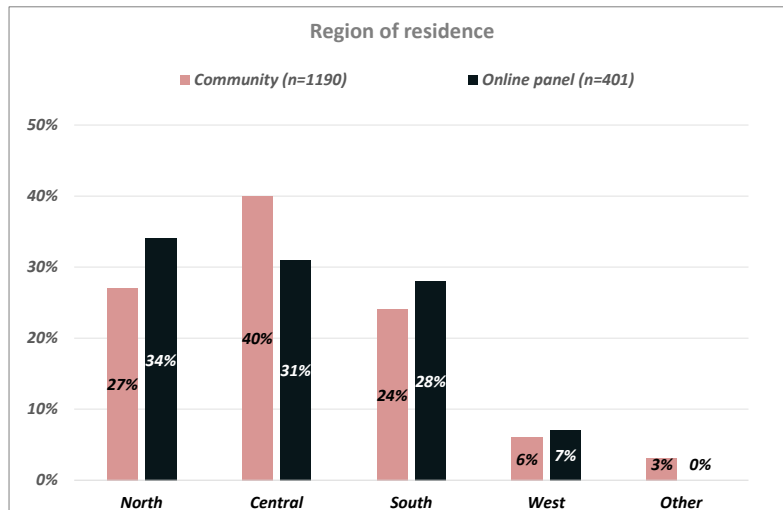
Hence the results of the community survey cannot necessarily be used to make reliable inferences about the overall population of the Coffs Harbour LGA. The results, while a useful snapshot of community opinion, can (strictly speaking) only be used to reflect the views of those who chose to participate in the survey.

¹ While all residents aware of the survey had the opportunity to complete it, results are reliant on those who chose to do so rather than those who had been randomly selected to participate. Those who chose to take part may or may not be representative of the Coffs Harbour LGA community as a whole.



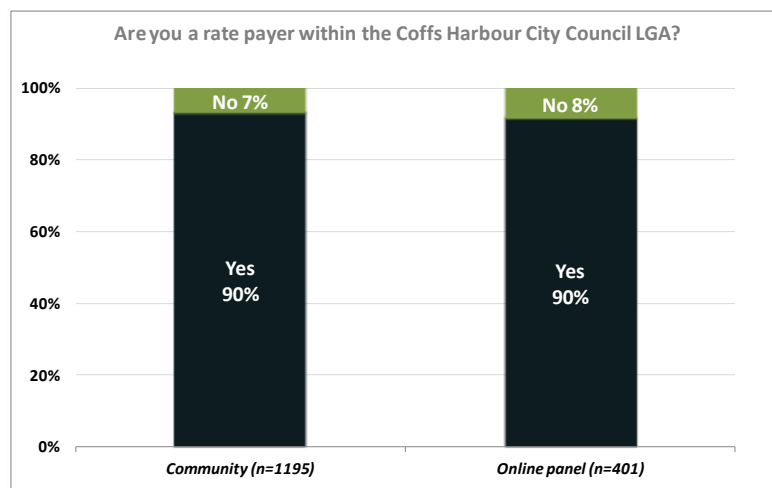
Part 1: Respondent characteristics

Graph 1.1: Place of residence



Both community and online panels achieved a robust mix of regions within the Coffs Harbour LGA. However the community survey was more skewed towards those living in the city of Coffs Harbour itself.²

Graph 1.2: Ratepayer status

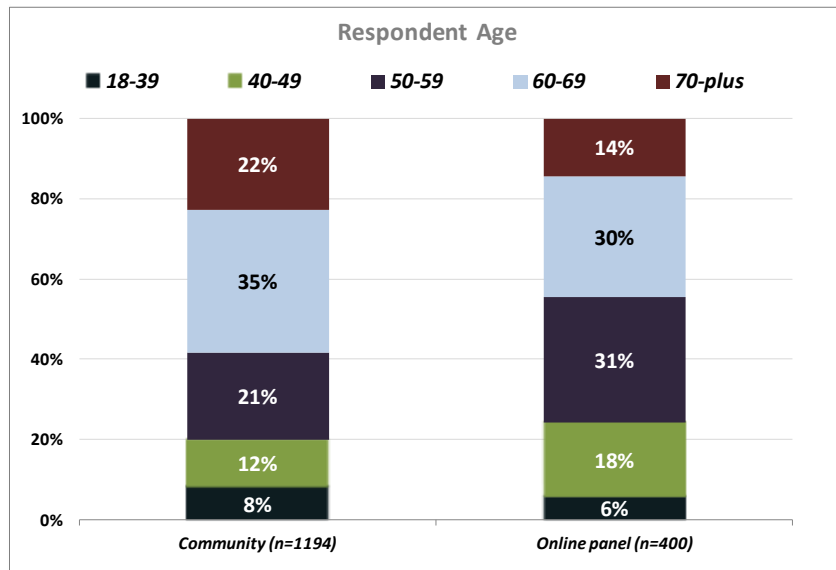


Nine in ten respondents in both surveys were ratepayers within the Coffs Harbour LGA.

² Note that “south” includes residents of the Boambee Valley, as well as those in Toormina, Sawtell, Crossmaglen etc. “North” covers the northern beaches from Korora to Red Rock, while “west” includes the towns of Nana Glen, Karangi, Coramba, Lowanna and Ulong, together with residents of the Orara Valley. “Other” comprises residents of LGAs other than Coffs Harbour.

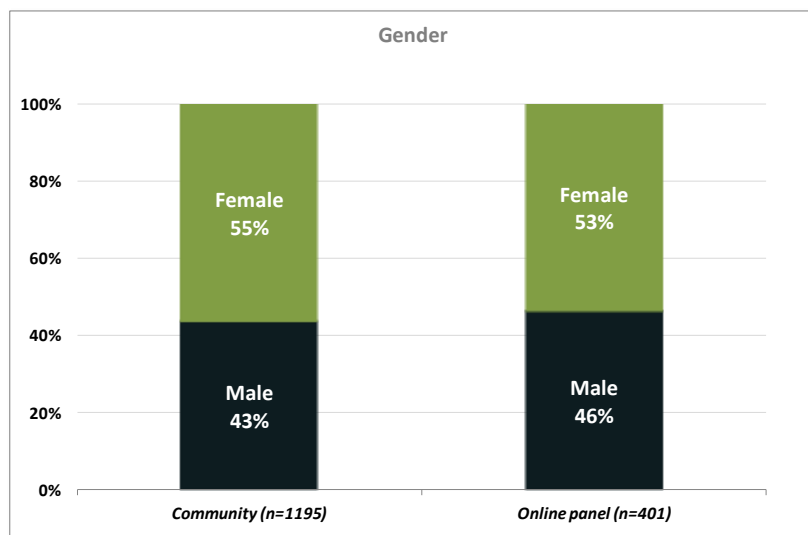


Graph 1.3: Age



Both surveys were skewed towards older residents. This was slightly more pronounced in the community survey, with 57 per cent of these respondents aged 60-plus (vs.44 per cent of those in the survey panel).

Graph 1.4: Gender

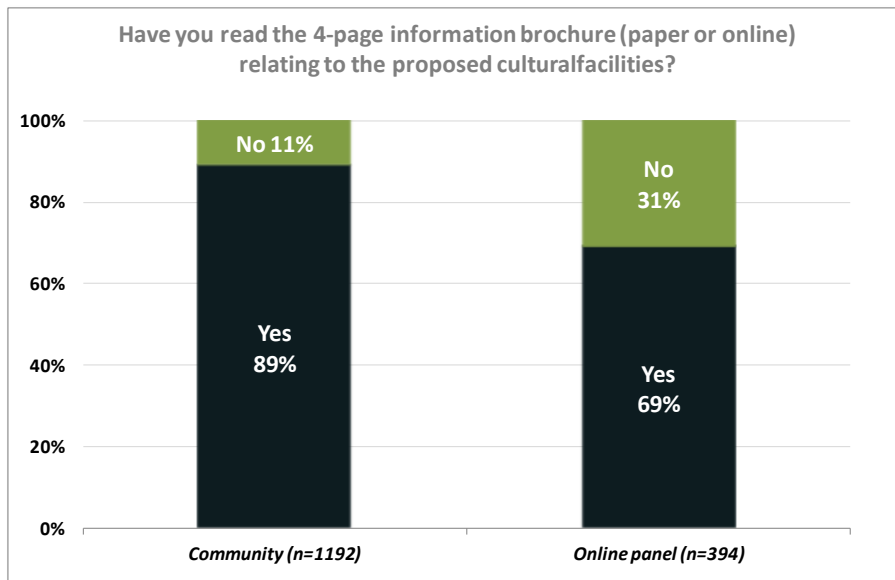


There were slight skews in both surveys towards female respondents.



(Note that Graphs 1.2 to 1.4 exclude those who declined to provide their ratepayer status, age or gender – typically 2-3 per cent of the sample in each instance. Hence percentages will not add to 100 per cent.)

Graph 1.5: Have you read the background brochure?

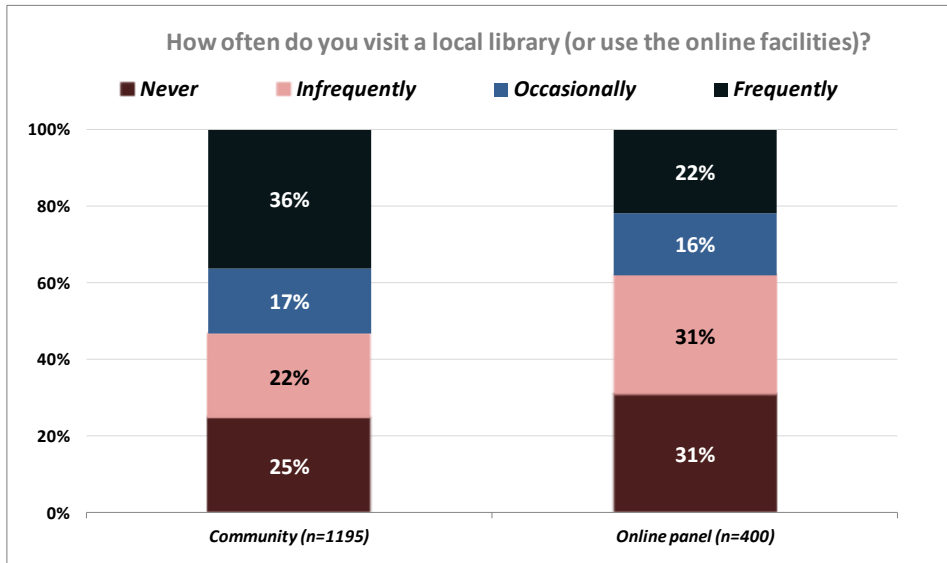


Nine in ten community respondents, and seven in ten of online survey panellists claimed to have read the information brochure (either paper or online versions) prior to completing the survey.



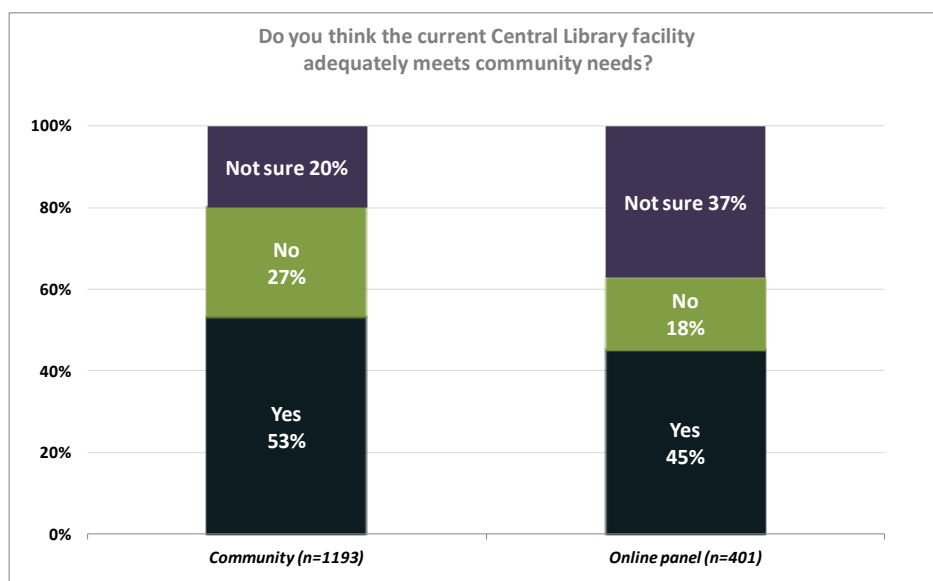
Part 2: Library

Graph 2.1: How often do you visit a local library (or use the online facilities)?



Thirty eight per cent of panellists claimed to visit a local library (or use the online facility) “frequently” (defined in the survey as seven or more times per year) or “occasionally” (defined as three to six times per year). This compares with slightly over half of the community respondents. Between one-quarter and one-third of survey participants said they never visited the local library.

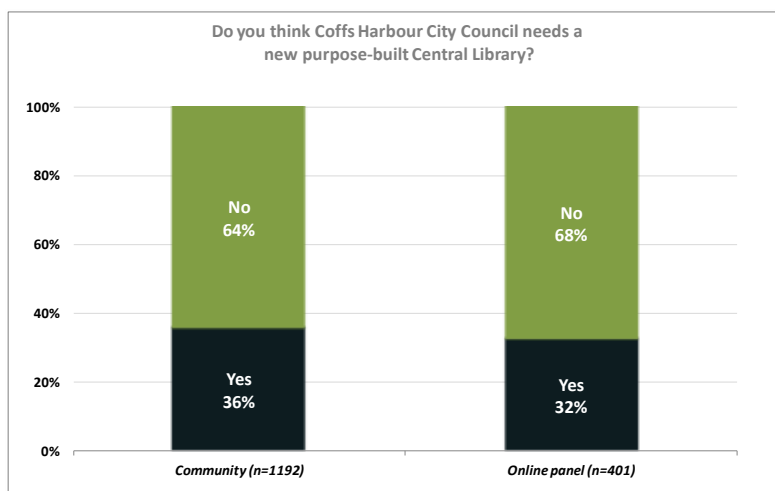
Graph 2.2: Do you think the current Central Library facility adequately meets community needs?





Around half of each sample felt that the current Central Library adequately meets community needs. However more than a third of online panellists (38 per cent) were not sure whether this was the case.

Graph 2.3: Do you think Coffs Harbour needs a new purpose-built Central Library?



Approximately one-third of each sample felt that Coffs Harbour needs a new purpose-built Central Library. Of more frequent library visitors³, 50 per cent agreed the city needed a new library (against just 20 per cent of less frequent or non-users).

Table 2.1: Does Coffs Harbour need a new purpose-built Central Library? Responses by age, gender and region

			Age*3			Gender		Region				Total
			18-39	40-59	60+	Male	Female	North	South	West	Central	
Community	Does CHCC need a new purpose-built central library?	Yes	34.7%	37.9%	34.5%	26.0%	43.2%	32.0%	24.7%	50.8%	35.6%	35.7%
		No	65.3%	62.1%	65.5%	74.0%	56.8%	68.0%	75.3%	49.2%	64.4%	64.3%
Online panel	Does CHCC need a new purpose-built central library?	Yes	29.2%	30.8%	34.3%	31.1%	33.5%	29.3%	35.0%	50.0%	28.0%	32.3%
		No	70.8%	69.2%	65.7%	68.9%	66.5%	70.7%	65.0%	50.0%	72.0%	67.8%

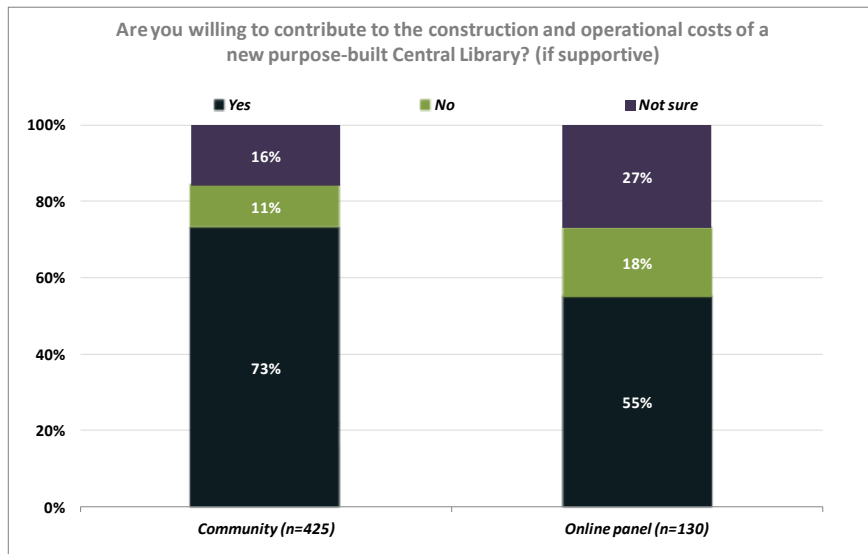
(N.B. Caution needs to be exercised with “west” region due to small sample size: n=59 for community, and n=22 for online survey panel. Likewise with youngest age group (n=101 for community, and n=24 for online survey panel))

Within the community panel, women were significantly more likely to agree that the city needs a new library (at 43 per cent, against 22 per cent if males). There were no significant differences between demographic groups in the online panel.

³ i.e. those saying they visited their local library 3+ times per annum



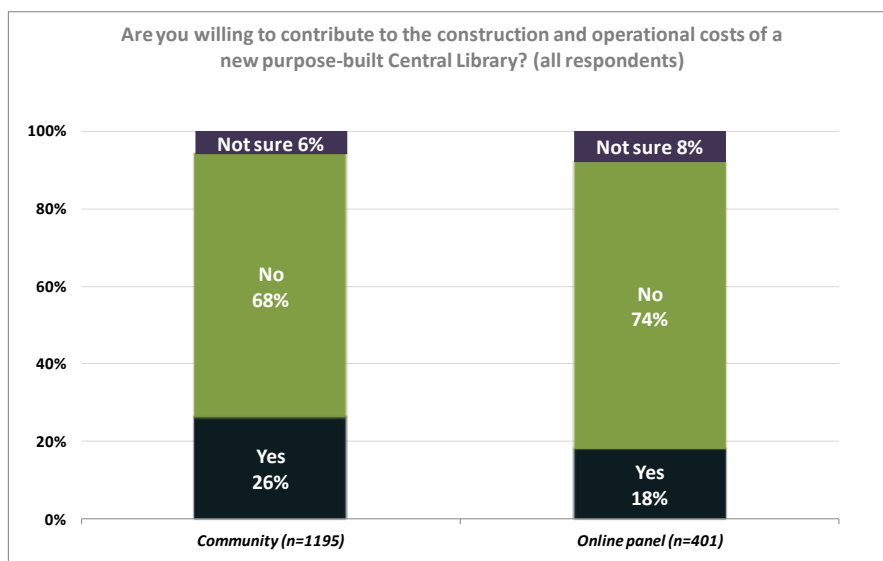
Graph 2.4a: (If yes) Are you willing to contribute to the construction and operational costs of a new purpose-built Central Library through a 4.2 per cent annual increase in general ordinary rates?



(N.B. The number of respondents answering each question is marked as “n=xxx” in the graph accompanying that question.)

Of those believing a new library is needed, a majority within both surveys – and a strong majority of community respondents (73 per cent) - were prepared to pay the 4.2 per cent general ordinary rate increase necessary to finance it.

Graph 2.4b: (All respondents) Are you willing to contribute to the construction and operational costs of a new purpose-built Central Library through a 4.2 per cent annual increase in general ordinary rates?





Among all respondents, 18 per cent of online panellists and just over a quarter of community respondents were prepared to fund a new library to the degree specified.

Table 2.2: Willingness to contribute to the construction and operational costs of a new purpose-built Central Library, by age, gender and region

			Age*3			Gender		Region				Total
			18-39	40-59	60+	Male	Female	North	South	West	Central	
Community	Are you willing to contribute to the construction and operational costs of a new purpose-built Central library?	Yes	23.8%	29.8%	24.1%	19.6%	30.9%	22.7%	17.4%	42.4%	26.3%	26.0%
		No	68.3%	65.4%	69.7%	76.6%	61.4%	71.3%	78.0%	52.5%	69.3%	68.2%
		Not sure	7.9%	4.8%	6.1%	3.7%	7.6%	5.9%	4.7%	5.1%	4.4%	5.9%
OSP	Are you willing to contribute to the construction and operational costs of a new purpose-built Central library?	Yes	12.5%	19.7%	16.3%	14.2%	20.8%	13.5%	20.0%	27.3%	15.2%	17.8%
		No	79.2%	74.7%	71.9%	74.9%	72.2%	75.9%	73.0%	63.6%	75.2%	73.8%
		Not sure	8.3%	5.6%	11.8%	10.9%	7.1%	10.5%	7.0%	9.1%	9.6%	8.5%

(N.B. Caution needs to be exercised with “west” region due to small sample size: n=59 for community, and n=22 for online survey panel. Likewise with youngest age group (n=101 for community, and n=24 for online survey panel))

As with the previous question, and among community respondents only, support for the rate increase was strongest among women and those living to the west of Coffs Harbour. Apart from this, views were consistent between different groups.

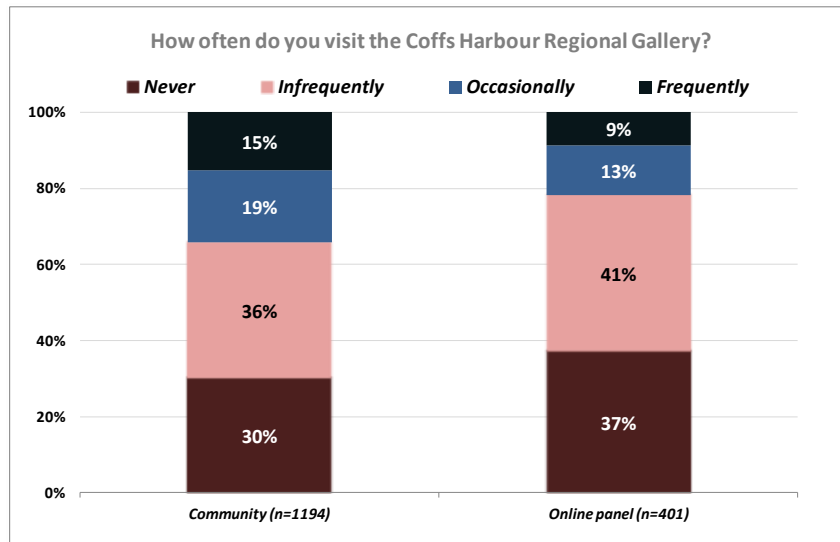
Conclusion - Library

There does not appear to be majority support either for a new central library, or for its financing via a 4.2 per cent increase in general ordinary rates.



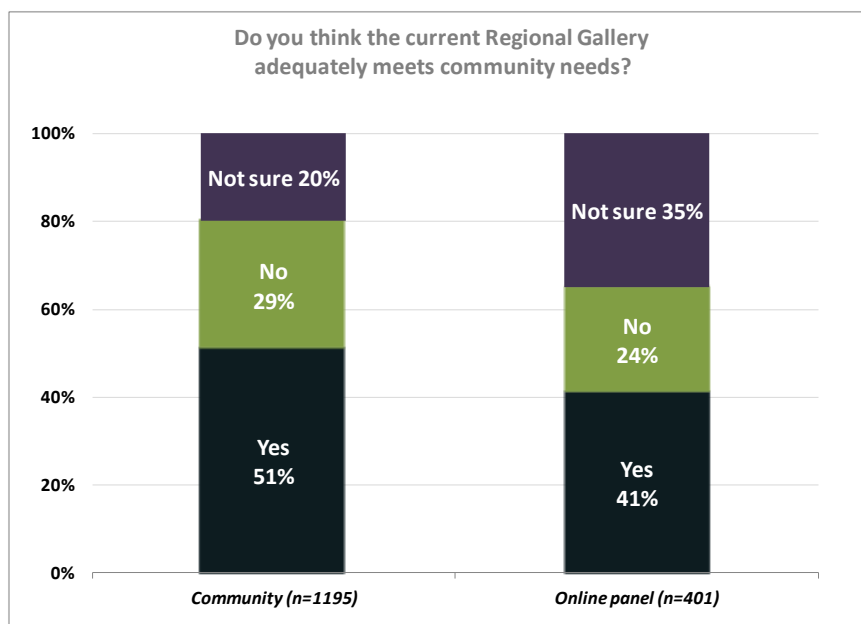
Part 3: Regional Art Gallery

Graph 3.1: How often do you visit the Coffs Harbour Regional Gallery?



Less than one in four online panellists, and one in three community respondents, said they visited the Coffs Harbour Regional Gallery occasionally (3-6 times a year) or more. But depending on survey, between 63 and 70 per cent of those surveyed claimed to visit the gallery at least once a year on average.

Graph 3.2: Do you think the current Regional Gallery adequately meets community needs?

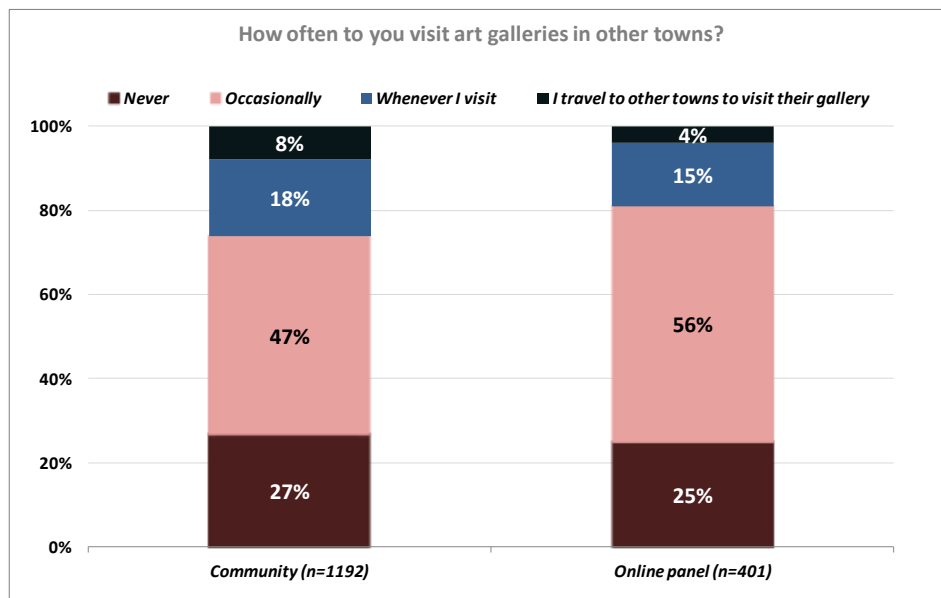




Half of the community-based respondents and four in ten online panellists felt that the current Regional Gallery adequately met community needs.

What is striking however is the large proportion of respondents – and particularly online panellists – who were unsure. This result could be due to a number of factors, one of which might be that actual usage is slightly lower than that shown in Graph 3.1.⁴

Graph 3.3: How often do you visit art galleries in other towns?



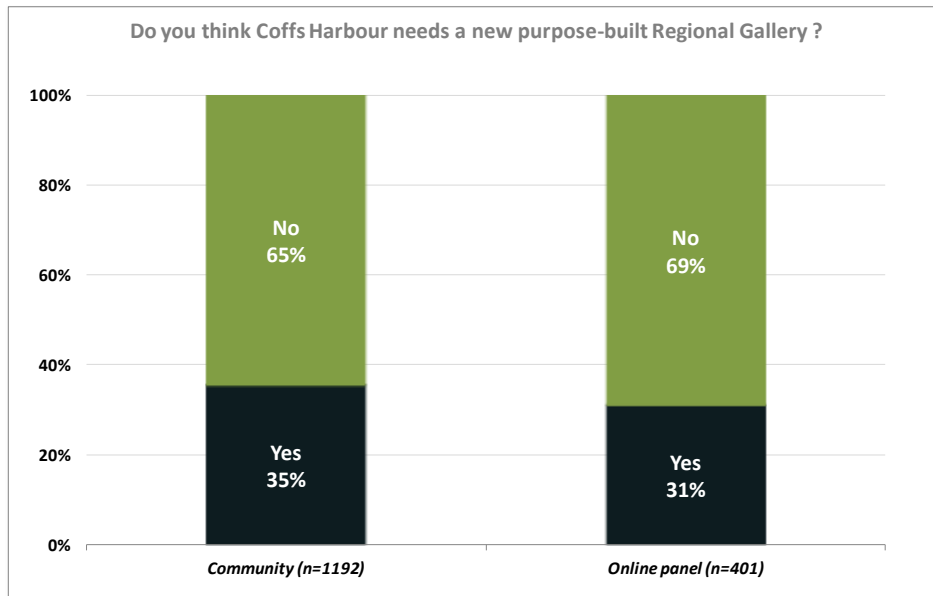
Depending on survey, between 20 and 25 per cent of respondents make a point of visiting art galleries in other towns.

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⁴ As one might reasonably expect anyone who has visited the Regional Gallery to have a definite view one way or the other



Graph 3.3: Do you think Coffs Harbour needs a new purpose-built Regional Gallery?



Around one-third of respondents in each survey felt that Coffs Harbour needed a new, purpose-built Regional Gallery. Of more frequent gallery users (i.e. 3 or more times per year), 62 per cent felt that the city needed a new facility. This compares with 21 per cent of less frequent or non-users.

Table 3.1: Does Coffs Harbour need a new purpose-built Regional Gallery, by age, gender and region

			Age*3			Gender		Region				Total
			18-39	40-59	60+	Male	Female	North	South	West	Central	
Community	Does CHCC need a new purpose-built art gallery?	Yes	29.7%	37.7%	35.7%	26.4%	43.1%	34.7%	24.7%	44.1%	34.4%	35.8%
		No	70.3%	62.3%	64.3%	73.6%	56.9%	65.3%	75.3%	55.9%	65.6%	64.2%
OSP	Does CHCC need a new purpose-built art gallery?	Yes	20.8%	27.3%	36.0%	26.8%	34.4%	28.6%	29.0%	36.4%	33.6%	30.8%
		No	79.2%	72.7%	64.0%	73.2%	65.6%	71.4%	71.0%	63.6%	66.4%	69.3%

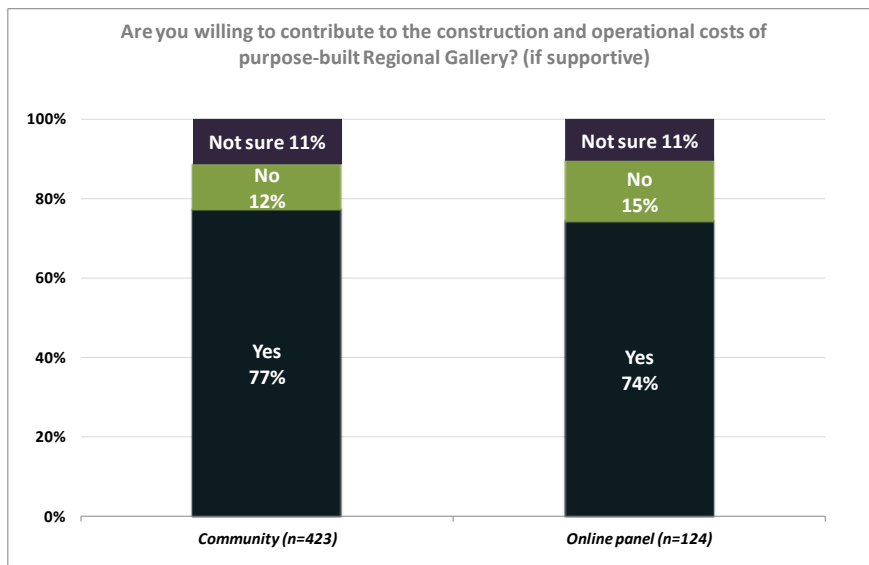
(N.B. Caution needs to be exercised with “west” region due to small sample size: n=59 for community, and n=22 for online survey panel. Likewise with youngest age group (n=101 for community, and n=24 for online survey panel))

Once again, support for a new regional gallery among the community respondents was strongest among women and those living to the west of Coffs Harbour. Otherwise it was relatively consistent between different groups.

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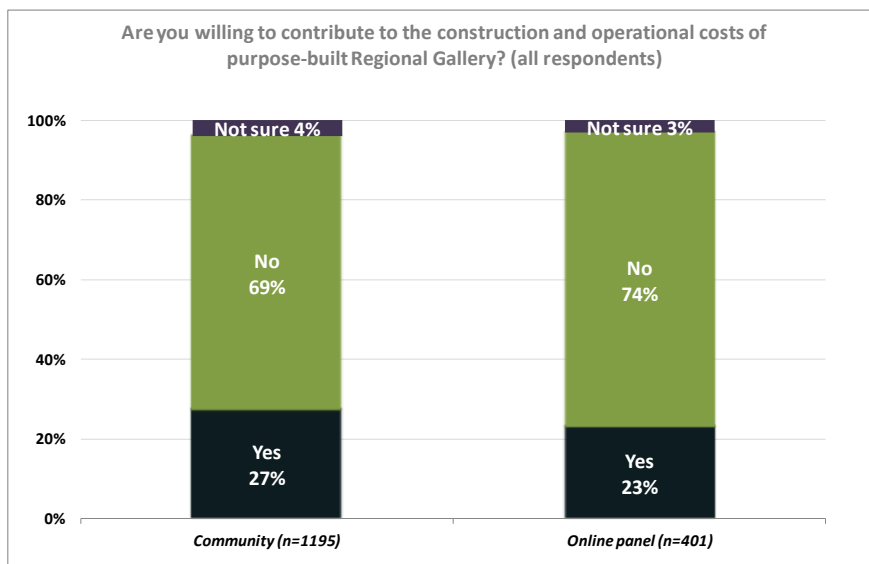
Graph 3.4a: (If yes) Are you willing to contribute to the construction and operational costs of a new purpose-built Regional Gallery through a 1.5 per cent annual increase in general ordinary rates?



(N.B. The number of respondents answering each question is marked as “n=xxx” in the graph accompanying that question.)

Among those supportive of a new Regional Gallery, three in four (across both panels) were prepared to fund its construction and maintenance via a 1.5 per cent general ordinary rate increase.

Graph 3.4b: (All respondents) Are you willing to contribute to the construction and operational costs of a new purpose-built Regional Gallery through a 1.5 per cent annual increase in general ordinary rates?





However among all respondents, this support fell to around one in four – again consistent between the two surveys.

Table 3.2: Willingness to contribute to the construction and operational costs of a new purpose-built Regional Gallery, by age, gender and region

			Age*3			Gender		Region				Total
			18-39	40-59	60+	Male	Female	North	South	West	Central	
Community	Are you willing to contribute to the construction and operational costs of a new purpose-built Regional Gallery?	Yes	18.8%	31.3%	26.8%	20.4%	33.2%	27.7%	16.9%	37.3%	26.3%	27.6%
		No	73.3%	64.6%	69.7%	77.6%	61.1%	69.2%	78.8%	61.0%	70.6%	68.3%
		Not sure	7.9%	4.1%	3.5%	2.0%	5.6%	3.1%	4.2%	1.7%	3.2%	4.1%
OSP	Are you willing to contribute to the construction and operational costs of a new purpose-built Regional Gallery?	Yes	20.8%	20.7%	25.8%	19.7%	25.9%	17.3%	26.0%	27.3%	24.0%	23.0%
		No	79.2%	77.8%	69.1%	77.6%	70.3%	78.2%	74.0%	63.6%	72.0%	74.0%
		Not sure	.0%	1.5%	5.1%	2.7%	3.8%	4.5%	.0%	9.1%	4.0%	3.0%

(N.B. Caution needs to be exercised with “west” region due to small sample size: n=59 for community, and n=22 for online survey panel. Likewise with youngest age group (n=101 for community, and n=24 for online survey panel)

Among community respondents, support was strongest among those aged 40-59, women and those living to the west of Coffs Harbour.

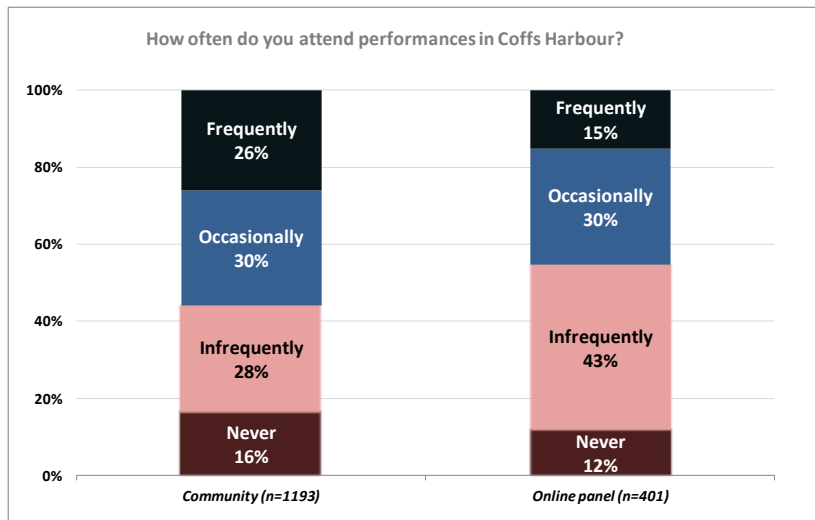
Conclusion – Regional Gallery

There does not appear to be majority support either for a new Regional Gallery, or for its financing via a 1.5 per cent increase in general ordinary rates.



Part 4: Performance Space

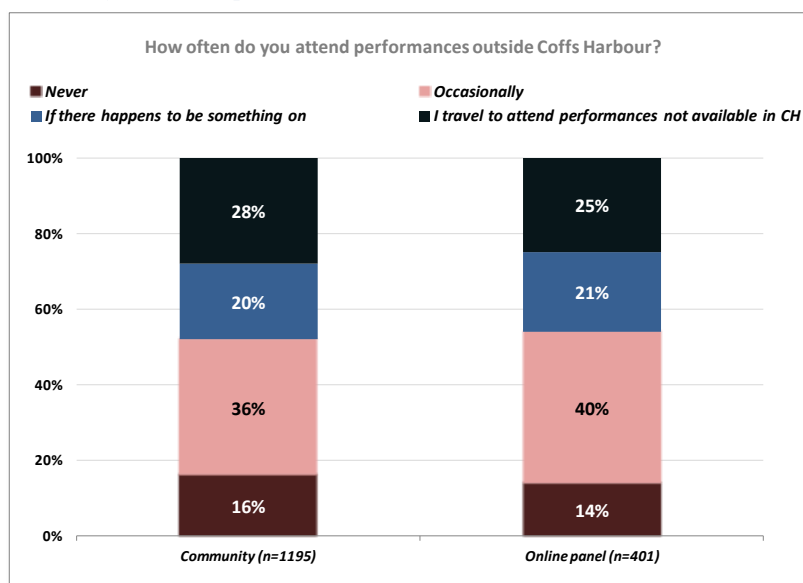
Graph 4.1a: How often do you attend performances in Coffs Harbour?



Between 45 per cent (online panellists) and 56 per cent (community respondents) claimed to attend performances in Coffs Harbour either occasionally (3-6 times per year) or frequently (7 or more times a year). In all, +/- 85 per cent of those surveyed said they attended at least one performance annually.

Results were consistent by age. However women were more likely than men to be occasional or frequent concert attendees (at 59 and 46 per cent respectively).

Graph 4.1b: How often do you attend performances outside Coffs Harbour?

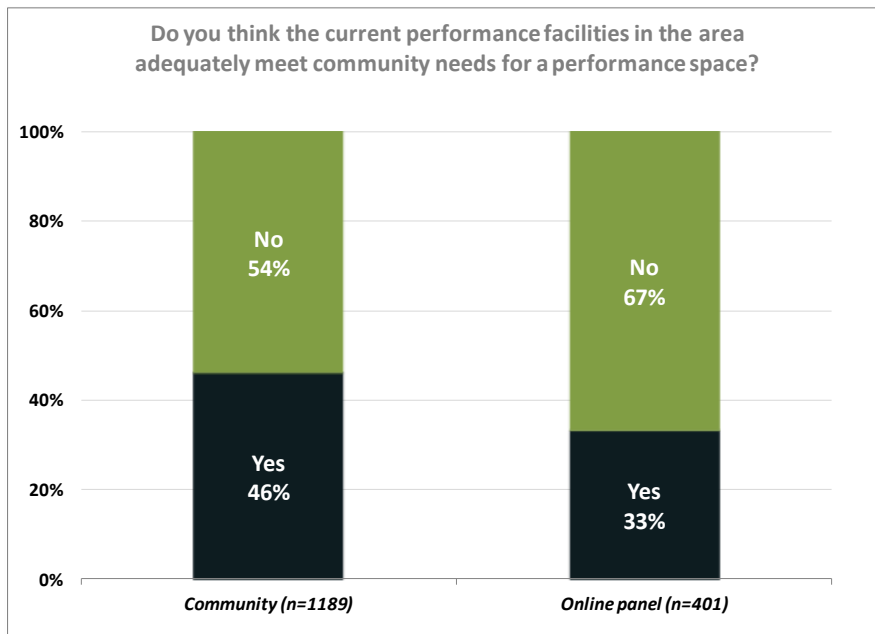




Proportions were similar for out-of-town performances, with just under half of respondents in both surveys saying they attended performances outside Coffs Harbour - either “if there happens to be something on”, or as the main purpose of their visit.

As one might expect, out-of-town concert attendance was strongest among younger residents (with 60 per cent of those aged 18-39 being occasional or frequent attendees, vs. 41 per cent of those aged 60-plus).

Graph 4.2: Do you think the current performance facilities in the area adequately meet community needs for a performance space?

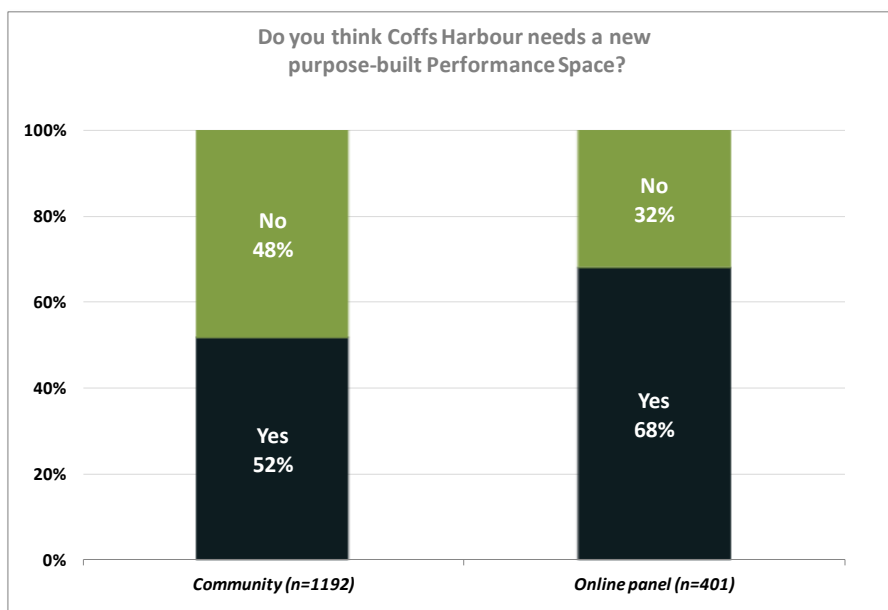


There was a divergence of views between the two surveys as to whether Coffs Harbour’s current performance venues were adequate. Roughly half of those in the community survey felt that they were, against just one-third of online panellists.

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Graph 4.3: Do you think Coffs Harbour needs a new purpose-built Performance Space?



A majority within both surveys – and a strong majority of online panellists – agreed that Coffs Harbour needed a new, purpose-built performance space. And 71 per cent of ore frequent concert attendees (i.e. those attending three or more times a year) believed Coffs Harbour needed such a space. . For less frequent or non-attendees, the figure was a still respectable 39 per cent.

Table 4.1: Does Coffs Harbour need a new purpose-built performance space, by age, gender and region

			Age*3			Gender		Region				Total
			18-39	40-59	60+	Male	Female	North	South	West	Central	
Community	Do you think Coffs Harbour needs a new purpose-built performance space?	Yes	46.5%	58.0%	50.0%	40.4%	61.9%	47.0%	45.1%	70.7%	51.8%	52.4%
		No	53.5%	42.0%	50.0%	59.6%	38.1%	53.0%	54.9%	29.3%	48.2%	47.6%
OSP	Do you think Coffs Harbour needs a new purpose-built performance space?	Yes	62.5%	71.2%	65.2%	63.9%	71.7%	66.2%	72.0%	77.3%	66.4%	68.0%
		No	37.5%	28.8%	34.8%	36.1%	28.3%	33.8%	28.0%	22.7%	33.6%	32.0%

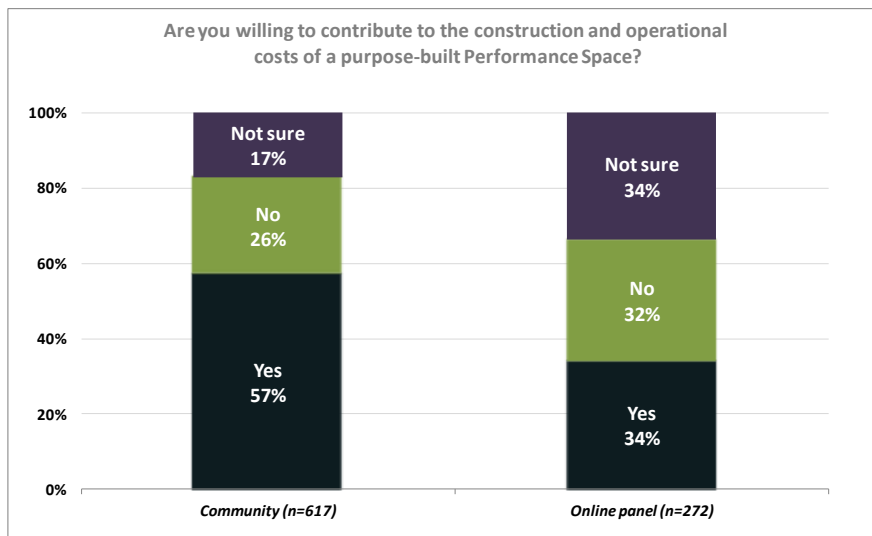
(N.B. Caution needs to be exercised with “west” region due to small sample size: n=59 for community, and n=22 for online survey panel. Likewise with youngest age group (n=101 for community, and n=24 for online survey panel))

Among community respondents, support for a new performance space was strongest among those aged 40-59 (of whom 58 per cent agreed it was necessary) and women (62 per cent).

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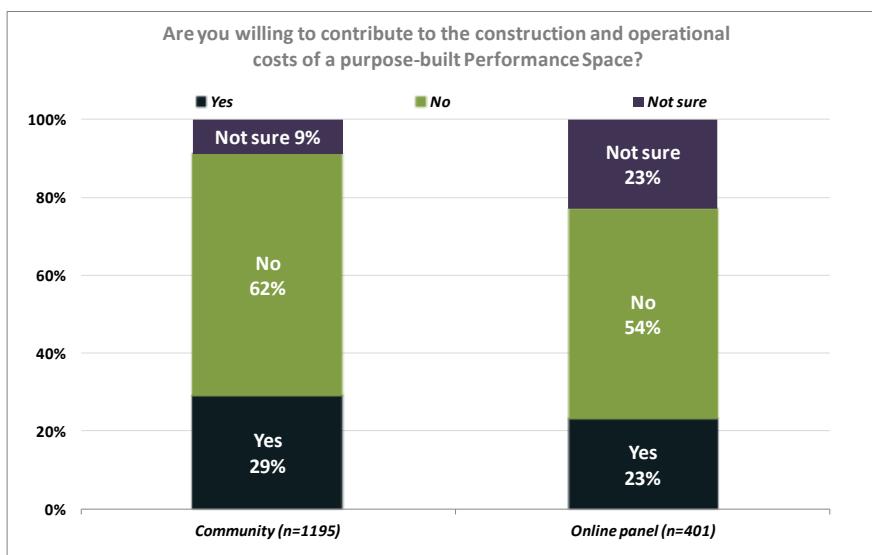
Graph 4.4a: (If yes) Are you willing to contribute to the construction and operational costs of a new purpose-built Performance Space through a 12.7 per cent annual increase in general ordinary rates?



(N.B. The number of respondents answering each question is marked as “n=xxx” in the graph accompanying that question.)

Among supporters of a new performance space, more than half of all community respondents – but only a third of online panellists – were prepared to pay the nominated 12.7 per cent general ordinary rate increase for a new custom-built performance space.

Graph 4.4b: (All respondents) Are you willing to contribute to the construction and operational costs of a new purpose-built Performance Space through a 12.7 per cent annual increase in general ordinary rates?





Among all respondents, 30 per cent of community respondents and 23 per cent of online survey panellists supported the rate increase.

Table 4.2: Willingness to contribute to the construction and operational costs of a new purpose-built performance space, by age, gender and region

			Age*3			Gender		Region				Total
			18-39	40-59	60+	Male	Female	North	South	West	Central	
Community	Are you willing to contribute to the construction and operational costs of a new purpose-built Performance space?	Yes	24.8%	34.1%	28.4%	24.2%	34.8%	27.7%	24.2%	37.3%	29.0%	30.0%
		No	66.3%	56.7%	62.7%	71.5%	52.7%	64.8%	68.2%	49.2%	63.1%	61.0%
		Not sure	8.9%	9.2%	8.9%	4.3%	12.5%	7.5%	7.6%	13.6%	7.8%	9.0%
OSP	Are you willing to contribute to the construction and operational costs of a new purpose-built Performance space?	Yes	29.2%	22.7%	23.0%	23.5%	23.1%	21.1%	30.0%	27.3%	18.4%	23.3%
		No	50.0%	53.5%	54.5%	57.4%	50.9%	60.2%	47.0%	45.5%	56.0%	53.8%
		Not sure	20.8%	23.7%	22.5%	19.1%	25.9%	18.8%	23.0%	27.3%	25.6%	23.0%

(N.B. Caution needs to be exercised with “west” region due to small sample size: n=59 for community, and n=22 for online survey panel. Likewise with youngest age group (n=101 for community, and n=24 for online survey panel)

Results were generally consistent by age, gender and location. However among community respondents, support was strongest among those aged 40-49.

Conclusion – Performance Space

Unlike the previous two facilities, there does appear to be majority support for a new performance space in Coffs Harbour. However there is only limited support for its financing via a 12.7 per cent increase in general ordinary rates.

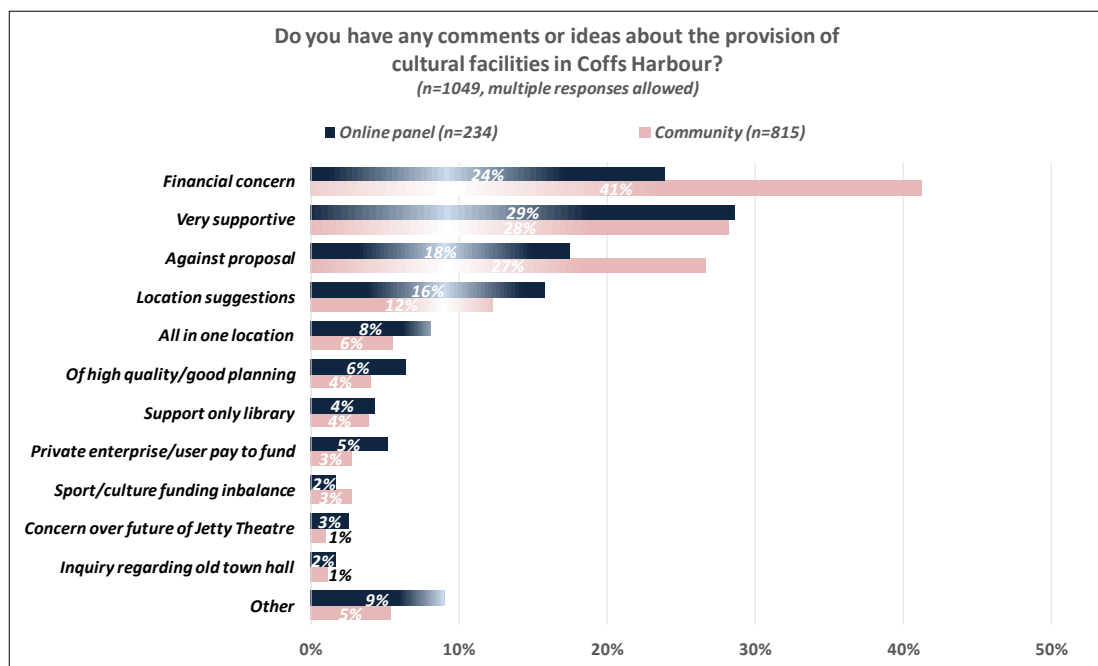


Part 5: Other comments

At the end of the survey, respondents⁵ were invited to offer final comments or suggestions. Almost 1,100 respondents (across both surveys) chose to do so. Their verbatim responses have been supplied separately to Council for review.

However we have also coded these responses to identify key themes. These are shown below:

Graph 5.1: Do you have any final comments or ideas about the provision of cultural facilities in Coffs Harbour?



Of those choosing to provide comment, 41 per cent of community respondents and 24 per cent of online panellists noted concerns about the financial aspects of funding new cultural facilities. Conversely, +/- 29 per cent of respondents within each survey expressed strong support in their additional comments. Against that, 18 per cent of online panellists and 27 per cent of community respondents used the comments section to re-iterate opposition to the proposed new facilities.

Highlighting the diversity of opinions and ideas, a representative sample of comments is shown below:

“Rates are increasing all the time. Putting extra burden on ratepayers to pay for a new facility is just unreasonable. We DON'T need this extra burden put on us.”

“There is an older population to consider here. Build something but keep costs down more and maybe added to in later years I think is best. Added costs we cannot pay.”

⁵ Including those who provided written or emailed comments in lieu of a survey



"I'm on the verge of retiring, so hesitant to meet the additional costs involved. However, for the cultural and educational development of a young community, these facilities are essential."

"I think all three buildings would be good, however I am against the \$127 increase, as I believe rates are already high enough."

"The reason I am happy to contribute the additional rates, is that the annual cost is less than the petrol required to go to ONE performance at Port Macquarie."

"We are lagging so far behind it's not funny. We BADLY need a performing arts centre and are missing out on so many musicals and opera that are all going to Port Macquarie."

"Do not build a fancy space such as the Glasshouse. Consider redeveloping a site e.g. the old Bunnings or building something with pre fab walls to cut down construction costs."

"Should be positioned at City Hill. Close proximity to town and airport and ample space. Road networks already in place and probably room for gallery included if required."

"I think an Outdoor/indoor entertainment space would be a cheaper option - like an amphitheatre. Possible locations are the quarry area at the harbour or the Botanic Gardens."

"Build one combined facility in the south-eastern corner of Brelford Park on the crown of the hill with underground parking."

"I think the audience numbers for a performing space would need to accommodate at least 1000 people. Sound proofing and design would need to be carefully considered. An aesthetically pleasing and functional building is all that is needed."

"If built, I would hope that at least one of the new facilities would be housed in a building that is an attraction in itself with outstanding views of either the coast or countryside."

"Given the amount wasted on sporting venues it is time Coffs area was given cultural events without such extreme cost to public purse."

"This council seems to have plenty of money for sports but not culture."

"The co-location of these three facilities provides a brilliant opportunity to have a cultural hub that should also be part of the central hub of the city."

"Personally I can't see a logical reason for lumping all facilities under one roof."

"I strongly oppose the imposition of \$125 extra rates per year for a new performing arts centre that is unlikely to be used regularly by the bulk of rate-payers."

"The existing facilities - library, regional art gallery and the Jetty Theatre - are more than adequate and most satisfactory for the community demands."

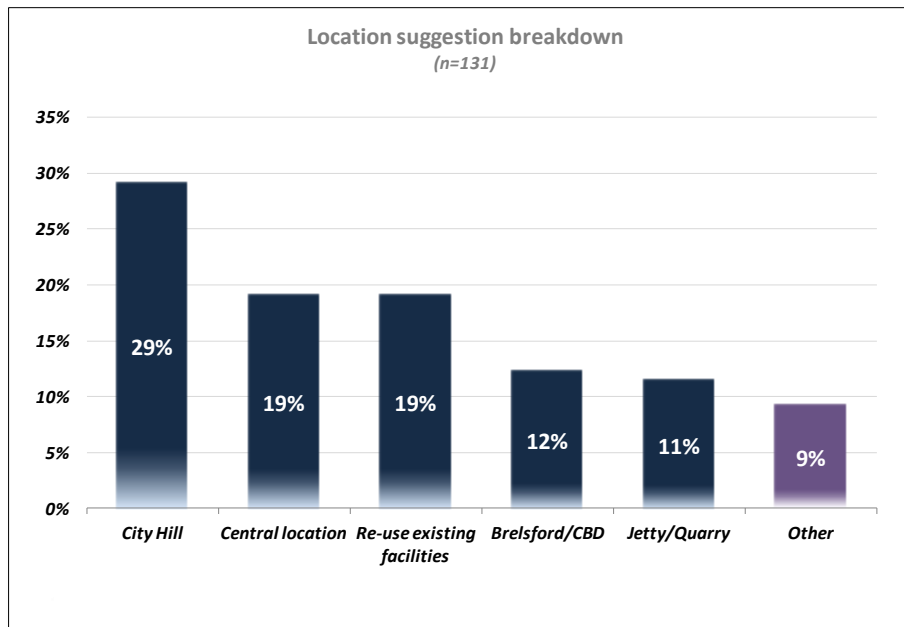
"I think that a new library is a good idea, however we need to think of it in a new light, its role is changing and it should become more of a community meeting and media centre that is accessible for longer hours and is capable of hosting small meetings."

"If there was enough demand for a purpose-built entertainment centre in Coffs Harbour, private enterprise would already have sought to establish such a facility."



Although the survey did not ask residents whether they had a particular preference for the location of any new performance space, some 131 respondents across both surveys chose to provide input on this subject. While it should not be seen as necessarily representative of community views⁶, their preferences are shown in Graph 5.2, below:

Graph 5.2: Breakdown of location suggestions for a performance space or integrated facility



Three in ten of those respondents suggesting a location for any performance space or integrated facility nominated City Hill as their preference. A further 19 per cent opted for somewhere central (generally) while the same proportion opted for the re-use of existing facilities such as the Showground or old Bunnings building. Twelve per cent nominated either Brelsford Park or the Coffs Harbour CBD generally, while a similar ratio sought to have it located in the jetty or quarry areas.

⁶ Due to both small sample size and the fact the question was not asked equally of all respondents



Part 6: Views of the “cultural enthusiasts”

Within both surveys there were a dedicated core of “cultural enthusiasts”. In all, 10 per cent of those within the online panel, and 24 per cent of community respondents were occasional or frequent users of *all three* services under consideration.⁷ This indicates that perhaps 15-20 per cent of the Coffs Harbour adult population could be classed as regular and widespread users of the city’s cultural facilities.

In all, 320 of the 1596 respondents across both surveys – or 20 per cent of the total – fitted into this category. As one might expect, these residents were by and large supportive of both having new, purpose-built facilities – and having the community pay for these via the specified rate increase.

This is graphically demonstrated in the table opposite. This divides the key survey results by whether the respondent was one of these 20 per cent of frequent cultural attendees.

It shows, for example, that 60 per cent of this group felt CHCC needed a new purpose-built library, that 64 per cent agreed with the need for a new purpose-built gallery, and that 73 per cent felt Coffs Harbour needed a new performance space.

Likewise, 55 per cent were prepared to pay the specified levy for a new gallery. And 47 per cent were supportive of paying for a new library and performance space.

While it will be Council’s role to determine the importance of this group and its desire to see improvements to the city’s cultural facilities, its presence and interest in enhancing the city’s cultural life should at least be acknowledged.

		Respondents who attend all 3 frequently	
		No	Yes
Does CHCC need a new purpose-built central library?	Yes	363 28.5%	191 59.9%
	No	911 71.5%	128 40.1%
Willing to contribute to the costs of the new Library?	Yes	230 18.0%	150 46.9%
	No	972 76.2%	139 43.4%
	Not sure	74 5.8%	31 9.7%
Does CHCC need a new purpose-built art gallery?	Yes	341 26.8%	205 64.1%
	No	932 73.2%	115 35.9%
Willing to contribute to the costs of the new Gallery?	Yes	243 19.0%	175 54.7%
	No	988 77.4%	129 40.3%
	Not sure	45 3.5%	16 5.0%
Do you think Coffs Harbour needs a new purpose-built performance space?	Yes	657 51.6%	233 72.8%
	No	616 48.4%	87 27.2%
Willing to contribute to the costs of the new Performance Space?	Yes	295 23.1%	151 47.2%
	No	839 65.8%	113 35.3%
	Not sure	142 11.1%	56 17.5%

⁷ While recognising that this is only a crude measure of cultural interest, it is the only measure we can use directly based on survey results.



Appendix 1: Cultural Facilities Information Sheet



Cultural Facilities: What Do You Think?

Background information for the
Community Survey



Helping to achieve the 2030 Community Vision



**Our community’s growing needs:
have your say at www.coffsharbour.nsw.gov.au/cultural-facilities**

Do you think that Coffs Harbour needs a purpose-built performance centre to stage larger theatre, dance, opera, bands or concert events? What about a new art gallery or central library? Would you be willing to pay additional rates to help fund these new facilities?

These are the sorts of questions Council’s new survey will ask; we’re hoping you’ll tell us what you think.

Council operates three existing cultural facilities Coffs Harbour Library, the Jetty Memorial Theatre, and Coffs Harbour Regional Gallery. They are struggling to meet the needs of the current population.

With forecasts that the population will grow by 31% to nearly 95,000 people by 2031, the pressure on these facilities will only increase.

To pay for any new cultural facilities, Council would seek funding from State and Federal Governments, investigate other grant possibilities and accept donations and philanthropic contributions.



However the local community would also need to contribute through a rate rise. Council would seek approval for a Special Rate Variation to cover any shortfall in funding for the construction operation and maintenance of any new facility. This would be in addition to any other Special Rate Variations which Council might seek to address funding shortfalls for infrastructure renewal across the local government area.

Council is undertaking this community engagement process to find out how much you want these facilities and if you are willing to pay increased rates to contribute to the cost of building and running them. An estimate of the maximum rate variation is presented later in this document.

This engagement process includes

- communication with the community through this document, a dedicated web page which includes detailed information and media releases;
- an opportunity for any interested person to provide Council with feedback through an online survey.

The survey will run from 13 October until 9 November 2014.

Results will be published on the Council website.

Note: This engagement process is to involve the community in Coffs Harbour City Council’s decision-making on whether to proceed with planning for the provision of any or all of the three cultural facilities. It is not about the location, design or size of the facilities. Those would be considered as a subsequent step only if this community engagement process demonstrates community support for the proposed facilities and associated funding strategy.





What do we have? What do we need?

	Performance Space	Coffs Harbour Central Library	Coffs Harbour Regional Gallery
Current Size of Council Facility	246 seats (Jetty Memorial Theatre)	986m ²	600m ²
Recommended Size	500 – 600 seats (Based on facilities in centres with similar populations)	2,500m ² (State Government Guidelines for population served)	1,600m ² (Based on facilities in centres with similar populations)
Current Facility Issues	<ul style="list-style-type: none"> Unable to attract large productions due to lack of a suitable venue in Coffs Harbour Ongoing retrospective modifications to meet new safety compliance regulations <ul style="list-style-type: none"> Out-dated, energy wasting services (eg: air-conditioning) Inadequate loading dock Inadequate parking including disabled parking spaces 	<ul style="list-style-type: none"> Located in an area out of the public eye. Far from public transport Inadequate room for library resources Parts of the library collections are inaccessible to some community members Lack of space for specific groups and public activities. 	<ul style="list-style-type: none"> Inadequate space for exhibitions Located in an area out of the public eye. Far from public transport Inadequate loading dock
Expected Benefits of building a new facility	<ul style="list-style-type: none"> Increased revenue generation opportunities Attraction of larger shows in a venue comfortable for performers and audiences Drawing audiences from outside the district with flow-on benefits to local business and community Environmentally sustainable low energy services including air-conditioning and lighting Adequate parking including disabled spaces Adequate loading docks to unload directly on to side stage to reduce costs and Workplace Health and Safety (WH&S) risks 	<ul style="list-style-type: none"> Purpose-designed space that is large enough to support the current population with room for growth Specific spaces for different customer groups; Improved access to collections Develop the library's community learning programs and events Space for innovation and technology facilities Surrounding business benefit from increased foot traffic A civic facility in the heart of the city 	<ul style="list-style-type: none"> Increased opportunities for programming, exhibitions and related learning activities Room for a possible Aboriginal Keeping Place Greater visibility would increase visitation Drawing audiences from outside the district with flow on benefits to local business and community Adequate loading docks to unload directly on to side stage to reduce costs and Workplace Health and Safety (WH&S) risks
Possible issues of a new facility	<ul style="list-style-type: none"> Does the community really want and need a new additional performance space? Impact of construction, operation and maintenance costs. How will the location be determined? How will the needs of small theatre groups be met? Will there be adequate suitable parking? 	<ul style="list-style-type: none"> Does the community really want and need a new central library? Impact of construction, operation and maintenance costs. How are libraries evolving and how might their role change in the future? How will the location be determined? Will it be easily accessible by public transport? 	<ul style="list-style-type: none"> Does the community really want and need a new regional gallery? Impact of construction, operation and maintenance costs. How will the location be determined? Will it be easily accessible by public transport?



Financial Implications for Ratepayers

	Projected Capital Costs	Estimated Ongoing Costs (per year)	Estimated Loan Repayments (per year)	Estimated maximum annual increase in Ratepayers bill (nb: ordinary rates)	The increase in the average ratepayers** annual bill
New purpose-built Performance/Entertainment Space These estimates assume that the Jetty Memorial Theatre would remain as a facility for small productions, community performances and events. At this stage a new facility would be <i>in addition</i> to the Jetty Theatre.	\$25 Million	\$2.6 Million	\$2.1 Million	12.68%	\$127.56 p/a
New purpose-built Central Library These estimates are for a new purpose built facility to replace the Coffs Harbour Central Library. The Toormina and Woolgoolga Libraries would not be affected.	\$10 Million	\$721,000	\$862,000	4.22%	\$42.45 p/a
New purpose-built Regional Gallery This estimate is to replace the existing Gallery at Rigby House in Coffs Harbour.	\$5.6 Million	\$87,000	\$483,000	1.52%	\$15.29 p/a

** "Average" Residential Ratepayer in 2014/15 is based on a residential property with a land valuation of \$183,700. Total annual rates = \$3,242, **annual ordinary rates = \$1,006**. See webpage for more information at www.coffsharbour.nsw.gov.au/rates

Questions and Answers

Q. Do these calculations include income from philanthropy, charity or extra grants?

A. Council will vigorously pursue other sources of funding, but can't predict how much it may receive toward any of these facilities in the form of philanthropy, charity or extra grants. These calculations assume no other source of funding, so they present the best estimate, given the current financial climate, of the **maximum increase** in rates that would be required to fund each facility. If funding was received from any other source the estimated rates burden would reduce accordingly.

Q. What are ordinary rates?

A. Any potential rate increases would only apply to the 'Ordinary Rate' component of your annual rate bill (i.e. not water, sewerage, waste or stormwater charges). Further information on Council Rates can be found at www.coffsharbour.nsw.gov.au/rates

Q. Wouldn't there be economies of scale if facilities were co-located?

A. It is possible that some facilities could be co-located but preliminary investigations indicate financial savings would not be significant so costs have been calculated individually for this exercise.

Q. How are the capital costs calculated in the table?

A. Projected capital costs used here are an estimate, based upon facilities in similar communities, of the initial design, construction and fit out of each facility. As Council has a number of suitable land holdings costs do not include acquisition of land.

Q. How are the ongoing costs calculated in the table?

A. Estimated ongoing costs are the estimated direct operational costs of the proposed new facility minus the operational costs of the existing facility and any anticipated income plus the loan repayments on loans for capital costs over 20 years. They do not include a building replacement allowance at the end of its life.

Q. If a decision is made to go ahead with any or all of the proposed new facilities when would my rates go up?

A. It is expected that any plans to move forward with new facilities will take some time. Council must first seek approval from the Independent Pricing and Regulatory Tribunal (IPART) to increase rates above rate pegging allowances. This potential increase would be in addition to other Special Rate Variations which Council may seek to address shortfalls in its infrastructure maintenance and renewal spending.

Q. If a decision is made to go ahead with any or all of the proposed new facilities when would they actually be open?

A. If the decision is made, based on community feedback, to proceed with any or all of the new facilities it is estimated that the process of land allocation, designs finalised, construction and fit-out complete would take about 3 years.

Q. Will the results of this community consultation be available for viewing?

A. Yes the final report will be at www.coffsharbour.nsw.gov.au





Appendix 2: Survey questionnaire (paper version)



Coffs Harbour City Council Cultural Facilities Survey

Welcome/Instructions for completion

This survey, conducted by Coffs Harbour City Council, is designed to help Council understand community sentiment towards new cultural facilities within the Coffs Harbour Local Government Area (LGA).

The survey is open to all those who live, work, volunteer, play or pay rates within the Coffs Harbour LGA. It should take no longer than 6-8 minutes to complete, and all responses are confidential.

Prior to taking the survey, please read the four-page information sheet. This details the pros, cons and potential costs of the different cultural facilities being considered, including the possible rate rise impacts associated with each option.

The survey completion deadline is Monday, November 10th. Surveys can be returned to any local library, or sent (postage-free) to Jetty Research, Freepost 1555, Coffs Harbour NSW 2450.

Q1. Which suburb or town do you live in?

Q2. Are you a ratepayer in Coffs Harbour City Council Local Government Area? (This includes both residential and/or commercial.)

- 1. Yes
- 2. No

Q3. What is your gender?

- 1. Male
- 2. Female

Q4. What is your age range?

- 1. Less than 18
- 2. 18-39
- 3. 40-49
- 4. 50-59
- 5. 60-69
- 6. 70-79
- 7. 80 or more

Q5. Have you read the 4-page brochure (paper or online) relating to the proposed cultural facilities? (N.B. It is not essential to have read the brochure to complete the survey.)

- 1. Yes
- 2. No

(Survey continues next page)



Coffs Harbour City Council Cultural Facilities Survey

Library	Regional Art Gallery
<p>Q6. How often do you visit a local library (or use the online facilities)?</p> <p>1. Never <input type="checkbox"/></p> <p>2. Infrequently (1 or 2 times a year) <input type="checkbox"/></p> <p>3. Occasionally (3-6 times a year) <input type="checkbox"/></p> <p>4. Frequently (7+ times a year) <input type="checkbox"/></p>	<p>Q10. How often do you visit the Coffs Harbour Regional Gallery?</p> <p>1. Never <input type="checkbox"/></p> <p>2. Infrequently (1 or 2 times a year) <input type="checkbox"/></p> <p>3. Occasionally (3-6 times a year) <input type="checkbox"/></p> <p>4. Frequently (7+ times a year) <input type="checkbox"/></p>
<p>Q7. Do you think the current Central Library facility adequately meets community needs?</p> <p>1. Yes <input type="checkbox"/></p> <p>2. No <input type="checkbox"/></p>	<p>Q11. Do you think the current Regional Gallery adequately meets community needs?</p> <p>1. Yes <input type="checkbox"/></p> <p>2. No <input type="checkbox"/></p>
<p>Q8. Do you think Coffs Harbour City Council needs a new purpose-built Central Library?</p> <p>1. Yes <input type="checkbox"/></p> <p>2. No <input type="checkbox"/> (IF NO, SKIP TO Q. 10)</p>	<p>Q12. How often do you visit art galleries in other towns?</p> <p>1. Never <input type="checkbox"/></p> <p>2. Occasionally <input type="checkbox"/></p> <p>3. Whenever I visit <input type="checkbox"/></p> <p>4. I travel to other towns to visit their art gallery <input type="checkbox"/></p>
<p>Q9. Are you willing to contribute to the construction and operational costs of a new purpose-built Central Library through a 4.2 per cent annual increase in general ordinary rates? (This would represent \$42.45 a year for the average Coffs Harbour ratepayer.)</p> <p>1. Yes <input type="checkbox"/></p> <p>2. No <input type="checkbox"/></p> <p>3. Unsure <input type="checkbox"/></p>	<p>Q13. Do you think Coffs Harbour City Council needs a new purpose-built Regional Gallery?</p> <p>1. Yes <input type="checkbox"/></p> <p>2. No <input type="checkbox"/> (IF NO, SKIP TO Q. 15)</p>
	<p>(Survey continues next page)</p>



Coffs Harbour City Council Cultural Facilities Survey

Q14. Are you willing to contribute to the construction and operational costs of a purpose-built Regional Gallery through a 1.5 per cent annual increase in general ordinary rates? (This would represent \$15.29 a year for the average Coffs Harbour ratepayer.)

- 1. Yes
- 2. No
- 3. Unsure

Performance Space

Q15. How often do you attend performances in Coffs Harbour? (This may include theatre, dance, opera, bands or concerts.)

- 1. Never
- 2. Infrequently (1 or 2 times a year)
- 3. Occasionally (3-6 times a year)
- 4. Frequently (7+ times a year)

Q16. How often do you attend performances outside Coffs Harbour?

- 1. Never
- 2. Rarely/Occasionally
- 3. If there happens to be something on
- 4. I travel to attend performances not available in Coffs Harbour

Q17. Do you think the current performance facilities in the area adequately meet community needs for a performance space?

- 1. Yes
- 2. No

Q18. Do you think Coffs Harbour City Council needs a new purpose-built Performance Space?

- 1. Yes
- 2. No (IF NO, SKIP TO Q. 20)

Q19. Are you willing to contribute to the construction and operational costs of a new purpose-built Performance Space through a 12.7 per cent annual increase in general ordinary rates? (This would represent \$127.56 a year for the average Coffs Harbour ratepayer.)

- 1. Yes
- 2. No
- 3. Unsure

Q20. Do you have any final comments or ideas about the provision of cultural facilities in Coffs Harbour?

COMMUNITY SERVICES DIVISION - FACILITIES MANAGEMENT ADVISORY COMMITTEES AND COMMUNITY SERVICES INITIATIVES UPDATE FOR 2014

Purpose:

To provide a report on the current operational status of the community facility management and advisory committees within the Community Services Division and associated community services initiatives.

Description of Item:

The Management Committees are responsible for the care, control and management of some of Council's community facilities and the Advisory Committees are responsible for the provision of advice on various issues including future development. These committees are established under Section 355 of the Local Government Act 1993. The committees are made up of volunteer local community members. The use of Section 355 Committees reflects Council's level of encouragement to actively engage and utilise the expertise within its community.

A number of community services initiatives throughout 2014 were well supported, guided and partnered with the community. These initiatives were to safeguard, educate, culturally enrich and celebrate community.

A brief summary of each operation is presented in the issue section of this report under three separate headings: Community Facility Management Committees, Advisory Committees and Community Services Initiatives.

Sustainability Assessment:

- **Environment**

There are no environmental issues.

- **Social**

The care, control and management of these local community facilities by local residents and local community groups enables a sense of community ownership, community involvement, development and overall community well being.

The advice provided by the various advisory committees is invaluable as a consultative and information mechanism.

The community benefits greatly from these committed volunteers who undertake bookings, financial management and coordination of future development at little to no cost to Council.

The community development initiatives lead the way to inform, safeguard, educate, culturally enrich and celebrate community.

- **Civic Leadership**

The valuable contribution made by community members in the various roles of management and advisory committees is consistent with Coffs Harbour Community Strategic Plan 2030 outcomes of:

Looking After Our Community

Vision - We are healthy and strong. We are engaged and connected and work together to live sustainably. We enjoy a comprehensive range of community, artistic and cultural opportunities.

LC 1.4 Promote a caring, inclusive and cohesive community.

LC 4.1 Support local artistic and cultural expression.

LC 4.2 Support opportunities for artistic and cultural growth and enjoyment.

LC 4.3 Support activities and events that help us celebrate our diversity

LC 4.4 Develop inclusive community, sporting and recreational events and activities.

Places for Living

PL 2 Our public spaces are enjoyed by all our people.

PL 2.2 Provide public spaces and facilities that are accessible and safe for all.

- **Economic**

Broader Economic Implications

The Management Committees who ended the financial year in surplus utilised these funds for either ongoing operations, maintenance and/or development of the facilities for which they are responsible. In relation to the facilities which had a deficit result this was overcome from funds held from previous years.

Delivery Program/Operational Plan Implications

The Committees are in line with the current Delivery Program/Operational Plan.

Risk Analysis:

There are no specific risks associated with this report.

Consultation:

This report includes information provided by the volunteers on Council's community committees.

Related Policy and / or Precedents:

This report is presented to Council every two years for Councils information.

Statutory Requirements:

These Management and Advisory Committees are established under Section 355 and regulated by Section 377 of the Local Government Act.

Issues:

These Committees are made up of unpaid volunteers who are prepared to offer their personal time for their community and in many instances they provide valuable advice and experience. The Committees achieve good management, promote community consultation and use and endeavour to maximise income with minimal cost. The Committees continue to seek community support and funding opportunities to improve the facilities.

The Committees continue to seek Council's financial support for further development as the need arises.

These committees are as follows:

COMMUNITY FACILITY MANAGEMENT COMMITTEES

Ayrshire Park Management Committee

Ayrshire Park is a sports and community recreation area located in the heart of Middle Boambee on Ayrshire Park Road.

Operating Budget - Total operating revenue was \$3,545 for the year ended 30 June 2014 with the operating expenses of \$2,515 providing \$1,030 in retained funds. The park is the home base for the Boambee Soccer Club.

Management –The committee consists of five members who are committed to the improvement of this facility. The facility is primarily used by the Boambee Soccer club but is available for broader community use. This year the committee has worked in partnership with Council and the community to develop a masterplan for the facility.

Bayldon Community Centre Management Committee

Bayldon Community Centre is located at 171 Toormina Road, Toormina and provides a large hall with a licensed capacity for 100 persons, meeting and counselling rooms. The Centre was opened in 1992 and was a joint venture project between the Department of Housing and Council.

Operating Budget - Achieved revenue of \$10,169 for the year ended 30 June 2014, expenses amounted to \$8,733 resulting in a profit of \$1,436. The profit is directly attributable to the increase in regular hirers and the committee having upgraded the reception area. Revenue is obtained from regular user groups including Galambila Aboriginal Health Service, Enriched Health, Church groups, stamp collectors, drug & alcohol counseling, Weight Watchers, Deadly Sister Girls, yoga, Telstra meetings, craft classes, birthday and social functions.

Management - The Committee is currently made up of four members supported by a book keeper. Volunteers take bookings, prepare invoices, pay expenses, organize cleaning services, answer correspondence and deal with a multitude of facility management issues including vandalism. The Committee throughout the year has completed the upgrading of the reception area including new furnishings and wall hangings, new blinds, new carpet and maintained landscaping surrounding the centre.

Coramba Community Hall Management Committee

Coramba Community Hall is located on Dorrigo Street and provides a large hall with a licensed capacity for 294 persons. The building is heritage listed and includes a memorial stage, hall and kitchen available for public use.

Operating Budget - Achieved revenue of \$4,284 for the year ended 30 June 2014. Expenses amounted to \$1,881 providing \$2,402 in retained funds. Revenue continues to be obtained primarily through hall hire from a variety of regular user groups including physical culture, karate, yoga, church groups, schools, land care groups, education seminars and casual hirers.

Management – The committee consists of five members who demonstrate ongoing commitment to the management and improvement of the facility. This year they worked in partnership with the Coffs Regional Conservatorium to hold a winter concert series consisting of three separate performances from local professional musicians at the hall with approximately 150 attendee's per event.

Eastern Dorrigo Showground and Community Hall Management Committee

Known as Ulong Hall and located off Pine Avenue at Ulong, the hall has a licensed capacity for 200 persons and includes a large kitchen and shower facilities. The showground has the potential for uses such as camping, caravanning and auto clubs. The hall is primarily used by casual hirers including the school, community groups and for private events.

Operating Budget - Revenue of \$112 was achieved for the year ended 30 June 2014 while \$232 expenditure was recorded for the same period, resulting in a deficit of \$119 which was funded from committee reserves.

Management –The committee consists of 7 members who are dedicated to the management and improvement of the facility. This year the committee has been working with Council and community to plan for the installation of a children's playground and they have recently received a Council capital infrastructure grant to assist with the project.

Lowanna Community Hall Management Committee

Lowanna Community Hall is located at 33 Grafton Street Lowanna and comprises a large hall with a licensed capacity for 200 persons.

Finance Department were unable to prepare the annual audit of the financials this year due to not receiving the appropriate information.

Management – the committee presently is not meeting, and Council staff will be consulting with the community in the new year to reinvigorate membership.

Lower Bucca Community Hall Management Committee

Lower Bucca Community Hall is located approximately 15 km north west of Coffs Harbour providing a central meeting point and an asset to the local community with very affordable rates for social events and activities.

Operating Budget - Achieved revenue of \$11,656 for the year ended 30 June 2014, expenses amounted to \$4,825 resulting in a profit of \$6,831. The Lower Bucca Community Pre-school has been operating out of the main community hall for 24 years which provides

pre-school services four days of the week. The residential property adjacent to the community hall is currently occupied. Both income streams provide long term sustainable revenue from rental intake from both properties.

Management - Lower Bucca Community Hall consists of four committee members who meet voluntarily each month to ensure operations of the hall are maintained. A highlight for 2014 includes new pavers being laid as part of improvements to the wet area also installation of solar panels onto the main building to reduce electricity costs funded by the Lower Bucca Community pre-school.

Nana Glen Sport, Recreation and Equestrian Centre Management Committee

The Centre features a large picturesque sporting and recreational area off Morrows Road. Polo Crosse fields, dressage arena, equestrian cross country course and undercover stables are the main features together with a large kiosk, accessible toilets, showers, storage sheds and equestrian washing bays. This sports facility is home to competitions that attract local, regional, national and international competitors. The Management Committee also care, control and manage the Nana Glen Tennis Courts.

Operating Budget - Revenue of approximately \$34,827 was achieved for the year ended 30 June 2014. Expenses amounted to approximately \$16,065 indicating an overall profit of \$18,762. Revenue is obtained from regular user groups including Coffs Harbour Polo Crosse, Coffs Harbour Pony Club, North Coast Equestrian Club, Woolgoolga trail riders, Macksville Pony Club, Grafton Motor Homes Group and the Jeep Club. Other regular users include Eventing NSW, local schools, Rural Fire Brigade, Grafton Motor Homes Group as well as community social functions such as social sports, weddings and birthday celebrations.

Management - The Committee is made up of community and various user groups and representatives. They have a long history of sound management practices and have faced the challenge of repairing flood damaged grounds, buildings, facilities and amenities. They have upgraded the grounds to provide a quality equestrian cross country venue which attracts both state and national competitors. The Committee has recently completed the replacement of the flood damaged show ring and clean up and repair of flood damaged kiosk and amenities.

Woolgoolga Community Village Management Committee

Woolgoolga Community Village is located on Boundary Street and comprises the Village Community Hall, Meals on Wheels kitchen, Seniors Centre, Tourist information Office, and Neighbourhood Centre. The hall is a mud brick building with a licensed capacity for 100 persons.

Operating Budget - The facility revenue amounted to \$13,207, expenses at \$12,875, resulting in a small profit of \$332 for the year ended 30 June 2014. The primary income source is regular hall hirers together with rental obtained from the Neighbourhood Centre, Meals on Wheels, Right at Home and the Tourist Information Office. The regular user groups at the community hall are Woolgoolga Family Playgroup, Orchid Society, Woopi Twirlers, yoga, Sikh dance groups, Coffs Coast Swing Katz, Free Spirit Girl, Country Health Tai Chi and Qigong, Roads and Maritime Services, Baby Dance, belly dance and drumming groups. In addition there is casual use such as community meetings, social functions, weddings and birthday parties.

Management - The Committee continually improve the venue to maintain and attract community groups, and this year they have improved external signage.

ADVISORY COMMITTEES

Access Advisory Committee

This committee meets monthly on the first Friday of the month in the Council Chambers and has discussed and addressed many access issues affecting the Coffs Harbour LGA. The Access sub-committee has been consulted by Council staff regarding the approvals for new developments, some of these included ongoing upgrade at Jetty Foreshores, Woolgoolga CBD Masterplan, Accessible Changeroom at Coffs Harbour Memorial Pool, Medical Centre, Toormina. Some other issues addressed by the committee during this period were –

- Accessible parking in Boronia St Sawtell
- Extra kerb ramps in Wirrabilla St Toormina
- Access & Inclusion Plan 2014-2018

This committee is very proactive with a full complement of members.

Cultural Reference Group

The formation of this group addresses Strategy 45 of the Coffs Harbour City Council Cultural Plan 2013-2016:

“Establish a Cultural Reference Group (CRG)”

The Terms of Reference define the role of the CRG as:

- to review progress against Cultural Plan with the members of the Cultural and Community Development team; and
- to consider drafts of an annual Cultural Report to Council

The CRG consists of nine members of the community who bring experience and insight into the review of implementation of the Cultural Plan. These community members are informed by their activities in Coffs Harbour, knowledge of the local region and experiences in other communities.

Expressions of interest were called from the community. The response received to the EOI process was very positive and more applications were submitted than there were places on the committee. 14 nominations were received from which nine members were selected. The Group has met three times and a first report to Council will be provided shortly.

Multicultural Reference Group and Harmony Day Festival

Council's Multicultural Reference Group was appointed in 2006 to enhance the profile of multiculturalism in the community. In partnership with Council, the Multicultural Reference Group (MRG), since its establishment, has achieved many of its objectives and continues to work towards supporting an inclusive society for the people of Coffs Harbour.

Highlights for 2014 have once again been Council's annual Multicultural Harmony Festival held on the 3rd weekend in March in the grounds of the Botanic Gardens. The theme for the Festival is “everyone belongs” and the event is free to attend. The objectives of this community event is to provide a snap short of the cultural diversity of the region, provide a

platform for the many ethnic communities in the region to share their cultural heritage, be an event where young people can experience and participate in the positive aspects of multiculturalism; showcase the cultural fabric of the City through music, dance, food, children's and youth performances and the provision of information. In addition, the event incorporates "Colourfest" a multicultural short film festival, a Citizenship Ceremony, which is supported by the combined primary schools choir consisting of 120 young voices and growing. In 2014 over 5,000 people attended this event which also recognizes Harmony Day. Aboriginal content is also an important element in the event and acknowledges the region's original people. Earlier this year a grant of \$10,000 was successfully sort to purchase new pa and sound system to support the Festival.

In June, in line with the Council's commitment in 2008 that the City be a welcome zone for Refugees, the City recognized Refugee Week with a free family cultural event open to all at the Cavanbah Centre. The event seeks to acknowledge the valuable contribution our local refugees make to the City, whilst highlighting the plight of refugees worldwide. This year this event was attended by Carol King, NSW President, Amnesty International Australia. Additionally, an information stand manned by MRG members and other services was located at the Thursday Markets and Orara High School supported the initiative with a drumming performance.

In February MRG guidelines of operation where updated to provide consistency across Council's volunteer committees, and members are currently working on updating its 2010-2014 Multicultural Action Plan. Council Staff and MRG members continue to work with the broader community to support a broad range of community development initiatives that help support an inclusive community for all.

Sportz Central Advisory Committee

Sportz Central is a regional three championship court indoor sports stadium with a licensed capacity for 1,000 people. Originally built as two courts in 1987 and expanded to three courts in 1998. The three international sized basketball courts are modified into five junior courts for local competition.

Operating Budget - Achieved revenue of \$353,000 inclusive of Council contribution of \$55,000 towards maintenance costs of \$30,000 and cleaning of \$25,000 for the year ended 30 June 2014, expenses totalled \$353,000 providing a breakeven position. The stadium is home to sports groups such as basketball, volleyball, netball, wheelchair basketball, school sports, multi sports, disability sports, Soccatooos preschool indoor soccer, home school sports days, lifeball for seniors and table tennis. Regional, state and national sporting competitions and cultural events are held at Sportz Central including Basketball State League, Basketball Northern Junior League, State Quad Rugby, National Handball, National martial arts, regional Primary School Sports Association Competitions, regional Catholic School Competitions, dance performances, International Day for People with a disability celebrations and roller derby.

Management – The stadium was licensed to NSW Basketball from the 1 August 2014 for a three year term plus three year option at a rental of \$6,600 per annum. The Sportz Central Advisory Committee now assist the licensee with advice relating to fees, prioritisation of maintenance, competing hirers and issues as they arise. NSW Basketball report total participation at Sportz Central amounting to 6,713 persons for the month of August 2014 and 6,353 persons for September 2014, note that these figures do not include spectators. Council support NSW Basketball with a \$30,000 contribution towards maintenance.

Yandaarra Aboriginal Consultative Committee

Council's original Aboriginal Consultative Committee was established in 1998 to provide information and guidance to Council on Aboriginal issues and community development.

Coffs Harbour City Council and the Yandaarra Aboriginal Consultative Committee continue to support Aboriginal specific community events such as NAIDOC Week through the Coffs Harbour City Council NAIDOC Community Awards which are held annually as part of the official opening of NAIDOC week each year. Council also provides funding and works in partnership with other organisations to facilitate and promote a range of events throughout the week. The event continues to grow with wider acceptance and participation within the local community.

This year Council's official flag raising ceremony marking the start of NAIDOC Week Celebrations. The 2014 NAIDOC awards presentation was held at the Coffs Ex-Services Club in collaboration with Coffs Ex –Services RSL branch and Coffs Harbour Aboriginal Social Events Committee.

This included a special commemorative service honouring all Aboriginal and Torres Strait Islander men and women who have fought in defence of Australia with tributes and laying of wreaths at the Coffs Harbour Cenotaph.

Council also hosted the Grace Roberts Memorial Community Development Awards. These awards recognize members of the community who have made a significant contribution to the quality of life of aboriginal people.

The 2014 award recipients were;

- Grace Roberts Memorial Community Development Award – Mr Clark Webb
- Aboriginal Community Worker of the Year – Diane Anthony
- Aboriginal Community Organisation of the Year – Kulai Preschool

COMMUNITY SERVICES INITIATIVES 2014

The following are some examples of initiatives undertaken and it is not a comprehensive list of all community services activities achieved in 2014.

International Day of People with a Disability

The theme for the 2014 International Day of People with a Disability (IDPWD) is *“sustainable development: the promise of technology”* The day seeks to focus of the contribution of an individual rather than their disability. Celebrated annually at Sportz Central, IDPWD is a unique community event which seeks to raise awareness about a whole range of issues related to having a disability. Over 200 students plus carers and parents, attending Special Education units at local primary and high schools attended the event at Sportz Central which ran a series of fun events and activities. The day is also about changing misconceptions surrounding disability and creating an environment that encourages everyone's participation in sport, careers, leisure activities and social networks. The day provides an excellent opportunity to acknowledge the contribution that people with disabilities make to our community and to recognise those who facilitate the lives of people with disabilities. Council sponsored the majority of this event.

Japanese Festival of Children's Day

A crowd of around 4,000 attended the Festival at the Botanic Garden in 2015. The event is an aspect of our cultural links with Japan through our long-standing partnership with our sister city Sasebo. This family picnic day festival celebrates traditional Japanese food, culture, education and entertainment. The food available included Okonomiyaki savoury pancakes made by the Coffs Harbour branch of the Australia Japan Society.

In Japan, 'Children's Day' is a Public Holiday especially devoted to celebrating the healthy growth and happiness of children. For 'Children's Day', Japanese families fly huge carp-shaped kites called 'Koinobori'. Inspired by an ancient story about carp, which swam up a waterfall and turned into dragons. The carp, or koi in Japanese, became symbols of perseverance. The Japanese section of the Botanic Garden was decorated with 200 Koinobori Carp Kites which have been presented to Coffs Harbour by Sasebo.

Entertainment included:

- Japanese Taiko Drummers
- Karate demonstrations
- Bonsai
- Kite making
- Calligraphy

Cultural Development

A separate report will be presented to Council in early 2015 outlining progress on the implementation of Council's Cultural Policy and Plan (2013-2016)

Youth Week

Youth Week 2014 was very successful with many diverse events and activities on offer for young people. Some highlights included an Official Lunch, Film Night, Eco kayak tours, Headspace art exhibition, Digeridoo workshops, The Headspace "Check your head" youth music festival and Barista workshops. Council offered a series of small grants up to \$400 to help stage these activities. The Youth Week program was very well received by the community with great participation and positive feedback provided.

Seniors Week

Seniors Week theme this year was "Live Life", Council staff coordinated and promoted to the community "the 60 activities for the over 60" program, focusing on events which encouraged seniors to try something new, provided education of specific interest to seniors and supported social interaction. Council encouraged activity providers from both the government and business community in its program and all reported strong participation. Activities included walking tours, music performances, fitness classes, art and photography exhibitions, kayak eco tours, computer education, aqua exercise, indoor bowls, card games, stand up paddle boarding, native clay animal workshops, cinema, grandparents story time, Lifeball indoor ball sports, community education speakers including Alzheimers Australia and Australian Hearing, actively ageing seminars, painting workshops, dance, gallery talks and tours, discover your local community garden tours and plenty of free morning and afternoon teas. Council offered a series of small grants up to \$400 to community groups and

organizations to help them stage these activities. Several groups have reported recruiting new members to their activities as a result of people attending their senior's week events.

Implementation Date / Priority:

It is intended to send a letter of appreciation to the relevant committees in early 2015.

Recommendation:

1. **That Council note the valuable assistance, advice and good management of Council's community facilities and advisory committees by volunteer members and a letter of appreciation be sent to the committees signed by The Mayor.**

CONTRACT NO. RFT-679-TO DESIGN AND CONSTRUCT - RESURFACE WOOLGOOLGA NETBALL COURTS

Purpose:

To advise Council of tenders received for the Resurface of Woolgoolga Netball Courts; and to gain Council approval to accept a tender.

Description of Item:

Woolgoolga netball courts are located in Nightingale Street, Woolgoolga and are licensed to the Woolgoolga District Netball Association.

The Association has been campaigning Council for many years for assistance with funding an upgrade of the court surface. The surface across all four hard courts has been deteriorating in recent years, with Council assisting in 2009 to organise and fund the application of a sealant to the asphalt to re-nourish the bitumen and halt its deterioration. Whilst, this assisted somewhat with the filling of cracks in the surface, water continues to bubble up through cracks during periods of rain, and the surface has continued to deteriorate.

The playing surface is a core component to conducting the sport. Without an adequate playing surface the Association would find it impossible to remain viable.

Open tenders were called for a Lump Sum contract in local and capital city newspapers and via Council's electronic Tenderlink portal. Tenders closed at 3:30pm on Tuesday 9 September 2014.

Tenders were evaluated on the following criteria:

- *The Tenderer's financial capability and Tender conformity. These criteria were hurdles and were not scored. Only conforming Tenders and Tenderers with adequate financial resources were considered further.*
- *Tender Price.*
- *Methodology - details and logic of the tender construction method and program.*
- *Design and technical data*
- *Capability - demonstrated experience to complete the works as specified with the appropriate resources*
- *Quality and Safety - WHS and environmental management systems*

Two were received from the following:

1. Court Craft (Aust) Pty Ltd
2. Multisport Concepts Pty Ltd

Sustainability Assessment:

- **Environment**

There will be no negative environmental outcomes resulting from the upgrade of the Woolgoolga Netball Courts.

- **Social**

Sports grounds are a valuable resource and are highly valued by the community partly because they provide a low cost recreation opportunity that is within the financial reach of a broad cross section of the community.

Participating in sport produces a range of benefits including improved physical fitness, enhanced mental health, skill development, increased self-esteem, and opportunities for social networking. These benefits extend to not only players but officials and spectators, and provide opportunities to strengthen family units by encouraging families to spend time together. Sports rely heavily on the assistance of many volunteers which provides the volunteers with social connection opportunities and enhanced self-esteem.

- **Civic Leadership**

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

Relevant strategies include:

- Build pride and identity in Coffs Harbour as a community and a place;
- Create facilities and services that allow the community to reach its full development potential;
- Develop inclusive community, sporting and recreational activities;
- Promote healthy living;
- Encourage the provision of facilities, services and resources which attract and support young people;
- Provide opportunities for all, including the Aboriginal community, to contribute to the local economy;
- Facilitate shared learning and skill sharing opportunities across generational and cultural groups;
- Create youth friendly places in all community hubs
- Create community structures which capitalize on intergenerational knowledge, experience and capacity;
- Create facilities and services that allow the community to reach its full development potential;
- Create opportunities for enhancement of the community's sense of wellbeing.

- **Economic**

Broader Economic Implications

Upgrading existing sporting infrastructure will enhance the livability of Woolgoolga, and the entire Coffs Harbour LGA, and its attractiveness as a destination for new residents and encourage retention of existing residents.

Providing a range of sporting facilities at different levels delivers opportunities for participants to move along sporting pathways from novice to elite. Opportunities to access such facilities can be a key determinant for people choosing where to live, particularly young families. Attracting a younger demographic will bring economic benefits to the Coffs Harbour LGA and the region.

Delivery Program/Operational Plan Implications

Financial considerations are detailed in the confidential attachment to this report.

The majority of funding has already been secured. However to proceed with the tender and awarding the contract, additional funds are required as follows:

\$35,000	From unallocated loan funds
\$32,000	From the current budgeted surplus in the general account of \$52,916 (per the October 2014 Review to Council on 27 November 2014).

Risk Analysis:

Commencing this project will significantly reduce the risk to users of the facility who are currently playing netball on an uneven surface.

Consultation:

The Sports Facility Plan, adopted by Council in September 2010 after substantial community consultation, identified as a high priority (short term) priority.

COFFSAC, the Woolgoolga Sports Council and Woolgoolga District Netball Association all strongly support this action.

The tender evaluation and review included the Executive Manager Engineering Services, Manager Asset Maintenance, Manager Sports Development, and Sports Development Officer.

Additional consultation regarding the financial considerations was undertaken with the Director Community Development, Acting Executive Manager Finance and other Finance staff.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council policy. Council's Tender Value Selection System was applied during the tender review process to determine the most advantageous offer.

Council has invested in many sports facilities in the community. Any project with external funding sources reduces the financial burden on Council, and Council has supported many such applications in the past.

Statutory Requirements:

The calling, receiving and reviewing of tenders was carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

Council's policy is that the tender with the highest weighted score becomes the recommended tender.

Both tenders received were initially non-conforming as they had not submitted site specific pavement and drainage designs. Rather than considering both Tenders non-conforming and therefore rejected, all Tenderers were given the opportunity to vary their Tenders to correct the errors in accordance with Clause 176 of the Local Government (General) Regulation 2005.

176 Tenders may be varied in certain circumstances

- (1) *At any time before a council accepts any of the tenders that it has received for a proposed contract, a person who has submitted a tender may, subject to subclause 2, vary the tender:*
 - (a) *by providing the council with further information by way of explanation or clarification, or*
 - (b) *by correcting a mistake or anomaly.*
- (2) *Such a variation may be made either:*
 - (a) *at the request of the council, or*
 - (b) *with the consent of the council at the request of the tenderer, but only if, in the circumstances, it appears to the council reasonable to allow the tenderer to provide the information or correct the mistake or anomaly.*
- (3) *If a tender is varied in accordance with this clause, the council must provide all other tenderers whose tenders have the same or similar characteristics as that tender with the opportunity of varying their tenders in a similar way.*
- (4) *A council must not consider a variation of a tender made under this clause if the variation would substantially alter the original tender.*

The variations to both Tenders are not considered substantial alterations as they were essentially providing the information originally requested in the Request for Tender. The tender variations are more advantageous to Council as they substantially reduce financial risk associated with contract variations.

Court Craft (Aust) Pty Ltd provided the information requested. Multisports Concepts Pty Ltd did not provide the information requested.

Issues:

The issues with the current surface have been well documented, in a report to Council on October 2011, and subsequent updates.

The proposed resurface is not a long term optimum solution, rather an outcome that will maximize the opportunities for playing with minimal risk to all parties.

The tender for the resurfacing of the four asphalt netball courts is designed to retain the existing surface and place a new layer of asphalt over the top. Sub-surface drainage is to be installed around and under the courts. The asphalt surface will be held in place by a perimeter concrete edge. The new layer of asphalt will lift the court surface higher and assist in minimizing water damage.

The works required to complete the upgrade of the Woolgoolga netball courts such as the boundary fencing, bollards, line-marking, application of an acrylic surface over the asphalt, supply of goal posts and turfing of surrounding areas, and the ongoing surface maintenance, are the sole responsibility of the Woolgoolga and District Netball Association.

Alternatively, should Council decide not to provide the additional \$57,000 of funding required, the tender should be cancelled, no further negotiations undertaken and Woolgoolga District Netball Association advised that Council will not move forward with this project. This would require a reimbursement of unexpected grant funding by both Council and Woolgoolga District Netball Association. It may also be necessary to consider closing the facility and terminate the lease, due to the unsuitability of the current surface for continued competition.

Implementation Date / Priority:

A contract can be awarded upon Council's resolution to accept a tender. Failing any unforeseen events it is expected the works will be completed by 31 March 2015, with a contract completion time of 12 weeks.

Recommendation:

1. ***That Council consider the details of the report and move the recommendation noted in the confidential attachment.***

DEVELOPMENT APPLICATION NO. 0155/15 - DEMOLITION OF EXISTING BUILDING AND CONSTRUCTION OF A MEDICAL CENTRE - LOT 2 DP 270006 SP 39709, 9 MINORCA PLACE, TOORMINA

Purpose:

The purpose of this report is to present Development Application No. 155/15 for Council's determination, which is an application for the demolition of an existing commercial building and construction of a three (3) storey medical centre.

The following locality plan illustrates the existing development site.



At its meeting of 22 August 2013, Council resolved:

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 and Department of Planning Circular PS08-014 "Reporting Variations to Development Standards", the application is reported to Council for determination, as the proposal includes a variation of greater than 10%, to the maximum floor space ratio required by clause 4.4 of Coffs Harbour Local Environmental Plan 2013.

The development application is recommended for approval subject to conditions.

Background:

The development application was reported to Council on 13 November 2014, at which time Council was made aware of an administrative error, which resulted in an adjoining landowner failing to be notified of the proposal.

At that meeting, Council resolved:

That Development Application No. 0155/15 for demolition of existing building and construction of a Medical Centre at Lot 2 DP 270006 S/P 39709, 9 Minorca Place Toormina, be deferred pending further notification.

The development application has now been renotified and three (3) submissions were received. The issues raised in the submission have been considered and the assessment report has been amended accordingly.

Description of Item:

• The Site

The development site forms part of a community title subdivision which comprises a number of commercial activities including shops, offices, a veterinary clinic and hotel. A common car parking area services the combined development, that is accessed from Minorca Place and connected to the 'Toormina Gardens' (Centro) car park. Existing commercial development on the site consists of a single storey vacant shop and real estate office.

• The Development

The proposed development involves:

- Demolition of the existing single storey commercial building.
- Construction of a three (3) storey medical centre, comprising reception area, office, waiting rooms, GP consulting rooms, treatment rooms, pharmacy, allied health rooms for physiotherapy and radiology, staff and public amenities and car parking.

The development has an estimated construction value of \$2,000,000.

Plans of the proposed development are included in this report as Attachment 2.

Sustainability Assessment:

- **Environment**

The site is within an established commercial centre and forms part of the broader commercial precinct servicing Sawtell and Toormina. The natural environmental constraints on the site are limited to managing waste and erosion and sediment control, resulting from demolition and construction works.

Appropriate waste management and sediment and erosion controls will be implemented during construction.

- **Social**

The proposed development will make a positive contribution to the provision of essential health care services for the residents of Sawtell and Toormina, in a central and accessible location.

- **Civic Leadership**

The proposed development is considered consistent with the aims and objectives of the Coffs Harbour 2030 Community Strategic Plan. In particular, it is considered that the development is consistent with Council's "Looking after our Community" relating to the provision of health care services.

Objective – LC2 We lead healthy lives	
Strategic Plan 2030 Principle	Proposed development response
LC 2.2 Seek to provide a full range of quality health care services for all.	The proposal will result in an integrated health care facility, providing a range of services in an accessible and central location.

- **Economic**

Broader Economic Implications

The proposed development will have a positive economic impact by providing employment during construction and operation of the facility and contributing to the provision of essential health care services.

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 DA was placed on public exhibition and notified to nearby and adjoining property owners for a period of 14 days from 3 October 2014 to 17 October 2014 and no submissions were received during this period.

The DA was renotified to an adjoining landowner (Toormina Gardens Shopping Centre) for an additional period of 14 days from 14 November 2014 to 28 November 2014. Three submissions were received which raised various objections to the proposed development. The issues raised and Council's response, is summarised in the Section 79C Assessment Report.

A full copy of all submissions is a confidential attachment to this report (Attachment 4) as the submissions may contain personal or private information or other considerations against disclosure as prescribed under the *Government Information (Public Access) Act 2009*.

- **Internal Consultation**

The application has been reviewed by Council's Engineering Services, Building Services, Waste Services, Environmental Services and Finance divisions. Advice received from all internal divisions of Council, has been incorporated into the assessment of the development and informs the recommended conditions of development consent (Attachment 3).

Related Policy and / or Precedents:

There are no related policy and/or precedents that require consideration in respect of the application.

Statutory Requirements:

Section 79C of the Environmental Planning and Assessment Act 1979 specifies the matters which a consent authority must consider when determining a development application.

A section 79C evaluation is provided as Attachment 1.

Issues:

- **Floor Space Ratio**

The floor space ratio (FSR) development standard defines the allowable development density of a site, as a ratio of the gross floor area of a building to the site area of the land on which the building is proposed. Clause 4.4 of Coffs Harbour Local Environmental Plan (LEP) 2013, stipulates a maximum FSR of 1:1 for the site. In this instance, the proposed building is three (3) storeys and has a gross floor area of 826.3m². The site area of the land is 364.2m², resulting in the proposed development having an FSR of 2.2:1.

A variation request under Clause 4.6 of the Coffs Harbour LEP 2013 has been submitted and detailed consideration of the variation is provided in the Section 79C assessment appended to this report.

In summary, it is noted that the building complies with Council's height and setbacks requirements. The proposed development is a high quality and modern design that makes optimum use of a small site for the provision of essential health care services. The building design is consistent with other large scale commercial development and the non-compliance with the FSR will not result in any adverse impacts in the locality.

It is considered that the height, bulk and scale of the building is acceptable, having regard to Council's strategic and statutory planning framework and it is recommended that Council agree to the request by the proponent to allow a variation to the FSR for the development.

Implementation Date / Priority:

In the event that Council adopts the recommendation, a formal notice of determination will be issued for the development application and persons who made a submission will also be notified. A formal notice of determination is valid for five years and the applicant can act on the development consent at any time within that period, subject to meeting any relevant conditions of the consent.

Recommendation:

- 1. That the request made pursuant to Clause 4.6 of Coffs Harbour Local Environmental Plan 2013 for the variation to the maximum Floor Space Ratio under Clause 4.4 of Coffs Harbour Local Environmental Plan 2013, be supported in this particular case.**
- 2. That Development Application No. 0155/15 for demolition of existing building and construction of a Medical Centre at Lot 2 DP 270006 S/P 39709, 9 Minorca Place Toormina, be approved subject to the conditions on Attachment 3.**
- 3. That those persons who made submissions be advised of Councils decision.**

**Updated Section 79C Evaluation
Development Application 0155/15**

a. the provisions of,

i. any environmental planning instrument, and

• State Environmental Planning Policy No 55—Remediation of Land

The state policy requires that the consent authority must not consent to the carrying out of any development unless it has considered whether the land is contaminated.

The land is zoned commercial and has been used historically for commercial activities. The proponent has undertaken a preliminary site assessment which concluded that there is minimal likelihood of any previous potentially contaminating land uses and it is reasonable to consider that the land is not contaminated and is suitable for its intended use.

• State Environmental Planning Policy (SEPP) No 64 - Advertising and Signage

The state policy contains assessment criteria for advertising signage. A building identification sign of approximately 2.5sqm in area, is proposed to be mounted flush with the front facade of the building. The proposed sign satisfies the relevant assessment criteria, is appropriately sited and is consistent with other business identification signage in the locality.

• State Environmental Planning Policy (SEPP) No 71 - Coastal Development

The proposed development is considered to be consistent with the aims of the policy and satisfies the relevant matters for consideration and development control provisions. Clauses of particular relevance are discussed further below:

- The proposed development does not have frontage to a beach, estuary, coastal lake, headland, and cliff or rock platform. The proposed development will therefore have minimal impact on these locations.
- The proposed development does not change, impede or diminish public access to or along the coastal foreshore.
- The development is considered suitable given its type, location and design and its relationship with the surrounding area.
- The proposed development will not result in a detrimental impact on the amenity or scenic qualities of the coastal foreshore, including significant overshadowing of the coastal foreshore and no significant loss of views from a public place to the coastal foreshore. There is no expected impact on existing wildlife corridors, the animal, fish or plants and their inhabitants.
- The proposed development is not affected by coastal processes or coastal hazards. The proposed development will not result in potential for conflict between land-based and water-based coastal activities.
- It is not known whether items of heritage, archaeological, Aboriginal or historic significance exists on the site. A condition will be imposed however requiring building/excavation works to cease should any Aboriginal artefacts be discovered and the Office of Environment and Heritage be contacted immediately.
- The proposed development will be connected to Council's sewer.

Attachment 1

- The proposed development will discharge stormwater into Council's stormwater system and consequently not discharge untreated stormwater into the sea, a beach, estuary, coastal lake, coastal creek or other similar body of water, or onto a rock platform.

- **Coffs Harbour Local Environmental Plan (LEP) 2013**

Zoning

The land is zoned B2 Local Centre under Coffs Harbour LEP 2013. The proposed development is defined as a 'medical centre' which is permissible with consent in the B2 zone.

Clause 4.3 Height of buildings

The maximum building height for the site is 15.5m under clause 4.3 of Coffs Harbour LEP 2013. The proposed height of the new building is 13m and therefore complies with this requirement.

Clause 4.4 Floor Space Ratio

The maximum FSR for the site is 1:1 under clause 4.4 of Coffs Harbour LEP 2013 and 'Floor Space Ratio map'. The proposed FSR of the new building is 2.2:1

The Proponent has requested a variation to the FSR under Clause 4.6 of the Coffs Harbour LEP 2013.

Clause 4.6 Exception to Development Standards

The Proponent has provided the following justification in support of their variation request:

- *The area of the site is only 364.2m² and is of insufficient area to provide enough floor space for a large modern integrated medical centre incorporating allied health rooms.*
- *The FSR does not match the intention of the height of building control (15.5m) when applied to small lot areas.*
- *There is no opportunity to amalgamate adjoining lots to create a larger lot. The adjoining lot to the north is occupied by the Toormina Hotel and Bottle shop and the adjoining lot to the east is occupied by shops and is of an unsuitable lot shape for amalgamation.*
- *Both adjoining lots are improved. The capital value of the hotel would be significantly greater than the value of the site for acquisition and amalgamation.*
- *The lot configuration of the adjoining row of shops to the east (Lot 8 DP 270006) is unsuitable for amalgamation.*
- *The community lot (Lot 1) adjoins the western and southern boundaries and is not suitable for amalgamation.*
- *Three floors of less than 300m² GFA per floor are necessary to provide adequate space to co-locate allied health with the proposed medical centre to provide a single destination for patients.*

Attachment 1

In conclusion, the request to vary the development standard has been assessed and it is considered that compliance with the development standard is unreasonable or unnecessary and there are sufficient planning grounds to justify varying the development standard. While it is acknowledged that the variation to the FSR standard is substantial, it is considered that the opportunities for site amalgamation are limited in the circumstances. The variation request has demonstrated that the proposed development will be in the public interest and will be consistent with the objections of the particular standard and the objectives for development within the land use zone. It is therefore recommended that Council use its delegation under Clause 4.6 to vary the development standard as requested.

Clause 5.5 Development within the coastal zone

The matters under this clause have been addressed under State Environmental Planning Policy 71 – Coastal Development

Clause 7.1 Acid Sulfate Soils

The site is identified as being Acid Sulfate Soils Level 5. The proposal does not involve extensive excavation works for construction of the building. Further assessment in relation impacts on acid sulfate soils is not warranted in this instance.

Clause 7.11 Essential services

All services that are essential for the development are available and adequate as required by this provision.

Clause 7.12 Design excellence

The clause only applies to development in certain zones, including the B2 Local Centre zone. The design of the building addresses this provision including the following aspects:

- the architectural design, materials and detailing to the building type,
- the form, external appearance and the public domain,
- impacts on view corridors,
- the requirements of the Coffs Harbour DCP,
- the suitability of the land for development,
- existing and proposed uses and use mix,
- heritage issues and streetscape constraints,
- the relationship of the development with other development
- bulk, massing and modulation of buildings,
- street frontage heights,
- environmental impacts such as sustainable design, overshadowing, solar access, wind and reflectivity,
- the principles of ecologically sustainable development,
- pedestrian, cycle, vehicular and service access, circulation and requirements,
- impact on, and improvements to, the public domain.

Attachment 1

The proposed development will exhibit design excellence that makes a positive contribution to the public domain. A high standard of architectural design and material finishes will be achieved. The proposed development will not adversely affect solar access, privacy or view corridors and will not have a negative impact on the amenity of other surrounding development.

7.13 Central business district

This clause requires the primacy of the Coffs Harbour CBD to be considered. The proposed development will primarily provide health services to the residents of Toormina and Sawtell and will maintain the primacy of the CBD as the principal business, office and retail hub of the Coffs Harbour City.

- ii. **any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Director-General has notified to the consent authority (unless the Director-General has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has been approved),**

No draft planning instruments are applicable to the development.

- iii. **any Development Control Plan (DCP)**

- **Component A2 Notification and Public Participation**

The application was publicly exhibited and notified to nearby and adjoining property owners in accordance with the DCP and Councils resolution. Three (3) submissions were received in response to notification of the application.

- **Component B3 Business Development Requirements**

The proposal complies with the development controls under the DCP in relation to building design, setbacks, parking and access, services and landscaping.

- **Component C2 Access, Parking and Servicing Requirements**

Council's DCP establishes a set of prescriptive standards for car parking, dependent on the land use activity. In some circumstances, parking demand may be considered on a case by case basis, subject to a Traffic and Parking Study. The Study must reference the RMS (formerly RTA) Guide to Traffic Generating Developments and be completed by a suitably qualified professional. It is noted that most large scale commercial developments with multiple uses (including the Toormina Gardens development), have had their car parking determined by a Traffic and Parking Study.

In this instance, the Proponent has requested that Council consider a Traffic and Parking Study. The Study identifies the characteristics of the shared parking arrangements and connectivity between separate land parcels, which is common to commercial centres. The Study has determined the change of parking generation within the Community Association, resulting from the replacement of retail development with a pharmacy and medical centre as follows:

- Existing development (total of all retail development including current retail use of Lot 2) equates to 55 parking spaces.
- Post development (total of all retail development allowing for new retail pharmacy, plus new medical centre) equates to 46 spaces in total.
- Therefore a car parking demand assessment in accordance with the RMS Guide to Traffic Generating Developments results in a reduction in car parking demand of 9

Attachment 1

spaces, as the medical centre is a less parking intensive land use under the guidelines, than the retail floor space it replaces.

The assessment methodology and conclusions of the Traffic and Parking Study have been reviewed by Councils Engineering Services Section. In recognition of the 83 parking spaces currently available, it has been accepted that there is sufficient capacity to accommodate the proposed development and no additional parking is considered necessary.

- **Component C3 Landscaping Requirements**

A landscape plan has been submitted with the development application in accordance with the DCP and is considered acceptable.

- **Component C4 Signage Requirements**

The proposed signage is business identification signage, satisfies the relevant assessment criteria and is appropriately sited and consistent with other business identification signage in the locality.

- **Component C7 Waste Management Requirements**

A waste management plan has been submitted in accordance with the DCP. The proposed development contains a suitably designed waste enclosure to ensure that medical waste is appropriately secured and not able to be accessed by the general public.

- **Component D1 Erosion And Sediment Control Requirements**

The provision of an appropriate erosion and sediment control plan is required by a condition of development consent which satisfies the requirements of the DCP.

iii(a) any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, and

There are no planning agreements that relate to the proposed development and would require consideration under this section.

iv. 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 and certain demolition controls be considered in the determination of development applications. The development is consistent with the goals, objectives and strategic actions outlined in the Coastal Policy. Appropriate conditions will be applied to the consent covering demolition works. Objective 3.2 of this Policy is "*to design and locate development to complement the surrounding environment and to recognise good aesthetic qualities*". The proposal satisfies this objective.

v. any coastal zone management plan (within the meaning of the [Coastal Protection Act 1979](#)), that apply to the land to which the development application relates,

Council at its meeting of the 14 February 2013 adopted the Coffs Harbour Coastal Zone Management Plan. The proposed development is consistent with the plan.

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 development site is within an established commercial area and the proposed development will not cause any adverse impact on the natural environment.

The proposed development is a modern, architecturally designed building that will exhibit design excellence and make a positive contribution to the urban environment.

The development meets safer by design principles for minimising crime risk, by providing opportunities for surveillance, access control, territorial reinforcement and space management.

2. Social and economic impacts

The development will have the positive impact of providing employment and increasing the availability of essential health services to meet emerging demographic trends of an aging and growing population. The development will also contribute a substantial amount of developer contributions, which will assist Council in its provision of public infrastructure.

c. the suitability of the site for the development,

The development site is centrally located within an established commercial precinct that offers a range of integrated commercial services and activities. The medical centre will be easily accessible for pedestrians and has the advantage of being in close proximity to public transport options and availability of car parking.

The development will support the Toormina commercial precinct and established commercial businesses. The modern and functional design of the building, has the potential to revitalize the precinct and set a high standard for future development within the area.

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

The DA was placed on public exhibition for a period of 14 days from 3 October, 2014 to 17 October, 2014. No submissions were received during this period.

The DA was renotified in accordance with Council's resolution and a total of three (3) submissions were received, which raised various objections to the development. A summary of the issues raised and Council's response is provided as follows:

Inadequate Car Parking and Car Parking Analysis

Comment: Car parking for the proposed medical centre is available within the existing common car park, which services all owners within the community title association. A car parking study was prepared by a consulting Engineer and submitted with the development application, which concluded that the existing car park had sufficient capacity to cater for the proposed development and the existing uses. The Study was reviewed by Council's Engineering Section and the conclusion was accepted. It is considered that the car parking requirements of the development have been comprehensively assessed and the use of the RMS Guide to Traffic Generating Development, is appropriate in the circumstances.

Furthermore, it is noted that the site is ideally located within an existing commercial centre to take advantage of pedestrian and public transport options and achieve efficiencies of scale, through complementary uses.

Traffic Congestion and Site Access

Comment: Access to the site is primarily from the existing car park entrance and egress off Minorca Place. It is considered likely that patients of the medical centre will park within the community lot car park. However it is feasible that users of the medical centre may also park in the Toormina Gardens car park and the reciprocal parking relationship between the commercial entities, is unavoidable in the circumstances.

Concerns of unreasonable traffic congestion resulting from the proposed development need to be considered in context. The commercial precinct generates a substantial amount of on-site car parking. Evidence would suggest that the existing traffic arrangements are successfully and safely managing significant traffic volumes. A 'left turn only' sign is located at the intersection of Minorca Place and Toormina Road to assist in prevention of traffic build-up occurring in Minorca Place. The signalised intersection at the Toormina Gardens Car park entrance, also assists in managing traffic flows. It is reasonable to conclude that the current traffic arrangements actually provide for an efficient, orderly and safe flow of traffic to and from the site and minor delays associated with traffic queuing at intersections are to be expected and are an important means of regulating traffic movements for the safety and efficiency of pedestrians and motorists. It is not considered that the current development proposal will have an adverse impact on the efficient and safe movement of motor vehicles.

Non-compliance with Floor Space Ratio and Design Excellence***Comment:***

The requested variation to the floor space ratio has been appropriately made by the Proponent in accordance with Clause 4.6 of the Coffs Harbour LEP 2013. Variations to development standards are considered on their merit and within a strict assessment framework. In this context, Councils support of this variation will not result in a undesirable precedent being set for other development. The assessment report clearly identifies and assesses the scale of the variation and has recommended that the variation be supported.

The existing built form within the Toormina shopping precinct comprises a mix of modern and aged buildings that are likely to be redeveloped in the near future. It is considered that the proposed redevelopment is of high quality and modern design that makes optimum use of the site, while providing essential health services to the public.

The proposed development will exhibit design excellence that makes a positive contribution to the public domain. A high standard of architectural design and material finishes will be achieved. The proposed development will not adversely affect solar access, privacy or view corridors and will not have a negative impact on the amenity of other surrounding development.

Impact on future development opportunities for other sites

Comment: The development is proposed within a community title subdivision, but is contained within private property boundaries and does not encroach over any common property boundaries or community property. There is no approved or adopted masterplan to guide future development of the community title scheme and therefore, Council can only consider individual development applications on their merits and having regard to the applicable planning controls. Any future redevelopment of nearby and adjoining properties will be subject to similar planning considerations. It is considered that the development will not have an adverse impact on future development opportunities or compromise the future development of adjoining allotments.

Loss of Solar Access

Comment: The proposed medical centre will not cause any overshadowing impacts to any residential properties, which are located at least 70m from the site. Shadow diagrams were submitted with the development application, which indicate that parts of the car park will be overshadowed during the morning and midday periods and parts of the adjoining commercial building to the east of the site, will be overshadowed from mid-afternoon. It is considered that the extent of overshadowing is minor and will not have an adverse impact on adjoining landowners.

Impacts during demolition and construction works

Comment: Minor impacts are expected during demolition and construction works and standard conditions of development consent are recommended to mitigate these impacts as follows:

- Erosion and Sediment control to be implemented for the duration of works.
- Demolition works to be undertaken in accordance with the relevant Australian Standards.
- Hours of work being limited to 7.00am – 6.00pm Monday to Friday and 7.00am – 1.00pm Saturdays (8.00am if audible from residential properties). No construction work will occur on Sundays and public holidays.
- Dust control measures to be undertaken during demolition and construction works.
- Compliance with these controls will be monitored and enforced where necessary by the principal certifying authority.

e. the public interest,

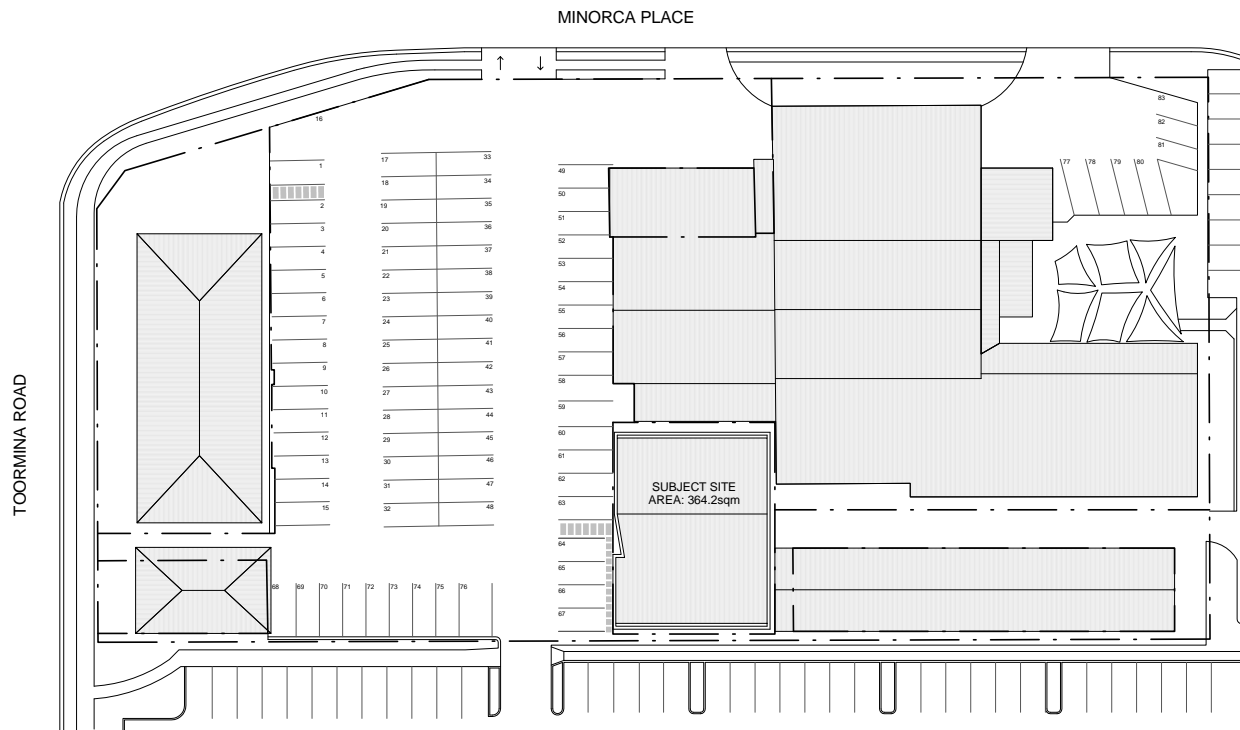
The development has been assessed against Councils strategic and statutory planning framework and is considered acceptable. Where appropriate, conditions of consent are recommended to mitigate impacts resulting from the development. It is considered that the development is in the public interest and conditional approval is recommended.

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LOCATION PLAN

1:500 @ A3



Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION

project:
 MINIROCA PLACE
 address
 9 MINIROCA PLACE,
 TOORMINA

plans by:

 ABN 23 157 034 687

title:
 LOCATION PLAN
 drawn: HW
 client: -
 job no: MP_014
 scale @ A3: 1:500
 date: 18/05/14
 drawing no:

B001

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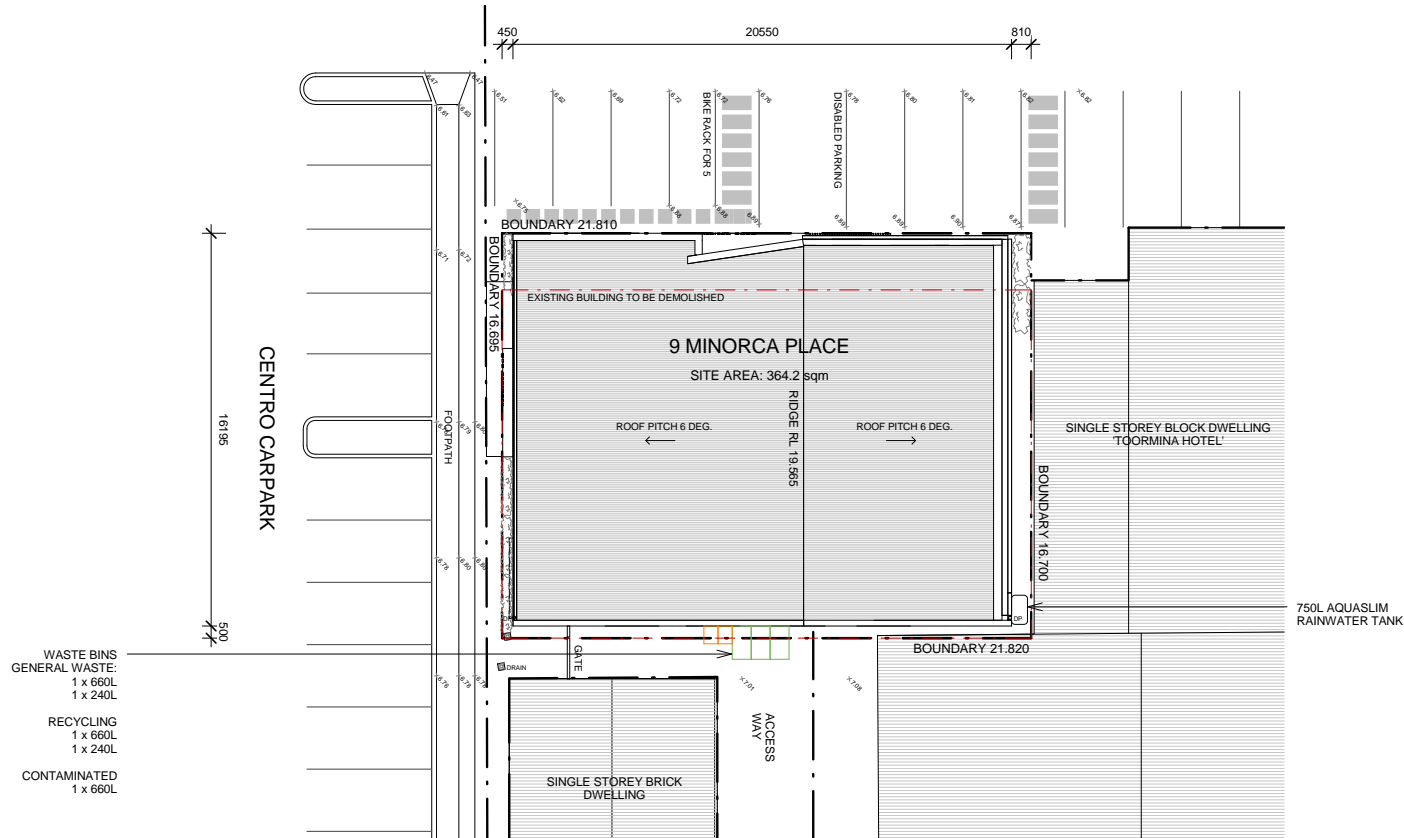
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GROSS FLOOR AREA	
GROUND FLOOR:	278.7 sqm
FIRST FLOOR:	275.6 sqm
SECOND FLOOR:	272 sqm
TOTAL:	826.3 sqm
PROPOSED FSR:	2.27:1



SITE PLAN

1:200 @ A3



Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION

project:
MINROCA PLACE
 address
**9 MINORCA PLACE,
 TOORMINA**

plans by:

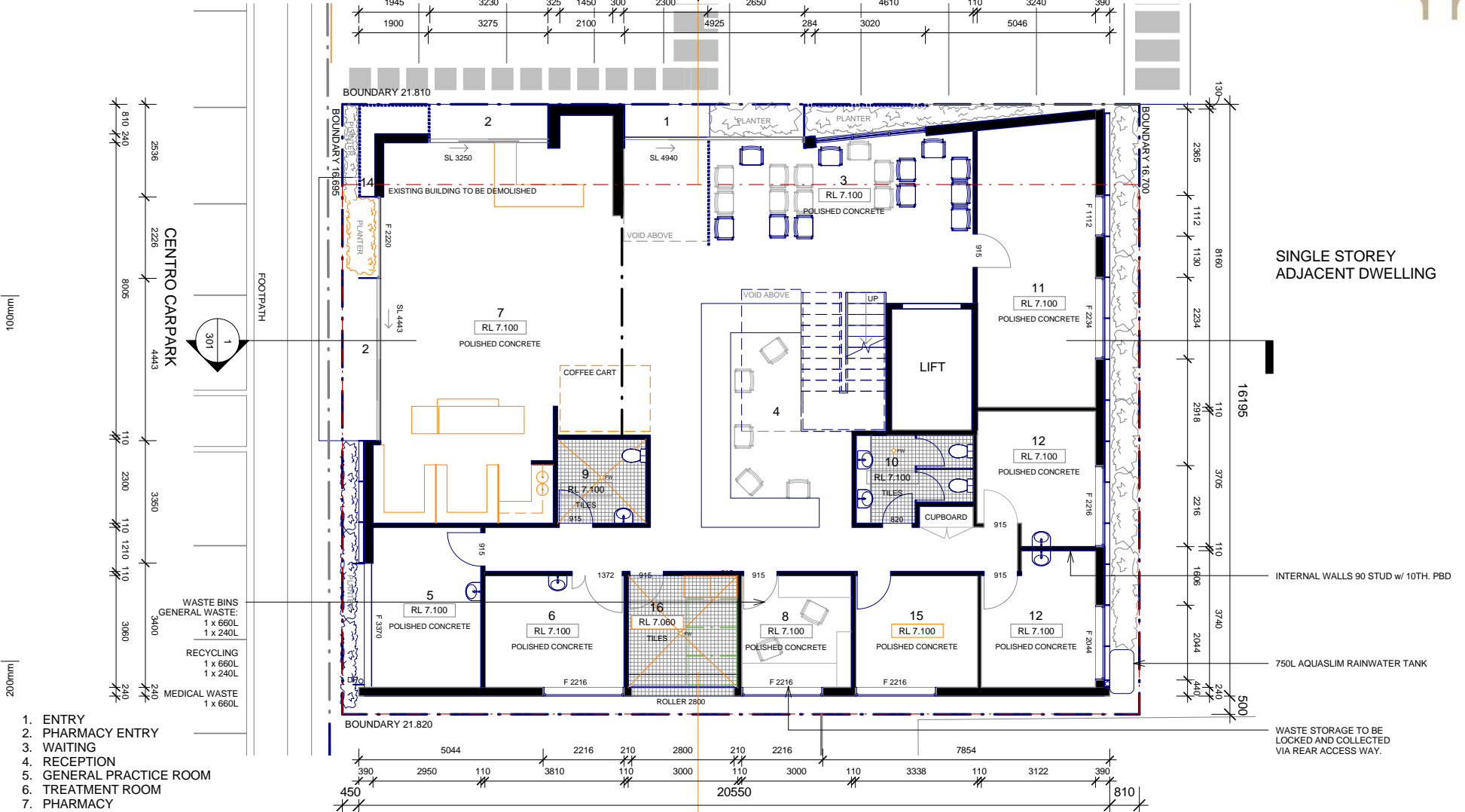
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 client: -
 job no: MP_014
 scale @ A3: 1:200
 date: 18/05/14
 drawing no:

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1. ENTRY
2. PHARMACY ENTRY
3. WAITING
4. RECEPTION
5. GENERAL PRACTICE ROOM
6. TREATMENT ROOM
7. PHARMACY
8. OFFICE
9. PUBLIC BATHROOM (DISABLED)
10. STAFF BATHROOM
11. PATHOLOGY
12. ALLIED HEALTH
13. TEA ROOM
14. CONCEALED SLIDING SECURITY SCREEN
15. NURSES ROOM
16. WASTE STORAGE

GROUND FLOOR PLAN

1:100 @ A3

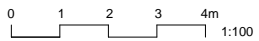


Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION
08/10/14	C	DA - WASTE AMENDMENT
17/10/14	D	DA - WASTE AMENDMENT 2

project:
MINROCA PLACE
address:
**9 MINORCA PLACE,
TOORMINA**

plans by:
aetch design
ABN 23 157 034 087

title:
GROUND FLOOR PLAN
drawn: HW
client: -
job no: MP_014
scale @ A3: 1:100
date: 08/10/14
drawing no: **D100**



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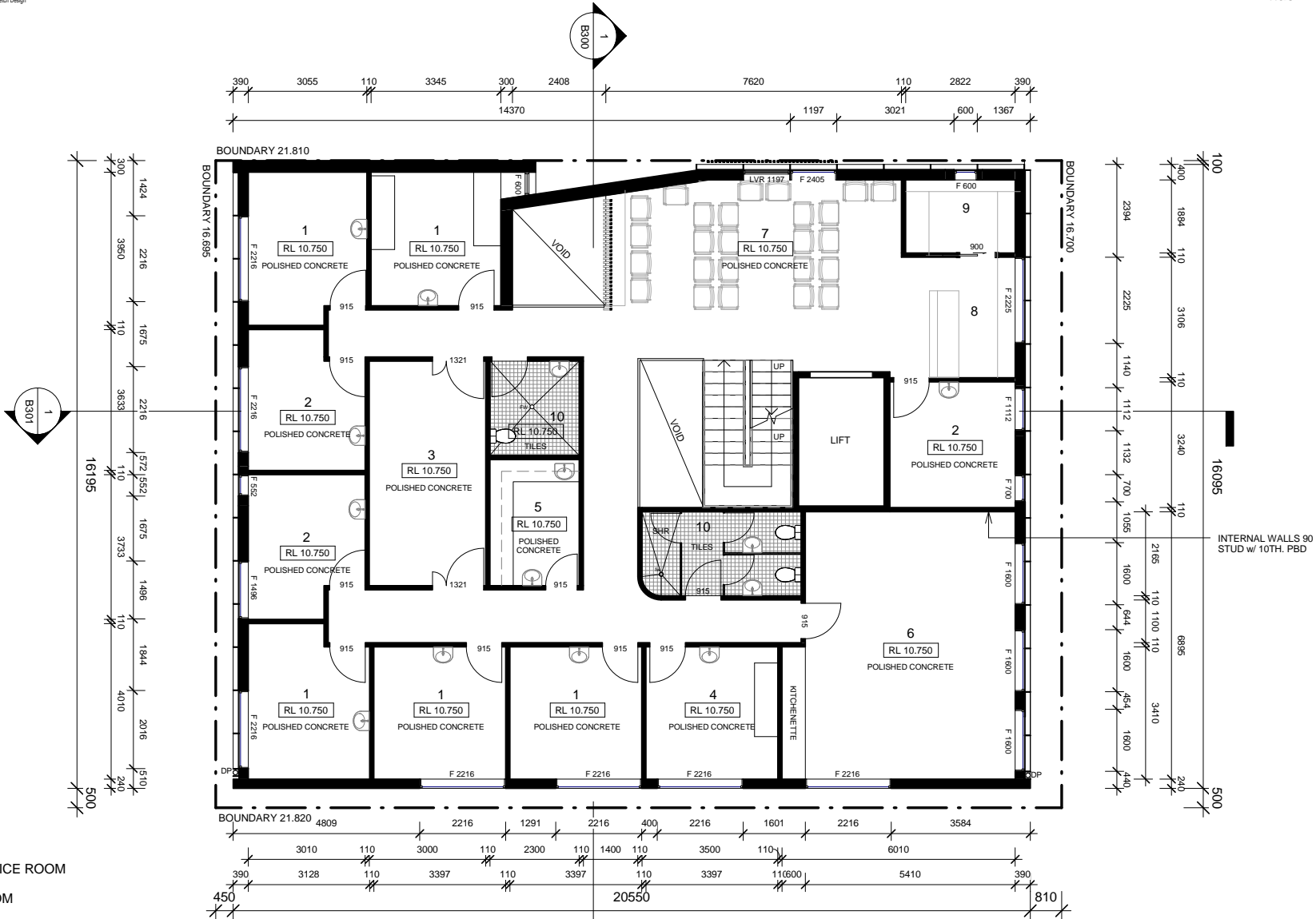
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- 1. GENERAL PRACTICE ROOM
- 2. NURSES ROOM
- 3. TREATMENT ROOM
- 4. OFFICE
- 5. STERILISATION ROOM
- 6. MEETING/FUNCTION/TEA ROOM
- 7. WAITING
- 8. RECEPTION
- 9. ADMINISTRATION
- 10. PUBLIC BATHROOM (DISABLED)
- 11. STAFF BATHROOM

FIRST FLOOR PLAN

1:100 @ A3



Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION

project:
MINROCA PLACE

address
9 MINROCA PLACE,
TOORMINA

plans by:



title:

FIRST FLOOR PLAN

drawn: HW

client: -

job no: MP_014

scale @ A3: 1:100

date: 18/05/14

drawing no:

B110

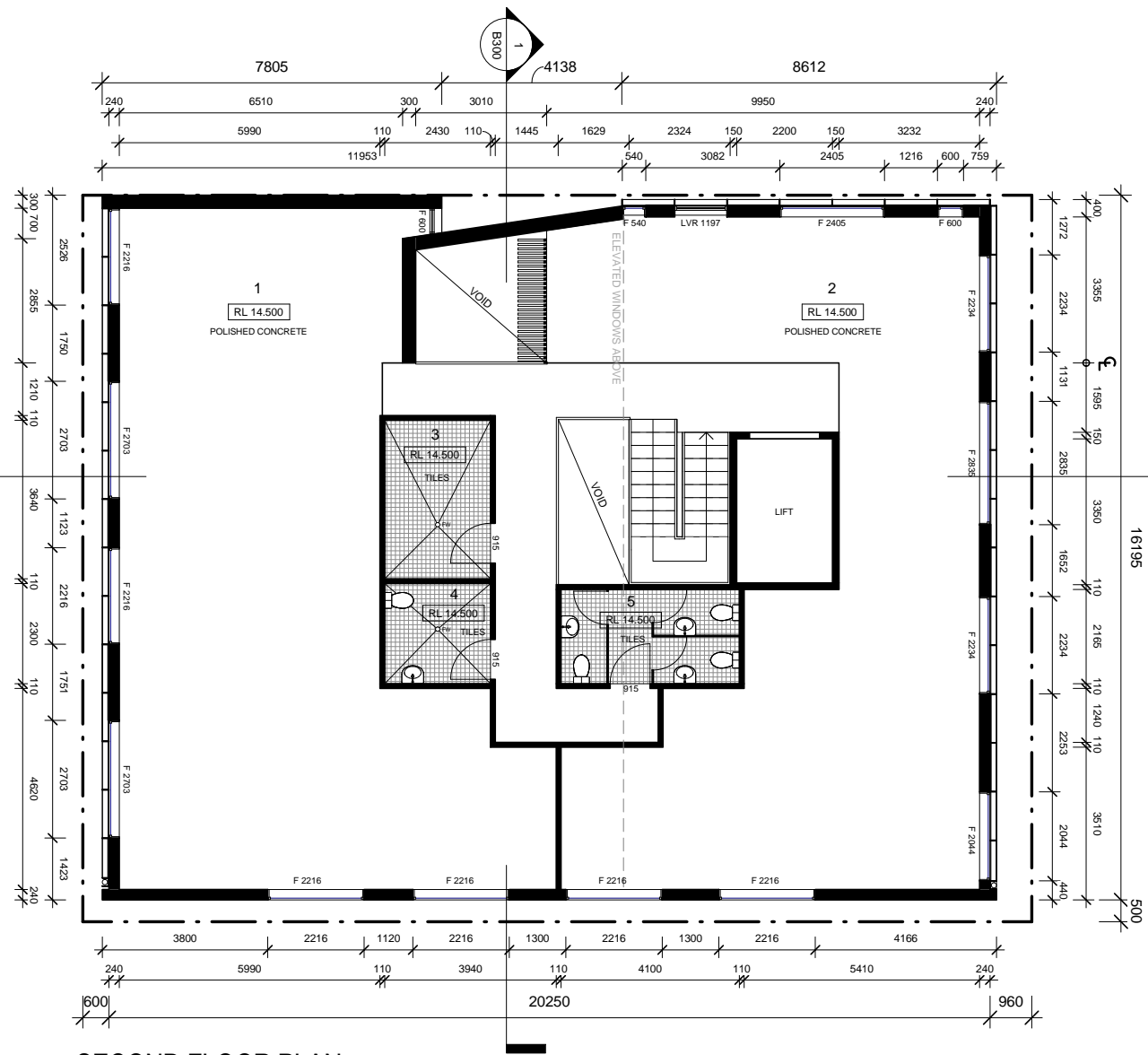
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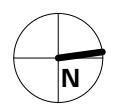
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SECOND FLOOR PLAN

1:100 @ A3

- 1. RADIOLOGY
 - 2. PHYSIOTHERAPY
 - 3. PLANT
 - 4. DISABLED BATHROOM
 - 5. STAFF BATHROOM
- 0 1 2 3 4m
1:100



Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION

project:
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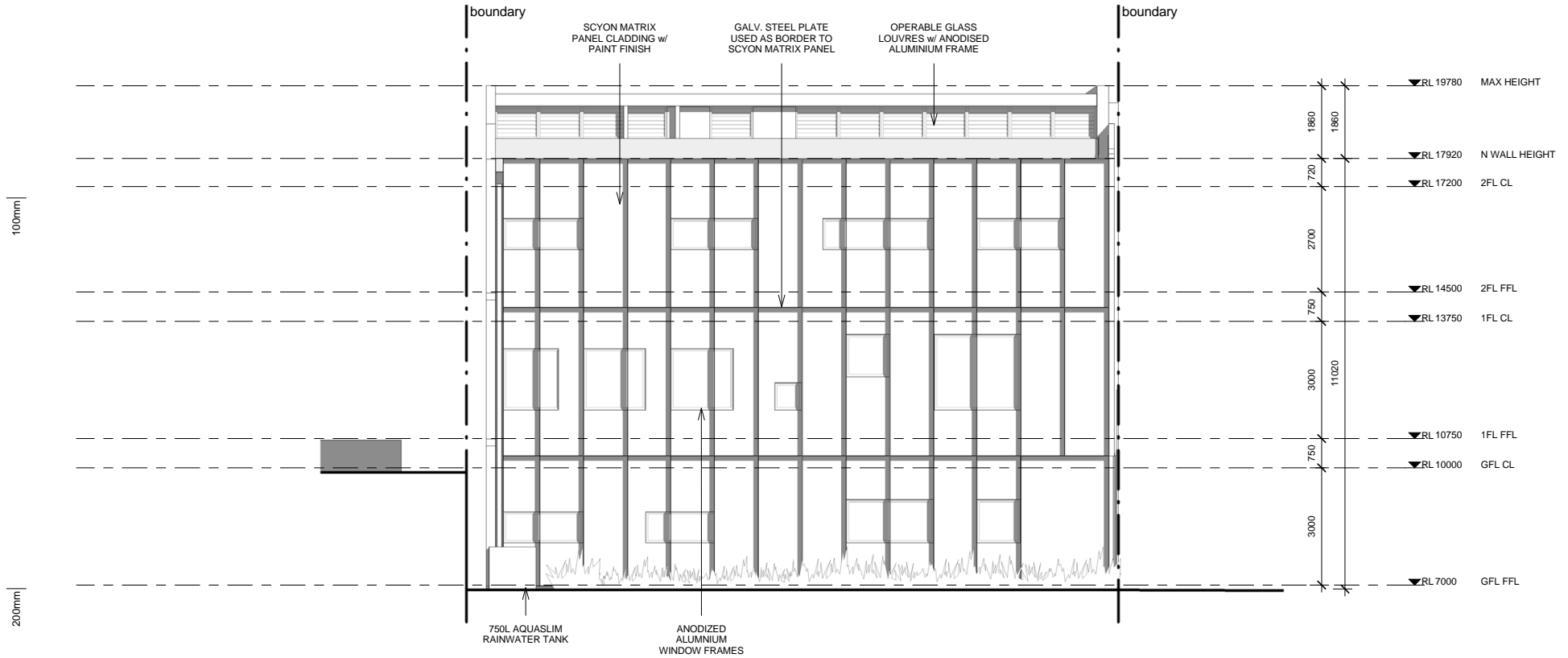
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drawn: HW
client: -
job no: MP_014
scale @ A3: 1:100
date: 18/05/14
drawing no: **B120**

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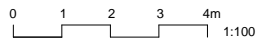
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NORTH ELEVATION
 1:100 @ A3



Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION

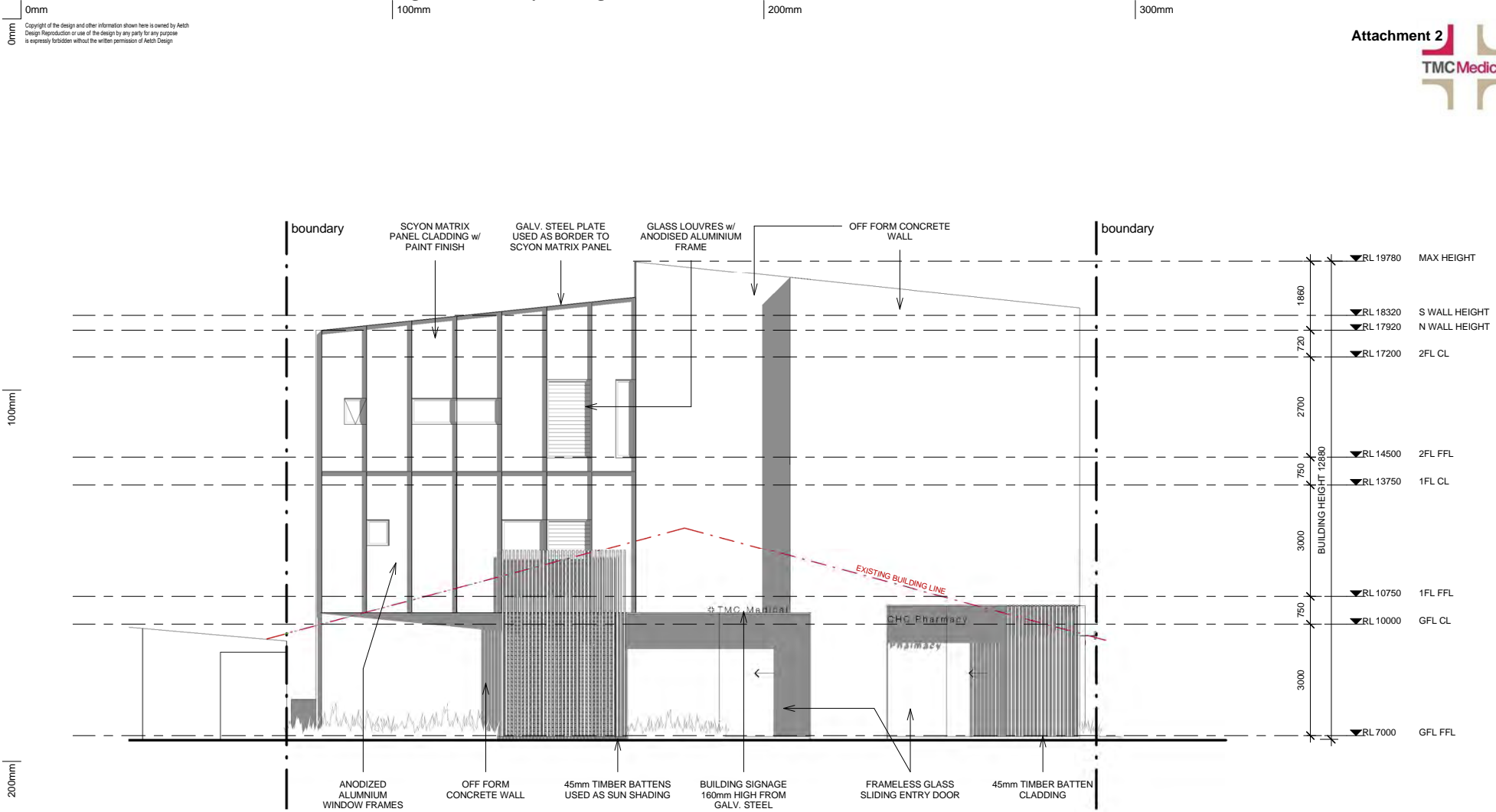
project:
MINROCA PLACE
 address
**9 MINORCA PLACE,
 TOORMINA**

plans by:

ABN 23 157 034 687

title:
NORTH ELEVATION
 drawn: HW
 client: -
 job no: MP_014
 date: 18/05/14
 scale @ A3: 1:100
 drawing no:

B200



WEST ELEVATION
1:100 @ A3

Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION

project:
MINROCA PLACE
address
9 MINORCA PLACE,
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atch design
ABN 23 157 034 687

title:
WEST ELEVATION
drawn: HW
client: -
job no: MP_014
scale @ A3: 1:100
date: 18/05/14
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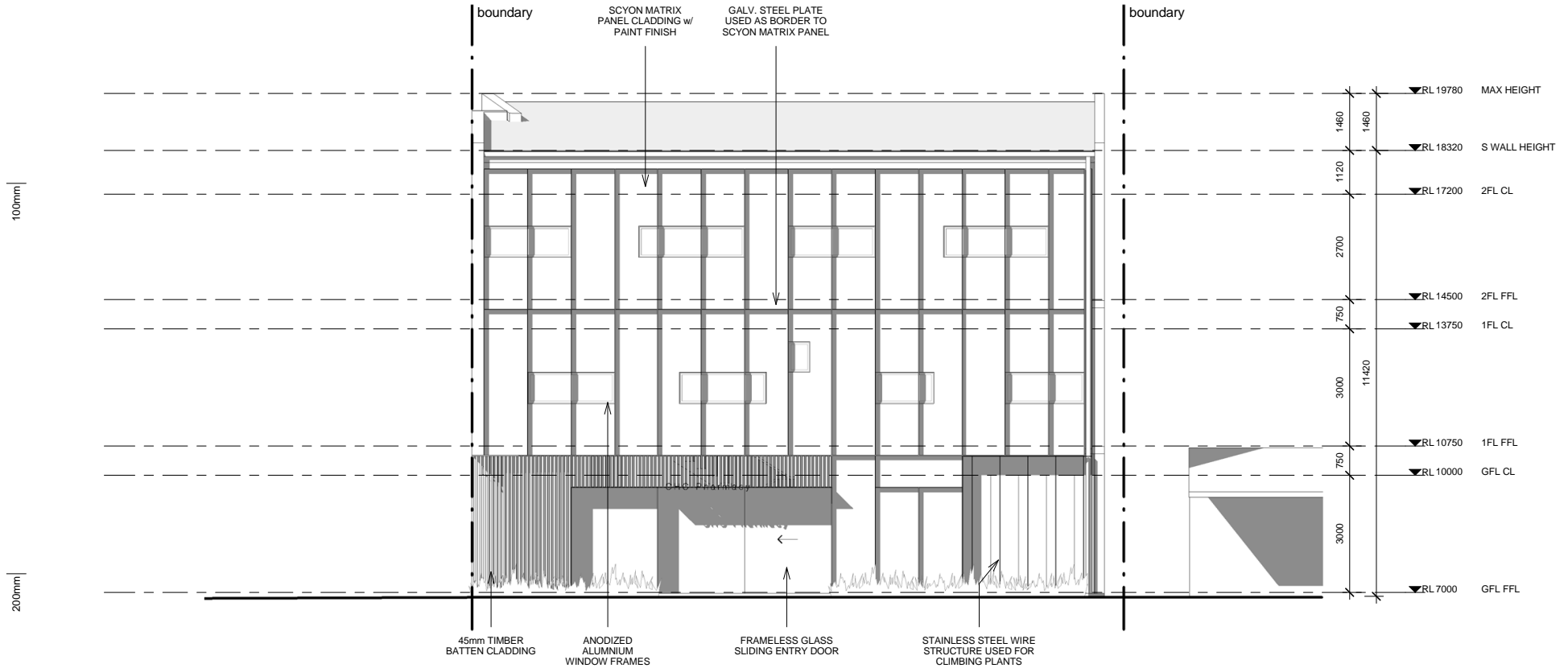
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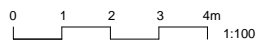
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SOUTH ELEVATION

1:100 @ A3



Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION

project:
MINROCA PLACE
 address
**9 MINROCA PLACE,
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plans by:

ABN 23 157 034 687

title:
SOUTH ELEVATION
 drawn: HW
 client: -
 job no: MP_014
 scale @ A3: 1:100
 date: 18/05/14
 drawing no:

B202

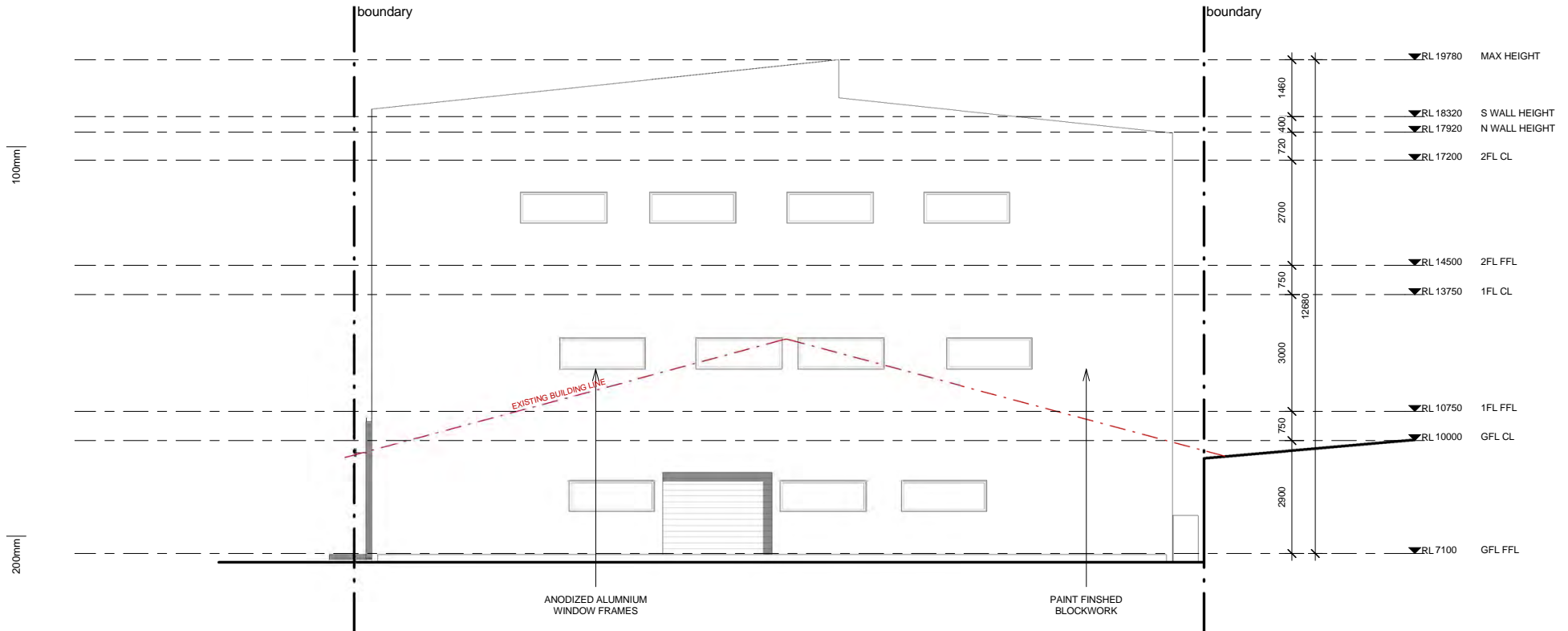
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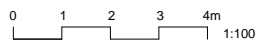
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EAST ELEVATION
1:100 @ A3

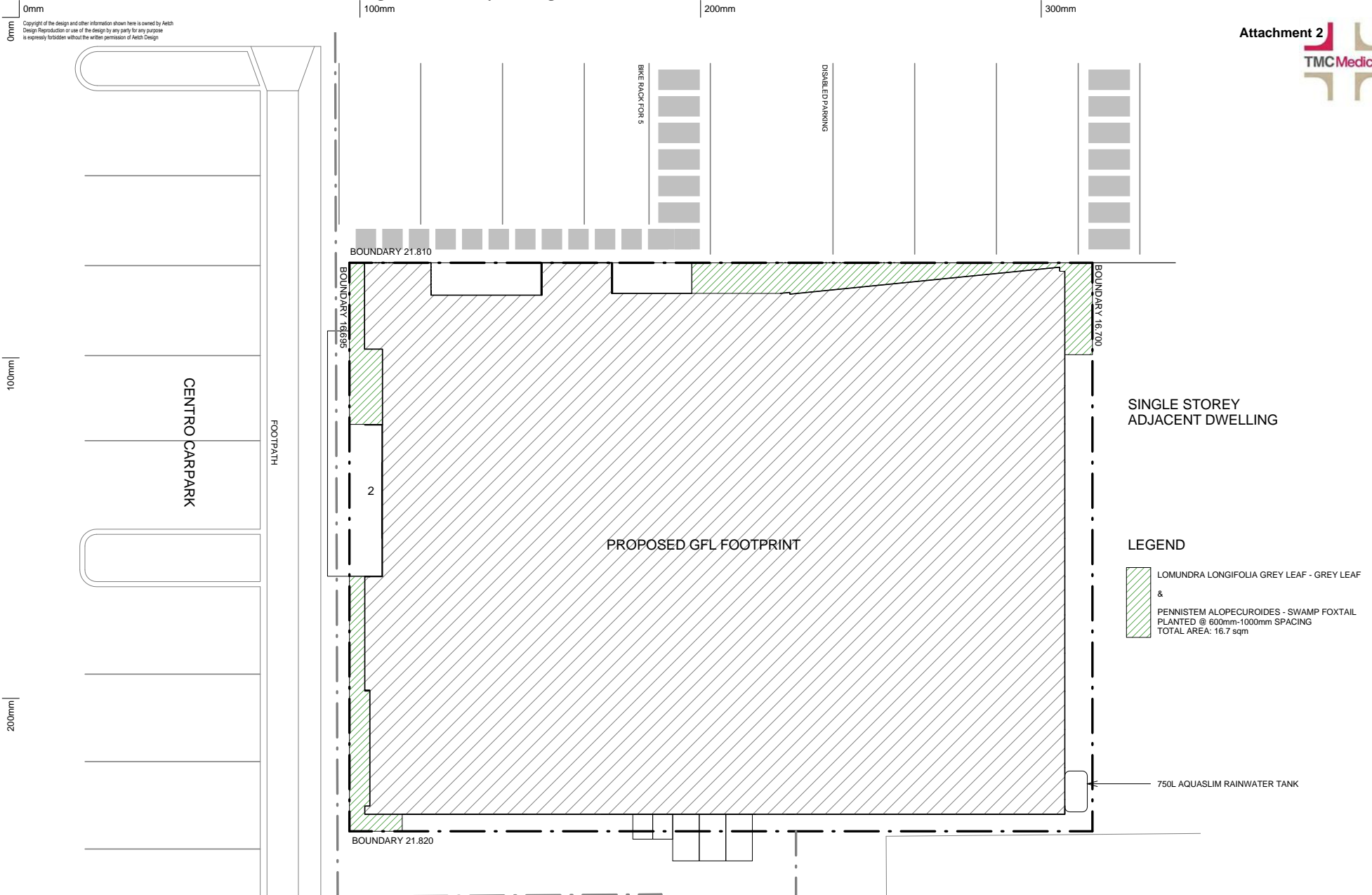


Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION
08/10/14	C	DA - WASTE AMENDMENT
17/10/14	D	DA - WASTE AMENDMENT 2


project:
MINROCA PLACE
address
**9 MINROCA PLACE,
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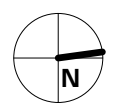
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drawn: HW
client: -
job no: MP_014
scale @ A3: 1:100
date: 08/10/14
drawing no: **D203**



LEGEND

 LOMUNDRA LONGIFOLIA GREY LEAF - GREY LEAF & PENNISTEM ALOPECUROIDES - SWAMP FOXTAIL PLANTED @ 600mm-1000mm SPACING TOTAL AREA: 16.7 sqm

LANDSCAPE PLAN
1:100 @ A3



Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION

project:
MINROCA PLACE
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title:
LANDSCAPE PLAN
drawn: HW
client: -
job no: MP_014
scale @ A3: 1:100
date: 18/05/14
drawing no:

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Date	Rev	Amendment
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project:
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title:
ARTIST IMPRESSION
drawn: HW
client: -
job no: MP_014
scale @ A3.

date: 18/05/14
drawing no: **B550**

0mm

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100mm

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Date	Rev	Amendment
09/07/14	A	TLC MEETING
22/08/14	B	DEVELOPMENT APPLICATION

project:
MINROCA PLACE
address
9 MINORCA PLACE,
TOORMINA

plans by:
aetch design
ABN 23 157 034 687

title:
ARTIST IMPRESSION
drawn: HW
client: -
job no: MP_014
scale @ A3.

date: 18/05/14
drawing no: **B551**

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100mm

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title:
ARTIST IMPRESSION

drawn: HW
client: -
job no: MP_014
scale @ A3:

date: 18/05/14
drawing no:

B552



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Created = 30/10/2014 8:44 AM

User = ctscath

Scale = 1:1,734



Projected Coordinate System- GDA 1994, MGA Zone 56



Proposed Conditions Development Application No. 0155/15DA

Schedule of Conditions

ADMINISTRATIVE CONDITIONS

Development Description:

1. Development consent is granted only to carrying out the development described in detail below:
 - ***Demolition of existing building and construction of medical centre***

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 set out in the following table except where modified by any conditions of this consent (Development Consent No.0155/15DA).

Plan No. / Supporting Document(s)	Prepared by	Dated
Location Plan, Drawing No. B001	Aetch Design	18 May 2014
Site Plan, Drawing No. B010	Aetch Design	18 May 2014
Ground Floor Plan, Drawing No. D100	Aetch Design	8 October 2014
First Floor Plan, Drawing No. B110	Aetch Design	18 May 2014
Second Floor Plan, Drawing No. B120	Aetch Design	18 May 2014
North Elevation, Drawing No. B200	Aetch Design	18 May 2014
West Elevation, Drawing No. B201	Aetch Design	18 May 2014
South Elevation, Drawing No. B202	Aetch Design	18 May 2014
East Elevation, Drawing No. D203	Aetch Design	17 October 2014
Landscape Plan, Drawing No. B500	Aetch Design	18 May 2014

In the event of any inconsistency between conditions of this development consent and the plans 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.

Development Application No. 0155/15DA

Schedule of Conditions

PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

Construction Certificate:

4. No building 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.

Note: Separate Construction Certificates are to be obtained for the **building works** and any **civil works**.

Equitable Access:

5. Access for people with disabilities being provided in accordance with the *Disability (Access to Premises - Buildings) Standards 2010* and the Building Code of Australia.

Details indicating compliance must be submitted and approved by the certifying authority **prior to the issue of a Construction Certificate**.

Trade Waste:

6. An *Application for Approval to Discharge Liquid Trade Waste* under Section 68 of the Local Government Act, being submitted and approved by *Coffs Harbour Water* **prior to release of the Construction Certificate**.

All trade waste discharges are to conform with effluent acceptance criteria as stipulated in Coffs Harbour Water's Trade Waste Policy (Schedule A) and or any standards applied by the Environment Protection Authority for the discharge.

Please Note: Depending upon your individual circumstances, some trade waste pre-treatment equipment may need to be incorporated into the building work.

Coffs Harbour Water (Trade Waste Section) should be contacted for the issue of a Liquid Trade Waste Application Form. Please note once all the relevant information has been supplied, up to 30 days is required for approval.

240 Litre Bins – Storage:

7. Provision being made on the site for the storage of garbage/recycling and green waste bins. Storage areas are to be suitably screened from the street and common areas, with details being submitted and approved by Council **prior to issue of the Construction Certificate**

The bin storage area is to contain a dry basket arrestor on the drain and tap for cleaning.

Development Application No. 0155/15DA

Schedule of Conditions

Water Management Act 2000:

8. **The Construction 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:

	Total
	\$
Works to satisfy increased demand within the area a commercial development – medical centre – 5.5 ET's	
Water	54,086.56
Sewer	51,722.07
Sub Total	105,808.63
	Amount/m²
	\$
	Total
	\$
Works to satisfy increased demand within the area for 67.5 square metres of commercial development - shop	
Water	29.50 1,991.25
Sewer	28.21 1,904.18
Sub Total	3,895.43
Less credit for existing use	21,019.37
<u>TOTAL AMOUNT PAYABLE</u>	<u>88,684.69</u>

PRIOR TO COMMENCEMENT OF WORKS

Site Notice:

9. 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.

Development Application No. 0155/15DA**Schedule of Conditions**

Demolition Works:

10. All works including (where relevant) the handling and disposal of materials containing asbestos, are to be undertaken in accordance with the relevant requirements of WorkCover NSW, the Work Health and Safety Act 2011 and Australian Standard AS 2601-2001 "The Demolition of Structures".

Prior to demolition all services are to be disconnected and capped off. Disconnection of any sewer drainage lines shall be sealed to prevent ingress of water and debris into the sewerage system.

Where water and sewerage services are no longer required the required fee for disconnection being paid to Coffs Harbour Water prior to the commencement of any demolition work.

Sanitary Plumbing and Draining:

11. A separate application is to be made to Council by the licensed plumber and drainer prior to the commencement of any sanitary plumbing and drainage work on site.

DURING CONSTRUCTION**Waste and Contamination:**

12. **The** exportation of waste (including fill or soil) from the site must be in accordance with the provisions of the *Protection of the Environment Operations Act 1997* and the Office of Environment and Heritage "*Waste Classification Guidelines*".

Any new information that comes to light during remediation, demolition or construction works which has the potential to alter previous conclusions about site contamination must be immediately notified to the Council and the Principal Certifying Authority.

Hours of Work:

13. The hours of construction for all stages of the development, including delivery of materials to the site, shall be restricted as follows:
- (1) Between 7:00am and 6:00pm , Mondays to Fridays inclusive;
 - (2) Between 7:00am and 1:00pm, Saturdays if inaudible from adjoining residential properties, otherwise between 8.00 a.m. and 1.00 p.m;
 - (3) No construction work on Sundays and Public Holidays.

Works may be undertaken outside these hours where:

- (1) The delivery of materials is required by the Police or other authorities; and/or
- (2) It is required in an emergency to avoid the loss of life, damage to property and/or to prevent environmental harm; and/or
- (3) The work is approved through the Construction Noise and Vibration Management Plan; and
- (4) Residents likely to be affected by the works are notified of the timing and duration of these works at least 48 hours prior to the commencement of works.

Development Application No. 0155/15DA

Schedule of Conditions

Cultural Heritage:

- 14. In the event that future works during any stage of the development disturb Aboriginal Cultural materials, works at or adjacent to the material must stop immediately. Temporary fencing must be erected around the area and the material must be identified by an independent and appropriately qualified archaeological consultant. The Office of Environment and Heritage (OEH), Northern Aboriginal Heritage Unit and the Aboriginal Stakeholder groups must be informed. These groups are to advise on the most appropriate course of action to follow. Works must not resume at the location without the prior written consent of the OEH and Northern Aboriginal Heritage Unit and the Aboriginal Stakeholder groups.

PRIOR TO ISSUE OF OCCUPATION CERTIFICATE OR COMMENCEMENT OF USE

Landscaping Works:

- 15. **Prior to the issue of an Occupation Certificate** a works as executed plan is to be submitted to the Principal Certifying Authority certifying that all landscape works have been carried out in accordance with the approved plan.

Occupation Certificate:

- 16. A person must not commence occupation or use of the new building **prior to obtaining an Occupation Certificate** from the Principal Certifying Authority.

Liquid Trade Waste Approval:

- 17. **Certification** from the Trade Waste Section that a Liquid Trade Waste Approval has been granted and the pre-treatment equipment has been installed in accordance with the conditions of the approval is to be provided to the Principal Certifying Authority **prior to issue of the Occupation Certificate.**

RELEASE OF RESTRICTION ON USE - LOT 5 DP 1093216 JARRAH COURT COFFS HARBOUR

Purpose:

The purpose of the report is to obtain Council approval to execute the necessary legal documents to release a restriction on use over Lot 5 in DP 1093216.

Description of Item:

The report is procedural and is required to obtain Council's authority to execute a legal document under seal. The restriction on use is identified as "D" on the registered plan of subdivision and requires the prior written consent of Coffs Harbour City Council for the erection of a building or removal of vegetation within the identified area.

Council is the party which is legally empowered to release, vary or modify the restriction on use. A solicitor acting on behalf of the landowner has requested that the restriction be removed to eliminate any legal ambiguity about the relevance of the restriction. A copy of the registered plan of subdivision and terms of the restriction are included as Attachment 1 of this report.

Sustainability Assessment:

- **Environment**

There are no environmental issues associated with the release of the restriction.

- **Social**

There are no social impacts associated with the release of the restriction.

- **Civic Leadership**

There are no major issues affecting civic leadership in relation to the release of the restriction.

- **Economic**

Broader Economic Implications

There are no economic implications arising from the proposal.

Delivery Program/Operational Plan Implications

All costs in relation to the matter will be the responsibility of the relevant land owner requesting the release of the restriction.

Risk Analysis:

A risk assessment has been carried out and it is considered that endorsement of the recommendation does not present a risk to Council.

Consultation:

The report has been reviewed by Council's Property and Assets Section and the recommendation is supported.

Related Policy and / or Precedents:

Council has previously consented to the release of restrictions when considered appropriate and in the interests of the parties involved.

Statutory Requirements:

Council cannot affix its seal to legal documents without a Council resolution. This requirement has generated the need for the report.

Issues:

The subdivision was registered in 2005 and consisted of nine (9) residential allotments serviced by a new cul-de-sac. The restriction on use was applied to address the potential environmental impacts of residential development on a small area of remnant vegetation, which was identified as primary koala habitat.

The expected residential development of the land has now occurred and as a consequence, the majority of remnant vegetation has been removed with Council approval to facilitate roads, services and dwelling houses. The biodiversity value of the remnant vegetation has been greatly diminished by its incremental removal and isolation from other habitat corridors.

In relation to Lot 5, Council has approved the subdivision of the land into two (2) lots with a dwelling house on each respective lot. The development occurs within part of the area identified as "D" on the plan of subdivision. In the circumstances, it is reasonable to conclude that the restriction is no longer required and its continuation is an unnecessary encumbrance on the land.

It is considered that the landowner's request to remove the restriction can be supported.

Implementation Date / Priority:

The matter will be dealt with immediately following Council's resolution.

Recommendation:

1. **That Council execute under seal all necessary documents to release the existing restriction on the use of land, numbered 3 and noted as 'D' over Lot 5 in DP 1093216.**
2. **That all costs associated with this matter be the responsibility of the owners of the relevant lot, requesting release of the restriction.**

STAMPING AND SIGNATURE ONLY

Attachment 1

Executed by TREESTREE PTY LTD
 ACN 113 120 said by the authorized
 Person whose signature appears
 herein
 David John Munk - Sales Director
 No. 1 position
 Secretary

Executed by CHESSMANE PTY LTD
 ACN 073 073 said by the authorized
 Person whose signature appears
 herein
 Kevin Kenneth Smith - SALES DIRECTOR
 No. 1 position
 Secretary

Mortgagee under Mortgage No. AC 46602
 Signed at Sydney this 12th day of
 2014
 300/100 National
 Australia Bank Limited ABN 42 94 04 337
 by **FIROUZ FERGUSON** as only
 authorised Attorney under Power of Attorney
 No. 540 000 204

Witness-Bank Officer **Geoffrey Alan WHITE**
 255 George Street, Sydney NSW

Department of Lands Approval

I, (Authorised officer) in approving this plan certify
 that all necessary approvals required in the location of the new survey
 have been given.
 Date: 12/12/2014
 Name: [Signature]
 Title: [Signature]

Subdivision Certificate

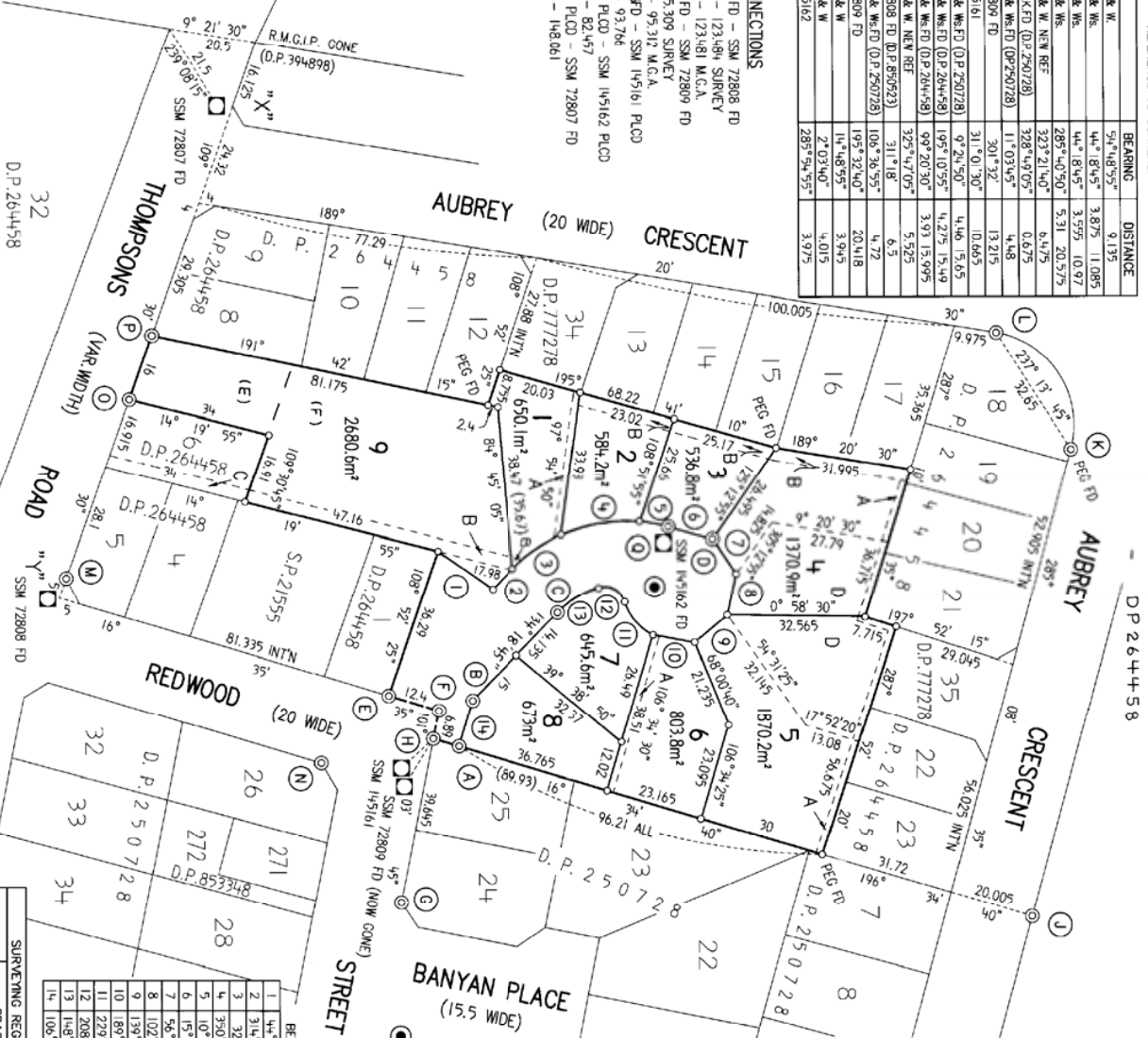
I hereby certify that the production of a copy of the Environmental
 Planning and Assessment Act 1979 have been satisfied in relation
 to the proposed
 (Name of subdivision) set out herein
 1. Authorised Person: [Signature]
 Consenting Authority: [Signature]
 Date of Assessment: 12/12/2014
 Subdivision Certificate No. 11146
 Plan No. [Signature]
 When the plan is to be lodged electronically, the Land Titles Office
 of the Registrar-General will be notified of the proposed
 subdivision and a copy of the plan will be provided to the Registrar-General
 for his registration of the subdivision.

REFERENCE TO CORNERS.

QNR FROM	BEARING	DISTANCE
A R.M.D.H & W.	54°48'55"	9.135
B R.M.D.H & W.	3.875°	1.1085
C R.M.D.H & W.	44°18'45"	3.5955
D R.M.D.H & W.	285°40'50"	5.31
E R.M.D.H & W. NEW BEF.	323°21'40"	6.475
F R.M.D.H & W. NEW BEF.	328°49'05"	0.675
G R.M.D.H & W. NEW BEF.	11°03'45"	4.48
H SSM 72809 FD	301°32'	13.215
I R.M.D.H & W. NEW BEF.	31°0'30"	10.665
J R.M.D.H & W. NEW BEF.	9°24'50"	4.46
K R.M.D.H & W. NEW BEF.	195°10'55"	4.275
L R.M.D.H & W. NEW BEF.	99°20'30"	3.93
M R.M.D.H & W. NEW BEF.	323°47'05"	5.525
N SSM 72808 FD (D.P. 859293)	311°18'	6.5
O R.M.D.H & W. NEW BEF.	106°36'55"	20.418
P R.M.D.H & W. NEW BEF.	195°32'40"	3.945
Q R.M.D.H & W. NEW BEF.	14°48'55"	4.015
R R.M.D.H & W. NEW BEF.	2°03'40"	3.975
S SSM 145162	285°54'55"	3.975

SSM CONNECTIONS

SSM 72807 FD - SSM 72808 FD
 108°56'53" - 123.484 SURVEY
 108°56'53" - 123.481 M.C.A.
 SSM 72808 FD - SSM 72809 FD
 27°55'03" - 95.309 SURVEY
 27°55'03" - 95.312 M.C.A.
 SSM 72809 FD - SSM 145161 P.L.C.D.
 26°12'13" - 93.766
 SSM 145161 P.L.C.D. - SSM 145162 P.L.C.D.
 318°30'52" - 82.457
 SSM 145162 P.L.C.D. - SSM 72807 FD
 22°52'32" - 148.061



(E) COVENANT - V385167
 A EASEMENT TO DRAIN WATER 1.5 WIDE.
 B EASEMENT TO DRAIN WATER 3 WIDE.
 C EASEMENT TO DRAIN WATER 3 WIDE D.P. 264458
 D RESTRICTION ON USE.

REFERENCE TO BOUNDARIES

BEARING	DIST.	ARC.	RADIUS
1	44°18'30"	15.575	
2	314°18'45"	9.395	
3	325°09"	14.1	37.5
4	350°30'05"	18.795	1.9
5	10°20'55"	6.97	37.5
6	15°40'55"	10.8	
7	56°04'50"	10	
8	102°18'10"	10	
9	129°30'35"	10.375	10.675
10	189°45'55"	10	
11	229°30'35"	10.375	10.675
12	208°14'40"	7.05	7.825
13	148°50'10"	11.285	11.405
14	106°34'30"	11.425	22.5

SURVEYING REGULATION 2001 : CLAUSE 32(2)

MARK	MGA EASTING	MGA NORTHING	ZONE	ORDER
SSM 72807	509908.648	6647301.004	56 B	2
SSM 72808	510025.392	6647280.924	56 B	2
SSM 72809	510069.999	6647345.110	56 B	2

COMBINED SEA LEVEL AND SCALE FACTOR 0.9996
 SOURCE : GDA94 CO-ORDINATES ADOPTED FROM
 S.C.I.M.S. ON 10/12/2004

DP1093216

Registered: 14/02/2006
 SEE CERTIFICATE
 Title System: TORRENS
 Purpose: SUBDIVISION
 Ref. Map: Y0942-4
 DP264458
 DP777278

PLAN OF SUBDIVISION LOT 36
 IN D.P. 777278 & LOT 7 IN
 D.P. 264458

Lengths are in metres. Reduction Ratio: 1:800
 Locality: COFFS HARBOUR CITY
 Parish: BONVILLE
 County: RALEIGH

This is sheet 1 of my plan. sheets
 (delete if inapplicable)

Survey Certificate
 Survey Registration No. 2287
 BRUCE WELLS
 5 WINDROCK STREET, COFFS HARBOUR
 NSW 2445
 I certify that the survey represented in this plan is accurate, has
 been made in accordance with the Surveying Regulations 2001
 and was completed on 21/11/2014
 The survey relates to LOT 1-9

Persons used in preparation of survey/completion
 D.P. 250728 D.P. 853348
 D.P. 284458
 D.P. 777278
 D.P. 850723

PANEL FOR USE ONLY for statements of
 intention to dedicate public roads or to create
 public reserves, drainage reserves, easements,
 or for the use of land or positive
 easements.

PURSUANT TO SECTION 888 OF THE
 CONVEYANCING ACT 1919, AS AMENDED,
 IT IS INTENDED TO CREATE:-
 1) EASEMENT TO DRAIN WATER 1.5 WIDE.
 2) EASEMENT TO DRAIN WATER 3 WIDE.
 3) RESTRICTION ON USE.

RESTRICTION ON USE.
 IT IS INTENDED TO DEDICATE JARRAH
 COURT TO THE PUBLIC.

WARNING: CREASING OR FOLDING WILL LEAD TO REFLECTION

**INSTRUMENT SETTING OUT TERMS OF EASEMENTS AND RESTRICTIONS ON USE
INTENDED TO BE CREATED PURSUANT TO SECTION 88B CONVEYANCING ACT 1919** Attachment 1

Lengths are in metres

Sheet 2 of 5

Subdivision of Lot 36 in Deposited Plan 777278
and Lot 7 in Deposited Plan 264458 covered by
subdivision certificate no.

DP1093216

Number of item shown in the intention panel of the plan	Identity of easement, restriction or positive covenant to be created and referred to in the plan	Burdened lots	Benefited lots, roads, bodies or prescribed authorities
2 (cont.)	Easement to Drain Water 3 Wide	4 9	7/250728, 22/264458, 23/264458, 35/777278, 19/264458, 20/264458, 21/264458 Coffs Harbour City Council
3	Restriction on Use	4 and 5	Coffs Harbour City Council
4	Restriction on Use	Every lot except Lot 9	Every other Lot

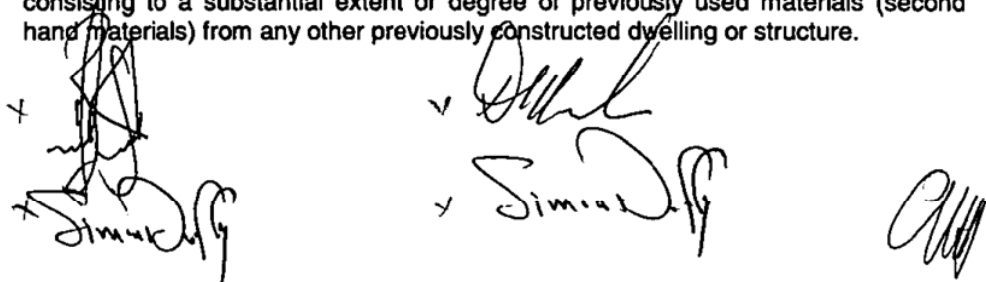
PART 2

3. Terms of restriction thirdly referred to in the plan

- 3.1 No building is permitted to be constructed on or permitted to remain on that part of the burdened lot shown on the deposited plan without the prior written consent of Coffs Harbour City Council.
- 3.2 No Australian Native Vegetation is to be removed from that part of the burdened lot shown on the deposited plan without the prior written consent of Coffs Harbour City Council.

4. Terms of restriction fourthly referred to in the plan

- 4.1 No building is to be constructed or permitted to remain on any burdened lot consisting to a substantial extent or degree of previously used materials (second hand materials) from any other previously constructed dwelling or structure.


 The block contains several handwritten signatures and initials. On the left, there is a signature that appears to be 'Simon Duff' with a large 'X' next to it. In the center, there are two more signatures, one above the other, both with 'X' marks. On the right, there is a single signature.

NORTH BOAMBEE VALLEY (WEST) INVESTIGATION AREA - PLANNING PROPOSAL, DRAFT DEVELOPMENT CONTROL PLAN (COMPONENT E16) AND DRAFT DEVELOPER CONTRIBUTIONS PLAN

Purpose:

The purpose of this report is to present for Council's consideration a Planning Proposal (PP) (Attachment 1), draft Development Control Plan (DCP) (Attachment 2) and draft Developer Contributions Plan (CP) (Attachment 3) for the North Boambee Valley (NBV) (West) Investigation Area, with a view to rezoning parts of the Investigation Area in accordance with the findings of the supporting documents of the Planning Proposal.

To achieve this, Council should request a Gateway Determination from NSW Planning and Environment (P&E), to progress zoning amendments to Coffs Harbour Local Environmental Plan (LEP) 2013.

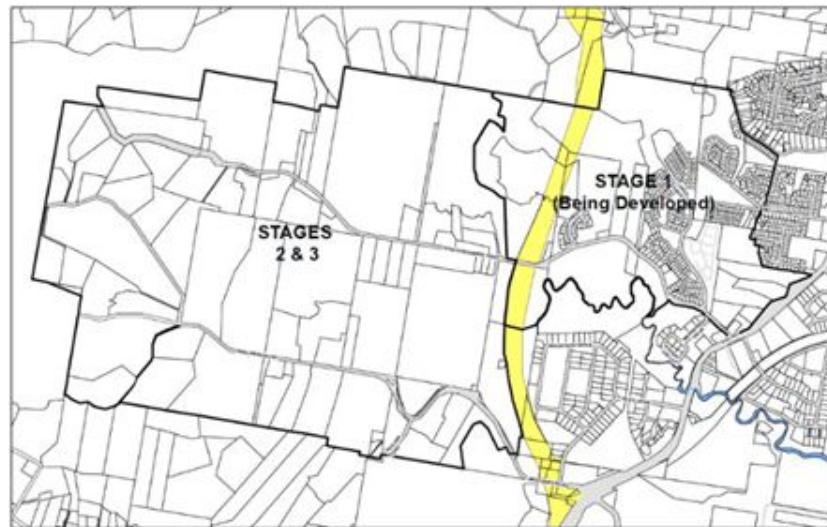
Council has undertaken Planning Studies to support the PP for the NBV (West) Investigation Area, while also preparing the draft Boambee-Newports Creek Flood Risk Management Plan (FRMP). The findings of the Planning Studies and the draft FRMP have been critical to the progress of the NBV (West) PP.

Background:

The NBV locality has been the subject of numerous environmental planning studies and urban planning investigations since 1982. Council has prepared several draft Local Environmental Plans (LEPs) to rezone the land for urban purposes. These draft plans, prepared between 1983 and 1988 were not supported by the State Government on the basis of preserving existing prime agricultural land to protect the banana growing industry.

In 1990, Council engaged the University of New England (UNE) to undertake a study to investigate land use conflict (agriculture versus urban development potential) of NBV Investigation Area. This study stated that "non-agricultural development should no longer be precluded from NBV on agriculturally based rationale such as prime agricultural land and/or the economic significance of the banana industry (UNE, 1990)".

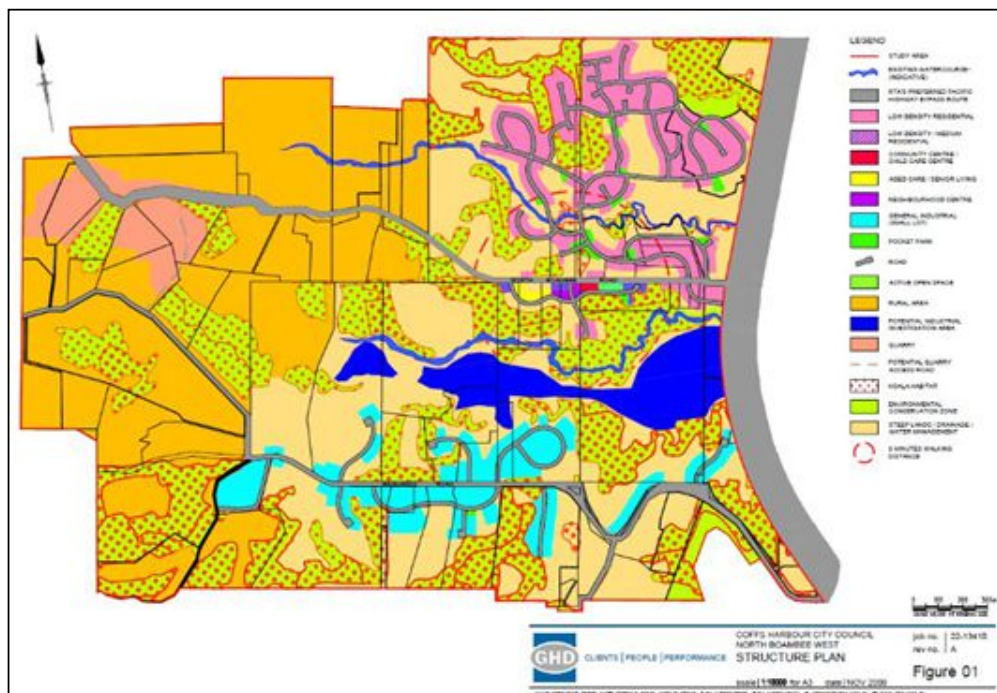
In the mid-1990s, Council prepared a Masterplan for the NBV, which was included as an urban investigation area in Council's 1996 Urban Development Strategy. The NBV was divided into three precinct stages, as shown below:



Stage 1 of the NBV was rezoned for residential development in 1997. This area is currently known as NBV (East).

In December 2004, the Roads and Traffic Authority (now Roads and Maritime Services referred to hereafter as RMS) announced its preferred route of the future Coffs Harbour Pacific Highway Bypass. This route severed Stages 2 and 3 from the Stage 1 residential area. In 2006, Council resolved to review Council's NBV Information Sheet, to reformat that document into a DCP for Stage 1, and a Structure Plan for Stages 2 and 3. Stages 2 and 3 became known as NBV (West), the subject of this report.

The NBV (West) Structure Plan, after exhibition, was adopted by Council in 2009. A map of this area follows:



In its Operational Plan of 2011-2012, Council allocated \$110,000 for the purpose of funding Planning Studies for NBV (West). Council was approached by landowners in NBV (West) to supplement funding for the project and \$100,000 was pledged by private landowners for this purpose.

On 10 May 2012, Council engaged de Groot and Benson Pty Ltd to prepare the Planning Proposal:

1. *Council accepts the conforming tender of de Groot and Benson Pty Ltd for Contract RFT-522-TO (Provision of Planning Studies for North Boambee Valley (West), for an upper consultancy fee limit of \$218,465 (including GST) as tendered.*
2. *The contract documents be completed under Seal of Council.*
3. *Council increase funding from general revenue to finance the project's budget shortfall of \$8,465 to fund Contract RFT-522-TO.*

Council in February 2013, also commissioned a comprehensive Floodplain Risk Management Plan (FRMP) for the Boambee - Newports Creek catchment. The Boambee - Newports Creek catchment includes parts of the NBV (West) Investigation Area and areas downstream, east of the existing Pacific Highway including Coffs Harbour Health Campus.

At its meeting of 13 February 2014, Council was presented with a report providing an update on the status of the PP. The report acknowledged that the findings of the Boambee-Newports Creek FRMP was critical to the recommendations of the PP, and that construction of a flood mitigation detention basin will be required before any development in NBV (West) can be undertaken. Council resolved at that meeting:

1. *Council defer the progression of the North Boambee Valley (West) Planning Proposal until the outcomes of the Boambee - Newports Creek Flood Risk Management Plan and further consultation with RMS on Pacific Highway traffic impacts have been considered.*
2. *A further report be presented to Council following the finalisation of the Boambee - Newports Creek Flood Risk Management Plan, concerning the progression of the North Boambee Valley (West) Planning Proposal.*
3. *Landowners in the North Boambee Valley (West) Planning Proposal area be informed of Council's decision.*

Following the resolution of 13 February 2014, the preparation of the draft Boambee-Newports Creek FRMP was being undertaken by consultants GHD. GHD have reviewed the Flood Study prepared by de Groot and Benson for the PP, in the wider context of the whole catchment.

The flood modeling to inform the Boambee-Newports Creek FRMP has progressed to the stage where options for the location of detention basins in NBV (West) have been identified. The PP has three proposed locations for detention basins consisting of 2 smaller and 1 larger basin. The 2 smaller basins provide detention suitable to offset possible impacts associated with proposed rezoning and development. The larger basin has the potential to also offset impacts of rezoning plus provide additional flood mitigation benefits downstream. The three basin option provides flexibility with development of NBV as the smaller basins will be funded through Section 94 contributions (will require forward funding) and can be constructed as required. The larger basin will be significantly more expensive and would most likely require grant funding to proceed and allocation of significant Council funds.

This PP was presented to Council at its meeting of 13 November 2014. Council subsequently resolved:

1. *This item be deferred pending an interactive briefing at which the Local Growth Management Strategy - Stage 1 Land Capacity Assessment Audit and a near-final version of the Boambee - Newports Creek Flood Risk Management Plan can be presented.*

The purpose of the briefing would be to ensure consistency between these bodies of work and the Planning Proposal.

2. *The report also includes more evidence of cycleway planning that takes into account topography / contours in order to achieve cycleways with shallower gradings.*

On 1 December 2014, Council was briefed by staff in respect to the above resolution. The points discussed were as follows:

- **Local Growth Management Strategy (LGMS) - Land Capacity Assessment Audit (LCAA) (Stage 1)**

NBV (West) has been identified by Council's adopted LGMS 2008 (Our Living City Settlement Strategy) as a Priority 1 Special Investigation Area. The NBV (West) locality is an important component of Council's future residential and industrial land supply. It is appropriate to progress this PP at this point in time as it is consistent with Council's adopted LGMS 2008 and the draft direction of the LCAA currently in preparation.

- **Boambee-Newports Creek Flood Risk Management Plan (FRMP)**

Council is currently preparing a FRMP for the Boambee-Newport's Creek catchment, which includes the NBV (West) locality. The NBV (West) PP has identified three locations for detention basins within the NBV (West) locality. The purpose of these detention basins is twofold, one being to offset the impacts of urbanisation of the catchment and two being to mitigate existing flood impacts downstream of the proposed basins. The proposal offers significant overall benefits to the wider Boambee-Newport's Creek catchment area in terms of flood mitigation, which includes the North Boambee Road/Pacific Highway intersection and Coffs Harbour Health Campus. The findings of the Flood Study undertaken by this PP are consistent with those of the wider Boambee-Newport's Creek FRMP.

The Boambee-Newport's Creek FRMP as well as Flooding and Mitigation are discussed further in the 'Issues' section of this report.

- **Proposed Cycleway Network**

The location of the proposed cycleways is shown on Figures 2, 3 and 4 of the PP. The cycleways will be constructed as shared paths, separated from the road carriageway and designed for use by pedestrians and cyclists.

The locations of the primary shared path access to the new development areas are as follows:

- along the existing alignment of North Boambee Road with connection to the cycleway being developed through the NBV east development area;
- along the existing alignment of England's Road and along the proposed haulage road through the industrial area.

The grade (steepness) of these proposed cycleways are flat to gently sloping and do not represent excessive gradient for users.

The proposed development areas which will include cycleways connecting to these primary cycleway links are also on relatively flat topography so will not require excessive grades on paths.

This report presents the PP which includes land proposed to be used for the proposed detention basins which are critical to any future development of land in NBV (West).

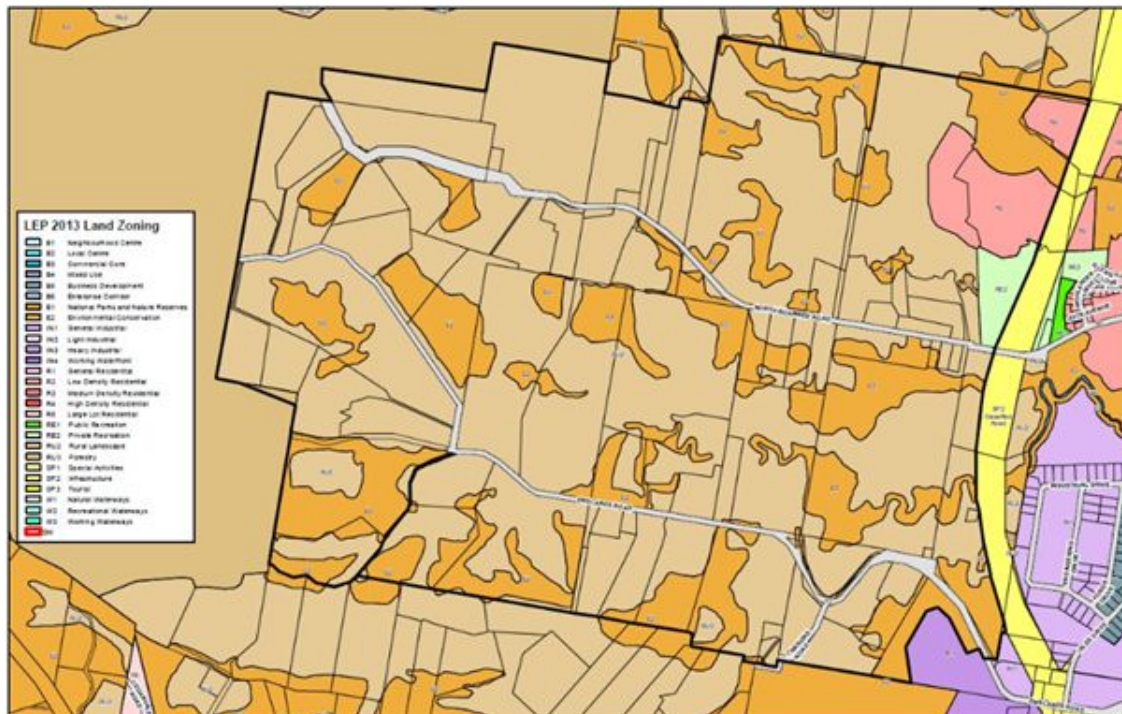
Description of Item:

An aerial photograph of the NBV (West) Investigation Area is shown below:

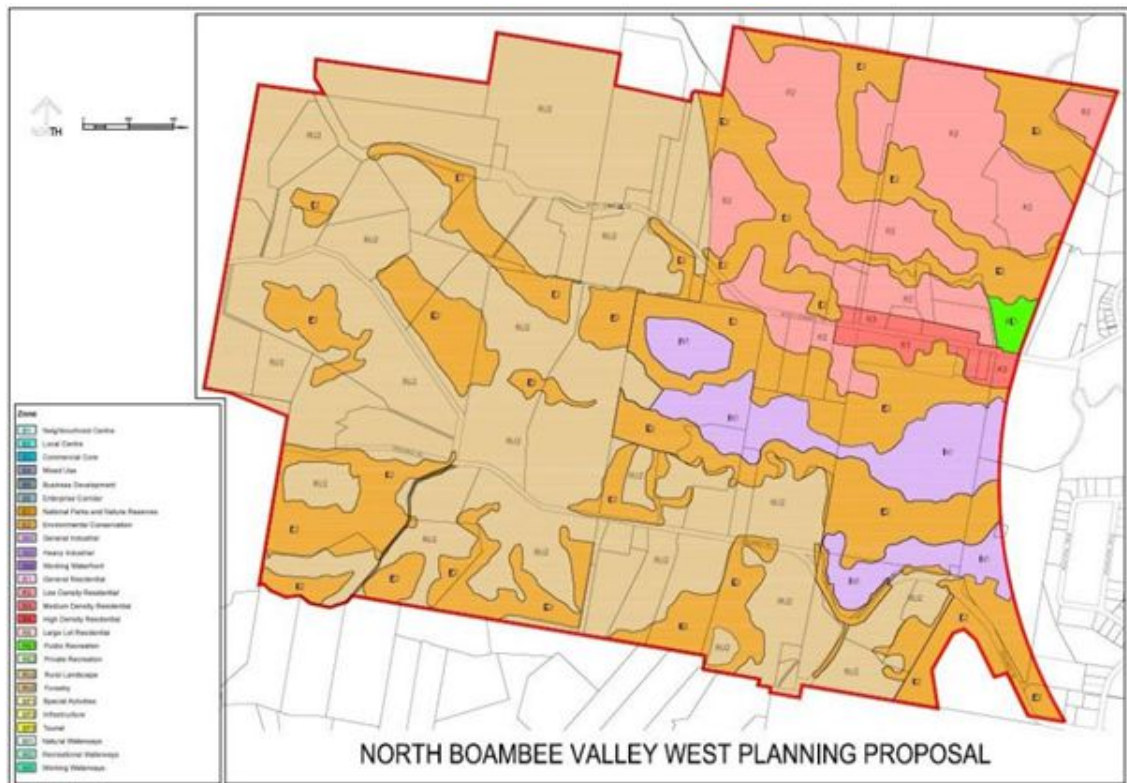


The subject land is approximately 585 hectares in area and is situated approximately four kilometres south-west of Coffs Harbour Central Business District. The eastern extent of the land is bounded by the proposed Pacific Highway bypass. The western boundary of the land adjoins Boambee State Forest.

Land use in the area is mainly agriculture; there are also smaller rural allotments (one to two hectares in area) which are used primarily for residential purposes. An operational quarry is located in the north-west corner of the investigation area. There are also small pockets of undeveloped urban residential and open space land. Environmentally sensitive land (e.g. significant vegetation, koala habitat, riparian corridors) are zoned for environmental conservation. A map of the current zoning of the land under Coffs Harbour LEP 2013 is shown below:



A map of the proposed zoning of the land, as per the recommendations of the PP, is shown below:



The rationale for the proposed rezoning will be addressed in detail in the “Issues” section of this report.

Sustainability Assessment:

• **Environment**

Environmental sustainability issues are addressed by the NBV (West) Planning Studies including:

- Flora and Fauna Assessment;
- Acid Sulfate Soils Analysis;
- Geotechnical Assessment;
- Bushfire Hazard Management Report;
- Flood Prone Land Assessment;
- Visual and Acoustic Analysis;
- Contaminated Land Assessment; and
- Archaeology (Indigenous and Post-settlement).

• **Social**

Social sustainability issues are addressed by the NBV (West) Planning Studies and include:

- provision of water and sewer services;
- visual and acoustic analysis;
- provision of public open space;

- opportunities for employment; and
- new residential areas being located in close proximity to existing centres and services.

- **Civic Leadership**

Civic leadership is demonstrated in this report by the Planning Studies addressing the following objectives and strategies of Coffs Harbour 2030 Community Strategic Plan:

- ***Looking After Our Environment***

- Maintain biodiversity in a changing climate.
- Our natural environment and wildlife are conserved for future generations.
- We reduce our impact on the environment.
- Manage land use to conserve the region's unique environmental and biodiversity values.

- ***Moving Around***

- We have a system of well-maintained and safe roads for all users.
- Promote increased public transport, pedestrian and cycle usage.

- ***Places for Living***

- Provide infrastructure that supports sustainable living and is resilient to climatic events.
- Our infrastructure and urban development is designed for sustainable living.
- Our public spaces are enjoyed by all our people.

- **Economic**

Broader Economic Implications

The recommendations of the NBV (West) Structure Plan and the subsequent Planning Studies anticipate a significant increase in infrastructure provision to NBV (West) which, if rezoned and development occurs, will be funded by developer contributions.

Delivery Program/Operational Plan Implications

This PP is included in Council's Operational Plan. There will be no immediate impact on Council's Operational Plan, however if the PP progresses, infrastructure works will be required to facilitate development.

Risk Analysis:

NBV (West) is a key precinct for future development. The project is likely to require funding for major infrastructure including:

- Quarry Haulage Road;
- Stormwater Management.

The function of the likely quarry haulage route is to divert quarry trucks away from the existing and possibly future residential areas (according to the Structure Plan):

- improve visual amenity;
- reduce noise and dust;
- facilitate an appropriate road network in the residential areas; and

- connectivity with the Pacific Highway and existing/proposed industrial areas.

Stormwater management issues are addressed in order to:

- facilitate the establishment of any proposed industrial area;
- provide a flood-free environment for the proposed residential, proposed quarry road and industrial areas; and
- enhance flooding protection for developed areas downstream (Pacific Highway, Isles Industrial Estate and the Health Campus).

The construction of significant infrastructure (the detention basins) is required before development can take place. Financing this infrastructure will require forward funding from Council, with monies to be recovered through levying Section 94 contributions and possibly seeking future Government grants. Should Council borrow funds for infrastructure, the borrowings will include a component for interest. Borrowing to facilitate the provision of infrastructure is considered high risk as the timing for income streams from contributions to meet loan repayments is unknown.

Infrastructure requirements are addressed by the Draft NBV (West) Developer Contributions Plan.

Consultation:

The PP, draft DCP and draft CP were referred to all relevant Council departments and input has been received from those departments.

Should Council resolve to progress the PP, all documents will be required to be exhibited under the terms of the Gateway Determination, and the provisions of the Environmental Planning and Assessment (EP&A) Act 1979.

Related Policy and / or Precedents:

The following policies and statutory documents are relevant to this report:

- Coffs Harbour LEP 2013;
- Coffs Harbour DCP 2013;
- Our Living City Settlement Strategy 2009;
- North Boambee Valley (West) Structure Plan 2010;
- Coffs Harbour Industrial Lands Strategy (2009);
- Planning for Bush Fire Protection 2006;
- Mid North Coast Regional Strategy and Growth Area Maps;
- Environmental Planning and Assessment Act 1979 and Regulations;
- Coffs Harbour 2030 Plan;
- Land Use Conflict in Rural Areas;
- Coffs Harbour City Koala Plan of Management; and
- Section 117 Ministerial Directions.

Statutory Requirements:

The Planning Studies and the Planning Proposal have been prepared in accordance with the EP&A Act 1979 and Regulations.

Issues:

- **Rationale of Proposed Amendments to Zones: Summary**

- **Low Density Residential (R2)**

Approximately 80 hectares of land in the north east part of NBV (West) is suitable for residential development. Areas of high environmental value such as remnant bushland, riparian corridors and steep land have been separated from the residential areas so that their environmental function is not compromised.

The R2 zone has been applied to many similar precincts in the Local Government Area. A minimum lot size of 400m² and a maximum building height of 8.5 metres will be applied.

- **Medium Density Residential (R3)**

A Medium Density Residential zone is proposed for lands which are adjacent to North Boambee Road, which enables increased densities on the main road, near the proposed public recreation land.

Land on the southern side of North Boambee Road adjacent to the medium density residential area and near to the proposed recreation areas was identified in the 2009 Structure Plan as suitable for neighbourhood scale retail and community uses. Neighbourhood shops, childcare centres and community facilities are permitted in the R3 zone and the State Environmental Planning Policy (SEPP) (Infrastructure) provides for schools and health services facilities in the R3 zone. This means that it is not necessary to zone this area specifically for business purposes to achieve these outcomes.

- **Environmental Conservation (E2)**

The Planning Studies informing this PP have reviewed the environmentally sensitive areas of the NBV (West) Investigation Area.

Council has recently undertaken updated vegetation mapping which has been reflected within this PP. The PP enhances the environmental values of the Investigation Area through reinforcement and/or creation of habitat and riparian connections and corridors. These areas are proposed to be zoned E2 Environmental Conservation.

- **General Industrial (IN1)**

Council's Industrial Lands Strategy (2009) has identified the NBV (West) Investigation Area as a key location for significant industrial development, consistent with the Mid North Coast Regional Strategy (2009) and Council's "Our Living City" Settlement Strategy (2009).

The proposed industrial area is approximately 37 hectares and is located between North Boambee Road and Englands Road. This road will cater for largely industrial traffic from the existing quarry and the proposed industrial (employment) area. The main benefit of this road will be a significant reduction in heavy transport on North Boambee Road and the western extent of Englands Road.

– **Public Recreation (RE1)**

Approximately 2.6 hectares of land is proposed to be zoned RE1 Public Recreation. This land is located in close proximity to the NBV (East) precinct. This land is of a sufficient size to accommodate a range of structured and passive recreational activities.

– **Additional Attribute Mapping**

The proposed rezoning will necessitate updating the following Attribute Maps in Coffs Harbour LEP 2013:

- Lot Size Map (LSZ);
- Height of Building Map (HOB); and
- Terrestrial Biodiversity (CL2).

These Attribute Maps form part of the proposed rezoning and will be exhibited accordingly should Council resolve to progress the PP and P&E endorse the exhibition via its Gateway Determination.

• **Provision of Infrastructure**

The location of the proposed detention basins in NBV (West) has been identified in the Draft DCP and Draft CP. It is proposed that the land which has been identified for detention basins be acquired and/or easements gained by Council. Council will negotiate suitable land tenure and/or acquisition arrangements with the relevant landholder(s) at such a time when the land is required for that purpose.

The proposed haulage road (cited in the Draft DCP as Link Road 1) will be funded by Section 94 contributions. It is intended to be constructed as development proceeds.

• **Flooding and Mitigation**

Council is currently undertaking the preparation of a FRMP for the Boambee - Newports Creek catchment. This catchment includes the NBV (West) Investigation Area, which will influence the type and size of any proposed detention basins which are required in NBV (West).

The FRMP catchment extends eastwards of the NBV (West) area, including Isles Drive Industrial Estate and Coffs Harbour Health Campus plus Boambee Creek and Cordwell's Creek catchments. The Boambee - Newports Creek FRMP will include recommendations for flood mitigation over the whole catchment.

While completion of the Boambee-Newports Creek FRMP is scheduled for early 2015, modeling of flood mitigation options has been undertaken and the large detention basin proposed for the NBV will most likely be a recommended flood mitigation option but not the highest priority. The three detention basins in the PP provide options and flexibility. Construction of the smaller basins can facilitate the rezoning and development of the NBV and when land acquisition and funding issues are resolved then construction of the larger basin can be undertaken that can provide broader floodplain benefits.

- **Traffic and Transport**

The NBV (West) PP has been prepared giving consideration to likely traffic impacts on the Pacific Highway. RMS has completed reconstruction of the Pacific Highway/North Boambee Road intersection which will improve levels of service for traffic using North Boambee Road. An allowance for increased traffic volume from the North Boambee Valley locality has been considered in the design of the upgraded intersection. The RMS will be consulted as one of the terms of the Gateway Determination should Council resolve to progress this PP.

The concept Masterplan which is part of the PP includes a heavy vehicle haulage road which will divert heavy traffic, currently using North Boambee Road, away from the proposed residential areas. This haulage road will provide a link between the existing quarry, the proposed employment lands and Isles Industrial area, while improving the visual and acoustic amenity of North Boambee Road and the proposed residential and recreational areas.

The concept Masterplan also indicates a proposed network for pedestrian footpaths, and cycleways throughout the NBV (West) locality.

- **Draft Coffs Harbour Development Control Plan 2013 Component E16**

An additional component of Coffs Harbour DCP which applies to NBV (West) has been prepared to assist proponents to prepare Development Applications in the precinct. The Draft DCP shows a Concept Masterplan and planning requirements including:

- Environmental buffers and habitat links;
- Servicing requirements;
- Visual amenity provisions;
- Open space requirements; and
- Concept Plan for land acquisitions.

This component is to be used in conjunction with other current relevant components of Coffs Harbour DCP 2013.

- **Draft North Boambee Valley (West) Developer Contributions Plan 2014**

A Draft CP has been prepared which outlines funding of proposed development and provision or extension of public infrastructure that will, or is likely to be required, in the course of development in NBV (West).

Other purposes of the CP are to:

- i. Ensure that an adequate level of public infrastructure is provided within the NBV (West) Release Area as development occurs.
- ii. Ensure that the existing community is not burdened by the provision of public facilities required as a result of future development.
- iii. Provide a comprehensive strategy for the assessment, collection, expenditure, accounting and review of development contributions on an equitable basis throughout the NBV (West) Release Area.
- iv. Enable Council to recoup funds that it has spent in the provision of public facilities and infrastructure resulting from future development.

The Draft CP is based on a projected population increase of approximately 2,400 persons in the proposed residential area and 37 hectares of industrial land. A summary of the contribution rates is as follows:

Service / Facility	Net Cost to be Levied	Per Small Dwelling 1.9 per/lot	Per Large Dwelling/lot 2.7 per/lot	Per SEPP Seniors Living Dwelling (self-care) 1.5 per/lot	Per 1,000 m ² of Industrial Lot area
	\$	\$	\$	\$	\$
Open Space	793,500	628.20	892.70	332.13	-
Transport and Traffic Management	6,267,948	4,962.135	7,051.455	2,613.16	-
	4,709,912	-	-	-	16,241.08
	10,977,861				
Stormwater Management	6,974,396	5,521.4	7,846.2	2,907.5	-
	2,450,463	-	-	-	8,449.89
	9,424,859				
Urban Planning	188,559	149.283	212.139	80.07	-
	61,441	-	-	-	211.86
	250,000				
Total	21,446,220	11,261.02	16,002.50	5,932.85	24,902.82

It is proposed that the Draft DCP and Draft CP will be placed on public exhibition concurrently with the Planning Proposal, pending endorsement by NSW Planning and Environment under the terms of the Gateway Determination.

Implementation Date / Priority:

Should Council resolve to progress this PP, it will be forwarded to P&E requesting the Gateway Determination as soon as possible.

The timeframe for completion of a PP/rezoning is governed by the EP&A Act 1979. The timeframe commences on the date that the PP is forwarded to P&E.

Recommendation:

1. That Council endorse and forward the subject Planning Proposal to NSW Planning and Environment seeking a "Gateway Determination" for the rezoning of parts of the North Boambee Valley (West) Investigation Area as shown in Attachment 1 to this report.
2. That subject to the "Gateway Determination" from NSW Planning and Environment, Council place the Planning Proposal on public exhibition.
3. That subject to the "Gateway Determination" from NSW Planning and Environment, Council place the Draft Coffs Harbour Development Control Plan (Component E16) North Boambee Valley (West) (Attachment 2 to this report) on public exhibition.
4. That subject to the "Gateway Determination" from NSW Planning and Environment, Council place the Draft North Boambee Valley (West) Developer Contribution Plan (Attachment 3 to this report) on public exhibition.
5. That a further report be considered by Council, concerning the outcome of the public exhibition.
6. That landowners in the North Boambee Valley (West) Investigation Area be informed of Council's decision.

PLANNING PROPOSAL - PP_2014_COFFS_005_00 FOR ISLES INDUSTRIAL ESTATE, COFFS HARBOUR

Purpose:

The purpose of this report is to present a Planning Proposal (PP) – PP_2014_COFFS_005_00 for Council's consideration.

The report recommends that Council seek a Gateway Determination from NSW Planning and Environment (P&E) to place the PP on public exhibition. The report also recommends that a further report on this matter is considered by Council following exhibition of the PP. The PP is included as Attachment 1 to this report.

Background

The change in land use zone from a 4A Industrial zone under Coffs Harbour City Local Environmental Plan (LEP) 2000 to a B5 Business Development zone under Coffs Harbour LEP 2013 was primarily triggered by two events.

The first trigger was a requirement by the State Government that local Councils replace their existing LEPs with an LEP in accordance with the Standard Instrument (Local Environmental Plan Order) 2006. This change necessitated a new suite of zones that complied with the requirements of the Standard Instrument (SI), and which were less flexible at the local level than previously was the case.

For each zone, the Standard Instrument sets out 'core' objectives for development, and certain mandated permitted or prohibited land uses. Councils can include additional local objectives to supplement core objectives where appropriate.

The Land Use Table in the Standard Instrument mandates certain permitted and prohibited land uses in certain zones. In addition to the mandated uses, Councils can modify the land use table to permit (with or without consent) or prohibit the other land uses.

The second trigger was the findings of the Coffs Harbour Industrial Lands Strategy (ILS) 2009. The ILS was developed to guide the future development of industrial lands within the Local Government Area (LGA).

The ILS Investigated the structural drivers for industrial development by analysing population projections and labour market profiles associated with the supply and demand of industrial land stock. The social, environmental and economic impacts of industrial land provision were also analysed.

The ILS provides informed advice on the preferred location, size, zoning and amount of industrial land required for sustainable employment generation and industry functioning and is used to guide Council's future release of land for industrial purposes.

The ILS includes a clearly defined industrial lands hierarchical structure to ensure that each industrial zone provides for land uses that are consistent with the role and function of identified industrial areas or precincts. This hierarchical structure is required to ensure that each industrial zone provides for land uses that are consistent with the role and function of identified industrial areas or precincts and to limit commercial and retail uses such as bulky goods to specific areas (i.e. B5 zoned lands).

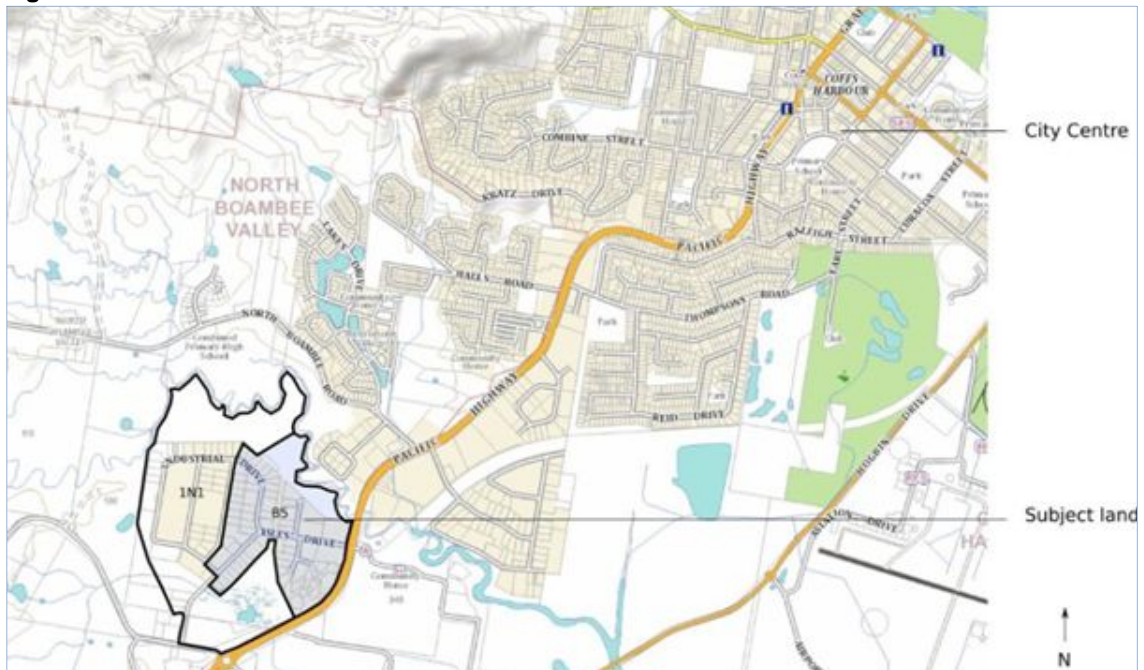
The ILS recommended the need to discourage retail development in industrial zones and a review of the permitted uses within industrial zones as part of the preparation of the new LEP.

The ILS and draft LEP went through two separate public exhibition processes. On the basis of this review process a large area in the Isles Industrial Estate was rezoned from Industrial 4A under Coffs Harbour City LEP 2000 to B5 Business Development under Coffs Harbour LEP 2013.

Description of Item:

The PP relates to land contained within the Isles Industrial Estate, the location of which is shown in Figure 1 below:

Figure 1 – Location of the Isles Industrial Estate



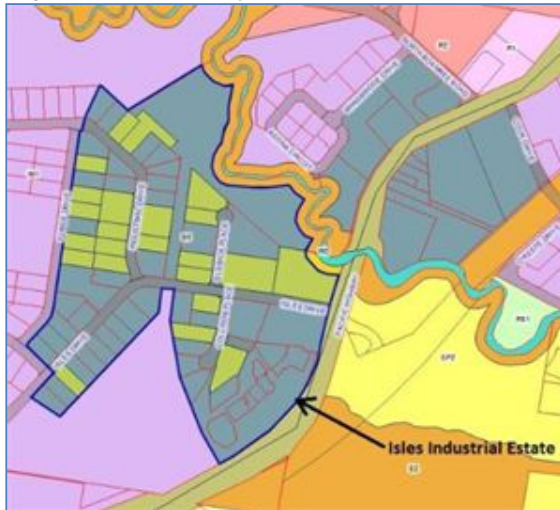
Coffs Harbour LEP 2013 was made on 27 September 2013. Coffs Harbour LEP 2013 is based on the Standard Instrument (Local Environmental Plan) Order 2006, which comprises additional land use zones to those under the former Coffs Harbour City LEP 2000.

The ILS (2009) and the Business Centres Hierarchy Review (BCHR) (2011) were prepared to assist Council in the application of the new land use zones under the Standard Instrument Template. On the basis of such strategic assessments, the B5 Business Development Zone was applied in two locations – at Homebase located on Mastracolas Road / Pacific Highway Coffs Harbour North, and in the North Boambee Valley area surrounding the Pacific Highway.

The B5 zone at North Boambee Valley replaced the Industrial 4A zoning that applied under the former Coffs Harbour City LEP 2000. This was seen as appropriate at the time given that bulky goods premises were specifically excluded from the IN1 Industrial zone under the Standard Instrument LEP. The two B5 precincts have traditionally attracted this type of development, and the IN1 zone was seen to limit this type of development to these locations.

Since the introduction of Coffs Harbour LEP 2013, a number of landowners in the Isles Industrial Estate (North Boambee Valley B5 precinct) have strongly objected to the application of the B5 zone on their land. The landowners have expressly stated a desire for the land to be reverted to an industrial zoning (IN1), as much of the land in the estate has been developed for, and is intended for, industrial purposes. Figure 2 below illustrates the properties for which objections have been received in relation to the application of the B5 zone.

Figure 2 - properties that have recently objected to the B5 zone (green shaded properties objected to B5 zone)



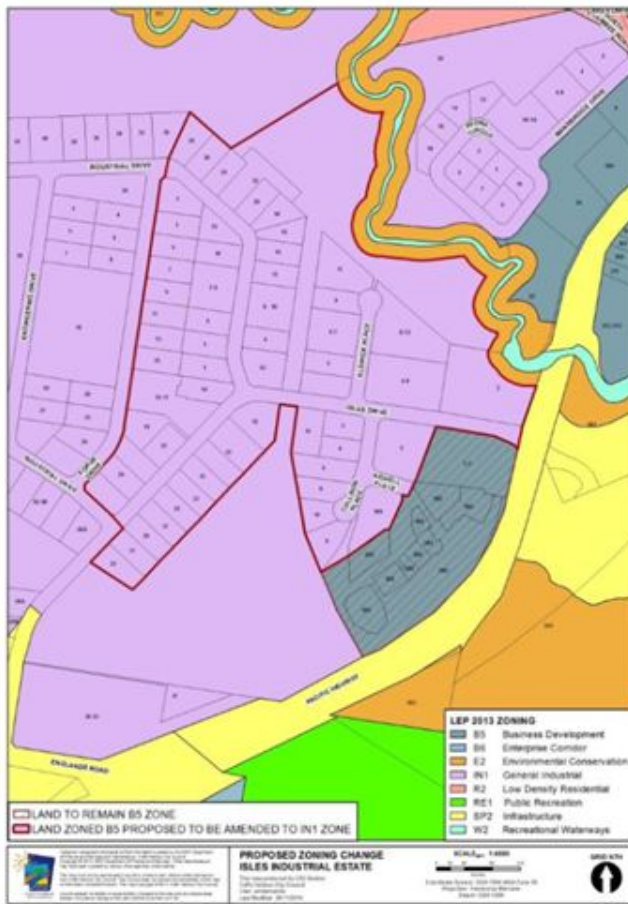
Anecdotal evidence suggests that while there is currently little demand for bulky goods premises in the estate, there is a demand for general industrial land uses in this location. The PP has examined these issues, and seeks to retain the B5 zone on lots facing the Pacific Highway to the south of Isles Drive, with the balance of the Industrial Estate zoned IN1. This would retain the highest profile land in a B5 zone.

The PP (rezoning) proposes to:

- rezone lands within the Isles Industrial Estate from a B5 Business Development zone to an IN1 General Industrial zone;
- provide land for development that is in keeping with the environmental and servicing capacity of the land; and
- reduce the potential for land use conflict between properties within the Isles Industrial Estate.

The zoning arrangement for the subject lands as proposed is shown in Figure 3 below:

Figure 3 – proposed zoning under this Planning Proposal



Sustainability Assessment:

Any amendment to Coffs Harbour LEP 2013 needs to address environmental, social, civic leadership and economic sustainability criteria as follows:

- **Environment**

The Isles Industrial Estate B5 zoned precinct is subject to the following environmental constraints:

- parts of the precinct is classified as a “low risk” for Acid Sulfate Soils;
- land within the northern parts of the precinct contains primary koala habitat (surrounding Newports Creek);
- the estate is located in the Coastal Zone under the Coastal Protection Act and is subject to the provisions of State Environmental Planning Policy 71 – Coastal Protection;
- some land within the precinct is bushfire prone; and
- some land within the precinct has the potential to flood.

Consultation with appropriate government agencies and other branches/departments of Council confirm that these environmental matters can be addressed as part of a development application subsequent to any rezoning process. Appropriate mitigation measures can be implemented at this time to ensure that no adverse environmental impacts are associated with any subsequent development of the subject lands.

The PP aims to ensure the City's development is carried out in an environmentally sustainable manner.

- **Social**

The PP reflects Council's long term strategic vision for the City as endorsed in the ILS 2009, Employment Lands Strategy (ELS) 2008, BCHR 2011 and the Coffs Harbour 2030 Plan.

- **Civic Leadership**

The PP process will be undertaken in accordance with the provisions of the *Environmental Planning and Assessment (EP&A) Act 1979*, as well as the EP&A Regulation 2000.

The PP also seeks to implement appropriate and relevant strategies of the Coffs Harbour 2030 Plan to achieve the following objective:

- **Objective:** *LP 2 We have a strong and diverse economy*

Strategy: *LP 2.1 Maximise opportunities for workforce participation*

Comment:

The PP will enable employment activities that will assist in achieving this strategy. The eventual construction of buildings will provide employment and post construction employment through opportunities such as trade apprenticeships. In addition, the PP will increase the opportunity for industrial development which has a more competitive market in the Coffs Harbour LGA than bulky goods.

Considering and implementing this community endorsed strategy as part of this PP ensures that the PP is consistent with the 2030 plan.

- **Economic**

The continued economic growth and development of the City is supported by the PP. The proposal applies to lands that are suitable for general industrial uses to service the South Coffs Harbour area.

Broader Economic Implications

The PP aims to rezone the lands to a more suitable zone which will expand the development opportunities for the lands.

The PP provides additional industrial development options and opportunities in the South Coffs Harbour area and beyond.

Delivery Program/Operational Plan Implications

There are no immediate financial implications or operational impacts on Council by proceeding with the PP.

Risk Analysis:

The PP has assessed and documented the constraints that affect the land. The PP has demonstrated that the constraints affecting the land can be managed effectively, therefore minimising associated risks.

Consultation:

Consultation through public exhibition of the associated documents, as well as consultation with a number of State government bodies and stakeholders will be necessary should Council endorse the PP and should P&E endorse the gateway process.

Related Policy and / or Precedents:

The following Council Planning strategy documents are relevant to this report, and have been addressed by the PP:

- Coffs Harbour LEP 2013;
- Coffs Harbour 2030 Plan;
- Local Growth Management Strategy (Our Living City Settlement Strategy 2009);
- Local Growth Management Strategy (Industrial Lands Strategy 2009);
- Local Growth Management Strategy (Business Centres Hierarchy Review 2011); and
- Local Growth Management Strategy (Employment Lands Strategy (2008)).

Statutory Requirements:

Council is undertaking this process in accordance with the NSW P&E's guidelines associated with PPs.

The statutory process under the EP&A Act 1979 and Regulations must be followed in the preparation of the PP and its exhibition, including compliance with the following documents:

- Standard Instrument (Local Environmental Plan Order 2006).
- Mid North Coast Regional Strategy and Growth Area Maps 2009;
- State Environmental Planning Policies (SEPPs);
- Directions issued by the Minister for Planning under Section 117(2) of the EP&A Act 1979; and
- Environmental Planning and Assessment Act 1979 and EPA Regulations 2000.

Issues:

The following are the key issues associated with the PP:

- **Industrial Lands Strategy (2009) and Employment Lands Strategy (2008)**

The main objectives of the ILS 2009 was to:

- assist Council in preparing its new LEP in accordance with the Standard Instrument;
- establish the existing supply of, and future demand for industrial lands;
- provide a strategic framework for the provision of future industrial lands;
- provide a recommended zoning scheme for existing and future industrial lands; and
- assess the current and future employment opportunities and economic impacts of industrial lands within the LGA.

The ILS recommended the establishment of a hierarchy of industrial areas, which amongst other matters sought to limit bulky goods retailing to specific areas. It also sought to separate incompatible land uses.

At the time the ILS was prepared (during the mid-late 2000's), it found that: *"the dominant industry is service or light industry, predominantly bulky goods, and automotive uses. There are also a number of light manufacturing uses that exist within the estate. The estate also contains a church, and a service centre containing a petrol station and several fast food takeaway facilities. The estate is relatively new, and is continuing to expand at a consistent rate. The major focus for the area appears to be the continuation of light/ service industry with a particular focus on bulky goods"*.

Of particular interest is Section 10.3.4. of the ILS which outlines suggested industry targets for Coffs Harbour to progress its economic development. These include:

- encouraging distributions operations that serve the area between Sydney and Brisbane; and
- providing suitable land for light and high technology or advanced manufacturing.

The location of the Isles Industrial Estate has advantages for both of the above, given its location:

- at the southern extremity of the Coffs Harbour urban area allowing heavy transport movements 24 hours a day without disturbing the amenity of nearby residences;
- adjacent to the connection to the proposed highway bypass which will increase the value of the above; and
- adjacent to the Coffs Harbour Health Campus, which could act as a trigger with the development of health related industrial and service enterprises.

This indicates that the Isles Industrial Estate is of strategic importance for transport oriented business, including logistics, warehousing and distribution.

The ELS took a cautious approach to bulky goods retailing, stating that *"the presence of out-of-centre retailing, particularly in the form of Big Box Retail and Bulky Goods Retail could potentially impact the viability of businesses and industry in town centres. In addition the spatial distribution of different retailing formats could contribute to unsustainable travel patterns and negative land-use conflicts. This not only impacts on the local community, but it also impacts on the competitiveness of local business and industry."*

The ELS noted the importance of the Isles Estate, stating: *"The precinct is strategically positioned with respect to the highway, is able to offer large lots and occupies a premium position in the local industrial land market.....The precinct should be preserved as a strategic industrial area. Care should be taken to recognise the role and function of the Isles precinct in the local industrial land market place and zoned accordingly."*

The ILS took a more permissible approach to bulky goods development. It identified that there was increasing bulky goods retail development in the Isles Industrial Estate in response to local demand. Accordingly, the ILS recommended that the Isles Industrial Estate should be zoned partly IN1 and part B5 under the Coffs Harbour LEP 2013 on the basis of existing demand, broad demand trends and supply analysis and land suitability.

It should be noted that since the ILS was undertaken there has been a considerable amount of development in the Isles Industrial Estate, including the development of a new section to the west of Engineering Drive. Many of the lots marked as vacant in the ILS report are now occupied.

- **Adoption of ILS 2009 and the making of Coffs Harbour LEP 2013**

At the time the ILS was adopted (2009), most of the industrial zoned land, especially in the Isles Industrial Estate was vacant/undeveloped and at that time it would have been suitable for large floor plate bulky goods type development. However, in the years between the adoption of the ILS in 2009 and the making (i.e. gazettal) of the Coffs Harbour LEP in 2013, much of that land has been developed for 'traditional' industrial land uses.

- **The Business Centres Hierarchy Review (2011)**

The BCHR was undertaken in 2011 comprising of a review of previous studies as well as site inspections to identify whether the existing hierarchy which protects the Coffs Harbour City Centre as the primary retail and commercial centre of the LGA is appropriate for the future growth of Coffs Harbour as a regional city.

In reference to the B5 zone, the BCHR concluded: *"Localities where the B5 Business Development Zone is appropriate are in the south of the City along parts of Isles, Mansbridge and Cook Drives, and in the north at Homebase. The allocation of land to this zone is potentially in excess of what would normally occur without impacting excessively on other centres; however it recognises that bulky goods retailing is already widespread in these areas. The expansion of the spatial area zoned B5 beyond these allocations is very undesirable."*

The BCHR adopted a cautious approach to the B5 zone and bulky goods developments.

Further, the review was focused on business zones and did not investigate industrial zone related issues.

- **Landowners Concerns**

The logical development concept for the remaining vacant lots appears to be industrial bays of a similar scale and land use to surrounding development. While the industrial buildings are permissible in the B5 zone with development consent under Coffs Harbour LEP 2013, a wide range of industrial land uses are not permissible under the B5 zone. This is seen by some landowners, and their agents, as a significant burden on their land.

Notwithstanding the public exhibition of the draft LEP and ILS, it is considered by some owners/agents that the change in zone from industrial to B5 in this area was inappropriate. This has led to inequities in so far as surrounding land is already developed for industrial purposes and that the remaining undeveloped land is not of a sufficient size to support the 'large floor plate' bulky goods concept and associated car parking required under a B5 zone.

Feedback from landowners and their agents has raised the following issues:

- The B5 zoning has devalued their land because it has made it difficult to sell, tenant and/or expand an existing enterprise; and
- Bulky goods retailing and light industrial activities experience land use conflict (i.e. through heavy vehicle movements).

The content of the submissions indicates significant concern amongst landowners that their property/business prospects have been impeded or devalued as a result of the change of zoning from 4A Industrial under Coffs Harbour City LEP 2000 to B5 Business Development under Coffs Harbour LEP 2013.

While no independent property valuation evidence is available, and no independent analysis of the relative demand for industrial and bulky goods retail land has been undertaken, submissions have set out that the establishment or development of certain businesses has been impeded by the extent of B5 zoned land.

The submissions state that relative demand for industrial land uses is greater than for bulky goods retail, and provides details of certain buildings, proposed developments and leases that have not proceeded due to the B5 zoning that has been applied to the land.

The submissions also state that the reduced ability to utilise or lease sites has reduced rental and capital values of properties, reducing the equity of their owners and their ability to borrow funds for business purposes.

- **2014 Land Use Survey**

In 2013/2014 Council officers undertook a survey of the development occupying the land within the Isles Industrial Estate. The survey identified the nature of each development and assessed whether the occupying land use was permissible under a B5 and/or IN1 zone.

The findings of this survey indicate that almost all developments would be permissible within the IN1 zone, with very few permissible within the B5 zone.

- **Review of B5 zoning Isles Industrial Estate (2014)**

This report reviewed the relevance of the B5 Business Development zoning on lands in the Isles Industrial Estate in North Boambee Valley since the introduction of Coffs Harbour LEP 2013. The review included an examination of land uses in the estate, many of which were established in between the adoption of the ILS 2009 and the introduction of Coffs Harbour LEP 2013. The review provided background information to inform the PP and is included as Attachment 2 to this report.

The review notes that a number of changes to consumer spending have occurred since the ILS was produced, namely:

- *“The growth of household retail consumption has reduced due to the global financial crisis and the consequent propensity of households to increase savings and reduce debt;*
- *A more cautious approach by financial institutions to lend money for developments, including retail and bulky goods developments whose viability is often dependent on securing future tenants, and*
- *The impact of the internet on retailing. While this impact is still relatively low, it is increasing. Households are ordering goods direct via the internet and using the internet for price comparison. This is having an impact on the nature of retailing, increasing competition and reducing retail (such as bulky goods) margins. It is not yet clear what the eventual impact on retailing patterns will be, however it is likely to place downward pressure on the demand for retail floorspace per capita.*

These changes have had the effect of reducing the per capita demand for retail floorspace.”

The review goes on to say that *“it seems likely the future savings patterns of households will more closely resemble those evident prior to the “boom” years of the 1980’s-2000’s than those immediately prior to the global financial crisis.*

Notwithstanding the above, the pressure on retail profit margins will continue to favour lower rent bulky goods formats relative to more conventional commercial centres. This will lead to a continuing demand for bulky goods floorspace, although probably not at the growth level experienced in the past. Consumers appear to favour one stop bulky goods centres or clusters which provide variety and comparison shopping similar to Homebase at Park Beach. The exception is freestanding major destination stores such as Bunnings and Masters.”

Due to previous planning controls which allowed bulky goods retailing within the precinct, there is mix of bulky goods and “industrial” land uses through the Estate. Anecdotal evidence suggests that there is now a higher demand for general industrial land uses in the Isles Industrial Estate relative to the demand for bulky goods premises.

- **Options to Move Forward**

The Review of the B5 zoning in the Isles Industrial Estate (2014) has identified a number of issues relating to the coexistence of the B5 and IN1 zones at the Isles Industrial Estate.

There is not a simple solution to this land use zoning dilemma that will satisfy all parties. Several options are available:

Option 1: Continue with the existing land use zoning pattern.

This option is not preferred as it would continue the existing LEP issue that has been described in this Report.

Option 2: Reduce the area zoned B5 to high profile locations. Industrial uses could then occupy the lower profile locations while still taking advantage of high transport accessibility and the strategic location of the Estate.

This option is preferred as there is evidence to support the need for lower rent bulky goods in high profile locations as well as this zone being potentially in excess of that needed in the local marketplace.

Option 3: Recognise the strategic nature of the Isles Industrial Estate and zone the entire Estate 1N1.

This option is not preferred. The disadvantage of this option is that opportunities for the expansion of bulky goods retailing in the Estate would be severely curtailed and that existing bulky goods operations that have established in good faith under the B5 and 4A zonings could only continue under “existing use rights”. It should be noted that this situation already exists for certain industrial uses within the B5 zone that operate under existing use rights since the inception of Coffs Harbour LEP 2013.

Option 4: Amend the land uses permissible in the 1N1 and B5 zones. While this option may relieve restrictions on businesses operating under existing use rights, it does not address the LEP issue that has been described in this Report.

This option is not preferred as the objectives of the zone would be diminished.

The Review of the B5 zoning in the Isles Industrial Estate (2014), previous studies and submissions received from businesses/property owners indicates there is merit in consolidating the spatial area within the Isles Industrial Estate zoned B5.

Option 2 is the preferred way forward and offers the greatest benefits and least disadvantages of the options. It enables bulky goods retailing to continue to develop but provides greater scope for the continued operation and expansion of industrial uses in a strategic location.

Option 2 therefore has two sub options:

- (i) The northern side of Isles Drive as far west as Industrial Drive could be zoned 1N1 under this option, and provide high profile locations for industrial enterprises.
- (ii) The second sub option is retaining the B5 zone on lots facing the Pacific Highway to the south of Isles Drive, with the balance of the Industrial Estate zoned IN1. This option would retain the highest profile land in a B5 zone.

Option 2 sub option (ii) is preferred and offers the best outcome in maintaining the integrity of the industrial area while providing opportunities for B5 zone development in the highest visibility location. Sub option (i) has the disadvantage of eroding the integrity and strategic benefits of the industrial area.

Option 2 sub option (ii) therefore contains the recommended course of action, and supports the recommended zoning layout within the PP.

The location of the Isles Industrial Estate just north of the connection to the proposed highway bypass is of strategic importance to the LGA. It provides an opportunity for transport and logistics/distribution related industries and those industries reliant on flexible transport options to establish and grow while minimising their impact on other urban areas. Option 2(ii) contains the recommended course of action, as it provides greater scope for this strategic advantage to be capitalised upon for the long term benefit of the Coffs Harbour LGA.

Implementation Date / Priority:

The timeframe for a PP is established in the EP&A Act. The timeframe is triggered once the matter is forwarded to NSW P&E by Council (i.e. after Council endorsement).

Recommendation:

- 1. That Council endorse the Review of B5 Zoning Isles Industrial Estate as contained in Attachment 2 to this report.**
- 2. That Council endorse and forward Planning Proposal PP_2014_COFFS_005_00 to NSW Planning and Environment seeking a "Gateway Determination" for the rezoning of lands within the Isles Industrial Estate, North Boambee Valley as shown in Attachment 1 of this report.**
- 3. That subject to the "Gateway Determination" from NSW Planning and Environment, Council place the Planning Proposal on public exhibition.**
- 4. That a further report be considered by Council following the outcome of the public exhibition.**
- 5. That the affected landowners be informed of Council's decision.**

PLANNING PROPOSAL

REZONING OF LANDS AT ISLES INDUSTRIAL ESTATE, NORTH BOAMBEE VALLEY

December 2014

Contact

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SUMMARY

Coffs Harbour Local Environmental Plan (LEP) 2013 was made on 27 September 2013. The new LEP created a B5 Business Development zone that was applied in two locations – at “Coffs Harbour Homebase” located on Mastracolas Rd / Pacific Highway, Coffs Harbour North, and in the North Boambee Valley area surrounding the Pacific Highway. The Coffs Harbour Industrial Lands Strategy (ILS) and the Business Centres Hierarchy Review (BCHR) 2011 supported the creation of the B5 zone at these locations.

The B5 zone at North Boambee Valley replaced the Industrial 4A zoning that applied under the previous LEP 2000. This was seen as appropriate at the time as bulky goods premises were specifically excluded from the IN1 Industrial zone under the Standard Instrument LEP. The two B5 zoned areas have traditionally attracted this type of development, and the new zone was seen to limit this type of development to these locations.

Since the introduction of LEP 2013, a number of landowners in the Isles Industrial Estate (location of lands shown in Figure 1 below) have strongly objected to the application of the B5 zone on their land. They have expressly stated a desire to see the land reverted to an industrial zoning (IN1), as much of the land in the estate has been developed for, and is intended for, industrial purposes.

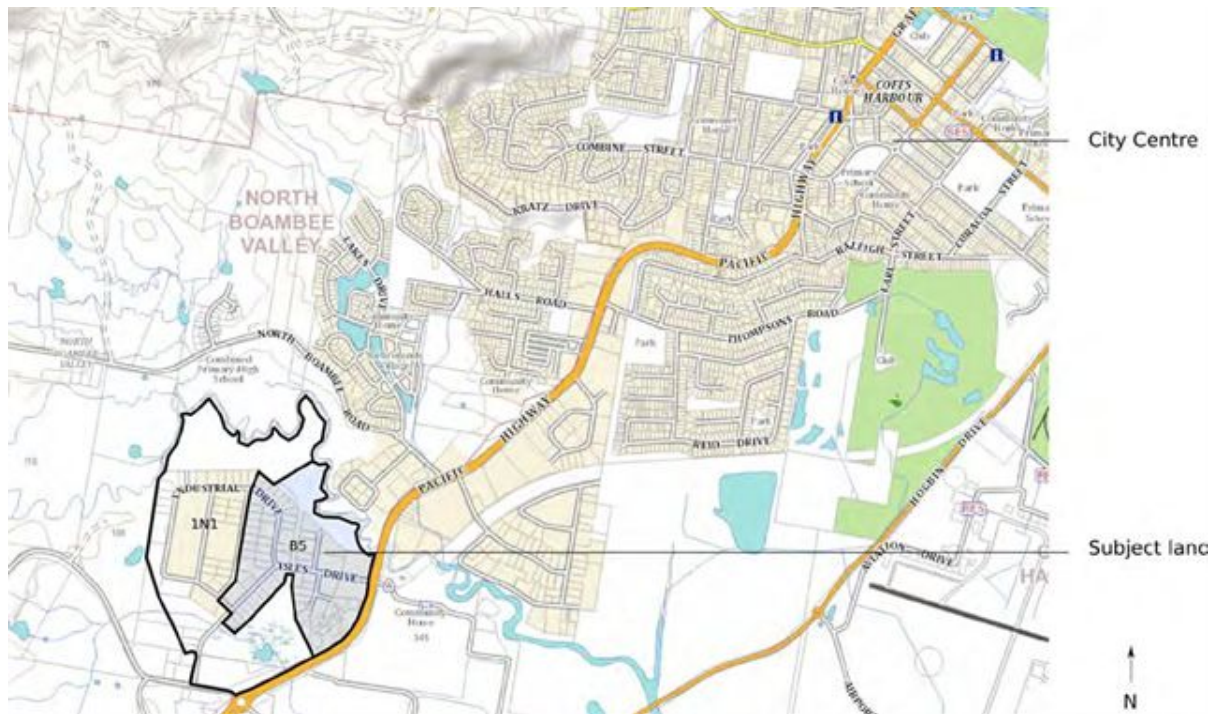


FIGURE 1 – location of subject lands

At the time the Industrial Lands Strategy (ILS) was adopted (2009), a lot of the land, especially in the Isles Industrial Estate was vacant/undeveloped and at that time it would have been suitable for large floor plate bulky goods type development. However, in the years between the adoption of the Industrial Strategy and the making of LEP 2013 most of that land has been developed for ‘traditional’ industrial land uses ie. bays supporting a wide range of industrial land uses that are generally unsuitable in the city centre.

The strategic efforts were time damaged due to the delay between the adoption of the ILS and the making (i.e. gazettal) of LEP 2013.

The logical development concept for the remaining vacant lots appears to be industrial bays of a similar scale and land use to surrounding development. While the industrial bays are permissible with consent, a wide range of industrial land uses are not permissible under the B5 zone. This is seen by some landowners, and their agents, as a significant burden on their land.

Notwithstanding the public exhibition of the draft LEP and ILS, it is considered by some owners/agents that the change in zone from industrial to B5 in this area was inappropriate. This has led to inequities in so far that surrounding land is already developed for industrial purposes and the remaining undeveloped land is not of a sufficient size to support the 'large floor plate' bulky goods concept and associated car parking required under a B5 zone. The extent of the B5 and IN1 zone in the Isles Industrial Estate is shown in Figure 2 below.

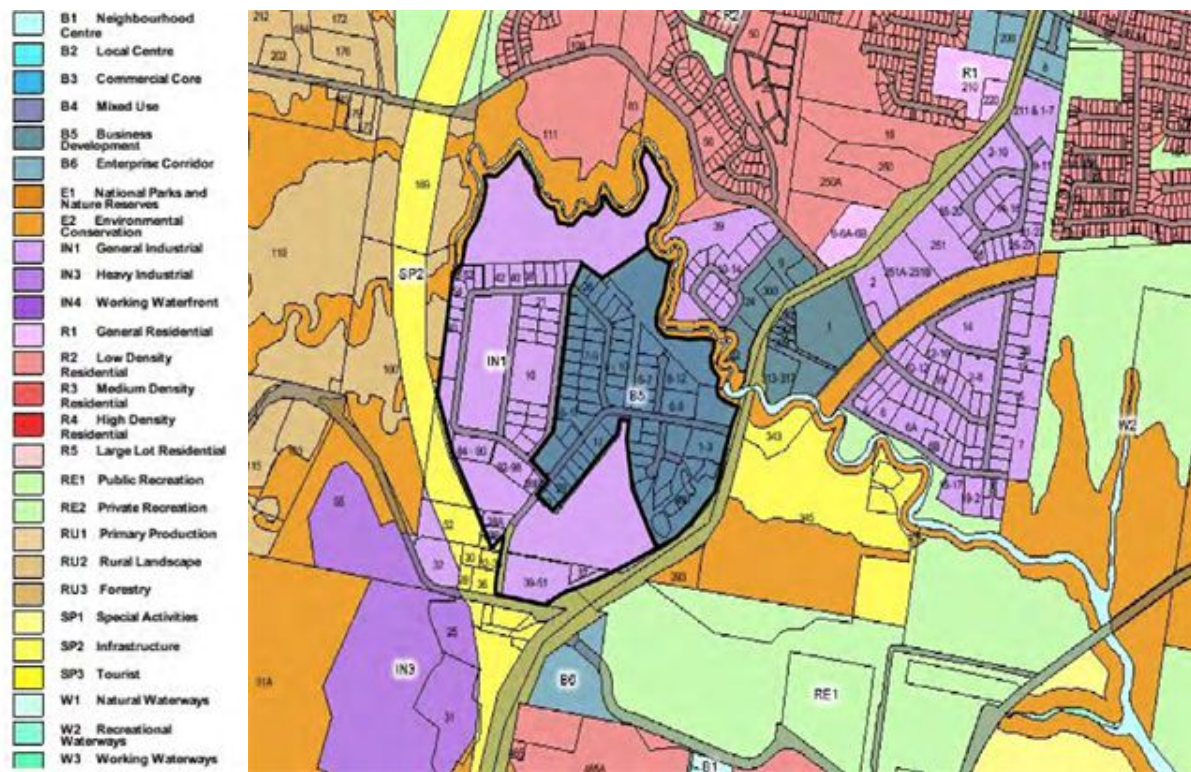


Figure 2 – current land use zoning of Isles Industrial Estate

Concerns Raised by Landowners

Feedback from landowners and their agents has raised the following issues:

- The B5 zoning has devalued their land because it has made it difficult to sell, tenant and/or expand an existing enterprise; and
- Bulky goods retailing and light industrial activities experience land use conflict (i.e. through heavy vehicle movements).

The content of the submissions indicates significant concern amongst landowners that their property/business prospects have been impeded or devalued as a result of the change of zoning from 4A Industrial under LEP 2000 to B5 Business Development under LEP 2013.

While no independent property valuation evidence is available, and no independent analysis of the relative demand for industrial and bulky goods retail land has been undertaken, a local real estate agent has made a submission to the effect that the establishment or development of certain businesses has been impeded by the extent of B5 zoned land.

The real estate agent’s submission states that relative demand for industrial land uses is greater than for bulky goods retail, and provides details of certain buildings, proposed developments and leases that have not proceeded due to the B5 zoning that has been applied to the land. Specific examples are provided in their submission.

The real estate agent’s submission also states that the reduced ability to utilise or lease sites has reduced rental and capital values of properties, reducing the equity of their owners and their ability to borrow funds for business purposes.

The other submissions are consistent with the real estate agents submission in relation to demand, capital and rental valuation issues.

While anecdotal evidence suggests that there is currently no demand for bulky goods premises, there is a demand for general industrial land uses in this location. The Planning Proposal includes information to support a rezoning of a portion of the Isles Industrial Estate from a B5 to an IN1 zone, the extent of which is shown in figure 3 below.

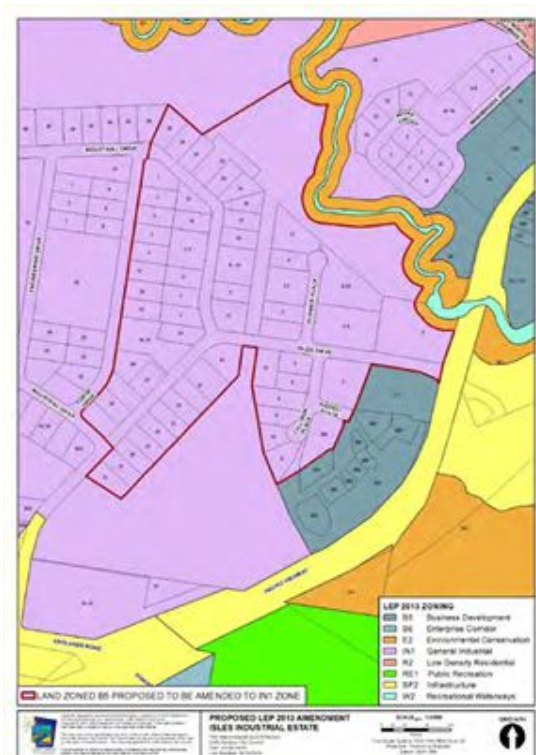


Figure 3 – proposed zoning of Isles Industrial Estate

PART 1 - OBJECTIVES AND INTENDED OUTCOMES

The Planning Proposal seeks to retain the B5 zone on lots facing the Pacific Highway to the south of Isles Drive, with the balance of the Industrial Estate zoned IN1. This would retain the highest profile land in a B5 zone.

The PP (rezoning) proposes to:

- rezone lands within the Isles Industrial Estate from a B5 Business Development zone to an IN1 General Industrial zone;
- provide land for development that is in keeping with the environmental and servicing capacity of the land; and
- reduce the potential for land use conflict between properties within the Isles Industrial Estate.

The objectives of the planning proposal are:

- to describe the subject site, the locality in which it is situated, the current zoning and the reason for the need to locate “general” industrial development on the subject lands.
- to request an amendment to the LEP to permit “general” industrial development
- to address the ‘gateway’ assessment criteria under Part 3 of the EP&A Act 1979.
- to provide justifications for the LEP amendment and demonstrate the net community benefits which follow.
- to demonstrate that the planning proposal is consistent with the broad strategic direction for the locality.

The intended outcomes of the planning proposal are:

- To rezone certain lands to allow “general” industrial land uses to be undertaken (with development consent) on land contained within the Isles Industrial Estate in the North Boambee Valley area.
- To achieve broad community acceptance.

PART 2 - EXPLANATION OF PROVISIONS

The proposed outcome will be achieved by:

- Amending the Coffs Harbour LEP 2013 Land Zoning Map on the subject lands in accordance with the proposed zoning map shown in attachment 1; and
- Amending the Coffs Harbour LEP 2013 Floor Space Ratio Map by removing a floor space ratio of 0.5:1 from the subject lands in accordance with the proposed floor space ratio map shown in attachment 2.

PART 3 – JUSTIFICATION

Section A - Need for the planning proposal

1. Is the planning proposal a result of any strategic study or report?

The following local strategic planning documents provide information to support the Planning Proposal:

- **Industrial Lands Strategy 2009 and Employment Lands Strategy 2008**

The main objectives of the Industrial Lands Strategy (ILS) 2009 was to:

- assist Council in preparing its new LEP in accordance with the Standard Instrument;
- establish the existing supply of, and future demand for industrial lands;
- provide a strategic framework for the provision of future industrial lands;
- provide a recommended zoning scheme for existing and future industrial lands; and
- assess the current and future employment opportunities and economic impacts of industrial lands within the LGA.

The ILS recommended the establishment of a hierarchy of industrial areas, which amongst other matters sought to limit bulky goods retailing to specific areas. It also sought to separate incompatible land uses.

At the time the ILS was prepared (during the mid-late 2000's), it found that: *“the dominant industry is service or light industry, predominantly bulky goods, and automotive uses. There are also a number of light manufacturing uses that exist within the estate. The estate also contains a church, and a service centre containing a petrol station and several fast food takeaway facilities. The estate is relatively new, and is continuing to expand at a consistent rate. The major focus for the area appears to be the continuation of light/ service industry with a particular focus on bulky goods”.*

Of particular interest is Section 10.3.4. of the ILS which outlines suggested industry targets for Coffs Harbour to progress its economic development. These include:

- encouraging distributions operations that serve the area between Sydney and Brisbane; and
- providing suitable land for light and high technology or advanced manufacturing.

The location of the Isles Industrial Estate has advantages for both of the above, given its location:

- at the southern extremity of the Coffs Harbour urban area allowing heavy transport movements 24 hours a day without disturbing the amenity of nearby residences;
- adjacent to the connection to the proposed highway bypass which will increase the value of the above; and
- adjacent to the Coffs Harbour Health Campus, which could act as a trigger with the development of health related industrial and service enterprises.

This indicates that the Isles Industrial Estate is of strategic importance for transport oriented business, including logistics, warehousing and distribution.

The Employment Lands Strategy (ELS) took a cautious approach to bulky goods retailing, stating that *“the presence of out-of-centre retailing, particularly in the form of Big Box Retail and Bulky Goods Retail could potentially impact the viability of businesses and industry in town centres. In addition the spatial distribution of different retailing formats could contribute to unsustainable travel patterns and negative land-use conflicts. This not only impacts on the local community, but it also impacts on the competitiveness of local business and industry.”*

The ELS noted the importance of the Isles Estate, stating: *“The precinct is strategically positioned with respect to the highway, is able to offer large lots and occupies a premium position in the local industrial land market.....The precinct should be preserved as a strategic industrial area. Care should be taken to recognise the role and function of the Isles precinct in the local industrial land market place and zoned accordingly.”*

The ILS took a more permissible approach to bulky goods development. It identified that there was increasing bulky goods retail development in the Isles Industrial Estate in response to local demand. Accordingly, the ILS recommended that the Isles Industrial Estate should be zoned partly IN1 and part B5 under the LEP 2013 on the basis of existing demand, broad demand trends and supply analysis and land suitability.

It should be noted that since the ILS was undertaken there has been a considerable amount of development in the Isles Industrial Estate, including the development of a new section to the west of Engineering Drive. Many of the lots marked as vacant in the ILS report are now occupied.

- **2014 Land Use Survey**

In 2013/2014 Council officers undertook a survey of the development occupying the land within the Isles Industrial Estate. The survey identified the nature of each development and assessed whether the occupying land use was permissible under a B5 and/or IN1 zone.

The findings of this survey indicate that almost all developments would be permissible within the IN1 zone, with very few permissible within the B5 zone (such as bulky goods retailers).

Many developments are not permissible in a B5 zone, such as freight transport facilities, depots, and vehicle repair stations. Several premises that might superficially appear to be bulky goods retailers (such as plumbing supplies) which are permissible in the B5 zone only appear to more precisely conform to the definition of hardware and building supplies, which is permissible within the B5 and IN1 zone.

Development that is permissible within the B5 zone is scattered across the precinct.

The permissible uses within the B5 zone are much more limited than the IN1 zone ie. freight transport facilities are prohibited in the B5 zone.

The exception to the above is the cluster of food and drink premises around the Pacific Highway. These premises are regarded as take away food outlets and they are permissible in the B5 and IN1 zone.

- **Review of B5 zoning Isles Industrial Estate (2014)**

This report reviewed the relevance of the B5 Business Development zoning on lands in the Isles Industrial Estate in North Boambee Valley since the introduction of LEP 2013. The review included an examination of land uses in the estate, many of which were established in between the adoption of the Industrial Lands Strategy 2009 and the introduction of LEP 2013. The review provided background information to inform the PP and is included as Attachment 2 to this report.

The review notes that a number of changes to consumer spending have occurred since the ILS was produced, namely:

- *“The growth of household retail consumption has reduced due to the global financial crisis and the consequent propensity of households to increase savings and reduce debt;*
- *A more cautious approach by financial institutions to lend money for developments, including retail and bulky goods developments whose viability is often dependent on securing future tenants, and*
- *The impact of the internet on retailing. While this impact is still relatively low, it is increasing. Households are ordering goods direct via the internet and using the internet for price comparison. This is having an impact on the nature of retailing, increasing competition and reducing retail (such as bulky goods) margins. It is not yet clear what the eventual impact on retailing patterns will be, however it is likely to place downward pressure on the demand for retail floorspace per capita.*

These changes have had the effect of reducing the per capita demand for retail floorspace.”

The review goes on to say that *“it seems likely the future savings patterns of households will more closely resemble those evident prior to the “boom” years of the 1980’s-2000’s than those immediately prior to the global financial crisis.*

Notwithstanding the above, the pressure on retail profit margins will continue to favour lower rent bulky goods formats relative to more conventional commercial centres. This will lead to a continuing demand for bulky goods floorspace, although probably not at the growth level experienced in the past. Consumers appear to favour one stop bulky goods centres or clusters which provide variety and comparison shopping similar to Homebase at Park Beach. The exception is freestanding major destination stores such as Bunnings and Masters.”

Due to previous planning controls which allowed bulky goods retailing within the precinct, there is mix of bulky goods and “industrial” land uses through the Estate. Anecdotal evidence suggests that there is now a higher demand for general industrial land uses in the Isles Industrial Estate relative to the demand for bulky goods premises.

• **Options to Move Forward**

The Review of the B5 zoning in the Isles Industrial Estate (2014) has identified a number of issues relating to the coexistence of the B5 and 1N1 zones at the Isles Industrial Estate.

There is not a simple solution to this land use zoning dilemma that will satisfy all parties. Any solution is likely to involve a compromise.

Several options are available:

Option 1. Continue with the existing land use zoning pattern.

This option is not preferred as it would continue the existing LEP issue that has been described in this Report.

Option 2. Reduce the area zoned B5 to high profile locations. Industrial uses could then occupy the lower profile locations while still taking advantage of high transport accessibility and the strategic location of the Estate.

This option may be preferred as there is evidence to support the need for lower rent bulky goods in high profile locations as well as this zone being potentially in excess of that needed in the local marketplace.

Option 3. Recognise the strategic nature of the Isles Industrial Estate and zone the entire Estate 1N1.

This option is not preferred. The disadvantage of this option is that opportunities for the expansion of bulky goods retailing in the Estate would be severely curtailed and that existing bulky goods operations that have established in good faith under the B5 and 4A zonings could only continue under “existing use rights”. It should be noted that this situation already exists for certain industrial uses within the B5 zone that operate under existing use rights since the inception of LEP 2013.

Option 4. Amend the land uses permissible in the 1N1 and B5 zones. While this option may relieve restrictions on businesses operating under existing use rights, it does not address the LEP issue that has been described in this Report.

This option is not preferred as the objectives of the zone would be diminished.

The Review of the B5 zoning in the Isles Industrial Estate (2014), previous studies and submissions received from businesses/property owners indicates there is merit in consolidating the spatial area within the Isles Industrial Estate zoned B5.

Option 2 is the preferred way forward and offers the greatest benefits and least disadvantages of the options. It enables bulky goods retailing to continue to develop but provides greater scope for the continued operation and expansion of industrial uses in a strategic location.

Option 2 therefore has two sub options:

- i) The northern side of Isles Drive as far west as Industrial Drive could be zoned 1N1 under this option, and provide high profile locations for industrial enterprises.
- ii) The second sub option is retaining the B5 zone on lots facing the Pacific Highway to the south of Isles Drive, with the balance of the Industrial Estate zoned IN1. This option would retain the highest profile land in a B5 zone.

Option 2 sub option (ii) is preferred and offers the best outcome in maintaining the integrity of the industrial area while providing opportunities for B5 zone development in the highest visibility location. Sub option (i) has the disadvantage of eroding the integrity and strategic benefits of the industrial area.

Option 2 sub option (ii) therefore contains the recommended course of action, and supports the recommended zoning layout within the PP.

The location of the Isles Industrial Estate just north of the connection to the proposed highway bypass is of strategic importance to the LGA. It provides an opportunity for transport and logistics/distribution related industries and those industries reliant on flexible transport options to establish and grow while minimising their impact on other urban areas. Option 2(ii) contains the recommended course of action, as it provides greater scope for this strategic advantage to be capitalised upon for the long term benefit of the Coffs Harbour LGA.

2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

A planning proposal is the best method to achieve the intended outcomes in this situation. It accords with prevailing strategy and policy and is effective without imposing regulatory burden. The resultant development will also generally accord with the prevailing surrounding land use activities.

3. Is there a net community benefit?

The Planning Proposal is considered to provide a benefit in the local community, including:

- provision of additional strategically located industrial zoned land to the LGA;
- provision for an economic use for land which has remained largely vacant and disused for many years; and
- provision of additional employment opportunities for the local community through full-time and part-time jobs associated with the additional industrial activities, including the construction of those new industries.

Section B - Relationship to strategic planning framework.

- 4. Is the planning proposal consistent with the objectives and actions contained within the applicable regional or sub-regional strategy (including the Sydney Metropolitan Strategy and exhibited draft strategies)?**

The Mid North Coast Regional Strategy 2009 (MNCRS) is the applicable regional strategy for Coffs Harbour. The Strategy aims to ensure that adequate land is available and appropriately located to accommodate the projected housing and employment needs for the region's population over the next 25 years.

The Strategy designates Coffs Harbour as a major regional centre within the Mid North Coast region. Due to the size and regional centre role of Coffs Harbour and Port Macquarie, the Strategy recommends that the projected industrial land requirements will primarily be focused upon these areas to support their future growth. The Coffs Coast Region (Coffs Harbour, Bellingen and Nambucca Local Government Areas) will require an additional 83 hectares of industrial land within the next 25 years.

The Strategy also defines potential areas for growth within each LGA. The Department has released these as the 'Growth Areas Map' for the region. The Growth Areas Maps indicate the lands which are proposed as employment lands and refer to land identified to provide the necessary projected industrial or commercial land. The proposed growth areas identified in the strategy for Coffs Harbour are confined to South Woolgoolga, on the western side of the Pacific Highway directly adjacent to the existing Woolgoolga industrial estate and within North Boambee Valley (which includes the land subject to this Planning Proposal).

The strategy also forecasts an additional 47,000 jobs will need to be created by 2031 for the Mid North Coast. Of this 47,000, the Strategy outlines that 75% of these will be needed to meet the demands arising from the housing and servicing of additional population. The remaining 25% of jobs will need to be created in new industries or services supplying markets outside the Mid North Coast.

The proposal is consistent with the Mid North Coast Regional Strategy (MNCRS). The proposal is in keeping with the objectives of providing additional employment opportunities in close proximity to new release areas.

- 5. Is the planning proposal consistent with the local council's Community Strategic Plan, or other local strategic plan?**

Coffs Harbour 2030 Plan

This is a strategic level document which identifies the specific strategies that Coffs Harbour community have identified that need to be undertaken to move towards achieving a more sustainable society.

The Planning Proposal seeks to implement appropriate and relevant strategies of the Coffs Harbour 2030 Plan to achieve the following objectives:

- **Objective** - LP 2 *We have a strong and diverse economy*

Strategy - LP 2.1 *Maximise opportunities for workforce participation*

Comment – The Planning Proposal will enable employment activities that will assist in achieving this strategy. The eventual construction of buildings will provide employment and post construction employment may include trade apprenticeships etc.

Strategy - LP 2.2 *Encourage the provision of facilities and services which attract, create and support career opportunities for young people*

Comment – Trade industries consistently attract, create and support career opportunities for young people.

The implementation of these community endorsed strategies as part of this Planning Proposal, will assist in achieving the outcomes of the 2030 plan.

Local Growth Management Strategy

The Coffs Harbour City Local Growth Management Strategy, endorsed by the Director General on 11 November 2009, comprises a number of themed strategies and studies including the following:

Our Living City – A Settlement Strategy for Coffs Harbour

The OLCSS 2010 (the Settlement Strategy) identifies that the LGA will experience considerable population growth by 2031. This population growth will in turn create demand for business and employment opportunities, which will create demand for additional employment land.

The Settlement Strategy outlines a number of specific recommendations that relate specifically to employment lands including:

Land Availability

There is a need to make allowances to increase employment lands within Coffs Harbour LGA. There is a need to assess the demand for additional employment zones, large lots and current zoning boundaries. Council needs to consider rezoning land to enable more appropriate land uses.

In terms of economic development, the OLCSS seeks to maintain the business centres hierarchy and increase employment and education opportunities. The strategy identifies significant growth around the South Coffs Harbour area including the North Boambee Valley release area (849 potential dwellings), South Coffs release area (477 potential dwellings) and Boambee Rural Residential release area (23 potential dwellings). New dwellings in these release areas will likely increase demand for industrial uses associated with the growth of the area.

Industrial Lands Strategy 2009

The Industrial Lands Strategy (ILS) was produced to provide a strategic planning framework to guide the future development of industrial lands within the local government area (LGA). The following sections of the ILS are considered to be relevant to this issue:

Section 9.1 of the ILS states that:

“Coffs Harbour is a major regional centre which has been identified for significant population growth in a number of state, regional and local planning documents including the NSW State Plan, the Mid North Coast Regional Strategy and the Coffs Harbour OLCSS Interim Document 2008. With this population growth will come an urgent need to provide employment opportunities to the existing and future population of the LGA. Provision of industrial land to assist in providing these jobs is therefore a key priority of Coffs Harbour City Council.

... Consultation with various stakeholders within the LGA has revealed that there is a strong perception that there is limited industrial land within the LGA to cater for future demand. This has, to a certain extent, subsequently been confirmed by the Industrial Land Audit. The industrial land audit indicated that although there is vacant land zoned and suitable for development, there is limited land being developed and offered for sale.”

Section 9.2.3 of the ILS states that there is a demand for an additional 50 ha of industrial land area by 2031 (SGS Economics and Planning).

Section 10.2.3 of the ILS states that:

“some of the industrial precincts (including the Isles Industrial Estate) have potential to be developed more intensely either through development of existing vacant land or redevelopment into more intensive industrial uses that have potential to provide more employment for the local government area.”

Employment Lands Strategy 2008

The Council-endorsed Employment Lands Strategy (ELS) provides the following commentary on the future role of the Boambee North Industrial Precinct.

Boambee North Industrial Precinct – *“The precinct should be preserved as a strategic industrial area with the potential to accommodate a greater share of traditional industrial activity. The portion of the precinct fronting the highway already accommodates significant Bulky Goods Retail operations. This should be formalised as part of a B5 Business Development zoning. Although the proposed by-pass route would mean a slightly longer travel time to the highway, this is not likely to jeopardise the function of the precinct as a traditional industrial area.”*

Business Centres Hierarchy Review 2011

The Business Centres Hierarchy Review (BCHR) document states that:

“There should be no increase to the land area where bulky goods retailing is permissible for at least 10 years because there is an adequate supply of land zoned for this purpose.”

It is considered that this Planning Proposal aligns with these strategic documents.

6. Is the planning proposal consistent with applicable state environmental planning policies (SEPP)?

SEPP 55 – Remediation of Land

Site investigations have been undertaken prior to the original development of the subject lands for industrial purposes over 10 years ago. The subject lands are therefore considered to be suitable for the change in land use.

SEPP 71 – Coastal Protection

The subject site is located within the Coastal Zone, and is therefore subject to the provisions of SEPP 71. Clause 7 requires that the matters for Consideration under Clause 8 should be taken into account by a Council when it prepares a draft LEP that applies to land within the Coastal Zone.

The Clause 8 matters for consideration include the following:

Clause 8 Matter for Consideration	Comment
(a) the aims of this Policy set out in clause 2,	The proposal is considered to be consistent with the aims of the policy set out in Clause 2.
(b) existing public access to and along the coastal foreshore for pedestrians or persons with a disability should be retained and, where possible, public access to and along the coastal foreshore for pedestrians or persons with a disability should be improved,	Not applicable
(c) opportunities to provide new public access to and along the coastal foreshore for pedestrians or persons with a disability	Not applicable
(d) the suitability of development given its type, location and design and its relationship with the surrounding area	Land immediately to the west of the subject lands is zoned for industrial uses. The subject lands held an industrial zone for over 10 years prior to LEP 2013 coming into effect on 27 September 2013. The proposed zoning and the likely land uses that will apply to the area are therefore considered to be suitable with surrounding land uses etc.
(e) any detrimental impact that development may have on the amenity of the coastal foreshore, including any significant overshadowing of the coastal foreshore and any significant loss of views from a public place to the coastal foreshore	Not applicable
(f) the scenic qualities of the New South Wales coast, and means to protect and improve these qualities	The planning proposal will not compromise the scenic qualities of the New South Wales coast.
(g) measures to conserve animals (within the meaning of the Threatened Species Conservation Act 1995) and plants (within the meaning of that Act), and their habitats,	The subject lands abutt Newports Creek to the north, which includes an E2 zone that has been applied to the riparian area surrounding the creek. This planning proposal does not impact on the existing E2 zoning.
(h) measures to conserve fish (within the meaning of Part 7A of the Fisheries Management Act 1994) and marine vegetation (within the meaning of that Part), and their habitats	See (g) above.
(i) existing wildlife corridors and the impact of development on these corridors	See (g) above.
(j) the likely impact of coastal processes and coastal hazards on development and any likely impacts of development on coastal processes and coastal hazards	The site is affected by flooding. Extensive studies have been undertaken previously that assess the likely impacts of flooding in the area. The suitability of the site for industrial development in relation to flooding has been demonstrated previously. No additional specific assessment is proposed as part of this process.
(k) measures to reduce the potential for conflict between land-based and water-based coastal activities,	Not applicable

(l) measures to protect the cultural places, values, customs, beliefs and traditional knowledge of Aboriginals,	The subject lands have been previously subject to the assessment of Aboriginal cultural heritage. No additional specific assessment is proposed as part of this process.
(m) likely impacts of development on the water quality of coastal water bodies,	Storm-water runoff from eventual development will be required to be accommodated within the existing urban storm-water system, and comply to Council's development standards for industrial development.
(n) the conservation and preservation of items of heritage, archaeological or historic significance,	The subject lands do not contain any known items of heritage, archaeological or historic significance. (also see (l) above).
(o) only in cases in which a council prepares a draft local environmental plan that applies to land to which this Policy applies, the means to encourage compact towns and cities,	The site is located within an established urban area and adjacent to the future South Coffs urban area and catchment.
(p) only in cases in which a DA in relation to proposed development is determined: (i) the cumulative impacts of the proposed development on the environment, and (ii) measures to ensure that water and energy usage by the proposed development is efficient.	<p>This proposal relates to a rezoning of lands. Development applications will likely be received following rezoning.</p> <p>Having regard to the location of the site in an industrial area, and also having regard to the likely form of development, environmental impacts can be appropriately managed.</p>

SEPP Infrastructure 2007

Consultation is required with authorities as part of the gateway rezoning process. Any future traffic generating development will be referred to NSW Roads and Maritime Services under this SEPP at the Development Application stage.

7. Is the planning proposal consistent with applicable Ministerial Directions (s.117 directions)?

Direction 1.1 – Business and Industrial Zones

Requirement	Comment	Meets Requirement?
(1) The objectives of this direction are to: (a) encourage employment growth in suitable locations, (b) protect employment land in business and industrial zones, and (c) support the viability of identified strategic centres.	<p>The proposal will encourage employment growth in a suitable location (as described in Part 3 of this report). The finalization of the planning proposal will foster the creation of an increased number of jobs on the subject lands. In this respect full time and part time jobs are estimated as part of the operation of industrial facilities in addition to immediate employment associated with the construction process as well as multiplier effects.</p> <p>Amending the existing LEP in the manner</p>	Yes

	proposed will enable development that is consistent with the level and range of services which are expected within such a centre.	
<p>(4) A planning proposal must:</p> <p>(a) give effect to the objectives of this direction,</p> <p>(b) retain the areas and locations of existing business and industrial zones,</p> <p>(c) not reduce the total potential floor space area for employment uses and related public services in business zones,</p> <p>(d) not reduce the total potential floor space area for industrial uses in industrial zones, and</p> <p>(e) ensure that proposed new employment areas are in accordance with a strategy that is approved by the Director- General of the Department of Planning.</p>	<p>The Planning Proposal is technically inconsistent with the objectives of this direction.</p> <p>The proposal changes an existing business zone to an industrial zone, and the subject lands are located within a business / industrial location.</p> <p>The proposal will reduce the total potential floor space area for certain employment uses such as bulky goods retail in (B5) business zones by removing the (B5) business zone from the subject lands and replacing it with an industrial (IN1) zone. This has been demonstrated to be acceptable as there is an adequate supply of B5 zoned land elsewhere.</p> <p>Floor-space for industrial uses will be increased from the existing situation.</p> <p>The site is not located in a “new” employment area, and retains the same broad industrial land use category that has historically occurred in the area.</p>	No

Direction 2.1 – Environmental Protection Zones

Requirement	Comment	Meets Requirement?
(1) The objective of this direction is to protect and conserve environmentally sensitive areas.	The subject lands are located adjacent to environmentally sensitive lands zoned E2 Environment Protection, being the riparian area of Newports Creek. This planning proposal does not alter or remove any environmental protection zones.	Yes
(4) A draft LEP shall include provisions that facilitate the protection and conservation of environmentally sensitive areas.	This planning proposal does not alter or remove any environmental protection zones.	Yes
(5) A draft LEP that applies to land within an environment protection zone or land otherwise identified for environment protection purposes in a LEP shall not	This planning proposal does not alter or remove any environmental protection zones.	Yes

reduce the environmental protection standards that apply to the land (including by modifying development standards that apply to the land).		
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Direction 2.2 – Coastal Protection Zones

Requirement	Comment	Meets Requirement?
(1) The objective of this direction is to implement the principles in the NSW Coastal Policy.	The Planning Proposal includes management actions that will implement the principles of the NSW Coastal Policy.	Yes
(4) A draft LEP shall include provisions that give effect to and are consistent with: (a) the <i>NSW Coastal Policy: A Sustainable Future for the New South Wales Coast 1997</i> , and (b) the <i>Coastal Design Guidelines 2003</i> , and (c) the manual relating to the management of the coastline for the purposes of section 733 of the <i>Local Government Act 1993</i> (the <i>NSW Coastline Management Manual 1990</i>).	The proposal is consistent with these policy documents as it incorporates: <ul style="list-style-type: none"> • connection with existing urban areas; • general consistency with settlement strategies for the creation of compact towns; • the efficient connection to services, including transport, water and sewer services. 	Yes

Direction 3.4 – Integrating Land Use and Transport

Requirement	Comment	Meets Requirement?
(1) The objective of this direction is to ensure that urban structures, building forms, land use locations, development designs, subdivision and street layouts achieve the following planning objectives: (a) improving access to housing, jobs and services by walking, cycling and public transport, and (b) increasing the choice of available transport and reducing dependence on cars, and (c) reducing travel demand including the number of trips generated by	Although private transport is likely to be the dominant mode of transport, the site’s location is central to Coffs Harbour and its hinterland and is well serviced by main roads. Freight and deliveries to the site will be easily accessible due to the site’s proximity to the Pacific Highway. The site is located in an existing industrial flavored area. Its amendment to allow for general industrial use purposes is appropriate in the context of this direction.	Yes

development and the distances travelled, especially by car, and (d) supporting the efficient and viable operation of public transport services, and (e) providing for the efficient movement of freight.		
(4) A planning proposal must locate zones for urban purposes and include provisions that give effect to and are consistent with the aims, objectives and principles of: (a) improving Transport Choice – Guidelines for planning and development (DUAP 2001), and (b) the Right Place for Business and Services – Planning Policy (DUAP 2001).	The proposal provides the following measures to integrate land use and transport planning in accordance with the DUAP documents mentioned in this direction: <ul style="list-style-type: none"> • The land is located within close proximity to a main arterial road; • The land is connected to available pedestrian and cycleway networks; • The land adjoins an existing business zone. 	Yes

Direction 4.1 – Acid Sulfate Soils

Requirement	Comment	Meets Requirement?
(1) The objective of this direction is to avoid significant adverse environmental impacts from the use of land that has a probability of containing acid sulfate soils.	According to the Acid Sulfate Soils Risk maps, the subject lands are in a “low - medium risk” area, being within a Class 3, 4 & 5 area on the acid sulfate soils risk map.	
(4) Council shall consider the Acid Sulfate Soils Planning Guidelines adopted by the Director-General of the Department of Planning when preparing a draft LEP that applies to any land identified on the Acid Sulfate Soils Planning Maps as having a probability of acid sulfate soils being present.	This planning proposal does not propose an intensification of land uses on land identified as having a probability of containing acid sulfate soils on the Acid Sulfate Soils Planning Maps. Therefore, an acid sulphate soils study assessing the appropriateness of the change of land use given the presence of acid sulfate soils is not required. As the subject land is in the low to medium risk (ie Classes 3 and 5) little or no risk is likely to occur with acid sulphate soils.	Yes

Direction 4.3 – Flood Prone Land

Requirement	Comment	Meets Requirement?
(1) The objectives of this direction are: (a) to ensure that development of flood prone land is consistent with	Newports Creek, which adjoins the subject lands is subject to flooding, and most of the subject lands are within the	Yes

<p>the NSW Government’s Flood Prone Land Policy and the principles of the <i>Floodplain Development Manual 2005</i>, and</p> <p>(b) to ensure that the provisions of an LEP on flood prone land is commensurate with flood hazard and includes consideration of the potential flood impacts both on and off the subject land.</p>	<p>1% AEP flood extents. Some of the land has been filled. Coffs Harbour City Council has undertaken a flood assessment, which has been prepared with the NSW Government’s Flood Prone Land Policy and the principles of the <i>Floodplain Development Manual 2005</i> in mind.</p> <p>The flood assessment includes consideration of the potential flood impacts both on and off the subject land.</p>	
<p>(4) A draft LEP shall include provisions that give effect to and are consistent with the NSW Flood Prone Land Policy and the principles of the <i>Floodplain Development Manual 2005</i> (including the <i>Guideline on Development Controls on Low Flood Risk Areas</i>).</p> <p>(5) A draft LEP shall not rezone land within the flood planning areas from Special Use, Special Purpose, Recreation, Rural or Environmental Protection Zones to a Residential, Business, Industrial, Special Use or Special Purpose Zone.</p> <p>(6) A draft LEP shall not contain provisions that apply to the flood planning areas which:</p> <p>(a) permit development in floodway areas,</p> <p>(b) permit development that will result in significant flood impacts to other properties,</p> <p>(c) permit a significant increase in the development of that land,</p> <p>(d) are likely to result in a substantially increased requirement for government spending on flood mitigation measures, infrastructure or services, or</p> <p>(e) permit development to be carried out without development consent except for the purposes of agriculture (not including dams, drainage canals, levees, buildings or structures in floodways or high hazard areas), roads or exempt development.</p> <p>(7) A draft LEP must not impose flood</p>	<p>4) The Planning Proposal has been prepared such that it is consistent with the principles of the <i>Floodplain Development Manual 2005</i>.</p> <p>5) The Planning Proposal complies with this requirement.</p> <p>6)</p> <p>a) The area affected is not located in a floodway.</p> <p>b) The proposal will not result in significant flood impacts to other properties.</p> <p>c) The Planning Proposal will permit an equivalent level of development on those lands.</p> <p>d) No such government spending will be required as a result of this Planning Proposal.</p> <p>e) The Planning Proposal complies with this requirement.</p> <p>7) The Planning Proposal does not</p>	<p>Yes</p>

<p>related development controls above the residential flood planning level for residential development on land, unless a council provides adequate justification for those controls to the satisfaction of the Director-General (or an officer of the Department nominated by the Director-General).</p> <p>(8) For the purposes of a draft LEP, a council must not determine a flood planning level that is inconsistent with the Floodplain Development Manual 2005 (including the <i>Guideline on Development Controls on Low Flood Risk Areas</i>) unless a council provides adequate justification for the proposed departure from that Manual to the satisfaction of the Director-General (or an officer of the Department nominated by the Director-General).</p> <p>Consistency</p> <p>(9) A draft LEP may be inconsistent with this direction only if council can satisfy the Director-General (or an officer of the Department nominated by the Director-General) that:</p> <p>(a) the draft LEP is in accordance with a floodplain risk management plan prepared in accordance with the principles and guidelines of the Floodplain Development Manual 2005, or</p> <p>(b) the provisions of the draft LEP that are inconsistent are of minor significance.</p>	<p>propose a residential zone, or residential development on the land and therefore complies with this requirement.</p> <p>8) The Planning Proposal complies with this requirement.</p> <p>9) The Planning Proposal complies with this requirement.</p>	
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Direction 4.4 – Planning for Bushfire Protection

Requirement	Comment	Meets Requirement?
<p>(1) The objectives of this direction are:</p> <p>(a) to protect life, property and the environment from bush fire hazards, by discouraging the establishment of incompatible land uses in bush fire prone areas, and</p>	<p>Objectives noted.</p>	

(b) to encourage sound management of bush fire prone areas.		
(4) In the preparation of a draft LEP a Council shall consult with the Commissioner of the NSW Rural Fire Service under section 62 of the EP&A Act, and take into account any comments so made,	The Planning Proposal will be referred to the NSW RFS as part of the Agency consultation stage.	Yes
(5) A draft LEP shall: (a) have regard to <i>Planning for Bushfire Protection 2006</i> , (b) introduce controls that avoid placing inappropriate developments in hazardous areas, and (c) ensure that bushfire hazard reduction is not prohibited within the APZ.	PBP-2006 is primarily concerned with residential development and development for a “special fire protection purpose”. Apart from s.4.3.6(f), PBP-2006 is essentially silent in relation to commercial or industrial land. Bushfire hazard reduction will not be prohibited on any of the subject lands.	Yes
(6) A draft LEP shall, where development is proposed, comply with the following provisions, as appropriate: (a) provide an Asset Protection Zone (APZ) incorporating at a minimum: (i) an Inner Protection Area bounded by a perimeter road or reserve which circumscribes the hazard side of the land intended for development and has a building line consistent with the incorporation of an APZ, within the property, and (ii) an Outer Protection Area managed for hazard reduction and located on the bushland side of the perimeter road, (b) for infill development (that is development within an already subdivided area), where an appropriate APZ cannot be achieved, provide for an appropriate performance standard, in consultation with the NSW Rural Fire Service. If the provisions of the draft LEP permit Special Fire Protection Purposes (as defined under section 100B of the <i>Rural Fires Act 1997</i>), the APZ provisions must be complied with, (c) contain provisions for two-way access roads which links to perimeter roads and/or to fire trail	No development is proposed as part of this Planning Proposal, however the Planning Proposal will enable potential development that will be able to comply with these requirements.	Yes

<p>networks, (d) contain provisions for adequate water supply for fire-fighting purposes, (e) minimise the perimeter of the area of land interfacing the hazard which may be developed, (f) introduce controls on the placement of combustible materials in the Inner Protection Area.</p>		
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Direction 5.1 – Implementation of Regional Strategies

Requirement	Comment	Meets Requirement?
(1) The objective of this direction is to give legal effect to the vision, land use strategy, policies, outcomes and actions contained in regional strategies.	The proposal is consistent with the MNCRS as outlined earlier in this report.	Yes
(4) Planning proposals must be consistent with a regional strategy released by the Minister for Planning.	The proposal is consistent with the MNCRS as discussed in earlier in this report.	Yes

Section C - Environmental, social and economic impact

8. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

No, the land is located within an established urban setting and has operated as a functioning industrial estate for over ten years.

9. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

Other impacts not already considered in this report which may result from the operation of general industrial land uses are:

- Traffic management;
- Operating hours;
- Litter; and
- Pedestrian movements in the vicinity.

It is considered that these elements can be easily managed through appropriate operational management conditions and other such requirements which would be detailed and if deemed appropriate, approved as part of any Development Application submitted to Council subsequent to the planning proposal process.

10. How has the planning proposal adequately addressed any social and economic effects?

The planning proposal seeks to promote equitable access to the provision of services and facilities for the local community. This is achieved by including provisions and objectives which reflect Council's long term strategic vision for the City as endorsed in the Our Living City (OLC) Settlement Strategy, Industrial Lands Strategy and the Coffs Harbour 2030 Plan.

Economic growth and development of the City will be an outcome of the planning proposal. As detailed elsewhere in this report, the likely development resulting from this Planning Proposal would include construction and operational employment opportunities.

Section D - State and Commonwealth interests.

11. Is there adequate public infrastructure for the planning proposal?

The proposed rezoned area is readily serviced with reticulated water and sewer, connection to the electrical grid and telecommunications network, and has direct access to the Pacific Highway. The proposal represents an acceptable regression to a land use that is more compatible with the area, and which was the zoning of the land for over 10 years.

12. What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?

Consultation with relevant government agencies will be undertaken as part of the Planning Proposal process, including:

- NSW Rural Fire Service;
- NSW Office of Environment and Heritage; and
- NSW Office of Water.

PART 4 – COMMUNITY CONSULTATION

The proposed rezoning is classified as a ‘low impact’ planning proposal. This means that the planning proposal is generally consistent with the pattern of surrounding land use zones and/or land uses; is consistent with the strategic planning frame work (i.e. Local Growth Management Strategies); presents no issues with regard to infrastructure servicing; is not a principal LEP; and does not reclassify public land.

In the case of this Planning Proposal, the “public notice” mentioned above will form part of the subsequent consultation process.

Therefore it is considered appropriate to undertake public consultation of the planning proposal for a period of 28 days.

This will be confirmed during the gateway assessment.

The community consultation will be managed by Council and conducted via the normal statutory process.

PART 5 – INDICATIVE TIMETABLE

Table 1 outlines the indicative timeframe for this planning proposal:

Table 1 Indicative timetable

Task	Estimated timeframe
Decision by CHCC to proceed	December 2014
Gateway Determination	January 2015
Finalisation of additional information as requested by Council and Gateway Determination	January – February 2015
Review and update of the planning proposal	January – February 2015
Public exhibition of PP for not less than 28 days	January – February 2015
Agency consultation	February 2015
Review submissions	February – March 2015
Report to Council	March 2015
Preparation of a final Planning Proposal for submission to the Planning & Infrastructure requesting the LEP amendment to be made	April 2015
Submission to Planning Minister	April 2015
Responses to Ministerial comments	April - May 2015

SUMMARY AND CONCLUSIONS

Coffs Harbour City Council has initiated a planning proposal to modify LEP 2013 to rezone part of the Isles Industrial Estate - Isles Drive, Industrial Drive, Forge Drive, Elswick Place and Collison Place North Boambee Valley from B5 Business Development to IN1 General Industrial, as shown in Attachment 1. It also includes the removal of the 0.5:1 category from the Floor Space Ratio Map, as it relates to the subject lands as shown in Attachment 2.

The planning proposal is consistent with the Mid North Coast Regional Strategy and consistent with all relevant State Environmental Planning Policies.

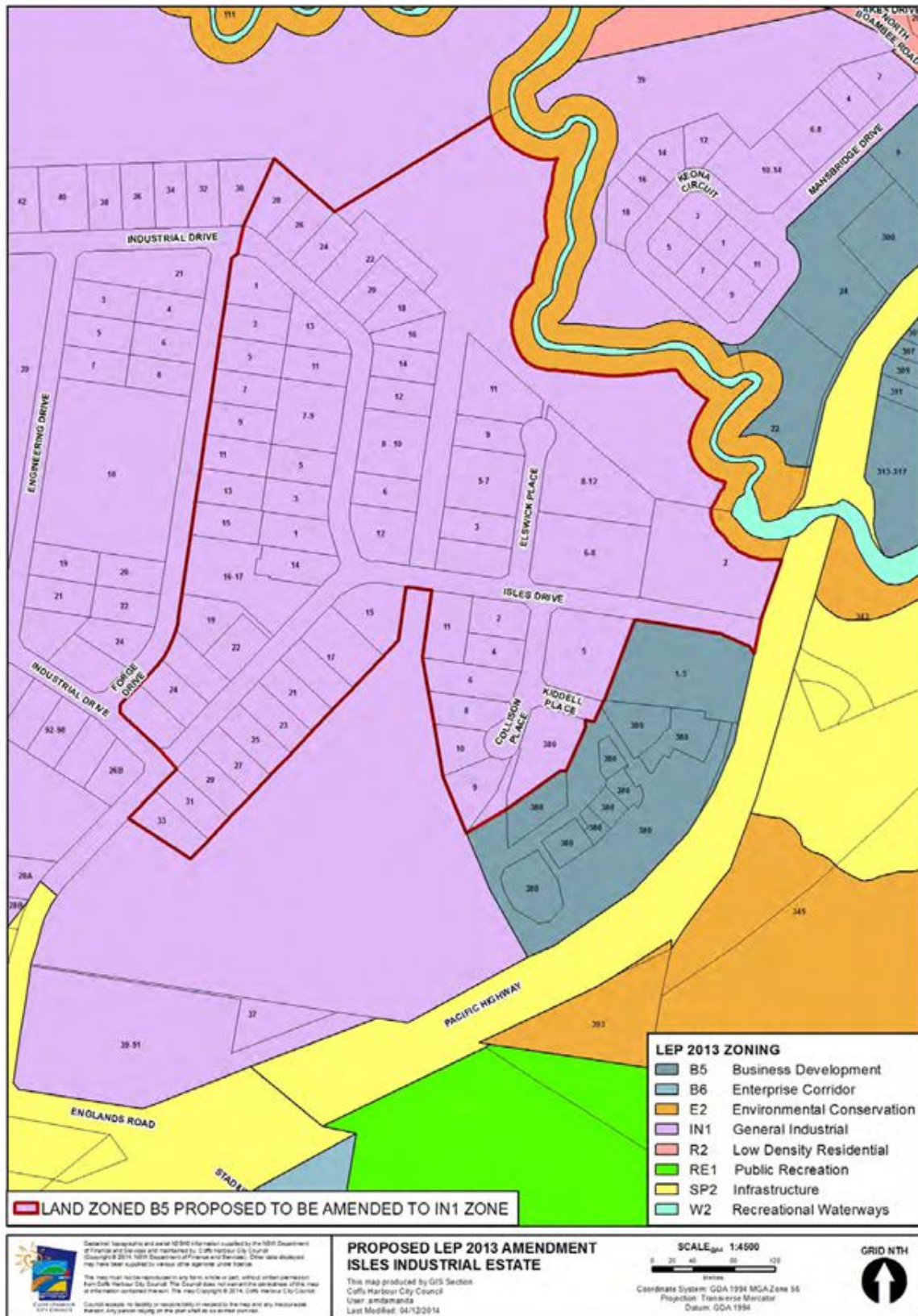
The Planning Proposal is technically inconsistent with Section 117 Direction No. 1.1 – Business and Industrial Zones, and accordingly Council seeks endorsement from NSW Planning and Environment in regard to this inconsistency as justified in the above report.

The Planning Proposal is also consistent with Council's Community Strategic Plan 2030 and Local Growth Management Strategy.

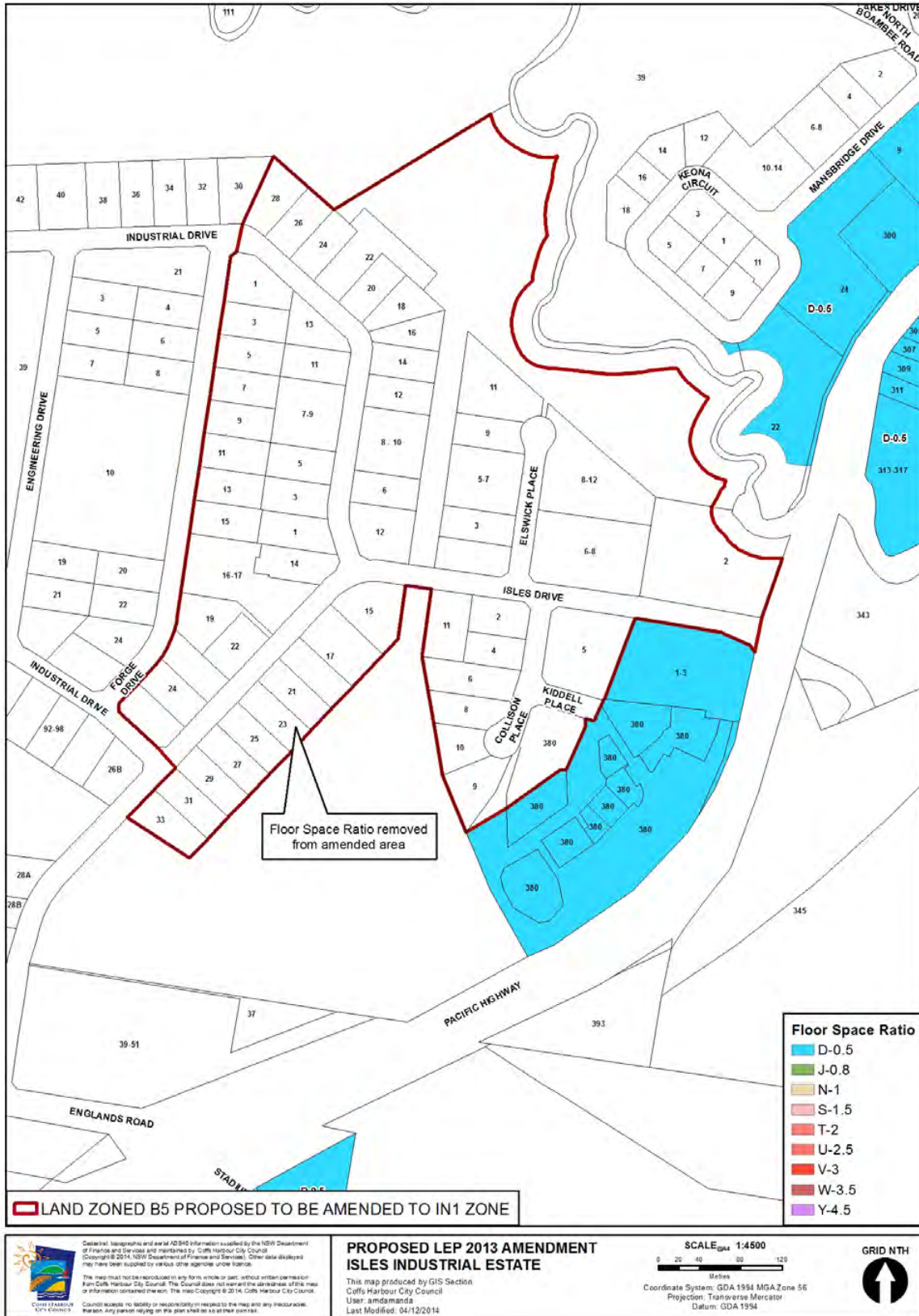
When finalised, the planning proposal will result in:

- the provision of additional strategically located industrial zoned land in the Coffs Harbour LGA; and
- an economic use for land which has remained largely vacant and disused for many years; and
- more logical development opportunities for the lands that are of a similar scale and land use to surrounding development; and
- the provision of developable land that will provide additional employment opportunities for the local community through full-time and part-time jobs associated with the additional industrial activities, including the construction of those new industries.

Attachment 1 – Proposed Land Use Zones



Attachment 2 – Proposed floor space ratio



Preliminary Review of B5 zoning Isles Industrial Estate

Undertaken for
Coffs Harbour
City Council



Strategy Hunter consultants
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Disclaimer

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Thanks

The author wishes to thank the staff of Coffs Harbour City Council for their assistance and support.

November 2014

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Purpose:

The aim of this report is to review the B5 Business Development zoning on lands in the Isles Industrial Estate in North Boambee Valley.

This Review has been undertaken by reviewing existing material.

Background

Under the Coffs Harbour Local Environmental Plan 2000 (LEP 2000) the Isles Industrial Estate was zoned 4A Industrial.

The Coffs Harbour Local Environmental Plan 2013 (LEP 2013) was made on 27 September 2013. LEP 2013 repealed LEP 2000.

LEP 2013 adopted the NSW Government's mandated Standard Instrument Local Environmental Plan Order (2006) which aimed to achieve greater consistency with LEPs in use by Councils across the State.

One impact of the Standard Instrument is that Councils have reduced ability to tailor LEPs to their unique circumstances because of the need to conform to a standard "template" of zones and other development controls.

As part of the preparation for LEP 2013 Coffs Harbour City Council (CHCC) undertook a number of studies to inform the land use zones that should apply across the City. One such study of particular relevance to this Report is the Coffs Harbour Industrial Lands Strategy that was undertaken in 2009.

Since LEP 2000 was made there have been changes in land use demand. Of particular relevance to this Report is the growth of bulky goods retailing. The growth of bulky goods retailing is a national phenomena and many bulky goods outlets have established in or near light industrial areas to take advantage of the low land costs and the large sites available in these locations.

As a result of the Coffs Harbour Industrial Lands Strategy and Council's knowledge of bulky retailing trends, in LEP 2013 land at the Isles Industrial Estate was partly zoned IN1 General Industrial (the closest equivalent to the former 4A Industrial Zone), and partly zoned B5 Business Development (in order to accommodate some light industrial uses as well as bulky goods retailing, amongst other uses).

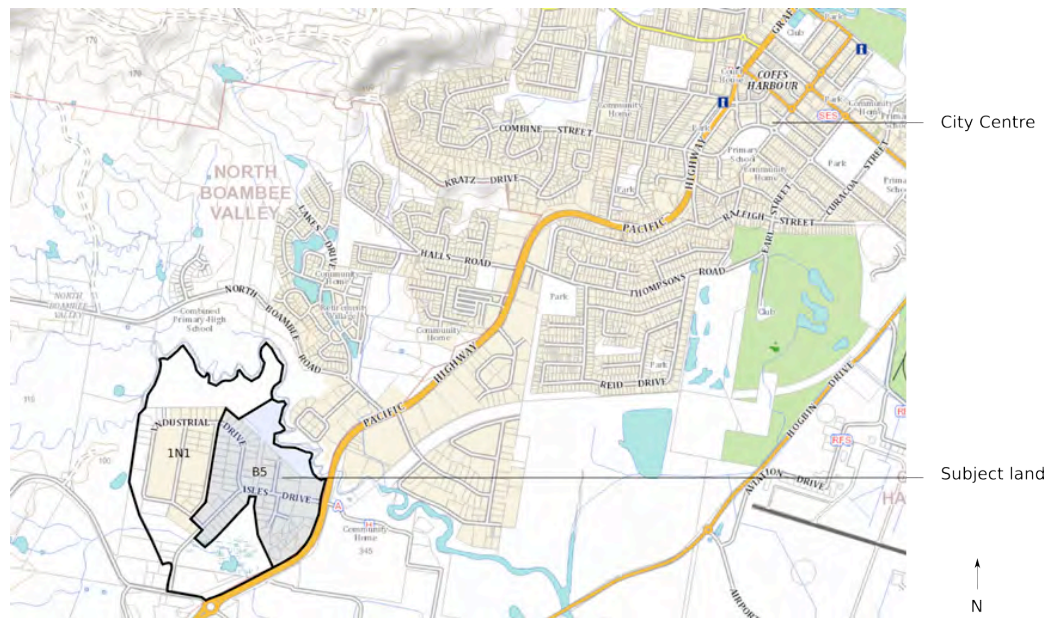
A number of local businesses and property owners have written to CHCC raising concerns with the extent of the B5 Business Development zoning, and requesting that an "industrial" zone be restored to their land.

These representations led to Council commissioning a review of the B5 Business Development zone at the Isles Industrial Estate.

Location:

The Isles Industrial Estate (subject land) is located approximately 3 km south of the Coffs Harbour City Centre. The subject land provides a southern gateway to the “urban area” of Coffs Harbour. Figure 1 shows the location of the Isles Industrial Estate. It is located on the western side of the Pacific Highway.

Figure 1: Location of subject land



Surrounding Land Uses

Figure 2 shows the zoning of the Isles Industrial Estate (subject land) and the surrounding land.

To the east of the subject land is the Pacific Highway. The junction of the proposed Pacific Highway bypass (SP2 Infrastructure zone) of Coffs Harbour is just south of the subject land, and the bypass will be located just to the west of the subject land. The Coffs Coast Resource Recovery Park (IN3 Heavy Industrial zone) is located on Englands Road to the southwest of the proposed junction of the existing Pacific Highway and the proposed Pacific Highway bypass.

Rural zoned land (RU2 Rural Landscape zone) is located to the west of the proposed bypass route.

Newports Creek is located to the north of the subject land (E2 Environmental Conservation zone) and partially developed residential zoned land and Bishop Druit College (R2 zone) further north.

To the east of the Pacific Highway lies the Coffs Harbour Health Services Campus (SP2 zone). To the northeast (and north of Newports Creek) lies more IN1 and B5 zoned land on either side of the Pacific Highway.

Figure 2: Land Use Zoning



Zoning History

The Isles Industrial Estate was zoned 4A Industrial under LEP 2000. Under LEP 2013 the Estate was zoned part B5 Business Development and part General Industrial IN1 (a close equivalent of the former 4A).

Appendix 1 shows the permissible land uses within the B5 and IN1 zones under LEP 2013.

Purpose of each zone

Department of Planning Practice Note PN 11-02 describes the general nature of the zones as follows.

B5 Business Development

This zone is to provide for business, warehouse and bulky goods retail uses that require a large floor area, in locations that are close to, and that support the viability of, centres. This zone provides for employment generating uses such as 'warehouses or distribution centres,' 'bulky goods premises,' 'hardware and building supplies,' 'landscaping material supplies' and 'garden centres.' The zone supports the initiatives set out in the Metropolitan Plan for Sydney 2036 (2010) and other regional strategies.

The zone may be applied to areas that are located close to existing or proposed centres, and which will support (and not detract from) the viability of those centres.

IN1 General Industrial

This zone is generally intended to accommodate a wide range of industrial and warehouse uses and includes 'general industry,' 'high technology industries,' 'industrial training facilities' and 'depots.' This zone would be suitable where a council wishes to have a range of industrial land uses and other compatible land uses generally catered for in an industrial zone. In 2011, a new objective was added to highlight that the purpose of industrial zones is to support and protect industrial land for industrial uses.

IN2 Light Industrial

This zone is for land that provides a range of 'light industry,' 'warehouse or distribution centres' and 'depots.' Vehicle trade and other service industries may also be considered appropriate. The types of uses need to be 'light' in nature, meaning they will not cause nuisance or adversely affect the surrounding amenity for example by way of noise or emissions.

It is important that bulky goods retailing occurs in a business zone and not in an industrial zone. Such an outcome would ease pressure on employment lands. In 2011, a new objective was added to highlight that the purpose of industrial zones is to support and protect industrial land for industrial uses.

Extent of each zone

The area in Coffs Harbour LGA zoned IN1 and B5 is as follows:

B5

North Boambee Valley	33.00 ha
Coffs Harbour	18.19 ha
 B5 Subtotal	 51.19 ha

The land zoned B5 is usually located adjacent to the Pacific Highway.

IN1

Toormina	50.88 ha
Boambee East	28.43 ha
Boambee	18.90 ha
North Boambee Valley	55.91 ha
Coffs Harbour	94.05 ha
Woolgoolga	34.22 ha
 IN1 subtotal	 282.39ha

The subject land is located within the North Boambee Valley and has the following areas zoned:

B5	29 ha
IN1	46.4 ha

Reasons for the Zoning Change

The change in land use zone as a result of LEP 2013 was primarily triggered by two events:

The first trigger was a requirement of the State Government that local Councils replace their existing Local Environmental Plans with an LEP derived from the "Standard Instrument". This change necessitated a new suite of zones that complied with the requirements of the Standard Instrument, and which were less flexible at the local level than previously was the case.

For each zone, the Standard Instrument (SI) sets out 'core' objectives for development, and certain mandated permitted or prohibited land uses. Councils can include additional local objectives to supplement core objectives where appropriate.

The Land Use Table in the Standard Instrument mandates certain permitted and prohibited land uses in certain zones. In addition to the mandated uses, Councils can modify the land use table to permit (with or without consent) or prohibit the other land uses.

The second trigger was the outcomes of the Coffs Harbour Industrial Lands Strategy (ILS) 2009.

Industrial Lands Strategy 2009

The Coffs Harbour Industrial Lands Strategy was undertaken for Council in 2009.

The main objectives of the Strategy were to:

- Assist Council in preparing its new LEP in accordance with the Standard Instrument;
- Establish the existing supply of, and future demand for industrial lands;
- Provide a strategic framework for the provision of future industrial lands;
- Provide a recommended zoning scheme for existing and future industrial lands; and
- Assess the current and future employment opportunities and economic impacts of industrial lands within the LGA.

The ILS attempted to establish a hierarchy of industrial areas, which amongst other matters sought to limit bulky goods retailing to specific areas. It also sought to separate incompatible land uses.

The ILS states: *“the dominant industry is service or light industry, predominantly bulky goods, and automotive uses. There are also a number of light manufacturing uses that exist within the estate. The estate also contains a church, and a service centre containing a petrol station and several fast food takeaway facilities. The estate is relatively new, and is continuing to expand at a consistent rate. The major focus for the area appears to be the continuation of light/ service industry with a particular focus on bulky goods”.*

The SGS Employment Lands Study (ELS), which provided background data for the ILS undertook a land use study found that at the Isles Industrial Estate 27% of floorspace area was occupied by bulky goods retailing, in comparison to 37% occupied by local light industrial and urban support uses, 12% for freight and logistics and 11% for light manufacturing.

Of particular interest is Section 10.3.4. of the ILS that outlines suggested industry targets for Coffs Harbour to progress its economic development. These include:

- Encouraging distributions operations that serve the area between Sydney and Brisbane, and
- Providing suitable land for light and high technology or advanced manufacturing

The location of the Isles Industrial Estate has advantages for both of the above, namely:

- At the southern extremity of the Coffs Harbour urban area allowing heavy transport movements 24 hours a day without disturbing the amenity of nearby residences,
- Adjacent to the connection to the proposed highway bypass which will increase the value of the above, and

- Adjacent to the Coffs Harbour Health Campus, which could act as a trigger with the development of health related industrial and service enterprises.

This indicates that the Isles Industrial Estate is of strategic importance for transport oriented business, including logistics, warehousing and distribution.

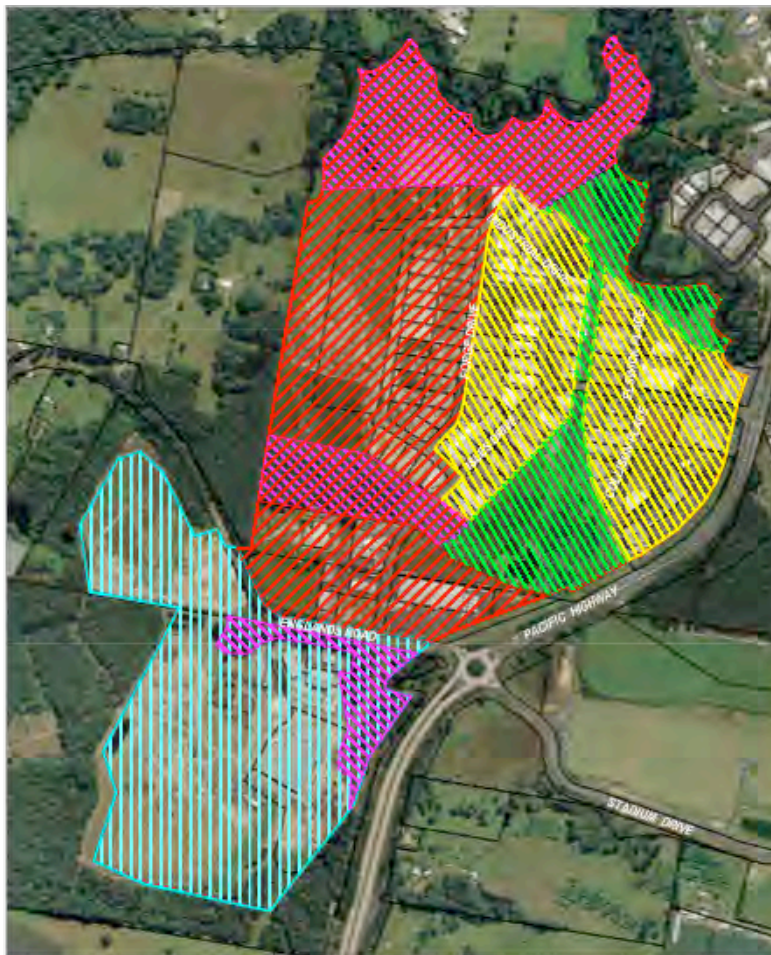
The ELS took a cautious approach to bulky goods retailing, stating that *the presence of out-of-centre retailing, particularly in the form of Big Box Retail and Bulky Goods Retail could potentially impact the viability of businesses and industry in town centres. In addition, the spatial distribution of different retailing formats could contribute to unsustainable travel patterns and negative land-use conflicts. This not only impacts on the local community, but it also impacts on the competitiveness of local business and industry...*

The ELS noted the importance of the Isles Estate, stating: *"The precinct is strategically positioned with respect to the highway, is able to offer large lots and occupies a premium position in the local industrial land market... The precinct should be preserved as a strategic industrial area. Care should be taken to recognise the role and function of the Isles precinct in the local industrial land market place and zoned accordingly."*






The ILS took a more permissible approach to bulky goods development. It identified that there was increasing bulky goods retail development in the Isles Industrial Estate in response to local demand. Accordingly, the ILS recommended that the Isles Industrial Estate should be zoned partly IN1 and part B5 under LEP 2013 on the basis of existing demand, broad demand trends, supply analysis and land suitability. The zoning recommendations of the ILS are shown in Figure 3.

It should be noted that since the ILS was undertaken there has been a considerable amount of development in the Isles Industrial Estate, including the development of a new section to the west of Engineering Drive. Many of the lots marked as vacant in the ILS report (Illustration 7.7) are now occupied.

Figure 3: ILS zoning recommendations



LEGEND

-  IN1-General Industrial Zone
-  B5-Business Development Zone
-  IN3-Heavy Industrial Zone
-  Area subject to potential ecological constraint - subject to further investigation
-  Area subject to deed of agreement (to be rezoned Environmental Protection)

Review of the Coffs Harbour Business Centres Hierarchy (RBCH)

This Review was undertaken in 2011. It reviewed previous studies and undertook site inspections to identify whether the existing hierarchy that protects the Coffs Harbour City Centre as the primary retail and commercial centre of the LGA, is appropriate for the future growth of Coffs Harbour as a regional city.

In reference to the B5 zone it concluded: *Localities where the B5 Business Development Zone is appropriate are in the south of the City along parts of Isles, Mansbridge and Cook Drives, and in the north at Homebase. The allocation of land to this zone is potentially in excess of what would normally occur without impacting excessively on other centres; however it recognises that bulky goods retailing is already widespread in these areas. The expansion of the spatial area zoned B5 beyond these allocations is very undesirable.*

The RBCH adopted a cautious approach to the B5 zone, and bulky goods developments.

The RBCH was focused on business zones and did not investigate industrial zoned land related issues.

2014 Land Use Survey

In late 2014, Council officers undertook a review of the development occupying each site within the Isles Industrial Estate. This Review identified the nature of each development and assessed whether the occupying land use was permissible under a B5 and/or IN1 zone.

Almost all developments were found to be permissible within the IN1 zone, with very few permissible only within the B5 zone (such as bulky goods retailers).

Many developments are not permissible in a B5 zone, such as freight transport facilities, depots, and vehicle repair stations. Several premises that might superficially appear to be bulky goods retailers, which are permissible in the B5 zone, more precisely conform to the definition of hardware and building supplies, which is permissible within the B5 and IN1 zone.

Those developments permissible only within the B5 zone are not clustered, and are scattered within the Industrial Estate.

The exception to the above is the cluster of food and drink premises around the Pacific Highway. If these premises are regarded as take away food outlets they are permissible in the B5 and IN1 zone, if they are regarded as restaurants (i.e. catering for a sit down trade) they are only permissible in the B5 zone.

Existing Uses

An 'existing use' is a use that was lawfully being carried out before it became prohibited by a newer planning instrument (such as a new LEP). Existing use rights can be very important if there is a change in land use zone, such as at the Isles Estate when LEP 2013 replaced the former 4A zone under LEP 2000 with the IN1 and B5 zones.

Development that is not permissible in a specific land use zone but which was approved under the provisions of another zone that previously applied to the land can continue to operate under "existing use rights".

For example, bulky goods retailers that were approved under the previous 4A zone, but which are now located in the IN1 zone, can continue under existing use rights even though bulky goods retailing is not permissible in the IN1 zone.

The Environmental Planning and Assessment Regulation makes provision for the continuing operation and change of development under existing use rights.

Under the Regulation, an existing use may,

- a) be enlarged, expanded or intensified, or
- b) be altered or extended, or
- c) be rebuilt, or
- d) be changed to another use, but only if that other use is a use that may be carried out with or without development consent under the Act, or
- e) if it is a commercial use—be changed to another commercial use (including a commercial use that would otherwise be prohibited under the Act), or
- f) if it is a light industrial use—be changed to another light industrial use or a commercial use (including a light industrial use or commercial use that would otherwise be prohibited under the Act).

An existing use must not be changed under (1) (e) or (f) above unless that change:

- a) involves only alterations or additions that are minor in nature, and
- b) does not involve an increase of more than 10% in the floor space of the premises associated with the existing use, and
- c) does not involve the rebuilding of the premises associated with the existing use, and
- d) does not involve a significant intensification of that existing use.

Land Holder Submissions

Since LEP 2013 came into force Council has received at least 20 submissions from land owners and/or businesses based in the Isles industrial Estate stating that a B5 zoning on their land/tenancy is inappropriate and that an industrial zoning such as IN1 is more appropriate. It should be noted that these submissions were received after LEP 2013 came into force. A summary of the submissions (with personal details removed) is at Appendix 2.

The properties referred to in the submissions are spatially well distributed within the B5 zoned area, although there is a greater concentration of properties to the north and north west of Isles Drive. The spatial distribution of submissions indicates widespread concern by property owners/businesses. The submissions raise three main issues:

- A B5 zoning has devalued their land because it has made it either:
 - Difficult to sell
 - Difficult to tenant
 - Difficult to expand an existing enterprise;
- Bulky goods retailing and light industrial activities experience land use conflict, and
- Lack of consultation by Council in undertaking the rezoning of the land from 4A to B5.

The last dot point is not within the brief of this Review. However, during the conduct of the Review nothing has indicated that Council has not acted consistent with its consultation obligations under the Environmental Planning and Assessment Act 1979.

Figure 4 shows the location of the businesses/premises that made submissions.

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 - Difficult to expand an existing enterprise;
- Bulky goods retailing and light industrial activities experience land use conflict, and
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The last dot point is not within the brief of this Review. However, during the conduct of the Review nothing has indicated that Council has not acted consistent with its consultation obligations under the Environmental Planning and Assessment Act 1979.

Figure 4: Location of submissions received by Council (landowner submissions in green)



The content of the submissions indicates substantial concern amongst landowners that their property/business prospects have been impeded or devalued as a result of the change of zoning from 4A Industrial to B5 Business Development.

While no independent property valuation evidence is available, and no independent analysis of the relative demand for industrial and bulky goods retail land has been undertaken, a local real estate agent has made a submission to the effect that the establishment or development of certain businesses has been impeded by the extent of B5 zoned land.

The real estate agent's submission states that relative demand for industrial land uses is greater than for bulky goods retail, and provides details of certain buildings, proposed developments and leases that have not proceeded due to the B5 zoning that has been applied to the land. Specific examples are provided in their submission.

The real estate agent's submission also states that the reduced ability to utilise or lease sites has reduced rental and capital values of properties, reducing the equity of their owners and their ability to borrow funds for business purposes.

The other submissions are consistent with the real estate agents submission in relation to demand, as well as capital and rental valuation issues.

Analysis

The ILS was undertaken in the context of the Isles Industrial Estate already being zoned 4A under LEP 2000.

LEP 2000 contained a single industrial zone, namely 4A, and bulky goods salesrooms were listed as a permissible land use with consent. As a result, bulky goods retailing had developed in a number of locations zoned 4A in the LGA, principally along the Pacific Highway strip.

The new LEP provided an opportunity to address the scattered nature of bulky goods development and to contain it to a limited number of localities. This was important because bulky goods retailing outside of existing centres has the ability to weaken the viability of existing centres. Furthermore, the presence of bulky goods retailing can limit the opportunities for industrial uses in the area because of land use conflict, such as that due to traffic conflict or amenity impacts.

The use of the B5 zone to provide for bulky goods uses has benefits for:

- Bulky goods uses, by providing an environment suited to their needs;
- Industrial uses by ensuring they are not impeded due to their inherent impacts on bulky goods land uses, and
- Commercial centres, by containing bulky goods uses to limited specific localities and reducing the impact of out of centre bulky goods retailers on the viability of exiting centres.

Because the Isles Industrial Estate was in existence during the currency of LEP 2000 and due to its location on the Pacific Highway offering high exposure and transport accessibility, it attracted both bulky goods retailers and industrial users.

The ILS sought to accommodate both users by recommending that land closest to the Pacific Highway be zoned B5, and that land further away from the Highway, IN1.

However, bulky goods and industrial uses are scattered throughout the Estate, albeit with a concentration on bulky goods uses closer to the Highway and on high profile roads.

A number of changes have occurred since the ILS was produced:

- The growth of household retail consumption has reduced due to the global financial crisis and the consequent propensity of households to increase savings and reduce debt;
- A more cautious approach by financial institutions to lend money for developments, including retail and bulky goods developments whose viability is often dependent on securing future tenants, and
- The impact of the internet on retailing. While this impact is still relatively low, it is increasing. Households are ordering goods direct via the internet, using “click and collect” for purchases, and using the internet for price comparison. This is having an impact on the nature of retailing, increasing competition and reducing retail margins. It is not yet clear what the eventual impact on retailing patterns will be, however it is likely to place downward pressure on the demand for retail floorspace per capita.

These changes have had the effect of reducing the per capita demand for retail floorspace. The extent of this reduction is difficult to determine because of market volatility and rerating of investment risk. Households and businesses are still experiencing the impacts of the global financial crisis, such as in the form of more demanding tests for access to finance by the banks and continuing uncertainty in investment returns. However, it seems likely the future savings patterns of households will more closely resemble those evident prior to the “boom” years of the 1980's-2000's than those immediately prior to the global financial crisis.

Notwithstanding the above, the pressure on retail profit margins will continue to favour lower rent bulky goods formats relative to more conventional commercial centres. This will lead to a continuing demand for bulky goods floorspace, although probably not at the growth level experienced in the past. Consumers appear to favour one stop bulky goods centres or clusters which provide variety and comparison shopping similar to Homebase at Park Beach. The exception is freestanding major destination stores such as Bunnings and Masters. However, even these stores are increasingly developed with other complementary bulky goods outlets on the same, or adjacent, sites.

As a result, complexes or clusters of bulky good retailers appear to be the currently favoured option for new bulky goods retail development.

Anecdotal evidence suggests that relative to the demand for bulky goods premises, there is a higher demand for general industrial land uses in the Isles Industrial Estate. Care needs to be taken in assessing this evidence because it has not been independently verified and also may not reflect long term land use demand.

In relation to the land uses permissible within the B5 zone, it is difficult to provide a recommendation within the scope of this Review. It is because the B5 zone affects several localities within the Coffs Harbour LGA and that

amendments to the land use table that are appropriate for Isles Drive may not be appropriate for other locations, such as Home Base.

Nonetheless, the land use table should recognise technological change. For example, contemporary vehicle repair stations (as distinct from vehicle body repair workshops) do not have the amenity and negative visual impacts of the past and often coexist with commercial centres and should be permitted in the B5 zone.

Conclusion

This Review has identified a number of issues relating to the coexistence of the B5 and IN1 zones at the Isles Industrial Estate. Because of past history where bulky goods retailing was permissible in the 4A zone that applied to the Estate under LEP 2000, there is mix of “bulky goods” and “industrial” land uses through the Estate.

There is not a simple solution to this land use zoning dilemma that will satisfy all parties. Any solution is likely to involve a compromise.

Several options are possible:

- Option 1. Continue with the existing land use zoning pattern. This option will continue the existing land use conflict that has been described in this Report.
- Option 2. Reduce the area zoned B5 to high profile locations. Industrial uses could then occupy the lower profile locations while still taking advantage of high transport accessibility and strategic location of the Estate.
- Option 3. Recognise the strategic nature of the Isles Industrial Estate and zone the entire Estate 1N1. The disadvantage of this option is that opportunities for the expansion of bulky goods retailing in the Estate would be severely curtailed and that existing bulky goods operations that have established in good faith under the B5 and 4A zonings could only continue under “existing use rights”. It should be noted that this situation already exists for certain industrial uses within the B5 zone that operate under existing use rights since LEP 2013 was made.
- Option 4. Amend the land uses permissible in the 1N1 and B5 zones. While this option may impose restrictions on businesses operating under existing use rights, it does not address land use conflict.

The foregoing analysis, previous studies and submissions received from businesses/property owners indicates there is merit in consolidating the spatial area within the Isles Industrial Estate zoned B5.

Option 2 offers the greatest benefits and least disadvantages of the options. It enables bulky goods retailing to continue to develop but provides greater scope

for the continued operation and expansion of industrial uses in a strategic location.

Option 2 has two sub options:

- i. The northern side of Isles Drive as far west as Industrial Drive could be zoned 1N1 under this option, and provide high profile locations for industrial enterprises.
- ii. Retain the B5 zone on lots facing the Pacific Highway but to the south of Isles Drive, with the balance of the Industrial Estate zoned IN1. This option would retain the highest profile land in a B5 zone.

Sub option (ii) of Option 2 appears to offer the best outcome of maintaining the integrity of the industrial area while providing opportunities for B5 zone development in the highest visibility location. Sub option (i) has the disadvantage of eroding the integrity and strategic benefits of the industrial area.

The location of the Isles Industrial Estate just north of the connection to the proposed highway bypass is of strategic importance to the LGA. It provides an opportunity for transport and logistics/distribution related industries and those industries reliant on flexible transport options to establish and grow while minimising their impact on other urban areas.

This strategic advantage should not be squandered. Option 2 (ii) provides enhanced scope for this strategic advantage to be capitalised upon for the long term benefit of the Coffs Harbour LGA.

Appendix 1

Coffs Harbour Local Environmental Plan 2013

Land Use Matrix

Legend

- o** permitted without consent [mandated under the SI].
- o** permitted without consent.
- c** permitted with consent [mandated under the SI].
- c** permitted with consent.
- x** prohibited [mandated under the SI].
- x** prohibited.
- A** permitted under SEPP (Affordable Rental Housing) 2009.
- I** permitted under SEPP (Infrastructure) 2007.
- fill colours in **green or red** mandated under the SI.
- fill colour in **purple** public infrastructure permitted under a SEPP.

	Business Development	General Industrial
	B5	IN1
(LAND USE terms WITHIN agriculture group term)		
agriculture	x	x
aquaculture	x	x
extensive agriculture[eg. grazing of livestock, etc.]	x	x
bee keeping	x	x
dairy (pasture-based)	x	x
intensive livestock agriculture [eg. poultry farms, etc.]	x	x
feedlots	x	x
dairies (restricted)	x	x
intensive plant agriculture[e.g.. cultivation of irrigated crops]	x	x
horticulture	x	x
turf farming	x	x
viticulture	x	x
(LAND USE terms OUTSIDE agriculture group term)		
animal boarding or training establishments	x	c
farm buildings	x	x
forestry	x	x
(LAND USE terms WITHIN residential accommodation group term)		
residential accommodation	x	x
attached dwellings	x	x
boarding houses	x	x
dual occupancies	x	x
dual occupancies (attached)	x	x
dual occupancies (detached)	x	x
dwelling houses	c	c*
group homes	x	x
group homes (permanent)	x	x
group homes (transitional)	x	x
hostels	x	x
multi dwelling housing	x	x
residential flat buildings	x	x
rural worker's dwellings	x	x
secondary dwellings	x	x
semi-detached dwellings	x	x
seniors housing	x	x
residential care facilities	x	x
shop top housing	x	x

(LAND USE terms OUTSIDE residential accommodation group term)		
home-based child care	O	C
home business	O	C
home occupations	O	O
home occupation (sex services)	X	C
(LAND USE terms WITHIN tourist and visitor accommodation group term)		
tourist and visitor accommodation	X	X
backpackers' accommodation	C	X
bed & breakfast accommodation	X	X
farm stay accommodation	X	X
hotel or motel accommodation	C	X
serviced apartments	C	X
(LAND USE terms OUTSIDE tourist and visitor accommodation group term)		
camping grounds	X	X
caravan parks	X	X
eco-tourist facilities	X	X
(LAND USE terms WITHIN commercial premises group term)		
commercial premises	C	X
business premises[eg.banks, postoffices, hairdressers, etc.]	C	X
funeral homes	X	C
office premises	X	X
retail premises	X	X
bulky goods premises	C	X
cellar door premises	X	X
food & drink premises	X	X
pubs	X	X
restaurants or cafes	X	X
take-away food & drink premises	C	C
garden centres	C	X
hardware & building supplies	C	C
kiosks	C	C
landscaping material supplies	C	C
markets	X	X
plant nurseries	C	X
roadside stalls	X	X
rural supplies	C	C
shops	X	X
neighbourhood shops	X	C
timber yards	C	C
vehicle sales or hire premises	C	C
(LAND USE terms OUTSIDE commercial premises group term)		
amusement centres	X	X
entertainment facilities	X	C
function centres	X	C
highway service centres	X	X
industrial retail outlets	C	C
registered clubs	X	X
restricted premises	X	X
service stations	C	C
sex services premises	X	C
veterinary hospitals	C	C
wholesale supplies	C	C

(LAND USE terms WITHIN rural industry group term)			
rural industries[eg. use of composting facilities and works]		X	X
agricultural produce industries		X	C
livestock processing industries		X	X
sawmill or log processing industries		X	X
stock & sale yards		X	X
(LAND USE terms WITHIN industry group term)			
industries		X	C
heavy industries		X	X
hazardous industry		X	X
offensive industry		X	X
light industries		C	C
high technology industries		C	C
home industry		C	C
general industries		X	C
(LAND USE terms OUTSIDE industry group term)			
boat building and repair facilities		X	C
vehicle body repair workshops		X	C
vehicle repair stations		X	C
(LAND USE terms WITHIN heavy industrial storage establishment group term)			
heavy industrial storage establishments		X	X
hazardous storage establishments		X	X
liquid fuel depots		X	C
offensive storage establishments		X	X
(LAND USE terms WITHIN storage premises group term)			
storage premises		C	C
self storage units		C	C
(LAND USE terms OUTSIDE storage premises group term)			
depots		X	C
warehouse or distribution centres		C	C
(LAND USE terms WITHIN sewerage system group term)			
sewerage systems		X	I
biosolids treatment facilities		X	I
sewage reticulation systems		I	I
sewage treatment plants		X	I
water recycling facilities		X	I
(LAND USE terms WITHIN waste or resource management facility group term)			
waste or resource management facilities		X	I
resource recovery facilities		X	I
waste disposal facilities		X	I
waste or resource transfer stations		I	I
(LAND USE terms WITHIN water supply system group term)			
water supply systems		X	C
water reticulation systems		C	C
water storage facilities		C	C
water treatment facilities		X	C
(LAND USE terms WITHIN air transport facility group term)			
air transport facilities		X	X
airport		X	X
heliport		X	X
(LAND USE terms OUTSIDE air transport facility group term)			
airstrip		X	X
helipad		C	C

(Other LAND USE terms relating to infrastructure)		
car parks	C	X
electricity generating works	X	I
freight transport facilities	X	C
passenger transport facilities	C	C
port facilities	X	X
roads	C	C
transport depots	X	C
truck depots	X	C
wharf or boating facilities	X	X
(LAND USE terms WITHIN educational establishment group term)		
educational establishments[eg. TAFE establishment, etc.]	I	X
schools	I	X
(LAND USE terms WITHIN health services facility group term)		
health services facilities	I	X
hospitals	I	X
medical centres	I	X
health consulting rooms	I	X
(Other LAND USE terms relating to community infrastructure)		
child care centres	C	X
community facilities	C	C
correctional centres	X	X
emergency services facilities	I	I
industrial training facilities	C	C
information and education facilities	C	X
places of public worship	C	C
public administration building	C	C
research stations	C	C
respite day care centres	C	X
(LAND USE terms WITHIN signage group term)		
signage	C	C
advertising structure	C	C
building identification sign	O	O
business identification sign	C	C
C		
boat launching ramps	X	X
boat sheds	X	X
charter & tourism boating facilities	X	X
environmental facilities	C	C
jetties	X	X
marinas	X	X
mooring	X	X
mooring pens	X	X
recreation areas	C	C
recreation facilities (indoor)	C	C
recreation facilities (major)	X	X
recreation facilities (outdoor)	C	C
water recreation structures	X	X
(Other miscellaneous LAND USE terms)		
cemetery	X	X
crematorium	X	C
environmental protection works	C	C
exhibition homes	X	X
exhibition villages	X	X
extractive industries	M	M

flood mitigation works		C		C
mortuaries		C		C
open cut mining		M		M
(OTHER LAND USES)				
development which cannot be characterised into any land uses defined in the SI				

Note 1. Zone B8 Metropolitan Centre is not included in the matrix given this zone may only be used in two nominated LGAs.
 Zone E1 National Parks and Nature Reserves is not included given there is no need to add any additional uses to the zone.
 Zones SP1 Special Activities and SP2 Infrastructure are not included given the primary uses in these zones should be annotated on the Land Zoning Map.

Note 2. A type of development referred to in the matrix is a reference to that type of development only to the extent it is not regulated by an applicable State Environmental Planning Policy (SEPP). The following SEPPs in particular may be relevant to development on land covered by this Plan:
 SEPP (Housing for Seniors or People with a Disability) 2004
 SEPP (Infrastructure)2007
 SEPP (Mining, Petroleum Production and Extractive Industries)2007
 SEPP (Rural Lands)2008
 SEPP (Affordable Rental Housing)2009
 SEPP No. 33—Hazardous and Offensive Development
 SEPP No. 50—Canal Estate Development
 SEPP No. 62—Sustainable Aquaculture
 SEPP No. 64—Advertising and Signage

Important note

This information does not constitute legal advice. Users are advised to seek professional advice and refer to the relevant legislation, as necessary.

Disclaimer: While every reasonable effort has been made to ensure that this document is correct at the time of publication, the State of New South Wales, its agencies and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of this document.

Appendix 2

Submission No.	Issues
1.	Economic impact of B5, lack of consultations
2.	Reduced property value including impacts such as equity for borrowing, concern re. consultation
3.	Impact of B5 on potential expansion and saleability, lack of consultation
4.	Impact of B5 future uses
5.	Impact of B5 on property value and usability, lack of consultation
6.	Impact of B5 on usability of land, economic impact, impact on economic development, lack of consultation
7.	Impact of B5 on business potential, economic impact
8.	Impact of B5 on existing uses and potential resale, lack of consultation
9.	Impact of B5 on business, lack of consultation
10.	Impact on B5 on property value. Lack of consultation.
11.	Impact of B5 on buildings built for industrial purposes, lack of consultation
12.	Sale of property aborted due to B5 rezoning, no demand for B5 zoned land, lack of consultation
13.	Impact of B5 on buildings built to suit industrial purposes, impact on economic value, lack of consultation
14.	Impact of B5 in building and infrastructure built to suit industrial purposes (heavy machinery), impact on property value, lack of consultation
15.	Impact of B5 on potential tenancy and uses, lack of consultation
16.	Impact of B5 on property value, and rental opportunities, restriction of uses, lack of consultation
17.	Wish industrial zoning restored, lack of consultation
18.	Impact of B5 on existing business and tenancies, impact on property value, lack of consultation
19.	Impact of B5 on potential uses, resale and tenancy, impact on property value
20.	East of Forge Drive heavy industrial uses will be in conflict with bulky goods retailing, In Elswick Place a concrete batching plant and adjacent lot are zoned B5. Truck Depot unable to establish on Highway in B5 zone. 370 Pacific Highway should be rezoned B5. Impact of a proposed unit development at 16-20 Industrial Drive due to the B5 zone. Demand for bulky goods retailing land in Coffs Harbour is low. Property and rental values have been negatively affected by the B5 zoning.

Appendix 3**Permitted in B5 Business Development zone and Prohibited in IN1 General Industrial zone****Commercial premises:**

- **business premises** means a building or place at or on which:
 - a) an occupation, profession or trade (other than an industry) is carried on for the provision of services directly to members of the public on a regular basis, or
 - b) a service is provided directly to members of the public on a regular basis,
 and includes a funeral home and, without limitation, premises such as banks, post offices, hairdressers, dry cleaners, travel agencies, internet access facilities, betting agencies and the like, but does not include an entertainment facility, home business, home occupation, home occupation (sex services), medical centre, restricted premises, sex services premises or veterinary hospital.

Retail premises:

- **bulky goods premises** means a building or place the principal purpose of which is the sale, hire or display of bulky goods, being goods that are of such size or weight as to require:
 - a) a large area for handling, display or storage, and
 - b) direct vehicular access to the site of the building or place by members of the public for the purpose of loading or unloading such goods into or from their vehicles after purchase or hire,
 and including goods such as floor and window supplies, furniture, house hold electrical goods, equestrian supplies and swimming pools, but does not include a building or place used for the sale of foodstuffs or clothing unless their sale is ancillary to the sale or hire or display of bulky goods.
- **garden centre** means a building or place the principal purpose of which is the retail sale of plants and landscaping and gardening supplies and equipment. It may, if ancillary to the principal purpose for which the building or place is used, include a restaurant or cafe and the sale of any the following:
 - a) outdoor furniture and furnishings, barbecues, shading and awnings, pools, spas and associated supplies, and items associated with the construction and maintenance of outdoor areas,
 - b) pets and pet supplies,
 - c) fresh produce.
- **plant nursery** means a building or place the principal purpose of which is the retail sale of plants that are grown or propagated on site or on an adjacent site. It may include the on-site sale of any such plants by wholesale and, if ancillary to the principal purpose for which the building or place is used, the sale of landscape and gardening supplies and equipment and the storage of these items.

Permitted in IN1 General Industrial zone and Prohibited in B5 Business Development zone

Agriculture:

- **animal boarding or training** establishments means a building or place used for the breeding, boarding, training, keeping or caring of animals for commercial purposes (other than for the agistment of horses), and includes any associated riding school or ancillary veterinary hospital.

Business premises:

- **home occupation (sex services)** means the provision of sex services in a dwelling that is a brothel, or in a building that is a brothel and is ancillary to such a dwelling, by no more than two permanent residents of the dwelling and that does not involve:
 - a) the employment of persons other than those residents, or
 - b) interference with the amenity of the neighbourhood by reason of the emission of noise, traffic generation or otherwise, or
 - c) the exhibition of any signage, or
 - d) the sale of items (whether goods or materials), or the exposure or offer for sale of items, by retail, but does not include a home business or sex services premises.
- **funeral home** means premises that are used to arrange, conduct and cater for funerals and memorial services, whether or not the premises include facilities for the short-term storage, dressing and viewing of bodies of deceased persons.

Retail premises:

- **entertainment facility** means a theatre, cinema, music hall, concert hall, dance hall and the like, but does not include a pub or registered club.
- **function centre** means a building or place used for the holding of events, functions, conferences and the like, and includes convention centres, exhibition centres and reception centres, but does not include an entertainment facility.
- **neighbourhood shop** means premises used for the purposes of selling general merchandise such as foodstuffs, personal care products, newspapers and the like to provide for the day-to-day needs of people who live or work in the local area, and may include ancillary services such as a post office, bank or dry cleaning, but does not include restricted premises.
- **sex services premises** means a brothel, but does not include home occupation (sex services).

Rural Industries:

- **agricultural produce industry** means a building or place used for the handling, treating, processing or packing, for commercial purposes, of produce from agriculture (including dairy products, seeds, fruit, vegetables or other plant material), and includes wineries, flour mills, cotton seed oil plants, cotton gins, feed mills, cheese and butter factories, and juicing or canning plants, but does not include a livestock processing industry.

Industries:

- **boat building and repair facility** means any facility (including a building or other structure) used primarily for the construction, maintenance or repair of boats, whether or not including the storage, sale or hire of boats, but does not include a marina or boat shed.
- **general industry** means a building or place (other than a heavy industry or light industry) that is used to carry out an industrial activity.
- **vehicle body repair workshop** means a building or place used for the repair of vehicles or agricultural machinery, involving body building, panel building, panel beating, spray painting or chassis restoration.
- **vehicle repair station** means a building or place used for the purpose of carrying out repairs to, or the selling and fitting of accessories to, vehicles or agricultural machinery, but does not include a vehicle body repair workshop or vehicle sales or hire premises.

Heavy industrial storage establishments:

- **liquid fuel depot** means premises used for the bulk storage of petrol, oil, petroleum or other inflammable liquid for wholesale distribution and at which no retail trade is conducted.

Storage premises:

- **depots** means a building or place used for the storage (but not sale or hire) of plant, machinery or other goods (that support the operations of an existing undertaking) when not required for use, but does not include a farm building.

COFFS COAST REGIONAL RESOURCE RECOVERY & WASTE MANAGEMENT STRATEGY – CONSULTANT BRIEF

Purpose:

The purpose of this report is to seek Council's endorsement for the Request for Quotation - Consultant Brief to allow for the engagement of an appropriately qualified consultant to prepare a Coffs Coast Regional Resource Recovery and Waste Management Strategy.

Background:

In September 2002, Council adopted its 'Waste Resource Action Strategy – Simply Living'. That document listed key waste management issues and identified objectives and actions to address those issues. The 2002 Strategy formed the basis for the preparation of tender documents for revised waste services, including the existing waste collection contract(s) and the waste processing contract. Council has now largely implemented the 2002 Strategy and requires an updated Waste Strategy to guide future waste management decisions and actions.

Council, at its meeting of 10 October 2013, resolved the following:

- 1. Council seek to form an incorporated entity for the purpose of developing and supporting future projects relating to waste management, in particular reuse and recycling.*
- 2. The charter and composition of this group be ratified by Council prior to its formalisation.*

It is proposed to address this resolution of Council through the proposed strategy.

In addition, a Regional Waste Workshop was conducted in September 2014 with representatives from the Coffs Coast Waste Services Councils. One outcome of the workshop was for the Coffs Coast Waste Services Councils to prepare a Regional Resource Recovery and Waste Management Strategy.

Description of Item:

The project's primary aims are to deliver a Regional Resource Recovery and Waste Management Strategy for the Coffs Coast Waste Service (CCWS) region and to review the 'Waste Less Recycle More' funding package and recommend funding opportunities available to suit the needs of Council and the CCWS region. This project will require a high level of rigorous analyses to address the complex and interrelated issues around waste management practices and solutions.

The objectives of the brief are to develop:

- The regional context that waste services and resource recovery and management can be delivered in, principally in relation to the CCWS group of councils and the Midwaste regional waste group.
- A Waste Strategy consistent with the Council's environmental, social and economic policies and, Bellingen Shire Council (BSC) Community Vision 2030, the Coffs Harbour City Council (CHCC) 2030 Community Strategic Plan (2030 Plan) and Nambucca Shire Council (NSC) Community Strategic Plan 2023.

- A Waste Strategy through consultation with and support from the business and residential community.
- A Waste Strategy that utilises, wherever possible, best available waste management technologies and delivery methods appropriate to the local situation and importantly, builds upon the successes achieved to date.
- A Waste Strategy that enables behaviour change in the commercial and industrial (C&I), construction and demolition (C&D) and municipal solid waste (MSW) sectors to more sustainable practices in waste management.
- A Waste Strategy that influences behavior change towards the top end of the waste hierarchy.
- A Waste Strategy that considers flexibility as key, in order to adapt to rapidly developing technological, financial, environmental, social and legislative contexts – allowing Council to maximise opportunities and minimise risks.
- A Waste Strategy that considers the capacity of the Councils staff to deliver the waste management function.

The Strategy should, at a minimum, review and make recommendations where applicable on service improvements for Council's:

- Domestic waste collection, disposal/processing/recovery services
- Organics recovery, particularly food
- Bulk household collection services
- Commercial waste service
- Illegal dumping
- Street and park litter bin service
- Landfill resource recovery opportunities and diversion options
- Future waste disposal options for Coffs Harbour and the region
- Education components and initiatives related to the above
- Offer recommendations for the "Waste Less, Recycle More" funding initiative

The Strategy will also consider the formation of an incorporated entity, or the like, for the purpose of developing and supporting future projects relating to waste management, in particular reuse and recycling.

Sustainability Assessment:

- **Environment**

The development of a new Regional Waste Strategy will provide for the continued application of best practice and leadership that CHCC and CCWS have provided through the implementation of the 2002 Waste Strategy.

- **Social**

There are no adverse impacts on the social environment as a result of the Regional Waste Strategy. Community health and wellbeing will be maintained as well as the livability of our communities.

- **Civic Leadership**

Over the course of this project, Council and the consultant will work closely with the community, other stakeholders and government authorities to ensure views expressed are considered and are reflected in the strategy where consistent with Government policy and legislation. The need for a Waste Strategy is identified in a number of objectives of the 2030 Plan:

- LP 4.1 promote sustainability programs and policies
- LC 3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
- LE 2.2 reduce our carbon footprint
- LE 4.2 implement programs which aim to make Coffs Harbour local government area pollution free
- LE 4.4 implement programs which aim to make Coffs Harbour Area a zero waste community

- **Economic**

Broader Economic Implications

The strategy has the potential to identify and maintain, if not improve, the employment opportunities for residents, better foster opportunities for businesses and industries to improve waste management practices, and to make efficient use of existing and future infrastructure.

Delivery Program/Operational Plan Implications

Funds are allocated within the 2014/15 Operational Plan.

Risk Analysis:

The preparation and operation of a strategic waste document will address medium and long term risk.

Consultation:

Waste management staff at BSC and NSC have been consulted on the content of the brief, and their comments have been incorporated.

The brief includes a community engagement process to be undertaken prior to a draft of the strategy being submitted. Ongoing engagement with Council's partner councils in CCWS will be essential.

It is envisaged that staff from both Nambucca and Bellingen Councils will seek the formal endorsement of the brief at their relevant Council meetings. The final detail of the brief with regard to the timing of the submission of proposals from consultants, and the other milestone target dates will be set prior to the actual seeking of quotations in early 2015.

Related Policy and / or Precedents:

- Waste Resource Action Strategy – Simply Living (2002)
- NSW Waste Avoidance and Resource Recovery Strategy 2013-21 (Draft)
- Midwaste Regional Waste Strategy 2013
- Waste Less, Recycle More – Waste and Resource Recovery Initiative (NSW EPA 2013)

Statutory Requirements:

There is no statutory requirement to develop a waste strategy.

Issues:

The development of this Regional Waste Strategy is seen as an essential step in determining the direction of this major function of Council. The pressures being experienced with the diminishing life of the Englands Road landfill and the rising cost of the State Government's Landfill Levy which is now subject to GST, highlight the need to determine future disposal options and preferences, as well as collection and diversion opportunities.

Implementation Date / Priority:

It is envisaged that staff from both Nambucca and Bellingen Council will seek the formal endorsement of the brief at their relevant Council meetings in January 2015. The final detail of the brief with regard to the timing of the submission of proposals from consultants, and the other milestone target dates will be set prior to the actual seeking of quotations in early 2015.

Endorsement of the brief by the three CCWS Councils will allow for the immediate commencement of the project.

Recommendation:

- 1. That Coffs Harbour City Council endorse the Request for Quotation - Consultant Brief for the Preparation of Coffs Coast Regional Resource Recovery and Waste Management Strategy (Attachment 1).**
- 2. That following the additional endorsement of the Brief by Bellingen Shire Council and Nambucca Shire Council, that Coffs Coast Waste Services engage an appropriately qualified and suitable consultant to prepare the Coffs Coast Regional Resource Recovery and Waste Management Strategy.**



BELLINGEN SHIRE COUNCIL COFFS HARBOUR CITY COUNCIL NAMBUCCA SHIRE COUNCIL

***Request for Quotation - Consultants Brief
Preparation of Regional Waste Strategy***

DECEMBER 2014

Tel 02 6648 4000
Fax 02 6648 4199

Locked Bag 155
Coffs Harbour, NSW, 2450

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BRIEF for the PREPARATION of a REGIONAL WASTE STRATEGY

1.0 Introduction

Coffs Coast Waste Services (CCWS) is a joint venture of Bellingen Shire, Coffs Harbour City and Nambucca Shire Councils to provide a framework for regionally based waste collection and processing utilising joint contracts and agreements.

The CCWS Council's wish to prepare a single Regional Waste Strategy addressing the needs of the region and the individual Councils for the next ten to fifteen years.

In September 2002 Coffs Harbour City Council (CHCC) adopted its 'Waste Resource Action Strategy – Simply Living'. That document listed 15 key waste management issues and identified objectives and actions to address those issues. The 2002 Strategy formed the basis for the preparation of tender documents for revised waste services, including the existing joint Collection Services for the Coffs Coast Regional Waste Services collection contract(s) and waste processing contract which processes the regionally collected wastes from the three councils. This strategy has now largely been implemented and requires an updated Waste Strategy be prepared to guide future waste management decisions and actions.

Bellingen and Nambucca Shires do not have Strategic Waste Strategies, however all three CCWS Councils form the Northern Sub Region of the Midwaste Regional Waste Group which has developed the Midwaste Regional Waste Avoidance & Resource Recovery Strategy 2014 – 2021.

Coffs Harbour City Council on behalf of CCWS is requesting quotes (RFQ's) from suitably qualified and experienced consultants to prepare:

A Coffs Coast Regional Resource Recovery & Waste Management Strategy

The strategy will guide the Coffs Coast Waste Service Councils in improving the sustainability and performance of the Coffs Coast Waste Service Councils and deliver effective and efficient Waste Management in the region for the long term. Consideration of neighbouring Councils, particularly the adjoining Councils of Clarence Valley and Kempsey Shire, Waste Services practices and procedures would also be beneficial.

Prospective consultants must have substantial experience, a satisfactory record in a similar scale and the necessary resources to deliver the project within identified timeframes.

Responses for the RFQ are due by 2.00pm XXXXXX, 2015 in accordance with s 6.2 below.

The Project Manager is Council's Team Leader Waste Services, Mr Paul Shepherd.

This brief describes the consultancy project and terms to prepare a Regional Resource Recovery & Waste Management Strategy in accordance with relevant statutory requirements.

2.0 Project Background

The Coffs Coast Waste Service Councils currently offer a range of waste management services for the community. They facilitate and participate in a number of waste management, waste minimisation and resource recovery initiatives broadly grouped as:

- Domestic and commercial kerbside collection of organics (FOGO – weekly), MSW and dry recyclables (fortnightly – alternate) (3 bin system) (contracted);
- Materials Recovery Facility – recycling MRF (contracted as part of collection contract);
- Bi-annual domestic bulk waste collections (by calendar) (contracted);
- Public place litter bins collection (contracted (CHCC)/day labour (NSC, BSC);
- Alternate Waste Treatment Facility - Organic resource recovery and enclosed windrow composting, and sort and autoclaving of mixed residual waste to recover recycling and organic fractions (contracted);
- Regional Tri-partite Agreement for the processing of waste at the AWT (noted above) between Bellingen Shire Council, Nambucca Shire Council and Coffs Harbour City Council
- BSC
 - Operation of the Bellingen Transfer Station catering for recycling and waste disposal by transfer to either Raleigh or Englands Road Waste Management facilities;
 - Operation of the Raleigh and Dorrigo Waste Management Facilities including landfill, and associated recycling activities. Dorrigo and Raleigh have transfer station facilities,
 - Operation of the Bowerhouse Reuse Centre located at Raleigh Waste Management Centre
- CHCC
 - Three waste transfer stations catering for recycling and waste disposal by transfer to Englands Road facilities;
 - Operation of the Englands Road Waste Management Facility including the landfill, weighbridge (contracted) and associated recycling activities; landfill gas collection and flaring system.
- NSC
 - Operation of the Nambucca Waste Management Facility on Old Coast Road Nambucca Heads includes a landfill site and transfer station /weighbridge (staff) and associated recycling activities.
- Commercial waste collection services to all assessments as part of the domestic collection service;
- Associated education, promotion, community empowerment and capacity building programs.

The Council's charge for waste services through a combination of Local Government Act. annual charges and gate fees.

The existing CHCC Waste Resource Action Strategy 2002 has been largely implemented and CCWS Councils are now in a position to review progress to-date and evolve a regional waste and resource recovery strategy to provide direction over the next 10 to 20 year period and beyond.

3.0 Aims

- The Projects primary aims are to deliver: Regional Resource Recovery & Waste Management Strategy for the Coffs Coast Waste Service (CCWS) region,
- Review the 'Waste Less Recycle More' funding package and recommend funding opportunities available to suit the needs of the CCWS region.

4.0 Objectives

This Strategy project will require a high level of rigorous analyses to address the complex and interrelated issues around waste management practices and solutions.

The objectives of the project are to develop:

- the regional context that waste services and resource recovery & management can be delivered in, principally in relation to the Coffs Coast Waste Service group of councils and the Midwaste Regional Waste Group;
- a Waste Strategy consistent with the Council's environmental, social and economic policies and the CHCC 2030 Community Strategic Plan (2030 Plan), BSC Community Vision 2030, and NSC Community Strategic Plan 2023;
- a Waste Strategy through consultation with and support from regional business and the residential community;
- a Waste Strategy that utilises wherever possible best available waste management technologies and delivery methods appropriate to the local situation and importantly, builds upon the successes achieved to date;
- a Waste Strategy that enables behavior change in the commercial and industrial (C&I), construction and demolition (C&D) and municipal solid waste (MSW) sectors to more sustainable practices in waste management;
- a Waste Strategy that influences behaviour change towards the top end of the waste hierarchy;
- a Waste Strategy that considers flexibility as key, in order to adapt to rapidly developing technological, financial, environmental, social and legislative contexts – allowing the Councils to maximise opportunities and minimise risks;
- a Waste Strategy that considers the capacity of staff working in the waste management function of the Councils.

The Strategy should at a minimum review and make recommendations where applicable on service improvements for the CCWS Councils both collectively and individually;

- Domestic Waste Collection, Disposal/Processing/Recovery services
- Organics recovery, particularly food waste

- Bulk Household collection services
- Commercial waste services
- Illegal Dumping
- Street and Park Litter bin services
- Landfill resource recovery opportunities and diversion options
- Future waste disposal options for the region
- Education components and initiatives related to the above
- Offer recommendations for the “Waste Less, Recycle More” funding initiative

The Strategy will also consider the formation of an incorporated entity, or the like, for the purpose of developing and supporting future projects relating to waste management, in particular reuse and recycling.

5.0 Scope of Works

Council does not intend to provide prescriptive or detailed information on the methodology, processes or procedures to be undertaken for the project. However, Council will expect interested parties to conduct all necessary investigations, propose the latest, best practice approaches in waste management planning, analysis, presentation of findings, results, conclusions & recommendations to achieve the aims and objectives identified above.

The consultant will carry out as a minimum, but not be limited to, the following phases;

1. Chair and minute an Inception Meeting/Workshop with staff from the three CCWS councils at Council's Offices
2. Confirm high level strategy objectives, research issues/trends and determine key focus areas. This step will include review and assessment of existing waste information including but not limited to:
 - Existing studies/reports (local, regional, state, federal)
 - Existing policy/legislative framework (local, regional, state, federal)
 - The success of the existing Waste Resource Action Strategy 2002
 - Emerging waste technologies/trends (local, regional, state, federal)
 - Education initiatives
 - Existing infrastructure and operational requirements
 - Carbon tax &/or ETS implications (or similar)
 - Community attitudes to waste management and recycling
 - Current waste disposal and recovery data
 - "Waste Less Recycle More" Funding Initiative and similar and confirm the funding arrangements and protocols which best suit the needs of each Council and the CCWS region
 - Overview of current waste management practices and collection contracts
3. Produce a Background Report detailing research and study outcomes from step 2 above, including cost benefit analysis of viable options
4. Chair and minute a meeting with staff at Council's offices to discuss the Background Report and prepare for community engagement (hold point)
5. Workshop possible options derived from the Background Report with stakeholders including a community engagement process and document outcomes

5.1 Community engagement

- The consultant will undertake (with Council staff) a community engagement process associated with the project and input resources required for the engagement process including workshops, surveys and online information. Stakeholders in the community engagement process will include but not be limited to:
 - Residents
 - Businesses
 - Environment Protection Authority
 - Media
 - Council staff
 - Industry stakeholders
6. Prepare the Draft Waste Strategy including a financial analysis of recommended actions
 - a) The structure of the strategy must allow for annual reviews;
 - b) Tools should be provided to enable tracking the results of each initiative;
 - c) The structure of the document should have background data attached as annexures;
 - d) The Strategy is to be formatted within Council's standard document template.
 7. Meets with each CCWS councils staff and Councillors at council's offices to review the draft Waste Strategy (hold point)
 8. Provide input into the review of public and agency submissions following Council exhibition of the draft Waste Strategy
 9. Prepare the Final Waste Strategy which incorporates agreed edits from the exhibition and consultation phase
- The consultant will be required to communicate with council staff throughout the project by email and telephone as necessary.
 - The work is to be conducted expeditiously to meet project timelines.

6.0 Terms of Engagement

6.1 Documentation Standards

All documentation is to be a succinct document written in 'plain' English language where-ever possible.

All documentation shall be word-processed and shall be in Microsoft Word.

All documents shall be provided electronically.

Electronic formats will include Microsoft Word and 'unlocked' Adobe PDF.

The consultant is required to forward to Council:

- the **background report** in electronic format on CD/Flash Drive/Via email,
- the **draft strategy report** in electronic format on CD/Flash Drive/Via email,
- the **final strategy report** in electronic format on CD/Flash Drive/Via email,

All reports are to be presented in an A4 portrait format and be suitable for reproduction on a colour printer/photocopier.

Any GIS mapping produced as part of the consultancy shall be compatible with councils ArcMap GIS system. Any GIS mapping/data is to be provided to Council.

6.2 Project Proposals

The service provider shall submit a proposal which includes the following information:

- Scope of works proposed.
- An outline of the general methodology.
- Program of the works and a time for their completion.
- Details of sub-consultants/sub-contractors to be used
- Lump Sum fee for works inclusive of all reimbursable expenses and disbursements.
- A breakdown of the lump sum fee which shows
 - Sub-consultants/sub-contractors fees
 - Detailed schedule of prices
 - Details of disbursements
- In addition to the lump sum fee, charge out rates for additional works which may be required.

Proposals for only part of the works will not be considered.

SUMBISSION OF PROPOSALS

Proposals are to be submitted to:

**The General Manager
Coffs Harbour City Council
Locked Bag 155
COFFS HARBOUR NSW 2450**

Proposals should be submitted in a sealed envelope clearly marked:

Coffs Cost Waste Services Regional Waste Strategy PROPOSAL

The closing date for submissions is **2pm on Friday XXXXXX, 2015.**

Three (3) copies of the proposal will be required.

6.3 Project Timeline

The inception meeting is to be held within two (2) weeks of signing the contract for consultancy services. Progress meetings are to be held in accordance with the project methodology above between key consulting staff and Council officers.

Unless otherwise agreed, the draft Waste Strategy is to be submitted for review by council staff three weeks from the completion of the community engagement process. The final Waste Strategy is to be submitted within 2 weeks of the completion of Council's public exhibition process.

It is expected that the Waste Strategy be completed by end XXXXX 2015. It is anticipated that the Waste Strategy will be adopted by Council in XXXXX 2015 and take effect immediately.

Milestone	Target Dates
Submissions due	XXXXX
Evaluation of submissions	From XXXXX
Engagement of successful consultant	XXXXX
Project inception and workshop 1	Week of XXXXX
Background Report	Submission
Community consultation and workshops	Submission
Draft Strategy	Submission
Council (and possible Peer Review)	Submission
Final Strategy / Project completion...	End of XXXXX

6.4 The Client

The Client is Coffs Harbour City Council and the Client's representative is the Manager Waste Services. References to the Client in this brief shall be taken where necessary to read the "Client's Representative". All contact with the Client for this Service Provider Engagement Commission shall be through the Project Manager, being the Team Leader Waste Services or Client's Representative, unless otherwise advised in writing.

6.5 Service Provider Personnel

The Service Provider shall nominate a "Consultant's Representative" responsible for all matters in relation to this Service provider engagement.

6.6 General Condition of Contract

The general conditions of contract contained in the Engagement Agreement and the Schedule shall apply to this Service Provider Engagement. They are attached as Appendix 1 and Appendix 2.

6.7 Goods and Services Tax (GST)

All prices & fees listed in this quotation to be inclusive of Goods and Services Tax.

Each party warrants that at the time any supply is made under this contract on which GST is imposed, that party is or will be registered under the GST law. If the other party requests written evidence of registration, the party claiming to be registered will promptly produce evidence satisfactory to the party seeking such evidence.

6.8 Registration/Accreditation with BMG Conserve (compulsory)

The successful contractor will be required to be registered and accredited with BNG Contractor Services Pty Ltd. Registration with BNG is an online service, and accreditation is based on a set of validation criteria such as business licenses and registrations as well as employee qualifications, licenses and trade certificates, insurances and OH&S documentation. For further details on BNG please refer to their web site www.bngconserve.com.au or alternatively contact them on Tel: 02 88831501

7.0 Assessment of Quotations

7.1 Assessment Criteria

Proposals will be assessed on the basis of Council's Value Selection system whereby Consultants are scored against a list of assessment criteria. These criteria will be weighted and the individual scores summed to give an overall value for each Proposal

7.1.1 Criteria

Applications will be assessed on;

- Proposed project plan and timeline
- Consultation Strategy
- Proven capacity to develop waste strategies
- Ability to deliver within the required timeframes
- Project cost
- References
- Value for cost
- Key staff capabilities/experience

7.2 Council's Decision is Final

The Council shall not be obliged to entertain or participate in any discussion or correspondence with any contractor whose quotation has been rejected or has been withdrawn or has been deemed to be non conforming and therefore not further considered as the reasons for such rejection, withdrawal or declaration of non conformance or any representation seeking further consideration of its decision.

7.3 Fundamental Term

Council reserves the right not to accept the lowest or any quotation. Quotations and all supporting documents lodged by the contractors shall become the property of Council and on no account will they be returned to the contractor.

7.4 Acceptance of Quotation

Quotations shall be accepted in writing under the hand of the General Manager delivered to the successful contractor. The date of acceptance of a quotation shall be the date of Council's letter of acceptance.

8.0 Additional Information

Each Council will provide access to relevant studies for the purposes of this project. Such access may be by viewing these documents at the Council's main offices or by provision of electronic copies.

8.1 Existing Waste Management Operations

BELLINGEN

The Raleigh Waste Management Facility consists of an integrated series of waste management activities, which include:

- A landfill
- A hazardous waste store shed
- A waste oil store
- The Bowerhouse Reuse Centre
- Stockpile locations for source separated products including recyclable metal, white goods, bulky timber/wood/pallets/palms, concrete, tyres, mattresses and eWaste.
- Transfer station bins for drop off of mixed waste, mixed recyclables and greenwaste for transport to the Englands Road waste facility, MRF and Biomass Plant.

Asbestos waste

The Raleigh Landfill is licenced by the Environment Protection Authority (EPA) (License number 5896) and is the subject of a revised Landfill Environmental Management Plan (LEMP) completed in 2014.

The Dorrigo Waste Management Facility consists of an integrated series of waste management activities, which include:

- A landfill
- A waste oil store
- Stockpile locations for source separated products including recyclable metal, white goods, bulky timber/wood/pallets/palms, concrete, tyres and eWaste.

- Transfer station bins for drop off of mixed waste, mixed recyclables and greenwaste for transport to the Englands Road waste facility, MRF and Biomass Plant.
- Asbestos waste

The Dorrigo Landfill is licenced by the Environment Protection Authority (EPA) (License number 13105) and is the subject of a revised Landfill Environmental Management Plan (LEMP) completed in 2014.

The Bellingen Waste Transfer Station consists of an integrated series of waste management activities, which include:

- Transfer station bins for drop off of mixed waste, mixed recyclables for transport to the Englands Road waste facility, MRF and Biomass Plant.
- Stockpile locations for source separated products including recyclable metal, white goods and eWaste.

General - BSC

A business model review of Bellingen Shire Council's waste and resource recovery facilities was conducted in 2013. Impact Environmental Consulting were engaged to conduct a full review of Council's facilities and a report went to Council in May 2013. This made a number of recommendations to improve the efficiency and operation of our facilities and ensure legislative compliance. In summary, our three (3) facilities have moved from external contractors to now being under Council management,

Please see link -

http://www.bellingen.nsw.gov.au/images/documents/bellingen/Council/Minutes/2013/May%20Ordinary/MINUTES_-_Ordinary_Meeting_of_Council_22_May_2013.pdf.

Implementing this business model review has been the focus of Council staff over the past two (2) years with the majority of actions implemented.

COFFS HARBOUR

The Englands Road Resource Recovery Park has been operated as the primary landfill for Coffs Harbour City Council since the 1960's. It consists of an integrated series of waste management activities, which include:

- A landfill
- A resource recovery facility (CCRRF) (operated by Biomass Solutions P/L)
- A materials recovery facility (MRF) (operated by Handybin Waste Services P/L)
- A weighbridge office and administration amenities block
- A truck wash facility
- A hazardous waste store
- A waste oil store
- Landfill gas collection and flaring system
- Stockpile locations for source separated products including recyclable metal, white goods, bulky timber/wood/pallets/palms, concrete, clay and eWaste.

Most of the activities described above have been introduced since 1994, when Council adopted its first citywide Waste Management Strategy (CHCC, 1994). Council's emphasis has been to encourage waste diversion away from landfilling through implementing better infrastructure and contracting out key activities at the Englands Road WMF. In addition Council has been implementing its Waste Resource Action Strategy (CHCC, 2002).

The Englands Road Landfill is licenced by the Environment Protection Authority (EPA) and is the subject of a Landfill Environmental Management Plan (LEMP).

NAMBUCCA

The Nambucca Waste Management Facility is located at 711 Old Coast Road Nambucca Heads. It consists of an integrated series of waste management activities, which include:

- A landfill
- A hazardous waste store (class 3 and 6)
- A waste oil store (motor oil)
- Stockpile locations for source separated products including recyclable metals, white goods, concrete / bricks , car batteries and eWaste.
- A transfer station for drop off of comingled recyclables, greenwaste and kitchen food wastes for transport to Coffs Harbours MRF and Biomass facilities located at Englands Road Coffs Harbour

The Landfill is licenced by the Environment Protection Authority (EPA) and is the subject of a Landfill Environmental Management Plan (LEMP).

Regional Waste Collection:

- Regional collaboration – Contract between Coffs Harbour City Council, Bellingen Shire Council, Nambucca Shire Council, as ‘Coffs Coast Waste Services’ and Handybin Waste Services – Contract to expire June 2016. ‘3 bin’ kerbside residential and commercial collection service – FOGO (green-lidded) collected weekly, recycling (yellow-lidded) collected alternate fortnights with residual (red-lidded), and a bi-annual collection of bulky goods and hard rubbish.
- Number of services as at 31 October 2014
 - Coffs Harbour LGA: 31019
 - Bellingen LGA: 4247
 - Nambucca LGA: 8123
- Transfer stations – Coramba, Woolgoolga, Lowanna (CHCC); Bellingen, Raleigh, Dorrigo (Bellingen); Old Coast Road landfill site (Nambucca).

Waste Processing/Resource Recovery:

- Regional collaboration – Tri-partite Agreement between Coffs Harbour City Council, Bellingen Shire Council, Nambucca Shire Council
- Alternate Waste Treatment (AWT) Facility – the ‘Coffs Coast Resource Recovery Facility’ operated by Biomass Solutions (Coffs Harbour) Pty Ltd – 20 Year contract to expire in March 2027,
- Composting – inside the building – windrows, LMC turners, etc
- Mixed Residual Waste Processing – pre-sort, autoclaves, post sort etc.
- Outdoor compost storage/maturation/screening yard
- Associated plant and equipment – air filter/biofilter, leachate pond etc.

Landfilling:

- EPA licence #6267
- Operated since 1960’s
- Refer section 8.2 below.

8.2 Waste Acceptance

BELLINGEN

Refer Section 8 above

COFFS HARBOUR

The existing Englands Rd Waste Management Facility (landfill site) accepts general domestic waste, waste collected from public places, commercial, industrial, construction and demolition waste. This is delivered by Council trucks, contractors and private vehicles.

In general, liquids, toxic or intractable wastes are not disposed of by way of landfill, with the exception of small quantities which are unavoidably included in household waste. However, quantities of contaminated soils removed from former banana plantations are disposed of at the landfill from time to time. The contaminated soil potentially contains chemicals that may have been used in banana cultivation. Contaminated soil, that has first passed a toxicity characteristic leaching procedure (TCLP) test, is used as an immediate cover material.

Dead animals from local veterinarians and the RSPCA are disposed of in general waste filling areas. The quantity of dead animals is approximately 20 dogs and 10 cats per week.

Appropriately wrapped asbestos waste is disposed of in a designated location under supervision of site staff on two mornings each week.

Medical wastes are not accepted in the landfill.

The vast majority of received tree lopping's and garden waste (greenwaste) is disposed of via composting in the CCRRF. Compost products generated are sold to the public by the CCRRF.

Waste oil is placed in a specially designed oil receipt unit from where it is serviced by a licensed waste oil transport and processing company.

A facility has been established for the temporary storage of hazardous waste and materials for transportation to established recovery or disposal sites constructed for this purpose. This facility is covered to exclude rain, has a sealed base and is surrounded by a bund wall to collect any spillage. The facility receives waste paint, oil, gas cylinders, car batteries, and small containerised household chemicals etc.

Fluorescent light tubes/globes are collected in a storage bin for collection by hazardous material contractor.

E-waste (computers and televisions) are collected in storage cages for collection by recycling contractor.

Recyclable Material, including paper, cardboard, Class 1,2,3,4,5 and 'R' plastics, steel & aluminium cans and tins, aluminium foil, empty aerosol cans, liquid paper board, and glass containers are all sorted at the Materials Recovery Facility (MRF), situated adjacent to the front entry of the site. Collection locations are located adjacent to the entrance roadway, and at the CCRRF. Styrofoam is also collected at the public drop off facility. 'Glass fines' product also produced by contractor.

The absence of a weighbridge at the site prior to July 1995 makes it difficult to assess the tonnages of Waste received at the site prior to that time. Weighbridge data is available from Council for 1995 to date.

Since July 1995, a concerted effort has been made for waste received at the Englands Road Landfill to be separated and diverted away from landfilling. The waste diversion elements which have occurred include: -

Waste Diversion Strategy	Date of Commencement
▪ Domestic Waste Recycling (MRF)	1995
▪ Greenwaste Recycling	1995
▪ Concrete Separation	1996
▪ Hazardous Waste Separation	1997
▪ White Goods Separation	1996
▪ Waste Recovery (Revolve type) Centre	1997 (now ceased)
▪ Rollout of Collection Contract – ‘3 bin system’	2005
▪ New MRF	2005
▪ CCRRF	2006
▪ Compact and Tube lights and batteries	2010
▪ eWaste	2013

NAMBUCCA

Nambucca Shire Council is situated on the Mid North Coast of NSW, midway between Sydney and Brisbane. The Nambucca Local Government Area consists of an area of approximately 1400 square kilometers and contains 10 towns and villages - Nambucca Heads, Macksville, Bowraville, Valla Beach, Scotts Head, Eungai Creek, Eungai Rail, Taylors Arm, Warrell Creek and Donnellyville. The southern and western boundaries of the Shire are generally defined by the Nambucca River Catchment. The eastern boundary is defined by the South Pacific Ocean while the northern boundary is approximately 4km north of Valla Beach and runs almost directly west.

Council Waste Management Facility is located adjacent to the State Forest at 711 Old Coast Road Nambucca Heads (corner Wirrimbi and Old Coast Roads) and is subject to stringent legislative requirements and controls. The sites consist of landfilling and transfer station operations.

Landfilling activities are carried out on Lot 2 DP 1018234 with all associated environmental controls covered by the EPA's Environmental Protection Licence (EPL) 11386 and the Landfill Environmental Management Plan (LEMP). The landfill is a class 1 however as a result of Coffs Coast Waste Services regional partnership between Nambucca, Bellingen and Coffs Harbour Councils inert waste are only accepted for disposal.

The Transfer Station activities are carried out on Lot 142 DP 700891 with all associated environmental controls covered by the EPA's Environmental Protection Licence (EPL) 6268 and the Landfill Environmental Management Plan (LEMP). The transfer station consists of an existing drop-off areas being, household problem wastes with these wastes being collected are transported and recycled/disposed of under a regional collection contract. Residual mixed waste, greenwaste and recycling materials are transported recycled/reprocessed at Coffs Harbours Englands Road Facility under Coffs Coast Waste Services regional contract. Concrete and masonry products are reprocessed and utilised onsite. Scrap metal / white goods are recycled via a collection contractor.

9.0 Further Information regarding this Matter

Further information is available from Mr Paul Shepherd, Team Leader Waste Services, who may be contacted in person in Council's Administration Building, 2 Castle Street, Coffs Harbour or by letter addressed to the General Manager, Locked Bag 155, Coffs Harbour 2450 or by Ph: 6648 4674. Further information may also be sought from Council's Waste Officer Oliver Hoschke by Ph: 6648 4653.

APPENDIX 1 - Engagement Agreement

1. DEFINITIONS

"Agreement" means this document including The Schedule and The Services.

"Contract Material" means all material brought or required to be brought into existence as part of, or for the purpose of, performing The Services, including but not limited to documents, equipment, information and data stored by any means.

"Fee" means the fee described in Clause 5.

"Intellectual Property" means all rights in copyright, patents, registered and unregistered trademarks, registered designs, trade secrets, and all other rights of intellectual property defined in Article 2 of the Convention Establishing the World Intellectual Property Organisation of July 1967.

"Services" means the services described in The Services.

2. ENGAGEMENT

The Principal engages the Consultant to provide the Services in accordance with this Agreement. The Principal is the person named in Item 1 of The Schedule.

3. CONSULTANT'S OBLIGATIONS

3.1 Professional Standard of Care

The Consultant must perform the Services in a diligent manner and to the standard of skill and care expected of a consultant experienced in the provision of the type of services required by the Principal in accordance with this Agreement.

3.2 Knowledge of Requirements of the Principal

The Consultant must use all reasonable efforts to inform itself of the requirements of the Principal and must regularly consult with the Principal during the performance of the Services.

3.3 Personnel

(a) The Consultant must ensure that all personnel engaged by it in connection with the Services are appropriately qualified, competent and experienced in the provision of the type of services required by the Principal.

(b) The Consultant must use its best endeavours to ensure that the persons named in Item 2 of The Schedule (or alternates agreed by the Principal) are engaged by the Consultant to undertake the work nominated in Item 2 of The Schedule.

(c) The Consultant's responsibility for the performance of the Services and for the work and performance of its personnel is not altered in any way by this Clause 3.3 or by anything done in accordance with this Clause 3.3.

3.4 Discrepancies In Information

If the Consultant considers that information, documents and other particulars made available to it are inadequate or contain errors or ambiguities, the Consultant must give written notice as soon as practicable to the Principal detailing the errors or ambiguities.

3.5 Program or Plan

The Consultant must, by the time specified in Item 3 of The Schedule, submit to the Principal a program or Plan for the performance and completion of the Services within the time specified in Item 4 of The Schedule.

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Attachment 1

3.6 Timely Provision of Services

The Consultant must perform the Services expeditiously and in accordance with the program.

3.7 Delay

As soon as practicable after becoming aware of any matter which is likely to change or which has changed the scope or timing of the Services, the Consultant must give written notice to the Principal detailing the circumstances and extent or likely extent of the change or delay.

3.8 Alterations to Approved Documents

The Consultant must not make any substantial alteration to, addition to or omission from the plans, drawings, layouts, designs, specifications or other material previously approved, without the prior written approval of the Principal.

3.9 Principal's Materials

The Consultant must protect and keep safe and secure all materials and documentation provided by the Principal to the Consultant.

Upon discharge of this Agreement by performance or termination, the Consultant must promptly return to the Principal those materials and documentation.

3.10 Co-operation by the Consultant

The Consultant must liaise, co-operate and confer with others as directed by the Principal.

3.11 Obtain All Necessary Approvals

The Consultant must obtain all approvals, authorities, licences and permits which are required from governmental, municipal or other responsible authorities for the lawful implementation and completion of the Services, except where obtained by the Principal as set out in Item 5 of the Schedule.

3.12 Consultant's Relationship with the Principal

The Consultant must not act outside the scope of the authority conferred on it by this Agreement and must not bind the Principal in any way or hold itself out as having any authority to do so, except where authorised by this Agreement.

3.13 Confidentiality

The Consultant and its servants or agents must not, without the prior written consent of the Principal, at any time issue any statement or communication or make any representation directly or indirectly in connection with the Services or this Agreement to any person or entity not a party to this Agreement other than:

- (i) as necessary to perform the Services; or
- (ii) with respect to any matter already within the public domain.

3.14 Consultant's Representative

The person named in Item 6 of The Schedule will be responsible on behalf of the Consultant for all aspects of the Services and has the legal power to bind the Consultant in respect of any matters arising in connection with the Services. Any substituted representative must be notified promptly in writing to the Principal.

Appendix 1 – Engagement Agreement

Attachment 1

3.15 Additional Services

The Consultant may, at its own cost, obtain advice, services or assistance from others in connection with the Services, but will not be reimbursed those costs unless those costs are listed in The Schedule and the Consultant has obtained the prior written consent of the Principal to incur them.

3.16 Subcontracting and Assignment

- (a) The Consultant must not assign or subcontract any part of the Services without the prior written approval of the Principal.
- (b) An approval given by the Principal permitting the Consultant to subcontract any portion of the Services does not relieve the Consultant from its obligations and liabilities pursuant to this Agreement.

3.17 Statutory Requirements

The Consultant must ensure that all work done in connection with the Services complies with the requirements of all applicable legislation, codes and Authorities' requirements and all relevant Australian standards applicable to the Services.

3.18 Fitness for Purpose

Unless, or to the extent that, it is clear from the description of the Services that the Principal does not rely upon the skill and knowledge of the Consultant in providing the Services:

- (i) the Consultant must ensure that all work and documents produced by it are reasonably suitable in all respects for the purposes required by this Agreement;
- (ii) the Principal relies upon the skill and knowledge of the Consultant in providing the Services.

3.19 Conflict of Interest

The Consultant warrants that no conflict of interest exists at the date of this Agreement.

The Consultant must immediately inform the Principal upon becoming aware of the existence, or possibility, of a conflict of interest.

3.20 Security of Premises

The Consultant must comply with all directions, procedures and policies relating to occupational health, safety and security pertaining to the Principal's premises and facilities, when using them.

3.21 Access to Consultant's Premises

The Consultant must, at all reasonable times and upon reasonable notice, permit the Principal access to the Consultant's premises in order for the Principal to inspect, discuss and assess material produced in connection with the Services.

3.22 Insurances

The Consultant must provide the Principal with proof of all insurance policies required to be maintained by the Consultant under this Agreement.

4. PRINCIPAL'S OBLIGATIONS

4.1 Provide Information

The Principal will as soon as practicable, or as required by this Agreement:

- (i) make available to the Consultant all relevant instructions, information, documents, specifications, plans, drawings and any other material and particulars; and
- (ii) answer queries made by the Consultant, relating to the Principal's requirements in connection with this Agreement.

4.2 Appoint a Representative

The person named in Item 7 of The Schedule, or any other person the Principal nominates in writing, will act as the Principal's Representative and will have authority to act on behalf of the Principal for all purposes in connection with this Agreement.

5. PAYMENT

5.1 Payment

In consideration of the provision of the Services the Principal will pay the Consultant the Fee calculated in the manner provided in Item 8 of The Schedule, subject to the conditions of this Agreement.

5.2 Right of Set-off

The Principal may deduct from amounts otherwise payable to the Consultant any amount due from the Consultant to the Principal in connection with the Services.

5.3 Effect of Payment of the Fee

Payment, in part or in total, of the Fee set out in Item 8 of The Schedule does not constitute an acceptance by the Principal of the Services and does not amount to a waiver of any right or action which the Principal may have at any time against the Consultant.

5.4 Reimbursable Expenses

The Principal will reimburse the Consultant the reasonable costs, expenses, fees or charges incurred by the Consultant limited to those items set out in Item 9 of The Schedule, provided that in all cases the Consultant has first obtained the Principal's prior written approval to incur or pay those costs, expenses, fees or charges.

5.5 Timing of Payment

- (a) At the times specified in Item 10 of The Schedule and upon Termination pursuant to Clause 11, the Consultant must lodge with the Principal a payment claim for the Services performed (and for approved reimbursable expenses, if any, incurred) during that period.
- (b) The Principal will make a payment within the time specified in Item 11 of The Schedule following the lodgement of the payment claim, but if the Principal has, within a reasonable time of receiving a claim, requested access to information under Clause 10.2, the time for payment will be extended by the number of days elapsing between the date of the Principal's request for access and the date access is granted.
- (c) If no time is specified in Item 11 of The Schedule, "28 days" is deemed to be the time specified.
- (d) Payment will be made having regard to the contract value of the Services performed to the time of the payment claim less:

- (i) amounts already paid; and
 - (ii) amounts the Principal is entitled to deduct or set off.
- (e) Payment by the Principal will be made by Electronic Funds Transfer to a bank, building society or credit union account nominated by the Consultant. No payment will be due to the Consultant until details of the nominated account (name of financial institution, account name and account number) are notified in writing to the Principal. The Consultant shall promptly notify the Principal in writing of any change to the nominated account but the Principal will not be responsible for any payments made into a previously nominated account prior to notification of such change being received by the Principal.

5.6 Conditions Precedent

The Consultant is not entitled to any payment for Services performed under this Agreement until it has submitted:

- (a) the program in accordance with Clause 3.5; and
- (b) proof of insurance in accordance with Clause 3.22.

6. VARIATIONS

6.1 Instruction

The Principal may, on the recommendation of the Consultant or otherwise, instruct the Consultant in writing to vary the Services, so long as the variation is within the general scope of the Services.

6.2 Consequences of Variation or Proposed Variation

- (a) Before instructing a variation, the Principal may request the Consultant to provide a written estimate of the time, cost and programming effects of the proposed variation. A written estimate so requested must be provided by the Consultant within a reasonable time nominated by the Principal.
- (b) If:
 - (i) a variation is instructed;
 - (ii) no request has been made by the Principal under Clause 6.2(a); and
 - (iii) the variation involves a change in the scope of the Services,

the Consultant must, as soon as practicable after the variation is instructed, provide the Principal with a written estimate of the time, cost and programming effects of the variation.

6.3 Variation Instruction Binding

The Consultant must comply with a written direction issued under Clause 6.1 except where Clause 6.2(b) applies.

Where Clause 6.2(b) applies, the direction is not binding until the Principal has:

- (i) received the Consultant's written estimate; and
- (ii) given written approval for the Consultant to proceed with the varied Services.

6.4 Valuation

Unless otherwise agreed, the value of a variation will be determined using the hourly rates set out in Hourly Rates for Variations - Returnable Schedules, where included. If Hourly Rates for Variations - Returnable Schedules is not included or does not include hourly rates relevant to the variation, reasonable rates and prices apply.

7. COPYRIGHT AND INTELLECTUAL PROPERTY

7.1 Vesting

- (a) Subject to Clause 7.1 (b), title to and Intellectual Property in or in relation to Contract Material (other than the Contract Material listed in Item 12 of The Schedule) vests upon its creation in the Principal. The Consultant must, upon request by the Principal, do all things necessary to vest that title or that Intellectual Property in the Principal.
- (b) If Intellectual Property in or in relation to Contract Material is not capable of being vested in the Principal under Clause 7.1 (a) because the Consultant itself does not own, and is unable at a reasonable cost to obtain ownership of, that Intellectual Property, the Consultant must ensure that the Principal is irrevocably licensed (whether by sub-licence from the Consultant or direct licence from the owner) to use that Contract Material or that Intellectual Property.
- (c) The Principal indemnifies the Consultant against any costs, claims, actions or expenses incurred by the Consultant as a result of any reproduction adaptation or commercialisation of any Intellectual Property or Contract Material vested in the Principal under this Clause, if that reproduction, adaptation or commercialisation is not expressly contemplated by this Agreement.

7.2 Delivery

On, or as soon as practicable after, the expiration or earlier termination of this Agreement, the Consultant must deliver to the Principal all Contract Material.

7.3 Limitations

The Consultant must ensure the Contract Material is used, copied, supplied or reproduced only for the purposes of this Agreement unless it has obtained the prior written approval of the Principal to do otherwise. While the Principal will not unreasonably withhold approval, it may attach any terms and conditions it considers appropriate.

8. PROPERTY DAMAGE AND PUBLIC RISK

The Consultant indemnifies the Principal from and against all actions, claims, costs, expenses and damages (including the costs of defending or settling any action or claim in respect of:

- (i) loss of or damage to property of the Principal; or
- (ii) personal injury (including death) to any person or loss of or damage to any property,

arising out of or by reason of anything done or omitted intentionally or negligently by the Consultant in respect of the Services.

The Consultant's liability to indemnify the Principal is reduced proportionally to the extent that an act or omission of the Principal or employees or agents (other than the Consultant) of the Principal may have contributed to the injury, damage or loss.

9. INSURANCE

9.1 Professional Indemnity Insurance

- (a) The Consultant must obtain and maintain a policy of professional liability and indemnity insurance which covers the Consultant's liability to the Principal in respect of the Services. The policy must be with an insurer approved by the Principal (which approval will not be unreasonably withheld) and must be maintained for a period from the commencement of the provision of the Services until the expiration of the period nominated in Item 13 of The Schedule.
- (b) The policy must contain the following provisions:
 - (i) a minimum indemnity limit set out in Item 14 of The Schedule in the aggregate for the Services;
 - (ii) one automatic reinstatement provision, and
 - (iii) a description of the risk covered by the policy.

9.2 Workers' Compensation

The Consultant must ensure that a suitable insurance policy is effected prior to commencing performance of the Services and remains current for the duration of this Agreement, covering liability for loss, damage, claims, and all direct or associated costs and expenses arising at common law or under workers compensation insurance in respect of persons employed by the Consultant.

9.3 Public Liability

- (a) The Consultant must obtain a policy of public liability insurance which covers the Consultant's liability to the Principal and the Principal's liability to the Consultant in respect of the Services. The policy must be with an insurer approved by the Principal (which approval will not be unreasonably withheld), must be obtained prior to commencing the performance of the Services and must be maintained for the duration of this Agreement.
- (b) The policy must be:
 - (i) in the joint names of the Consultant, its sub-contractors and the Principal; and
 - (ii) for an amount not less than that stated in Item 15 of The Schedule in respect of any single occurrence.

10. INSPECTION OF RECORDS

10.1 Records

The Consultant must keep proper accounts, records (including information stored by computer and other devices) and time sheets in accordance with accounting principles generally applied in commercial practice in respect of its time charge billing, its reimbursable expenditure and fees and reimbursements payable to others properly engaged pursuant to this Agreement.

10.2 Access

The Consultant must, within a reasonable time of any request, give the Principal access to, or verified copies of, any information which may be reasonably required to enable any claim to be substantiated and verified.

11. TERMINATION

11.1 Termination by the Principal other than for Default by the Consultant

- (a) The Principal may terminate the whole or any part of the performance of the Services at any time, by written notice addressed to the Consultant.
- (b) The Consultant must, within the time specified in Item 16 of The Schedule after receipt of a notice under Clause 11.1 (a), cease work on the terminated Services.

As soon as practicable after ceasing work under this clause, the Consultant must lodge with the Principal a statement of the amount of the Fee (and any approved reimbursable expenses) claimed by the Consultant to be payable for Services performed to the earlier of:

- (i) the date of cessation of the terminated Services; and
- (ii) the date by which the Consultant was required to cease work on those Services.

The statement must be accompanied by supporting information as reasonably required by the Principal.

11.2 Termination by the Principal for Default by the Consultant

If the Consultant:

- (a) becomes bankrupt, or insolvent, or enters into a scheme or arrangement with its creditors;
- (b) fails to carry out the Services with due diligence and competence;
- (c) without reasonable cause suspends the carrying out of the Services; or
- (d) commits a substantial breach of this Agreement,

the Principal may:

- (e) in the case of the default specified in Clause 11.2 (a), forthwith terminate this Agreement by written notice addressed to the Consultant; and
- (f) in the case of any other specified default, terminate this Agreement by written notice addressed to the Consultant if the Consultant fails to remedy the default within 14 days from the date of service of a notice by the Principal on the Consultant specifying the relevant default.

11.3 Termination by the Consultant

If the Principal:

- (a) becomes insolvent or enters into a scheme of arrangement with its creditors;
- (b) fails to pay the Consultant in accordance with this Agreement; or
- (c) commits a substantial breach of this Agreement,

the Consultant may:

- (d) in the case of the default specified in Clause 11.3 (a), forthwith terminate this Agreement by written notice addressed to the Principal; and
- (e) in the case of any other specified default, terminate this Agreement by written notice addressed to the Principal if the Principal fails to remedy the default within 14 days from

Appendix 1 – Engagement Agreement**Attachment 1**

the date of service of a notice by the Consultant on the Principal specifying the relevant default.

11.4 Consultant's Continuing Liability

Termination by the Principal will not release the Consultant from liability in respect of any breach of, or non-performance of any obligation pursuant to, this Agreement.

11.5 Effect of Termination

Termination of this Agreement by either party is without prejudice to any accrued rights or remedies of each party.

11.6 Adjustment of the Fee on Termination

- (a) If any of the Services are terminated pursuant to Clause 11.1, the Principal will pay the Consultant a reasonable amount for the Services performed by the Consultant to the date of termination and a further amount calculated in the manner set out in Item 17 of The Schedule, as adjusted by any additions or deductions in accordance with this Agreement in full and final satisfaction of any claim the Consultant has or may have.
- (b) If this Agreement is terminated pursuant to Clause 11.2, the Principal will pay the Consultant a reasonable amount for the Services performed by the Consultant to the date of termination, together with any adjustments and deductions for loss or damage suffered, or reasonably likely to be suffered by the Principal as a consequence of breach by the Consultant. The Principal may recover any short-fall from the Consultant as a debt due and payable.
- (c) If this Agreement is terminated pursuant to Clause 11.3, the Principal will pay the Consultant a reasonable amount for the Services performed by the Consultant to the date of termination together with the amount calculated in the manner set out in Item 17 of The Schedule in full and final satisfaction of any claim the Consultant has or may have.

12. DISPUTE RESOLUTION**12.1 Nomination**

The Consultant and the Principal will endeavour to resolve any dispute speedily by negotiation. If a dispute between the Consultant and the Principal is not resolved by negotiation, then before either party has recourse to litigation, the party must submit the dispute to expert determination. If the Consultant and the Principal do not agree upon an independent expert ("Expert"), either may request the Chief Executive Officer of the Australian Commercial Disputes Centre to nominate an Expert.

12.2 Submissions

Within 14 days of acceptance by the Expert of the appointment, the claimant will submit in writing to the Expert the claim and all the evidence which the claimant wishes the Expert to take into account. Within 28 days thereafter the other party will submit in writing to the Expert that party's response to the claim, particulars of any counterclaim and all the evidence which that party wishes the Expert to take into account.

12.3 Procedure

Copies of documents sent to the Expert must be sent to the other party at the same time. The Expert may meet with the parties jointly but not separately and may ask questions of the parties which must be answered orally or in writing as requested by the Expert.

12.4 Determination

As soon as possible the Expert must give the parties the Expert's determination in writing as to:

- (i) the respective rights and entitlements of the parties, and
- (ii) the amount or service if any which the Expert considers is due from one party to the other.

The determination of the Expert shall be made as an Expert and not as an Arbitrator and shall be final and binding on the parties except where the Expert's determination relating to a dispute is that one party shall pay to the other an amount, or carry out work, in excess of \$100,000. Such determination shall not be final and binding, provided either party gives notice to the other party of its dissatisfaction within 28 days of the determination being given.

12.5 Liability

The Expert will not be liable to the parties for negligence in the conduct of the determination.

12.6 Costs

The Principal and the Consultant will be jointly and severally liable to the Expert for the fees of the Expert. As between themselves, the Principal and the Consultant will each bear half the Expert's fee and each will bear their own costs of the determination.

12.7 Continuing Performance

Each party must continue to perform its obligations under this Agreement, notwithstanding the existence of a dispute.

13. NOTICES

- (a) Any notice given under this Agreement:
 - (i) must be in writing addressed to the intended recipient at the address shown in Item 18 of The Schedule or the address last notified by the intended recipient to the sender;
 - (ii) must be signed by an authorised officer of the sender; and
 - (iii) will be taken to have been given or made (in the case of delivery in person or by fax, cable or post) when delivered, received or left at the specified address.
- (b) If delivery or receipt of a notice occurs on a day on which business is not generally carried on in the place to which the communication is sent or later than 4.00 pm (local time), it will be taken to have occurred at the commencement of business on the next business day in that place.

Appendix 2 – The Schedule

APPENDIX 2 - The Schedule

Item 1 The Principal: (Cl. 2)	The Coffs Harbour City Council
Item 2 Specified persons and job Category: (Cl. 3.3(b))	As nominated in the Consultant's Proposal and accepted by the Principal if applicable.
Item 3 Time by which Consultant must provide program or Plan: (Cl. 3.5)	Program to be provided with the Proposal
Item 4 Time to complete Services: (Cl. 3.5))	As nominated in the Consultant's Proposal and accepted by the Principal.
Item 5 Approvals obtained by Principal: (Cl 3.1 1)	Not applicable.
Item 6 Consultant's Representative: (Cl. 3.14)	The Consultant Contact nominated in the Consultant's Proposal and accepted by the Principal.
Item 7 Principal's Representative: (Cl. 4.2)	The Manager Waste Services
Item 8 The fee: (Cl. 5.1)	The Fee shall be a Lump Sum Fee.
Item 9 Reimbursable items: (Cl. 5.4)	Not applicable
Item 10 Claim timetable: (Cl. 5.5(a))	Monthly on claim.
Item 11 Payment timetable: (Cl. 5-5(b))	28 days.
Item 12 Intellectual property not vesting in the Principal: (Cl. 7.1)	Nil
Item 13 Currency of professional indemnity insurance: (Cl. 9.1(a))	At least up to the date of completion of the Services
Item 14 Quantum of professional indemnity insurance: (Cl. 9.1 (b) (i))	\$ 2,000,000
Item 15 Quantum of public liability insurance: (Cl. 9.3)	\$ 20,000,000
Item 16 Termination date/time: (Cl. 11.1(b))	As stated in the written notice under Clause 11.1(a)
Item 17 Percentage on termination: (Cl. 11.6(a), 11.6(c))	Nil
Item 18 Notices: (Cl. 13)	For notices to the Principal, the address of the Principal Contact. For notices to the Consultant, the address of the Consultant Contact.
Principal Contact:	Name: Paul Shepherd Team Leader Waste Services Address: Coffs Harbour City Council Locked Bag 155 COFFS HARBOUR NSW 2450 Fax: 02 6648 4199
Consultant Contact:	Name: As nominated in the Consultant's Proposal and accepted by the Principal. Address: As nominated in the Consultant's Proposal and accepted by the Principal. Fax: As nominated in the Consultant's Proposal and accepted by the Principal.

APPENDIX 3 - Returnable Documents

RETURNABLE DOCUMENT 1

FEE PROPOSAL FORM

(MANDATORY)

The Consultant				
Address				
Consultant Contact Officer (<i>block letters</i>)				
Telephone				
Fax				
Hereby proposes to perform the services as set out in the Brief for:	Preparation of Coffs Coast Regional Waste Strategy			
Engagement No:				
for the Lump Sum Fee of			\$	
in accordance with the attached project schedule dated:	/ /2014	comprising		pages
Date:				
Signed for the Consultant by:				
In the Office Bearer capacity of:				
Name (in block letters):				

RETURNABLE DOCUMENT 2

HOURLY RATES FOR VARIATIONS

The Service:	Preparation of Coffs Coast Regional Waste Strategy
Engagement No :	
Name of Consultant (<i>block letters</i>)	
A.C.N	

ROLE	NAME	HOURLY RATE

Date:	
Signed for the Consultant by:	
In the Office Bearer capacity of:	
Name (in block letters):	

RETURNABLE DOCUMENT 3

SCHEDULE OF PERSONNEL

The Service:	Preparation of Coffs Coast Regional Waste Strategy
Engagement No :	
Name of Consultant (<i>block letters</i>)	
A.C.N	

The following comprises a complete list of personnel proposed for the provision of the service

ROLE	NAME	COMPANY CLASSIFICATION
Date:		
Signed for the Consultant by:		
In the Office Bearer capacity of:		
Name (in block letters):		

ILLEGAL WASTE DUMPING

Purpose:

This report considers measures that attempt to reduce the increasing incidence of illegal dumping.

Description of Item:

Council considered a Mayoral Minute at its meeting on 24 July 2014 and adopted the following:

That a report be brought back to Council later in the year detailing what measures can be implemented to reduce illegal dumping.

Sustainability Assessment:

- **Environment**

The effects of illegal dumping on the environment are many and varied, depending on the volume, type and condition of the materials dumped and the location in which the dumping occurs. These effects include:

- contributing to habitat disturbance and biodiversity impacts by the spread of weed seeds from dumped organic matter;
- public health implications from products like asbestos;
- the encouragement of vermin; and
- the polluting impacts of dumped chemicals and the like.

- **Social**

Illegal dumping is an anti-social activity that is a growing problem in both the urban and rural areas of all local government areas (LGA). Whilst the cost of legal disposal may be a contributing factor, it is a simple fact that waste management is itself, a cost to the community. Clean-up costs divert funds from the provision of other services.

- **Civic Leadership**

With reference to the Coffs Harbour 2030 Community Strategic Plan, actions to reduce illegal dumping would meet objectives:

- LC 3.1 *Council supports the delivery of high quality sustainable outcomes for Coffs Harbour;*
- LE 4.2 *Implement programs which aim to make the Coffs Harbour Local Government Area pollution free; and*
- LE 4.4 *Implement programs which aim to make the Coffs Harbour Local Government Area a zero waste community.*

- **Economic**

Broader Economic Implications

Council has not kept identifiable records to clearly establish the organisation wide cost of investigation, cleanup and disposal of illegal dumping. However it is estimated that the cost to Council each year is easily in the tens of thousands of dollars. Further costs are incurred by State Government Agencies such as State Forests and National Parks. In addition, there are broader costs due to the unsightly nature of illegal dumps, leading to environmental, tourist and social flow on effects.

Delivery Program/Operational Plan Implications

There are currently no specific budget allocations for the investigation, enforcement or cleanup of illegally dumped materials in any Budget Program of Council. Land managers are responsible for the cleanup and disposal of illegally dumped waste on the various land tenures under their control. For example, cleanup and disposal costs of materials dumped in parks comes from the Parks and Reserves operational budget, on roads from the Road Maintenance operational budget. If waste is illegally dumped during or around the time of the 'bulky goods' collections and in the immediate area of the bulky goods collection, then the cost of cleanup and disposal is carried by the domestic collection budget under the Domestic Waste operational budget.

If the dumping occurs on State Government owned land such as State Forrest and National Parks, Council has no authority to investigate or act, nor do we get involved in investigations, cleanup nor carry the disposal costs.

Risk Analysis:

A substantial risk exists to Council staff and or contractors engaged in the cleanup of illegally dumped materials. Determining the composition of the illegally dumped materials is essential in order to eliminate the risks associated with the presence of potentially harmful or dangerous materials, prior to removal. The location of dump sites particularly in urban areas may give rise to additional hazards to pedestrian and traffic, both from the materials and during the cleanup.

Consultation:

There have been discussions with the various divisions of Council responsible for lands in the LGA. The Environment Protection Authority (EPA) recently held a workshop with the three Coffs Coast Waste Service (CCWS) Councils, Midwaste and State Agencies with land tenures across the region.

Related Policy and / or Precedents:

There are no current policies or resolutions of Council setting precedents on this matter.

Statutory Requirements:

It is an offence under both the Local Government Act and the Protection of the Environment Operations Act to illegally dump matter. That is, all wastes must be disposed of to a lawfully approved facility. Other Acts and Regulations relevant to various enforcement options are the:

- Protection of the Environment Operations (Waste) Regulation;
- Waste Avoidance and Resource Recovery Act;
- Environmental Planning and Assessment Act;

- Impounding Act;
- Surveillance Devices Act;
- Workplace Surveillance Act;
- Privacy and Personal Information Protection Act; and
- State Records Act.

Issues:

The NSW EPA's draft strategy to combat illegal dumping, NSW Illegal Dumping Strategy 2014-16, identifies the following five prevention mechanisms:

- ***making dumping harder*** –
in most cases illegal dumping takes very little effort. It can take more effort to do the right thing than to dump waste illegally. Councils and land managers can make access to dumping hot spots difficult by using structural approaches, such as lighting, barriers or landscaping.

Councils Current Actions; most of the illegal dumping on council land in urban areas, not associated with the bulky goods collections, is within road reserves. This is principally from vacated rental units.

In rural areas, excluding State Forest, dumping principally occurs at locations where a number of weekly residential garbage services are picked up and during the bulky goods collection, these bulky goods piles are then added to.

In all these cases, it is not generally possible to use physical barrier or landscaping to provide a structural barrier.

Councils Potential Actions;

- investigate holding Rental Agencies, including Department of Housing, responsible for vacating tenants illegal dumping, and withholding of a Rental Bond,
- remove or revise the bulky goods collection entitlement to rural properties serviced from common collection locations.

- ***increasing the risk of getting caught*** –
the decision to commit a crime is influenced by the perceived risk of getting caught and the perceived benefits of the action. A perceived increase in the likelihood of getting caught will deter some offenders from illegal dumping.

Councils Current Actions; the most effective means of actioning this mechanism is active monitoring of potential locations where dumping may occur and physical examination of dumped waste to find source identification in the materials. Council does not have the staff resources to physically monitor many locations. The Rangers do investigate incidents to attempt to identify ownership of the materials.

Councils Potential Actions:

- Additional sign posting of hot spots.
- Video surveillance, particularly of known 'hot spots', is becoming increasingly common, and provides a relatively cost effective means of long duration monitoring of potential locations. Video surveillance has a high deterrent value when advertised and signposted. Video record can also provide clear evidence for enforcement with or without identification recovered from the material.

A policy for the use of video surveillance on public and other land is being developed for Council's consideration and is required to be adopted prior to this measure being able to be utilised. A number of the bulky goods related hot spots have already been signposted cautioning of the offence and indicating that the area may be subject to surveillance.

- Provision of additional Rangers to patrol, investigate and prosecute, locally or regionally.
- Continue to assess availability of Waste Less Recycle More grant funding.
- **reducing the rewards by denying the financial benefits –**
a major motive for Illegal dumping is to avoid the cost of legitimate disposal. For businesses that generate large amounts of waste, such as builders, the financial savings from illegal dumping can be substantial. Financial incentives to dump waste legally include getting the price structures right, issuing fines and requiring offenders to clean up dump sites.

Councils Current Actions; Council has not experienced many incidents of large commercial loads of materials being dumped on its land, although State lands may be different. The disposal fees for all waste are set to cover the operational cost of the landfill. On top of the Council operational cost is the State Government's Waste Levy and the Commonwealth Government's GST (including on the State Government's Waste Levy).

The NSW EPA refuse to accept, that the State Government's Waste Levy is a contributing factor to illegal dumping.

Council's Rangers have issued a number of Penalty Infringement Notices (On the Spot Fines), where the origin of the waste or the depositors of the waste were identified. They have also required that the waste be removed in some incidents in addition to the fine.

Councils Potential Actions;

- additional Rangers could potentially provide greater investigation ability with a higher degree of enforcement.
- **reducing provocations by making legal disposal easier –**
householders are more likely to be motivated to dump if they perceive that the waste collection service is not efficient or convenient. Individuals may also feel provoked to illegally dump in areas that are not aesthetically pleasing, for example, where other dumping is present, and they may feel that their contribution will not make a difference. Councils can curtail illegal dumping in their local government areas by adopting best practice waste collection.

Councils Current Actions; Council provides a comprehensive waste service to the majority of properties in the LGA, including:

- weekly kerbside 240L organic's;
- fortnightly 240L comingled recycling;
- fortnightly 240L residual mixed waste;
- twice yearly free bulky goods of 3cuM to nearly 31,000 properties; and
- two green waste vouchers to all rateable properties.

In addition to this, a landfill and three transfer stations are operated across the LGA.

Incidents of illegal dumping are prioritised by the Rangers for investigation, and are subsequently removed as soon as arrangement suitable for the type of waste can be organised. This may be immediate pickup in a utility or require scheduling a backhoe and tipper truck. Material associated with the bulky goods collection area is referred to the contractor as soon as received.

- **removing excuses by educating and informing the community –**
those who dump may find it easy to rationalise and find excuses for their behaviour. These excuses can be removed through targeted education, advertising waste collection and disposal services, keeping areas free of waste and displaying signs at known illegal dumping hot spots. Information is important to make householders and business aware of their responsibilities when it comes to proper waste disposal.

Councils Current Actions; education advice in relation to the bulky goods collection is distributed by the contractor and includes dates (calendar) and advice on what can be put out. In addition to this, the material is also available on the CCWS website as is a search option to look up when the collection is in a street. Midwaste has produced a series of TV advertisements with messages on illegal dumping including general waste, organic's in the bush and using litter bins for household waste.

In relation to specific sites a number of the bulky goods related hot spots have been signposted cautioning of the offence and indicating that the area may be subject to surveillance.

Councils Potential Actions;

- pay for additional advertising space to run the existing Midwaste television commercials,
- provide additional staff to patrol upcoming bulky goods areas to police the early putting out of items for collection,
- provide greater information to the rental sector.

Implementation Date / Priority:

There is currently no funding or resources available to enact any additional investigation or compliance measures. Current responses will continue.

It should be noted however, that investigating illegal dumping issues is contained within the Consultant Brief for the Coffs Coast Regional Resource Recovery and Waste Management Strategy.

The ability to utilise video surveillance will require the adoption of an appropriate policy for its use by Council, and a separate report and policy is being drafted for consideration in the near future.

Recommendation:

That Council notes the contents of this report and that the Consultant Brief for the Coffs Coast Regional Resource Recovery and Waste Management Strategy addresses illegal dumping.

COFFS HARBOUR EMISSIONS REDUCTION PLAN - STAGES 1 AND 2

Purpose:

The purpose of this report is to provide Council with an update in respect to the development of the Coffs Harbour Emissions Reduction Plan. The report provides Council with details on the organisation's emissions profile and recommends provisional emissions reduction and renewable energy targets for adoption.

Description of Item:

Council at its meeting of 26 June 2014 considered the Notice of Motion 14/8 Targets for Renewable Energy. Council resolved:

That Council sets targets for its use of energy from renewable sources, including hydroelectricity, solar and other.

Council at its meeting of 10 July 2014 considered the Notice of Motion 14/10 Strategies for Reducing Energy Consumption. Council resolved:

That Council staff investigate strategies for reducing energy consumption. This may include such things as use of automatic timers, air conditioners and use of energy-efficient technology such as LED. In particular, options for street lighting should be included.

The attached report reviews the progress of Coffs Harbour City Council in achieving greenhouse gas emission targets that were set in 2002 and recommends updated targets for adoption. The targets proposed are ambitious and if adopted will show strong Council leadership to the community around climate change. The targets offer the possibility for Council to not only significantly reduce emissions but to significantly reduce energy costs. In order to realise these savings, Council will need to identify resources for long term investment in energy efficiency works and renewable energy installation.

This report represents Stages 1 and 2 in the process of development of the Coffs Harbour Emissions Reduction Plan (CHERP). The development of the CHERP will form part of a clearly defined Council framework that will include how Council monitors, reviews and reports on its emissions. Stage 3 will be the preparation of a detailed Emissions Reduction Plan, with identified prioritised actions, costs and an investigation of possible financing mechanisms.

The stages of the CHERP are outlined below:

Stage 1 Emissions Profile/Carbon Footprinting

Stage 1 is a review of Council's greenhouse gas emissions profile (or carbon footprinting) with the aim to set up a streamlined and repeatable methodology which will allow for simple emissions monitoring (aligning with Stage 5 and future emissions auditing). Monitoring and reporting is currently undertaken by the use of software and support from Planet Footprint which allows Council to track emissions and costs from electricity, street lighting and the fleet.

Stage 2: Adopt Emissions Reduction Targets

Stage 2 is the adoption of the emissions reduction targets, which are generally expressed as a percentage reduction on a base year by a target year. Targets can be short term, medium term and long term or a mixture of these. Increasingly, Councils are also setting renewable energy targets as a way of addressing emissions at source and as a way of building financial resilience for the future.

Stage 3: Prepare an Emissions Reduction Plan

Stage 3 involves the preparation of a corporate emissions reduction plan outlining possible actions to be undertaken by Council to aim to achieve the adopted emission reduction targets. The CHERP will aim to identify and prioritise areas that will yield the largest emission reductions per unit cost. In the development of the Emissions Reduction Plan, a number of financing options will be considered.

Stage 4: Implement the CHERP

Stage 4 is the implementation of the CHERP toward reaching the Stage 2 emissions reduction target.

Stage 5: Monitoring, Verification and Reporting

Once the CHERP is under implementation, Stage 5 becomes ongoing and involves monitoring and reporting on Council's actions undertaken, emissions reductions and cost savings achieved and progress towards the emissions reduction targets.

Sustainability Assessment:

- **Environment**

The adoption of updated emissions reduction targets will not impact on the environment. However climate change has an extremely significant impact on the environment. Once Stage 3 of the CHERP is developed and actions are identified then there will be a benefit for the environment. This will be due to Council's reduction in greenhouse gas emissions, both direct and indirect.

- **Social**

The adoption of updated emissions reduction targets will not have a social impact. However climate change has a highly significant impact on the community and any actions that Council take will assist in minimisation of the impacts. There are many new and innovative models emerging around community renewable energy, so there may be opportunities for Council and community partnerships to deliver renewable energy in the future.

- **Civic Leadership**

Council, under its adopted Climate Change and Sustainability Policies, has identified its desire to show strong leadership to the community in actions to combat climate change threats. The first part of showing strong leadership is to set strong targets which act to drive significant action and change and show Council is willing to do "our bit".

- **Economic**

The setting of targets will not have any direct economic impact. However, Stage 3 of the CHERP will identify the financial impacts, including initial upfront costs, savings and payback times, associated with actions required to meet the targets. Improving energy efficiency, changing behaviours and investing in renewable technologies will deliver significant financial savings for Council and offer financial resilience towards ongoing energy cost increases. Some savings will be immediate whilst others will require a strong “invest to save” approach with initial investment aligned with savings to be achieved in the mid to longer term.

Broader Economic Implications

The setting of targets for Council does not have any broader economic implications. Once the Plan is developed in Stage 3 and Council increases investment in renewables and energy efficiency then there will be significant opportunities created for local business. The low carbon and renewable energy industries globally are large and growing and they represent a huge opportunity for Coffs Harbour's economic development as we move in to a low carbon future.

Delivery Program/Operational Plan Implications

Whilst there are no immediate implications for the Delivery Program with the development of the CHERP, implementation of the CHERP once completed will require Council to make a long term commitment to ongoing investment in energy efficiency actions and renewable energy installation.

Risk Analysis:

There are no significant risks associated with the adoption of emissions targets other than reputational risk if targets are not achieved. The risk of reputational damage can be minimised by regular reporting on emissions and progress towards achieving the targets to ensure the organisation is on track.

Consultation:

The preparation of this report has involved consultation with a wide cross section of Council personnel, energy consultants and government agencies. Consultation has involved the collection of information and data used to develop an understanding of Council's energy usage and carbon footprint, the review of emissions targets both locally, nationally and internationally and the identification of best practice approaches in the area of emissions monitoring and reporting.

Related Policy and / or Precedents:

- Sustainability Policy
- Climate Change Policy

Statutory Requirements:

There are no statutory requirements applicable to this report.

Issues:

Greenhouse Action Strategy review of progress

The Coffs Harbour Greenhouse Action Strategy (GAS), which was ratified in 2002, included the adoption of both community and Council targets. These targets were:

- Council will reduce its per annum corporate emissions from 1995 levels by 20% by 2010
- Coffs Harbour City will reduce community per annum emissions from 1995 levels by 20%
- Coffs Harbour City corporate and community net emissions will be reduced to zero by the year 2030

The target set for Council by the GAS of a 20% reduction in corporate emissions by 2010 equated to an emissions target of 4097t CO₂-e (tonnes carbon dioxide equivalent). This was based on the 1995 baseline of 5122 t CO₂-e. Emissions were predicted to rise to 8024 t CO₂-e by 2010.

An analysis of Council's energy data indicates that in 2010 emissions were approaching 20,000t CO₂-e (excluding landfill gas emissions), more than double that predicted in the GAS.

When setting targets it is imperative to identify which activities/assets are included in the datasets, which aren't and what assumptions have been made. This ensures repeatability in the future. Unfortunately information about data included in the original baseline (2002) is not available and therefore the data cannot be interrogated with any certainty and clear conclusions cannot be drawn about progress against the targets.

Progress in reducing emissions since 2007

Despite the inability to comment on whether the original targets in the GAS have been achieved due to lack of information, data has now been collected consistently since 2007 onwards and therefore an analysis can be made on this data. The attached report analyses the data in more detail but the key findings are:

- There has been an overall downward trend in carbon emissions.
- Since 2007 there has been a reduction in emissions of just over 8.5% excluding the England's Rd landfill and a reduction of almost 29% including England's Rd landfill. The significant drop associated with the landfill occurred in late 2009 when the landfill gas capture commenced.
- Works undertaken to reduce consumption between 2012 and 2013 (plus other cost cutting measures) have enabled Council to reduce their metered electricity costs by approx. 5% with a saving of \$211,411.
- In 2013/2014 Council's total annual metered electricity costs were just under \$4 million. (This excludes street lighting costs which amounted to a further \$907,000).
- In 2013/14 Council emitted approximately 19,064 tCO₂e excluding emissions from the landfill. Emissions from the landfill amounted to approximately a further 19,500 tCO₂e giving total council emissions of 38,564 tCO₂e.
- In 2013/14 Council's largest emissions came from the sewer and water system; followed by electricity use from other assets such as buildings, sport fields etc, followed by the fleet and finally unmetered street lighting.

Setting updated targets

The attached report outlines the rationale and context in which the recommendations for updated targets are made. The report recommends the setting of two targets:

- an emissions reduction target that will drive energy efficiency and behaviour change,

- a renewable energy target, as per Council resolution 172, to drive increased investment in renewables, to directly address Council's emissions at their source and to build financial resilience, offering Council protection from energy price rises into the future.

The targets are ambitious and are recommended to be adopted provisionally subject to further detailed investigation. Options for achieving the targets will be further investigated in Stage 3 of the CHERP. The proposed Renewable Energy Target (100% renewables by 2030) is ultimately the only reasonable target to be aiming towards and it is becoming increasingly feasible and cost effective. Over the next decade, the move towards clean energy technologies will become increasingly more cost effective. Clean energy technology is advancing incredibly fast globally and what is not feasible in 2014 may be very feasible in 2020 or before.

The targets will be achieved through a mixture of:

- Increasing energy efficiency
- Changes in behaviour in energy use and operation of facilities and equipment
- Increasing installation of renewable energy systems
- Purchase of green energy
- Purchase of carbon offsets

The following targets are proposed:

- **Emissions reduction target**
Coffs Harbour City Council will reduce its per annum corporate emissions (tonnes CO₂-e) from 2010 levels by 25% by 2020 and by 50% by 2025
- **Renewable energy target**
Coffs Harbour City Council energy use to consist of 25% renewables by 2020, 50% renewables by 2025 and 100% renewables by 2030.

Next stages

The next stage of the CHERP, Stage 3, involves the preparation of a corporate emissions reduction plan outlining possible actions to be undertaken by Council to aim to achieve the adopted targets.

The CHERP will aim to identify and prioritise areas that will yield the largest emission reductions per unit cost. In the development of the Emissions Reduction Plan a range of possible financing mechanisms will be considered.

Once the CHERP is adopted there will need to be resources allocated to implement the Plan. Implementation will require strong commitment and an effective "invest to save" approach by Council.

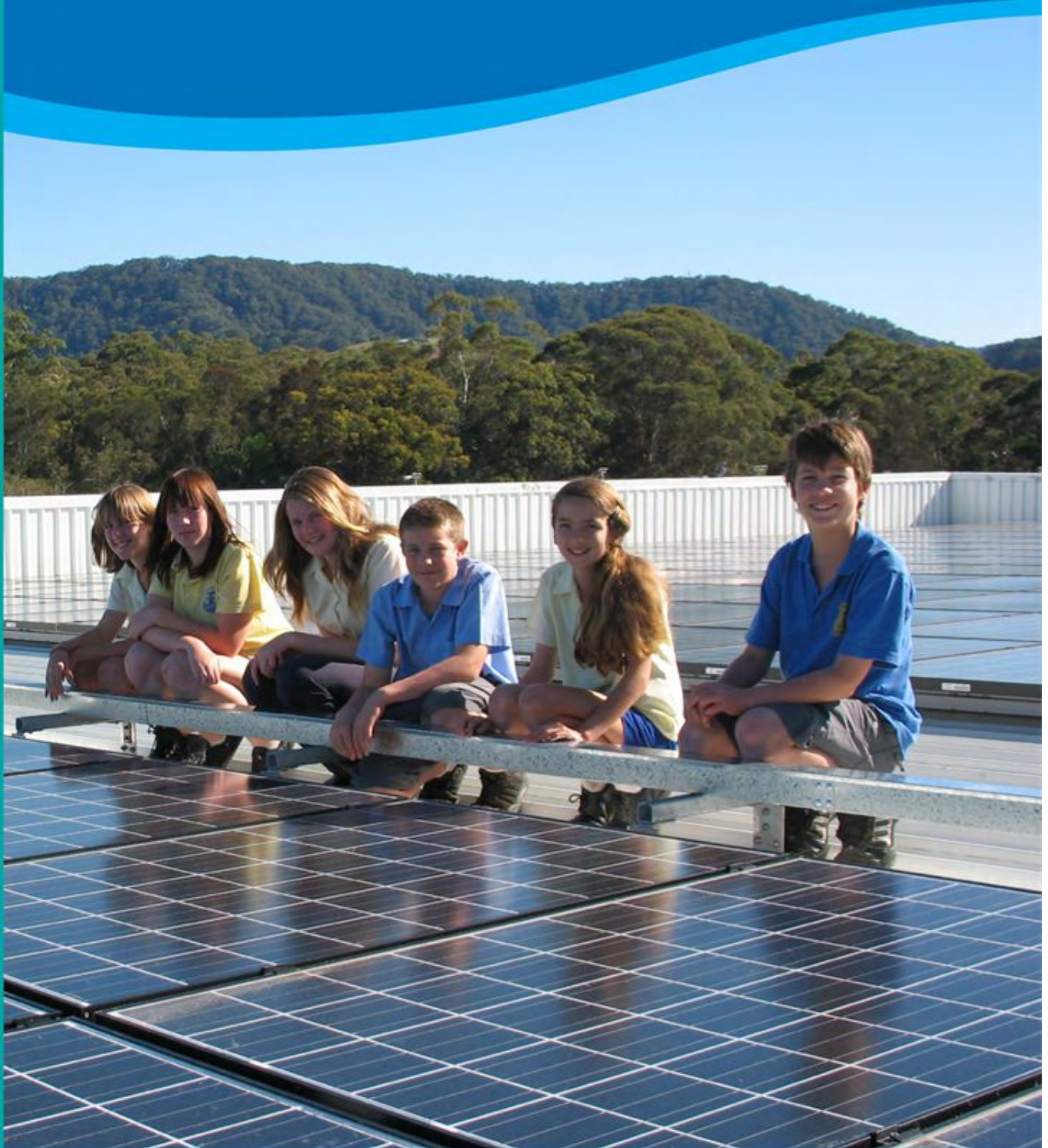
Implementation Date / Priority:

Once Council has endorsed the provisional targets, Stage 3 of the development of the CHERP will commence and will be brought to Council for consideration in 2015.

Recommendation:

- 1. That Council notes the Coffs Harbour Emissions Reduction Plan (Stages 1 - 2) and adopts the following provisional targets:**
 - 1.1 Coffs Harbour City Council will reduce its per annum corporate emissions (tonnes CO₂-e) from 2010 levels by 25% by 2020 and by 50% by 2025.**
 - 1.2 Coffs Harbour City Council energy use to consist of 25% renewables by 2020, 50% renewables by 2025 and 100% renewables by 2030.**
- 2. That a further report be presented to Council in 2015 revisiting the provisional targets in the context of the Coffs Harbour Emissions Reduction Plan (Stage 3).**

Coffs Harbour Emissions Reduction Plan Stages 1&2 Profile and Targets



THIS IS A LOOKING AFTER OUR ENVIRONMENT PROJECT
Helping to achieve the 2030 Community Vision

Prepared by Coffs Harbour City Council, December 2014

Cover photo: Coffs Harbour High School students, Rigby House PV Solar Installation

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1. Introduction

The purpose of this report is to review the progress of Coffs Harbour City Council in achieving greenhouse gas emission targets that were set in 2002 and to make recommendations for updated targets. The report outlines the policy context in which this report has been developed, reviews progress against targets, discusses Council's current emissions profile (carbon footprint) and recommends an updated set of targets.

This report represents Stages 1 and 2 in the process of development of the Coffs Harbour Emissions Reduction Plan (CHERP). The report puts forward recommendations for a set of provisional emissions reduction targets. Stage 3 will be the preparation of a detailed Emissions Reduction Plan, with prioritised actions, costs and financing mechanisms.

2. Stages for Development of CHERP

The development of the CHERP will form part of a clearly defined Council framework for monitoring, reviewing and reporting on our emissions.

The stages being followed are based on the stages identified in the Greenhouse Action Strategy 2002 (which in turn were based on the ICLEI Cities for Climate Protection program stages). These are outlined below.

Stage 1 Emissions Profile/Carbon Footprinting

Stage 1 is a review of council's emissions profile (or carbon footprinting) with the aim to set up a streamlined and repeatable methodology which will allow for simple emissions monitoring (aligning with Stage 5 and future emissions auditing). Software and support are currently provided by Planet Footprint which allows Council to monitor and report on emissions from electricity, street lighting and the Council fleet.

Stage 2: Adopt Emissions Reduction Targets

Stage 2 is the adoption of emissions reduction targets, which are generally expressed as a percentage reduction on a base year by a specified target year. Targets can be short term, medium term and long term or a mixture of these. Increasingly councils are setting renewable energy targets as a way of addressing emissions at source and as a way of building financial resilience for the future.

Stage 3: Prepare an Emissions Reduction Plan

Stage 3 involves the preparation of a corporate emissions reduction plan outlining possible actions to be undertaken by Council to aim to achieve the adopted emission reduction targets. The CHERP will aim to identify and prioritise areas that will yield the largest emission reductions per unit cost. In the development of the Emissions Reduction Plan a range of possible financing mechanisms will be considered.

Stage 4: Implement the CHERP

Stage 4 is the implementation of the CHERP toward reaching the Stage 2 emissions reduction target.

Stage 5: Monitoring, Verification and Reporting

Once the CHERP is under implementation, Stage 5 becomes ongoing and involves monitoring and reporting on Council's actions undertaken, emissions reductions and cost savings achieved and progress towards the emissions reduction targets.

3. Background

In 2002 Council adopted the **Coffs Harbour Greenhouse Action Strategy (GAS)** which set targets for Council and the community, as well as outlining actions to be taken. This Strategy was developed as part of the ICLEI Cities for Climate Protection initiative. The targets remain partially in force subject to adoption of new targets through this process, but are overdue for review and renewal. Much has changed in the past 12 years in terms of technological advances and movement towards a clean energy future. The urgency to act on climate change by significantly reducing emissions has only increased.

In September 2007 Council produced its **Energy Savings Action Plan (ESAP)**, as a requirement of the then Department of Energy Utilities and Sustainability (DEUS). This Plan concentrated on Council's top ten energy using sites, with audits of each site and a list of recommended actions. It did not include Council's carbon emissions or energy users beyond built assets. For example, it did not consider the Council fleet.

In May 2010 Council contracted BMT WBM to prepare a **Coffs Harbour Mitigation and Adaptation Action Plan**. This plan, whilst heavily focussed on adaptation, included a review of actions in the GAS and a short mitigation action plan. The second action in this plan was to review, update and continue implementing the GAS. The review undertaken by BMT WBM, as well as actions within the ESAP, will strongly inform the development of the CHERP in Stage 3 of this process.

4. Current Policy Context

In April 2013 Council adopted resolution no 71 point 3 that states:

“that Council review its Greenhouse Action Strategy adopted in 2002, while continuing to invest in its energy efficient cost saving program”

In 2013 Council adopted the Climate Change Policy, which commits Council to, amongst other things, reducing our greenhouse gas emissions through the setting of carbon reduction targets and implementation of a revised Greenhouse Action Strategy.

Again in 2013, Council adopted the Sustainability Policy which commits Council to a series of principles developed by One Planet Living. These include, amongst others, that Council aim at *zero carbon through making buildings and activities more energy efficient and delivering all energy with renewable energy technologies*.

In June 2014 Council resolved (Resolution No 172) that Council *sets targets for its use of energy from renewable sources, including hydroelectricity, solar and other*.

In July 2014 Council resolved (Resolution No 194) *that Council staff investigate strategies for reducing energy consumption. This may include such things as use of automatic timers, air conditioners and use of energy-efficient technology such as LED. In particular, options for street lighting should be included*.

This report addresses Resolution 172 above by recommending renewable energy targets as well as emissions reduction targets and starts the process of addressing resolutions 71 and 194, which will be fully addressed in Stage 3 when the CHERP is finalised and endorsed.

5. Reporting on greenhouse gas emissions

5.1 Reporting Frameworks and Operational Control

There are many different reporting frameworks and protocols covering reporting on greenhouse gas (GHG) emissions. When reporting emissions for council assets and activities (“corporate emissions”), every council has different needs and requirements depending on their resources and policies. Some councils, for example, have committed to extremely ambitious reduction goals which may warrant rigour when it comes to reporting. Other councils may not be able to invest too much time or effort to report on their emissions. Whilst most councils currently have no mandatory requirement to report on GHG emissions (some cases where councils own and manage their own landfills is one exception) most still report in some form in a voluntary capacity to show leadership and to be a good corporate citizen.¹

What each council chooses to report on is up to each council individually based on its own particular circumstances. The criteria used under the National Greenhouse and Energy Reporting (NGER) Act is whether an activity or facility is under “**operational control**” of the organisation or not. The National Greenhouse and Energy Reporting (NGER) Act defines operational control of a facility as being if the organisation has the authority to *introduce and implement any or all of the operating, health and safety and environmental policies for the facility*.

An example of where council does not have operational control is buildings leased to third parties e.g. council’s three swimming pools in Coffs Harbour, Woolgoolga and Sawtell. However, in this case, as part of being a good corporate citizen, Council might still wish to ensure that these buildings are as efficient as possible so that unnecessary costs are not passed on to the community. Another example is street lighting where council do not have operational control.

5.2 Emissions Scopes

Scopes are a way of categorising emissions. They exist so that emissions are not double counted and to provide a measure of the accountability for emissions.

Under international and national reporting frameworks (including NGER) emissions sources are divided up into different “Scopes”.

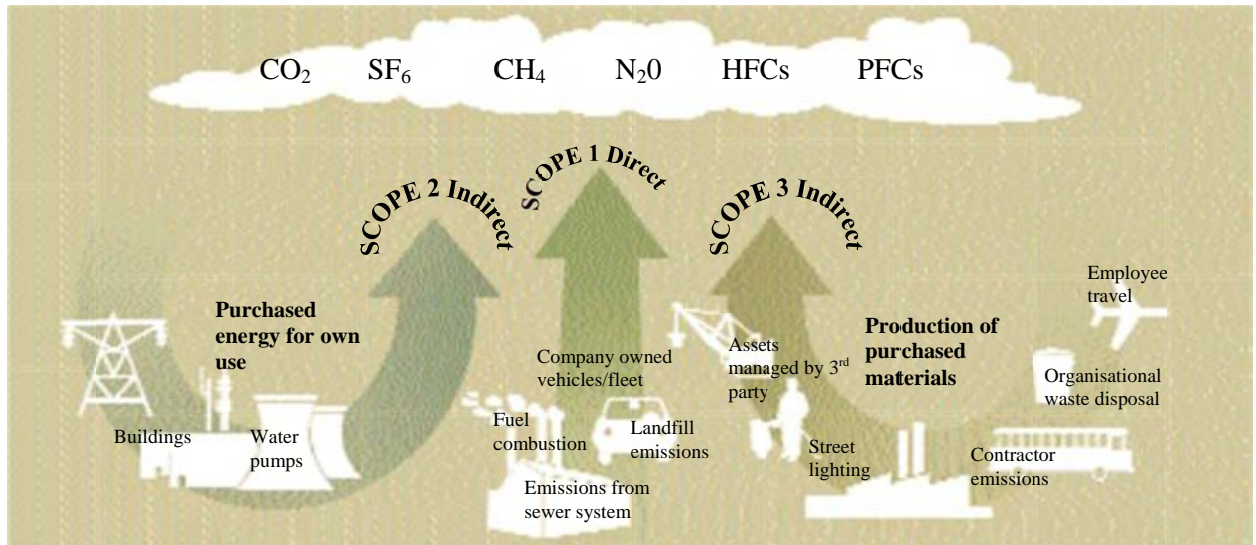
Scope 1 All point source (**direct**) emissions as a direct result of activities of an organisation. For example a council owned or managed landfill, petrol/diesel for vehicles, natural gas for buildings, refrigerant leakage, oils and lubricants and diesel for back-up generators – basically where a council burns the fuel or otherwise causes the emissions directly.

Scope 2 Emissions from “purchased energy” (**indirect**) through off-site activities that are under the direct control of the organisation. For example, electricity used to power buildings and to run our water and sewer systems.

Scope 3: Other emissions (**indirect**) through off-site activities that are not under the direct control of the organisation. For example, emissions from street lighting,

¹ Ironbark Sustainability *GHG emissions reporting for Australian council assets – An Overview* February 2014
www.reaction.com.au

employee travel, organisational waste, contractor emissions, paper production, water use, “upstream” emissions from the use of fuel for vehicles (production and transportation of fuel before you burn it).



Scopes 1 ,2 & 3 emissions sources (adapted for Coffs Harbour City Council from Greenhouse Gas Protocol Corporate Standard)

All mandatory reporting frameworks require the reporting of all Scopes 1 and 2. The problem with this in relation to CHCC (and other councils) is a number of Scope 1 emissions are small in comparison to total emissions and require a lot of effort to quantify and collect data on - notably, refrigerants, oils & lubricants and diesel for back- up generators. For example, for City of Yarra, refrigerants account for 175 tonnes out of a total of 14,462 tonnes. In the case of CHCC, Scope 1 includes the England’s Road landfill which is the single greatest emitter of greenhouse gases for the council. This is because methane is an extremely potent greenhouse gas.

Scope 3 emissions for CHCC include:

- Street lighting;
- Assets managed by a third party (such as our swimming pools and some community centres and childcare centres);
- Contractor emissions (waste services, maintenance contractors); as well as
- Supply chain emissions (paper, water, flights and other purchases).

Whilst some Scopes 1 & 2 can be small, some of the Scopes 3 above are very significant in emissions terms. For example, it is standard practice for Councils to report on emissions from street lighting as they form a significant part of the emissions profile. Energy efficiency measures for street lighting offer significant cost and emissions savings therefore it is useful and worthwhile to include it.

Supply chain emissions can also be significant however can be difficult to measure. It is worthwhile to include some supply chain emissions such as paper and employee flights as these can assist in procurement decisions and policies leading to significant financial savings.

Given all the above, in the case of CHCC it is recommended that council report based on a pragmatic approach by consideration of a number of factors:

- Operational control
- Relative size of emissions from each asset/activity
- Ability to undertake actions to reduce emissions
- Capacity (time and \$) to collect and report on data
- Corporate responsibility and leadership

Based on this it is recommended that CHCC emissions scopes for monitoring and reporting purposes are as detailed in Table 1 below.

Table 1: Emissions reporting: Inclusions and Exclusions

Scope	Emissions Profile Inclusions
1	Organisational fleet diesel/petrol use England's Road landfill (and any new landfill in the future)
2	Electricity (assets, water and sewer)
3	Street lighting Third party managed assets which are included in council's contestable sites (i.e. have energy usage greater than 100,000kWh/year). This includes Council's three swimming pools and several community centres. A full list of the contestable sites is included in Appendix B.
Emissions Profile Exclusions	
1	Refrigerants, oils & lubricants Methane emissions from sewer treatment plants
2	All included
3	Employee travel, organisational waste, assets managed by third party and not on council's contestable sites list, contractor emissions, other supply chain emissions

In the future the above can be reviewed and it is recommended that other third party managed assets (e.g. community centres) and some supply chain emissions be included in Scope 3, as well as Scope 1 emissions (methane) from our sewer treatment.

6. Review of emissions target and emissions trend

6.1 Current Target

The Coffs Harbour Greenhouse Action Strategy (GAS), which was ratified in 2002, included the adoption of both community and Council targets. These targets are:

- Council will reduce its per annum corporate emissions from 1995 levels by 20% by 2010
- Coffs Harbour City will reduce community per annum emissions from 1995 levels by 20%

- Coffs Harbour City corporate and community net emissions will be reduced to zero by the year 2030

This report, and the development of the Coffs Harbour Emissions Reduction Plan, deals only with organisational emissions at this stage. It is planned to investigate community emissions in the future should resources allow.

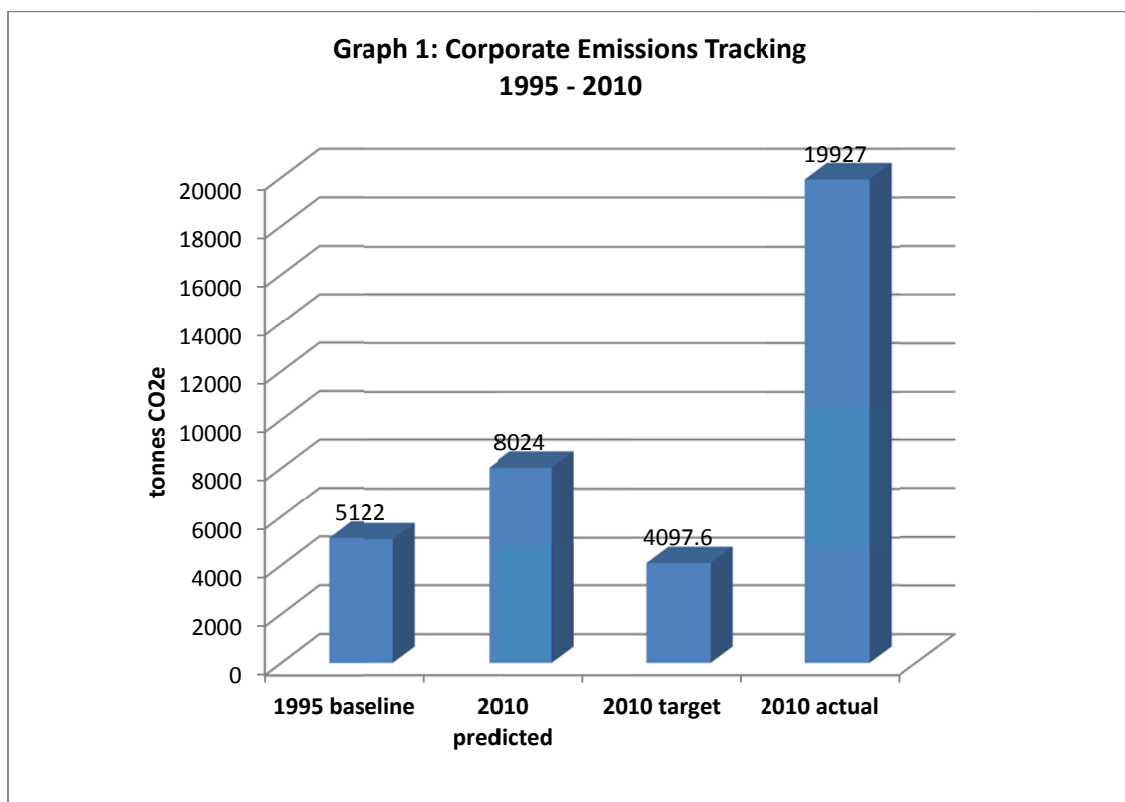
6.2 Progress against targets in the Greenhouse Action Strategy

The target set for Council by the GAS of a 20% reduction in corporate emissions by 2010 equated to an emissions target of 4097t CO₂-e (tonnes carbon dioxide equivalent). This was based on the 1995 baseline of 5122 t CO₂-e. Emissions were predicted to rise to 8024 tonnes CO₂-e by 2010.

Graph 1 shows the target set for 2010 as well as predicted and actual emissions for that year.

When setting targets it is imperative to identify which activities/assets are included in the datasets, which aren't and what assumptions have been made. This ensures repeatability in the future. Unfortunately for 1995, when the baseline was measured, the required information is not available and therefore the data cannot be interrogated with any certainty and clear conclusions cannot be drawn about progress against the targets.

It appears likely that many of Council's emissions in 1995 were not captured and therefore the baseline was unrealistically low. The tools available to measure and track our emissions have progressed greatly in the past 19 years and we are now able to give a much more robust and realistic view of council's emissions.



Note: Scope 1 landfill emissions are not included above – this adds a further 20,000 tonnes CO₂e to the 2010 actual figure

As stated above, it is important to understand that Graph 1 is not necessarily comparing “apples with apples” since it is not known what was included in the baseline data in 1995. What is known is what is included in the “2010 Actual” above.

It does appear highly probable, however, that Council emissions have tracked significantly upwards between 1995 and 2010. This is likely to be for a number of reasons including the growth of the organisation, acquisition of further assets and increased community infrastructure linked to an increasing population (e.g. sports grounds, water and sewer infrastructure).

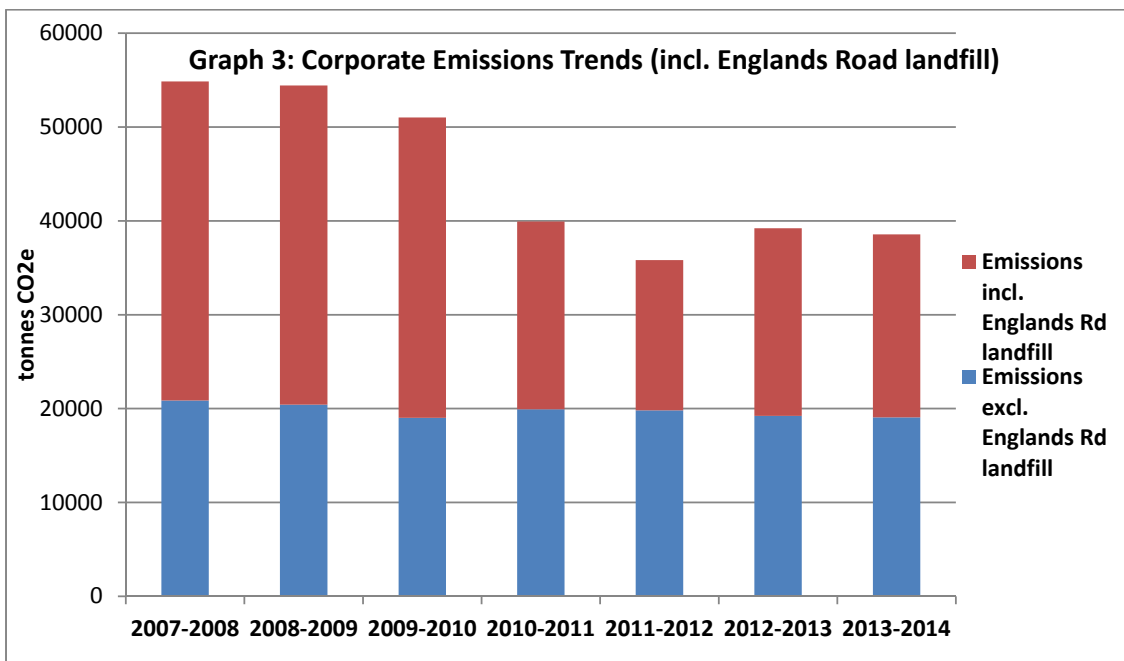
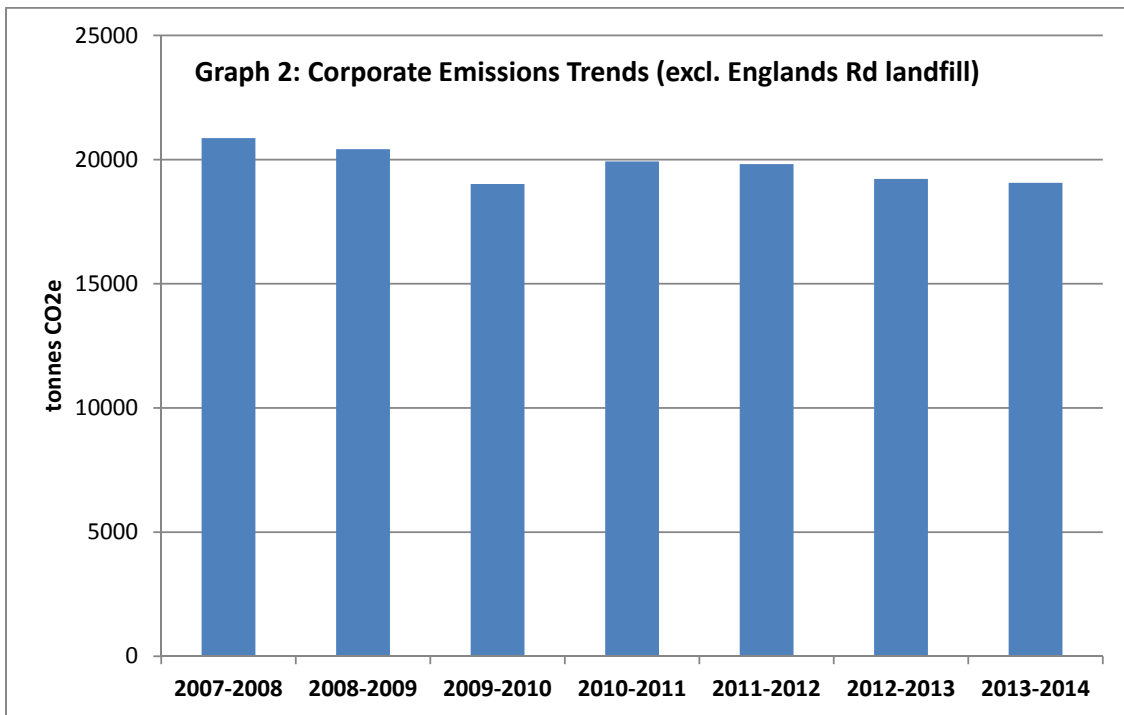
6.3 Progress since 2007 onwards

Since 2007 Council has more reliable data and therefore it is more helpful to look at emissions trends since this date.

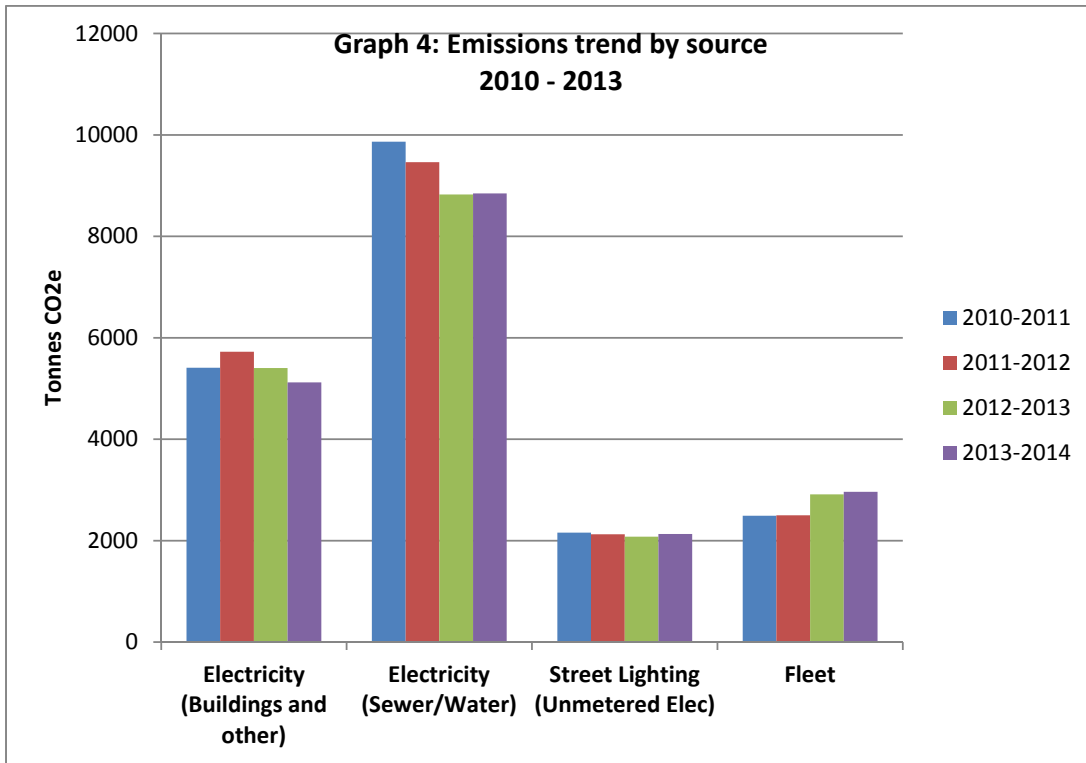
Graphs 2 and 3 show council’s total emissions since 2007 including and excluding the emissions from Englands Road landfill. It can be seen that there has been an overall downward trend in emissions.

Since 2007 there has been a reduction in emissions of just over 8.5% excluding the England’s Rd landfill and a reduction of almost 29% including England’s Rd landfill. The significant drop associated with the landfill occurred in late 2009 when the landfill gas capture commenced.

The distinct drop in emissions in 2009/10 (Graph 2) followed by a rise again in 2011 would indicate some error in the data for 2009 which requires further interrogation. However apart from this the emissions show a steady decline.



This data can be further interrogated by looking at emissions by their source. Graph 4 shows Council's emissions divided in to different sources. It can be seen that metered electricity usage (buildings, sports etc) has reduced as has electricity use from sewer and water, street lighting has remained reasonably constant as would be expected and fleet emissions have risen.



As can be seen in Table 2 below, whilst Council's consumption of metered electricity has dropped since 2009, electricity costs have risen significantly (approx. 49% in 3 years from 2009 to 2012).

However the works undertaken to reduce consumption between 2012 and 2013 (plus other cost cutting measures) have enabled Council to actually reduce their metered electricity costs by approximately 5% (a saving of approx. \$211,411), despite increasing electricity prices across NSW and Australia.

Table 2: Metered electricity: Changes in consumption and cost 2009 – 2013

Financial Year	Energy use kWh	Approx. total cost
2009/10	16,255,723	\$2,799,984
2012/13	16,172,676	\$4,180,447
2013/14	15,694,513	\$3,969,036

6.4 Example Emissions Reduction Actions since 2009

In achieving the reductions indicated above Council has undertaken a significant amount of work. Table 3 below identifies some examples of energy efficiency and renewable energy projects that have been undertaken since 2009. This list is by no means exhaustive and offers examples only.

Table 3: Examples of corporate emissions reduction actions since 2009

Year	Name	Asset	Cost (\$)	Est. savings/year (\$)	Est. savings/year (tonnes Co ₂ e)	Comments
2014	Sportz Central Lighting Upgrade	Sportz Central	60,000.00	6000.00	TBC	Upgrade of lighting from mercury vapour and metal halide to induction lighting
2014	Computer Switch Off Blitz	Rigby House/Admin Building	291.00	982.00	TBC	Assumes behaviour change continues throughout year
2014	Botanic Gardens PV Solar	Regional Botanic Gardens	8,261.00	1193.00	3.23	
2014	Botanic Gardens hot water heat pump	Regional Botanic Gardens	1734.00	TBC	TBC	
2013	Carpark lighting upgrade	Vernon Street Carpark	2740.00	12,874.26	94	
2013	Community Village Solar Hot Water	Community Village Earl Street	Grant funded	TBC	TBC	4 solar hot water systems installed
2013	Woolgoolga Beach Holiday Park Solar Hot Water	Woolgoolga Beach Holiday Park	Grant funded	TBC	TBC	
2012	Lakeside Holiday Park Solar Hot Water and Solar Power	Woolgoolga Lakeside Holiday Park	Part of larger redevelopment project costs	TBC	TBC	
2012	Park Beach Holiday	PB & SB Holiday Parks	120,000	15,000	TBC	

COFFS HARBOUR EMISSIONS REDUCTION PLAN
STAGES 1 & 2

Year	Name	Asset	Cost (\$)	Est. savings/year (\$)	Est. savings/year (tonnes CO ₂ e)	Comments
	Park & Sawtell Beach Holiday Park Solar Hot Water					
2010	Globe changeover	All holiday parks	Unknown and ongoing	Unknown	Unknown	
2010	Rigby House PV Solar	Rigby House - Library and Art Gallery	Grant funded	30,000	174	
2010	Admin Building Lighting Upgrade	Coffs Harbour Council Admin Building	Unknown	Unknown	Unknown	
2009	Holiday Parks Energy Audit	All holiday Parks	5000	Unknown	Unknown	
2009	Gas capture system	Englands Road landfill	approx. 850k	N/A	15,000	CO ₂ e reductions will decrease over time as methane from decomposition reduces

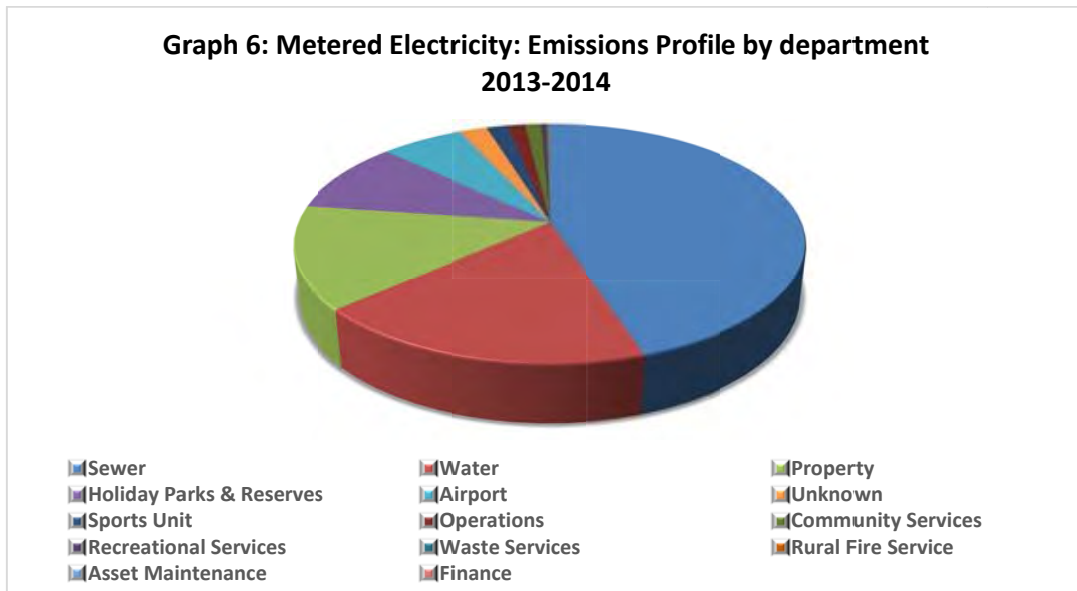
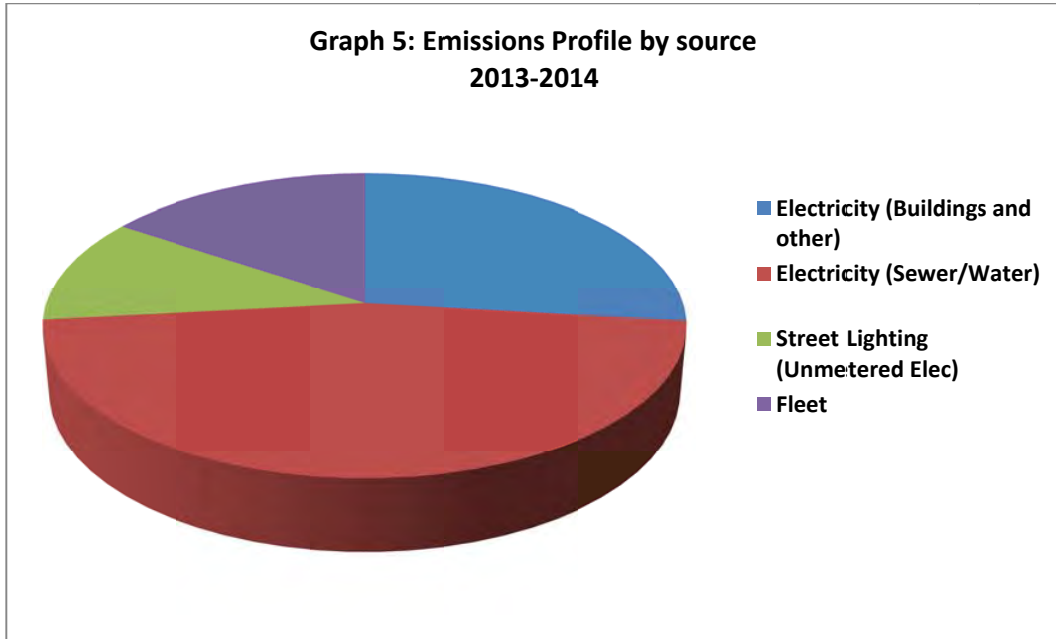
It should be noted that not all the actions undertaken in 2014 will be included in the datasets above as they cover electricity usage until the end of the 2013/14 financial year i.e. until 30 June 2014.

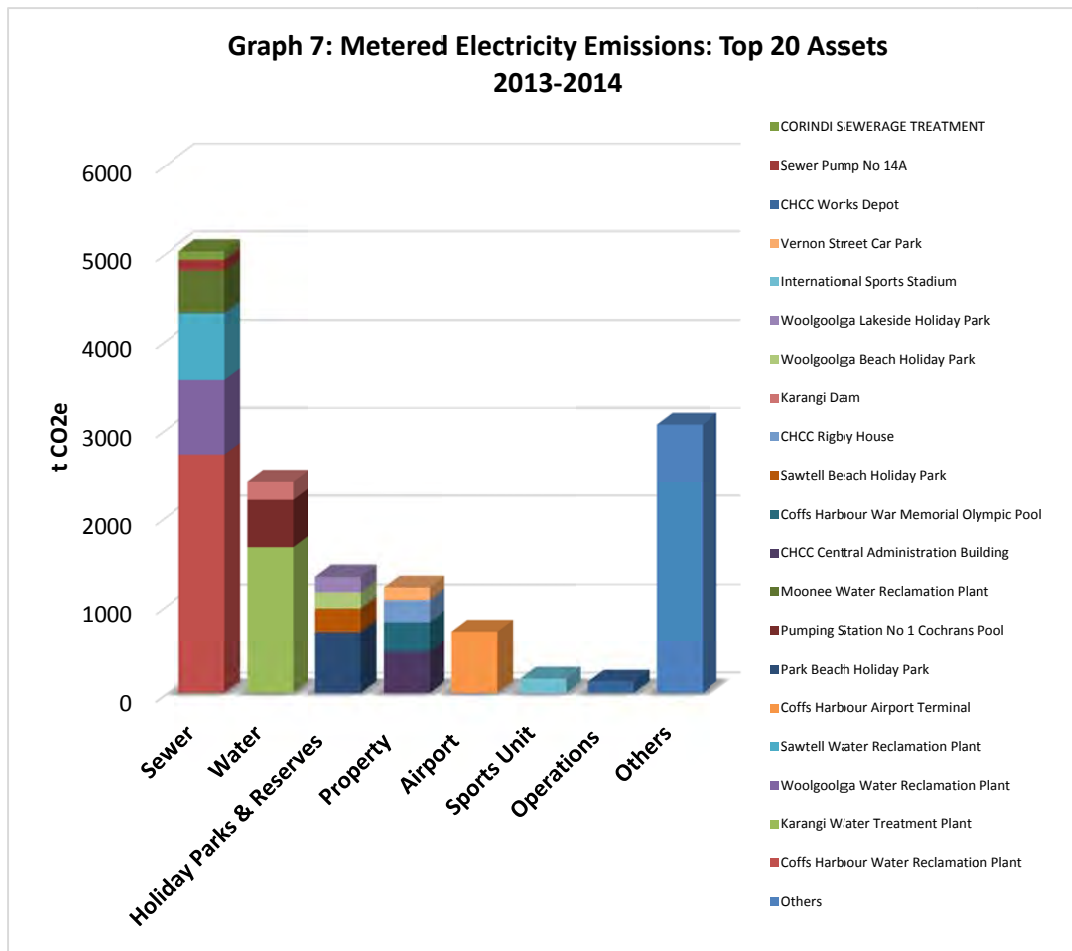
It should also be noted that these actions do not include the significant work undertaken by the Coffs Harbour Water in the area of water and sewer, the results of which are seen in Graph 4 above.

6.5 Council emissions and costs in 2013/14

In 2013/14 Council emitted approximately 19,064 tCO₂e excluding emissions from our landfill. Emissions from the landfill amounted to approximately a further 19,500 tCO₂e giving total council emissions of 38,564 tCO₂e.

Council’s annual metered electricity costs were just under \$4 million. (This excludes street lighting costs which amounted to a further \$907,000).





7. Emissions reduction targets

7.1 Emissions targets research study

Council engaged Green Synergy Consulting to undertake a desktop study review of emissions reduction targets best practice. This review has informed the proposed targets in this report. The review looked at national, state and local government targets as well as reviewing targets being set by other governments (both national and local) across the globe. It also looked at the international context in which targets are being set. The scope of works included:

- Background research to identify and recommend appropriate targets for adoption by Council
- Research to assist in mounting an argument to support the recommended targets
- Targets to have a short term horizon of 2020 and a longer term target to 2030

- Targets to be informed by the scale of carbon reductions needed that will actually be meaningful in terms of limiting runaway climate change in the context of Coffs Harbour City Council.

The full report is located in Appendix A.

7.2 Rationale for adopting targets

Governance and Leadership

Council, under the adopted Climate Change and Sustainability Policies has demonstrated strong leadership to the community in actions to limit climate change threats. The first part of showing strong leadership is to set strong targets which act to drive significant action and change and that show Council is willing to do “our bit”. There are now broad imperatives to take immediate and strong action around energy efficiency and renewable energies across the organisation.

It is clear from the emissions trends detailed in Graphs 2 & 3 above that Council is already on the path of reducing their emissions and has made good progress. However to make further significant headway requires Council to fully commit to ongoing strong leadership.

Social and environmental

There are many social and environmental imperatives to act strongly to reduce our emissions, as part of the local and global attempt to limit temperature rises to within the internationally agreed “safe” 2°C temperature rise or 450ppm concentration of CO₂e. This temperature rise is generally agreed to be the level at which catastrophic climate change can be avoided the results of which would be mass extinction and massive social upheaval.

Financial

Improving energy efficiency, changing behaviours and investing in renewable technologies will deliver financial savings for Council and offer financial resilience towards ongoing energy cost increases. Some savings will be immediate whilst others will require a strong “invest to save” approach with initial investment aligned with savings to be achieved in the mid to longer term. For example, Council has already saved 5% or \$211,411 on its metered electricity costs in the past year.

7.3 The context in selecting targets

In making recommendations for targets for council a number of factors need to be considered. These include balancing the need to set strong and meaningful targets that will lead the community and offer significant financial savings (subject to investment) with what is likely to be achievable within the constraints of local government and the national and state policy context within which local government operates.

Council’s historic trend also needs to be considered. Council has reduced its emissions by almost 29% since 2007. This is in large part due to the landfill gas capture project at Englands Rd landfill. Emissions from the landfill will continue to reduce gradually over time but will continue to emit methane until 2050 and beyond. However beyond flaring the gas and ensuring that most of the new waste that is deposited in landfill is inert, there is little further active reduction work that can be undertaken.

Based on the above, Council's policies, the resolutions from Council and the review by Green Synergy it is recommended Council set two targets:

- an emissions reduction target that will drive energy efficiency and behaviour change and
- a renewable energy target, as per Council resolution 172, to drive increased investment in renewables, to directly address Council's emissions at their source and to build financial resilience, offering Council protection from energy price rises into the future.

It is recommended that the baseline for the targets be taken as 2010, after the commencement of the landfill gas capture.

A prerequisite to investing in renewable technology is the need to ensure energy efficiency is considered and conversely, investing in renewable technologies will also clearly reduce emissions so the two targets are closely interrelated. The relationship between the two will be explored further in the Stage 3 of the program, when a full investigation of options/actions and costs are considered.

Emissions Reduction Target

The ER Target can be achieved through a mixture of:

- Continuing energy efficiency measures
- Changes in behaviour in energy use and operation of facilities and equipment
- Continuing installation of renewable energy systems
- Purchase of green energy
- Purchase of carbon offsets

The mix of these interventions will be investigated further in Stage 3 of the CHERP.

Renewable Energy Target

It is proposed to set an ambitious Renewable Energy Target (100% renewables by 2030). Ultimately this is the only reasonable target to be aiming towards and it is becoming increasingly feasible and cost effective.

Clean energy technology is advancing incredibly fast globally and what is not feasible in 2014 may be very feasible in 2020 or before.

Globally many cities and regions are working towards energy independence through 100% renewables and there is strong evidence that 100% is possible now². The limiting

Box 1: 100% renewables: Australian examples

Lismore City Council are aiming for 100% renewables by 2023 and are in the process of developing a Renewable Energy Master Plan

Uralla township has just won a grant to become Australia's first zero net energy town (ZNET) (announced Nov 2014)

Queensland's Sunshine Coast Council is set to become the first local government to build a utility-scale solar farm, with an application to construct a 15MW solar farm. The solar farm is part of the Sunshine Coast Council's Energy Transition Plan, which specifies the facilitation of large-scale clean energy production and solar power stations as a key action.

² 100% Renewable: Energy Autonomy in Action; Edited by Peter Droege Earthscan, Routledge 2012

factor at the moment is financial cost. This is likely to drop significantly over the next few years, making a 100% renewables future a real possibility.

Australian examples of where a 100% renewables future is becoming reality are contained in Box 1.

7.4 Financial implications of targets

As stated previously, there will need to be a strong commitment to invest in energy efficiency and renewable energy in order to move towards achieving the proposed targets. However in many cases an initial investment can lead to significant savings in the mid to long term, or even in some cases the short term. The example of Vernon Street Carpark (see box) is just one example of the opportunities that could be available across Council's many assets. There are also now different options for financing investment in renewables and energy efficiency, an example being the Clean Energy Finance Corporation which offers loans to local government for energy efficiency works and renewable technologies.³

Box 2: Energy efficiency case study

LED lighting upgrade, Vernon Street Carpark

In late 2013 a LED lighting upgrade was undertaken at Vernon Street Carpark. The cost to Council of installation was \$2740 after cashing the Energy Savings Certificates (ESCs) created under the NSW Energy Savings Scheme (ESS). The saving to Council by changing the lighting to LEDs is estimated at \$12874 annually. This represents a payback period (the time to recover the costs by the savings) of 2.6 months. Even if Council had paid the full cost of the installation with no ESCs the payback would have been less than 1.5 years

A full investigation of opportunities, costs and potential savings will be undertaken as part of Stage 3 of the CHERP. This will enable Council to prioritise investment based on payback times and emissions reductions achieved.

Street lighting is one area that will be considered in Stage 3 of the CHERP. Many Councils across Australia are currently changing street lighting to LED and many more are in the planning stages. This alone could move council significantly towards its emissions reduction target. Other areas that will be investigated include buildings, water and sewer and Council's fleet.

7.5 Recommended Targets

The recommended targets for Council are:

Coffs Harbour City Council will reduce its per annum corporate emissions (tonnes CO₂-e) from 2010 levels by 25% by 2020 and by 50% by 2025

Coffs Harbour City Council energy use to consist of 25% renewables by 2020, 50% renewables by 2025 and 100% renewables by 2030.

³ Clean Energy Finance Corporation <http://www.cleanenergyfinancecorp.com.au/energy-efficiency/local-government-and-community-sector.aspx> Site visited 2 December 2014

**COFFS HARBOUR EMISSIONS REDUCTION PLAN
STAGES 1 & 2**

These are ambitious targets. It is recommended that these targets are initially endorsed provisionally, subject to further investigations as part of Stage 3 of the CHERP and the possible development of a Renewable Energy Plan.

Within the current political climate there are many unknowns and the ability of council to achieve its targets will be dependant to a certain extent on the policies around energy efficiency and renewable energy at both a national and state level.

8. Next stages

The next stage, Stage 3, involves the preparation of a corporate emissions reduction plan outlining possible actions to be undertaken by Council to aim to achieve the adopted targets.

The CHERP will aim to identify and prioritise areas that will yield the largest emission reductions per unit cost. In the development of the Emissions Reduction Plan a range of possible financing mechanisms will be considered.

Once the CHERP is adopted there will need to be resources allocated to implement the Plan. Implementation will require strong commitment and an effective “invest to save” approach by Council.

APPENDIX 1: GREENSYNERGY REPORT



**Coffs Harbour Emissions Reduction Plan
Stage 2 Emissions Reduction Targets**

Prepared for:
Coffs Harbour City Council

By:
Matthew Parnell
Principal Sustainability Consultant
Green synergy Consulting

8th September, 2014

Report Prepared by:
Matthew Parnell B.Build (UNSW) PhD [Sustainable Development] Murdoch

National Australian Built Environment Rating System (NABERS) Accredited
Assessor #20067

ABSA Accredited House Energy Rating (HERS) Assessor #20593

ABSA Certified Home Sustainability (HSAS) Assessor #HO56773

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8th September, 2014



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Summary

This report has been prepared for Coffs Harbour City Council (CHCC) to assist in the review of the Greenhouse Action Strategy and to contribute to a new Emissions Reduction Plan.

This report investigates:

- Emissions Reduction Targets (ERTs) relative to recommendations from climate science perspectives;
- ERTs from global agreements such as the Kyoto Protocol;
- National ERTs from countries which are signatories to the Kyoto Protocol;
- National ERTs from Kyoto non-signatories;
- Australian and State ERTs;
- ERTs from selected Australian Local Governments;
- ERTs from selected international Local Governments; and
- Methods for structuring ERTs.

Based on existing practices at Local Government levels in Australia and Internationally, the following Emissions Reduction Targets are recommended for CHCC operations:

- Coffs Harbour City Council will reduce its per annum corporate emissions from 2009 levels by 25% by 2020, with specific targets to be identified for different operational areas.
- Coffs Harbour City Council will achieve Net Zero Emissions status by 2025 through:
 - Continuing installation of renewable energy systems
 - Continuing energy efficiency measures
 - Purchase of green energy
 - Purchase of carbon offsets
 - Changes in behaviour in energy use and operation of facilities and equipment



Matthew Parnell B. Build, (UNSW) PhD [Sustainable Development] (Murdoch)

8th September, 2014

Investigation of Emissions Reduction Targets

Introduction

Coffs Harbour City Council is starting the process of reviewing its Greenhouse Action Strategy and developing a new Emissions Reduction Plan (known as the Coffs Harbour Emissions Reduction Plan or CHERP).

Council's Greenhouse Action Strategy was developed in 2002 as part of Council's participation in the ICLEI Cities for Climate Protection (CCP) Program. Council reached all five milestones in this program, which included the development of a local greenhouse action plan (the Greenhouse Action Strategy referred to above).

The Greenhouse Action Strategy set out an emissions reduction target to reduce per annum corporate emissions from 1995 levels by 20% by 2010. These targets have now expired and a meeting of Council in April 2013 resolved to review this strategy.

Last year Council adopted a Climate Change Policy that commits Council to, amongst other things, reducing greenhouse gas emissions through the setting of carbon reduction targets and implementation of a revised Greenhouse Action Strategy.

Therefore there are several strong drivers for the development of the new Emissions Reduction Plan.

Context

This consultancy project forms part of a framework of strategies to advance regional, city and corporate sustainability including:

- The Coffs Harbour 2030 Plan
- Council's integrated planning and reporting framework
- Sustainability Section Business Plan 2014 -2018

In particular the Coffs Harbour 2030 Plan has the following objective – *We reduce our greenhouse gases and adapt to climate change* with the related strategy being *We reduce our carbon footprint*.

The Sustainability Section Business Plan 2014 -2018 outlines the diverse range of programs and actions that the sustainability section will be undertaking over the next 4 years to deliver on the Coffs Harbour 2030. The projects are delivered within two program areas, being

- Corporate sustainability program
- Community sustainability education and engagement program

Development of the CHERP sits within the corporate sustainability program but also links into the community sustainability program, as many of the community projects that the section runs are aimed at emissions reduction outcomes within the community.

Development of the CHERP

It is proposed that the CHERP will be a 5-year plan running from 2015 to 2020.

**COFFS HARBOUR EMISSIONS REDUCTION PLAN
STAGES 1 & 2**

The proposed stages for development of the CHERP are based on the stages identified in the Greenhouse Action Strategy 2002 (which in turn were based on the ICLEI Cities for Climate Protection stages) and are outlined below. Stages of the development may run concurrently.

Stage 1: Emissions Profile/Carbon Footprinting

This review is underway and will continue alongside adoption of the emissions reduction targets (see Stage 2). This work will be undertaken in house using existing software from Planet Footprint.

Stage 2: Adopt Emissions Reduction Targets

This work is underway and involves a review of other councils' targets as well as national and international targets with the aim of adoption of a suitable target for Coffs Harbour City Council.

Stage 3: Prepare an Emissions Reduction Plan

Stage 3 involves the preparation of a corporate emissions reduction plan outlining possible actions to be undertaken by Council to aim to achieve the adopted Emissions reduction targets. The CHERP will aim to identify and prioritise areas that will yield the largest Emissions reductions per unit cost. In the development of the Emissions Reduction Plan a number of financing options will be considered. Consultant's input will be required in this area.

Stage 4: Implement the CHERP

Implementation is dependent on acceptance of the CHERP by Council, including its priorities and timetables.

Stage 5: Monitoring, Verification and Reporting

Monitoring, Verification and Reporting processes as proposed in Stage 3 should automatically commence on implementation.

Stage 2 Scope of Works

This Stage 2 component consists of a desktop study investigating for a range of Emissions Reduction Targets (ERTs) internationally, nationally and at the local government level. The scope is looking at only Council's operational targets and does not include either reviewing or recommending community targets.

This report focuses on preliminary findings into proposed ERTs under Stage 2. The work included:

- Background research to identify and recommend appropriate targets for adoption to Council
- Research to assist in mounting an argument to support the recommended targets.
- Targets to have a short-term horizon of 2020 and a longer-term target to 2030.
- Targets to be informed by the scale of carbon reductions needed that will actually be meaningful in terms of limiting runaway climate change in the context of CHCC.

Defining and Scoping Emissions Reduction Targets

Framing ERTs

Greenhouse Gas (GHG) Emissions Reduction Targets (ERTs) receive prominence in the media, through recent political discourse surrounding carbon-pricing mechanisms: tax, floating price or direct action payments. Any national and international carbon management scheme and their pricing mechanisms are generally based on ERTs.

Nevertheless, the theory and application of ERTs are not well understood at the Local Government level, and there are currently no commonly agreed guidelines, formulas or methodologies to directly relate global targets to local government/local community scale. In spite of this, many Local Governments are creating emissions reduction policies around specific reduction targets.

Development of any ERTs can be informed by the following:

- The general need to reduce emissions to mitigate the effects of climate change
- An understanding of International and National targets and how these relate to targets for local government, business, industry, NGOs and private households
- The need for good corporate citizenship – to be seen to be “doing our bit”
- Understanding the cost restrictions on the capacity of any organisation or individual to reduce emissions.

When it comes to deciding on what targets to pursue, typical targets across nations, governments and organisations can range from 0% to 100% reduction, so some are expressed in absolute terms; in relative terms against floating benchmarks; or through a mix of the above.

To summarise, targets are broadly expressed in terms of the following:

- Absolute Tonnes/Gigatonnes of carbon dioxide equivalent (CO₂e); or
- % Reduction of total emissions against a base line, usually a specific year; or
- % Reduction of emissions against projected business-as-usual (BAU) emissions profiles for a future baseline year; or
- Degrees reduction in global temperature averages; or

- Emissions density in kg/t/Mt/Gt CO₂e per capita
- Emissions density in kg/t/Mt/Gt CO₂e per unit of output as appropriate to the context.

Global Targets

Climate change science and projections about impacts are covered extensively through the processes of the Intergovernmental Panel on Climate Change (IPCC), under the auspices of the United Nations Framework Convention on Climate Change (UNFCCC). Such processes aggregate scientific output of climate scientists and recommend global ERTs based on the science. Parallel to this, the UNFCCC facilitates global governance of action against climate change through instruments such as the Kyoto Protocol (KP). Framed in 1996 and ratified in 2006, the KP signatories commit to agreed emissions reductions against 1990 emissions through to 2012. In total, 196 Countries are signatories to UNFCCC and 192 are signatories to the Kyoto Protocol.

The KP is amended and extended each year through an annual Conference of the Parties (COP). Recent COPs resulted in agreements to extend the KP targets beyond 2012. The next scheduled meeting is in Paris in 2015 (COP20), where revised ERTs are scheduled.

The current global targets are based on the scientific recommendations of the IPCC. However, all national targets have the purpose of limiting climate change to a 2° increase on pre-industrial era global average temperatures, to avoid the worst effects of climate change.

This 2° target needs to be related to the amount of CO₂e in the atmosphere. Research by many climate scientists indicate that the upper level of CO₂e concentration in the atmosphere should be 450 parts per million to avoid dangerous climate change, approximating the 2° target.

Guided by the 2° and 450ppm targets, the KP resulted in agreements in the first commitment period from 2008-2012 based on a 5% reduction of GHG emissions relative to 1990 levels. The second commitment period extended the target to at least 18% below 1990 levels from 2013-2020.

It should be noted that emissions reductions could be achieved under the KP by the following means:

- Energy Efficiency
- Renewable Energy
- Re-afforestation
- Soil carbon

Many countries have committed to re-afforestation to contribute to meeting their targets, including Australia.

350.org targets

350.org is a global civil society body promoting the need for emissions reductions to keep atmospheric concentrations below 350 ppm.

This target is based on research by James Hansen, a climate scientist at NASA, who suggests that a target of 350 parts per million, approximating stabilisation of climate change below a 1.5° increase above pre-industrial levels is a more appropriate target than the IPCC's 2° and 450ppm targets.

350.org and associated researchers also translate the above to mean that cumulative global emissions must stay under 750 GtCO₂ by 2050, rather than 1000 GtCO₂ as required by the 2°/450ppm scenario under UNFCCC/IPCC.

National Targets Under the Kyoto Protocol

Under the Kyoto Protocol, there is scope for different national gross ERTs depending on the level of development of the signatory countries. Countries negotiated different targets for the first round, as per the following table from the Kyoto Protocol Reference Manual:

Table 11-1. Quantified emission limitation or reduction targets as contained in Annex B to the Kyoto Protocol

Annex I Parties ^a	Emission limitation or reduction (expressed in relation to total GHG emissions in the base year or period inscribed in Annex B to the Kyoto Protocol) ^b
Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, European Community, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Monaco, Netherlands, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom of Great Britain and Northern Ireland	-8%
United States of America ^c	-7%
Canada, Hungary, Japan, Poland	-6%
Croatia	-5%
New Zealand, Russian Federation, Ukraine	0
Norway	+1%
Australia	+8%
Iceland	+10%

^a At the time of publication of this manual, the amendment to the Kyoto Protocol that contains an emissions target for Belarus (-6%) had not been ratified by a sufficient number of Parties for it to enter into force.

^b Countries with economies in transition have flexibility in the choice of base year.

^c Country which has declared its intention not to ratify the Kyoto Protocol.

Many European nations agreed to substantial emissions reductions relative to 1990 levels, generally between 5% and 8%. Australia negotiated a special case based on our fossil fuel dependence where emissions are kept to 108% of 1990 emissions.

The original Emissions reductions have since been amended, such that in 2014, the UNFCCC/IPCC issued notification of the current national emissions reduction agreements.

European Union

The European Union has committed to an economy-wide reduction of 20% compared to 1990 levels by 2020, with potential to move to 30% by 2020 if other developed countries commit to comparable emissions, and developing countries contribute accordingly.

United Kingdom

The United Kingdom has committed to a 50% Emissions reduction by 2020 and an 80% reduction in emissions by 2050. To achieve this, the UK Government has created a series of Carbon Budgets, with an absolute total reduction in emissions in MtCO₂e.

USA

USA has “communicated” a 17% target by 2020, compared to 2005 levels if appropriate legislation is enacted.

Japan

Japan has conditionally proposed a 3.8% emissions reduction by 2020 relative to 2005 levels, although the target is dependent on further review of their energy mix.

New Zealand

Like Australia, New Zealand has confirmed an ERT of 5% below 1990 levels. New Zealand will consider an extra reduction target of 10% to 20% below 1990 levels by 2020 if there is a comprehensive global agreement.

Norway

Norway has committed to an ERT of 30% relative to 1990 levels by 2020, and will move to a 40% reduction target if there is a comprehensive global agreement.

Emissions Reduction Targets for non-Kyoto signatories

China:

China emits the largest amount of absolute emissions than any other country. Much of the failure of the Kyoto Protocol process concerns the degree to which China will participate in Emissions reduction agreements. While outside the KP, China still participates in COP conferences, and committed to an Emissions reduction target at COP 19 Warsaw in 2013. This target aims to reduce emissions per unit of GDP by 40%-45% by 2020 against a 2005 baseline. This is an “Emissions density” target that still means absolute emissions may still rise, but at a slower rate.

India:

At COP15 in Copenhagen, India committed to a similar type of Emissions density reduction target as China, although lower due to needs to combat poverty – 20%-25% reduction in Emissions intensity relative to 2005 levels by 2020 with direct action programs to decrease emissions by 0.6Gt CO₂e.

Australian Emissions Reduction Targets

National

Australia has committed to a 5% reduction on 2000 levels by 2020 plus conditional targets of 15% if major developing economies such as China and India commit to emissions reductions comparable to Australia or a 25% reduction if a global agreement is negotiated.

More recently, the previous Labour Government’s Clean Energy Future program and its associated carbon price had a pre-programmed raising of the 5% target to 15% on the 1st July 2014. However, the recent repeal of the Carbon Tax only refers to the bi-partisan 5% reduction target, so it must be assumed that the automatic 15% reduction target has also been repealed.

NSW

NSW ERTs are based on the targets outlined by the previous Labour Government in 2005 still in operation in spite of the change of government.

Thus the current NSW Emissions Reduction Target is to limit emissions in 2025 to 2000 levels, and to reduce emissions by 60% by 2050. These goals appear to be supported by the Liberal National Government, because the NSW 2021 Plan does not change the ERTs – only proposing a process to provide projections on climate impacts.

Further, the NSW 2021 Plan sets out a goal to develop climate change projections to assist local communities plan for the effects of climate change.

South Australia

Targets in South Australia reflect Australia’s prior Kyoto Protocol targets by limiting greenhouse gas emissions to 108% of 1990 levels and 60% of 1990 levels by 2050.

Victoria

Victoria had a state-based ERT, up until 2012, of 20% reduction relative to 2000 emissions. Victoria now operates under the National 5% Emissions reduction target.

Queensland

Queensland had a target of 30% reduction below 200 levels by 2020. The present State Government web pages on Climate do not mention any Emissions reduction targets and as a result it is assumed that the Queensland State ERT has been dropped.

Western Australia

The Western Australian Government has dropped all references to climate change from its website, and no programs or Emissions targets are identified.

Tasmania

Up to November 2013, Tasmania’s ERTs were 35% below 1990 levels by 2020 and 60% below 1990 levels by 2050. There is also a goal to achieve 100% renewables by 2020. This information is still on Tasmanian Government web sites even with the recent change of Government; therefore it is assumed the ERTs are still in place for the moment. The Tasmanian Liberal Party Election Policy did not refer to ERTs.

CHCC Emissions Reduction Targets

ERTs were established and ratified by CHCC in 2002. These are still in force, subject to this review. Targets are as follows:

These targets are:

- ◆ Council will reduce its per annum corporate emissions from 1995 levels by 20% by 2010. (Emission target 4097.6 equivalent CO2 tonnes)
- ◆ Coffs Harbour City will reduce community per annum emissions from 1995 levels by 20% by 2010. (Emission target 630,094.4 equivalent CO2 tonnes)

Council has also decided to establish the following stretch goal:

- ◆ Coffs Harbour City corporate and community nett emissions will be reduced to zero by the year 2030.

These goals demonstrate a strong commitment from Council and the Coffs Harbour community to reducing the severity of the enhanced greenhouse effect. This commitment will also allow for economic benefits through more efficient energy management and reduced energy consumption.

Based upon projected emissions from 1995, priority areas for action to reduce emissions and achieve the 2010 targets are:

Community	Corporate
◆ Industrial	◆ Vehicles
◆ Transport	◆ Water/Sewer
◆ Residential	◆ Streetlighting

The review of CHCC performance in relation to these targets is under way as part of Stage 1. Data from Planet Footprint indicates that targets have been exceeded by a substantial margin however this requires further investigation.

Australian Local Government Emissions Reduction Targets

Arguably, the majority of local Government areas in Australia are likely to have some type of ERTs, although this claim cannot be fully supported without extensive research into every LGA in Australia. This is due to past efforts of mainly State governments and/or state local government associations or the ICLEI Cities for Climate Protection Program, which at one stage had enrolled 238 participating councils. These governments and agencies have issued guidelines and templates for developing ERTs that have been widely adopted. The original CHCC Greenhouse Action Plan was based on an ICLEI CCP template.

Typically, targets span a spectrum of concepts including targets for Zero Emissions or Carbon Neutral status. Targets also span a range of baselines making comparison between targets for different areas problematic.

As ICLEI in Australia now operates as a consultancy, its programs are more limited, and guidelines about ERTs are not available from its website.

The Australian Local Government Association (ALGA), representing 560 LGAs across Australia, reviewed the state of play in Australian LGAs in terms of climate change mitigation in 2012 (Storey et.al. 2012). The report did not focus on ERT's or success factors. The following information was stated regarding ERTs:

- In 2009, 53% of councils had community ERTs of between 10% and 15% (Hoff, 2010 p51, cited in Storey et.al., 2012).
- Some Councils committed to a carbon neutral approach: Cottesloe WA; Cairns, Sunshine Coast and Gold Coast Regional Councils, and the City of Brisbane, Qld; Adelaide City Council SA.
- Carbon neutral driven Councils include City of Darebin, City of Maribynong and Melbourne City Council.⁴
- The Central Victorian Greenhouse Alliance (14 regional councils plus business and community organisations) has pledged to an ERT of net zero emissions by 2020.
- City of Sydney is the first certified carbon neutral city.
- 43% of NSW councils had set ERTs for council operations.

As many LGAs have now had ERTs for over ten years, and as these are reviewed and baselines adjusted, it is difficult to determine whether targets have been reached, and harder still to compare results.

The general desktop survey of LGA ERTs has found many examples of ERT's, but less public reporting on actual achievement of targets and how the targets may have been achieved. Storey et al. describe some successful reductions, but a full treatment is not given in the paper. It is possible that only LGAs that achieve their targets actually publish their results and other less successful LGA's are more circumspect about the outcomes.

Many ERTs also include Community-based emissions reductions. The CHCC 2002 GHG Action Strategy, for example, contained both CHCC and Community targets.

Targets for some other Australian LGAs are listed in the following sections.

⁴ The authors did not distinguish between "a carbon neutral approach" and "carbon-neutral driven".

Bellingen NSW

- 40% on 1990 levels by 2020 with review at least once every two years.
- A community target of One Planet living⁵ by 2015 as measured using ecological footprint assessment

City of Sydney NSW

- 20% by 2012 and 70% by 2030 from 2006 levels across the LGA
- 20% target has been met.
- Incremental targets for 2014 have been met
- New 4-year incremental targets have been proposed:
 - 26% of 2006 emissions
 - 5% energy from renewables
 - Zero increase in fleet emissions

City of Melbourne Victoria

- Zero net emissions by 2020: achieved certified carbon neutrality in 2011-2012 (unclear from documentation if this is across the LGA or just City of Melbourne operations)
- 1455kt CO₂e Emissions reduction for 2020 representing equivalent to 18% reduction on 2020 business-as-usual.
- Maintain carbon neutrality and reduce emissions by 10% relative to baseline 2010-2011 (assume in real terms rather than through offsets)
- The difference between their carbon neutral target and zero net emissions target is not clarified in the documentation.
- Some sector targets include:
 - Commercial targets: 1004kt CO₂e (25%) on 2020 Business-as-usual emissions (8% on 2005-2006 levels)
 - 25% energy from renewable sources by 2018
 - Residential targets: 149 kt CO₂-e on 2020 business-as-usual emissions, an increase of 6% on 2005–06 levels and a 20% decrease on 2020.
 - Passenger transport targets: 188 kt CO₂ -e on 2020 business-as-usual emissions, 23% on 2006 levels, 9 % decrease on 2020 business-as-usual emissions.

Northern Alliance for Greenhouse Action (NAGA) Group Victoria

- Regional co-operation for Emissions reductions across the combined LGAs.
- Comprises Cities of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Whittlesea, Yarra; Nillumbik Shire Council; Moreland Energy Foundation.
- Strategic blueprint for Emissions reductions to achieve an annual emissions reduction of 6,086 kt CO₂-e, or 24.3% by 2020 based on projected 2020 BAU emissions profile
- No specific targets other than achievement of zero net emissions across the LGAs, but there are specific strategies for the industrial, commercial, residential, energy supply and transport sectors.

Frankston Victoria

- Carbon neutral/net zero emissions by 2025
- Achieved 2011 target of 7999t CO₂-e through a 55/45 greenpower/energy efficiency split.
- Maintain 25% reduction in emissions from 1995/6 levels
- 15% of Council's energy to come from alternative sources by June 2015

⁵ A program of Bioregional Australia



COFFS HARBOUR EMISSIONS REDUCTION PLAN
STAGES 1 & 2

Fremantle WA

- Achieved carbon neutral status for Council operations through energy efficiency, purchase of green electricity, use of renewable energy and carbon offsets.
- 20+20 target by 2020: 40 percent emissions reduction through 20% reduction in greenhouse gas emissions through energy efficiency and 20% through renewable energy projects.
- Target expressed as 3000t CO₂-e total or 1500t CO₂-e per 20% component.
- Energy efficiency and renewables targets include specific allowances for: transport fuels, waste, natural gas, and electricity.

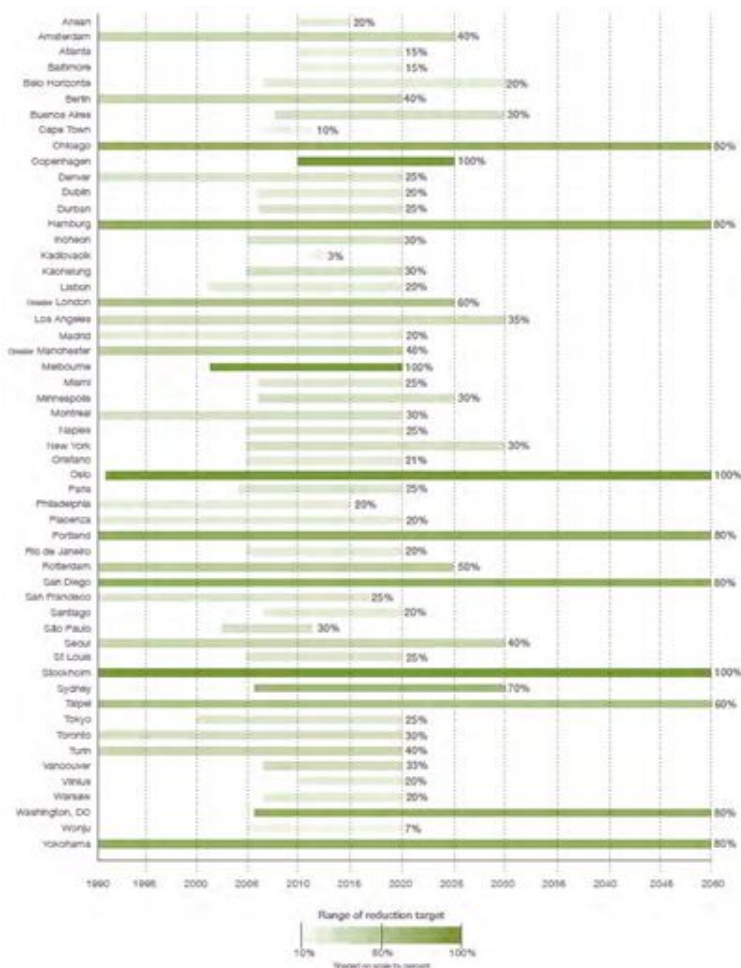
Clarence Tasmania

- Reduce operational emissions to 20% of 2003 levels

International Local Government Targets

Global Cities

In 2013 the Carbon Disclosure Project CDP conducted a review of 110 Cities for their strategies in climate change mitigation, including city-wide ERTs. These are summarised in the following table from CDP Cities 2013 – Summary Report on 110 Global Cities:



Many of the above city targets have a 2020 timeline with a 25% to 40% range as the most common. Melbourne stands out with its 100% by 2020 target. Several major cities also aim for 80% by 2050 as the long goal. Such cities include Chicago, Portland, Hamburg, San Diego, Washington and Yokohama. Oslo and Stockholm have 100% by 2050 targets. Manchester and Rotterdam stand out with 48% by 2020 and 50% by 2025 respectively.

European Green Cities

City of Bristol, UK

- European Green City 2015
- 40% by 2020 and 80% by 2050 from a 2005 baseline
- Previous target in 2004 to reduce emissions by 60% by 2050 from a 1990 baseline.

City of Copenhagen, Denmark

- European Green City 2014
- Carbon neutral by 2025
- 75% of the CO² reductions will come from increasing use of renewable energy in Copenhagen's district heating system.
- Remainder from initiatives in transport, energy efficient buildings, urban development methodologies and involving residents in climate action.

City of Nantes, France

- European Green City 2013
- Reduce greenhouse gas emissions by 30% in 2020 and by 50% in 2025.

City of Hamburg, Germany

- European Green City 2011
- 40% reduction by 2020 and by 80% by the year 2050. CO₂ emissions per person have been reduced by about 15% when compared to 1990, with annual energy savings of some 46,000 MWh, a major achievement for a big city.

City of Stockholm, Sweden

- European Green City 2010
- Target to be independent of fossil fuels by 2050
- CO² emissions per person have been reduced by about 15% (ref. 1990), saving 46,000 MWh per annum.

Methodology for Determining ERTs

Scaling Global Targets to Local Government Operations

There is no agreed methodology for translating any international or national ERTs to the local government level. There is a "pick a number" aspect about many approaches.

The challenge for CHCC is to determine an appropriate template based on International, National and Local targets, and tempered by a realistic review of action to date with respect to the 2002 ERTs.

As the strongest global target is to achieve 60% reduction based on 1990 emissions, is a target based on Zero Emissions, Zero Net Emissions or Carbon Neutral status appropriate? Further if aiming for a stretch goal of Zero Emissions or Carbon Neutral Status is achieved more by a combination of the purchase of green electricity or carbon offsets rather than energy management of actual operations, is that a realistic and affordable approach? If a mix of offsets and energy efficiency is the path, then what is the mix?

Another series of questions concerns the ERT system boundary, as there is considerable variation in what's actually included for measurement in ERTs. Boundaries include:

- Council Operations only
- Council Operations + Community activity including residential and commercial sources
- Impacts, positive and negative, of agriculture, tree and forest cover, soil carbon.
- Other Scope 3 emissions based on the whole metabolism of the LGA.

Each of the above have their own set of issues regarding measuring, monitoring and evaluation.

Total Target or Specific Targets for different operational areas?

Many LGA ERTs focus on a total emissions reduction across all operations, without distinction of specific operational areas. Others specify a range of "potential" actions which will reduce emissions in operational areas, such as installation of PVs, upgrading water pumps, purchasing more fuel efficient vehicles, and so on.

It is likely that population growth in the Coffs Harbour LGA, along with the incorporation of more areas into the LGA after LGA amalgamations in the years immediately after the release of the GHG Action Plan are responsible for the increase in emissions.

This suggests that ERTs should include scope to factor in population growth into one or more specific indicators.

It may also be of value, then, to incorporate some emissions density indicators into the targets, for example emissions per:

- Resident
- Hectare total
- Hectare of urban areas
- Ratepayer \$
- Unit of local economic output
- Council employee
- Employee across LGA

Such figures can provide a crosscheck function to help explain if total emissions are not decreasing due to growth in these areas. This can be further investigated in the next stage of the CHERP project.

Recommendations for Council

Through the review of examples of global, national and local government ERTs, it is clear that many early adopters have developed more stringent targets over time. CHCC, as an early adopter and participant in ICLEI's CCP program, should at least maintain the original 2002 ERTs, including the stretch goal of zero net emissions by 2030, but with some tightening of dates and baselines.

Since 2002, technological change combined with substantial energy cost increases has meant that energy-efficient and renewable energy technologies are substantially more economic and provide increased opportunities for emission reductions. For example, the evolution of LED street lighting technology and substantial cost reductions provide a pathway to reduce emissions in a cost-effective way. While CHCC has successfully carried out rounds of energy efficiency upgrades to reduce emissions, there is scope for more; such opportunities will be reviewed in Stage 3.

Further, while the strategies and actions to reach targets have not been discussed in this report, the targets should state that reductions would be achieved through a broad suite of strategies encompassing behaviour and management; energy efficiency; and renewable energy.

This sectional report has not evaluated CHCC's performance on existing targets, but initial review indicates that CHCC has not met its 2010 targets.

It is possible that population growth, substantial new development and the expansion of the LGA have contributed to increased emissions exceeding targets. Thus it will be important to not only have absolute targets, but emissions density targets across different factors as a cross-check to account for increased economic activity and population growth, and thus increased CHCC activity as a result.

For the short-term scope of this project until March 2015, ERTs should be based on organisational emissions. Unlike the previous Greenhouse Action Plan, which included targets for community emissions reductions, the revised CHERP should focus on CHCC operations.

Community targets should not be dropped from consideration; they can be reviewed in a separate process, after scoping and ratifying organisational targets and the action plan for achieving those targets.

The following Emissions Reduction Targets are recommended for CHCC operations:

- Coffs Harbour City Council will reduce its per annum corporate emissions from 2009 levels by 25% by 2020, with specific targets to be identified for different operational areas.
- Coffs Harbour City Council will achieve net zero Emissions status by 2025 through:
 - Continuing installation of renewable energy systems
 - Continuing energy efficiency measures
 - Purchase of green energy
 - Purchase of carbon offsets
 - Changes in behaviour in energy use and operation of facilities and equipment

It is also recommended that the broader process in the CHERP program also include citywide (community-based) targets in line with typical approaches identified in the Carbon Disclosure Project review of global cities.

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APPENDIX 2: LIST OF COUNCIL'S CONTESTABLE SITES

Contestable sites are those that have an annual energy usage of over 100,000kWh
Contestable sites below are as at December 2014. These represent Council's top 30 sites for metered electricity use.

Coffs Harbour Water Reclamation Plant
 Karangi Water Treatment Plant
 Coffs Harbour Water Reclamation Plant
 CHCC Works Depot
 Karangi Dam
 Woolgoolga Swimming Pool
 Woolgoolga Lakeside Holiday Park
 Coffs Harbour War Memorial Olympic Pool
 Park Avenue Car Park
 Sewer Pump No 33
 Sewer Pump No 61
 Sewer Pump No 1
 Sewer Pump No 12
 Sewer Pump No 32
 Moonee Water Reclamation Plant
 Sawtell Swimming Pool
 Park Beach Holiday Park
 Sawtell Beach Holiday Park
 CHCC Central Administration Building
 Vernon Street Car Park
 Coffs Harbour Airport Terminal
 International Sports Stadium
 Karangi Dam
 Pumping Station No 1 Cochrans Pool
 Sawtell Water Reclamation Plant
 Coffs Harbour Sewerage Treatment Works
 Woolgoolga Water Reclamation Plant
 CHCC Rigby House
 Sewer Pump No 14A
 Woolgoolga Beach Holiday Park

Attachment 1



MONTHLY BUDGET REVIEW FOR NOVEMBER 2014

Purpose:

To report on the estimated budget position as at 30 November 2014.

Description of Item:

Estimated Budget Position as at 30 November 2014:

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 22 May 2014	(1,557) (S)	3,237,535 (D)	2,536,225 (D)
Approved Variations to 31 October 2014	(51,359) (S)	(219,967) (S)	556,985 (D)
Recommended variations for November 2014	(59,059) (S)	Nil	Nil
Estimated result as at 30 November 2014	<u>(111,975) (S)</u>	<u>3,017,568 (D)</u>	<u>3,093,210 (D)</u>

General Account

	Deficit/ (Surplus)
Surplus funding across the general account from budgeting 3.25% award increase for staff compared to the 2.6% approved.	(141,000) (S)
Special Rate Variation (SRV) community engagement anticipated costs – as outlined in report to Council 23 October 2014 CB14/60	45,000 (D)
Savings from Sister City Visit budget used to partially offset SRV costs	(6,682) (S)
Identified surplus 2030 implementation funds available to partially offset SRV costs	(20,000) (S)
Identified funding issues within Recreational Services Division:	
- Cemeteries income, reduction in demand due to various factors	37,600 (D)
- Noxious weeds private works, revised income due to competitors entering market, deregistering of some declared noxious weeds, reduction in demand and other factors	33,100 (D)
- Noxious weeds private works, revised expenses from reduced demand as discussed above	(28,100) (S)
- Noxious weeds inspection costs, budgets to be reinstated in line with previous levels and to fulfill legal requirements under the Noxious Weeds Act 1993	22,200 (D)
Brelsford Park Upgrade – security guard costs incurred during construction phase that were unable to be met from existing budget allocations	6,000 (D)
Anticipated revenue from revised fee structure for Caravan Park Approvals. Operators now have option of renewal for 1, 2 or 3 years	(15,000) (S)
Renewal of numerous banner poles throughout city	7,823 (D)
Total	<u>(59,059) (S)</u>

Water Account

Total **Nil**

Sewer Account

Total

Nil

Sustainability Assessment:

- **Environment**

There are no perceived short or long term environmental impacts.

- **Social**

There are no perceived short or long term social impacts.

- **Civic Leadership**

Council strives to reach a balanced budget position by 30 June each year in conjunction with meeting its short term priorities.

- **Economic**

Broader Economic Implications

When dealing with increased community demands Council has to focus on the balance of providing services with the limited funds available. Council must also ensure that a healthy financial position is maintained to ensure ongoing viability of the organisation.

Delivery Program/Operational Plan Implications

The Original budget for the General Account adopted on the 22 May 2014 provided for a surplus of \$1,557.

For substantial budget adjustments the associated council reports have addressed the triple bottom line factors independently in 2014/15.

Risk Analysis:

Not applicable.

Consultation:

Managers and their relevant staff have been provided with electronic budget reports for each program on a monthly basis. Requested variations and variations adopted by Council have been included in the report.

Related Policy and / or Precedents:

The Director of Corporate Business has provided guidelines to staff regarding their responsibilities relating to effective and transparent budget review and assessment processes. This framework provides guidance in achieving the objective of a year end balanced budget in the General Fund.

Statutory Requirements:

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

The Responsible Accounting Officer believes this report indicates the financial position of the Council is satisfactory, having regard to the original estimate of Income and Expenditure.

Issues:

Currently any major budget issues are collated and addressed on a monthly basis via a separate report to the Corporate Development Team.

Implementation Date / Priority:

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

Recommendation:

That the budget adjustments be approved and the current budget position be noted.

Estimated Budget Position as at 30 November 2014:

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 22 May 2014	(1,557) (S)	3,237,535 (D)	2,536,225 (D)
Approved Variations to 31 October 2014	(51,359) (S)	(219,967) (S)	556,985 (D)
Recommended variations for November 2014	(59,059) (S)	Nil	Nil
Estimated result as at 30 November 2014	<u>(111,975) (S)</u>	<u>3,017,568 (D)</u>	<u>3,093,210 (D)</u>

BANK BALANCES AND INVESTMENT FOR NOVEMBER 2014

Purpose:

To list Council's Bank Balances and Investments as at 30 November 2014.

Description of Item:

A copy of the state of Bank Balances and Investments as at 30 November 2014 is attached.

It should be noted that Council is required to account for investments in accordance with the Australian International Financial Reporting Standards. Term deposits are shown at face value and all other investment balances at the end of each month reflect market value movements which would be inclusive of accrued interest.

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

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

Reports written by CPG Research & Advisory Pty Ltd (Council's investment portfolio advisors), which examine economic and financial markets data for November 2014, provide an economic and market outlook for 2015, and review the performance of Councils' investment portfolio for the month ended 30 November 2014 are available in the Councillors' Resource Centre.

Sustainability Assessment:

- **Environment**

There are no perceived current or future environmental impacts.

- **Social**

There are no perceived current or future social impacts.

- **Civic Leadership**

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

- **Economic**

Broader Economic Implications

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

Delivery Program/Operational Plan Implications

For November 2014 it is noted that after deducting, from the total bank and investment balances of \$156,904,011 the estimated restricted General, Trust, Water and Sewerage cash and investments (\$156,663,095) the Unrestricted Cash is \$240,916.

Risk Analysis:

The likelihood of risks associated with New South Wales Local Government's investing funds is now remote due to the conservative nature of investments permitted under statutory requirements. The risks of capital not being returned in relation to each individual investment Council owns is indicated in the attachment.

The main risks for Council's investment portfolio are liquidity and credit risk, both of which are being managed under the advice of CPG Research & Advisory Pty Ltd. Liquidity risk is the risk that the investor is unable to redeem the investment at a fair price within a timely period and thereby incurs additional costs (or in the worst case is unable to execute its spending plans). Credit risk is the risk of loss of principal stemming from a financial institutions failure to repay that principal when that principal is due. Investors are compensated for assuming credit risk by way of interest payments from the financial institutions issuing the investment security.

Credit risk is rated by various rating agencies. Investment securities in Council's current portfolio are rated by either Standard and Poors or Fitch, with the majority of the portfolio rated by Standard and Poors. Standard and Poors credit ratings and an explanation of their ratings are as follows:

Rating	Ratings Explanation
AAA	Extremely strong capacity to meet financial commitments. Highest Rating.
AA	Very strong capacity to meet financial commitments.
A	Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances.
BBB	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.
BBB-	Considered lowest investment grade by market participants.
BB+	Considered highest speculative grade by market participants.
BB	Less vulnerable in the near term but faces major ongoing uncertainties to adverse business, financial and economic conditions.
B	More vulnerable to adverse business, financial and economic conditions but currently has the capacity to meet financial commitments.
CCC	Currently vulnerable and dependent on favorable business, financial and economic conditions to meet financial commitments.
CC	Currently highly vulnerable.
C	Currently highly vulnerable obligations and other defined circumstances.
D	Payment default on financial commitments.

Ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

Types of investment securities by credit risk ranking from highest to lowest are as follows:

- Deposits/Covered Bonds – these share first ranking
- Senior debt – Floating Rate Notes/Fixed Coupon Bonds.
- Subordinated debt
- Hybrids
- Preference shares
- Equity shares (common shares)

Subordinated debt, hybrids, preference and equity shares are not a permitted investment under the current Ministerial Order. Term deposits of \$250,000 or less per financial institution are covered under the Commonwealth Government Deposit Guarantee Scheme and therefore by default have the same credit rating as the Commonwealth Government i.e. AAA.

All credit unions, building societies and mutual banks are Authorised Deposit-taking Institutions (ADI's) and are regulated in the same way as all other Australian banks. ADI's are regulated by the Australian Securities and Investment Commission (ASIC) under the Corporations Act 2001, and by the Australian Prudential Regulatory Authority (APRA) under the Banking Act 1959.

Consultation:

Council's investment advisors, CPG Research & Advisory Pty Ltd have been consulted in the preparation of this report.

Related Policy and / or Precedents:

Council funds have been invested in accordance with Council's *Investment Policy* (POL-049), which was adopted on 22 August 2013.

Statutory Requirements:

Local Government Act 1993 – Section 625
Local Government Act 1993 – Investment Order (dated 12 January 2011).
Local Government General Regulation 2005
The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) and 14C(2).

Issues:

Nil

Implementation Date / Priority:

Nil.

Further details are provided as a note on the attachment.

Recommendation:


1. That the bank balances and investments totaling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) one hundred and fifty six million, nine hundred and four thousand, and eleven dollars (\$156,904,011) as at 30 November 2014 be noted.
2. That the general fund unrestricted cash and investments totaling one hundred and eighty nine thousand, five hundred and fifty seven dollars (\$240,916) as at 30 November 2014 be noted.

	Credit Rating at 30/11/14	Legal Maturity	Acquisition Price \$	Market Value as at 1/11/14 \$	Market Value as at 30/11/14 \$	Income Earned (net of fees) Financial Yr to Date \$	Annualised Monthly Return/ Current Coupon	Risk of capital not being returned
Floating Rate Notes:								
<i>Fair Value through Profit & Loss Accounting - movements through profits & loss.</i>								
CBA	AA-	24/12/2015	5,075,362	2,323,007	2,325,317	95,852	3.76	Low
Macquarie Bank	A	9/03/2017	5,000,000	5,287,190	5,296,510	82,218	5.53	Low
Arab	BBB-	12/12/2014	5,000,000	5,027,855	5,044,910	87,433	4.14	Low
Bendigo Bank	A-	14/11/2018	1,010,680	1,025,490	1,018,760	23,973	4.05	Low
Bendigo Bank	A-	17/09/2019	1,000,000	1,003,350	1,006,790	6,790	3.56	Low
Credit Union Australia	BBB+	20/03/2017	1,500,000	1,509,705	1,514,895	24,820	3.96	Low
Credit Union Australia	BBB+	22/12/2017	1,000,000	-	1,007,320	1,210	3.96	Low
Police Bank Limited	BBB+	21/08/2017	1,000,000	1,011,080	1,000,930	10,319	3.84	Low
Suncorp Metway Limited	A+	20/08/2019	3,000,000	3,032,700	3,012,150	39,032	3.69	Low
Bank of Queensland	A-	6/11/2019	4,000,000	-	4,013,680	2,560	2.75	Low
Credit Suisse	A	16/07/2019	3,500,000	-	3,524,955	2,135	3.72	Low
UBS	A-	27/08/2019	2,000,000	2,014,440	1,999,740	17,787	3.70	Low
NAB	AA-	27/11/2019	1,000,000	-	1,001,200	3,776	3.57	Low
ME Bank	BBB+	17/11/2017	3,000,000	-	3,004,350	8,370	2.78	Low
Total			37,086,042	22,234,817	34,771,507	406,275		
Capital Protected Notes								
<i>Fair Value through Profit & Loss Accounting - movements through profits & loss.</i>								
Lehman #	D	15/06/2009	300,000	-	-	26,103	0.00	High
Lehman #^	D	15/06/2009	500,000	-	-	-	0.00	High
Total			800,000	-	-	26,103		
Floating Rate Term Deposits:								
Bank of Queensland	A-	26/02/2016	1,500,000	1,500,000	1,500,000	25,854	4.25	Low
ING	A	27/02/2015	2,000,000	2,000,000	2,000,000	34,633	4.25	Low
Total			3,500,000	3,500,000	3,500,000	60,487		
Covered Bonds								
Suncorp Metway Limited	AAA	5/11/2019	1,000,000	-	1,003,330	3,330	3.43	Low
			1,000,000	-	1,003,330	3,330		
Floating Rate Transferrable Certificate of Deposit								
Greater Building Society	BBB	15/04/2016	2,000,000	2,024,700	2,030,240	38,874	4.21	Low
ANZ	AA-	11/11/2019	3,250,000	-	3,263,715	13,715	2.77	Low
Total			5,250,000	2,024,700	5,293,955	38,874		
Other:								
Southern Phone Company Shares	N/A	N/A	2	2	2	-	N/A	Low
Securities No Longer Held			-	22,879,546	-	423,902		
Total			2	22,879,548	2	423,902		
GRAND TOTAL (before fees)				144,906,583	156,904,011	2,907,227		
Less Portfolio Fees (Advice & Salary)						(70,950)		
GRAND TOTAL				144,906,583	156,904,011	2,836,277		

Capital Guaranteed at maturity. ^ Ex Infrastructure IMP. * Fitch Rated
 The dates quoted alongside the name of the product for FRN's and Fixed Bonds are first call dates.
 First call dates for FRN's & fixed bonds are the likely date of maturity because the investment issuer is severely penalised if monies are not redeemed by that date, via damage in the market to their reputation, increased coupon rates and additional capital requirements by APRA.
 Term deposits of \$250,000 or less per financial institution are covered under the Commonwealth Government Deposit Guarantee Scheme & therefore by default have the same credit rating as the Commonwealth Government i.e. AAA.

Income to Profit & Loss	\$ 2,836,277
TOTAL CASH & INVESTMENTS AS AT 30 NOVEMBER 2014	\$ 156,904,011
LESS ESTIMATED RESTRICTED EQUITY FOR WATER & SEWER FUNDS	
Water Fund	\$ 24,060,768
Sewer Fund	\$ 39,446,305
GENERAL FUND CASH & INVESTMENTS	\$ 93,396,938
LESS TRUST FUND BALANCES AS AT 30 NOVEMBER 2014	\$ 1,473,852
LESS ESTIMATED RESTRICTED EQUITY FOR GENERAL FUND (\$94 contributions, grants, reserves).	\$ 91,682,170
ESTIMATED GENERAL FUND UNRESTRICTED CASH & INVESTMENTS AS AT 30 NOVEMBER 2014	
Unrestricted Cash & Investments as at 30 June 2014	\$ 188,000
Add 2014/15 Budget Surplus as at 31/10/14 (adopted 27/10/14)	\$ 52,916
ESTIMATED GENERAL FUND UNRESTRICTED CASH & INVESTMENTS AS AT AS AT 30 NOVEMBER 2014	\$ 240,916

I hereby certify that Council's investments have been made in accordance with the Local Government Act 1993, Regulations and Council's Investment Policy.


 Responsible Accounting Officer.

BANK BALANCES AND INVESTMENTS AS AT 30 NOVEMBER 2014

	Credit Rating at 30/11/14	Legal Maturity	Acquisition Price \$	Market Value as at 1/11/14 \$	Market Value as at 30/11/14 \$	Income Earned (net of fees) Financial Yr to Date \$	Annualised Monthly Return/ Current Coupon	Risk of capital not being returned
OVERNIGHT FUNDS:								
Cash - Fair Value movements through profit & loss								
NAB - Bank Accounts	AA-			4,135,562	12,454,530	37,521	2.34	Low
UBS Cash Management Trust	AAA			22,502	411,067	2,253	1.61	Low
Members Equity Bank - Business Investment Account	BBB+			72	73	2	3.25	Low
NAB Professional Funds Account	AA-			2,876,804	10,729,177	54,027	2.90	Low
Delphi Bank - Cash M'ment Acc't	A-			129,583	137,022	1,007	2.00	Low
Rabo Direct - High Interest Savings Account	AA			0	-	153	3.00	Low
Suncorp Business Saver	A+			0	(4)	(3)	2.75	Low
ANZ Negotiator Saver - Trust A/c	AA-			135,503	135,860	1,819	3.20	Low
Credit Union Australia Prime Access	BBB+			82	82	-	0.01	Low
Total				7,300,107	23,867,806	96,779		
BENCHMARK RATE - 11 AM INDICATIVE CASH RATE							2.50	
BENCHMARK RATE - AUSBOND BANK BILL INDEX							2.77	
Term Deposits - Fair Value movements through profit & loss								
AMP 24/5/16	A+	24/05/2016	5,000,000	5,000,000	5,000,000	154,048	7.35	Low
AMP 7/5/15	A+	7/05/2015	1,000,000	1,000,000	1,000,000	15,929	3.80	Low
Arab Bank 7/5/18	BBB-	7/05/2018	1,500,000	1,500,000	1,500,000	29,552	4.70	Low
Arab Bank 10/9/15	BBB-	10/09/2015	2,000,000	2,000,000	2,000,000	35,630	4.25	Low
NAB 9/3/15	AA-	9/03/2015	2,000,000	2,000,000	2,000,000	37,475	4.47	Low
NAB 12/3/15	AA-	12/03/2015	2,500,000	2,500,000	2,500,000	47,262	4.51	Low
NAB 18/8/15	AA-	18/08/2015	1,000,000	1,000,000	1,000,000	10,485	3.68	Low
NAB 4/3/16	AA-	4/03/2016	2,000,000	2,000,000	2,000,000	34,205	4.08	Low
NAB 13/5/16	AA-	13/05/2016	1,500,000	1,500,000	1,500,000	20,118	3.98	Low
NAB 2/9/15	AA-	2/09/2015	1,000,000	1,000,000	1,000,000	8,973	3.68	Low
NAB 14/4/15 - Regional Parks Trust	AA-	14/04/2015	1,220,000	1,220,000	1,220,000	9,255	3.55	Low
Delphi Bank 29/1/15*	A-	29/01/2015	2,000,000	2,000,000	2,000,000	29,587	4.39	Low
Delphi Bank 5/8/15*	A-	5/08/2015	2,000,000	2,000,000	2,000,000	56,170	6.70	Low
Bank of Queensland 4/9/17	A-	4/09/2017	2,000,000	2,000,000	2,000,000	47,058	5.65	Low
Bank of Queensland 5/2/18	A-	5/02/2018	3,000,000	3,000,000	3,000,000	64,763	5.15	Low
Bank of Queensland 5/3/18	A-	5/03/2018	2,000,000	2,000,000	2,000,000	42,756	5.10	Low
Bank of Queensland 17/5/17	A-	17/05/2017	1,000,000	1,000,000	1,000,000	19,492	4.65	Low
Bank of Queensland 20/2/18	A-	20/02/2018	1,000,000	1,000,000	1,000,000	19,701	4.70	Low
Bank of Queensland 29/6/16	A-	29/06/2016	1,000,000	1,000,000	1,000,000	31,313	7.47	Low
Bank of Queensland 8/7/15	A-	8/07/2015	1,000,000	1,000,000	1,000,000	30,223	7.21	Low
Bank of Queensland 8/8/16	A-	8/08/2016	2,500,000	2,500,000	2,500,000	69,649	6.69	Low
Bank of Queensland 6/6/17	A-	6/06/2017	2,000,000	2,000,000	2,000,000	45,607	5.44	Low
Bank of Queensland 14/8/15	A-	14/08/2015	1,800,000	1,800,000	1,800,000	48,516	6.43	Low
Rabo Direct 24/3/16	AA	24/03/2016	5,000,000	5,000,000	5,000,000	149,856	7.15	Low
Rabo Direct 10/8/15	AA	10/08/2015	1,000,000	1,000,000	1,000,000	28,268	6.70	Low
Rabo Direct 13/4/15	AA	13/04/2015	1,000,000	1,000,000	1,000,000	18,863	4.50	Low
Rabo Direct 17/8/18	AA	17/08/2018	1,500,000	1,500,000	1,500,000	17,523	4.10	Low
ING 17/8/17	A-	17/08/2017	2,000,000	2,000,000	2,000,000	50,715	6.01	Low
ING 6/9/17	A-	6/09/2017	2,000,000	2,000,000	2,000,000	46,948	5.60	Low
ING 7/5/18	A-	7/05/2018	1,500,000	1,500,000	1,500,000	29,301	4.66	Low
ING 2/3/18	A-	2/03/2018	2,000,000	2,000,000	2,000,000	38,145	4.55	Low
Wide Bay 29/7/16	BBB	29/07/2016	1,000,000	1,000,000	1,000,000	29,762	7.10	Low
Wide Bay 8/8/16	BBB	8/08/2016	1,000,000	1,000,000	1,000,000	29,762	7.10	Low
ME Bank 18/2/19	BBB+	18/02/2019	3,000,000	3,000,000	3,000,000	63,505	5.05	Low
ME Bank 7/5/19	BBB+	7/05/2019	2,000,000	2,000,000	2,000,000	40,325	4.81	Low
ME Bank 3/6/19	BBB+	3/06/2019	2,000,000	2,000,000	2,000,000	38,984	4.65	Low
ME Bank 11/6/19	BBB+	11/06/2019	1,500,000	1,500,000	1,500,000	29,238	4.65	Low
ME Bank 2/6/17	BBB+	2/06/2017	1,500,000	1,500,000	1,500,000	26,094	4.15	Low
ME Bank 2/9/19	BBB+	2/09/2019	2,000,000	2,000,000	2,000,000	20,824	4.27	Low
Beyond Bank 8/12/14	BBB+	8/12/2014	1,500,000	-	1,500,000	7,405	3.40	Low
Police Credit Union 26/2/15	NR	26/02/2015	1,000,000	1,000,000	1,000,000	19,408	4.63	Low
Police Credit Union 17/5/16	NR	17/05/2016	500,000	500,000	500,000	9,452	4.51	Low
Police Credit Union 1/3/19	NR	1/03/2019	1,000,000	1,000,000	1,000,000	21,168	5.05	Low
Police Credit Union (SA) 30/10/18	NR	30/10/2018	500,000	500,000	500,000	1,797	4.10	Low
Qld Police Credit Union 16/5/16	NR	16/05/2016	2,000,000	2,000,000	2,000,000	34,792	4.15	Low
WAW Credit Union 27/5/16	NR	27/05/2016	1,000,000	1,000,000	1,000,000	17,396	4.15	Low
BCU 2/6/17	NR	2/06/2017	1,000,000	1,000,000	1,000,000	17,815	4.25	Low
Bank of Sydney 4/3/15	NR	4/03/2016	1,000,000	1,000,000	1,000,000	16,348	3.90	Low
CBA 16/5/16	AA-	16/05/2016	1,000,000	1,000,000	1,000,000	18,863	4.50	Low
CBA 17/5/16	AA-	17/05/2016	1,000,000	1,000,000	1,000,000	18,863	4.50	Low
CBA 23/5/16	AA-	23/05/2016	1,000,000	1,000,000	1,000,000	19,073	4.55	Low
CBA 30/5/16	AA-	30/05/2016	1,000,000	1,000,000	1,000,000	19,073	4.55	Low
CBA 6/6/16	AA-	6/06/2016	1,000,000	1,000,000	1,000,000	19,073	4.55	Low
CBA 29/10/17	AA-	29/10/2017	1,947,411	1,947,411	1,947,411	45,074	2.67	Low
Total			88,467,411	86,967,411	88,467,411	1,851,478		

DEBT WRITE-OFF DETERMINATION BY COUNCIL

Purpose:

To fix the amount above which debts to Council may be written off only by resolution of Council.

Description of Item:

Council is required from time to time to fix by resolution the amount above which debts to Council may be written off. This resolution is a requirement under the Local Government (General) Regulation 2005.

Sustainability Assessment:

- **Environment**

This is not applicable to this report.

- **Social**

This is not applicable to this report.

- **Civic Leadership**

The purpose of the recommendation is to ensure transparency and accountability in local government. The implementation enables Council to identify and respond the community. This is consistent with the *Coffs Harbour 2030* Community Strategic Plan strategy *LC2.2.1: Enable and support all levels of government to serve the local community.*

- **Economic**

Broader Economic Implications

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

Delivery Program/Operational Plan Implications

Decisions to write off debts will have an impact on Council's budget.

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:

Clauses 131 and 213 of the Local Government (General) Regulation 2005 require Council to fix an amount above which rates and charges or other debts to Council may be written off only by resolution of Council.

131 Procedures for writing off rates and charges

- (1) *The council must, from time to time, by resolution, fix the amount of rates and charges above which any individual rate or charge may be written off only by resolution of the council.*
- (2) *An amount of rates or charges of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subclause (1), rates and charges can be written off only by resolution of the council.*
- (3) *A resolution or order writing off an amount of rates or charges must:*
 - (a) *specify the name of the person whose debt is being written off, and*
 - (b) *identify the account concerned, and*
 - (c) *specify the amount written off, or must refer to a record kept by the council in which those particulars are recorded.*
- (4) *An amount of rates or charges can be written off under this clause only:*
 - (a) *if there is an error in the assessment, or*
 - (b) *if the amount is not lawfully recoverable, or*
 - (c) *as a result of a decision of a court, or*
 - (d) *if the council or the general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective.*
- (5) *The fact that an amount of rates or charges is written off under this clause does not prevent the council concerned from taking legal proceedings to recover the amount.*
- (6) *The general manager must advise the council of rates and charges written off by written order of the general manager.*

Clause 213 of the regulation refers to debts other than those related to rates and charges. This type of debt would include fees and sundry debts which are deemed 'unsecured debt'. While processes are in place to reduce the requirement to write-off unsecured debt, some situations involve the recovery of Council costs relating to the damage of community infrastructure or accident clean-ups whereby the debtor has not requested a Council service to be undertaken.

213 Restrictions on writing off debts to a council

- (1) *This clause does not apply to amounts owed to a council for rates or other charges for which the Act, or any other regulation in force under the Act, makes specific provision for writing off those amounts in specified circumstances.*
- (2) *A council must from time to time, by resolution, fix an amount above which debts to the council may be written off only by resolution of the council.*
- (3) *A debt of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subclause (2), the council's debts can be written off only by resolution of the council.*

- (4) *A resolution or order writing off a debt to a council must:*
- (a) *specify the name of the person whose debt is being written off, and*
 - (b) *identify the account concerned, and*
 - (c) *specify the amount of the debt, or must refer to a record kept by the council in which those particulars are recorded.*
- (5) *A debt can be written off under this clause only:*
- (a) *if the debt is not lawfully recoverable, or*
 - (b) *as a result of a decision of a court, or*
 - (c) *if the council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.*
- (6) *The fact that a debt is written off under this clause does not prevent the council concerned from taking legal proceedings to recover the debt.*

Issues:

Clause 131 of the Regulation refers to rates and charges, including those levied via a rate notice. As these debts are deemed 'secured debt' (via the property), Council is unlikely to write-off such rates and charges unless required to do so under subclause (4).

Clause 213 refers to debts other than those related to rates and charges. This type of debt would include fees and sundry debts which are deemed 'unsecured debt'. While processes are in place to reduce the requirement to write-off unsecured debt, some situations involve the recovery of Council costs relating to the damage of community infrastructure or accident clean-ups whereby the debtor has not requested a Council service to be undertaken.

Fixing \$20,000 as the amount above which any debt may be written off only by resolution of Council will allow decisions to be made at an appropriate level. This will ensure probity in the decision making process without burdening Council unduly with administrative decisions.

Implementation Date / Priority:

Implementation is immediate.

Recommendation:

- 1. That Council fixes \$20,000 as the amount above which debts to Council may be written off only by resolution of Council.**
- 2. That debts to Council of amounts below \$20,000 may be written off either by resolution of Council or by a written order of the General Manager or his/her delegate.**

PROCUREMENT POLICY

Purpose:

For Council to adopt the revised Procurement Policy.

Description of Item:

The purpose of this policy is to provide a framework for a uniform approach to the procurement of goods and services in order to achieve best value for money, good management practices, legislative compliance, transparency, probity and environmental responsibility.

Sustainability Assessment:

- **Environment**

This is not applicable to this report.

- **Social**

The application of local preference provisions in this policy has positive impacts on the local economy.

- **Civic Leadership**

The purpose of Council policies is to ensure transparency and accountability in local government. The implementation enables Council to identify and respond to the community. 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**

The successful implementation of the policy will have positive economic outcomes. This will be achieved by ensuring that Council achieves best value for money in procurement transactions.

Broader Economic Implications

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

Delivery Program/Operational Plan Implications

The ongoing development and review of Council policies and plans are accommodated within Council's budget structure. This expenditure is monitored through Council's monthly and quarterly budget reviews.

Risk Analysis:

This policy has been reviewed to ensure that risks associated with procurement are minimised.

Consultation:

Council's legal advisors,
Leadership team,
Relevant Finance staff members.

Related Policy and / or Precedents:

This policy replaces the Procurement Policy last adopted on 22 August 2013.

Statutory Requirements:

The policy satisfies the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulations 2005*.

Issues:


Council's Procurement Policy was reviewed by Council's legal representatives in regard to the application of local preference.

Implementation Date / Priority:

Implementation is planned for 5 January 2015 to allow for staff awareness of changes to be communicated.

Recommendation:

That Council adopts the Procurement Policy attached dated December 2014.

Locked Bag 155. Coffs Harbour, NSW 2450 ABN 79 126 214 487	<h2>COFFS HARBOUR CITY COUNCIL</h2>	
<h1>Procurement Policy</h1>		
Policy Statement: This policy outlines the principles under which Council makes its procurement decisions and conducts its procurement activities.		
Director or Manager Responsible for Communication, Implementation and Review: Director Corporate Business		
Related Legislation, Office of Local Government Circulars or Guideline: Local Government Act 1993 No. 30 Local Government (General) Regulation 2005 Government Information (Public Access) Act 2009 (GIPA) Tendering Guidelines for NSW Local Councils NSW Government Procurement Framework ICAC 'No Excuse for Misuse - preventing the misuse of council resources' (2002)		
Does this document replace an existing policy?		Yes
Procurement Policy adopted 22 August 2013		
Other Related Council Policy or Procedure: Code of Conduct Policy Statement of Business Ethics Gifts and Benefits Policy Sustainability Policy		
Application: As a policy of the Council, the Mayor, Councillors and Staff must be familiar with, and consistently apply, this policy in their decision-making on procurement.		
Distribution: This policy will be provided to all staff, councillors and delegates of council by: <input checked="" type="checkbox"/> Internet <input checked="" type="checkbox"/> Intranet <input type="checkbox"/> Email <input type="checkbox"/> Noticeboard <input checked="" type="checkbox"/> ECM		
Approved by: Executive Team : Council :	Signature: _____ <i>General Manager</i>	
Council Branch Responsible: Finance	Date of next Review: March 2016	

Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead councillors in their understanding of, and compliance with, this policy and procedures.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this Policy and Procedures. To approve resources to develop, implement and review this policy, guidelines and procedures.
Directors	All Directorates	To communicate, implement and comply with this policy and related procedures.
Executive Manager Finance	Corporate Business	To implement this Policy, Guidelines and related procedures. To lead staff in their understanding of, and compliance with, this Policy and Procedures
All Council officials	Council	To comply with this Policy, Guidelines and related procedures.

1 Introduction

The aim of this policy is to provide the framework for a uniform approach to the procurement of goods and services in order to achieve best value for money, good management practices, legislative compliance, transparency, probity and environmental responsibility.

Council is committed to ensuring that goods are acquired and services are delivered cost effectively. Council is also committed to ensuring a fair, transparent, ethical and accountable procurement process.

2 General requirements

This Procurement policy applies to both the Quotation and Tender processes.

2.1 Definitions

Conflict of Interest	Arises when: <ul style="list-style-type: none"> the private interests of a public official conflict with their duty to act in the public interest, or a reasonable and informed person would perceive that the private interests of a public official may conflict with their duty to act in the public interest.
Council	Coffs Harbour City Council.
Documented Quotation	A submission from a supplier that specifies the cost of supplying goods or services, or a record of a published price from a supplier's website, online customer portal or catalogue.
Fair	Free from bias, dishonesty, or injustice. Being unbiased, reasonable and even-handed. Being fair does not mean satisfying everyone or not reasonably pursuing one's legitimate interests. A fair decision may still adversely affect parties.
Formal Request for Quotation	A written specification for publicly advertised works, goods or services. The Formal Request for Quotation seeks written Quotations to be lodged through the Tender box. Quotations are submitted by way of formal Quotation documents contained in the work specification.
Local Business Address	Means the address for a business of a person, corporation or owner of a Registered Business Name that is located and continuously operated within the Coffs Harbour Local Government Area (LGA). The person, corporation or owner of the Registered Business Name must produce evidence to the Council's satisfaction that it has continually operated within the Coffs Harbour LGA for a period of at least 12 months prior to Quotations being sought.
Preferred Suppliers	Suitably qualified suppliers that have been pre-qualified to supply goods and services to Council.
Procurement	Often used interchangeably with the terms purchasing or buying. Procurement is the totality of acquisition starting from the identification of a requirement to the disposal of that requirement at the end of its life. It therefore includes pre-contract activities (for example sourcing) and post contract activities (for example contract management and supplier relationship management activities). Procurement generally relates to goods, works and services requirements.

Attachment

Quotation	An offer to provide goods, works or services valued at less than the tendering threshold, which is currently \$150,000 (including GST).
Service Provider	An entity that provides services to other entities.
Tender	An offer received in writing in response to an invitation to Tender and in accordance with the provisions prescribed by Part 7 of the <i>Local Government (General) Regulation 2005</i> , to provide goods, works or services for a price.

For the purpose of simplicity the terms **purchasing, buying** and **procurement** are taken to be synonymous.

2.2 Policy objectives

The objective of Council's Procurement Policy is to ensure all purchasing and contracting activities:

- Are lawful
- Are accountable and auditable
- Deliver value for money
- Are ethical and environmentally sustainable
- Appropriately manage risk
- Open to continuous improvement and development

2.3 Lawful

Council must not engage in any practices that aim to give a potential tenderer, service provider or business an advantage over others, nor engage in any form of collusive practice. A Councillor or Council employee with an actual or perceived conflict of interest must address that interest without delay in accordance with Council's Code of Conduct.

2.4 Accountable, Transparent and Auditable

All documentation relating to procurement shall comply with Council's record keeping procedures to ensure transparency in processes. Council will ensure that the process of awarding contracts is open, clear, fully documented and defensible. Impartiality should be maintained at all times.

2.5 Deliver Value for Money

Value for the community is the core principle underpinning Council's procurement system. This will involve a comparative analysis of all relevant costs and benefits of each proposal throughout the whole procurement cycle. Value for money is not restricted to price alone. When assessing value for money, consideration shall also be given to:

- The advancement of Council and Local Government priorities
- The non-cost factors such as fitness for purpose, quality, service and support, and sustainability considerations
- The cost related factors including whole-of-life costs and transaction costs associated with acquisition, use, holding, maintenance and disposal.

2.6 Ethical and Environmentally Sustainable

Council will, when evaluating quotations or tenders, take into consideration the anticipated impact on the environment of any goods or service and show such consideration in their evaluation documentation. Council will give consideration to:

- the full life cycle cost of the product or service
- the use of reused, renewable or recovered resources wherever possible
- products that minimise packaging wherever possible
- the environmental credentials of the supplier and/or product

2.7 Risk Management

Council will implement systems within its procurement process to identify and manage risks, including, but not limited to Health and Safety risks, fraud prevention and legal compliance.

2.8 Open to Continuous Improvement and Development

Council will adopt best practice recommendations and benchmark against other industry members.

3 The Quotation Process

3.1 Application of the Quotation Process

For contracts involving an estimated expenditure or receipt of an amount of \$5,000 or less, Council will directly source the goods and services from a supplier in accordance with this process.

For contracts involving an estimated expenditure or receipt of an amount between \$5,001 and \$149,999, Council will obtain Quotations from interested suppliers in accordance with this process (refer to 3.4).

3.2 Ethical and Environmentally Sustainable

Council will, when evaluating quotations, take into consideration the anticipated impact on the environment of any goods or service and show such consideration in their evaluation documentation. Council will give consideration to:

- the full life cycle cost of the product or service
- the use of reused, renewable or recovered resources wherever possible
- products that minimise packaging wherever possible
- the environmental credentials of the supplier and/or product

3.3 Local Preference Process

Council is also committed to supporting the local economy and enhancing the capabilities of local businesses and industry. Where possible Council will source goods, works and services locally, whilst maintaining a value for money approach at all times.

Locally sourced works and services are those which are procured from a supplier with a Local Business Address. The preference is applied via a selection procedure (refer to paragraphs 3.6 and 3.7.1 – 3.7.6 of this Policy), which requires a business address criterion to be scored with a weighting of 10%.

In the case of non-locally sourced works and services, Local Preference process will apply via a selection procedure to any component of the quoted price that relates to work to be carried out by local subcontractors or materials sourced from local suppliers.

Attachment

Offers must be Sufficiently Detailed to enable Council to determine if the Local Preference process should be applied. It is the responsibility of bidders to provide documentary evidence to establish whether the Local Preference process should apply.

The decision made by Council as to whether the Local Preference process should apply is final.

3.4 Procurement methods and monetary limits

Council may purchase goods and services in the following manner:

- Direct Sourcing and purchasing from a particular supplier
- Obtaining Quotations, either written or verbal from suppliers or
- Accessing Government and Agency contracts

The following table outlines the monetary limits for the Quotation process:

The minimum quotation requirements are **not** mandatory when purchasing from a preferred supplier selected in an open market process and covered under a contract arrangement.

Expenditure Amount (including GST)	Minimum Quotation requirements	
	Non preferred supplier	Preferred supplier (pre-qualified to undertake minor works)
Up to \$5,000	Quotations not required	
\$5,001- \$10,000	Two (2) documented verbal quotations	Quotations not required
\$10,001- \$20,000	Three (3) documented verbal or written quotations	
\$20,001- \$100,000	Three (3) documented written quotations	
\$100,001- \$149,999	A formal Request for Quotation (RFQ) or three (3) documented written quotations	

3.5 Exceptional circumstances

On occasions a competitive quote will not be possible or practical due to exceptional circumstances. These circumstances may include opportunities to meet the objectives of this policy (for example - deliver value for money).

Attachment

If, in the opinion of the council officer conducting the Quotation process, there are exceptional circumstances, the Quotation process will not proceed.

The council officer who forms the opinion that exceptional circumstances exist must then obtain documented approval from management as follows for the procurement to continue.

The level of management required to approve transactions enacted under the exceptional circumstances provisions is as follows:

- Group leader and above
- Within delegation
- At the level above if the Quotation process is being conducted by a Group Leader or Director

3.6 Framework for the Quotation Selection Procedure

Council will specify project specific evaluation criteria in Quotation documents for works and services. The weightings of those criteria reflect their relative importance and are confidential. The Local Preference criteria is not project specific, and is as prescribed in this policy.

Selection procedures apply numerical scoring to identify the preferred offer. The assessment criteria are scored depending on how well the offer satisfies the criteria, and are then weighted accordingly. Price is determined by a mathematical formula that relates the quoted price to the average or median price of all offers.

3.7 Quotation Selection Procedure

Council has developed a procedural framework for assessing Quotations.

3.7.1 *Background*

Council is committed to supporting the local economy and enhancing the capabilities of local business and industry. Council will give due consideration to the actual and potential benefits to the local economy of sourcing goods, works and services locally where possible, whilst maintaining a value for money approach at all times.

The Quotation selection procedure includes the application of Local Preference criteria for works and services.

3.7.2 *Prior to the calling of Quotations*

- Project specific assessment criteria need to be chosen and clearly specified in the invitation to quote. The criteria are to be objective and cover the critical aspects of the project.
- The assessment criteria are weighted to reflect their relative importance prior to the closing date of Quotations but the weightings other than business address are not disclosed. The business address weighting, if applicable, is to be 10%.

3.7.3 *Scoring the Quotation*

- For formal Requests for Quotation a numerical scoring system is used to identify the preferred offer. This scoring system will also apply for the purpose of comparing local and non-local offers for works and services where three (3) documented Quotations are required under this policy.
- Each assessment criteria is scored in the range 0 to 5 depending on how well the offer satisfies the criteria.

- Allocation of point scores is to be as follows:-

Excellent	top 5%	5 points
Very Good	in the first quartile	4 points
Good, better than average	second quartile	3 points
Acceptable	third quartile	2 points
Marginally adequate, success likely but not assured	lower quartile	1 point
Will fail to satisfy required standards	lower quartile	0 points

- Half or decimal points may be allocated at the discretion of the assessor.

3.7.4 Scoring Price

- Price is scored using the following formula, which ranks the offers in relation to the mean (average) or median (mid-point) Quotation price as follows:-

Raw Price formula:

$$P = 2.5 + 5(\$M - \$Q) / \$M$$

Where:

\$Q = Quotation price

\$M = the median price for three or more quotes, or the average price if two are being considered. An abnormally low price (say > 30% from the median) should be rejected.

- The price score is then standardised (or factored up) as follows to maintain its relativity:-

Standardise price formula:

$$Ps = (P / Ph) \times 5$$

Where:

Ps = standardised score

P = price score determined by the price formula

Ph = highest price score of all quotes determined by the price formula.

3.7.5 Scoring Local Business Address

- A business that is located outside the boundaries of the Coffs Harbour LGA, but whose employees live inside the Council boundary, would not be entitled to the benefits of the Local Business Address provisions. However, if those same employees were in fact local subcontractors then the portion of work carried out by the subcontractors would be entitled to the benefits of the Local Business Address provisions.
- The business address would be scored on the scale 0 to 5 with a Local Business Address receiving the maximum score of 5. In the case of a non-local supplier/contractor using local subcontractors, the score would be determined on a pro-rata basis in proportion to the quoted cost that relates to local subcontractors (see, for example):

Business Address	Local Content	Score (5 x local content)	Weighting	Weighted Score
Local	100%	5	10%	0.50
Non Local	50%	2.5	10%	0.25
Non Local	0%	0	10%	0.00

Any supplier wanting Council to apply Council's Local Business Address provisions to any of the supplier's local sub-contracting components of the supplier's quote is to provide the Council with documentary evidence to the Council's satisfaction that the sub-contractor has lived in the Coffs Harbour LGA for a minimum period of 12 months prior to the date of the quote.

3.7.6 Selecting Most Advantageous Offer via Quotation Value Selection System

- For the purpose of selecting the most advantageous offer, all of the assessment criteria will be scored, weighted and then added together to determine the offer with the highest overall score, which then becomes the recommended quote.

4 The Tender Process

4.1 Application of the Tender Process

For contracts involving an estimated expenditure or receipt of \$150,000 or more, tenders must be called in accordance with the provisions of Chapter 6, Part 3, Division 1, Section 55 of the *Local Government Act 1993* and Part 7 of the *Local Government (General) Regulation 2005*.

4.2 Ethical and Environmentally Sustainable

Council will, when evaluating tenders, take into consideration the anticipated impact on the environment of any goods or service and show such consideration in their evaluation documentation. Council will give consideration to:

- the full life cycle cost of the product or service
- the use of reused, renewable or recovered resources wherever possible
- products that minimise packaging wherever possible
- the environmental credentials of the supplier and/or product

4.3 Local Preference

Local Preference shall **not** apply to Tenders which are prescribed under the *Local Government Act 1993* and regulated under Part 7 of the *Local Government (General) Regulation 2005*.

4.4 Extenuating Circumstances

On rare occasions a competitive Tender will not be possible due to Extenuating Circumstances. In accordance with s 55(3)(i) of the *Local Government Act 1993*, Council is not required to invite tenders for contracts where, because of Extenuating Circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, Council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders.

Attachment

The level of management required to approve transactions enacted under the Extenuating Circumstances provisions is as follows:

Expenditure Amount (including GST)	Approval level
\$150,000 and over	Council resolution

4.5 Framework for the Tender Selection Procedure

Council will specify project specific evaluation criteria in Tender documents. The weightings of those criteria reflect their relative importance and are confidential.

Selection procedures apply numerical scoring to identify the preferred offer. The assessment criteria are scored depending on how well the offer satisfies the criteria and are then weighted accordingly. Price is determined by a mathematical formula that relates the tendered price to the average or median price of all offers.

4.6 Tender Selection Procedure

Council has developed a procedural framework for assessing Tenders.

4.6.1 Background

The *Local Government (General) Regulation 2005* requires:-

- As soon as practical after the opening of Tenders, Council must assess the Tenders (Clause 177(1))
- Tenders must be assessed against criteria specified in the Tender documents (Clause 170(1)(b))

4.6.2 Prior to the calling of Tenders

- Project specific assessment criteria need to be chosen and clearly specified in the Request for Tender (RFT). The criteria are to be objective and cover the critical aspects of the project.
- The assessment criteria are weighted to reflect their relative importance prior to the closing date of Tenders but the weightings are not disclosed to the tenderers.

4.6.3 Following the close of Tenders

- All offers are checked for conformity against the Tender document and Part 7 of the *Local Government (General) Regulation 2005*. All Tenders are entered into a spreadsheet and scored by the Tender Assessment Panel.

4.6.4 *Scoring the Tender/Quotation*

- A numerical scoring system is used to identify the preferred offer.
- Each assessment criteria is scored in the range 0 to 5 depending on how well the offer satisfies the criteria.
- Allocation of point scores is to be as follows:-

Excellent	top 5%	5 points
Very Good	in the first quartile	4 points
Good, better than average	second quartile	3 points
Acceptable	third quartile	2 points
Marginally adequate, success likely but not assured	lower quartile	1 point
Will fail to satisfy required standards	lower quartile	0 points

- Half or decimal points may be allocated at the discretion of the assessor.

4.6.5 *Scoring Price*

- Price is scored using the following formula which ranks the Tenders in relation to the mean (average) or median (mid-point) tendered price as follows:-

Raw Price formula:

$$P = 2.5 + 5(\$M - \$T) / \$M$$

Where:

\$T = Tender price

\$M = the median price for three or more Tenders, or the average price if two are being considered. An abnormally low price (say > 30% from the median) should be rejected.

- The price score is then standardised (or factored up) as follows to maintain its relativity:-

Standardise price formula:

$$Ps = (P / Ph) \times 5$$

Where:

Ps = standardised score

P = price score determined by the price formula

Ph = highest price score of all Tenders determined by the price formula.

4.6.6 *Selecting Most Advantageous Offer via Tender Value Selection System*

- For the purpose of selecting the most advantageous offer, all of the assessment criteria will be scored, weighted and then added together to determine the offer with the highest overall score, which then becomes the recommended Tender.

5 Consultation

Council's Legal Advisor

6 References

Not applicable.

7 Table of Amendments

Amendment	Authorised by	Approval reference	Date

DRAFT

RALLY AUSTRALIA EVENTS 2015

Purpose:

To seek Council's approval for the proposed arrangements for sponsorship of the Rally Australia events for 2015.

Description of Item:

Coffs Harbour hosts the Australian Round of the World Rally Championship (WRC) and the Australian Off Road Championship (AORC), organised by Rally Australia since 2011, with sponsorship arrangements with Council in place. As with a number of other events held at the Coffs Coast Sports and Leisure Park, a hosting fee forms part of these arrangements. Other in-kind support is also provided. The arrangements are negotiated on the expected economic benefits for the city.

Major sporting events, including spectator events, continue to be an important economic driver for regional areas and the competition for these events continues to be strong. Hosting fees for major events are a standard feature of sponsorship arrangements.

Sustainability Assessment:

- **Environment**

In 2013, Rally Australia became the first motor sport event in the world to achieve the top level of accreditation from the FIA Institute's sustainability program. The event was awarded with Achievement of Excellence – the best of three levels in the Environmental Certification Framework.

- **Social**

The Coffs Coast Sport and Leisure Park is proposed as the main venue to host the Rally Australia event in 2015, with the precinct hosting the service centre and entertainment associated with the event. This provides an opportunity for the community to be associated with the event and related activities. It is also proposed that 'street' events to increase the engagement of the business and general community be held over the three nights of the Rally Australia event period at different locations.

Local seasonal sports user groups of the Leisure Park precinct do face displacement and a shortened winter season to accommodate event. This has been communicated to the user groups and is manageable.

- **Civic Leadership**

The Rally Australia event promotes Coffs Harbour as a dynamic and attractive visitor destination to Australian and international audiences. This supports the Learning and Prospering theme in the *Coffs Harbour 2030* Community Strategic Plan.

- **Economic**

Broader Economic Implications

Hosting a recognised international event enhances the livability of Coffs Harbour and its attractiveness as a destination for new residents and encourages the retention of existing residents. Opportunities to see elite sporting events and cultural events on a regular basis can be a key determinant for people choosing where to live.

Local business will also benefit directly from such a major event coming to the city, with flow-on effects through accommodation and food/beverage providers, supermarkets, and shopping centres, small business and hire companies all receiving economic benefits.

Destination NSW also provides funding to the events in recognition of the significant contribution made to the tourism in New South Wales.

Statistics from the 2013 event supplied by Rally Australia are as follows:

A total of 532 hours of coverage for the 2013 Coates Hire Rally Australia was broadcast on 264 television channels in 144 countries Worldwide, with a total cumulative audience of 28.21 million.

Rally's audience in Australia is as follows:

- *72% of fans are Male, with 28% Female.*
- *63% of fans are aged 18-45.*
- *Largely blue collar & predominantly middle income earners between \$50,000 – \$100,000.*
- *Very strong regional base, with interest spread throughout all areas of Australia, but spikes of interest in regional Queensland and NSW.*

Coates Hire Rally Australia has the following digital reach:

- *Website (www.rallyaustralia.com.au): 138,000 Visits and 442,000 Page Views during 2013. 73% from Australia, 57% returning visitors & average duration over 3 minutes.*
- *Social Media: 7,082 Facebook fans, 144,000 average reach per week and 6,600 Twitter followers. 84% male / 16% female, 24% aged 25-34 and 80,000 viewed daily in Event week.*
- *YouTube: Over 130 videos & 160,000 views during 2013.*
- *iRally: Over 80 videos uploaded & 800,000 views throughout 130 countries & territories Worldwide in 2013.*

Rally Australia advises that the spend, as a result of the events on the Coffs Coast in 2014, was \$9.1 million with an economic benefit of \$13.8 million. The size of the spend and benefit is therefore very significant.

Delivery Program/Operational Plan Implications

Funding will be required from the 2015/16 Operational Plan and Budget which represents comparative levels from previous years. Some increased in-kind support is required for the 2015 event.

Risk Analysis:

Council's involvement in events is managed through its risk management framework. Appropriate risk management, assessments and mitigation strategies are a requirement of the sponsorship and hire agreement.

Weather, and the final layout of the event, can greatly impact the amount, cost and duration of remediation works required post event. Council has contractual requirements to host national and state events in the week/s following the Rally events. The sponsorship and hire

agreement will strike a balance to provide for the best possible event for Rally Australia while minimising damage for other contracted users, and to minimise the cost of remediation works.

Consultation:

Consultation has been undertaken with the Director Community Development, Sports Unit and business units of Council.

Related Policy and / or Precedents:

The sponsorship arrangements are in line with the principles of the previous arrangements entered into with Rally Australia.

Statutory Requirements:

The Motor Sports (World Rally Championships) Act 2009 and accompanying regulation facilitates the conduct of the World Rally Championship in New South Wales by providing certain exemptions from other legislation, ministerial and other powers, and liability restrictions.

Issues:

The confidential attachment details the sponsorship arrangements negotiated between the parties. Although there is proposed an increase in overall in-kind support, the arrangements are considered appropriate for such signature events and their contribution to the local economy, and provide a stronger basis for an ongoing partnership between Council and Rally Australia. The arrangements also provide a greater opportunity to leverage the event in the destination marketing of Coffs Harbour.

Implementation Date / Priority:

A formal sponsorship and hire agreement with appropriated terms and conditions will be negotiated to facilitate the conduct of the Rally Australia events in 2015.

Recommendation:

- 1. That the sponsorship arrangements contained in the confidential attachment be approved and funding allocated in the 2015/16 Operational Plan and Budget.**
- 2. That the General Manager be delegated authority to execute the sponsorship and hire agreement for 2015 between Coffs Harbour City Council and Rally Australia Pty Ltd.**

TENDER: SUPPLY AND DELIVERY OF READY MIXED CONCRETE

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 ready mixed concrete.

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 ready mixed concrete Tender No. T151415MNC that closed on Tuesday, 7 October 2014.

Tenders were evaluated on the following criteria:

- Tender price
- Referees
- Quality assurance
- Work, health and safety
- Ecologically sustainable development
- Physical resources.

Six (6) tenders were received from the following suppliers that could service Coffs Harbour:

- Boral Concrete
- Coffs Harbour Mini Mix (late tender)
- Hanson (late tender)
- High Quality Concrete (late tender)
- Holcim
- Hy-Tec Concrete (late tender)

Conforming Tenders

Four (4) late tenders were received but all tenderers were deemed compliant and have been noted as active on the Australian Securities and Investments Commission (ASIC) website.

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 ready mixed concrete particularly in respect of deliveries to the central business district and residential areas. Operation managers and supervisors have issued instructions for deliveries to take place as early as 6.00 am Monday to Saturdays to reduce noise and interruptions.

- **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 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

Expenditure is allocated on a need only basis where a purchase order is raised for supply of ready mixed concrete.

Risk Analysis:

Tender documentation has been developed to minimise Council's exposure to risk.

Consultation:

Council's Works Coordinator Construction 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 2015.

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 Ready Mixed Concrete as detailed in the recommendation of the confidential attachment.

DRAFT COFFS CREEK COASTAL ZONE MANAGEMENT PLAN

Purpose:

The purpose of this report is to have the Draft Coffs Creek Coastal Zone Management Plan approved by Council for public exhibition.

Description of Item:

The purpose of the Draft Coffs Creek Coastal Zone Management Plan (CZMP) is to provide strategic direction and specific focus for the sustainable management of the Coffs Creek estuary. The scope of the plan encompasses the Coffs Creek waterway, its tributaries and foreshores, and the wider catchment insofar as catchment activities impact on the condition of the estuary.

Coffs Creek estuary is located within the land of the Gumbaynggirr nation. The Coffs Creek estuary is located centrally between the Coffs Harbour central business district and the jetty precinct. Coffs Creek estuary is recognised as one of the city's key recreational resources and contains important and significant ecosystems. Coffs Creek estuary is part of the Solitary Islands Marine Park and is designated as a Habitat Protection Zone.

Geolink was contracted in April 2012 to prepare the following components before the CZMP was developed:

- Scoping Exercise which defines the scope of the CZMP and the issues to be addressed.
- Literature and Information Review which provides an understanding of the information base relevant to the estuary processes and health, and community uses of the estuary.
- Coffs Creek Infilling and Hydraulic Capacity Study which provides an understanding of the hydraulic and sedimentation characteristics of the estuary and assesses the response of the system to changes linked to potential management options such as dredging and reducing mangrove density.
- Estuary Condition Study which details the health of the estuary and the relationship between the estuary processes (including sedimentation and hydraulic characteristic), external influences and issues of concern.
- Community Uses Assessment which details issues, threats and considerations with respect to recreational uses, scenic and public amenity, and the cultural and heritage significance of the Coffs Creek estuary.

The area addressed by these CZMP comprises the Coffs Creek waterways and tributaries, foreshores and the catchment draining to the estuary up to the tidal limit of the tributary as shown in Figure 1.

The draft CZMP describes proposed actions to be implemented by Coffs Harbour City Council, to address priority management issues for Coffs Creek.

The Draft Management Plan has been developed in accordance with State Government Guidelines for Preparing Coastal Zone Management Plans, which has provided a structured management process that has led to an integrated, balanced and community based plan. Council and Council's Coast and Estuary Management Advisory Committee (CEMAC) recognised the need to minimise human impacts on the estuarine environment and to ensure that the natural assets of the estuary are managed to meet both present and future needs.

Identification of key estuary management issues and development of management strategies has been undertaken based on technical studies and consultation with the community and key stakeholder organisations.



Figure 1: Coffs Creek Locality and Catchment

Sustainability Assessment:

- **Environment**

The primary goal of the Coastal Zone Management Plan for Coffs Creek Estuary is to encourage the integrated, balanced, responsible and ecologically sustainable use of the Coffs Creek Catchment. This is reflected in the management strategies developed in consultation with regulatory authorities, stakeholders and the community, in relation to the future nature conservation, rehabilitation and development of the estuary.

The Plan has a number of recommended measures that vary from on ground works to policy development and public awareness programs.

A range of potential management strategies have been developed, prioritised and detailed to address the key issues. Specific environmental outcomes targeted through strategies outlined in these documents include:

Coffs Creek Coastal Zone Management Plan

- Foreshore Management Works for Lower Estuary Reserves.
- Rehabilitate Riparian Corridors in the Upper Catchment.
- Rehabilitate Riparian Corridors in the Lower Catchment.
- Stormwater Management.
- Litter Control.
- Enhance Public Access in the Upper Catchment.
- Enhance Recreation Opportunities.
- Restore and Sustain High Visual Amenity.
- Implement Estuary Health Monitoring.
- Monitor Distribution of Seagrass, Saltmarsh and Mangroves.
- Allow for Saltmarsh Migration in Response to Sea Level Rise.
- Protect and Enhance Estuary Bank Stability.
- Enhance Heritage and Cultural Values.
- Implement Entrance Management Policy.
- Improve and Manage Water Access Around the Lower Estuary.
- Strengthen Community Appreciation of the Upper Tributaries.
- Monitor Fish Abundance and Diversity.

- **Social**

The development of the draft CZMP included investigations into numerous social considerations, covering:

- The essential features of the estuary including economic, social and aesthetic values;
- Current uses and activities, including land tenure, control and conflicts of use;
- Communities knowledge and appreciation of the values;
- Acceptable commercial & public development, works & activities.

- **Civic Leadership**

The CZMP is consistent with the aspirations of the Coffs Harbour community as articulated in the 2030 Plan. The 2030 Plan covers five themes including Moving Around and Looking after our Environment which are more directly applicable to this CZMP. The 2030 Plan outlines outcomes, objectives and actions for each theme. The actions applicable to this CZMP are listed in Table 1.

2030 Plan Strategies	Related CZMP Strategy
2030 Plan Theme: Looking After Our Environment	
Objective - LE 1 We share our skills and knowledge to care for our environment	
<p>Strategy LE 1.2 Develop programs to actively engage communities on environmental issues and solutions</p>	<p>Strategy M-4 is aimed at enhancing public appreciation of cultural and heritage values throughout the estuary catchment including:</p> <ul style="list-style-type: none"> ▪ establishing a strong symbol of reconciliation by implementing a program that identifies dual names, drawing on traditional Aboriginal names for key locations associated with Coffs Creek ▪ Continue to involve the participation of the local Aboriginal community in design proposals and relevant management decisions throughout the creek reserves <p>Strategy L-2 proposes an education program to increase local community appreciation of and engagement with the creek's natural values particularly within the residential and farming communities of the upper catchment.</p>
<p>LE 1.3 Promote connections to the environment through learning in the environment</p>	<p>L-2 proposes an education program to increase local community appreciation / engagement with the creek's natural values particularly within the residential and farming communities of the upper catchment.</p>
Objective - LE 2 We reduce our greenhouse gas emissions and adapt to climate change	
<p>LE 2.1 Maintain biodiversity in a changing climate</p>	<p>H-2 is aimed at rehabilitating riparian corridors in the upper catchment for multiple objectives including restoring habitat connectivity which the Coffs Harbour Biodiversity Action Strategy considers an important adaptation strategy for conserving Coffs Harbour's biodiversity. H-3 complements H-2 with the objective of rehabilitating riparian corridors in the lower catchment (east of existing highway). M-2 is aimed at protecting available corridors for migration of Saltmarsh in response to sea level rise.</p>
Objective - LE 3 Our natural environment and wildlife are conserved for future generations	
<p>LE 3.1 Manage land use to conserve the region's unique environmental and biodiversity values</p>	<p>H-2 and H-3 described above assist in conserving the region's unique environmental and biodiversity values. H-4 addresses stormwater management in urban areas to improve water quality in Coffs Creek.</p>

2030 Plan Strategies	Related CZMP Strategy
LE 3.2 Enhance protection of our catchments, waterways and marine areas	H-2 and H-3 address rehabilitating riparian corridors in the upper and lower catchment which is considered a key strategy in protecting the waterway and its foreshore areas.
LE 3.3 Recognise Aboriginal land and sea management practices in the development of environmental programs	M-4 addresses involvement of the local Aboriginal community in design proposals and relevant management decisions throughout the creek reserves
LE 3.4 Create environmental management and restoration programs through partnerships with the community	H-2 and H-3 include involvement of rural landholders, landcare groups and bush regeneration teams in rehabilitating riparian corridors in the upper and lower catchment. L-2 proposes an education program to increase local community appreciation of and engagement with the creek's natural values particularly within the residential and farming communities of the upper catchment.
LE 3.5 Develop and improve infrastructure to provide appropriate access to environmental experiences	H-6 involves enhancing and expanding the public pedestrian and bicycle path network in West Coffs by to achieve an integrated and continuous system that connects with riparian zones and optimises the existing network of paths around the lower estuary L-1 aims at improving water access in the lower estuary.
Objective - LE 4 We reduce our impact on the environment	
LE 4.2 Implement programs which aim to make the Coffs Harbour Local Government Area pollution free	H-2 and H-3 assist in reducing the pollutant runoff to the waterways H-4 addresses stormwater management in urban areas to improve water quality in Coffs Creek. H-6 addresses litter control in the estuary
2030 Plan Theme: Moving Around	
Objective - MA 1 We have an integrated, accessible and environmentally - friendly mixed mode transport system servicing the region	
MA 1.3 Promote increased public transport, pedestrian and cycle usage and reduced car usage	H-6 promotes increased pedestrian and cycle usage by enhancing and expanding the public pedestrian and bicycle path network in West Coffs to achieve an integrated and continuous system that connects with the existing network of paths around the lower estuary
MA 1.4 Integrate cycle way and footpath networks including linking schools, shops and public transport	Refer to H-6 above
Objective - MA 2 We have a system of well-maintained and safe roads for all users	
MA 2.1 Ensure adequate maintenance and renewal of roads, footpaths and cycleways	Refer to H-6 above
MA 2.2 Facilitate safe traffic, bicycle and pedestrian movement	Refer to H-6 above
2030 Plan Theme: Places for Living	
Objective - PL 1 Our infrastructure and urban development is designed for sustainable living	
PL 1.3 Create balanced pedestrian friendly communities with a mix of residential, business and services	Refer to H-6 above

2030 Plan Strategies	Related CZMP Strategy
Objective - PL 2 Our public spaces are enjoyed by all our people	
PL 2.1 Develop the harbour and foreshores as the focal point for our Local Government Area	H-1 involves development of a Foreshore Management Plan for Park Beach Reserve, Coffs Creek Reserve and Englands Park to achieve a range of objectives including improving the beach amenity of the creek foreshore at Park Beach Reserve, general improvements to the recreational areas / facilities of these reserves, and replacing degraded infrastructure with a visually coordinated suite of infrastructure, furniture, materials and signage H-7 is aimed at retaining and expanding passive recreation and leisure opportunities in the Coffs Creek reserve system. H-8 is aimed at preserving, restoring and managing the natural values of Coffs Creek which is contribute to a high visual amenity of the foreshores.
PL 2.2 Provide public spaces and facilities that are accessible and safe for all	H-6 and H-7 involves enhancing public access and recreation opportunities including consideration of disability access
PL 2.3 Provide safe and accessible play spaces for our children within each community	H-7 is aimed at retaining and expanding passive recreation and leisure opportunities in the Coffs Creek reserve system.

- **Economic**

Broader Economic Implications

The Draft CZMP, through its recommended strategies and actions, looks to preserve the local and citywide economic values currently experienced through our Council's Vision 2030. Without protecting our natural assets in a sustainable nature, i.e. through the principles of ESD, the Coffs Harbour image of a pristine coastline could fade, allowing a more degraded image to take hold. By not properly protecting our natural assets (and thereby image), Coffs Harbour may be affected by broader economic implications.

Delivery Program/Operational Plan Implications

The management strategies in the CZMP are presented in general order of priority (Strategy 1 being the highest priority). The priorities and timeframes provided in this CZMP are indicative and are to be used to guide the order of implementation. Priorities were established in response to:

- the degree to which the management strategies will impact on estuary issues;
- timeframe over which the strategy impacts will extend (the longer the better);
- extent of the estuary addressed by each management strategy;
- community rating of issues addressed by each management strategy (based on a community survey); and
- the likely cost of effective implementation of the management strategy.

Council is the lead agency in a number of the management strategies recommended within the Draft Coastal Zone Management Plans. These timeframes are recommended as the best periods to protect/rehabilitate the Woolgoolga Lake, Willis Creek and Darkum Creek catchments, however strategies will only be implemented when resources and funding becomes available.

After the formal adoption by Council, opportunities to gain funding for implementation of the strategies will be sought through organisations such as NSW Office of Environment and Heritage (OEH) and the Local Land Services (LLS) and Environmental Levy. These funding opportunities are not available without a formal management plan.

Strategies will be reviewed annually by Council staff and opportunities to obtain funding and utilise resources to implement strategies will be explored.

Consultation:

The development of the Coastal Zone Management Plan has had considerable community input through the various stages of development. They are as follows:

1) Coastal and Estuary Management Advisory Committee:

The Coast and Estuary Management Advisory Committee (CEMAC) has been established in the Coffs Harbour LGA with committee members from the NSW Office of Environment and Heritage (OEH), Marine Parks Authority, OEH-National Parks and Wildlife Authority, NSW Maritime, Coffs Harbour Regional Landcare, Crown Lands Division, community representatives, Council staff and Elected Councillors.

This management committee oversees the development of the management plan and ensures the plan has input from State and Local Government agencies, community groups, councillors and public representatives constantly. The committee itself is a form of public consultation.

2) Community and stakeholder consultation

A range of community and stakeholder values and issues have been developed through the consultation process of preparing this CZMP. The consultation process included the following:

- An initial community workshop on 26 June 2012 to gain input on community values, issues and objectives for the estuary.
- A community survey over a month from June to July 2012 to establish additional information on how the community uses the estuary and the level of concern for a range of issues. Community survey conducted over a month from June to July 2012 produced 170 responses. The survey asked respondents what importance they placed on a range of concerns and management activities;
- A community workshop at Cavanbah Hall, Coffs Harbour on 26 October 2013.
- Stakeholder consultation including:
 - An initial project inception meeting between the consultant team, Council and NSW Office of Environment and Heritage to establish an initial set of key concerns and objectives largely based on input from Council's Coastal Zone Management Committee;
 - Letters sent to over 30 stakeholder groups requesting for input on their role or activities associated with the estuary, their issues or concerns, objectives and potential strategies; and
 - Presentations to Council's Coastal Zone Management Committee at various stages of the CZMP preparation.

The estuary management issues raised from the consultation process and addressed in the preparation of the CZMP are summarised in the following table. The issues presented in the table are a record of community / stakeholder opinions which may not necessarily concur with the issues and pressures developed from the community uses assessment and estuary condition study (GeoLINK et al, 2013a and 2013b).

<i>Topic</i>	<i>Issues / Goals</i>
Ecological health and water quality	<ul style="list-style-type: none"> ▪ Poor water quality including impacts on Marine Park Authority sanctuary zone. ▪ Public health issues associated with eating fish from the creek. ▪ Runoff from residential, commercial, industrial and agricultural lands. ▪ Disturbance of acid sulfate soils. ▪ Herbicide and pesticide use in the catchment. ▪ Litter / rubbish (domestic and industrial). ▪ Discharges from Dolphin Marine Magic (DMM) and conversely, the impact of poor water quality in Coffs Creek on intake water for DMM. ▪ Sewage overflows in extreme wet weather. ▪ Pollution from septic tank systems.
Erosion	<ul style="list-style-type: none"> ▪ Benthic habitat destruction and loss of visual amenity resulting from bank erosion and past erosion protection works. ▪ Impacts on bank erosion from uprooted trees along the banks. ▪ Bank erosion at the southern side of the creek mouth.
Sedimentation	<ul style="list-style-type: none"> ▪ Sediment accretion and its effect on fisheries habitat and water quality. ▪ Effects of estuary entrance condition on sedimentation, tidal exchange, shoaling and flushing. ▪ Impact of the harbour construction on coastal sediment movement and consequent impacts to the creek.
Aquatic habitat	<ul style="list-style-type: none"> ▪ Decline in seagrass beds, mangrove, saltmarsh and other estuarine communities. ▪ Effects (short and long term) of pollution incidents on estuarine habitat.
Riparian vegetation	<ul style="list-style-type: none"> ▪ Loss and deterioration of riparian habitat and consequent impacts to fauna. ▪ Lack of riparian or wildlife corridors connecting the coast and hinterland. ▪ Edge effects on riparian zones from urban and rural lands.
Acid sulfate soils	<ul style="list-style-type: none"> ▪ Impacts from disturbed acid sulfate soils from urban and rural lands.

<i>Topic</i>	<i>Issues / Goals</i>
Flooding / oceanic inundation	<ul style="list-style-type: none"> ▪ Impacts of past flood protection works. ▪ Impact of sand shoals on flood levels. ▪ Management of floods and stormwater runoff from high rainfall events.
Impacts of climate change	<ul style="list-style-type: none"> ▪ Changes in entrance dynamics due to climate change and sea level rise. ▪ Impact of coastal inundation and sea level rise.
Fishing	<ul style="list-style-type: none"> ▪ Impact of recreational fishing on fish stocks and other estuarine fauna and habitat.
Blocking of natural flows	<ul style="list-style-type: none"> ▪ Impact of sand shoals on flow capacity and flushing of poor water quality. ▪ Inappropriate bank protection works. ▪ Impacts of narrow railway / road bridges near creek mouth. ▪ Impact of fallen vegetation in waterways on flood carrying capacity.
Waterway usage	<ul style="list-style-type: none"> ▪ Public access, boating access and boating-related facilities to the waterway. ▪ Conflicts between boating, swimming, fishing and passive recreation. ▪ Potential increased boating activity in the creek. ▪ Impact of sand shoals on canoeing and swimming. ▪ Need for a Council policy on estuary moorings to guide future mooring requests.
Entrance management	<ul style="list-style-type: none"> ▪ Need for a formal entrance opening policy.
Development and conservation	<ul style="list-style-type: none"> ▪ Impacts of increased urbanisation. ▪ Stormwater management from urban areas. ▪ Loss of significant natural and cultural heritage areas. ▪ Adequacy of land status / management of reserve areas. ▪ Impacts of increased urban density in existing urban areas.
Recreational use	<ul style="list-style-type: none"> ▪ Poor access for recreational use. ▪ Improve connection between the creek and the botanical. ▪ Reduce mowing of creek reserves and promote native vegetation. ▪ Develop more creek-side walking / cycling tracks in upper catchment (west of highway) and link with wider context and wildlife corridors. ▪ Enable pedestrian access across creek in both upper and lower reaches. ▪ Promote more environmental, cultural and heritage interpretation and public art along creek walks and improved legibility of signage systems. ▪ Prevent inappropriate uses along walks such as motorised trail bikes. ▪ Consideration of crime prevention along walks through environmental design. ▪ Installation of accessible fishing platforms (for people with disabilities). ▪ Avoid over-development of tracks that threaten the values / amenity of the creek.
Fauna	<ul style="list-style-type: none"> ▪ Maintain nesting sites in riparian vegetation. ▪ Create buffer zone around flying fox camps to protect flying foxes.

4) Prepare Coastal Zone Management Plan

The Draft Coffs Creek Coastal Zone Management Plan was presented to the CEMAC on 29 July 2014. The management plan was technically reviewed by members of the committee.

Public Exhibition is an integral part of the community consultation process in developing the Coastal Zone Management Plans. If adopted by Council the Draft Coffs Creek Coastal Zone Management Plan will be put on public exhibition for 28 days. The draft Plan will be displayed by hard copy at the Council Administration Building and libraries and electronically on Council's webpage, plus a notification of the public exhibition will be placed in local media. Council will also undertake an informal drop in session during Thursday community markets in the City Centre during the public exhibition.

Related Policy and / or Precedents:

Council has the following policies and adopted management plans that are consistent with the Coffs Creek Coastal Zone Management Plan.

- **Adopted Estuary Management Plans**
 - Coffs Harbour Coastal Zone Management Plan
 - Woolgoolga Lake Coastal Zone Management Plan

- Willis Creek Coastal Zone Management Plan
- Darkum Creek Coastal Zone Management Plan
- Moonee Creek Estuary Management Study & Plan
- Hearnese Lake Estuary Management Study & Plan
- Pipe Clay Lake Estuary Management Plan
- Coastal Zone Management Plan for Boambee/ Newports Estuary

Statutory Requirements:

There is a requirement under the Coastal Protection Act 1979, Part 4A Coastal zone management plans, Division 1 General, *55B Requirements for coastal zone management plans* for Councils to prepare coastal zone management plans.

Additionally the draft CZMP has been prepared under the NSW Government's Guidelines for Preparing Coastal Zone Management Plans.

The plan also satisfies the goals of the Northern Rivers Catchment Management Authorities (NRCMA) management target C2 – *complete management plans for all estuaries; and implement identified priority actions that contribute to the improved natural resource condition.*

The Minutes of The Coast and Estuary Management Advisory Committee (CEMAC) meeting held on 29 July 2014 are attached.

Issues:

While all strategies have varying levels of difficulty to complete, once the document has been formally adopted increased funding opportunities will be available to Council to allow more effective undertaking of individual projects. Strategies outlined in the CZMP don't impact on landuse planning controls and address recreational, aesthetic, social and environment values and have involved community in the decision making process.

Implementation Date / Priority:

Following adoption by Council of the Draft Coffs Creek Coastal Zone Management Plan, it will be placed on public exhibition for 28 days, after which any public comments will be taken into account by Council staff and the CEMAC when finalising the Plan.

The completed Coastal Zone Management Plan will then be recommended to Council for formal adoption, where the document will become an official Management Plan of Council. Implementation of the recommended strategies will follow the ranking and priorities given in the Plan subject to available funds and resources.

Recommendation:

That Council:

1. **Approve the Draft Coffs Creek Coastal Zone Management Plan for public exhibition for a period of 28 days, from 28 January 2015.**
2. **That Council note the minutes of the Coastal Estuary Management Advisory Committee held 29 July 2014.**

Coastal Estuary Management Advisory Committee Meeting held on 29 July 2014.

Description of Item:

All items were of a routine nature except for the following items:

2. Coffs Creek Coastal Zone Management Plan

CEMAC2 that a report be put to Council recommending the public exhibition of the draft Coffs Creek Coastal Zone Management Plan.

3. Riverbank Erosion on Corindi River Estuary

CEMAC3 that an inspection of the erosion areas be undertaken by key agency staff to consider preferred options

4. *Vehicle Access around Hearn's Lake and Willis Creek*

CEMAC4 Council to provide a review and summary of options on the access points and liaise with Crown Lands. A report to be provided at next meeting.

A detailed report will be prepared for Council with details of the recommended strategies plus a detailed assessment.

Recommendation:

That Council note the minutes of the Coastal Estuary Management Advisory Committee held 29 July 2014.

**COFFS HARBOUR CITY COUNCIL
COASTAL ESTUARY MANAGEMENT ADVISORY COMMITTEE
TUESDAY, 29 July 2014, 2:00 pm**

The meeting of the Coastal Estuary Management Advisory Committee (CEMAC) held at CR1 and CR2 Council Administration Building, commenced at 2:00pm.

Present: Josh Chivers, NSW Office of Environment and Heritage
Malcolm Robertson, Coffs Harbour City Council
George Stulle, Coffs Harbour City Council
Councillor Sally Townley, Coffs Harbour City Council
Councillor Bob Palmer, Coffs Harbour City Council
Clyde Treadwell, Coffs Harbour City Council
Peter Smith, Community Representative
Glenn Storrie, National Parks and Wildlife
Peter Baumann, Crown Lands
Pia Dollman Regional Landcare
Anna Sedlak, Roads and Maritime
Tim Ruge Geolink
Matt Kelly, work experience Coffs Harbour City Council

Apologies: David Greenhalgh, Marine Park Authority
Steve Smith Southern Cross University
Councillor Rodney Degens, Coffs Harbour City Council
Cherelle Brooke, Coffs Harbour City Council
Martin Rose, Coffs Harbour City Council
Dr Charles Phipps, Community Representative
Bob White, SES

1. CONFIRMATION OF MINUTES

CEMAC1 **RESOLVED** that the minutes of the Coastal Estuary Management Advisory Committee meeting of 29 October 2013, be confirmed.

2. COFFS CREEK COASTAL ZONE MANAGEMENT PLAN

To date Geolink have completed Scoping Exercise Report, Literature and Information Review, Community Uses Assessment and Condition Study. Technical information which has also included community consultation. All members have been provided a copy of the draft plan

Tim Ruge, presented the Draft Coastal Zone Management Plan for Coffs Creek. The presentation discussed high, medium and low management actions detailed in the plan.

The committee is given 3 weeks (19/08/2014) for their assessment and comments to be forwarded to council. Once all submissions have been submitted and if no significant changes identified, minor changes to be made and draft management plan adopted by the committee. Malcolm Robertson to follow up with SIMP.

CEMAC2 RESOLVED that a report be put to Council recommending the public exhibition of the draft Coffs Creek Coastal Zone Management Plan.

3. BUSINESS ARISING

Malcolm Robertson to provide an update on the implementation of Estuary Management Plans at the next meeting.

4. GENERAL BUSINESS

Update on Coastal and Estuary Program

Malcolm Robertson provided an update on the following projects. For more information please see Appendix 1.

- Implementation of High Priority Management Action within Hearnes Lake Catchment
- Recreational Boating projects
- Ecohealth

Grants for the 2014-15 period. (not approved yet)

- Woolgoolga Beach Rehabilitation Project
- Arrawarra Creek Coastal Zone Management Plan
- Ecohealth

Campbells Beach Preliminary Design

Malcolm Robertson provided an update on the draft Campbells Beach Preliminary Design. The draft design concept was provided and stated that consultation was still to be undertaken. More description is in Appendix.

Coastal Management Planning

Council has engaged Mike Svikis to prepare a Coastal Risk Area Planning Policy, Coastal Hazards Development Control Plan, revise Section 149 Certificates, Standard conditions and Planning Proposal.

Riverbank erosion on Corindi River Estuary

Peter Smith updated the committee on erosion issues along Corindi River adjacent to the boardwalk. There are 2 short sections of erosion that may require protection. Wetland Care Australia has planted out the area.

CEMAC3 RESOLVED that an inspection of the erosion areas be undertaken by key agency staff to consider preferred options

Attachment

Vehicle Access around Hearn's Lake and Willis Creek

Councilor Bob Palmer provided the committee with the issues surrounding the 2 vehicle access points at Hearn's Lake and Willis Creek.

CEMAC4 **RESOLVED** Council to provide a review and summary of options on the access points and liaise with Crown Lands. A report to be provided at next meeting.

The meeting closed at. 3:40.



Photo courtesy of Sawtell Framing & Beachscapes Gallery.

Coffs Creek Estuary Coastal Zone Management Plan



Coffs Harbour City Council has prepared this document with financial assistance from the NSW Government through the Office of Environment and Heritage. This document does not necessarily represent the opinions of the NSW Government or the Office of Environment and Heritage.

Coffs Creek Estuary Coastal Zone Management Plan

Prepared for: Coffs Harbour City Council and
NSW Office of Environment and Heritage
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<i>UPR</i>	<i>Description</i>	<i>Date Issued</i>	<i>Issued By</i>
1988-1027	First issue – Preliminary Draft	20/06/2014	Tim Ruge
1988-1031	Second issue	25/07/2014	Tim Ruge
1988-1041	Third issue	09/12/2014	Tim Ruge

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F	How this CZMP fits into Council’s strategic context
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Executive Summary

The purpose of the Coffs Creek Estuary Coastal Zone Management Plan (CZMP) is to provide Council with a strategic direction for the sustainable management of the Coffs Creek estuary. The CZMP encompasses the Coffs Creek waterway, its tributaries and foreshores, and catchment processes and activities that impact on the condition of the estuary.

The estuary is a key recreational resource for the city and contains important natural ecosystems.

Estuary Issues

On a statewide basis the health of the estuary is under high pressure due to a highly urbanised and largely cleared catchment. Water quality is moderate to poor due to the pressures of cleared land.

The key management strategies of this CZMP to address estuary health pressures include:

- Rehabilitating the riparian bushland of the creeks tributaries west of the existing highway
- Reducing pollutant runoff from rural lands and urban areas
- Conserving the relatively health riparian bushland west of the existing highway.

The existing bushland associated with the tributaries of Coffs Creek provide significant benefits to the city area and West Coffs due to the network of green corridors that extend into the urban area providing an attractive green backdrop to the suburban environment.

Recreational use of the estuary varies considerably between the west and east side of the existing highway. East of the highway, the Coffs Creek Walk path network provides the main focus of access to the creek and recreational activity. This is due to the substantial size of the reserves, easy access, the scenic amenity of the natural environment and the variety of recreational opportunities provided by the setting. The lower estuary has also been subject to considerable capital investment for public access.

West of the highway the Coffs Creek tributaries are contained within narrow public reserves and are largely surrounded by private property with limited exposure to the public road system. There is considerable open space reserves associated with the creek system, however few offer significant recreational value largely due to their remoteness, inaccessibility and lack of integration with the surrounding urban setting.

The key management strategies of this CZMP to address community use of the estuary include:

- Maintaining and enhancing Coffs Creek Walk as the primary access and recreational corridor in the lower estuary
- Improving recreational opportunities and pathways associated with Coffs Creek reserves west of the highway for the benefit of West Coffs community
- Rehabilitating the riparian bushland of the creeks tributaries west of the existing highway to sustain the visual amenity provided to the adjoining suburban environment.

Estuary Management Actions

The table overleaf summarises the management actions for Coffs Creek estuary:

Action No. / Title	Description
High Priority Actions	
H-1 Rehabilitate Riparian Corridors in the Upper Catchment	<ul style="list-style-type: none"> ▪ Support vegetation rehabilitation and weed management measures for priority areas detailed in Council's <i>Natural Resource Management Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek</i> (NRMP) (CHBRG, 2013) ▪ Use Council incentives program to encourage rural landholders to restore riparian corridors ▪ Encourage private conservation agreements with rural landholders for important habitat or key wildlife corridors
H-2 Conserve Riparian Corridors in the Lower Catchment	<ul style="list-style-type: none"> ▪ Undertake vegetation rehabilitation and weed management of Council managed land in the lower estuary based on Council's NRMP
H-3 Foreshore Management Plan for Lower Estuary Reserves	<ul style="list-style-type: none"> ▪ Replace the failing timber retaining wall and gabion works in Park Beach Reserve with a more gradual level change to improve the amenity ▪ Similar works as above for foreshore path / esplanade near England's Park ▪ Combine natural vegetation into existing shoreline erosion works to improve the visual appearance ▪ Retain 'natural' bank amenity on southern bank near entrance
H-4 Stormwater management	<ul style="list-style-type: none"> ▪ Develop a Stormwater Management Plan for Coffs Creek. ▪ Regularly maintain the six major stormwater outlets in Coffs Creek ▪ Investigate the need for a GPT next to Marcia Street Depot ▪ Audit key industrial areas for better stormwater quality outcomes ▪ Education of rural landholders for better soil / pesticide / fertiliser practices
H-5 Litter Control	<ul style="list-style-type: none"> ▪ Undertake a litter prevention campaign ▪ Require litter management for events that hire the Coffs Creek walk ▪ Involve local schools in litter awareness and monitoring
H-6 Improve Pedestrian and Cycle Paths in Upper Catchment	<ul style="list-style-type: none"> ▪ Carry out the relevant actions contained in Council's Open Space Strategy / Pedestrian Access and Mobility Plan / Bike Plan. ▪ Include new trails and paths identified in Council's NRMP ▪ Improve the safety and accessibility of existing pedestrian/cyclist crossings of the Pacific Highway
H-7 Better Use of the Coffs Creek Reserves in the Upper Catchment for Recreational Opportunities	<ul style="list-style-type: none"> ▪ Carry out the relevant actions contained in Council's Open Space Strategy / Pedestrian Access and Mobility Plan / Bike Plan. ▪ Consider making better use of the Coffs Creek reserve system and drainage reserves for new recreation areas and pedestrian/cycle connections
H-8 Sustain the High Visual Amenity provided by Riparian Bushland	<ul style="list-style-type: none"> ▪ Implement actions in Council's NRMP that modify and improve grass mowing practices on public reserves ▪ Adopt a visually coordinated suite of materials, details, signage etc in all new infrastructure work.
H-9 Implement Estuary Health Monitoring	<ul style="list-style-type: none"> ▪ Develop and implement an estuary health monitoring program based on the plan outlined in Appendix A of this CZMP

Action No. / Title	Description
Medium Priority Actions	
M-1 Monitor Seagrass, Saltmarsh and Mangroves	<ul style="list-style-type: none"> ▪ Map mangroves, seagrass and saltmarsh in Coffs Creek every 6 years ▪ Measure the condition of mangroves, seagrass and saltmarsh every 3 years
M-2 Allow for Saltmarsh Migration in Response to Sea Level Rise	<ul style="list-style-type: none"> ▪ Protect existing saltmarsh at Englands Park and Edgar Street foreshore ▪ Assess the above areas for suitability for potential saltmarsh migration path in response to sea level rise
M-3 Protect and Enhance Estuary Bank Stability	<ul style="list-style-type: none"> ▪ Monitor the estuary banks after significant flood events and remediate bank erosion sites where public infrastructure is at risk
M-4 Enhance Heritage and Cultural Values	<ul style="list-style-type: none"> ▪ Supporting the implementation of <i>Buluunggal – The Aboriginal Community Vision for the Coffs Creek Catchment and Estuary</i> ▪ Implement a program that identifies dual names, drawing on traditional Aboriginal names for key locations such as naming of Coffs Creek ▪ Involve the local Aboriginal community in relevant management decisions ▪ Support the <i>Coffs Creek Restoration & Interpretive Bush Tucker Trail</i> project
M-5 Implement Entrance Management Policy	<ul style="list-style-type: none"> ▪ Adopt and implement Entrance Management Policy based on policy contained in Appendix B of this CZMP
Low Priority Actions	
L-1 Improve and Manage Water Access around the Lower Estuary	<ul style="list-style-type: none"> ▪ Upgrade the existing Melittas Street boat ramp and other smaller jetties ▪ Prohibit large scale commercial recreation boating along the creek ▪ Prohibit mooring in the estuary ▪ Developing Council policies that prohibit mooring and use of large commercial recreation vessels in the estuary
L-2 Strengthen Community Appreciation of the Upper Tributaries	<ul style="list-style-type: none"> ▪ Educate farmers and residents adjoining Coffs Creek tributaries and drainage lines about the value of the reserve system. ▪ Implement interpretive signage to enhance awareness
L-3 Monitor Fish Abundance and Diversity	<ul style="list-style-type: none"> ▪ Undertake monitoring of fish abundance and diversity on a regular basis as part of an overall estuary health monitoring package. ▪ Undertake the sampling and analysis of common recreational fish and shellfish from Coffs Creek to assess their suitability for eating.

Introduction

The purpose of the Coffs Creek Estuary Coastal Zone Management Plan (CZMP) is to provide strategic direction and specific focus for the sustainable management of the Coffs Creek estuary. The scope of the plan encompasses the Coffs Creek waterway, its tributaries and foreshores, and the wider catchment insofar as catchment activities impact on the condition of the estuary. This CZMP details actions (the Implementation Schedule) to be executed by Coffs Harbour City Council (Council), other public authorities and the private sector to address priority management issues for the Coffs Creek estuary. These issues relate to:

- risks to public safety and built assets;
- pressures on estuary health; and
- community uses of the estuary.

The general area covered by the CZMP is defined by the hydrological catchment of Coffs Creek as shown in the top image in **Illustration 1.1**. The CZMP focuses on the estuary which is located downstream of the tidal limits of the tributary creeks between the Pacific Highway and Coffs Creek entrance (refer to lower image in **Illustration 1.1**). However, the broader catchment of Coffs Creek is considered with respect to influences on estuary health and the connection with community uses of the estuary.

1.1 How to use this CZMP

- Management strategies and associated tasks are prioritised in the Implementation Schedule (**Sections 3 to 5**) for implementation by the 'Responsible Agency'.
- An indicative timeframe is nominated for implementation of each management strategy in the schedule.
- The specific tasks listed for each strategy shall be 'ticked off' by the 'Responsible Agency' at both commencement and completion of the task.
- This CZMP shall be reviewed every 5 to 10 years.

1.2 Background to development of this CZMP

In 2004, Council's Coastal Zone Management Committee (CZMC) adopted the goal "to assist council in achieving an integrated, balanced, responsible and ecologically sustainable use of the Coffs Creek." In 2012 Council and Office of Environment and Heritage (OEH) engaged GeoLINK in association with Aquatic Science and Management (Mathew Birch), Redbelly Landscape Architects (Garry Murray), GECO Environmental (Damon Telfer) and Water Technology to develop a CZMP for Coffs Creek estuary.

Preparation of this CZMP involved the following components which are detailed in separate reports:

- *Scoping Exercise* which defines the scope of the CZMP and the issues to be addressed
- *Literature and Information Review* which provides an understanding of the information base relevant to the estuary processes and health, and community uses of the estuary
- *Coffs Creek Infilling and Hydraulic Capacity Study* which provides an understanding of the hydraulic and sedimentation characteristics of the estuary and assesses the response of the system to changes linked to potential management options such as dredging and reducing mangrove density
- *Estuary Condition Study* which details the health of the estuary and the relationship between the estuary processes (including sedimentation and hydraulic characteristic)
- *Community Uses Assessment* which details issues, threats and considerations with respect to recreational uses, scenic and public amenity, and the cultural and heritage significance of the Coffs Creek estuary.

Drawn by: KHP Checked by: RE Reviewed by: TIM Date: July 2014
 Source of base data: Coffs Harbour City Council

Information shown is for illustrative purposes only



0 1.25 km
Coffs Creek Total Catchment



0 500
Coffs Creek Lower Estuary



1.3 Overview of the Coffs Creek estuary and catchment

Coffs Creek estuary is located within the land of the Gumbaynggirr nation. The Coffs Creek estuary is located centrally between the Coffs Harbour central business district and the jetty precinct. Coffs Creek estuary is recognised as one of the city’s key recreational resources and contains important and significant ecosystems of forest, wetlands, saltmarsh, mangroves, and areas of koala habitat. Coffs Creek estuary is part of the Solitary Islands Marine Park and is designated as a Habitat Protection Zone.

The hydrological catchment area of Coffs Creek covers 24.5 km² and has an estimated population of 18,000 (Roper *et. al.*, 2011). The catchment is characterised by steep hillsides with elevations of 490m AHD falling down to the coastal floodplain. The catchment drains through three main creek lines – Coffs Creek and two northern tributaries: Treefern Creek which flows parallel to Argyll Street; and an unnamed creek which flows parallel to Bray Street.



Source: NSW Office of Environment and Heritage

Plate 1.1 Aerial Image of Coffs Creek Estuary

Coffs Creek estuary can be classified as a wave-dominated estuary at a mature evolutionary phase is characterised by a relatively high degree of sediment infilling. These types of estuaries are general constricted by wave-deposited beach sand and flood-tidal deltas (Roy *et al.*, 2001). The entrance to Coffs Creek is predominantly open, however it can close under low creek flow conditions and during periods of beach accretion or after large ocean storm events.

The estuary is characterised by a well-defined wide meandering channel that creates broad expanses and long reaches of water. The estuarine portion of Coffs Creek is complemented by a substantial and continuous area of public reserve that protects a rich diversity of riparian vegetation including saltmarsh, mangroves and subtropical coastal floodplain.

The character of the creek environment transforms significantly west of the highway. From a relatively substantial water body the creek splits into two smaller tributaries and then into a series of minor watercourses and drainage lines that dissect the basin floor and the surrounding hillsides.

The catchment extending west from the Pacific Highway includes the highly urbanised area of West Coffs Harbour and the rural and bush hinterland of the urban fringe and surrounding slopes. 82% of the catchment is classified as disturbed which is higher than other estuaries in the Northern Rivers region and similar to metropolitan estuaries of Sydney.

The upper tributaries of Coffs Creek have influenced the way in which the West Coffs area has developed, however the upper creeks and adjoining banks remain a highly underutilised natural resource.

1.3.2 Land use

Land uses in the catchment are shown in **Illustration 1.2** and generally comprise:

- 35% residential development and 9% community and business use
- 23% agricultural uses which are predominantly banana and blueberry farming (although not all of this area is being actively cultivated) and 10% grazing
- 12% under tree and shrub cover
- 11% associated with recreational uses.

1.3.2.1 Land Use History

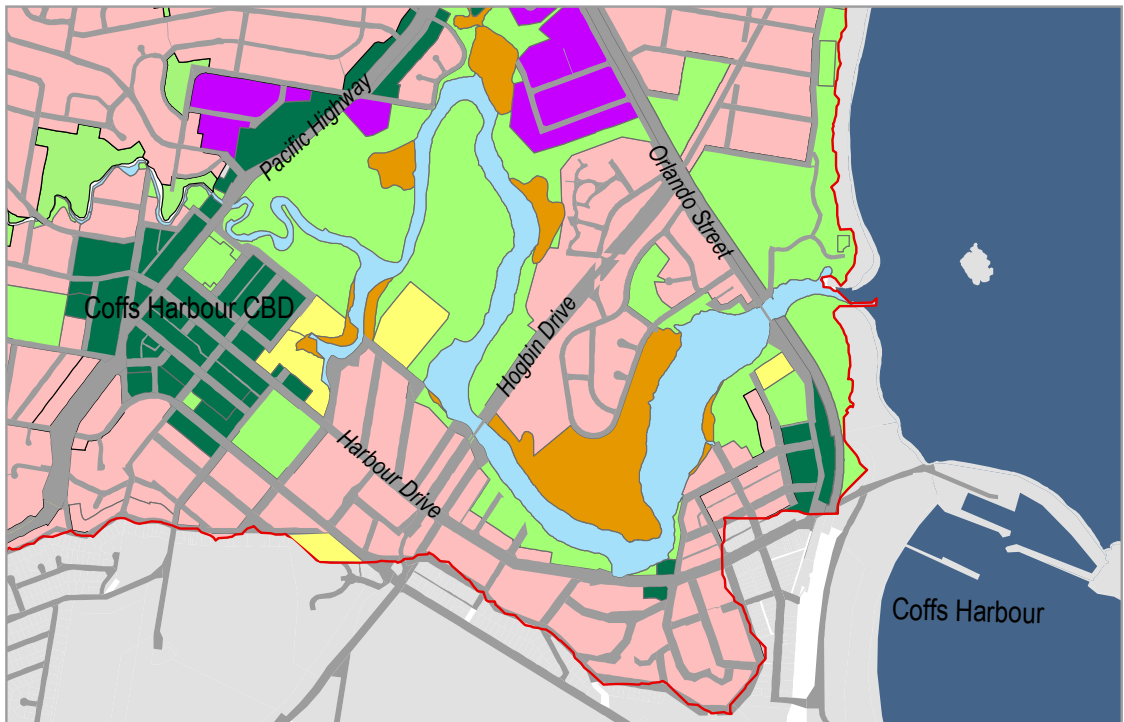
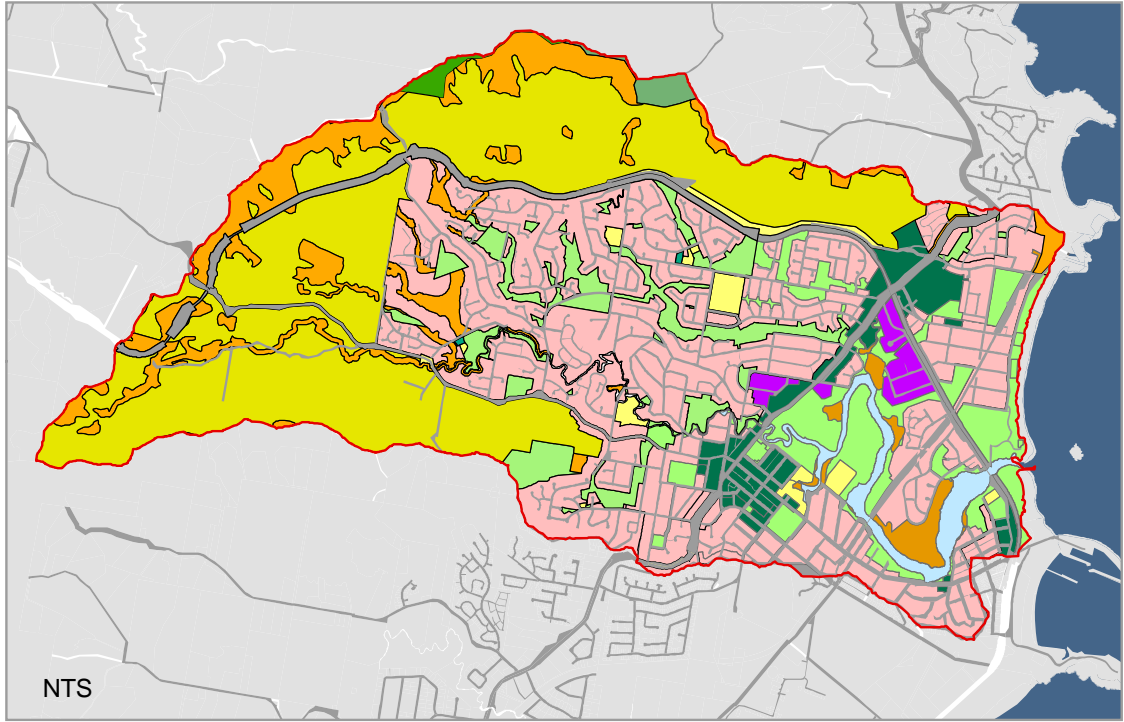
Aerial images indicated that in the 1950's, land use was predominately rural with minor urban development and residential subdivision occurring in and around the city centre. Over the past sixty years, particularly since the 1970s, urban development has intensified around Coffs Creek and spread outwards from the city centre transforming the lower rural lands to residential suburbs. The extent of clearing / remnant vegetation in the upper fringes of the catchment has remained relatively unchanged since 1954.

1.3.2.2 Future land use changes

Potential future land use changes significant to the estuary include construction of the Pacific Highway bypass of Coffs Harbour. The preferred highway route will effectively form the western extent of future urban development of the Coffs Creek catchment.

Drawn by: KHP Checked by: RE Reviewed by: RE Date: July 2014
 Source of base data: Coffs Harbour City Council

Information shown is for illustrative purposes only



LEGEND

- Study area
- Agriculture
- Residential
- Business

- Industrial
- Community Purpose
- Recreation
- Environmental Protection
- Rural State Forest

- National Park and Reserves
- Recreational Waterways
- Roads and Railways



Context and Priority of Actions

2.1 How this CZMP relates to the NSW Coastal Management Principles

The NSW Government has developed Coastal Management Principles to guide strategic considerations in coastal and estuary management, including the preparation of CZMPs. The relationship between the principles and this CZMP is detailed in **Appendix F**.

2.2 How this CZMP fits into Council's strategic context

The Coffs Creek estuary CZMP relates to the Coffs Harbour 2030 Plan (Council's overarching plan that integrates planning and reporting frameworks) and other Council plans and policies. The relationship between the CZMP and Council plans and policies is detailed in **Appendix F**.

The CZMP also directly supports and adopts relevant strategies from the following Council plans:

- Council's *Natural Resource Management Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek* (CHBRG, 2013)
- Coffs Harbour City Council Open Space Strategy 2010
- Pedestrian Access and Mobility Plan Review (PAMP) (2011)
- Bike Plan 2014-2019 (Draft).

2.3 Community and stakeholder values and issues for Coffs Creek

A range of community and stakeholder values and issues have been developed through the consultation process of preparing this CZMP. The consultation process included the following:

- An initial community workshop on 26 June 2012 to gain input on community values, issues and objectives for the estuary.
- A community survey over a month from June to July 2012 to establish additional information on how the community uses the estuary and the level of concern for a range of issues (a summary is contained in **Appendix G** in regard what importance respondents placed on a range of concerns and management activities);
- A community workshop at Cavanbah Hall, Coffs Harbour on 26 October 2013.
- Stakeholder consultation including:
 - an initial project inception meeting between the consultant team, Council and NSW Office of Environment and Heritage to establish an initial set of key concerns and objectives largely based on input from Council's Coastal Zone Management Committee;
 - letters sent to over 30 stakeholder groups requesting for input on their role or activities associated with the estuary, their issues or concerns, objectives and potential strategies; and
 - presentations to Council's Coastal Zone Management Committee at various stages of the CZMP preparation.

The estuary management issues raised from the consultation process and addressed in the preparation of the CZMP are summarised in the following table. The issues presented in the table are a record of community / stakeholder opinions which may not necessarily agree with the issues and pressures developed from the community uses assessment and estuary condition study (GeoLINK *et al*, 2013a and 2013b).

Table 2.1 Community and stakeholder values and issues

<i>Topic</i>	<i>Issues / Goals</i>
Ecological health and water quality	<ul style="list-style-type: none"> ▪ Poor water quality including impacts on Marine Park Authority sanctuary zone. ▪ Public health issues associated with eating fish from the creek. ▪ Runoff from residential, commercial, industrial and agricultural lands. ▪ Disturbance of acid sulfate soils. ▪ Herbicide and pesticide use in the catchment. ▪ Litter / rubbish (domestic and industrial). ▪ Discharges from Dolphin Marine Magic (DMM) and conversely, the impact of poor water quality in Coffs Creek on intake water for DMM. ▪ Sewage overflows in extreme wet weather. ▪ Pollution from septic tank systems.
Erosion	<ul style="list-style-type: none"> ▪ Benthic habitat destruction and loss of visual amenity resulting from bank erosion and past erosion protection works. ▪ Impacts on bank erosion from uprooted trees along the banks. ▪ Bank erosion at the southern side of the creek mouth.
Sedimentation	<ul style="list-style-type: none"> ▪ Sediment accretion and its effect on fisheries habitat and water quality. ▪ Effects of estuary entrance condition on sedimentation, tidal exchange, shoaling and flushing. ▪ Impact of the harbour construction on coastal sediment movement and consequent impacts to the creek.
Aquatic habitat	<ul style="list-style-type: none"> ▪ Decline in seagrass beds, mangrove, saltmarsh and other estuarine communities. ▪ Effects (short and long term) of pollution incidents on estuarine habitat.
Riparian vegetation	<ul style="list-style-type: none"> ▪ Loss and deterioration of riparian habitat and consequent impacts to fauna. ▪ Lack of riparian or wildlife corridors connecting the coast and hinterland. ▪ Edge effects on riparian zones from urban and rural lands.
Acid sulfate soils	<ul style="list-style-type: none"> ▪ Impacts from disturbed acid sulfate soils from urban and rural lands.
Flooding / oceanic inundation	<ul style="list-style-type: none"> ▪ Impacts of past flood protection works. ▪ Impact of sand shoals on flood levels. ▪ Management of floods and stormwater runoff from high rainfall events.
Impacts of climate change	<ul style="list-style-type: none"> ▪ Changes in entrance dynamics due to climate change and sea level rise. ▪ Impact of coastal inundation and sea level rise.
Fishing	<ul style="list-style-type: none"> ▪ Impact of recreational fishing on fish stocks and other estuarine fauna and habitat.
Blocking of natural flows	<ul style="list-style-type: none"> ▪ Impact of sand shoals on flow capacity and flushing of poor water quality. ▪ Inappropriate bank protection works. ▪ Impacts of narrow railway / road bridges near creek mouth. ▪ Impact of fallen vegetation in waterways on flood carrying capacity.
Waterway usage	<ul style="list-style-type: none"> ▪ Public access, boating access and boating-related facilities to the waterway. ▪ Conflicts between boating, swimming, fishing and passive recreation. ▪ Potential increased boating activity in the creek. ▪ Impact of sand shoals on canoeing and swimming. ▪ Need for a Council policy on estuary moorings to guide future mooring requests.

<i>Topic</i>	<i>Issues / Goals</i>
Entrance management	<ul style="list-style-type: none"> ▪ Need for a formal entrance opening policy.
Development and conservation	<ul style="list-style-type: none"> ▪ Impacts of increased urbanisation. ▪ Stormwater management from urban areas. ▪ Loss of significant natural and cultural heritage areas. ▪ Adequacy of land status / management of reserve areas. ▪ Impacts of increased urban density in existing urban areas.
Recreational use	<ul style="list-style-type: none"> ▪ Poor access for recreational use. ▪ Improve connection between the creek and the botanical. ▪ Reduce mowing of creek reserves and promote native vegetation. ▪ Develop more creek-side walking / cycling tracks in upper catchment (west of highway) and link with wider context and wildlife corridors. ▪ Enable pedestrian access across creek in both upper and lower reaches. ▪ Promote more environmental, cultural and heritage interpretation and public art along creek walks and improved legibility of signage systems. ▪ Prevent inappropriate uses along walks such as motorised trail bikes. ▪ Consideration of crime prevention along walks through environmental design. ▪ Installation of accessible fishing platforms (for people with disabilities). ▪ Avoid over-development of tracks that threaten the values / amenity of the creek.
Fauna	<ul style="list-style-type: none"> ▪ Maintain nesting sites in riparian vegetation. ▪ Create buffer zone around flying fox camps to protect flying foxes.

2.4 Committee objectives for Coffs Creek

Council’s Coastal Zone Management Committee adopted aim for the Coffs Creek estuary CZMP is:

to assist council in achieving an integrated, balanced, responsible and ecologically sustainable use of Coffs Creek.

The objectives for the CZMP for Coffs Creek estuary have been developed by Council’s Coastal Zone Management Committee and include the following:

- Link the CZMP with other planning processes in the coastal zone to facilitate integrated management.
- Involve the community in the preparation of the CZMP including provision of relevant information.
- Consider and accommodate natural coastal processes and hazards.
- Maintain the condition of high value coastal ecosystems and rehabilitate priority degraded ecosystems.
- Address current and potential risks to estuary health.
- Maintain and improve public access arrangements to estuary foreshores, support recreational uses and protect the cultural and heritage environment.
- Consider the effects of climate change, including sea level rise, on coastal hazards, ecosystem health and community uses.
- Develop management actions based on best available information and reasonable practice, including adopting an adaptive management approach.
- Prioritise management actions based on public benefit including long-term cost-effectiveness.

2.5 Prioritisation of management actions

The aim of the prioritising the management actions is to identify proposed actions which address priority management issues, are reasonable and achieve optimal long-term outcomes for the expected available funding. Prioritising the management actions has taken into account:

- whether they are technically appropriate and effective or can be safely implemented and maintained
- whether a actions is reasonable with regard to:
 - the Coastal Management Principles
 - the social, environmental and economic impacts of the strategy, including its benefits and costs, and any impacts on cultural values
 - the views of the community and other stakeholders
- combinations of actions to achieve the best outcomes
- actions that achieve multiple objectives
- logical sequence of inter-dependent actions.

Consideration of the above has resulted in the prioritisation of management actions into ‘high’, ‘medium’ and ‘low’ priority categories as listed below. Details of the management actions are provided in the Implementation Schedule in **Section 3** (High Priority actions), **Section 4** (Medium Priority) and **Section 5** (Low Priority).

Table 2.2 Priority Management Actions

<i>Action No. / Title</i>	<i>Description</i>
High Priority	
H-1 Rehabilitate Riparian Corridors in the Upper Catchment	<ul style="list-style-type: none"> ▪ Support vegetation rehabilitation and weed management measures for priority areas detailed in Council’s <i>Natural Resource Management Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek</i> (NRMP) (CHBRG, 2013) ▪ Use Council incentives program to encourage rural landholders to restore riparian corridors ▪ Encourage private conservation agreements with rural landholders for important habitat or key wildlife corridors
H-2 Conserve Riparian Corridors in the Lower Catchment	<ul style="list-style-type: none"> ▪ Undertake vegetation rehabilitation and weed management of Council managed land in the lower estuary based on Council’s NRMP
H-3 Foreshore Management Plan for Lower Estuary Reserves	<ul style="list-style-type: none"> ▪ Replace the failing timber retaining wall and gabion works in Park Beach Reserve with a more gradual level change to improve the amenity ▪ Similar works as above for foreshore path / esplanade near England’s Park ▪ Combine natural vegetation into existing shoreline erosion works to improve the visual appearance ▪ Retain ‘natural’ bank amenity on southern bank near entrance
H-4 Stormwater management	<ul style="list-style-type: none"> ▪ Develop a Stormwater Management Plan for Coffs Creek. ▪ Regularly maintain the six major stormwater outlets in Coffs Creek ▪ Investigate the need for a GPT next to Marcia Street Depot ▪ Audit key industrial areas for better stormwater quality outcomes ▪ Education of rural landholders for better soil / pesticide / fertiliser practices

<i>Action No. / Title</i>	<i>Description</i>
H-5 Litter Control	<ul style="list-style-type: none"> ▪ Undertake a litter prevention campaign ▪ Require litter management for events that hire the Coffs Creek walk ▪ Involve local schools in litter awareness and monitoring
H-6 Improve Pedestrian and Cycle Paths in Upper Catchment	<ul style="list-style-type: none"> ▪ Carry out the relevant actions contained in Council's Open Space Strategy / Pedestrian Access and Mobility Plan / Bike Plan. ▪ Include new trails and paths identified in Council's NRMP ▪ Improve the safety and accessibility of existing pedestrian/cyclist crossings of the Pacific Highway
H-7 Better Use of the Coffs Creek Reserves in the Upper Catchment for Recreational Opportunities	<ul style="list-style-type: none"> ▪ Carry out the relevant actions contained in Council's Open Space Strategy / Pedestrian Access and Mobility Plan / Bike Plan. ▪ Consider making better use of the Coffs Creek reserve system and drainage reserves for new recreation areas and pedestrian/cycle connections
H-8 Sustain the High Visual Amenity provided by Riparian Bushland	<ul style="list-style-type: none"> ▪ Implement actions in Council's NRMP that modify and improve grass mowing practices on public reserves ▪ Adopt a visually coordinated suite of materials, details, signage etc in all new infrastructure work.
H-9 Implement Estuary Health Monitoring	<ul style="list-style-type: none"> ▪ Develop and implement an estuary health monitoring program based on the plan outlined in Appendix A of this CZMP
Medium Priority	
M-1 Monitor Seagrass, Saltmarsh and Mangroves	<ul style="list-style-type: none"> ▪ Map mangroves, seagrass and saltmarsh in Coffs Creek every 6 years ▪ Measure the condition of mangroves, seagrass and saltmarsh every 3 years
M-2 Allow for Saltmarsh Migration in Response to Sea Level Rise	<ul style="list-style-type: none"> ▪ Protect existing saltmarsh at Englands Park and Edgar Street foreshore ▪ Assess the above areas for suitability for potential saltmarsh migration path in response to sea level rise
M-3 Protect and Enhance Estuary Bank Stability	<ul style="list-style-type: none"> ▪ Monitor the estuary banks after significant flood events and remediate bank erosion sites where public infrastructure is at risk
M-4 Enhance Heritage and Cultural Values	<ul style="list-style-type: none"> ▪ Supporting the implementation of <i>Buluunggal – The Aboriginal Community Vision for the Coffs Creek Catchment and Estuary</i> ▪ Implement a program that identifies dual names, drawing on traditional Aboriginal names for key locations such as naming of Coffs Creek ▪ Involve the local Aboriginal community in relevant management decisions ▪ Support the <i>Coffs Creek Restoration & Interpretive Bush Tucker Trail</i> project
M-5 Implement Entrance Management Policy	<ul style="list-style-type: none"> ▪ Adopt and implement Entrance Management Policy based on policy contained in Appendix B of this CZMP

<i>Action No. / Title</i>	<i>Description</i>
Low Priority	
L-1 Improve and Manage Water Access around the Lower Estuary	<ul style="list-style-type: none"> ▪ Upgrade the existing Melittas Street boat ramp and other smaller jetties ▪ Prohibit large scale commercial recreation boating along the creek ▪ Prohibit mooring in the estuary ▪ Developing Council policies that prohibit mooring and use of large commercial recreation vessels in the estuary
L-2 Strengthen Community Appreciation of the Upper Tributaries	<ul style="list-style-type: none"> ▪ Educate farmers and residents adjoining Coffs Creek tributaries and drainage lines about the value of the reserve system. ▪ Implement interpretive signage to enhance awareness
L-3 Monitor Fish Abundance and Diversity	<ul style="list-style-type: none"> ▪ Undertake monitoring of fish abundance and diversity on a regular basis as part of an overall estuary health monitoring package. ▪ Undertake the sampling and analysis of common recreational fish and shellfish from Coffs Creek to assess their suitability for eating.

Implementation Schedule – High-Priority Actions

H-1 Rehabilitate Riparian Corridors in the Upper Catchment

Strategy: Undertake a riparian rehabilitation works in the upper catchment to address degraded and modified water courses and to create wildlife corridors connecting the lower estuary to the upper ranges.

Responsible Agency: Coffs Harbour City Council

Timeframe: Years 1 – 10

Cost: Task H-1.1: \$15,000 pa over 5 years
 Task H-1.2: \$20,000 pa for incentives funding
 Task H-1.3: \$5,000 pa over 5 years
 Task H-1.4: \$50,000

Potential Funding Sources: CHCC Environmental Levy
 Local Land Services
 Environmental Trust Restoration and Rehabilitation grants
 Grants through NSW Government for weed control works on Crown Lands

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
H-1.1	<p>Undertake vegetation rehabilitation and weed management measures for the priority Council reserves on Coffs Creek tributaries as outlined in Council's <i>Natural Resource Management Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek</i> (CHBRG, 2013) (referred to as the 'NRMP' in this CZMP). The three-tiered prioritisation system in the NRMP (priority weeds / priority corridors / priority reserves) should be adopted. The priority corridors and priority reserves are shown in Illustration 3.1.</p> <p>Coordinate work with measures to enhance recreation and access opportunities. Seek to establish new regeneration teams in the West Coffs area.</p>	<input type="checkbox"/>	<input type="checkbox"/>




Task No.	Description	Underway	Complete
H-1.2	<p>Utilise Council incentives program to educate and encourage rural landholders in upper catchment to rehabilitate and protect riparian corridors in priority areas. Undertake in coordination with Coffs Harbour regional Landcare. This task is to link with existing programs and include consideration of the following:</p> <ul style="list-style-type: none"> ▪ Council / Local Land Services Environmental Impact Study that identifies high risk industries in Coffs Harbour local government area ▪ Durrunda-Wajaar Repair to Country High Priority Sites ▪ NRCMA Steep Lands Project co-ordinated through Coffs Harbour Regional Landcare which addresses rehabilitation of steep erodible lands ▪ High priority corridors shown in Illustration 3.2 	<input type="checkbox"/>	<input type="checkbox"/>
H-1.3	<p>Encourage private conservation agreements between rural landholders and NSW Office of Environment and Heritage through incentives for important habitat, existing vegetation, or key wildlife corridor lands. Utilise the outcomes of the <i>Landscape Corridors of the Coffs Harbour Local Government Area</i> project to prioritise areas (refer to priority corridors shown in Illustration 3.2)</p>	<input type="checkbox"/>	<input type="checkbox"/>
H-1.4	<p>Lot 4 DP 1084517 Coramba Road and Lot 2 DP 515903 (opposite Coffs Club), King Street Park and Lot 2 DP 533050 (refer to Illustration 3.3):</p> <ul style="list-style-type: none"> ▪ Implement action from Open Space Strategy 2010 in respect to Lot 4 DP 1084517 and Lot 2 DP 515903 (Coffs West Precinct). The action states: "Create SFR [Social Family Recreation] space - including shelters, shared path, planting, footbridge etc. Redesign drain to natural stream form. Approach service clubs for interest in adopting the Park as a project." [emphasis added] ▪ Extend the above action to include King Street Park and Lot 2 DP 533050 with respect to redesigning the drain to natural stream form. ▪ The above works are to include consideration of: <ul style="list-style-type: none"> - establishing a riparian corridor that links with existing riparian vegetation in Lot 2 DP 533050 to south and existing riparian vegetation adjoining Coffs Club in north - incorporating relevant water sensitive urban design measures to restore natural values to degraded and highly modified watercourses and drainage lines including the concrete channel adjacent to Coffs Club 	<input type="checkbox"/>	<input type="checkbox"/>

Information shown is for illustrative purposes only

Drawn by: RE Checked by: GJM Reviewed by: TIM Date: 5/12/2014
Source of base data: Coffs Harbour City Council



LEGEND

-  Study area
-  NRM Plan Priority Corridor (including some Priority Reserves)
-  NRM Plan Priority Reserve

NOTE:

Priority corridors and priority reserves shown are based on Councils Draft Natural Resource Management (NRM) Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek (2013)



Information shown is for illustrative purposes only

Drawn by: RE Checked by: GJM Reviewed by: TIM Date: 5/12/2014
Source of base data: Coffs Harbour City Council and SIX Maps





Information shown is for illustrative purposes only

Drawn by: RE Checked by: GJM Reviewed by: TIM Date: 5/12/2014
Source of base data: Coffs Harbour City Council



LEGEND

-  Study area
-  Existing landscape corridors



0 120



Strategy H-1 - Restore Riparian Corridor to Pitt Street Reserve

Coffs Creek Estuary Coastal Zone Management Plan
1988-1043

Illustration 3.3

H-2 Conserve Riparian Corridors in the Lower Catchment

Strategy: Conserve existing riparian corridors in the lower catchment (east of existing highway) by supporting Council’s Natural Resource Management Plan for Coffs Creek reserves and existing bushcare programs and community care group activities. Refer to Natural Resource Management Plan priorities in **Appendix A** of this CZMP.

Responsible Agency: Coffs Harbour City Council

Timeframe: Years 1 – 5

Cost: Costs of implementation on Council managed lands are detailed within the *Natural Resource Management Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek* (CHBRG, 2013). Costs on non-Council managed lands should be determined once priorities have been set in consultation with existing care groups such as the Friends of Coffs Creek and the Coffs Harbour & District Local Aboriginal Land Council (CHALCL).

Potential Funding Sources: Local Land Services funding
 Environmental Trust Restoration and Rehabilitation grants
 Grants through NSW Government for weed control works on Crown Lands
 CHCC Environmental Levy

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
H-2.1	Undertake vegetation rehabilitation and weed management of Council managed land in the lower estuary (refer to Illustration 3.4). It is recommended that the priorities for control of environmental weed species are consistent with the priorities contained within Council’s <i>Natural Resource Management Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek</i> (CHBRG, 2013).	<input type="checkbox"/>	<input type="checkbox"/>
H-2.2	Protect and rehabilitate riparian vegetation in priority areas by supporting existing bushcare programs and community care group activities.	<input type="checkbox"/>	<input type="checkbox"/>
H-2.3	Utilise specialist bush regeneration contractors to undertake primary weed control in priority areas.	<input type="checkbox"/>	<input type="checkbox"/>

Information shown is for illustrative purposes only

Drawn by: RE Checked by: GJM Reviewed by: TIM Date: 5/12/2014
Source of base data: Coffs Harbour City Council



LEGEND

- Study area
- Council managed land



0 400



Strategy H-2 - Council Managed Lands in Lower Estuary

Coffs Creek Estuary Coastal Zone Management Plan
1988-1045

Illustration 3.4

H-3 Foreshore Management Works for Lower Estuary Reserves

Strategy: Implement a range of works for Park Beach Reserve and near Englands Park to address erosion issues and gain the most of the recreational opportunities and natural values of the location.

Responsible Agency: Coffs Harbour City Council / Crown Lands

Timeframe: Years 1 – 10

Cost: H-3.1 - Replace degraded retaining wall with improved foreshore access / erosion protection / revegetation works: \$250,000
 H-3.2 - Replace degraded retaining wall with improved foreshore access / erosion protection / revegetation works: \$50,000
 H-3.5: Foreshore management works near Englands Park: \$200,000

Potential Funding Sources: CHCC Environmental Levy
 Local Land Services funding
 Environmental Trust Restoration and Rehabilitation grants

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
H-3.1	<p>Replacement of existing timber retaining wall and gabion works in Park Beach Reserve (refer to Illustration 3.5):</p> <p>When the existing timber retaining wall on north shore of creek requires significant repair works, replace with a structure that provides a more gradual level change to improve the recreational and visual character of the setting.</p> <p>1. Prepare concept designs to explore options for a more gradual level change. These should include features that improve the amenity of the park while maintaining stability of the embankment. Consider:</p> <ul style="list-style-type: none"> ▪ extended terraces and steps along the embankment to increase pedestrian connectivity between park and beach; ▪ a primary path route that provides legible, universal beach access; ▪ wide terraces to create small usable spaces for informal seating, picnicking and sunbathing; ▪ future high-tide levels resulting from sea level rise; ▪ engineering protection work that is integrated discretely into the profile design; ▪ protected soil pockets to encourage riparian vegetation. <p>2. Implement preferred concept works.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
H-3.2	Undertake landscape design works where indicated in Illustration 3.5 to combine natural vegetation into existing shoreline erosion works to improve the visual appearance and fit in with the surrounding natural and recreation setting.	<input type="checkbox"/>	<input type="checkbox"/>
H-3.3	Training Walls on north bank: Monitor changes / erosion of north bank / beach in Park Beach Reserve following Task H-3.1 to determine if an assessment of training wall modifications is required. If required, prepare coastal engineering advice to provide recommended modifications / improvements to training walls.	<input type="checkbox"/>	<input type="checkbox"/>
H-3.4	Retain 'natural' bank amenity on southern bank near entrance: East of existing rock stabilisation works on south bank near railway and road bridge retain 'natural' bank amenity by allowing erosion and sacrificing back beach land / revegetation works.	<input type="checkbox"/>	<input type="checkbox"/>
H-3.5	<p>Foreshore management works near Englands Park (refer to Illustration 3.6):</p> <p>When the foreshore path / esplanade (shown in Illustration 3.6) and associated retaining wall requires significant repair works, replace the existing structures with functional works that improve the recreational and visual character of the setting.</p> <ol style="list-style-type: none"> Prepare concept designs to explore options for foreshore esplanade. These should include features that enhance and complement the amenity of the foreshore while maintaining stability of the embankment. Consideration should be given to: <ul style="list-style-type: none"> extended terraces and steps along the foreshore to increase pedestrian connectivity between esplanade and beach / water; a primary path route that provides legible, universal beach access; engineering protection work that is integrated discretely into the profile design; future high-tide levels resulting from sea level rise; replacing existing 'swampy' turfed areas with estuarine vegetation such as saltmarsh including the turfed area on the Creekside of the path in Englands Park – refer to Strategy M-2. Implement preferred concept works. 	<input type="checkbox"/>	<input type="checkbox"/>

Shoreline Infrastructure:

Undertake landscape design works that incorporate natural vegetation to improve visual amenity of existing shoreline infrastructure



Information shown is for illustrative purposes only

Drawn by: RE Checked by: DMT Reviewed by: TIM Date: 02/12/14
Source of base data: Coffs Harbour City Council



Seawall Options:

1. Prepare concept designs to explore options for seawall profiles. These should include features that enhance and complement the amenity of the reserve while maintaining stability of the embankment.

Consideration should be given to:

- extended terraces and steps along the embankment to increase pedestrian connectivity between park and beach;
- a primary path route that provides legible, universal \ beach access;
- wider terraces to create small usable spaces for informal seating, picnicking and sunbathing;
- engineering protection work that is integrated discretely into the profile design;
- protected soil pockets to encourage riparian vegetation.

2. Implement preferred concept works.



Foreshore Management:

Retain 'natural' bank amenity on southern bank near entrance: East of existing rock stabilisation works on south bank near railway and road bridge retain 'natural' bank amenity by allowing erosion and sacrificing back beach land / revegetation works.



Drawn by: RE Checked by: DMT Reviewed by: TIM Date: 02/12/14
Source of base data: Coffs Harbour City Council

Information shown is for illustrative purposes only

Revegetation Works

Revegetate existing turfed area with estuarine vegetation such as saltmarsh. Combine with educational / interpretive signage opportunities



Englands Park

Rehabilitate SEPP 14 wetland area that is currently turfed on creek-side of path through Englands Park. Utilise as potential 'retreat' area for saltmarsh migration in response to sea level rise.



Foreshore Esplanade

1. Prepare concept designs to explore options for foreshore esplanade. These should include features that enhance and complement the amenity of the foreshore while maintaining stability of the embankment. Consideration should be given to:

- extended terraces and steps along the foreshore to increase pedestrian connectivity between esplanade and beach / water;
- a primary path route that provides legible, universal beach access;
- engineering protection work that is integrated discretely into the profile design;
- future high-tide levels resulting from sea level rise.

2. Implement preferred concept works.



H-4 Stormwater Management

Strategy: Develop an urban stormwater management plan for Coffs Creek including strategies to improve the quality of runoff from industrial and commercial landuses.

Responsible Agency: Coffs Harbour City Council

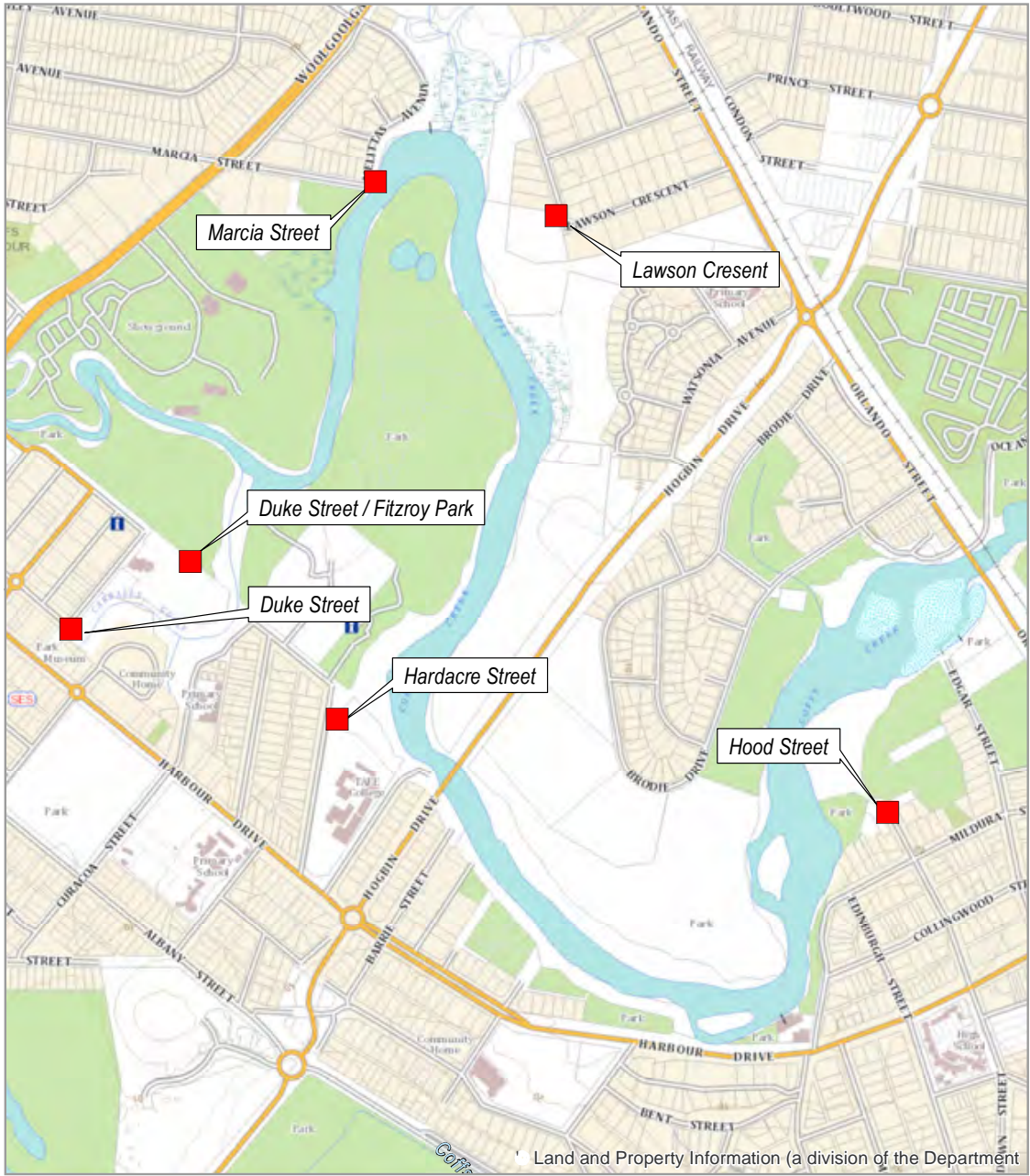
Timeframe: Years 1 - 5

Cost: Develop a Stormwater Management Plan: \$50,000
 Awareness/auditing program for key industrial and commercial areas: \$50,000
 Educational strategies for rural landholders: \$10,000

Potential Funding Sources: OEH – Estuary Management Grants
 CHCC Environmental Levy

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
H-4.1	Develop a Stormwater Management Plan for Coffs Creek building on previous work by Horne (2010 & 2011). This task should consider: <ul style="list-style-type: none"> ▪ Priority Options listed in the <i>Coffs Creek Infilling and Hydraulic Capacity Study</i> (Water Technology, 2013:43-44) which address: sediment build-up at stormwater outlets; and maintaining litter traps ▪ Council's WSUD policy and guidelines ▪ Action A-3 and A-7 in Council's <i>Climate Change Mitigation and Adaptation Action Plan</i> (BMT WBM, et al, 2010) in regard to assets at risk from sea level rise. 	<input type="checkbox"/>	<input type="checkbox"/>
H-4.2	Implement a maintenance program for the six major stormwater outlets in Coffs Creek catchment - refer to Illustration 3.7 .	<input type="checkbox"/>	<input type="checkbox"/>
H-4.3	Review the maintenance regime of existing GPT's. Implement any recommendations for improvements.	<input type="checkbox"/>	<input type="checkbox"/>
H-4.4	Investigate the need for a GPT next to Marcia Street Depot	<input type="checkbox"/>	<input type="checkbox"/>
H-4.5	Council to undertake stormwater awareness/auditing program for key industrial areas shown in Illustration 3.8 . The program is to identify and improve yard management practices for better stormwater quality outcomes. Council to utilise POEO Act if necessary to undertake inspections and enforce any necessary works to address significant stormwater management issues	<input type="checkbox"/>	<input type="checkbox"/>
H-4.6	Educational strategies to address soil management and pesticide, herbicide and fertiliser use in agricultural activities. Link with Task H-1.2 (encourage rural landholders in upper catchment to rehabilitate and protect riparian corridors in priority areas). Workshops could be based upon existing NSW Primary Industry guidelines and utilise the expertise and guidelines of NSW Primary Industry.	<input type="checkbox"/>	<input type="checkbox"/>

Information shown is for illustrative purposes only



LEGEND

■ Stormwater outlet





Information shown is for illustrative purposes only

Drawn by: RE Checked by: GJM Reviewed by: TIM Date: 5/12/2014
Source of base data: Coffs Harbour City Council



LEGEND

-  Study area
-  General industrial



0 400



H-5 Litter Control

Strategy: Reduce litter in Coffs Creek by addressing the sources of litter and by removal of litter directly from the creek environment

Responsible Agency: Coffs Harbour City Council

Timeframe: Years 1 – 5

Cost: Staff Time
< \$2000 in promotional materials and direct support

Potential Funding Sources: Keep Australia Beautiful Grants
Environmental Trust Grants
NSW Estuary Management Program
NSW Maritime Partnership Funding
CHCC Environmental Levy

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
H-5.1	Undertake a litter prevention campaign using a NSW EPA litter campaign resource kit as a base. The campaign is to include: <ul style="list-style-type: none"> ▪ targeting special events involving the creek / creek walk ▪ auditing for industry or at least a commitment to engage shopping precincts in the catchment for active support in litter management and education. 	<input type="checkbox"/>	<input type="checkbox"/>
H-5.2	Require litter management and litter education for events involving the hire of the Coffs Creek walk. For special events where the hire of the Coffs Creek walk is required by Council (eg Coffs Running Festival/triathlons etc) Council is to consider including an arrangement in the lease/licence that requires the organisers to implement litter management and litter education of participants.	<input type="checkbox"/>	<input type="checkbox"/>
H-5.3	Council to arrange advertising and practical support to Coffs Harbour Regional Landcare / Friends of Coffs Creek, etc in tri-annual Coffs Creek litter removal efforts staged for Clean-up Australia Day, Clean-up the World Day and World Oceans Day. Seek to involve local schools. As well as general advertising target advertising at residential and commercial areas near clean-up sites.	<input type="checkbox"/>	<input type="checkbox"/>
H-5.4	Involve local schools in litter awareness and monitoring through programs such as Tangaroa Blue and Teach Wild.	<input type="checkbox"/>	<input type="checkbox"/>

H-6 Improve Pedestrian and Cycle Paths in the Upper Catchment

Strategy: Improve pedestrian and bicycle paths in the upper catchment to achieve a continuous and fully integrated path network that connects with and matches the paths around Coffs Creek in the lower estuary.

Responsible Agency: Coffs Harbour City Council

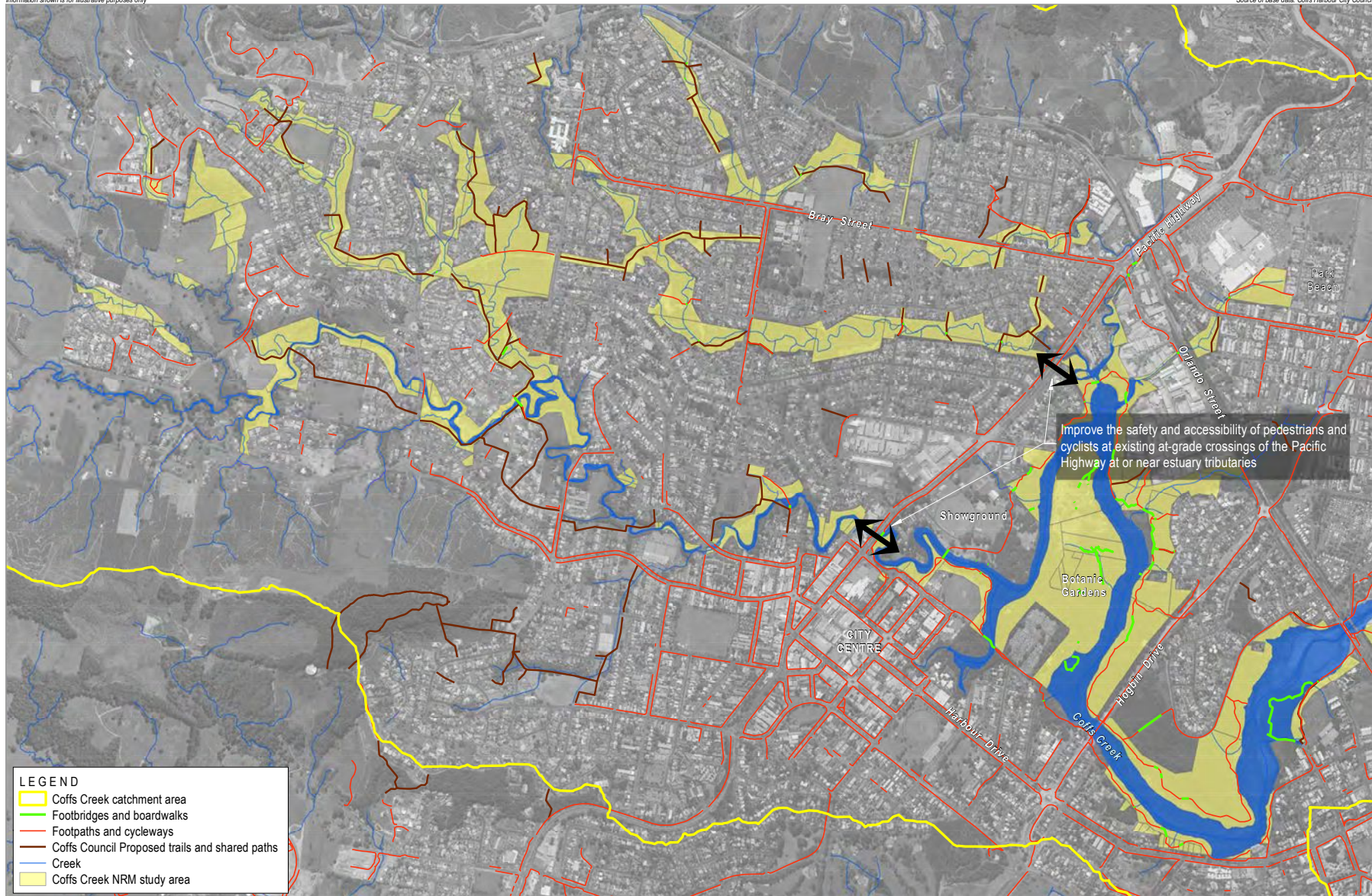
Timeframe: Years 1 – 10

Cost: Staff budget time

Potential Funding Sources: Undertaken through Council's Open Space Strategy / Pedestrian Access and Mobility Plan / Bike Plan. Potential funding source may include RMS.

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
H-6.1	Carry out the relevant actions contained in the following Council strategies to improve and expand the public pedestrian and bicycle path network in West Coffs: <ul style="list-style-type: none"> ▪ Coffs Harbour City Council Open Space Strategy 2010 ▪ Pedestrian Access and Mobility Plan Review (PAMP) (2011) ▪ Bike Plan 2014-2019 (Draft). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H-6.2	Prioritise works associated with Task H-6.1 for grant applications.	<input type="checkbox"/>	<input type="checkbox"/>
H-6.3	At the next review stage of each of the above documents (Open Space Strategy / PAMP / Bike Plan), consider the following objectives in the revised documents: <ul style="list-style-type: none"> ▪ Include new trails and paths identified in Council's <i>Natural Resource Management Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek</i> (CHBRG, 2013) ▪ Improve the safety and accessibility of existing pedestrian/cyclist crossings of the Pacific Highway at or near estuary tributaries. The aim of this objective is to provide better links between the Coffs Creek path network on the east side of the highway, with path networks on the west side. 	<input type="checkbox"/>	<input type="checkbox"/>

Information shown is for illustrative purposes only



H-7 Better Use of the Coffs Creek Reserves in the Upper Catchment for Recreational Opportunities

Strategy: Make better use of the Coffs Creek reserve system and drainage reserves in the upper catchment to improve passive recreation opportunities (walking, picnicking, resting) and pedestrian and bicycle connections

Responsible Agency: Coffs Harbour City Council

Timeframe: Years 1 – 10

Cost: Staff budget time

Potential Funding Sources: Undertaken through Council's Open Space Strategy / Pedestrian Access and Mobility Plan / Bike Plan.

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
H-7.1	Carry out the relevant actions contained in the following Council strategies to improve and expand passive recreation opportunities along the Coffs Creek tributaries west of the existing highway: <ul style="list-style-type: none"> ▪ Coffs Harbour City Council Open Space Strategy 2010 ▪ Pedestrian Access and Mobility Plan Review (PAMP) (2011) ▪ Bike Plan 2014-2019 (Draft). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H-7.2	Prioritise works associated with Task H-7.1 for grant applications.	<input type="checkbox"/>	<input type="checkbox"/>
H-7.3	At the next review stage of each of the above documents (Open Space Strategy / PAMP / Bike Plan), consider the following objectives in the revised documents (in combination with Task H-6.3): <ul style="list-style-type: none"> ▪ make better use of the Coffs Creek reserve system and drainage reserves in the upper catchment for new recreation areas and pedestrian/cycle connections 	<input type="checkbox"/>	<input type="checkbox"/>

H-8 Sustain the High Visual Amenity provided by Riparian Bushland

Strategy: Enhance the high visual amenity afforded by natural vegetation by conserving and expanding existing areas of riparian bushland.

Responsible Agency: Coffs Harbour City Council

Timeframe: Years 1 – 10

Cost: Staff budget time to update management plans

Potential Funding Sources: CHCC Environmental Levy

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
H-8.1	Preserve, restore and manage natural vegetation of the riparian corridors of Coffs Creeks and its tributaries west of the existing highway. Aim to ensure the sustainability of visually significant vegetation such as large, forest scaled trees.	Addressed in Strategy H-1 and Strategy H-2	
H-8.2	Implement actions within Council's <i>Natural Resource Management Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek</i> (CHBRG, 2013) that aim to modify and improve grass mowing practices on public reserves by preventing unnecessary and damaging incursions into remnant vegetation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H-8.3	Create a strong visual image and sense of cohesion throughout the Coffs Creek reserve system by developing and adopting a visually coordinated suite of construction materials, design details, proprietary furniture, signage standards and graphics to be used consistently in all new infrastructure work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

H-9 Implement Estuary Health Monitoring

Strategy: Implement a consistent and adequate long term estuary health monitoring program for Coffs Creek building on the Ecohealth monitoring program.

Responsible Agency: Coffs Harbour City Council
NSW Primary Industries – Fishing and Aquaculture (for fish monitoring component of program – refer to Strategy L-3.1)

Timeframe: Years 1 – 2 for initial implementation. Ongoing thereafter

Cost: Task H-9.1: \$20,000 every 3 years
Task H-9.2: Council staff time – every 5 years

Potential Funding Sources: Council operating budget
Marine Parks - Solitary Islands Marine Park - in kind assistance
NSW Primary Industries – Fishing and Aquaculture - in kind assistance

Monitoring: Implementation of the estuary health monitoring program is an appropriate benchmark

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
H-9.1	<p>Develop and implement an estuary health monitoring program based on the plan outlined in Appendix A of this CZMP.</p> <p>Background: The NSW Government <i>Guidelines for Preparing Coastal Zone Management Plans</i> (OEH, 2013) require the preparation of an estuary health monitoring program.</p> <p>The example Coffs Creek monitoring program outlined in Appendix A provides a list of monitoring indicators covering water quality, sediment and biological indicators. The program also includes frequency of sampling, sampling methods, and criteria for evaluating sampling results.</p>	<input type="checkbox"/>	<input type="checkbox"/>
H-9.2	<p>Use the outcomes of estuary health monitoring program to review the following aspects every 5 years:</p> <ul style="list-style-type: none"> ▪ conclusions in Estuary Conditions Study (GeoLINK et. al., 2013b). ▪ Implementation Schedule strategies and priorities in this CZMP. 	<input type="checkbox"/>	<input type="checkbox"/>

Implementation Schedule - Medium-Priority Actions

M-1 Monitor Seagrass, Saltmarsh and Mangroves

Strategy: Monitor the distribution and condition of seagrass, saltmarsh and mangroves in the estuary to shed light on changes in the extent of these species and to inform future management actions.

Responsible Agency: Coffs Harbour City Council

Timeframe: At 6 year intervals

Cost: \$10,000 per mapping exercise (M-1.1)
\$10,000 per condition study (M-1.2)

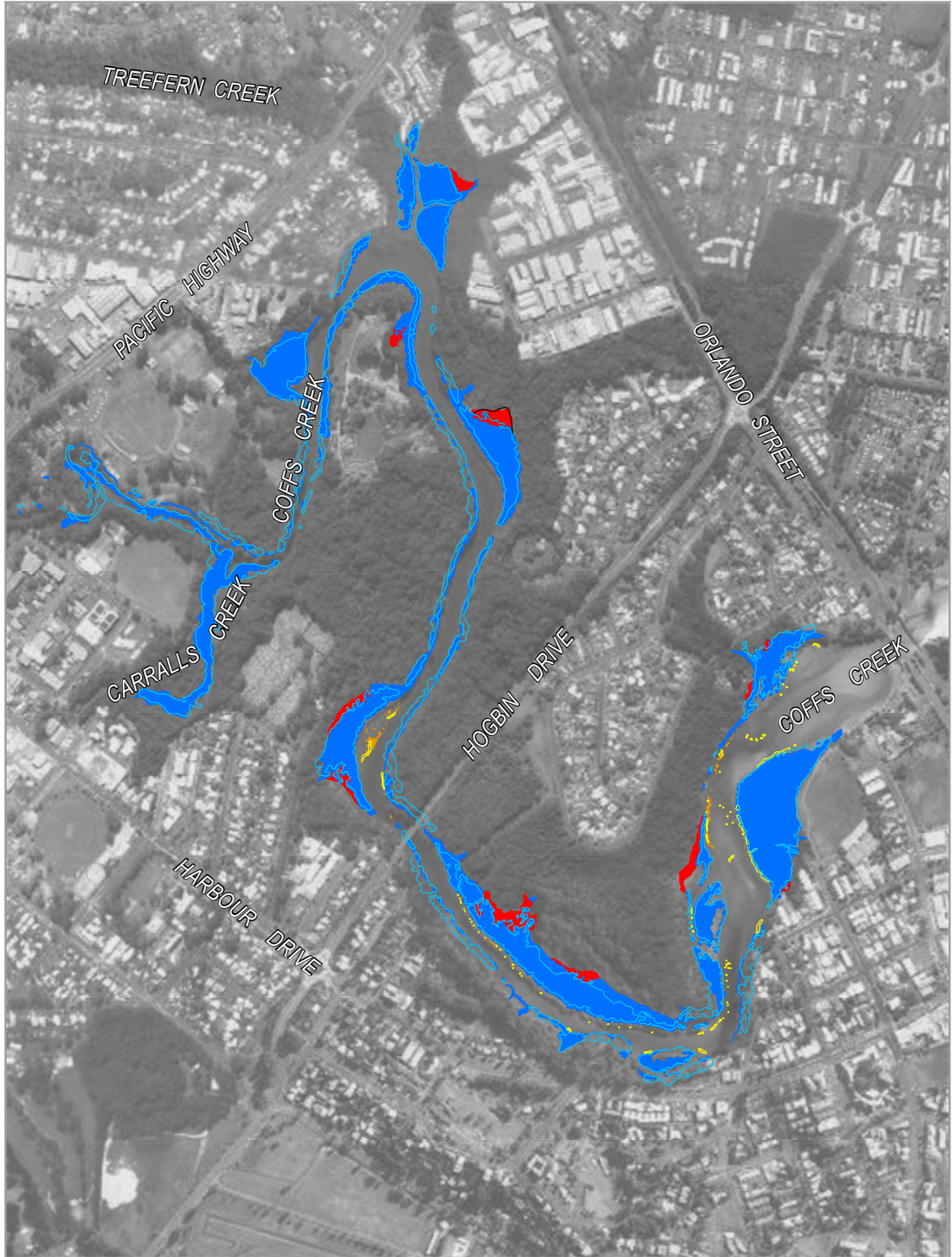
Potential Funding Sources: NSW Estuary Management Program
Local Land Services EcoHealth program

Monitoring: The bench mark for this strategy is an increased frequency of monitoring the distribution and condition of seagrass, saltmarsh and mangroves in Coffs Creek.

Task No.	Description	Underway	Complete
M-1.1	Map estuarine vegetative habitats in Coffs Creek at 6 year intervals according to the methods used by Williams <i>et al.</i> (2007). Compare results with prior surveys to gain an insight into trends and changes in distribution. An indication of species cover in previous surveys is shown in Illustration 4.1 .	<input type="checkbox"/>	<input type="checkbox"/>
M-1.2	Measure the condition of mangroves, seagrass and saltmarsh in the Coffs Creek estuary at three year intervals using: <ul style="list-style-type: none"> ▪ seagrass density, blade length and epiphyte cover at three representative transects; ▪ mangrove density, canopy height, trunk diameter, pneumatophore density and crab-hole density at three representative transects; and ▪ saltmarsh species counts at three representative transects. 	<input type="checkbox"/>	<input type="checkbox"/>

Information shown is for illustrative purposes only

Drawn by: KHP Checked by: TIM Reviewed by: TIM Date: December 2014
Source of base data: Coffs Harbour City Council



LEGEND

Williams et al. 2006	West et al. 2011
Mangrove	Mangrove
Saltmarsh	Saltmarsh
Seagrass	Seagrass



Strategy M-1 - Distribution of Mangroves, Seagrass and Saltmarsh



Coffs Creek Estuary Coastal Zone Management Plan
1988-1052

Illustration 4.1

M-2 Allow for Saltmarsh Migration in Response to Sea Level Rise

Strategy: This strategy aims to include corridors for saltmarsh migration in response to sea level rise into foreshore works near Englands Park.

Responsible Agency: Coffs Harbour City Council

Timeframe: 5 – 10 years

Cost: Staff Time
Revegetation works associated with rehabilitating SEPP 14 wetland area and near Edgar Street: \$50,000

Potential Funding Sources: General operating budgets

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
M-2.1	<p>Protect existing saltmarsh vegetation on the Englands Park foreshore and assess the suitability of the area as a potential saltmarsh migration path in response to sea level rise.</p> <p>Rehabilitate SEPP 14 wetland area that is currently turfed on creek-side of path through Englands Park. Investigate the suitability of this area for saltmarsh establishment and as a potential saltmarsh migration path in response to sea level rise</p> <p>Investigate similar opportunities near Edgar Street for rehabilitation of saltmarsh. Combine with educational / interpretive signage opportunities – refer to Illustration 3.6 in association with Strategy H-3.</p>	<input type="checkbox"/>	<input type="checkbox"/>

M-3 Protect and Enhance Estuary Bank Stability

Strategy: Assist long term bank stability by protecting existing bank remediation works, promoting natural recovery where minor bank erosion has occurred, and monitoring for erosion damage after flood events.

Responsible Agency: Coffs Harbour City Council (CHCC)

Timeframe: Years 1 – 5

Cost: Task M-3-3 : Council staff time.

Potential Funding Sources: Task M-3-3 : Council operating budget

Monitoring: The benchmark for M-1 is that there should be no net increase in the area of estuary bank identified as having moderate or severe erosion occurring over the 5 years implementation phase of the CZMP.

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
M-3.1	Assist long term bank stability by protecting / enhancing existing bank remediation works, promoting natural recovery where minor bank erosion has occurred – refer to Illustration 4.2 . This task is covered by Strategy H-1 and H-2.	Refer to Strategy H-1 and H-2	
M-3.2	Monitor the estuary banks after significant flood events and remediate bank erosion sites where public infrastructure is at risk	<input type="checkbox"/>	<input type="checkbox"/>
M-3.3	Undertake a program of modifying existing shoreline infrastructure such as retaining walls, bank stabilisation work and training walls particularly near the creek mouth to improve the visual appearance and fit in with the surrounding natural and recreation settings – this task is covered by Strategy H-3.	Refer to Task H-3.2 in Strategy H-3	
M-3.4	Encourage the retention of riparian vegetation on estuarine creek banks and where possible improve vegetation condition in reaches identified during the 2013 condition assessment as having minor bank erosion – refer to Illustration 4.2 . This task is covered by Strategy H-1.	Refer to Strategy H-1	

Drawn by: KHP Checked by: RE Reviewed by: TIM Date: November 2014
 Source of base data: Coffs Harbour City Council

Information shown is for illustrative purposes only



Note: Mapped November 2012 and January 2013



Strategy M-3- Bank Stability in the Coffs Creek Estuary



Coffs Creek Estuary Coastal Zone Management Plan
 1988-1051

Illustration 4.2

M-4 Enhance Heritage and Cultural Values

Strategy: Preserve cultural and heritage values throughout the Coffs Creek estuary and develop a greater public appreciation of these values.

Responsible Agency: Coffs Harbour City Council

Timeframe: 2 – 5 years (and ongoing)

Cost: CHCC staff budget time for plan and program preparation

Potential Funding Sources: Caring for our Country
CHCC Environmental Levy

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
M-4.1	Support the implementation of <i>Buluunggal – The Aboriginal Community Vision for the Coffs Creek Catchment and Estuary</i> (http://coffsharbourlandcare.org.au/projects/the-aboriginal-community-vision-for-the-coffs-creek-catchment-and-estuary)	<input type="checkbox"/>	<input type="checkbox"/>
M-4.2	Establish a strong symbol of reconciliation by developing and implementing a program that: <ul style="list-style-type: none"> ▪ identifies dual names for key locations associated with Coffs Creek ▪ incorporates English to Gumbaynggirr translations for features, and sites in signs and interpretive information. <p>Refer to <i>Buluunggal – The Aboriginal Community Vision for the Coffs Creek Catchment and Estuary</i> which identifies a number of place names that the local aboriginal community would like to change to honour local identities and Gumbaynggirr culture. Some suggested name changes include:</p> <ul style="list-style-type: none"> ▪ <i>Coffs Creek</i> to <i>Buluunggal</i> (Gumbaynggirr for mullet) ▪ <i>Coffs Creek Tributary</i> to <i>Snake Gully</i> 	<input type="checkbox"/>	<input type="checkbox"/>
M-4.3	Continue to involve the participation of the local Aboriginal community in the preparation of design proposals and relevant management decisions throughout the reserve.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M-4.4	Support Council's <i>Coffs Creek Restoration and Interpretive Bush Tucker Trail</i> project. The project has multiple aims including: <ul style="list-style-type: none"> ▪ developing a bush tucker trail ▪ promoting visitation along parts of the Coffs Creek estuary ▪ developing an understanding of traditional Aboriginal use of local plants to the wider public ▪ rehabilitate 29.3 hectares of culturally significant land to the Gumbaynggirr nation in Coffs Harbour 	<input type="checkbox"/>	<input type="checkbox"/>

M-5 Implement Entrance Management Policy

Strategy: Adopt and implement formal Entrance Management Policy based on a natural opening / closing regime which prohibits artificial opening of a closed entrance except under specified circumstances.

Responsible Agency: Coffs Harbour City Council

Timeframe: Year 1 for development and adoption of policy

Cost: Staff budget time

Potential Funding Sources: Coffs Harbour City Council operating budget

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
M-5.1	<p>Adopt and implement Entrance Management Policy based on policy contained in Appendix B of this CZMP.</p> <p>Background: The NSW Government <i>Guidelines for Preparing Coastal Zone Management Plans</i> (OEH, 2013) require the preparation of an entrance management policy for intermittently closed and open lakes. Coffs Creek is an ICOLL that naturally alternates between being open or closed to the ocean. The entrance is predominantly open, however it can close under low creek flows and during periods of beach build-up or after large ocean storm events..</p> <p>The policy presently only recommends artificial opening of the Coffs Creek estuary entrance in the event of extreme water quality issues such as contaminant spills where it may be desirable to provide some 'draining' of the creek system.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Implementation Schedule - Low-Priority Actions

L-1 Improve and Manage Water Access around the Lower Estuary

Strategy: Retain and strengthen water access opportunities around the Lower Estuary to maintain existing recreational activities.

Responsible Agency: Coffs Harbour City Council

Timeframe: Years 1 - 5

Cost: CHCC staff budget time for grant application and implementation management
\$20,000 for new infrastructure work

Potential Funding Sources: NSW Government Better Boating Program
CHCC Environmental Levy






<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
L-1.1	Seek available NSW Government funding opportunities to upgrade the existing Melittas Street boat ramp and other smaller jetties and associated infrastructure elsewhere around Lower Estuary to increase capacity, accessibility, safety and comfort of users, and to enhance access for kayak and canoe launching.	<input type="checkbox"/>	<input type="checkbox"/>
L-1.2	Consider modifications and improvements to the Edgar Street ramp as part of the preparation of the revised foreshore management plan for the reserve.	<input type="checkbox"/>	<input type="checkbox"/>
L-1.3	Introduce restrictions to prohibit possible future large scale commercial recreation boating along the creek. Background: RMS envisage that continued use of Coffs Creek by small powered craft under the existing speed restriction, and greater encouragement of passive activities is likely to be the vision for future use of the estuary (<i>Scoping Exercise</i> report - GeoLINK <i>et. al.</i> , 2012a).	<input type="checkbox"/>	<input type="checkbox"/>
L-1.4	Develop and introduce Council policies that prohibit mooring in the estuary. Background: RMS consider the estuary is not typical of one that lends itself to moorings and a Council policy would RMS in determining future mooring requests (e.g. to moor BBQ pontoons).	<input type="checkbox"/>	<input type="checkbox"/>

Information shown is for illustrative purposes only

Drawn by: GAM Checked by: RE Reviewed by: TIM Date: November 2014
Source of base data: Red Belly Design



Legend

-  Shared pedestrian / cycle paths
-  Walking trails
-  Boat ramp
-  Water edge access
-  Car park



GeoLINK
environmental management and design

Coffs Creek Estuary Coastal Zone Management Plan
1988-1048

Strategy L-1 Existing Water Access Locations

Illustration 5.1

L-2 Strengthen Community Appreciation of the Upper Tributaries

Strategy: Increase local community appreciation of and engagement with the natural values of Coffs Creek particularly within the upper catchment (west of the existing highway)

Responsible Agency: Coffs Harbour City Council (Task L-2.1 and L-2.2)
Local Land Services – North Coast (Task L-2.3)

Timeframe: Years 1 – 10

Cost: Council staff budget time for management of education programs
\$10,000 for signage system preparation (if undertaken externally) plus Council staff budget time for management
\$10,000pa for new infrastructure work and revegetation programs

Potential Funding Sources: CHCC Environmental Levy

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
L-2.1	Undertake a community education program with related agencies targeting farmers and residents adjoining Coffs Creek tributaries and drainage lines to generate a greater understanding of the existing or potential value and visual amenity of reserve system. Encourage residents to undertake sensitive landscape maintenance practices particularly at the interface of properties with remnant vegetation and to become engaged in local bushcare work.	<input type="checkbox"/>	<input type="checkbox"/>
L-2.2	Develop and implement a system of consistent, discrete interpretive signage to enhance awareness and the visual experience of the reserve to the community and visitors. Undertake in combination with Task H-8.3	<input type="checkbox"/>	<input type="checkbox"/>

L-3 Monitor Fish Abundance and Diversity

Strategy: Undertake monitoring of fish abundance and diversity on a regular basis as part of regular estuary health monitoring – refer to Strategy H-9

Responsible Agency: NSW Primary Industries – Fishing and Aquaculture (Task L-3.1)
Coffs Harbour City Council (Task L-3.2)

Timeframe: Task L-3.1: At 3 year intervals starting with the next EcoHealth monitoring program.
Task L-3.2: One monitoring event only – the need for further monitoring to be determined based on results

Cost: Task L-3.1: Approximately \$5,000 per round of monitoring
Task L-3.2: Approximately \$2,000 per round for laboratory analysis. Council staff time for sampling

Potential Funding Sources: Local Land Services
NSW Estuary Management Program

Monitoring: The benchmark for this strategy is to have monitoring of fish abundance and diversity undertaken at regular intervals.

<i>Task No.</i>	<i>Description</i>	<i>Underway</i>	<i>Complete</i>
L-3.1	Undertake monitoring of fish abundance and diversity on a regular basis as part of an overall estuary health monitoring package.	<input type="checkbox"/>	<input type="checkbox"/>
L-3.2	Undertake the sampling and analysis of common recreational fish and shellfish from Coffs Creek to assess their suitability for eating. Make the results publicly available. Background: Coffs Creek has a history of pollution and pesticide spills that have been raised as a potential cause of previous fish kills. Agriculture is currently a major use of land in the Coffs Harbour catchment and there is some risk of agricultural chemicals entering the creek system. As a result there is some community concern that historical and, potentially, current pollution may affect the suitability (for human consumption) of fish and shellfish harvested recreationally from Coffs Creek. At present there is no information to confirm this.	<input type="checkbox"/>	<input type="checkbox"/>

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Appendix A

Coffs Creek estuary health monitoring program

Introduction

The Coffs Creek estuary is located at Coffs Harbour NSW approximately equidistant between Sydney and Brisbane. The estuarine region of Coffs Creek is approximately 0.5 km². Coffs Creek can be classified as a wave dominated estuary or wave dominated delta and has features of both classes of estuary. Coffs Creek is best described as being in extensively modified condition.

Coffs Creek is an important centrepiece to the overall landscape of Coffs Harbour. It is highly valued by the local community and visitors as a place that provides good opportunities for swimming, boating, recreational fishing and observing wildlife (GeoLINK 2012). It is apparent from community consultation that a strong level of interest exists for the protection and enhancement of these values.

As part of the development of a Coastal Zone Management Plan (CZMP) for Coffs Creek estuary it is necessary to prepare a monitoring plan for key aspects of the environment. A consistent and adequate long term environmental monitoring program for the Coffs Creek estuary would provide a number of direct and indirect benefits for users and managers alike. Whilst a reasonable quantity of water quality data has been collected over the past 10 years it has been collected under a variety of water quality monitoring programs, each with individual goals, limiting its utility as a device for detecting trends or changes in the health of the estuary. This document is intended to provide an example environmental monitoring program for future application to the Coffs Creek estuary. Where possible it will be based upon previous monitoring such as the EcoHealth program (Ryder 2012), in the hope of conserving the utility of the existing dataset.

Objectives of a Water Quality Monitoring Program for Coffs Creek

Setting clear achievable objectives is an essential part of designing an effective water quality program and generating meaningful data (Maher *et al.* 1993). Objectives should be based upon a sound understanding of the values and the physical and biological processes of the waterway in question.

Community consultation throughout the development of the Coffs Creek Coastal Zone Management Plan has shown that Coffs Creek is widely valued for its recreational values and for its inherent environmental values (GeoLINK 2012). In addition, there is occasional recreational harvest of seafood in the form of fish and crustaceans.

Objective 1: Environmental monitoring in the Coffs Creek estuary should assist managers to protect and enhance the recreational and aquatic ecosystem values identified.

Objective 2: Water Quality data collected from the Coffs Creek estuary should facilitate comparison with relevant guidelines for the protection of aquatic ecosystems (ANZECC 2000) and recreational use (NHMRC 2008).

The data collected to date indicates that, in general, the water quality of the Coffs Creek estuary is variable with respect to the protection of aquatic ecosystems and for primary contact recreational uses. With this in mind it is desirable that any future trends and changes in water quality are detected. This is further emphasised by the requirement to monitor the effects, if any, of works associated with the Coffs Creek Coastal Zone Management Plan.

Objective 3: Water quality data should be collected and analysed in a way that facilitates the detection of significant trends and changes.

Objective 4: Water quality data should provide Coffs Harbour City Council and associated stakeholders with a sound platform to make management decisions in the interest of protecting and enhancing the recreational and ecological values of Coffs Creek.

Coffs Harbour City Council (CHCC) and the NSW Office of Environment and Heritage (OEH) have reporting requirements relating to estuaries. CHCC prepare a Comprehensive State of the Environment Report every four years and the OEH prepare a State of the Catchments report.

Objective 5: An environmental monitoring program for Coffs Creek should contribute to the reporting requirements of CHCC and OEH with respect to the water quality and environmental status of the Coffs Creek estuary.

Environmental Pressures and Concerns

An effective environmental monitoring program should address the current environmental pressures and issues of concern that have been identified (ANZECC 2000).

Previously collected information has revealed a number of water quality issues in Coffs Creek. A summary and analysis of all water quality data collected from Woolgoolga Lake revealed the following (GeoLINK 2012);

- Long term monitoring of faecal indicator organisms indicate that the middle to upper estuary (around Melitas Avenue) is generally not suitable for primary contact recreation when the ANZECC (2000) guidelines are applied. Results from the lower estuary are mixed, with the lower estuary generally complying with ANZECC (2000) guidelines for primary contact recreation with respect to faecal coliform concentrations but not with respect to enterococcus concentrations. Three years of beachwatch monitoring in the lower estuary indicated that the lower estuary is compliant with beachwatch requirements for approximately 2 out of 3 months in any swimming season;
- Short term measurements of nutrients did not comply with ANZECC (2000) guideline values in either the lower estuary or the middle estuary. Median values for TN, TP, ammonia and oxides of nitrogen were all above the relevant ANZECC (2000) guideline value.
- Short term measurements of chlorophyll-a indicated that the chlorophyll-a concentration in the middle to upper estuary complied with ANZECC (2000) and MER guideline values but that in the lower estuary it complied with neither. Only five samples contributed to this assessment. Other short-term programs showed that the chlorophyll-a concentration did not comply with the MER guideline value in any part of the estuary and that chlorophyll-a concentrations in the upper estuary were frequently elevated;
- Long term monitoring showed that dissolved oxygen concentrations are generally healthy in the lower estuarine reaches but in the middle to upper estuary the median value slightly exceeds the ANZECC (2000) value. EcoHealth sampling showed that DO concentrations are lowest at the bottom of the water column;
- Turbidity measurements in the middle and lower estuary are not compliant with ANZECC (2000) or OEH MER guideline values (Roper 2011);

Environmental pressures affecting or likely to affect the Coffs Creek estuary include the following;

- High temperatures and low dissolved oxygen concentrations;
- A heavily developed, largely cleared catchment;
- Very high concentrations of nutrients and sediment in diffuse runoff, particularly from horticultural landuses;
- High concentrations of metals in concentrated runoff such as stormwater; and
- Possible contamination from biocides exported from agricultural land uses in the catchment.

Indicators

The indicators are chosen for this study in a way that maximises the opportunities to fulfil the objectives. The choice of indicators also takes into account knowledge of environmental pressures and current water quality issues derived from previous monitoring of Coffs Creek.

For the particular range of issues, environmental stressors and constraints encountered at Coffs Creek the following list of indicators are suggested.

<i>Indicator</i>	<i>Sampling Method</i>	<i>Comments</i>
Physicochemical		
pH	Probe	Most aquatic organisms are not tolerant of pH extremes. Should be measured throughout the water column.
DO	Probe	All aquatic life requires oxygen. DO is an indicator of potential stress on aquatic organisms. DO should be measured throughout the water column.
Salinity/Conductivity	Probe	A useful indicator of the physical status of the waterway. Should be measured throughout the water column.
Temperature	Probe	Should be measured throughout the water column.
Turbidity	Probe	Considered an adequate measure of sediment concentration for Woolgoolga Lake.
Secchi Depth	Disk	An easily collected indicator of recreational and visual amenity.
Nutrients		
Total N and P	Bottle Collect – Laboratory Analysis	Stressors. Elevated nutrient concentrations can lead to eutrophic conditions.
Chemical		
Pesticides and Herbicides	Bottle Collect and Sediment Cores – Laboratory Analysis	A broad suite of herbicides and pesticides should be tested for, including all current widely used chemicals.
Metals	Bottle Collect – Laboratory Analysis	Metals analysis should follow the suite of metals tested for during the Coffs Creek Stormwater Monitoring Program.
Biological		
Chlorophyll-a	Bottle Collect – Laboratory Analysis	An indicator of the trophic status of the estuary and overall estuary health.
Enterococci	Bottle Collect – Laboratory Analysis	Enterococci are now considered the most reliable indicator of faecal contamination and therefore the best indicator of risk to recreational users.
Environmental		
Mangrove extent and condition	Aerial photography based mapping and a foot based survey	An important indicator of estuarine health and habitat availability. Measures of condition include recruitment, production, seedling regeneration, canopy cover, crab hole density and pneumatophore density.
Seagrass extent and condition	Aerial photography based mapping and a foot based survey	An important indicator of estuarine health and habitat availability. Measures of condition include density, blade length, recruitment, production, seedling regeneration, canopy cover, crab hole density and pneumatophore density.
Salt marsh extent	Aerial photography based mapping	An important indicator of estuarine health and habitat availability.
Fish community	Survey using scientific seine nets and fyke nets as needed	The abundance, diversity, biomass and species composition of benthic invertebrates can be used as indicators of changing environmental conditions. Methods should follow Hastie (2006).
Benthic invertebrate community	Analyse benthic grab samples under microscope.	

Timing

- It is proposed that sampling of all physico-chemical, nutrient, and biological indicators are undertaken monthly.
- Sampling for pesticides, herbicides and metals should be undertaken annually.
- An additional event based sample of all physico-chemical, nutrient, biological and chemical water quality indicators should be undertaken annually within 48 hours of a rainfall event > 50mm in 24 hours.
- A sanitary inspection (see NRMRC 2008) should be undertaken annually as part of the recreational water quality monitoring.
- Environmental indicators should be measured once every 3 years.

Sampling Methods

- Water quality sampling should be undertaken at or near to low tide to ensure consistency between samples and to eliminate the effects of marine water ingress at high tides. It should be noted that, in the case of Coffs Creek, sampling at low tides will provide a worst case scenario picture of water quality.
- All water quality samples should be collected from surface waters. Physicochemical parameters should also be measured at the bottom of the water column, within 0.3m of the benthos.
- Three sampling sites are proposed, corresponding with the 3 estuarine sites used in the Ecohealth trial undertaken in 2011/2012. These sites maximise data compatibility with the existing sites. In addition these sites provide excellent accessibility.
- Three methods have been outlined for WQ sampling, a hand held multiprobe for physicochemical parameters that can be measured in the field, bottle sampling of shallow waters for samples requiring a laboratory analysis and collection of sediment cores for laboratory analysis. All methods for sampling should follow those set out in section 4 of ANZECC (2000b). Methods for the analysis and storage of data should also be sourced from ANZECC (2000b).
- Mangrove and seagrass condition analysis should be undertaken at 3 sites for each habitat type using transect and quadrat based surveys.
- Fish surveys should be undertaken using replicate seine hauls at three sites loosely corresponding with WQ sampling sites.
- Benthic invertebrate surveys should be undertaken at the sites used by Hastie (2006). The data collected by Hastie (2006) forms a useful baseline.

Using Guideline Trigger Values

In the absence of biological response data from Coffs Creek or the local area it is considered adequate to adopt the ANZECC (2000) guideline default trigger values for estuarine waters in South East Australia, DECCW MER guidelines (Roper 2011) and the NHMRC (2008) guidelines as interim guidelines for Coffs Creek.

The ANZECC (2000) guidelines are designed to be used as a trigger for further investigation. In the case of Coffs Creek this is most likely to be an investigation into the cause of poor water quality. ANZECC (2000) suggest that the median measured value is statistically the most robust for comparison against guideline values. They also suggest that control charts should be continuously updated as new data is generated so that any triggered action can be undertaken promptly.

Table A.1 ANZECC (2000) trigger values for environmental protection using commonly measured chemical and biological water quality parameters

<i>Ecosystem Type</i>	<i>Chl-a</i> <i>µgL⁻¹</i>	<i>TP</i> <i>µgL⁻¹</i>	<i>FRP</i> <i>µgL⁻¹</i>	<i>TN</i> <i>µgL⁻¹</i>	<i>NO₃</i> <i>µgL⁻¹</i>	<i>NH₄</i> <i>µgL⁻¹</i>
Lowland River	5	50	20	500	40	20
Estuary	4	30	5	300	15	15

Table A.2 ANZECC (2000) trigger values for environmental protection using commonly measured water physico-chemical water quality parameters

<i>Ecosystem Type</i>	<i>DO (%saturation)</i>		<i>pH</i>		<i>Salinity (µScm⁻¹)</i>		<i>Turbidity (NTU)</i>	
	<i>lower</i>	<i>upper</i>	<i>Lower</i>	<i>upper</i>	<i>Lower</i>	<i>upper</i>	<i>lower</i>	<i>Upper</i>
Lowland River	8.5	110	6.5	8	125	2200	6	50
Estuary	80	110	7	8.5	7	N/A	0.5	10

The NHMRC (2008) guidelines are intended to be used in conjunction with an annual sanitary inspection. From the sanitary inspection a preliminary risk category is developed, dependent on the prevalence of potential sources of faecal contamination. A minimum of 20 enterococci samples are then required to

generate a microbial water quality assessment category, using a constantly updated 95th percentile value. The advantage of this system is that a proactive approach can be taken to warning the public of any risks associated with the recreational use of waterways.

Table A.3 NHMRC (2008) trigger values for commonly measured water chemical water quality parameters

<i>Sanitary Inspection Category (Basic susceptibility to human faecal influence)</i>	<i>Microbial water quality assessment category (95th percentile value of intestinal enterococci/100mL)</i>			
	A	B	C	D
	≤40	41-200	201-500	>500
Very Low	Very Good	Very Good	Follow Up	Follow Up
Low	Very Good	Good	Follow Up	Follow Up
Moderate	Good	Good	Poor	Poor
High	Good	Fair	Poor	Very Poor
Very High	Follow Up	Fair	Poor	Very Poor

Note: Follow Up indicates, in some cases, that some event based sampling may be required or, in other cases, that some non – human source of bacteria may be present

The relevant DECCW MER guideline values (Roper 2011) are as follows;

Table A.4 DECCW MER guideline values for chlorophyll-a and turbidity.

<i>Estuary Class</i>	<i>Salinity Range (mg/L)</i>	<i>Chlorophyll (µg/L) 80thile of Reference</i>	<i>Turbidity (NTU) 80thile of Reference</i>
River – low	>25	2.3	5.0
River – mid	10-25	2.9	8.0
River – upper	<10	3.4	13.7

Data Storage

Data needs to be stored on a central database available to all relevant stakeholders. Data management must align with regional and State reporting systems.

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Appendix B

Entrance Management Policy

Introduction

B.1.1 Reason for this Policy

The entrance to the Coffs Creek estuary naturally alternates between being open or closed to the ocean. These types of estuaries are known as an ICOLL's - Intermittently Closed and Open Lakes and Lagoons.

Many ICOLL's are manually or artificially opened to the ocean by authorities to 'drain' the estuary for a range of reasons, often to reduce the impacts of flooding around the estuary foreshores. However, artificially opening ICOLL's can impact on estuary health. Therefore a Policy is required to outline to Council if and when the entrance to Coffs Creek estuary should be artificially opened.

B.1.2 The Purpose of this Policy

The purpose of this Policy is to provide Council with criteria and a procedure for initiating an artificial opening event of the Coffs Creek entrance.

B.1.3 Policy Statement

The Coffs Creek Entrance Management Policy aims to:

- minimise interference with the natural opening and closing regime for Coffs Creek estuary;
- provide a procedure to address extreme water quality issues in the estuary;
- detail procedures and responsibilities for artificial opening of the estuary entrance; and
- detail procedures for monitoring following an artificial opening event.

This Policy will be implemented by Coffs Harbour City Council in consultation with the appropriate NSW Government agencies.

B.1.4 Area to Which this Policy Applies

The area covered by this Policy is shown in **Illustration B.1.1**. This Policy applies to the catchment of the estuary which comprises the waterway, foreshores and land adjacent to the estuary up to the tidal limit of the tributary creeks and the extent of the drainage catchment directly contributing to the estuary waterways.

B.1.5 Policy Context

This Policy has been prepared as part of the Coastal Zone Management Plan (CZMP) for Coffs Creek estuary. CZMP's for estuaries are prepared in accordance with Part 4A of the *Coastal Protection Act 1979* and the *Guidelines for Preparing Coastal Zone Management Plans* (DECCW, 2010). These guidelines require CZMP's for ICOLL's to include an entrance management Policy.

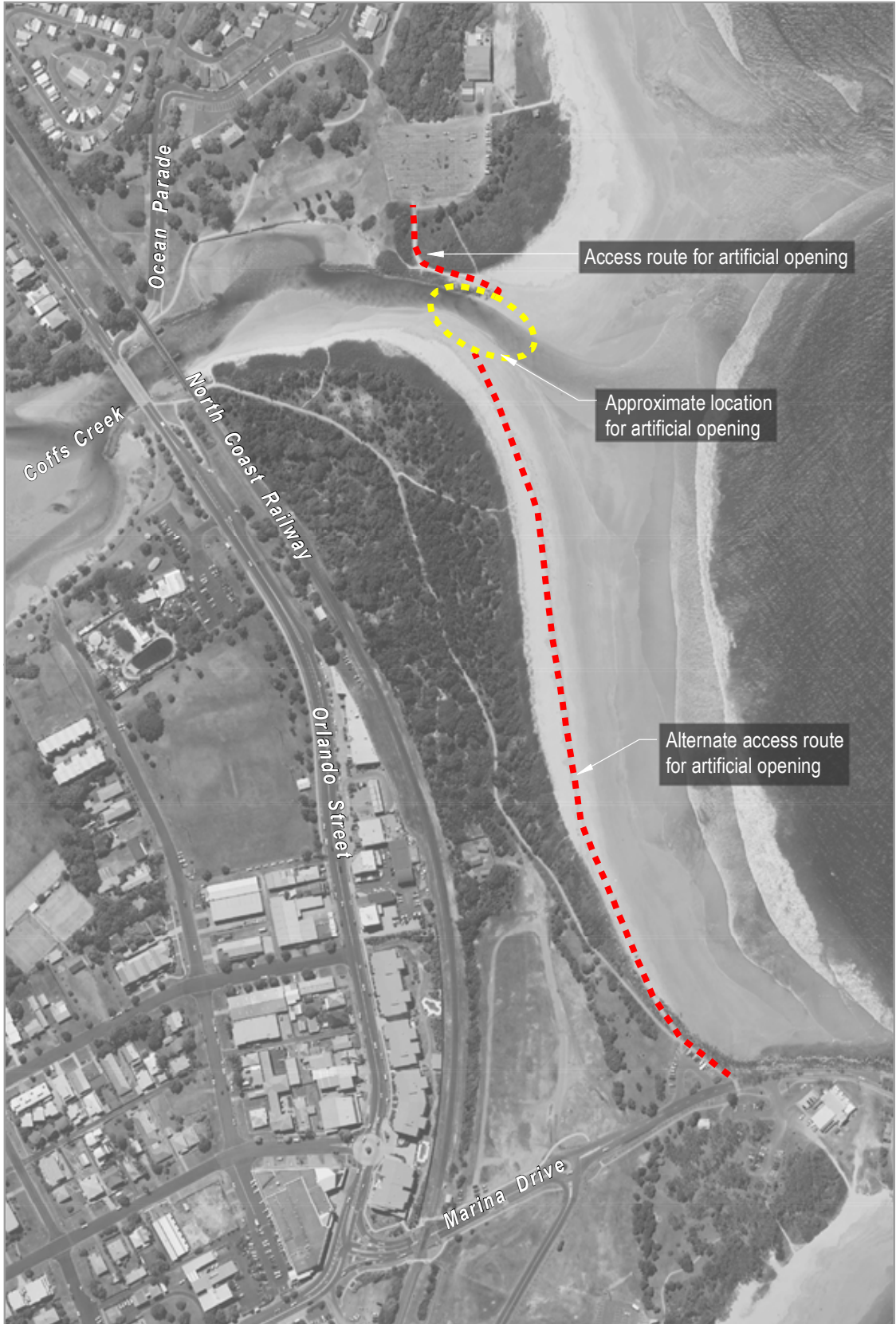
A range of NSW legislation and policies are relevant to estuary management and the establishment of any Entrance Management Policy and subsequent artificial opening procedures.

There may be a range of statutory approvals / licensing requirements that need to be sought in order to undertake entrance management activities, for example artificial opening. A range of approvals may be required due to potentially different land tenures, zonings and statutory provisions. These provisions may include Crown Lands licence under the NSW Crown Lands Act 1989, concurrence from NSW Fisheries for dredge and reclamation work on defined water land under the NSW Fisheries Management Act 1994, or other approvals and licences under the National Parks and Wildlife Act 1974 or the Marine Parks Act 1997.

In addition, the Environmental Planning and Assessment Act 1979 established the framework for development control and assessment in NSW. Certain activities may require approval under this Act and associated State Environmental Planning Policies (SEPP) (e.g. SEPP (Infrastructure) 2007). Certain works or activities may either require development consent or be exempt from requiring consent. In the case where works or activities may be exempt from requiring consent, a Review of Environmental Factors (along with all other relevant approvals / licences) would be required under Part 5 of the EP&A Act before works / activities can be carried out. This is addressed more fully in **Section B 3** of this Policy.

Information shown is for illustrative purposes only

Drawn by: RE Checked by: GJM Reviewed by: TIM Date: 5/12/2014
Source of base data: Coffs Harbour City Council



0 90



Coffs Creek Estuary Coastal Zone Management Plan
1988-1047

Area to Which Policy Applies

Illustration B.1

Background

B.2.1 Entrance Management Issues

Coffs Creek is an ICOLL system that naturally alternates between being open or closed to the ocean. In 1969 the entrance was nearly 'choked off' with sand and so mechanical excavators were used to artificially open the estuary. The entrance was artificially opened again in 2007 after heavy seas forced sediments into the estuary and blocked tidal inflows. Community consultation has not indicated any desire for artificial opening of the creek entrance. Nor is there currently any significant present need for artificial opening for the purpose of flood mitigation.

A number of entrance management issues have been raised concerning: the effects of estuary entrance condition on sedimentation, tidal exchange shoaling and flushing; and the impacts of climate change on entrance management. The CZMP for Coffs Creek estuary will include development of a formal entrance management policy. It is recommended that a natural opening / closing regime is adopted in the policy which prohibits artificial opening of a closed entrance except under an exceptional circumstance whereby this is a significant and scientifically validated risk to human health or the environment that can be effectively abated through temporary entrance modification.

However, sea level rise caused by climate change will result in higher flood inundation levels within the estuary in the future. Current inundation levels are likely to increase by a similar amount as sea level rise increases. Council adopted sea level rise estimates for NSW are a 0.4 m increase in sea level by 2050 (relative to 1990 levels) and a 0.9 m increase by 2100. Climate change also has the potential to result in an increased frequency of high rainfall events leading to more frequent flooding events.

B.2.2 Entrance Behaviour

Theory suggests that the predominant hydrodynamic state of Coffs Creek is an open entrance. However it can close under low creek flow conditions and during periods of beach accretion or after large storm events. Between 1930 and 1934 the creek was reportedly closed during low tides. In November 1960 the Council decided to warn persons swimming in Coffs Creek that they did so at their own risk. This precaution, taken on health grounds, was a consequence of the creek mouth having been blocked by a sand bar for two months, thereby preventing tidal flushing.

Historic aerial photography indicates there has been significant change to both Park Beach and South Park Beach shorelines and within the estuary channel including:

- change in estuary path which is evident by May 1973, due to training walls on entrance banks which were constructed during early 1973;
- south of the entrance channel there is considerable build-up of sediment on the South Park Beach when compared with the 1964 image;
- the vegetation line east of the Orlando Street bridges on both the Park Beach and South Park Beach shoreline has increased substantially following construction of the training walls. However, since 2007 the vegetation on Park Beach east of the surf lifesaving club car park has receded by up to 30m and by approximately 20m on the banks at South Park Beach;
- vegetation begins to establish on the southern bank by 1984, and by 2000 the area is heavily vegetated;
- similarly, there is some sparse vegetation evident in the 1977 and 1984 images on Park Beach around the car park; however by 2000 there is a thick wedge of vegetation on the seaward side of the car park.

B.2.2.1 Entrance Location

The catchment is characterised by steep hillsides with elevations of 490m AHD falling down to the coastal floodplain. The lower reaches of the creek, east of the Pacific Highway, are broad and flat, with an average gradient of 0.02%. The catchment drains through three main creek lines – Coffs Creek and two northern tributaries which run parallel to Argyll Street (Treefern Creek) and Bray Street respectively.

The estuary is characterised by a well-defined creek system that forms one wide meandering channel that creates broad expanses and long reaches of water. The estuarine portion of Coffs Creek is complemented by a substantial and continuous area of public reserve that protects a rich diversity of riparian vegetation along the foreshores including saltmarsh, mangroves and subtropical coastal floodplain.

B.2.3 Flood Mitigation

B.2.3.1 Mitigation for Major Flood Events

A flood mitigation study on the Coffs Creek indicated that flood levels upstream of Orlando St water levels were virtually independent on entrance conditions (Public Works Department 1979). The study produced floodplain mapping of 20, 50 and 100 year ARI flood events and modelled the Creek entrance with a channel set to 0 m AHD and a bermed entrance set to 1.2 m AHD which scoured after overtopping.

B.2.4 Water Quality

Artificially opening estuary entrances is often carried out as a 'quick fix' to redress water quality problems stemming from other causes such as inadequate stormwater treatment from urban areas or inadequate erosion control measures in the catchment. Best practice for estuary management is based on addressing the source of the water quality issues rather than treating the symptoms by artificially opening entrances to 'flush' an estuary. The CZMP for Coffs Creek estuary includes strategies to address the source of current water quality issues.

Water quality of Coffs Creek estuary is moderate to poor despite the lower estuary being well-mixed with good tidal flushing of the lower estuary water body. The pressures of cleared land, sediment and nutrient input from the surrounding and upper catchment are revealed in the poor to moderate water quality of the creek. The poor rating relates to high turbidity, occasional high concentrations of chlorophyll-a and low concentrations of dissolved oxygen in the upper estuary and in deeper sections of the central basin of the estuary. Water quality in the lower estuary is not suitable for primary contact recreation after rain and primary contact recreation in the upper estuary should be avoided generally. This indicates that there is an overgrowth of microalgae and also has negative consequences for flora and fauna. Light penetration into the water column is poor, particularly in the upper reaches. The factors contributing to poor light penetration are probably sediment delivery from the catchment and the overabundance of microalgae in the water column. Restricted light availability reduces the potential for beneficial benthic processes and growth of seagrasses and other aquatic flora. In addition, the availability of dissolved oxygen is sometimes restricted, mostly in the middle to upper estuary. This issue might be resulting partially from poor light penetration in combination with high levels of oxygen consumption.

Nevertheless, there may be instances where artificial opening is justified to address extreme water quality issues such as contaminant spills where it may be desirable to provide some 'draining' of the creek system. However, it is not considered practical to include triggers to address a broad range of potential water quality scenarios. A range of factors would need to be considered during a water quality crisis, such as:

- environmental and public health risks posed by the water quality issue;
- the extent to which artificial opening will mitigate the water quality issue; and
- consequent environmental and public health risks along the adjoining coastline following artificial opening of the creek.

This Policy does not include triggers for water quality issues due to the broad range of potential water quality scenarios and the associated uncertainties. It is recommended that any water quality crisis is assessed on an individual basis.

Approvals

B.3.1 Statutory Provisions

The area of Coffs Creek and any proposed entrance management works would be located within the Coffs Harbour LGA. The body of Coffs Creek is zoned as W2 Recreational Waterway under the Coffs Harbour Local Environmental Plan (CHLEP) 2013. Land immediately adjacent to and surrounding the defined water body of Coffs Creek is predominantly zoned as RE1 Public Recreation and E2 Environmental Conservation CHLEP 2013.

Clause 50 of the State Environmental Planning Policy (Infrastructure), 2007 (ISEPP) applies, allowing such works to be carried out by or on behalf of a public authority on any land and precludes them from requiring development consent. Clause 50 of ISEPP 2007 states the following:

Development permitted without consent

- (1) *Development for the purpose of flood mitigation work may be carried out by or on behalf of a public authority without consent on any land.*
- (2) *A reference in this clause to development for the purpose of flood mitigation work includes a reference to development for any of the following purposes if the development is in connection with flood mitigation work:*
 - (a) *construction works,*
 - (b) *routine maintenance works,*
 - (c) *environmental management works.*

Specifically, for the purpose of waterway or foreshore management activities, Clause 129 of the State Environmental Planning Policy (Infrastructure), 2007 (ISEPP) applies, allowing such works to be carried out by or on behalf of a public authority on any land and precludes them from requiring development consent.

Waterway or foreshore management activities means:

- (a) *riparian corridor and bank management, including erosion control, bank stabilisation, re-snagging, weed management, revegetation and the creation of foreshore access ways, and*
- (b) *instream management or dredging to rehabilitate aquatic habitat or to maintain or restore environmental flows or tidal flows for ecological purposes, and*
- (c) *coastal management and beach nourishment, including erosion control, dune or foreshore stabilisation works, headland management, weed management, revegetation activities and foreshore access ways, and*
- (d) *coastal protection works, and*
- (e) *salt interception schemes to improve water quality in surface freshwater systems, and*
- (f) *installation or upgrade of waterway gauging stations for water accounting purposes*

Clause 129 of ISEPP 2007 states the following:

Development permitted without consent

- (1) *Despite clause 129A, development for the purpose of waterway or foreshore management activities may be carried out by or on behalf of a public authority without consent on any land.*
- (1a) *To avoid doubt, subclause (1) does not permit the subdivision of any land.*
- (2) *In this clause, a reference to development for the purpose of waterway or foreshore management activities includes a reference to development for any of the following purposes if the development is in connection with waterway or foreshore management activities:*
 - (a) *construction works,*
 - (b) *routine maintenance works,*
 - (c) *emergency works, including works required as a result of flooding, storms or coastal erosion,*

Note. Emergency coastal protection works within the meaning of the Coastal Protection Act 1979 are excluded from the operation of the EP&A Act and therefore are not development to which this clause applies.

(d) environmental management works.

(2a) The following provisions apply in relation to the carrying out of new coastal protection works by or on behalf of a public authority on the open coast or entrance to a coastal lake:

(a) if a coastal zone management plan is in force in relation to the land on which the development is to be carried out—the public authority (or person carrying out the works on behalf of the public authority) must consider the provisions of that plan before carrying out the development,

(b) if a coastal zone management plan is not in force in relation to the land on which the development is to be carried out—the public authority (or person carrying out the works on behalf of the public authority) must:

- i. notify the Coastal Panel before carrying out the development, and*
- ii. take into consideration any response received from the Coastal Panel within 21 days of the notification.*

(2b) For the purposes of subclause (2a):

New coastal protection works means coastal protection works other than:

- (a) the placement of sand (including for beach nourishment) or sandbags, or*
- (b) the replacement, repair or maintenance of any such works.*

Although flood mitigation works and waterway and foreshore management activities would be permitted without consent on any land, the requirements of Part 5 of the EP&A Act 1979 must be fulfilled and Council would be required to prepare a REF for any proposed relevant works or activities, e.g. artificial opening of Coffs Creek. The REF would outline the nature and extent of the proposal, what would be the trigger and determining factors for proceeding with relevant works / activities such as artificial opening and identify and address any potential environmental effects which may result from such works. Hence the REF would also include mitigation measures and safeguards for the protection of the environment during relevant works / activities. The REF would need to be consistent with the adopted CZMP and entrance management Policy for Coffs Creek.

In conjunction with preparation of the REF, Council would be required to consult with and seek any relevant licences and or concurrence from other state government agencies. These would include:

- Crown Lands under the Crown Lands Act 1989;
- Department of Primary Industries - Fisheries under the Fisheries Management Act 1994;
- Marine Parks Authority under the Marine Parks Act 1997;
- NSW Office of Water under the Water Management Act 2000;
- Office of Environment and Heritage (National Parks and Wildlife) under the National Parks and Wildlife Act 1974.

B.3.1.1 Crown Lands Act 1989

Due to the artificial opening works affecting the waterway of Coffs Creek and the coastline, it is likely that such works would affect Crown Land. Artificial opening of the entrance will require authority by way of licences from the Crown under Part 4, Division 1 of the Crown Lands Act 1989.

B.3.1.2 Fisheries Management Act 1994

The objectives of the Fisheries Management Act 1994 *are to conserve, develop and share the fishery resources of the State for the benefit of present and future generations.* The provisions of Division 3, Part 7 of the Act are likely to be relevant to any works associated with the artificial opening of Coffs Creek. The provisions relate to the protection of aquatic habitat. Although flood mitigation works and waterway or foreshore management activities would be precluded from requiring consent under ISEPP, the provisions of

the Fisheries Management Act 1994 are still applicable and as part of the REF process concurrence from the Department of Primary Industries (Fisheries) would be required for certain activities. **Table B.3.1** outlines the relevant provisions of the Act that would apply to the artificial opening of Coffs Creek.

Table B.3.1 Activities requiring concurrence under the Fisheries Management Act 1994

Fisheries Management Act 1994	Sections 198-202	Concurrence is required from the Minister, Department of Primary Industries (Fisheries) for dredge and reclamation works on defined water land. The nature of artificial opening would constitute dredge works and also potentially reclamation works in watered land. Hence a permit and concurrence form is required prior to commencement of any works.
	Sections 219-220	Concurrence is required when barriers to the movement of fish including water course crossings are to be constructed or modified. Any proposed artificial opening is unlikely to create a barrier to the movement of fish. However such specifics would need to be confirmed within the REF.
	Sections 204-205	Any artificial opening works would likely be restricted to the sand berm. Any works must not affect mangroves or other protected marine vegetation. If marine vegetation would be harmed by relevant works / activities, a permit must be sought from the Minister before works commence. Clause 205 (2) states that <i>A person must not harm any such marine vegetation in a protected area, except under the authority of a permit issued by the Minister under this Part.</i> The REF would need to determine if artificial opening works are likely to affect mangroves or other protected marine vegetation.
	Schedules 4, 4A, 5 and 6	The REF prepared for works associated with artificial opening would need to consider any presence of local threatened aquatic habitat for flora or fauna. Thus Key Threatening Processes (KTPs) would need to be considered in preparation of the REF. The following KTPs may be relevant and required consideration: <ul style="list-style-type: none"> ▪ <i>Degradation of native riparian vegetation along NSW water courses.</i> ▪ <i>Installation and operation of instream structures and other mechanisms that alter natural flow regimes of rivers and streams.</i>

B.3.1.3 Marine Parks Act 1997

As Coffs Creek forms park of the Solitary Islands Marine Park, Council would be required to obtain a permit / concurrence from the Marine Park Authority / the Minister under the Marine Parks Act 1997 in order to undertake any works on land affected by the Marine Park and any associated zoning. Preparation of the REF would need to consider these factors and seek the relevant concurrence / permit.

B.3.1.4 Water Management Act 2000

A controlled activity approval under the Water Management Act 2000 (WM Act) is required for certain types of developments and activities that are carried out in or near a river, lake or estuary (water land). Under the WM Act, a controlled activity means:

- the erection of a building or the carrying out of a work (within the meaning of the Environmental Planning and Assessment Act 1979), or
- the removal of material (whether or not extractive material) or vegetation from land, whether by way of excavation or otherwise, or
- the deposition of material (whether or not extractive material) on land, whether by way of landfill operations or otherwise, or

- the carrying out of any other activity that affects the quantity or flow of water in a water source.

Artificial opening of Coffs Creek would constitute a controlled activity under the WM Act. However under the Water Management (General) Regulation 2011, Clause 38 Controlled activities—public authorities, states: *A public authority is exempt from section 91E (1) of the Act in relation to all controlled activities that it carries out in, on or under waterfront land.*

Although Coffs Harbour City Council would be exempt from requiring a Controlled Activity Approval, Clause 37, *Condition applying to all exemptions under this Subdivision*, of the Regulations states: *An exemption conferred under this Subdivision is subject to the condition that the person by whom the relevant controlled activity is carried out must comply with applicable requirements (if any) of the Minister that are published in the Gazette, or notified in writing to the person, for the purposes of this clause and that are for the protection of:*

- (a) *the waterfront land on which the activity is carried out, or*
- (b) *any river, lake or estuary to which that land has frontage.*

B.3.1.5 National Parks and Wildlife Act 1974

The Coffs Creek system falls within the Coffs Coast Regional Park. The park was created through a partnership of Council and the National Parks and Wildlife Service (now within OEH). The National Parks and Wildlife Act 1974 applies if the park is a reserve made under the Act. The Park's management is guided by a Trust Board. Preparation of an REF for artificial opening works would need to determine whether or not the park is a reserve under the Act and hence consultation / concurrence are required with OEH / National Parks and Wildlife Service. Consultation with the Trust Board would be required whether or not the park is affected by the Act. The REF would also need to consider any management plan that has been prepared for the park.

B.3.2 Summary of Potential Approvals

Works / activities for the purpose of flood mitigation or waterway / foreshore management (to address an extreme water quality issue) would be permitted without consent under Clause 50 of the State Environmental Planning Policy (Infrastructure), 2007. However the requirements of Part 5 of the EP&A Act 1979 must be fulfilled and Council is required to prepare a REF for proposed works / activities (e.g. artificial opening of the entrance to Coffs Creek estuary). The REF needs to be consistent with the adopted CZMP and Entrance Management Policy for Coffs Creek estuary.

Preparation of the REF will involve consultation with relevant state government agencies. This will confirm the necessary approvals and licences required for artificial opening of the entrance. Preliminary assessment indicates the following approvals and licences may be necessary:

- a license from the Department of Crown Lands under the Crown Lands Act 1989;
- a permit and concurrence from the Minister, Department of Primary Industries (Fisheries) under the Fisheries Management Act 1994 pursuant to Sections 198-202 for dredge and reclamation works on defined water land (the nature of artificial opening would constitute dredge works and also potentially reclamation works); and
- a permit / concurrence from the Marine Park Authority / the Minister under the Marine Parks Act 1997 as Coffs Creek forms park of the Solitary Islands Marine Park.

The Coffs Creek system falls within the Coffs Coast Regional Park, which was created through a partnership of Council and the National Parks and Wildlife Service. Consultation with the National Parks and Wildlife Service and Trust Board is required to determine if any approvals are required under the National Parks and Wildlife Act 1974.

It is noted that a Controlled Activity Approval under the Water Management Act 2000 is not required due to the Water Management (General) Regulation 2011, Clause 38 Controlled activities - public authorities, which states: *A public authority is exempt from section 91E (1) of the Act in relation to all controlled activities that it*

carries out in, on or under waterfront land. However, Council is still required to follow any applicable guidelines of NSW Office of Water under the Water Management Act 2000.

Artificial Opening Procedure

B.4.1 Decision Making Process

This Policy presently only recommends artificial opening of the Coffs Creek estuary entrance in the event of extreme water quality issues such as contaminant spills where it may be desirable to provide some 'draining' of the creek system. However, the decision to initiate an artificial opening event will be based on assessment of each individual circumstance of an extreme water quality issue with consideration of:

- environmental and public health risks posed by the water quality issue;
- the extent to which artificial opening will mitigate the water quality issue; and
- consequent environmental and public health risks along the adjoining coastline following artificial opening of the creek.

As noted in **Section B.2.3**, this Policy does not include triggers for water quality issues due to the broad range of potential water quality scenarios and the associated uncertainties. Determining what constitutes an extreme water quality issue would include reference to water quality monitoring results for Coffs Creek to determine if the issue is 'outside' normal water quality variations for the creek system.

The general decision making process / procedure for determining if artificial opening is to be employed to address an extreme water quality issue is shown in the flow chart in **Illustration B.4.1** and involves:

- following warning of potential extreme water quality issues Council's designated officer will alert relevant state government agencies of the issues and potential for an artificial opening event;
- Council's designated officer will then conduct a site assessment and/or review of water quality monitoring data to determine in consultation with relevant state government agencies if artificial opening is an appropriate response;
- if artificial opening is considered an appropriate response Council's designated officer will initiate deployment of Council's personnel and machinery to the entrance and direct when and where artificial opening is to be initiated. Ideally, the artificial opening should be initiated during a falling tide and shortly after the tide turns from high to low (if possible around a spring tide when tidal fluctuations are larger).

B.4.2 Responsibilities for Artificial Opening

Coffs Harbour City Council is responsible for artificial opening of the entrance.

B.4.3 Monitoring

When artificial openings have been carried out, monitoring of the entrance should be undertaken to determine the efficiency of the opening. For each artificial opening event, the following data will be tested / recorded:

- prior to opening:
 - testing of water quality parameters relevant to the specific water quality issue;
 - survey water level of creek prior to opening;
- date and time of opening;
- survey water levels of creek over 24 hours following opening;
- testing of water quality parameters relevant to the specific water quality issue over 24 hours and at appropriate intervals following 24 hours after the opening;
- location and length of excavation;
- approximate width and depth of initial channel;

- ocean swell conditions (wave height and direction);
- preceding rainfall;
- date of closure; and
- digital photographs.

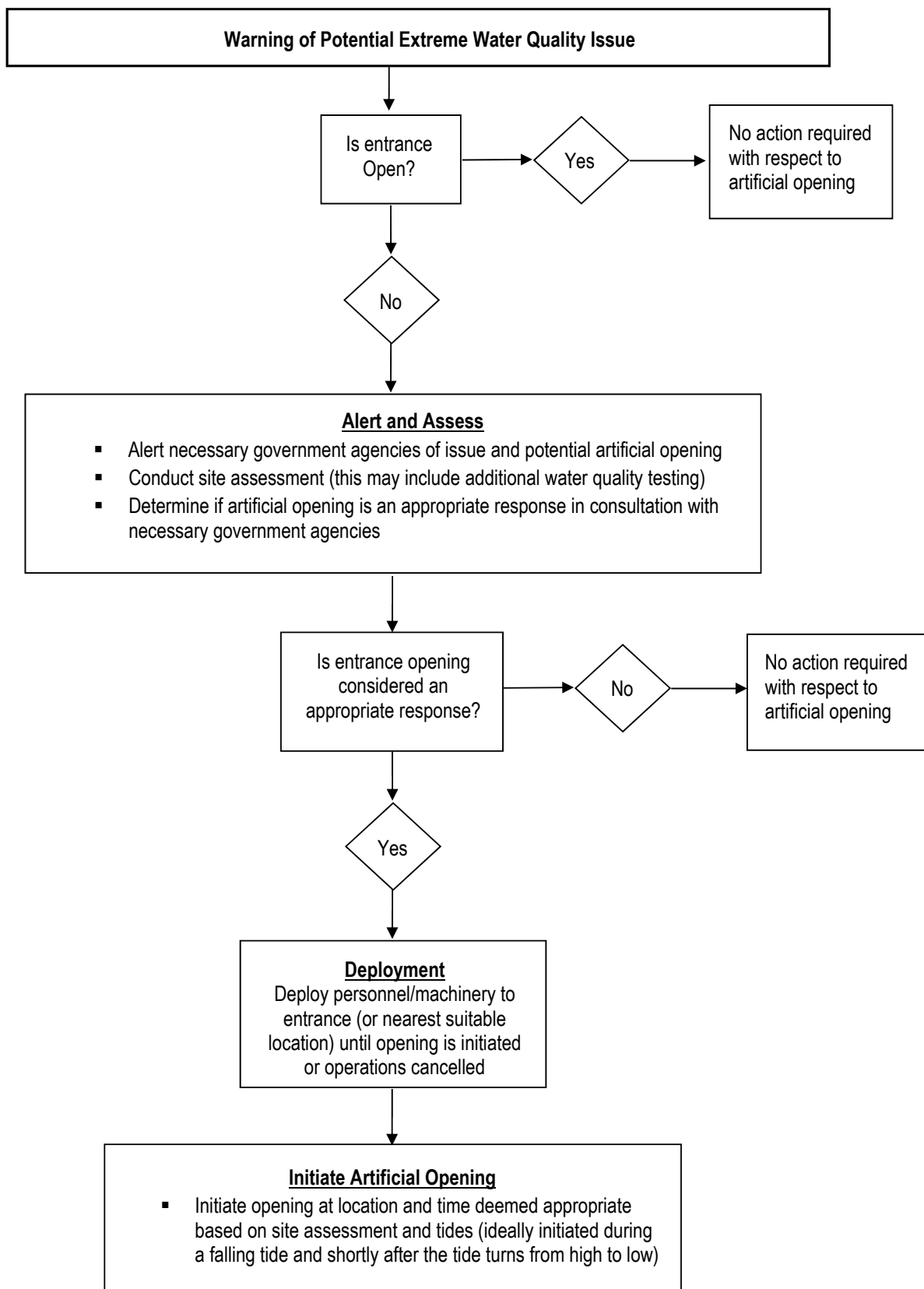


Illustration B.4.1 Artificial Opening Decision Making Flowchart

Policy Updates

B.5.1 Review and Update of this Policy

This Policy and the associated REF should be reviewed every five years or in response to:

- legislation changes; and
- any other significant factors relevant to artificial opening of the entrance of Coffs Creek estuary.

Review of the Policy will include analysis of all monitoring data collected over that period to assess if the assumptions and procedures outlined in the current Policy and REF are correct or appropriate. This will include a review of changes to climate change and sea level rise predictions and consequent impacts to this Policy.

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Appendix C

Estuary Health Status and Pressures

C1 Pressures impacting on the health of Coffs Creek estuary

Estuary health pressures generally relate to human activities and associated modifications to catchment processes and coastal processes influencing the estuarine ecosystem. Impacts associated with climate change also present estuary health pressures.

A statewide assessment of estuaries in NSW (Roper *et. al.*, 2011) indicates Coffs Creek estuary has an overall 'high' pressure index rating. The 'high' rating generally relates to catchment pressures associated with the highly urbanised and significantly cleared catchment. The assessment indicates that 82% of the Coffs Creek catchment is disturbed, which is the highest proportion compared to other estuaries in the NSW Northern Rivers area. Of the 46 estuaries in the NSW Northern Rivers region, only three other estuaries (Tweed River, Cudgen Creek and Richmond River) had an overall 'high' pressure index rating.

To frame the development of management strategies, a summary of the pressures is provided below.

C1.1 Clearing of native vegetation and increased fragmentation of remnant vegetation

Illustration C.1 provides an indication of remnant vegetation cover in the catchment. Clearing and fragmentation is the principal factor threatening species and ecosystems in the Coffs Harbour LGA. The dominant pressures for riparian areas and other habitat areas in the upper catchment of Coffs Creek estuary relate to: clearing for urban development; rural-based clearing; introduced weeds; and secondary clearing associated with development such as maintenance of asset protection zones for bushfire control. Pressures on the riparian vegetation in the lower estuary are relatively low and the riparian condition is generally in good condition due to a large proportion being protected within Council reserves and ongoing weed management by landcare/ bush regeneration teams – refer to **Illustration C2**.

C1.2 Increases in catchment runoff volumes and flow rates

This pressure is a result of clearing of vegetation and urban development which exacerbates erosion and pollutant runoff. Urban stormwater management and water management on rural lands is considered an effective approach to mitigate this pressure.

C1.3 Sediment and nutrient loads from rural lands

The major contribution of nitrogen, phosphorus and sediment to Coffs Creek comes from dry horticulture in the catchment. Modelling indicates the upper slopes of the catchment to the south of Coramba Road contribute a greater total quantity of nitrogen, phosphorus and sediment than any other sub-catchment area due to the higher concentration of dry horticulture in this part of the catchment.

C1.4 Sediment and nutrient loads from urban areas

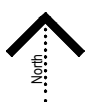
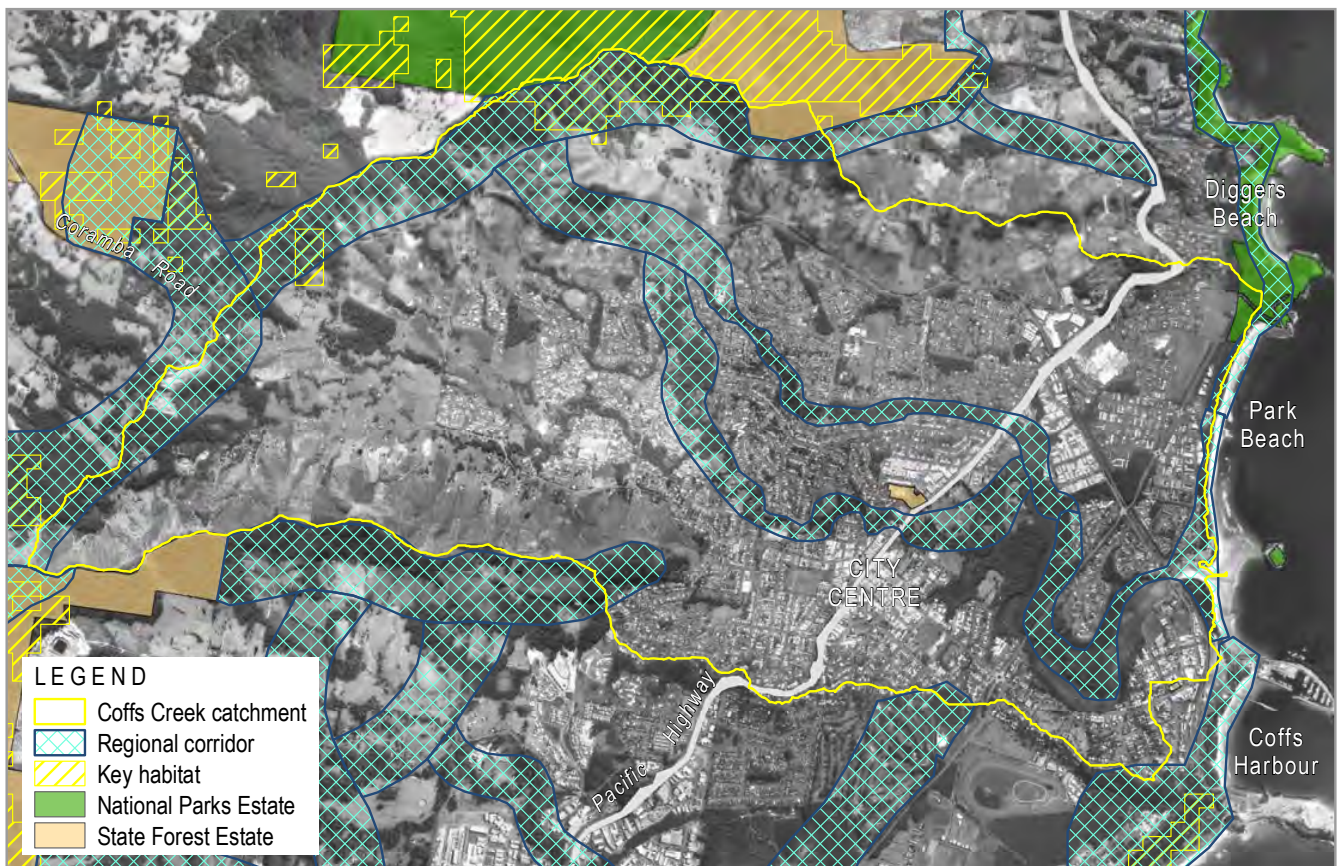
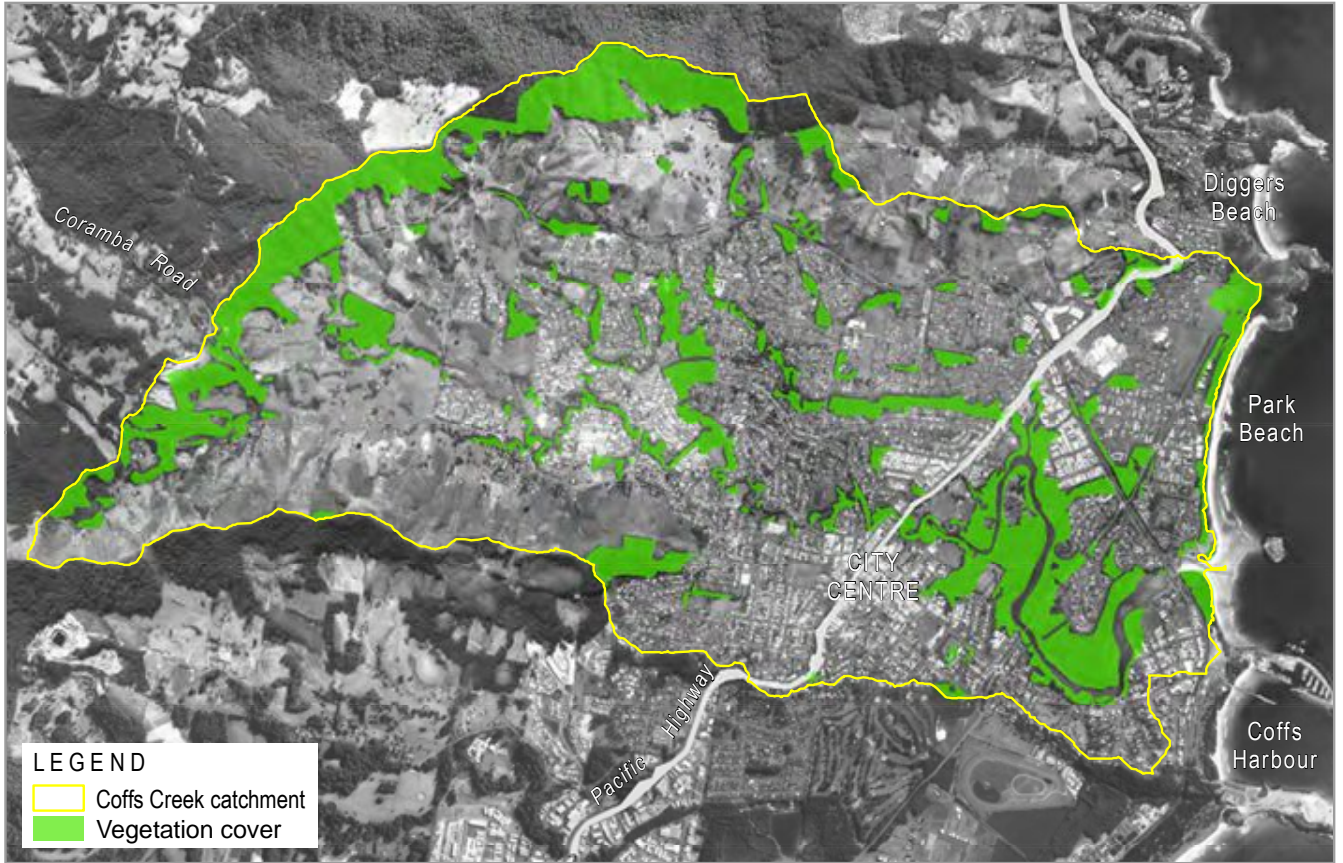
Stormwater management for new development during the construction and post-construction phases is addressed with current policies and procedures however development of a stormwater management plan is considered beneficial to address current deficiencies in the existing urban stormwater system.

C1.5 Leakages or overflows from Council's sewerage system

Council's current asset management program for the sewerage systems addresses the issue of overflows. Council's Climate Change Mitigation and Adaptation Action Plan also addresses risks associated with climate change and sea level rise.

Information shown is for illustrative purposes only

Drawn by: RE Checked by: DMT Reviewed by: TIM Date: July 2014
 Source of base data: Coffs Harbour City Council and Office of Environment and Heritage



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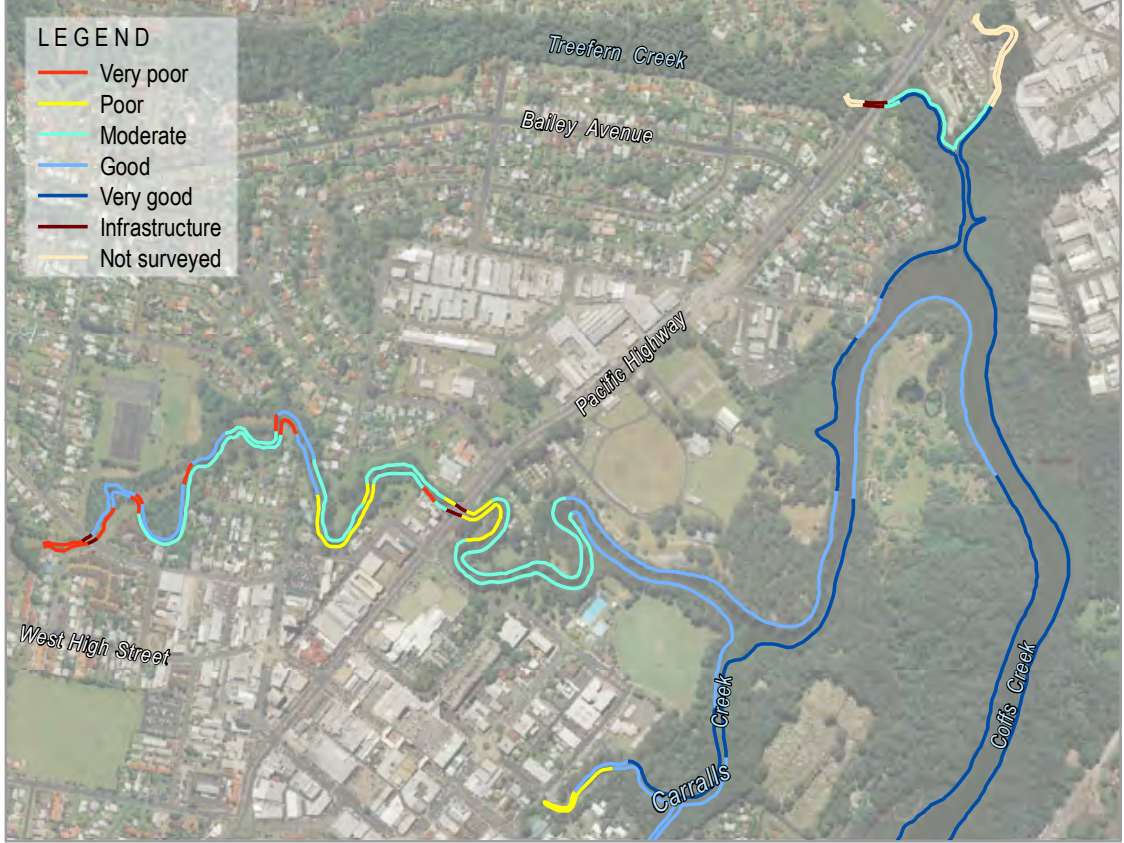
Coffs Creek Estuary Coastal Zone Management Plan
 1988-1037

Vegetation Cover and Wildlife Corridors

Illustration C.1

Drawn by: KHP Checked by: RE Reviewed by: TIM Date: July 2014
 Source of base data: Coffs Harbour City Council

Information shown is for illustrative purposes only



**Riparian Vegetation Condition in the Coffs Creek Estuary
 (Mapped November 2012 and January 2013)**



GeoLINK
 environmental management and design

Coffs Creek Estuary Coastal Zone Management Plan
 1988-1034

Illustration C.2

C1.6 Impacts associated with the proposed Pacific Highway bypass of Coffs Harbour

This pressure will be addressed in the design and construction of the highway with adoption of contemporary water quality and sediment and erosion control measures and incorporation of fauna underpasses and longer span bridges at the major watercourses to allow for wildlife linkages. The initial environmental assessment for the bypass indicates the potential provision of tunnels to maintain current fauna ridge passages.

C1.7 On-site sewage management systems

This pressure is adequately managed with Council's program of monitoring and inspection of on-site systems and enforcement of upgrades to failed or inadequate systems.

C1.8 Contaminated land from previous banana cultivation practices

This pressure is addressed by existing policies requiring contamination investigations and remediation for development of these lands. In respect to existing pesticide use, education and incentives for improved management of pesticide/herbicide/fertiliser use on farms is considered an effective strategy to address this pressure.

C1.9 High water temperatures which can impact on water quality in the estuary

This pressure arises from loss of riparian vegetation and therefore reduced shading of waterways and also from higher temperatures arising from climate change. Restoration of riparian corridors in the upper catchment is considered an effective approach to mitigate this pressure.

C1.10 Bank erosion

The majority of the estuary banks are considered stable and any bank erosion sites in the lower estuary were considered minor or have been treated with protection works. A proactive approach of restoration / maintaining riparian vegetation is recommended.

C1.11 Flood levels

A range of concerns in respect to alleviating flood levels have been previously investigated in flood study assessments for Coffs Creek:

- Fallen trees in the creek were not found to significantly impact on flood levels. It is noted that Council's flood detention basins are regularly maintained following floods to ensure the outlets are not blocked.
- Dredging sand shoals, reducing mangrove density and silt build-up along the banks, were found to have insufficient value in reducing flood levels.
- Widening the Orlando Street and railway bridges were found to have insufficient value in reducing flood levels.

C1.12 Beach erosion near Coffs Creek entrance

Predicted beach recession at South Park Beach and Park Beach is addressed by the Coffs Harbour coastline CZMP which proposes a range of strategies including investigation of erosion protection measures and dune management. The general strategy for South Park Beach is to allow erosion to the existing seawall and investigating potential extension of seawall to the mouth of Coffs Creek.

C1.13 Closing of the Coffs Creek entrance

No significant change in the natural opening and closing of the creek entrance is predicted, however development of an entrance management policy is considered prudent to formalise Council's approach to potential entrance related issues.

C1.14 Sedimentation in the lower estuary

Sedimentation associated with sand shoals does not significantly influence or affect flushing of the creek or blocking of natural flows based on recent technical studies. Therefore dredging is not recommended to improve flushing of the estuary or alleviate flood levels.

C1.15 Flooding of foreshores due to high ocean water levels and sea level rise

Inundation of low-lying areas around the lower estuary during high ocean water levels and as a result of sea level rise is addressed in a coastal inundation risk register in the Coffs Harbour coastline CZMP.

C1.16 Impacts of sea level rise on estuarine vegetation

Sea level rise is likely to cause mangroves and saltmarshes to migrate to higher areas where topography allows, however where barriers exist, current mangrove and saltmarsh distribution will be lost.

C1.17 Climate change impacts on rainfall patterns

Changes to rainfall patterns could lead to an increase in pollutants delivered from the catchment particularly under increased storm frequency and severity. Catchment based strategies addressing runoff and pollutants are the most suitable means of addressing these impacts.

C1.18 Climate changes impacts on flora and fauna

Climate changes in temperature, rainfall or evaporation will have long-term consequences for the regional ecology. Conservation connectivity and building resilience will be key strategies to ensure that natural systems have the capacity to adapt to shifting climatic zones. Restoring habitat connectivity for the Coffs Creek catchment is best facilitated by focussing on revegetation and restoration of the riparian zones.

C2 Status of Coffs Creek estuary health

C2.1 Water quality status

Water quality of Coffs Creek estuary is moderate to poor despite the lower estuary being well-mixed with good tidal flushing of the lower estuary water body. The pressures of cleared land, sediment and nutrient input from the surrounding and upper catchment are revealed in the poor to moderate water quality of the creek. The poor rating relates to high turbidity, occasional high concentrations of chlorophyll-a and low concentrations of dissolved oxygen in the upper estuary and in deeper sections of the central basin of the estuary. Water quality in the lower estuary is not suitable for primary contact recreation after rain and primary contact recreation in the upper estuary should be avoided generally.

C2.2 Ecological status

The estuarine habitats represented in Coffs Creek conform reasonably well to the expected habitats for this type of estuary. Mangroves are the dominant vegetative habitat type and are increasing in extent. Seagrasses have reduced in extent over the past three decades while the extent of saltmarsh is considered to have remained relatively constant.

Riparian vegetation is predominately in good condition east of the highway largely due to the presence of foreshore Council reserves and targeted efforts by landcare groups and bush regeneration teams. However, in the upper catchment, riparian vegetation is in poor condition, impacted by clearing or weed infestation.

Benthic macroinvertebrate populations (visible organisms living on / under rocks and sediments on the creek bed), which are important bio-indicators and also contribute to estuarine health, are considered relatively healthy in terms of species richness in Coffs Creek.

The current status of fish communities in Coffs Creek is uncertain.

A significant flying-fox camp occurs at Coffs Creek, providing habitat for the threatened Grey-headed Flying-fox on a year round basis.

C2.3 Sediments and bank condition

Whilst it is commonly thought the estuary has “silted up” in recent years, previous studies indicate the patterns of infilling and scouring are cyclical and there has been no discernible long-term trend in sand infilling of the downstream reaches over the last 50 – 60 years. Analysis of historical aerial photography also shows there has been very little change in the estuary channel location over the last 50 – 60 years.

Bank erosion mapping (2012/2013) reveals that:

- 97% of the estuary banks east of the Pacific Highway are considered stable
- in the vicinity of the Showgrounds and in the upper catchment, the major factors influencing erosion are clearing of riparian vegetation, scour of the bank toe during floods and associated slumping and tree fall.

C3 Strategies to address estuary health pressures

A number of broad management strategies arise from consideration of the key pressures impacting on the health of the Coffs Creek estuary. The key strategies address multiple objectives in regard to improving the health of Coffs Creek estuary.

C3.1 Improving the vegetated riparian zones in the upper catchment

This is considered a key strategy to address basic water quality and ecological issues. The objective of this strategy is to establish a viable vegetated riparian width along the length of all main tributaries. This will involve: increasing the width of existing vegetated riparian zones in areas; establishing riparian corridors along cleared tributary sections; improving the structural diversity of existing vegetated riparian zones via weed management and restoration.

A draft plan has been prepared for regeneration of riparian areas within Council managed reserves on Coffs Creek and its tributaries. The *Natural Resource Management Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek* (CHBRG, 2013) (termed the ‘NRMP’) is being prepared by Coffs Harbour Bushland Regeneration Group Pty Ltd (CHBRG) for Coffs Harbour City Council. The NRMP includes priorities to rehabilitate the riparian zones of the managed reserve system with revegetation and weed control. This document would form a foundation for other strategies aimed at improving the vegetated riparian zones in the upper catchment. Other strategies should target riparian land parcels outside the Council managed reserve system to complement the aims and objectives of the NRMP.

C3.2 Reducing runoff, sediment and nutrient loads, and pesticides from rural lands

This is a key strategy aimed at addressing one of the main sources of water quality issues for the estuary. Methods used to reduce these source issues involve encouragement and incentives for improved soil and water management on farms, improved management of pesticide/herbicide/fertiliser use on farms; and establishment of vegetated riparian zones or riparian buffers on farms.

C3.3 Improvements to stormwater management in urban areas

This key strategy addresses one of the main sources of water quality issues for the estuary. Council currently has in place adequate policies and procedures for managing soil and erosion during construction of new development areas and for permanent stormwater management measures for new development areas. Therefore, potential strategies for improvements to stormwater management in urban areas should address deficiencies in existing stormwater infrastructure; and education programs and other non-structural measures to address issues such as litter control.

C3.4 Other specific or lower priority strategies

C3.4.1 Bank erosion

In respect to existing bank erosion assessed in this study, potential management actions include:

- Ongoing monitoring for areas identified with minor erosion but remedial action is not advised unless erosion processes worsen;
- Maintenance and enhancement works for some areas of past erosion that have been remediated using rock revetment or mixed timber walls/rock revetment (eg. northern bank downstream of Orlando Street bridge and south bank upstream of Orlando Street bridge), or gabions.

Previously mentioned management actions are also recommended to address the broader source of changes to flood dynamics. These actions include: revegetation and restoration of riparian areas in the upper catchment; urban stormwater management and water management on rural lands.

C3.4.2 Riparian zones in the lower estuary

Pressures on the riparian vegetation in the lower estuary area are relatively low and the riparian condition is generally good. Nevertheless, ongoing maintenance for weed control and riparian regeneration is required in the lower estuary to keep these areas relatively weed free and promote regeneration. The friends of Coffs Creek, the Coffs Harbour Repair to Country team (Darrunda-Wajaar), and more recently the Coffs Council bush regeneration teams have been very successful in addressing weeds issues in the estuary riparian zones and along the Coffs Creek walk/cycleway. Ongoing maintenance of treated areas is required. Support of proactive community bush regeneration groups is a cost effective way of maintaining the natural values of the estuary riparian zone.

C3.4.3 A policy for managing opening and closing of the Coffs Creek entrance

Consultation has not indicated any desire to change the existing 'natural' opening / closing regime. However, a number of issues related to entrance management have been raised with respect to the effects of estuary entrance condition on: sedimentation in the creek; tidal exchange shoaling and flushing; and the impacts of climate change on the opening / closing regime. Therefore, an entrance management policy is considered necessary to formalise Council's approach to potential entrance related issues. Additionally, OEH guidelines for the preparation of CZMP's (OEH, 2013) require development of an entrance management policy for estuaries with intermittently closed / open entrances.

It is recommended that a natural opening / closing regime is adopted in the policy which prohibits artificial opening of a closed entrance except under an exceptional circumstance whereby there is a significant and scientifically validated risk to human health or the environment that can be effectively abated through temporary entrance modification.

C3.4.4 Accommodating mangrove and saltmarsh migration in response to sea level rise

It is recommended that the mapped areas of mangroves and saltmarshes undertaken as part of this study are utilised in the proposed actions of Council's Climate Change Mitigation and Adaptation Action Plan (BMT WBM, 2010) which address migration of habitats at foreshore fringes (**Action A-8** and **A-10** of the climate change action plan).

C4 Health monitoring program for Coffs Creek estuary

Development of this CZMP included preparation of a monitoring plan for key aspects of the estuary environment. A consistent and adequate long term environmental monitoring program for the Coffs Creek estuary will provide a number of direct and indirect benefits for users and managers alike. Whilst a reasonable quantity of water quality data has been collected over the past 10 years it has been collected under a variety of water quality monitoring programs, each with individual goals, limiting its utility as a device for detecting trends or changes in the health of the estuary.

Therefore, an estuary health monitoring program has been developed for future application to the Coffs Creek estuary. Where possible the program has been based upon previous monitoring such as the EcoHealth program (Ryder 2012), in the hope of conserving the utility of the existing dataset.



Appendix D

Community Uses and Heritage

D1 Cultural and heritage environment

Coffs Creek estuary is located within the land of the Gumbaynggirr nation. The creek has been known as 'Buulunggal' (which relates to the local aboriginal name for mullet) and 'Bangalor' Creek.

The 1860s was the start of white settlement in the Coffs Harbour region. The earliest recorded contact made between local Aboriginal people and settlers in the Coffs Harbour area was with Walter Harvie – a cedar-getter who was led to Coffs Creek around 1865 by local Aboriginal people. Harvie set up camp in the vicinity of the present-day Showgrounds. Harvie floated the logs down Coffs Creek and hauled them across the beach to ships lying at anchor in the lee of North Coff Island.

The main white settlement in Coffs Harbour occurred in the 1870s to early 1880s. Between the 1880s and the turn of the century, the Coffs Harbour area had developed and the effects would have substantially transformed the landscape. In the early 1900s agriculture and horticulture began to establish in the catchment and the town developed around the jetty and rail. At the height of the depression in the 1930s, shanty towns housing Aboriginal people and the white working class started to spring up around Coffs Harbour. The whole of Coffs Creek was used as a camp during the mid-twentieth century, and became one of the main Aboriginal camps in Coffs Harbour.

Coffs Creek continues to play an important role in the local aboriginal culture. Important places where people lived and still enjoy visiting include: The Old Camp (Fitzroy Oval); the Showground; the Cemetery; the Botanic Gardens; the Ranch, Happy Valley; Ferguson Cottage and Muttonbird Island. An important ceremonial site exists in the vicinity of the Showground.

The following list provides an historical account of specific places and features near Coffs Creek:

- **North Coast Regional Botanic Garden:** The site was gazetted in 1907 for disposal of night soil and used for garbage disposal from 1938 until 1964. In 1975 the site was gazetted for the "purposes of a Botanic Garden".
- **Coffs Harbour cemetery** contains the graves of local aboriginal people and many of the regions early settlers.
- **Coffs Harbour Showground** opened in 1912 run by the Agricultural Society.
- **The North Coast railway line** linking Coffs Harbour to Glenreagh was constructed between 1915-1922. This bridge has been replaced but the piers still exist in the creek and support a concrete platform.
- **Park Beach reserve** was dedicated in 1916.



Source: <http://libraries.coffsharbour.nsw.gov.au/Local-Heritage/pictures/Pages/default.aspx>

Plate D1.1 Holiday Scene – Park Beach Reserve/ Coffs Creek Entrance 1950

- **Fitzroy Park** was used for sporting activities since circa 1923;
- **The Northern Breakwater** was constructed to Muttonbird Island in 1924;

- **Coffs Creek Swimming baths** also known as the James Smith Memorial Pool was constructed circa 1924 near The Promenade buildings.
- **The Butter Factory** was constructed in 1926 (now **The Promenade**).
- **James Smith Park** was notified as a reserve in 1935, named after one of the swimming club's coaches;
- **Orlando Street bridge** was opened in 1936. The existing road bridge was constructed in 1966 to replace the original bridge.
- The **Grafton Street bridge** (also known as the Pacific Highway bridge) was constructed in 1947.
- **Dolphin Marine Magic** was constructed circa 1960.

D1.1 Aboriginal community vision for Coffs Creek

Coffs Harbour Regional Landcare Inc. (CHRL) conducted a project in 2013 to develop an Aboriginal community vision for the Coffs Creek catchment and estuary. The project involved a planning workshop with the Coffs Harbour Aboriginal community. The Coffs Harbour Regional Landcare website lists the outcomes.

The Aboriginal community vision for the Coffs Creek catchment and estuary is:

- For a healthy and productive ecosystem where plants and animals provide an abundance of food, medicine and fibre to the whole community.
- That our community re-develop and strengthen our cultural connections and Gumbaynggirr tradition and knowledge about this part of our world.
- That this creek system provides economic opportunities for our people.
- That this area continues to nurture our spirits and provide enjoyment and serenity.
- That the impacts of agriculture and urbanisation are minimised and the creek system is buffered from those impacts.
- That the aboriginal community is supported in their contribution to and participation in the management of the area in partnership with other management agencies.

A range of actions arose from the Aboriginal community vision workshop:

- the desire for a number of place name changes to acknowledge local Aboriginal identities and Gumbaynggirr culture
- improve amenities around the creek, in particular on the northern side of Coffs Creek, and to improve access for water-based recreation
- the community wishes to develop eco-tourism opportunities. The community noted other ideas to promote awareness and appreciation of Aboriginal cultural connections with the creek
- sustainable catchment management, riparian restoration and enhancement of wildlife corridors including the desire to integrate traditional aboriginal values and uses into these broader objectives.

D2 Public access

Public access to the creek and its foreshores is largely contingent on the availability of public open space and the provision of suitable infrastructure. Accordingly:

- the **lower estuary** offers considerable access opportunity as it is contained within a broad corridor of public land that is within easy reach of the surrounding road system. The area has also been subject to considerable capital investment for public access.
- The **upper catchment** west of the highway comprises a series of tributaries and drainage lines that are contained within narrow public reserves and are largely surrounded by private property. These areas have limited exposure to the public road system and therefore offer very limited opportunity for public access.

D2.1 Issues and considerations

The following issues or constraints relating to public access to Coffs Creek estuary have been identified:

- important sections of the estuary path system do not comply with access standards. Key recreation areas in particular incorporate facilities such as car parking and path connections to key recreation facilities and foreshore destinations that are non-compliant. Some of the popular lower estuary destinations incorporating jetties, boardwalks and viewing platforms are also connected by paths and steps with limited accessibility
- the northern section of the Coffs Creek Walk includes narrow boardwalks and sections of path that are unsealed. These limit the use of the paths for shared bicycle access
- remote areas along walking trails in urban areas are vulnerable to anti-social behaviour
- the Pacific Highway forms a major barrier between the lower estuary and West Coffs areas and significantly impacts on east-west movement of pedestrians and cyclists. Safe access across the highway can only be made where there are traffic lights and these do not necessarily correspond with optimal east-west pedestrian/cycle movement. In particular, there are limited convenient opportunities to cross the highway at the western end of the lower estuary which diminishes the value of the estuary setting and associated recreational facilities as an easily accessible resource to this large, nearby residential community
- there is a lack of continuous access trails in the creek reserves in the West Coffs area which significantly diminishes their value for community use. Where provided, access routes from adjoining streets or the end of cul-de-sacs only provide short distance connections into or through reserves or lead to areas that have no facilities or recreational value
- retrofitting new access routes into and along the reserves adjoining the upper catchment tributaries will be difficult and expensive. They may also raise concern from adjoining property owners for loss of existing visual amenity, loss of privacy and increased security risk
- new residential areas on the fringe of West Coffs continue to exclude the opportunity of utilising drainage reserves for dual community open space and to utilise them as part of a larger public trail network.



Plate D1.2 Paths through reserves provide direct pedestrian connection between West Coffs neighbourhoods but offer only limited short distance experience of the reserve environment



Plate D1.3 Path to nowhere. This pedestrian corridor leads into a hidden area of drainage reserve that offers minimal recreational value and poor passive surveillance



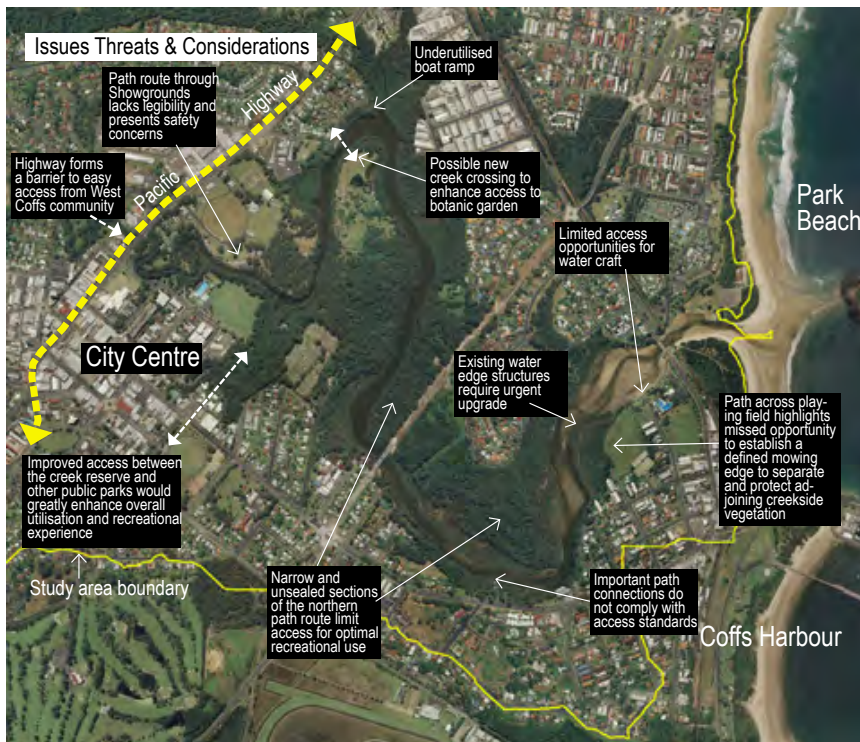
Plate D1.4 Narrow passageways and lack of a welcoming public interface significantly limits the community value of drainage reserves hidden behind private properties



Plate D1.5 Creek crossings provide the primary visual connection into creek reserves within the West Coffs area

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Source of base data: Red Belly Design



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Coffs Creek Estuary Coastal Zone Management Plan
1988-1035

Public Access Issues

Illustration D.1

The Coffs Harbour Open Space Strategy 2010 identifies a range of opportunities for improved public access including the following that are relevant within the Coffs Creek reserves:

- upgrade Coffs Creek Walk (long term surfaced to cycleway) with improved connectivity to surrounding areas, rest and activity nodes, and high quality interpretive signage
- develop a network of shared pathways/walking trails utilising the numerous drainage corridors dissecting the West Coffs precinct.

D2 Recreational uses

Coffs Creek and its surrounding reserves have long provided an attractive natural setting for a range of outdoor recreation activities to the Coffs Harbour community. Many of the activities are supported with infrastructure and facilities in designated recreation areas that aim to enhance user enjoyment, sustain an optimal carrying capacity and minimise potential impacts between activities and the resource itself.

The value, extent and type of recreational use vary considerably between the upper catchment and lower estuary of Coffs Creek. The lower Coffs Creek estuary provides the main focus of recreational activity within the entire Coffs Creek catchment. This is due to the substantial size of the reserve, its easy access, the scenic amenity of the natural environment and the variety of recreational opportunities provided by the setting.

In the upper catchment there are considerable open space reserves associated with the creek system, however few offer significant recreational value. This is largely due to their remoteness, inaccessibility and lack of integration as valued components of the urban fabric.

D2.1 Issues and considerations

The following issues relating to recreational use have been identified:

- Existing facilities in key recreation areas in the lower estuary are becoming inadequate and out-dated. Facilities lack visual cohesion and do not fully optimise the natural and scenic values of the sites. This is impacting on the overall visual image and recreational experience of the creek environment.
- Higher density residential development is planned in and around the CBD. As one of the city's key recreation destinations, the Coffs Creek estuary is therefore likely to experience a significant increase in user activity, particularly along the southern foreshores between the CBD and the Jetty. This is likely to require a greater level of infrastructure to ensure that the increased carrying capacities do not compromise existing recreation and natural values.
- Recreational use of the estuary, particularly for water access is currently limited by the availability and quality of existing access points, facilities and associated infrastructure.
- There is considerable community perception of the loss of amenity for swimming from increased sand shoals and loss of water quality due to inadequate flushing and exchange of creek water with the sea.
- An on-going concern for erosion of the shoreline at the creek mouth has raised the need to extend the existing training wall at the Ocean Parade Park / Park Beach Reserve. This will potentially increase the visual impact of the structure and further reduce the overall scenic quality of the setting.

D2.2 Strategies identified in the Coffs Harbour Open Space Strategy 2010

The Coffs Harbour Open Space Strategy 2010 identifies a range of opportunities for improved public recreation including the following that are relevant within the Coffs Creek reserves:

- upgrade Coffs Creek Walk (long term to surfaced cycleway) with improved connectivity to surrounding areas, rest and activity nodes, and high quality interpretive signage
- upgrade Coffs Creek Reserve adjacent to the Dolphin Marine Magic as district social/family recreation space with improved playground and picnic facilities

- develop Englands Park as an adjunct to the Coffs Creek Reserve. This can form a social/family recreation space incorporating a local sport space for junior training and/or school use. Investigate improved car parking of Edgar Street, fitness trails and tree planting. Potential site to investigate for a community garden

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- develop fitness circuit incorporating Brelford Park, Fitzroy Oval and Coffs Creek
- upgrade Rotary Park with improved picnic facilities catering for disabled assuming disabled parking can be provided. Revegetate creek area leaving viewing opportunities
- investigate relocation of amenity block at Fitzroy Oval to a more appropriate location in terms of retaining an open street frontage
- create local social/family recreation space at Red Cedar Drive
- create local social/family recreation space opposite Catholic Club. Redesign drain to a natural stream form
- develop a network of shared pathways/walking trails utilising the numerous drainage corridors dissecting the precinct
- improve relaxation opportunities including additional landscaping/tree planting at Baden Powell Park, Vera Drive and Heron Reserve
- develop seating and rest stops in conjunction with walkways along creek side open space
- open space for play outside the foreshore setting in the Coffs Harbour East neighbourhood is limited. There may be opportunity within the Coffs Creek area to upgrade existing spaces that are under capacity with improved recreation facilities to increase opportunities for local social and family recreation in the Coffs Harbour East area. Investigation is also recommended into the removal of playgrounds containing only basic play equipment with limited opportunity for improvement in areas that can be better served by social family parks.

D3 Visual amenity

Coffs Creek is a highly important natural asset that influences the visual amenity of the whole catchment area. This is largely due to the scenic water views that are available within the lower estuary and the extent of remnant natural vegetation that follows the creek and tributary corridors through suburban areas in the upper catchment.

D3.1 Lower estuary

The lower estuary of Coffs Creek together with its substantial reserves of riparian vegetation are a highly attractive and important visual resource that provide Coffs Harbour with one of its defining natural assets.

The Coffs Creek reserve and adjoining sporting and open spaces form a green outlook and major natural asset across the northern fringe of the town centre. The visual experience of the Coffs Creek estuary has been enhanced by the provision of public infrastructure for recreation and access. Key to this has been the creation of a highly developed path system that enables easy access around the creek and to a wide range of natural settings and vantage points.

The southern foreshores in particular enable a variety of visual experiences due to the higher level of developed recreational areas and easy access from surrounding streets. The broader area of natural vegetation along the northern foreshores on the other hand offers a more remote recreational setting and intimate visual experience. Here, the dominance of natural features and the lack of visible urban development create a unique visual experience that is highly valued for its close proximity to the town centre.

D3.2 Upper catchment

The character of the creek changes significantly west of the Pacific Highway where the main creek channel branches into a series of small-scaled tributaries in stark contrast to the wide, open watercourse that defines the estuary east of the highway. The tributaries follow narrow, sometimes steeply sided channels that are engulfed and overshadowed by vegetation, further reducing visibility of the watercourse and its significance on the surrounding environment.

Visibility of the creek environment in West Coffs is made more difficult by a lack of easy or continuous public access along the public reserves of the creek system. The street layout offers only limited public interface with the creek, which is generally hidden behind urban development. For much of the West Coffs area the creek system is a highly underutilised visual resource. Opportunities to gain closer visual appreciation of the creek are generally limited to locations where streets or pedestrian routes cross the creek system.



Plate D3.1 Street crossings offer some of the few opportunities to gain direct visual access into the creek environment



Plate D3.2 Large trees within the tributary reserves offer a highly significant visual resource for the surrounding residential communities

While close range visibility of the creek is difficult, the creek environment at a broader scale has a profound influence on the overall visual amenity of the west Coffs Harbour setting. This is largely due to the remnant vegetation including tall forest scale trees that flank the creek foreshores and form a continuous tree canopy and network of green corridors deep into the urban area. The vegetation dominates the skyline and establishes an attractive green backdrop that mitigates the expanse of built form and provides a visual connection with the natural environment for the surrounding urban area. This effect greatly enriches the visual image of the West Coffs area in a way that would not be achieved by smaller vegetation typically planted within private gardens and public parks.

The visual significance of the creek system progressively diminishes as it branches out into smaller drainage gullies and swales through the urban fringe of West Coffs and the farmland beyond. The drainage lines have generally been modified over a long history of farming activity and comprise little natural vegetation. Environmental weed and some erosion are evident along poorly managed gullies. Flood management infrastructure also dominates some locations.

D3.3 Issues and considerations

The following issues relating to visual amenity have been identified:

- long sections of the path system around Coffs Creek lack appropriate signage and fail to provide adequate interpretation or direction. The signs lack visual cohesion and a consistent graphic or design theme or selection of construction materials
- visual amenity within recreation areas of the lower estuary is suffering from aging infrastructure or lacks visual cohesion
- the installation and possible extension of training and retaining walls to manage bank erosion near the creek mouth has a detrimental visual impact on the nearby recreation areas
- litter accumulation along the creek foreshores, particularly around mangroves, stormwater outlets and on beaches near popular recreation areas significantly impacts on the visual amenity of the reserve
- preservation of view corridors from public and private vantage points will be an on-going issue in the management of vegetation growth around the foreshores

- preservation and on-going recruitment of tall remnant native trees within narrow reserves of the upper catchment will be crucial to sustain the natural values and high visual amenity afforded by the trees
- environmental weeds in reserves in the upper catchment generate a poor visual image
- the lack of integration of drainage reserves into new residential areas has failed to optimise their potential visual amenity and recreational value to surrounding communities.

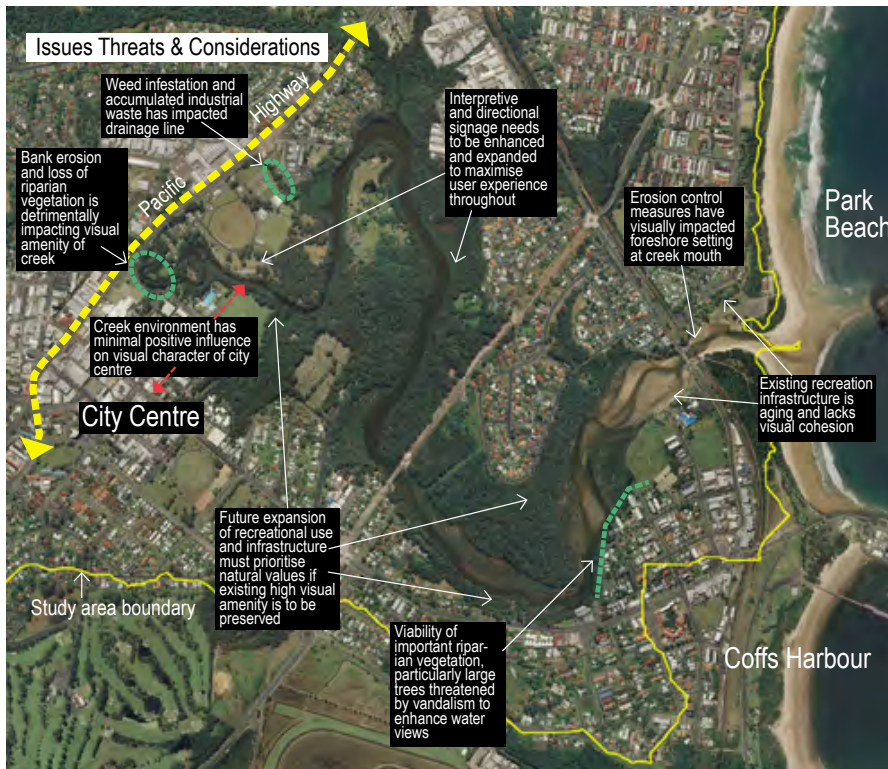
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Legend

-  Key views and vantage points
-  Scenic green outlook

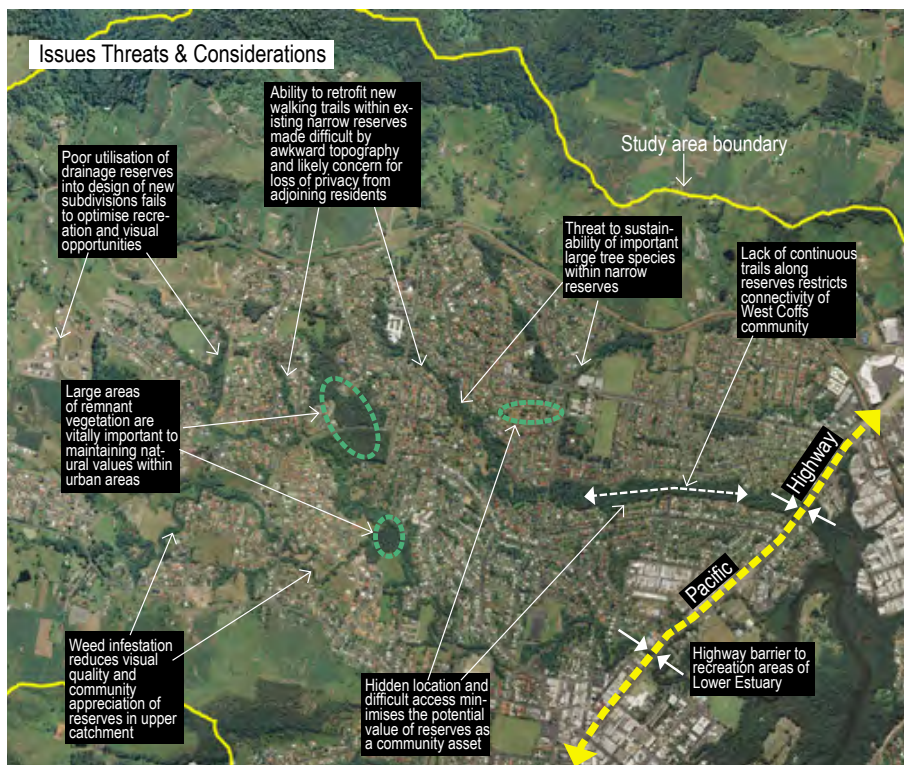
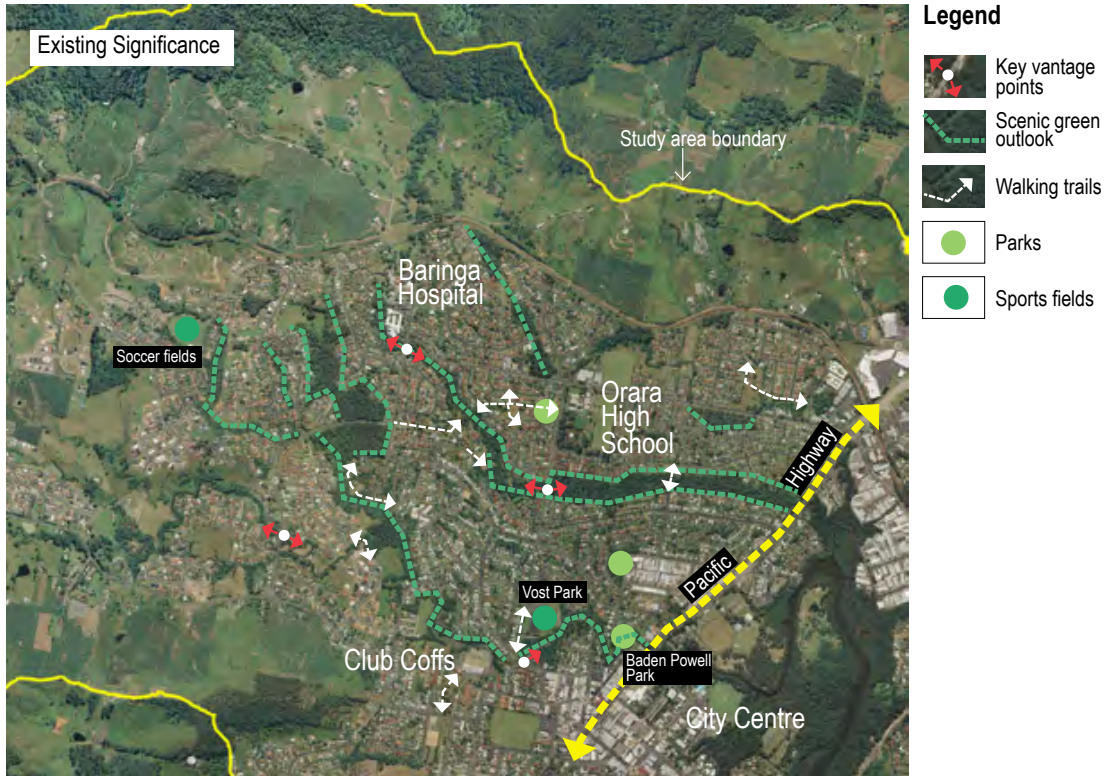


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Upper Catchment Public Access, Recreational Use and Visual Amenity

Illustration D.4

D4 Management strategies to address community use issues

The following broad management strategies arise from consideration of the key issues impacting on community uses of the Coffs Creek estuary.

D4.1 Cultural and heritage environment

- Generate a greater level of understanding of cultural and heritage values.
- Identify meaningful ways of achieving reconciliation with the local Aboriginal community such as dual-naming of key locations associated with Coffs Creek.
- Maintain involvement of the local Aboriginal community in decision-making associated with the estuary reserves.

D4.2 Public access

- Maintain and enhance Coffs Creek Walk as the primary access corridor.
- Maintain and support the existing use level of boating activity.
- Enhance pedestrian and cycle connectivity throughout West Coffs.

D4.3 Recreational uses

- Ensure that primary recreational activities are supported and continue without significant change while responsive to increased carrying capacities associated with higher density residential development in and around the CBD without compromising existing recreation and natural values.
- NSW RMS currently has a grant program available to local councils to undertake identified works that benefit boating related activities. Accordingly, an opportunity exists to attract funding support to address the limited availability and quality of existing water access points, facilities and associated infrastructure.
- Ensure existing designated recreation areas and facilities meet contemporary needs and design standards.
- Expand recreational opportunities within reserves for the benefit of West Coffs community.
- Prepare an integrated Foreshore Management Plan for Park Beach Reserve, Coffs Creek Reserve and Englands Park to facilitate their upgrade and redevelopment. The Plan should aim to review and optimise the recreational opportunities and natural values of the location to meet contemporary community demands and expectations. The Plan should address concern for erosion of the shoreline at the creek mouth and the need for dredging for improving water-based recreation in front of Coffs Creek Reserve.

D4.5 Visual amenity

- Strengthen the visual image of Coffs Creek in the lower estuary.
- Optimise the scenic values of the creek in the lower estuary.
- Improve visitor appreciation and orientation through improved signage in the lower estuary.
- Improve the visual image of reserves and water courses within existing established urban areas throughout West Coffs.
- Improve community appreciation of and engagement with the reserve system.
- Enhance the visual environment of farms and urban hinterland.



Appendix E

How this CZMP relates to the NSW Coastal Management Principles

Table E.1 How this CZMP relates to the NSW Coastal Management Principles

<i>Coastal Management Principle</i>	<i>Consideration in the CZMP</i>
<p>Principle 1: <i>The Plan will consider the objects of the Coastal Protection Act 1979 and the goals, objectives and principles of the NSW Coastal Policy 1997 and the NSW Sea Level Rise Policy Statement 2009.</i></p>	<ul style="list-style-type: none"> ▪ The NSW Coastal Policy and NSW Coastal Protection Act 1979 deal with population and economic growth whilst protecting the natural, cultural, heritage and spiritual values of the coastal environment. These principles form the basis of development and prioritisation of management strategies for Coffs Creek estuary. ▪ The benchmarks and guidelines in the <i>NSW Coastal Planning Guideline: Adapting to Sea Level Rise</i> and in Council's Climate Change Policy and related documents have been considered in development of the entrance management policy, and in relation to climate change impacts on estuary ecology, hydrodynamics and community infrastructure.
<p>Principles relating to the preparation of this CZMP</p>	
<p>Principle 2: <i>Optimise links between plans relating to the management of the coastal zone.</i></p>	<ul style="list-style-type: none"> ▪ Development of this CZMP has considered Council's Coastal Processes and Hazard Definition Study and Coastal Zone Management Study for the coastline, and other studies and management plans related to Coffs Creek estuary. Refer to the literature review component (GeoLINK et al, 2012b).
<p>Principle 3: <i>Involve the community in decision-making and make coastal information publicly available.</i></p>	<ul style="list-style-type: none"> ▪ Community consultation was undertaken in the preparation of this CZMP to gain input to the development of management actions for Coffs Creek estuary. Consultation has included the following: <ul style="list-style-type: none"> – a workshop in 2012 to gain input on community values, issues and objectives for the estuary – a community survey in 2012 in respect to community uses of the estuary and values, issues and objectives – a workshop in 2013 to gain input on the development of management strategies – public exhibition of the draft CZMP for community comment.
<p>Principle 4: <i>Base decisions on the best available information and reasonable practice; acknowledge the interrelationship between catchment, estuarine and coastal processes; adopt a continuous improvement management approach.</i></p>	<ul style="list-style-type: none"> ▪ The <i>Estuary Condition Study</i> (GeoLINK et al, 2013b) and the <i>Coffs Creek Infilling and Hydraulic Capacity Study</i> (Water Technology, 2013) considered the above issues. ▪ The Implementation Schedule will be reviewed every 5 to 10 years to enable continuous improvement management approach.
<p>Principles relating to coastal risk management</p>	
<p>Principle 6 and 7 relate more to coastal hazard risks and are generally not directly applicable to the issues for the Coffs Creek estuary. However, some coastal risk management strategies in the CZMP for the Coffs Harbour coastline have been incorporated into this CZMP where it relates to issues specific to Coffs Creek estuary eg. the coastal inundation risk register which includes assets and infrastructure in Coffs Creek catchment.</p>	

<i>Coastal Management Principle</i>	<i>Consideration in the CZMP</i>
<i>Principles relating to coastal ecosystem health</i>	
<p><i>Principle 8:</i> <i>Maintain the condition of high value coastal ecosystems; rehabilitate priority degraded coastal ecosystems.</i></p>	<ul style="list-style-type: none"> ▪ Development and prioritisation of strategies has considered the above approach such as improving the riparian zones in the estuary catchment and strategies for mangrove and saltmarsh migration in response to sea level rise.
<i>Principles relating to coastal ecosystem health</i>	
<p><i>Principle 9:</i> <i>Maintain and improve safe public access to beaches and headlands consistent with the goals of the NSW Coastal Policy.</i></p>	<ul style="list-style-type: none"> ▪ Maintaining and improving safe public access to the Coffs Creek estuary has been a major component of the CZMP and is reflected in Strategy H-3 (improving foreshore infrastructure), Strategy H-6 (improving pedestrian and cycle paths) and Strategy L-1 (improving water access).
<p><i>Principle 10:</i> <i>Support recreational activities consistent with the goals of the NSW Coastal Policy.</i></p>	<ul style="list-style-type: none"> ▪ Improving the recreational amenity of Coffs Creek estuary is another major component of the CZMP and is reflected in Strategy H-3 (improving foreshore recreational infrastructure), Strategy H-6 (improving pedestrian and cycle paths), Strategy H-7 (improving recreational opportunities in the upper catchment) and Strategy L-1 (improving water access to help facilitate boating).



Appendix F

How this CZMP fits into Council's strategic context

Table F.1 How this CZMP fits into Council’s strategic context

<i>Council Plans and Policies</i>	<i>Relationship to Coffs Creek Estuary CZMP</i>
<i>Coffs Harbour 2030 Plan</i>	
<p>The 2030 Plan covers five themes including ‘Looking After Our Environment’, ‘Moving Around’ and ‘Places for Living’ which are more directly applicable to this CZMP. The 2030 Plan outlines objectives and strategies for each theme.</p>	<ul style="list-style-type: none"> This CZMP is consistent with the aspirations of the Coffs Harbour community as articulated in the 2030 Plan. The relevant 2030 Plan strategies and corresponding CZMP strategies are listed in Table F.2.
<i>Coastal Hazard Zone Policy (2013) and Coffs Harbour Coastal Zone Management Plan (2013)</i>	
<p>Council’s Coastal Hazard Zone Policy aims to minimise risk, both physical and economic, due to coastal processes and minimise the effects of development on land subject to coastal processes.</p> <p>The Coastal Zone Management Plan for the Coffs Harbour coastline, defines the level of risk from coastal hazards and provide a co-ordinated approach to management of coastal hazards for the coastline</p>	<ul style="list-style-type: none"> Development of this CZMP has considered Council’s Coastal Processes and Hazard Definition Study and Coastal Zone Management Study for the coastline, and other studies and management plans related to Coffs Creek estuary. Refer to the literature review component (GeoLINK et al, 2012b). The Coffs Creek estuary CZMP has incorporated the relevant coastal CZMP management strategies in development of the estuary strategies.
<i>Natural Resource Management Plan for Coffs Harbour City Council Lands Adjoining Coffs Creek (2013)</i>	
<p>The draft plan (NRMP) outlines regeneration of riparian areas within Council managed reserves on Coffs Creek and its tributaries. The NRMP adopts a three-tiered priority system involving:</p> <ol style="list-style-type: none"> Priority Weeds (1. Madeira Vine; 2. Camphor Laurel; 3. Broadleaf Paspalum; 4. Chinese Celtis) Priority Corridors (Treefern Creek riparian corridor, Botanical Gardens, and major Council reserves located along Coffs Creek west of the highway) Priority Reserves (located along Coffs Creek west of the highway and another upper tributary adjacent to Apollo Drive). 	<ul style="list-style-type: none"> The Coffs Creek estuary CZMP supports the NRMP. CZMP strategies have been developed with consideration of the NRMP strategies and with the objective of incorporating complimentary strategies aimed at riparian restoration. The key relevant CZMP strategies are Strategy H-1 and H-2.
<i>Climate Change Policy (2013) and Coffs Harbour City Council Climate Change Mitigation and Adaptation Action Plan (2010)</i>	
<p>The policy acknowledges the reality of climate change and adopts a sea level rise benchmark of 91cm increase by 2100. The policy includes: adapting existing activities and practices to be more resilient to climate change impacts; and building the resilience of local ecosystems to respond to the effects of climate change.</p> <p>The action plan describes climate change projections at the local scale for the Coffs Harbour</p>	<p>The impacts of the adopted sea level rise benchmarks have been included in the considerations of:</p> <ul style="list-style-type: none"> designing foreshore works in Strategy H-3 developing a Stormwater Management Plan for Coffs Creek in Strategy H-4 planning for saltmarsh migration in response to sea level rise in Strategy M-2.

<i>Council Plans and Policies</i>	<i>Relationship to Coffs Creek Estuary CZMP</i>
area with specific management actions such as relocation / modification of essential services/assets (stormwater, sewage pump stations, etc) vulnerable to sea level rise.	The policy of building resilience of local ecosystems has been adopted in Strategy H-1 and H-2 in respect to restoring riparian / wildlife corridors in the upper catchment.
<i>Coffs Harbour Biodiversity Action Strategy</i>	
Council's Biodiversity Action integrates and consolidates the directions set out in various national, state and regional biodiversity plans. One of the key objectives is to improve biodiversity and ecological processes by protecting, rehabilitating and managing native vegetation across the area.	<ul style="list-style-type: none"> Key priorities of the CZMP relate to restoring riparian corridors / wildlife corridors – refer to Strategy H-1 and H-2
<i>Landscape Corridors of the Coffs Harbour Local Government Area (Consultation Draft – 2014)</i>	
This project maps a network of landscape corridors within the Coffs Harbour LGA. Mapping categorises the riparian zone of the lower Coffs Creek estuary as a 'sub-regional corridor', and the riparian zones of the tributaries west of the existing highway as 'urban links' connecting with 'regional corridors' and 'sub-regional corridors' along the ridgeline on the Coffs Creek catchment.	<ul style="list-style-type: none"> Key priorities of the CZMP relate to restoring riparian corridors / wildlife corridors – refer to Strategy H-1 and H-2
<i>Water Sensitive Urban Design Policy and Guidelines (2013)</i>	
This policy aims to apply the principles of Water Sensitive Urban Design (WSUD) to the development of land. The policy contains water quality targets for stormwater management for new urban development.	<ul style="list-style-type: none"> Strategy H-4 (stormwater management) supports the policy and task H-4.1 will refer to the WSUD Guidelines.
<i>Floodplain Development & Management Policy (2013) and Coffs Creek Floodplain Risk Management Plan (2005)</i>	
The policy provides a range of clauses / guidelines for developments on flood liable land. The Coffs Creek Floodplain Risk Management Plan sets out flood planning controls and flood management measures specific to Coffs Creek.	<ul style="list-style-type: none"> The Coffs Creek Floodplain Risk Management Plan has been used extensively in the development of the CZMP to inform strategies relating to flood issues such as: entrance management policy; consideration of the need for dredging the lower estuary. This CZMP is considered a complimentary document to the Coffs Creek Floodplain Risk Management Plan. It is noted that no CZMP strategy directly addresses flooding issues.
<i>Creek Bank Erosion in Urban Streams Policy (2009)</i>	
This policy recognises creek bank erosion is part of a natural process and will occur at various times. Where the erosion causes damage or endangers private infrastructure Council may choose to investigate the requirement for remedial works.	<ul style="list-style-type: none"> Strategy M-3 (Task M-3.2) is consistent with the policy. The task involves monitoring estuary banks after significant flood events and remediating erosion sites where public infrastructure is at risk Strategy H-1 and H-2 assist in preventing bank erosion by enhancing creekside vegetation.

<i>Council Plans and Policies</i>	<i>Relationship to Coffs Creek Estuary CZMP</i>
<i>Coffs Harbour Open Space Strategy 2010</i>	
<p>The Open Space Strategy 2010 guides the planning, management and development of the council's open space network. The strategy identifies a range of opportunities and actions for improved public access and recreation.</p>	<ul style="list-style-type: none"> ▪ Strategy H-6 and H-7 (improving path systems and recreational opportunities in the upper catchment) recommend carrying out actions contained in the Open Space Strategy which relate to the Coffs Creek estuary. ▪ Strategy H-6 and H-7 include suggestions for consideration at the next review stage of the Open Space Strategy.
<i>Coffs Harbour Pedestrian Access and Mobility Plan Review (PAMP) (2011)</i>	
<p>The plan aims to improve pedestrian facilities and prioritise funding to provide a network of safe, convenient and connected pedestrian routes throughout the area.</p>	<ul style="list-style-type: none"> ▪ Strategy H-6 and H-7 (improving path systems and recreational opportunities in the upper catchment) recommend carrying out actions contained in the PAMP which relate to the Coffs Creek estuary. ▪ Strategy H-6 and H-7 include suggestions for consideration at the next review stage of the PAMP.
<i>Coffs Harbour Bike Plan</i>	
<p>The bike plan is part of the process to achieve the objectives for cycling in the Vision 2030 community plan covering infrastructure, safety, promotion and awareness of cycling. Council has developed a draft plan for the five year period from 2014 – 2019 which was on exhibit from November to December 2014.</p>	<ul style="list-style-type: none"> ▪ Strategy H-6 and H-7 (improving path systems and recreational opportunities in the upper catchment) recommend carrying out actions contained in the Bike Plan which relate to the Coffs Creek estuary. ▪ Strategy H-6 and H-7 include suggestions for consideration at the next review stage of the Bike Plan.
<i>Buluunggal – The Aboriginal Community Vision for the Coffs Creek Catchment and Estuary (2013)</i>	
<p>Coffs Harbour Regional Landcare Inc. (CHRL) conducted a project in 2013 to develop an Aboriginal community vision for the Coffs Creek catchment and estuary. The project involved a planning workshop with the Coffs Harbour Aboriginal community. The Coffs Harbour Regional Landcare website lists the outcomes of the project.</p>	<ul style="list-style-type: none"> ▪ The aims and objectives of this CZMP are consistent with the Aboriginal community vision for the Coffs Creek estuary. ▪ Strategy M-4 supports the implementation of <i>Buluunggal – The Aboriginal Community Vision for the Coffs Creek Catchment and Estuary</i> and includes some specific outcomes of the vision.

Table F.2 How this CZMP relates to the Coffs Harbour 2030 Plan

<i>2030 Plan Strategies</i>	<i>Related CZMP Strategy</i>
2030 Plan Theme: Looking After Our Environment	
Objective - LE 1 We share our skills and knowledge to care for our environment	
Strategy LE 1.2 Develop programs to actively engage communities on environmental issues and solutions	<p>Strategy M-4 is aimed at enhancing public appreciation of cultural and heritage values throughout the estuary catchment including:</p> <ul style="list-style-type: none"> ▪ establishing a strong symbol of reconciliation by implementing a program that identifies dual names, drawing on traditional Aboriginal names for key locations associated with Coffs Creek ▪ Continue to involve the participation of the local Aboriginal community in design proposals and relevant management decisions throughout the creek reserves <p>Strategy L-2 proposes an education program to increase local community appreciation of and engagement with the creek’s natural values particularly within the residential and farming communities of the upper catchment.</p>
LE 1.3 Promote connections to the environment through learning in the environment	L-2 proposes an education program to increase local community appreciation / engagement with the creek’s natural values particularly within the residential and farming communities of the upper catchment.
Objective - LE 2 We reduce our greenhouse gas emissions and adapt to climate change	
LE 2.1 Maintain biodiversity in a changing climate	<p>H-1 is aimed at rehabilitating riparian corridors in the upper catchment for multiple objectives including restoring habitat connectivity which the Coffs Harbour Biodiversity Action Strategy considers an important adaptation strategy for conserving Coffs Harbour’s biodiversity.</p> <p>H-2 complements H-1 with the objective of rehabilitating riparian corridors in the lower catchment (east of existing highway).</p> <p>M-2 is aimed at protecting available corridors for migration of Saltmarsh in response to sea level rise.</p>
Objective - LE 3 Our natural environment and wildlife are conserved for future generations	
LE 3.1 Manage land use to conserve the region’s unique environmental and biodiversity values	<p>H-1 and H-2 described above assist in conserving the region’s unique environmental and biodiversity values.</p> <p>H-4 addresses stormwater management in urban areas to improve water quality in Coffs Creek.</p>
LE 3.2 Enhance protection of our catchments, waterways and marine areas	H-1 and H-2 address rehabilitating riparian corridors in the upper and lower catchment which is considered a key strategy in protecting the waterway and its foreshore areas.
LE 3.3 Recognise Aboriginal land and sea management practices in the development of environmental programs	M-4 addresses involvement of the local Aboriginal community in design proposals and relevant management decisions throughout the creek reserves
LE 3.4 Create environmental management and restoration programs through partnerships with the community	<p>H-1 and H-2 include involvement of rural landholders, landcare groups and bush regeneration teams in rehabilitating riparian corridors in the upper and lower catchment.</p> <p>L-2 proposes an education program to increase local community appreciation of and engagement with the creek’s natural values particularly within the residential and farming communities of the upper catchment.</p>

<i>2030 Plan Strategies</i>	<i>Related CZMP Strategy</i>
LE 3.5 Develop and improve infrastructure to provide appropriate access to environmental experiences	H-6 involves enhancing and expanding the public pedestrian and bicycle path network in West Coffs by to achieve an integrated and continuous system that connects with riparian zones and optimises the existing network of paths around the lower estuary L-1 aims at improving water access in the lower estuary.
Objective - LE 4 We reduce our impact on the environment	
LE 4.2 Implement programs which aim to make the Coffs Harbour Local Government Area pollution free	H-1 and H-2 assist in reducing the pollutant runoff to the waterways H-4 addresses stormwater management in urban areas to improve water quality in Coffs Creek. H-6 addresses litter control in the estuary
2030 Plan Theme: Moving Around	
Objective - MA 1 We have an integrated, accessible and environmentally - friendly mixed mode transport system servicing the region	
MA 1.3 Promote increased public transport, pedestrian and cycle usage and reduced car usage	H-6 promotes increased pedestrian and cycle usage by enhancing and expanding the public pedestrian and bicycle path network in West Coffs to achieve an integrated and continuous system that connects with the existing network of paths around the lower estuary
MA 1.4 Integrate cycle way and footpath networks including linking schools, shops and public transport	Refer to H-6 above
Objective - MA 2 We have a system of well-maintained and safe roads for all users	
MA 2.1 Ensure adequate maintenance and renewal of roads, footpaths and cycleways	Refer to H-6 above
MA 2.2 Facilitate safe traffic, bicycle and pedestrian movement	Refer to H-6 above
2030 Plan Theme: Places for Living	
Objective - PL 1 Our infrastructure and urban development is designed for sustainable living	
PL 1.3 Create balanced pedestrian friendly communities with a mix of residential, business and services	Refer to H-6 above
Objective - PL 2 Our public spaces are enjoyed by all our people	
PL 2.1 Develop the harbour and foreshores as the focal point for our Local Government Area	H-3 involves development of a Foreshore Management Plan for Park Beach Reserve, Coffs Creek Reserve and Englands Park to achieve a range of objectives including improving the beach amenity of the creek foreshore at Park Beach Reserve, general improvements to the recreational areas / facilities of these reserves, and replacing degraded infrastructure with a visually coordinated suite of infrastructure, furniture, materials and signage H-7 is aimed at retaining and expanding passive recreation and leisure opportunities in the Coffs Creek reserve system. H-8 is aimed at preserving, restoring and managing the natural values of Coffs Creek which is contribute to a high visual amenity of the foreshores.

<i>2030 Plan Strategies</i>	<i>Related CZMP Strategy</i>
PL 2.2 Provide public spaces and facilities that are accessible and safe for all	H-6 and H-7 involves enhancing public access and recreation opportunities including consideration of disability access
PL 2.3 Provide safe and accessible play spaces for our children within each community	H-7 is aimed at retaining and expanding passive recreation and leisure opportunities in the Coffs Creek reserve system.



Appendix G

Summary of Community Survey Results

Table G.1 Ranking of issues based on a community survey

<i>Issue</i>	<i>Response Count</i>	<i>Percentage of Respondents indicating Concern for Upper and/or Lower Creek</i>	
		<i>Upper Creek (west of highway)</i>	<i>Lower Creek (east of highway)</i>
Rubbish dumping and litter	99	88%	71%
Weed invasion	106	94%	46%
Loss of water quality from urban and agricultural runoff	89	91%	64%
Sedimentation and sand build-up	97	60%	75%
Inadequate drainage system	89	89%	51%
Poor maintenance (environmental management, weed clearing, mowing, planting)	90	83%	54%
Bank erosion and sedimentation	88	82%	58%
Degradation of native vegetation and wildlife habitat	75	88%	63%
Decline in fish numbers	58	66%	76%
Vandalism and graffiti	56	64%	80%
Antisocial behaviour	52	67%	77%
Loss of visual amenity from inappropriate or incompatible development	54	76%	61%
Sea level rise	46	50%	76%
Security concerns from remoteness, lack of lighting or poor legibility	37	78%	70%
Insufficient access to creek corridor and/or water edge from adjoining areas	40	80%	43%
Dogs running off leash	36	75%	61%
Insufficient walking tracks	34	82%	35%
Inadequate water views / visual access	33	52%	64%
Excessive grass mowing and clearing	26	92%	54%
Inadequate interpretation/appreciation of cultural heritage	22	55%	91%
lack of picnic facilities	25	72%	48%
Insufficient signage	24	54%	71%
Conflicts with other uses (inadequate space, noise, incompatible activities)	17	65%	53%
Lack of children's playgrounds	16	81%	44%

Table G.2 Ranking of management activities based on a community survey

<i>Management Activity</i>	<i>Very Important</i>	<i>Important</i>	<i>Not Important</i>	<i>Unsure</i>	<i>Response Count</i>	<i>Score</i>
Control of rubbish dumping and litter	72%	26%	2%	1%	125	168
Weed control	64%	33%	2%	1%	129	166
Erosion control	53%	40%	5%	2%	114	136
Improved fish habitat	52%	39%	9%	1%	116	136
Improved wildlife habitat	54%	37%	8%	2%	115	136
Native planting	48%	40%	11%	1%	119	133
Improved trails and signage	18%	55%	23%	5%	108	89
Dedicated water viewing areas	19%	49%	28%	4%	108	84
Control of off-leash dog-walking	25%	35%	32%	8%	112	81
Improved picnic facilities	15%	51%	28%	7%	108	79
Improved protection of cultural heritage	14%	41%	34%	11%	107	66
Improved playgrounds	12%	42%	39%	7%	107	64
Reduced mown areas	10%	29%	50%	11%	114	50

CITY CENTRE MASTER PLAN COMMITTEE - CITY SQUARE DESIGN CONCEPT PLAN

Purpose:

To report to Council on City Square Design Concept Plans developed through the City Centre Masterplan Committee.

Description of Item:

At its meeting of 12 June 2014 Council considered a report on the progress of City Centre Masterplan Committee projects which included the following resolutions in relation to the City Square Design process.

That Council:

- *Endorse the program for progression of the City Square redevelopment project.*
- *Note the alternative process adopted by the CBD Masterplan Committee as detailed in the report, including the concerns raised by staff with regards to this process.*
- *Receive a further report at the conclusion of the City Square redevelopment design process detailing the outcomes and proposed final design.*

The City Centre Masterplan Committee has completed the City Square redevelopment design process and has produced a '*City Square Revitalisation Report*' which details the extensive design process and presents City Square Design Concept Plans.

The City Square Revitalisation Report has been provided as a separate attachment.

This report seeks Council endorsement to place the City Square Revitalisation Report including City Square Design Concept Plans on exhibition for public comment.

Sustainability Assessment:

- **Environment**

Environmental impacts of the City Square redevelopment project have not yet been fully considered in the development of the design concept plans. A Review of Environmental Factors will be undertaken as part of the detailed design and consultation process.

- **Social**

The development of a viable and vibrant City Square in the heart of Coffs Harbour CBD will assist in the development of a stronger social fabric.

- **Civic Leadership**

The City Centre Masterplan maps the future for our City Centre. Council has worked closely with the CBD Masterplan Committee as well as engaging with the broader community in the development of the Plan and will continue to do so in its implementation.

- **Economic**

Broader Economic Implications

In June 2013, Coffs Harbour City Council secured Ministerial approval - via the Independent Pricing and Regulatory Tribunal (IPART) – to increase its general income for 2013/2014 by 5.43% to allow for the continuation of the CBD special rate for a further 10-year period. This additional rate revenue (above rate pegging increases) funds the 10-year City Centre works program which has been developed through the City Centre Masterplan.

Delivery Program/Operational Plan Implications

The 2014-2018 delivery program details the funding and implementation program for the Business City Centre Special Rate Extension. The City Square redevelopment project has a budget allocation of \$1,750,000. In addition, proportional budget allocations from funds identified for CBD signposting, lighting, street furniture and landscaping within the CBD Masterplan works program can be allocated to the City Square project if required.

A quantity surveyors estimate for all works detailed in the City Square redevelopment concept design requires a budget in the order of \$2.5 million to complete the work.

If Council endorses the exhibition of the City Square Design Concept Plans the process of detail design, value engineering and refinement of scope of works (possibly staging) will be undertaken to ensure the project matches the available funding.

Wherever possible other sources of funding such as grants or sponsorships are being sought to enhance available funding.

Risk Analysis:

Risk assessment will be carried out during the exhibition, detail design and value engineering process.

Consultation:

The consultation process employed in the development of the CBD Masterplan was recognised by the International Association of Public Participation (IAP2) in awarding Straight Talk, who undertook the engagement on behalf of Council, the NSW Best Project of the Year Award.

The adopted City Centre Masterplan includes the strategic objectives for the City Square redevelopment project and the City Square Design Concept Plans are consistent with these objectives.

The proposed exhibition period will provide the broader community with the opportunity to comment on the Concept Plans.

Issues:

Following Council's adoption of the City Centre Masterplan in February 2013 the CBD Masterplan Committee commenced implementation of planning and design works as defined by the Business City Centre Special Rate Extension Works Program.

The primary project for the CBD Masterplan Committee in 2014 has been the City Square Design project.

The redevelopment of City Square was determined by the Committee to be the key project influencing design themes and standards for the rest of the City Centre. A number of City Centre Special Rate Extension projects relating to City Centre paving, lighting, signposting and landscaping were consequently put on hold pending the outcomes of the City Square Design process.

The CBD Masterplan Committee developed a brief outlining the needs of the City Square space which was issued via Tenderlink to members of the Australian Institute of Landscape Architects (AILA), the Architects Institute of Australia (AIA) and the Planners Institute Australia. (PIA).

The competition was viewed by 99 firms across Australia thereby raising profile of Coffs Harbour City Council and the City Centre.

An assessment jury met at Council offices on the 7 March 2014 and considered 13 submissions from teams or individuals with current AILA or AIA or PIA standing.

The assessment jury consisted of the four City Centre Masterplan Committee members (including one Council representative) accompanied by William Robertson from the Australian Institute Landscape Architects; and Professor Philip Follent from the Queensland Chapter of Australian Institute of Architects. The assessment was chaired by Professor Phillip Follent.

The Jury report, adopted by the Committee, acknowledged the value of the process in generating a range of design ideas for the space and recommended three prizewinners. The report went on to recommend future steps to be taken.

The first step was to prepare a brief for detailed design of the City Square, which was done via a workshop with the Committee. The brief picks up on the outcomes and ideas of the design competition winners and seeks to refine these ideas into a final design suitable for construction.

Following consultation with Council the CBD Masterplan Committee took the lead role in the concept design process utilising Committee and committee member resources. This approach has previously delivered results on the Castle Street car park lift, awning and toilets projects.

The resulting City Square Revitalisation Report and City Square Design Concept Plans are presented for consideration following an intensive design process involving Committee members, Architect, Engineers, Planners and a Quantity Surveyor.

The following text is taken from the City Square Revitalisation Report and highlights the key features of the concept designs. Significantly more detail including plans and elevations of the proposal are included in the Report.

Urban Design

The design intent of the Coffs Harbour City Centre Square seeks to meet or exceed each of the Master Plan's requirements. It accepts the challenge of reconciling contradictory elements of the brief by changing apparent oppositions into dynamic opportunities. At the core of the design solution is flexibility. We propose a responsive 'event space' worthy of being at the heart of the city. It will feel activated and alive at all levels of occupation.

Large scale events like World Rally will be accommodated along with smaller scale civic events and weekly market day. The existing alfresco dining perimeter function of the Square will be preserved under new mature shade trees and intimate canopies. The central North-South area of the Square will accommodate the large events, sheltered at the Southern end by the main events roof.

In its everyday operation, the centre of the Square will be filled with mobile planter boxes providing shade and seating opportunities. Tall planters will complete this understory of foliage. Market day be able to expand with the enhanced weather-protection afforded by the Square's new design.

To provide the largest possible canvas for the Square, it was decided to raise the road levels at both Harbour Drive and Park Avenue Lane. This helps to reduce motor traffic speed while reinforcing the pedestrian/vehicular shared zone concept. It is proposed that flag stone be used to further delineate the shared zone. Removing the East-West fabric awning Harbour Drive and unifying the paving treatment allows the Square to visually extend from the Coffs Central shopping centre to the Park Avenue car park. Bollards will separate motor traffic from the larger Square space.

The two existing cafe kiosks are to be retained as the functions they provide are integral to activating the Square. The exterior of the kiosks will be refurbished with new living walls added to soften and green their appearance.

Canopy structures

The primary architectural intervention in the Square will be a quartet of new roof canopies, the largest of which will provide an undercover multi-function space for events. The design language of these semi-open roofs is drawn directly from elements of Coffs Harbour's landscape. They range in size from the grand civic scale of the main event space canopy, down to more intimate areas for seating. They create a hierarchy of spaces each interlinked by their common design language to generate a family of elements unifying the Square.

The main canopy and event space is located to the Southern end of the site to allow the Square to cater for the maximum number of participants for large scale events, preserving sight lines and ensuring a good view for all. The design of the main roof structure will accommodate underslung staging elements. Park Avenue Lane provides a truck set down and direct access to a staging area to the rear of the event space. There is sufficient area to accommodate scenery back-drops and large format truck-mounted video display walls.

The second canopy is smaller in size to correspond to the more intimate cafe dining experiences sheltered beneath.

The third canopy will replace the existing decommissioned water feature. It will provide cover to dedicated public seating area separate from the cafes and located adjacent to Harbour Drive.

The fourth canopy will replace the existing East-West tensile structure which is to be relocated to Park Avenue. The new canopy will principally provide weather protection for pedestrians walking from East to West along Harbour Drive. The Pedestrian link canopy design utilises the established componentry language but in more linear in style so as to maintain site lines through the city square. The broad

dimension of the canopy is in keeping with the scale Coffs Central's veranda and the two adjacent tensile structures. This creates a dynamic balance of elements whilst enunciating the uniqueness of the Square.

Hardscape

Variations in the paving colour and texture create a hierarchy of spaces within the overall Square, delineating movement routes and different modes of occupation. The central pedestrian route across the Square connecting Harbour Drive to Park Avenue is highlighted with a lighter-coloured paving tone which winds its way through the city square embodying the stream which once flowed through to Coffs Creek. High light paving draws the eye and movement along the desired path. Darker paving areas draw people into seating areas and more intimate spaces. Contrasting paving stones punctuate the route, sign-posting the journey. This paving treatment promotes the connection between Harbour Drive through to Park Avenue.

Landscape

New large scale in-ground planting around the perimeter of the Square will provide shading while screening the existing facades which front onto Coffs City Square. The planting will provide a natural canopy to the existing cafe functions around the edge of the Square. The number of large scale mature trees is doubled from existing resulting in softening the urban feel of the Square with lush greenery. Mature tree heights should complement shop awning heights ensuring visual activation at street level. The increased density of planting seeks to strike a balance between the built and natural form. The selection of native tree species will reflect the coastal character of Coffs Harbour. The existing Leopard trees are to be removed due to their non-native status and hazardous slip elements.

Seating

Combination seats and planter boxes are used to create a hierarchy of planting within the central space of the Square. The geometric forms can be recombined in a variety of interesting arrangements generating shady opportunities for communal seating. Built-in recesses for a pallet jack will allow the planters to be easily relocated seasonally or for special events.

Lighting

The existing lighting system consisting of up-lighting reflector posts will be retained to provide area lighting. The Square comes alive at night with a varied mix lighting effects to promote vibrancy and safety within the public spaces. The larger trees around the perimeter of the Square will be uplit with a series of in-ground spots design to highlight the underside of each canopy. The upper section of each tree canopy will burst into life with small LED lights.

Park Avenue Car Park Façade

The existing Park Avenue multi-storey car park provides the Southern enclosing façade to Coffs City Square. It is proposed to clad the elevation of the car park with a kinetic sculpture. Two living walls will provide bookends and help frame the new art work. The sculpture then becomes a focal point of the Square: the terminus of the main North-South view.

Implementation:

The City Square Revitalisation Report comprehensively details the key objectives, considerations and design responses of the City Square Design Concept Plans. The report, subject to approval by Council, will be used as the basis for a community exhibition of the plans commencing prior to Christmas 2014 to 6 February 2015.

This timeframe is critical to seeing the commencement of construction during the target period July – October 2015 as detailed in the report.

Recommendation:

That Council:

Endorse City Square Revitalisation Report and the City Square Design Concept Plans for public exhibition over the period 22 December 2014 to 6 February 2015.

EXPANSION OF THE BRELSFORD PARK 24 HOUR ALCOHOL PROHIBITED AREA TO INCLUDE THE YOUTH SPACE

Purpose:

To recommend the expansion of the Brelsford Park alcohol prohibited area to include the recently constructed Coffs Harbour Youth Space, and the banning of glass containers and anti-social behavior within the Coffs Harbour Youth Space.

Description of Item:

Council currently has a 24 hour prohibition in place over the Brelsford Park children's playground and surrounds.

Police have requested that this be extended to the recently opened Youth Space. Given the large number of children frequenting the facility, this is considered a positive means of enhancing the enjoyment of the facility by all.

To improve the safety and enjoyment of the Youth Space by all, it is proposed to ban glass and anti-social behavior from the Youth Space also.

Sustainability Assessment:

- **Environment**

Banning of glass and prohibition of alcohol at the Youth Space will reduce problems with littering and broken glass.

- **Social**

Prohibiting alcohol and anti-social behaviour will enhance enjoyment of the Youth Space for all.

- **Civic Leadership**

This proposal works is directly connected to the themes "Places for Living" and "Looking after our Community". The proposal will assist in ensuring that:

- We promote healthy living and safe communities; and
- We protect and expand public spaces and facilities and ensure they are accessible and safe for all.

- **Economic**

Broader Economic Implications

Tourism is a significant economic driver for Coffs Harbour, and the Youth Space is a regional facility that draws people from outside the area.

Delivery Program/Operational Plan Implications

The cost of installing new and replacement notices will be absorbed within current and future programs. Costs are estimated to be \$200.

Consultation:

The matter has been discussed internally with a range of staff from City Services and Corporate Business.

External consultation has occurred with the NSW Police. No concerns were raised and all agencies/ bodies indicated support for the prohibition.

Related Policy and / or Precedents:

Council has previously used Section 632A of the Local Government Act 1993 to prohibit the taking and/or consumption of alcohol in reserves controlled by Council. Council has also used the Local Government Act 1993 (Sections 644, 644A, 644B, 644C, 645 and 646) to create Alcohol Free Zones in Reserve roads and car parks.

The proposal is considered to be consistent with the intent of the existing prohibitions in managing alcohol related anti-social behaviour.

Council has previously used Section 632 (2) (e) of the Local Government Act 1993 to prohibit the doing of anything by notice (e.g. glass containers, loitering and anti-social behaviour).

Statutory Requirements:

Council has previously used Section 632A of the Local Government Act 1993 to prohibit the taking and/or consumption of alcohol in reserves controlled by Council generally between 9.00pm and 9.00am and 24 hours in certain locations. Council has also previously used this section of the Act to regulate a range of other activities. Council has also used the Local Government Act 1993 (Sections 644, 644A, 644B, 644C, 645 and 646) to create Alcohol Free Zones in the associated roads and car parks.

Under Sec 632 (2) (e) of the Local Government Act 1993 Council may regulate the doing of anything in a public place by notice.

Issues:

The value of the Youth Space to the community is clearly confirmed by its high levels of usage.

Council's decision to construct the Youth Space in a highly visible location was influenced by a desire to maximize safety and security for users because of surveillance by passing vehicles.

Implementing the proposed prohibitions will further improve safety and security for users.

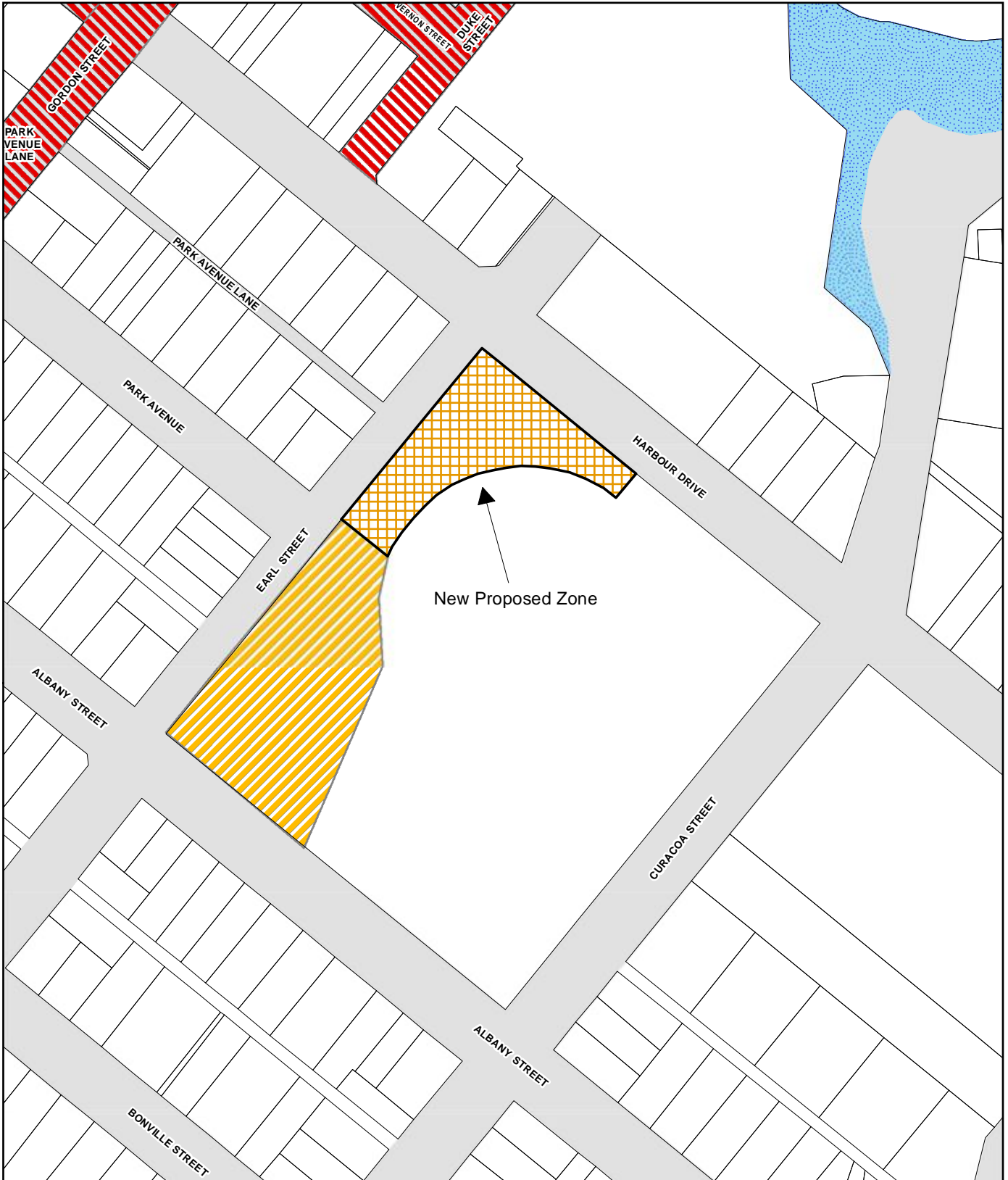
A Report will be returned to Council next year regarding Alcohol Free Zones on road reserves in the vicinity of Brelsford Park.

Implementation Date / Priority:

The Coffs Harbour Youth Space 24 hour alcohol prohibition, glass and anti-social behavior prohibition will be enacted immediately following Council's resolution to do so.

Recommendation:

1. That Council use the powers granted by Section 632A of the Local Government Act 1993 to prohibit the taking of and/or consumption of alcohol as follows:
 - Coffs Harbour Youth Space, Brelsford Park (Lot 100 DP 865320) - Alcohol Prohibition 24 hours, except for authorised events, as identified in Attachment 1 of this report.
2. That Council use the powers granted by Section 632 (1)(e) of the Local Government Act 1993 to prohibit anti-social behavior and glass containers from the Coffs Harbour Youth Space (Lot100 DP 865320) as identified in Attachment 1 of this Report.
3. That notices, to effect all of the above, be displayed at appropriate locations.




PROPOSED ALCOHOL REGULATED ZONE: Brelsford Park


Proposed Alcohol Regulated Zones

 Proposed Alcohol Prohibited - 24 hrs
Alcohol and Glass Containers at all times

Alcohol Free Zones

 Alcohol Free Zone - 24 Hrs 7 Days/Week

Alcohol Prohibited Zones

 Alcohol Prohibited Zone - 24 hrs

-  Roads
-  Creeks
-  Railway
-  Land Boundaries



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ALCOHOL REGULATED ZONES

This map produced by GIS Section
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User: amdandanda
Last Modified: 27/11/2014

SCALE @A4 1:2500



Coordinate System: GDA 1994 MGA Zone 56
Projection: Transverse Mercator
Datum: GDA 1994

GRID NTH



COFFS HARBOUR SPORTSGROUND AND PARKLAND PLANS OF MANAGEMENT AMENDMENTS, NIGHTINGALE STREET, WOOLGOOLGA

Purpose:

- To advise Council of the outcome of public consultation in relation to the proposed Coffs Harbour Sportsground and Parkland Plans of Management amendments for Lot 102 DP 632009, Nightingale Street, Woolgoolga.
- Recommend that Council adopt the proposed Plans of Management amendments.

Description of Item:

Council resolved at its ordinary meeting of 28 August 2014 to exhibit proposed amendments to the Coffs Harbour Sportsground and Parkland Plans of Management in relation to Community classified land at Nightingale Street, Woolgoolga (Lot 102 DP 632009).

The proposed amendments were to re categorise an area of sportsground to parkland, required to enable the proposed Woolgoolga Regional Gardens to proceed at the site (refer to map below).



MAP 1 Nightingale Street Reserve, showing proposed location of Netball and the Community Garden

Sustainability Assessment:

A sustainability assessment in respect to the proposed Plan of Management amendments is provided as follows:

- **Environment**

This is not applicable to this report.

- **Social**

This is not applicable to this report.

Civic Leadership

The purpose of Council plans and policies is to ensure transparency and accountability in local government. The implementation enables Council to identify and respond to the community. 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 implementation of the recommendations.

Delivery Program/Operational Plan Implications

The ongoing development and review of Council policies and plans are accommodated within Council's budget structure. This expenditure is monitored through Council's monthly and quarterly budget reviews.

Consultation:

The amendments were exhibited and the statutory 42 days allowed for submissions.

No submissions were received.

A public hearing, in accord with Sec 40A of the Local Government Act, was held on 20 October. Four (4) people attended the hearing. All attendees were supportive of the proposal.

Statutory Requirements:

Section 40 of the Local Government Act 1993 provides for Council to adopt the proposed amendments upon consideration of all submissions received during the exhibition period.

Issues:

No objections received.

Implementation Date / Priority:

Implementation is immediate.

Recommendation:

That Council adopt the Sportground and Parkland Plans of Management land category amendments in relation to Lot 102 DP 632009, Nightingale Street, Woolgoolga.

Attachment 1

Woolgoolga Netball Courts Land Recategorisation



Attachment 2

Proposed Woolgoolga Regional Community Garden Sites

A number of possible sites in Woolgoolga have been investigated. The criteria used to assess possible sites are identified below:

- high profile, centrally located area.
- easy access to site (incl. public transport and bicycle).
- solar access (open, minimal tree coverage).
- water supply.
- security of tenure (ideally a minimum tenure of 5 years).
- soil quality and drainage (ideally non-flood prone).
- adequate area (minimum 1000m²) to allow planting of a mixture of vegetables and fruit trees, a communal gathering area, a weather protected workshop area, garden shed and potentially individual plots (allotments).
- neighbourhood surveillance.

Based on these criteria a short-list of possible sites was developed. These sites have now been evaluated as outlined below and the preferred site has been identified as Nightingale Street Reserve.

Potential sites for Woolgoolga Regional Community Garden	Assessment of sites in order of Rank		Comments
	Pros	Cons	
Nightingale Street	<ul style="list-style-type: none"> • Central to Woolgoolga residential areas. • Larger area of land with greater potential for expansion over time. • Land is owned by Council. • Not encumbered by Native title, potential soil contamination, acid sulphate soils. • Site can be serviced by the amenities and car parking associated with the Netball Courts. • No flooding constraints so site can be built up over time. • Good neighbour surveillance. 	Site is relatively low lying.	Good opportunity for shared use of infrastructure between Netball and the community garden. Site not required for current or future Netball.

Attachment 2

Potential sites for Woolgoolga Regional Community Garden	Assessment of sites in order of Rank		Comments
	Pros	Cons	
Shearer Drive	Space surplus to current and future formal open space requirements.	<ul style="list-style-type: none"> • Limited suitable area available. • Site part of a local wildlife corridor and suitable for additional revegetation. • Flooding. • Lack of centrality and not within walking distance of the CBD. • Possible issues of vandalism due to lack of neighbourhood surveillance. 	Site now used as an offset location for revegetation works associated with the development of the West Woolgoolga Sportsfield.
Sare Street	<ul style="list-style-type: none"> • Site across the road from public toilets in Apex Park • Central to CBD and residents 	<ul style="list-style-type: none"> • Site flood prone. • Site bordered by residential rear yards on 3 sides. • Limited room for garden future expansion. 	Toilets may be removed in Apex Park as, due to highway bypass, Apex Park will no longer function as a driver reviver rest spot. Toilets at this location are not required for local recreational use.
Woolgoolga Works Depot	Site houses Woolgoolga Men's Shed – possible synergy between Men's Shed and Community Garden	Site used by City Works and proposal not supported by management due to security concerns and requirement for the space for future expansion of the depot.	Not supported by CHCC management.

Attachment 3

Photos of Other Community Gardens



Beautiful spaces for relaxation



Attachment 3

A space for socialising and sharing



A space for education and learning



UPDATE ON BOAT RAMP AND DREDGING PROGRAM FUNDING

Purpose:

To inform Council of the current status of actions to upgrade the Coffs Harbour Boat Ramp and sand management issues for Coffs Harbour, and seek a funding allocation for a dredging program.

Description of Item:

This report provides a further update from the 10 April 2014 Council report.

Council engaged Manly Hydraulics Ltd Laboratory (MHL) to develop a large scale model of the Harbour built in the MHL testing lab in Sydney. This allowed for modeling of the basin enlargement and breakwater extension.

The results from the physical model which included combined basin enlargement and breakwater extension testing, confirmed that the majority of surge reduction, up to 30%, would be achieved by the basin enlargement and an additional small reduction of 4-7% would be achieved by a breakwater extension of 15-30m.

The testing confirmed that the basin enlargement is the best option to reduce surge although the reduction in surge will be less than initially expected under the Water Technologies Ltd numerical model (highlighting the value of a physical model).

On this basis Roads and Maritime Services and Council will proceed with basin enlargement using the Roads and Maritime Services \$1,000,000 grant, in accordance with the timetable below;

- Road realignment works –Works commenced 1st December
- Detailed design and environmental assessment– to be completed in December.
- Basin extension works–completion in March 2015.

Depending on the above costs Roads and Maritime Services may support the breakwater extension. However Council has been requested to undertake further assessment of this option.

It is important to note that whilst enlargement of the basin and extension of the breakwater will reduce surge (wave) impacts in the boat ramp basin, the issues arising from sand infilling (discussed further in the issues section of this report) still need to be addressed both now and into the future.

This will, in particular, require allocation of \$250,000 from Council to fund a dredging program.

Sustainability Assessment:

- **Environment**

All detailed designs for the boat ramp will include full investigation into environmental impacts and mitigation measures and require relevant approvals prior to commencement.

An environmental assessment will be completed and all relevant approvals will be obtained prior to any dredging being undertaken.

- **Social**

The proposed upgrade works at the boat ramp will reduce the degree of surge and associated risk, and restore confidence in the boating community in the safe operation of the facility. There are a wide range of social impacts associated with beach erosion to the north of the harbour.

- **Civic Leadership**

The issues surrounding the infilling of sand in the harbour are of concern to a wide cross section of the community – not only boat ramp users, but other users of the harbour and those who live adjacent to or use the beaches to the north of the harbour.

Council is not the only stakeholder in the harbour, and continuing to work with the NSW Government and user groups to find sustainable solutions is vital.

- **Economic**

Broader Economic Implications

The boat ramp is an important attractor for tourism and the local economy for recreational fishers. Beach erosion to the north of the harbour has significant economic implications arising from risks to public and private infrastructure.

Delivery Program/Operational Plan Implications

Upgrade works to the boat ramp are to be funded by a \$1M grant from NSW Government. Council staff time for design and project management is covered by existing budgets.

To enable a reasonable size dredging program to be undertaken, Council needs to allocate at least \$250,000 in the 2014/15 budget and then sufficient funds every three to five years thereafter for major dredging campaigns. The matching funds available from State Government is 50% up to \$250,000.

An application for \$150,000 funding from the Environmental Levy program has been submitted, but this will not be confirmed until April 2015.

Risk Analysis:

There are clearly significant risks to boat ramp users arising from the lack of protection from surge and also sand infilling of the mouth of the boat ramp basin.

The risks associated with surge will be reduced by the proposed upgrade of the facility, made possible by the \$1M funding commitment from NSW Government. At present, signs warning of the hazards associated with the facility are in place.

It is important to note that whilst the upgrade works will improve conditions, they will not eliminate, but only reduce, the hazards associated with the use of the facility.

The risks associated with sand infilling are being managed by Council undertaking regular inspections of the facility, undertaking regular dredging with the long-reach excavator, provision of signs warning boat ramp users of the dangers and, where necessary, closing the facility. Regular major dredging campaigns are the only way to substantially reduce this risk. Council needs to consider an ongoing funding allocation for such works, but also pursue other alternatives (such as those discussed in the issues section) to manage the sand infilling sustainably and within Council's available resources.

Consultation:

Council staff are working with boat ramp users, represented by the Boat Ramp Working Party, in the development of plans for upgrading the boat ramp. A wider engagement with other stakeholders will be undertaken as part of the detailed design process for the boat ramp breakwater extension and basin extension works.

Council has staff representatives on the Harbour Working Group facilitated by Crown Lands.

Council staff have made submissions to the Crown Lands northern breakwall project during the consultation process.

Related Policy and / or Precedents:

Nil.

Statutory Requirements:

Council has legal protections under the Civil Liabilities Act 2002 Part 5 Liability of public and other authorities. Sec 42 recognises Council's limited financial and other resources. The allocation of those resources is not open to challenge.

There are also protections under the Act (Div 4 sec 5L & 5M) from liability for injuries related to the use of the boat ramp. Fishing and boating are generally acknowledged as dangerous recreational activities.

Sec 5L No liability for harm suffered from obvious risks of dangerous recreational activities.

Sec 5M No duty of care for recreational activity where a risk warning (such as signage) is given.

Issues:

Following is an overview of the broader issues previously reported to Council on 10 April 2014.

Council's Coastal Processes and Hazards Definition Study (section 2.8.2.2, available on Council's website) reference scientific studies that found that the breakwaters and land reclamation associated with Coffs Harbour intercept virtually all of the 75,000 cubic metres of sand that previously travelled north via "longshore drift".

This sand is creating two issues: infilling of the harbour (including the problems associated with the boat ramp) and the "flip side", the loss of sand from beaches north of the harbour. Each of these is discussed below, along with the Northern Breakwater project, which is of significant interest in this context.

Infilling of the Harbour

Council's Coastal Processes and Hazards Definition Study (Volume 1 section 2.8.2.2 Effects of the Construction of Coffs Harbour Breakwaters) references a number of scientific studies, noting that infilling of the harbour has increased from 25,000 cubic metres / year in 1981 up to 50,000 cubic metres / year in 1999.

The impacts of sand infilling are of concern from the perspectives of navigability of the entrance to the inner harbour as well as the boat ramp basin. This effects the operations of the commercial fishing fleet, Authorities and the International Marina as well as tourism.

NSW Crown Lands has undertaken its own dredging campaigns to maintain navigability of the channel, the last major one being 2009 when 30,000 cubic metres was dredged. Last December, around 6,000 cubic metres was dredged to enable deeper draught vessels to access the inner harbour. A new campaign to take another 30,000 cubic metres is planned for the near future.

A sustainable solution to address sand infilling is clearly needed for the harbour generally, not just the boat ramp.

Loss of sand transport north of the Harbour and associated coastal erosion

The "flip side" of the sand infilling issue is the loss of this sand for beaches to the north of the harbour.

Shoreline modeling results (section 4.7 of the Coastal Zone Management Plan) indicated that Park Beach has experienced up to 100m of recession since 1930 (the Northern Breakwater was completed in 1924 – section 2.8.2.2). This appears to be stabilising, however Council recently spent around \$45,000 extending the rock protection on North Wall beach, even though this will only move the problems further north in the longer term.

The effects of sea level rise will further exacerbate this issue. The Coastal Processes and Hazard Definition Study (which informed the Management Plan) predicted that under a sea level rise scenario of 0.4m at 2050, South Park Beach will experience a recession of up to 55m, grading to 20m at the north. By 2100 (sea level rise of 0.9m), the recession could be as high as 115m on South Park Beach and 50m at the northern end.

Further, the Study found that given the lack of sediment within the beach systems adjacent to the harbour, the migration of the harbour impact to Sapphire, Moonee and beyond will continue and is added to the recession due to sea level rise.

Whilst the harbour is a great asset to the community, so are our beaches to the north.

Significant numbers of public and private assets situated on the coast have been identified as being at risk due to coastal erosion. One of the primary methods proposed to address this in Council's Coastal Zone Management Plan is beach and dune nourishment i.e. adding sand to the beaches. Effectively, the re-establishment of significant volumes of sand transport north will help achieve this result.

Northern Breakwater Project

Crown Lands has engaged engineering consultants GHD to undertake a Feasibility Study to determine the preferred option to upgrade the Coffs Harbour Northern Breakwater. The preferred solution will improve the level of public safety for those using the breakwater, and reduce damage to the breakwater and the marina during large storms.

Whilst Council staff have, given concerns with the options being considered, raised the alternative of a local sand placement program (taking sand from the harbor and placing it off the northern breakwater to reduce wave (energy) which had the potential to assist in addressing both sand infilling and loss of sand to the north (as discussed in the previous

report), this option has been deemed unsuitable by Crown Lands given the retention of sand off the northern breakwater cannot be assured.

Crown Lands advises that the report on the Northern Breakwater will be finalized by February 2015. Once considered by government, information to the public on the outcomes and proposed project will be announced.

Addressing Sand Infilling of Coffs Harbour.

Council has a role (along with Crown Lands) in managing sand infilling in Coffs Harbour both now and into the future.

To manage the sand infilling problem now, Council applied for a grant under Rescuing Our Waterways Program. At its meeting of 10 April 2014 Council resolved to '*Endorse the submission of a grant application to the Rescuing Our Waterways program for a \$500,000 dredging campaign with a funding commitment of \$100,000 from Council*'. NSW Government has subsequently offered Council up to \$250,000 towards Council's actual expenditure for a dredging program with a funding level of 50%. To undertake the dredging program and accept the grant Council must allocate matching funds of \$250,000. An application for \$150,000 under the Environmental Levy has not been confirmed.

To manage the sand infilling problem in an ongoing way, Council engineers have been discussing with Crown Lands the potential to work collaboratively on a Sand Management Study for Coffs Harbour that would investigate appropriate sand management options with the aim of evaluating and developing a preferred sand management option.

Options such as purchasing a dredge and commercial sand extraction are expected to be considered in the Study.

Slipway Remediation

The latest update from Crown Lands regarding remediation of the slipway is provided for information as an attachment to this report.

Conclusion

Whilst the boat ramp upgrade which is to begin shortly, will reduce safety issues associated with wave action (surge), it will not "solve" the problems – modeling suggests that the basin extension will only reduce surge by around 30%. On top of this, the current problems arising from sand infilling will continue.

Sand infilling issues must be addressed both now (with a dredging program) and in an ongoing way (supported by the Sand Management Study). This requires a funding allocation from Council (for dredging) and continued collaboration with Crown Lands regarding the Study.

Council will be kept informed as the issue progresses.

Implementation Date / Priority:

Boat ramp upgrade commenced December 2014.

Subject to Council allocating the funds required, a major dredging campaign is proposed to be undertaken following the completion of the upgrade, forecast at this stage for early to mid-2015.

Recommendation:

That Council:

- 1. Note progress with the boat ramp upgrade, and the intention to work with Crown Lands to develop a preferred sand management option for the harbour.**
- 2. Acknowledge the continued support of the Coffs Harbour Deep Sea Fishing Club and its members with the upgrade.**
- 3. Note further information regarding outcomes of the feasibility study into the option of a sand dredging / local sand placement program for the northern breakwater project.**
- 4. Accept the offer from NSW Government up to \$250,000 as part of Rescuing Our Waterways Program.**
- 5. Allocate \$250,000 in the 2014/15 Operational Plan (or a lesser amount if the \$150,000 application from Environmental Levy is successful) to enable the dredging program to be undertaken.**

Coffs Harbour Slipway Remediation

November 2014

Coffs Harbour Slipway

The Coffs Harbour Slipway has operated as a private business on land leased from NSW Trade & Investment Crown Lands over the past 40 years. The previous operator of the slipway ceased operation on 31 August 2014 after the lease expired.

The site has been in continuous operation as a slipway since the late 1970's. Site assessments by the NSW Environmental Protection Authority (EPA) and Crown Lands have identified that the slipway hardstand and sediments in the adjoining wet area are contaminated with a range of substances generated by boat repair and maintenance activities.

The expiration of the most recent slipway lease provides the opportunity to undertake the required remediation works.

What is happening with the slipway?

Crown Lands recently completed a full assessment to determine the nature and extent of contamination.

Crown Lands is in consultation with NSW Environmental Protection Authority (EPA) to determine the best options for remediation. A draft Remediation Action Plan has been developed.

The draft Remediation Action Plan was reviewed in August 2014. The review identified the need for additional testing to take place so that the best remediation options are used.



Next steps

The next steps include additional testing of contaminants in the water, trialling of remediation options, design and implement of remediation works, post remediation sampling, environmental monitoring, assessment of the remediated site, and then certification of the site as safe for re-occupation.

The additional testing and remediation trials will be conducted over the next few months by specialist consultants engaged by Crown Lands.

The results will inform the final review of the Remediation Action Plan later this year.

The slipway site is planned to be remediated by mid-2015.

Crown Lands is investigating options for a new boat maintenance facility on the existing site.

For more information

Visit www.crownlands.nsw.gov.au

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (November 2014). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the NSW Department of Trade and Investment, Regional Infrastructure and Services or the user's independent advisor. Published by Crown Lands

TRAFFIC COMMITTEE NO. 4/2014

Purpose:

To confirm the Minutes of the Traffic Committee Meeting held on Friday, 28 November 2014.

Recommendation:

T.38 – No Stopping - Bray Street between Joyce Street and Apollo Drive, south side, Coffs Harbour (R.503240[5371605])

That approval be given for the existing signposted no stopping zone on the western corner of Joyce Street and Bray Street Coffs Harbour be extended 21m west along Bray Street to a total distance of 38m from the kerb line in Joyce Street Coffs Harbour, as per plan T.38-2014.

T.39 - Parking Signage - North Street Coffs Harbour (R.505500[5392815])

That approval be given for a timed 15 minute Parking Zone 7.00am – 6.00pm, Mon – Fri to be installed on the eastern side of North Street for approximately 14m in front of No. 5 North Street, Coffs Harbour, as per plan T.39–2014.

T.40 - No Stopping Zone - Thompsons Road Coffs Harbour (R500530,[5314354])

That no action be taken.

T.41 - No Parking – Cnr Beryl Street & Gallipoli Road Coffs Harbour (R.503870,R.503880[5314870])

That no action to be taken and to monitor the situation

T.42 - Coffs Harbour City Transport Interchanges in Park Avenue and Vernon Street – Proposed Scope of Works (R.505670, R.504180[3618886])

That approval of the proposed scope of works be given for the upgrade of public transport interchange facilities in Park Avenue and Vernon Street Coffs Harbour. The works will require reconfiguration of the westbound exit from the Vernon Street/Gordon Street roundabout to one lane and the termination of the Park Avenue eastbound manoeuvring lane at the existing marked crossing. The Park Avenue works will result in one eastbound traffic lane across the marked pedestrian crossing and adjacent the car park bus zone. Proposed lane widths will allow passing room around vehicles turning right into Little Street and vehicles turning into the Park Avenue car park. Concept designs are as per plan T.42-2014

T.43 - Temporary Road Closure Glenreagh Street, Coffs Harbour Saltwater Freshwater Festival – 26 January 2015

That approval be given for the following:

- A 100m no parking zone in Coff Street adjacent Coffs Harbour cemetery for a drop off zone including shuttle buses and taxis.
- Limited access to the Botanic Garden car park for VIP, emergency parking and access for people with a disability
- A temporary no left turn from North Street into Curacoa Street Coffs Harbour for the duration of the festival
- The temporary road closure of Glenreagh Street, Coffs Harbour, on Monday 26 January 2015 from 5.00am to 5.30pm for the purpose of the Saltwater Freshwater Festival.

Approval is subject to:

- the organisers, Saltwater Freshwater Festival, verify that they have liaised with affected traders and residents including a letter drop to affected residents in surrounding streets.
- the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers, in accordance with the submitted Traffic Management and Traffic Control Plans and police approval in writing.
- the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.
- VMS in Harbour Drive to advertise relevant messages advising the community of delays and parking arrangements.
- Road closure be advertised and providing no substantive objections are received.
- a debrief with Council Staff and Police after the event.

T.44 - Temporary Road Closure - Jordan Esplanade, Coffs Harbour 31 December 2014 [5359559]

That the temporary road closure of Jordan Esplanade, Coffs Harbour, between Marina Drive and car park entry to Jetty on Wednesday, 31 December 2014 from 6.00pm to 10.30pm for the purpose of New Year's Eve celebrations, be advertised and providing no substantive objections are received, the closure be approved subject to:

- a) the organisers, March's Amusements, verify that they have liaised with affected traders and residents and obtain their approval.
- b) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers, in accordance with the submitted Traffic Management and Traffic Control Plans and police approval in writing.
- c) traffic Control be in place at the intersections of Jordan Esplanade/Camperdown Street and Camperdown Street/Harbour Drive for exiting traffic at the end of the fireworks display.
- d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

- e) organisers notifying the public that delays will occur in the vicinity of the Jetty Foreshores with times and advising alternative parking west of the railway line as part of their advertising and with VMS on Harbour Drive.

T.45 - Harbour Drive & Earl Street Coffs Harbour- road safety issue [5261143]

Council to further investigate warrants for a pedestrian crossing at Earl Street, Coffs Harbour to provide the traffic committee with more information.

That approval be given for trial single lane approaches to the roundabout at the intersection of Harbour Drive and Earl Street as per plan T.45-2014.

T.46 – Coral & Pacific Street Corindi Beach road safety issue [5403973]

Approval the installation of barrier (BB) lines (double white lines) on the curve of Coral and Pacific Street Corindi as per plan T.46-2014

MINUTES

Local Traffic Committee Meeting

Friday
28 November 2014

VENUE: Committee Room 1 Councils Main Administration Building.

TIME: 11.00am – 12.30pm

PRESENT:

Cr Nan Cowling, Coffs Harbour City Council
David Vandergriend, Coffs Harbour Police
Daniel Boorman, Roads & Maritime Services
Robert Fletcher, Coffs Harbour City Council
Sebastian Livolsi, Coffs District Taxi Cab Network
George Stulle, Coffs Harbour City Council
Gordon Polkinghorn, Coffs Harbour City Council
Anne Shearer, Coffs Harbour City Council

APOLOGIES:

Darren Williams, Sawtell Coaches
Andrew Fraser, Member for Coffs Harbour
David Brooks, Coffs Harbour City Council

Minute Taker

Sally Miles

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

30 September 2014

BUSINESS ARISING

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

T.38 – No Stopping - Bray Street between Joyce Street and Apollo Drive, south side, Coffs Harbour (R.503240[5371605])

Background:

A request has been received for no stopping signs to be installed on the south side Bray Street between Joyce Street and Apollo Drive, Coffs Harbour to stop rear enders to cars turning right off Bray Street into Apollo Drive. The resident advised that cars often park on the south side of Bray Street just west of Joyce Street which is opposite Apollo Drive, preventing west bound Bray Street cars from manoeuvring around those stopped waiting to turn right into Apollo Drive intersection which then banks up to prevent left and right turns in and out of Joyce Street.

Summary of report:

Bray Street is an urban collector road zoned 50km/h, 12.6 wide comprising of two 2.9m parking/cycle lanes and two 3.4m travel lanes, it has an average traffic volume of 10,700 vehicles per day with peak hour volumes of 1,020. Joyce Street and Apollo Drive intersect either side of Bray Street 33m apart within a school zone.

There have been five recorded crashes on Bray Street between at the two intersections in the last 5 years and an additional three crashes 60m east of Joyce St.

The area was inspected during school zone times and becomes reasonable congested between Joyce Street and Apollo Drive with many west bound vehicles including buses turning right into Apollo Drive to utilise the "Sportz Stadium" car park as turning area to exit back onto Bray Street to drive east.

At the time there were two cars parked on the south side of Bray Street just west of Joyce Street which were preventing any west bound traffic from moving.

There is an existing signposted no stopping zone on the corner of Joyce and Bray Street for 17m installed as part of Traffic instrument T.53-2006.

For the safe movement around waiting vehicles, the no stopping zone would need to be extended 21m to a total distance of 38m from the kerb line in Joyce Street

Recommendation to Committee:

That the existing signposted no stopping zone on the western corner of Joyce Street and Bray Street Coffs Harbour be extended 21m west along Bray Street to a total distance of 38m from the kerb line in Joyce Street Coffs Harbour.

RECOMMENDATION TO COUNCIL:

That approval be given for the existing signposted no stopping zone on the western corner of Joyce Street and Bray Street Coffs Harbour be extended 21m west along Bray Street to a total distance of 38m from the kerb line in Joyce Street Coffs Harbour, as per plan T.38-2014.

T.39 - Parking Signage - North Street Coffs Harbour (R.505500[5392815])

Background:

Request from Little Hands Pre-school located of 5 North Street Coffs Harbour for parking restrictions.

Summary of report:

Vehicles park all day in front of preschool making it difficult for parents to drop their children off during working hours. There is ample parking in the street and request from the preschool for the owners of the vehicles to park elsewhere has not worked.

Recommendation to Committee:

That a timed 15 minute Parking Zone (7.00am – 6.00pm, Mon – Fri) be installed on the eastern side of North Street for approximately 14m in front of No. 5 North Street, Coffs Harbour.

RECOMMENDATION TO COUNCIL:

That approval be given for a timed 15 minute Parking Zone 7.00am – 6.00pm, Mon – Fri to be installed on the eastern side of North Street for approximately 14m in front of No. 5 North Street, Coffs Harbour, as per plan T.39 – 2014.

T.40 - No Stopping Zone - Thompsons Road Coffs Harbour (R500530,[5314354])

Background:

Request installation of no stopping zone to increase sight distance at driveway exit at child care centre at 96 Thompsons Road Coffs Harbour.

Summary of report:

A similar request was tabled at the traffic committee in July in 2013 (T.35-2013) at which it was resolved to take no action.

Since then the childcare centre has increased in numbers, the centre finds it difficult to turn right. They have not had reported complaints but do think it is difficult / dangerous to turn right, particularly if large vehicles parked adjacent.

Thompsons Road is in a 50kph collector road with average daily traffic volume of approximately 5500 (peak hour 530).

At the time of inspection three cars were parked west of and up to the driveway of 96 Thompsons Road restricting sight distance to 15m.

Recommendation to Committee:

That a timed No Stopping zone (7.00am – 6.00pm, Mon – Fri) be installed on the northern side of Thompsons Road for approximately 18m between the driveways to 96 and 98 Thompsons Road, Coffs Harbour.

RECOMMENDATION TO COUNCIL:

That no action be taken.

T.41 - No Parking – Cnr Beryl Street & Gallipoli Road Coffs Harbour (R.503870,R.503880[5314870])

Background:

Request for No Parking signs from corner of Beryl Street and Gallipoli Road Coffs Harbour.

Summary of Report:

Council has had a request from a resident in Gundagai Street for No Parking signs from corner of Beryl Street and Gallipoli Road to approximately 40m north up Beryl Street stating that playground users park vehicles along Beryl Street making it dangerous to make a right turn out of Gallipoli Road.

Beryl Street is an urban collector road zoned 50km/h, 11m wide and has an average traffic volume of 1,750 vehicles per day. Gallipoli Road is 13m wide at its intersection with Beryl Street with existing give way signage and hold line.

There had been one recorded crash at this intersection in the last 9 years in March 2008.

At the time of inspection no cars were parked either side of the intersection, however as suggested it is adjacent to a playground, and has the potential to be parked out down to the intersection.

If vehicles park outside the mandatory no stopping zone of 10m from the intersection, sight distance falls within the standard requirements for a 50km speed zone.

Recommendation to Committee:

That the mandatory no stopping zone of 10m from the intersection be reinforced by installing No Stopping signage on Beryl Street West of Gallipoli Road Coffs Harbour.

RECOMMENDATION TO COUNCIL:

That no action to be taken and to monitor the situation.

T.42 - Coffs Harbour City Transport Interchanges in Park Avenue and Vernon Street – Proposed Scope of Works (R.505670, R.504180[3618886])

Background:

Approval is required for the plans to upgrade public transport facilities in Park Avenue and Vernon Street Coffs Harbour as part of the NSW Transport Interchange Strategy. Works valued at \$976 000 are scheduled to start in February 2015, to be completed by June 2015 (subject to the execution of the funding deed).

Summary of Report:

- Council has submitted a detailed design for the proposed Coffs City Transport Interchanges in Park Avenue and Vernon Street. It is the second stage of a transport access program funded by Transport for NSW as part of their NSW Transport Interchange Strategy. Transport for NSW are offering funding of \$976 000 for the whole project to design and construct by June 2015
- The project complements the Coffs Harbour City Masterplan 2031 which seeks to maximise and improve facilities for public transport, cycling and pedestrian movement as well as reducing reliance on motor vehicles.

- Designers were mindful of the long term aims for the CBD outlined in the Masterplan when deciding the scope of the Interchange project. Budget constraints also dictate the scope of the project, and some elements will be installed at a later date.
- The planned upgrades will improve the amenity of passenger transport infrastructure in Coffs Harbour: the interchanges will be clean, well-lit, comfortable and sheltered. Improved signage and physical cues will assist passengers to find their way to the correct waiting area and service information will be more readily available.
- For Park Avenue the project presents a unique opportunity to meet '*safer by design principles*' through the enhancement and linking of the public domain areas. It will include the conversion of part of the existing multi storey car park into a small undercroft retail area and a waiting area for public transport users with a "lounge" theme. The space would be semi enclosed and include a range of seating opportunities in a wind protected, well lit and interesting space. Although enclosed, the area allows for passive surveillance from the street and provides comfortable waiting areas.
- The extent of the bus zones and taxi zone will remain in Park Avenue
- Additional seating, shelter and lighting as well as broader pedestrian areas will be provided in both streets.
- The design includes threshold treatment in Little Street to provide connectivity for the pedestrians from the southern to the northern bus stops as well as to City Square.
- The roads will be narrowed to one traffic lane, where practical within the scope of the project. Traffic will be slower, creating a safe friendly zone for pedestrians, bikes and mobility scooters.
- The Interchange plan in Park Avenue allows for future installation of a cycleway on the south.
- The design for Vernon Street will improve drop off zones for private vehicles and community transport as well as an upgraded taxi zone, end of trip bike facilities and one bus stop to accommodate some passenger and school services.

Recommendation to Committee:

Approval of the proposed scope of works for the upgrade Transport Interchange facilities in Park Avenue and Vernon Street Coffs Harbour.

RECOMMENDATION TO COUNCIL:

That approval of the proposed scope of works be given for the upgrade of public transport interchange facilities in Park Avenue and Vernon Street Coffs Harbour. The works will require reconfiguration of the westbound exit from the Vernon Street/Gordon Street roundabout to one lane and the termination of the Park Avenue eastbound manoeuvring lane at the existing marked crossing. The Park Avenue works will result in one eastbound traffic lane across the marked pedestrian crossing and adjacent the car park bus zone. Proposed lane widths will allow passing room around vehicles turning right into Little Street and vehicles turning into the Park Avenue car park. Concept designs are as per plan T.42 - 2014.

T.43 - Temporary Road Closure Glenreagh Street, Coffs Harbour Saltwater Freshwater Festival – 26 January 2015

Background:

The Saltwater Freshwater Festival is to be held at the North Coast Regional Botanic Gardens, cnr Hardacre and Coff Street, Coffs Harbour on Monday 26 January 2015 from 8.00am – 5.00pm. The Festival will incorporate the Australia Day citizenship ceremony. The event organisers have rated this a class 2 event. They are expecting up to 10 000 people to attend, up to 5000 at any one time.

Summary of Report:

The Festival organisers are planning to manage an increased demand for parking in the vicinity of the Botanic Gardens, as well as measures to alleviate that demand such as park and ride, use of buses, carpooling etc. Approval is requested for the following subject to submission of traffic control plans:

- A 100m no parking zone in Coff Street for a drop off zone including shuttle buses, as per tcp1
- The closure of Glenreagh Street from 5.00am to 5.30pm, Sunday 26 January as per traffic control plan; access to be restricted to participant parking
- Limited access to the Botanic Garden car park for VIP and emergency parking
- The installation of a temporary No right turn from Harbour Drive into Hardacre Street as per tcp1 and a temporary no left turn from North Street into Curacoa Street as per tcp1 for the duration of the festival
- The installation of a temporary no parking zone on Harbour Drive between Hardacre Street and Glenreagh Street and a temporary no right turn from Harbour Drive into Glenreagh Street as per tcp 2.

Recommendation to Committee:

Approval be given for the following:

- A 100m no parking zone in Coff Street Coffs Harbour for a drop off zone including shuttle buses, as per tcp1
- The closure of Glenreagh Street Coffs Harbour from 5.00am to 5.30pm, Sunday 26 January as per traffic control plan; access to be restricted to participant parking
- Limited access to the Botanic Garden car park for VIP and emergency parking
- The installation of a temporary no right turn from Harbour Drive into Hardacre Street as per tcp1 and a temporary no left turn from North Street into Curacoa Street as per tcp1 for the duration of the festival
- The installation of a temporary no right turn from Harbour Drive into Glenreagh Street as per tcp 2.

The temporary road closure of Glenreagh Street, Coffs Harbour, on Monday 26 January 2015 from 5.00am to 5.30pm for the purpose of the Saltwater Freshwater Festival, be advertised and providing no substantive objections are received, the closure be approved subject to:

- the organisers, Saltwater Freshwater Festival, verify that they have liaised with affected traders and residents.
- the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers, in accordance with the submitted Traffic Management and Traffic Control Plans and police approval in writing.
- the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

RECOMMENDATION TO COUNCIL:

That approval be given for the following:

- A 100m no parking zone in Coff Street adjacent Coffs Harbour cemetery for a drop off zone including shuttle buses and taxis.
- Limited access to the Botanic Garden car park for VIP, emergency parking and access for people with a disability
- A temporary no left turn from North Street into Curacoa Street Coffs Harbour for the duration of the festival
- The temporary road closure of Glenreagh Street, Coffs Harbour, on Monday 26 January 2015 from 5.00am to 5.30pm for the purpose of the Saltwater Freshwater Festival.

Approval is subject to:

- the organisers, Saltwater Freshwater Festival, verify that they have liaised with affected traders and residents including a letter drop to affected residents in surrounding streets.
- the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers, in accordance with the submitted Traffic Management and Traffic Control Plans and police approval in writing.
- the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.
- VMS in Harbour Drive to advertise relevant messages advising the community of delays and parking arrangements.
- Road closure be advertised and providing no substantive objections are received.
- a debrief with Council Staff and Police after the event.

T.44 - Temporary Road Closure - Jordan Esplanade, Coffs Harbour 31 December 2014 [5359559]

Background:

The temporary road closure of Jordan Esplanade, Coffs Harbour, between Marina Drive and car park entry to Jetty on Wednesday, 31 December 2014 from 6.00pm to 10.30pm for the purpose of New Year's Eve celebrations

Recommendation to Committee:

The temporary road closure of Jordan Esplanade, Coffs Harbour, between Marina Drive and car park entry to Jetty on Wednesday, 31 December 2014 from 6.00pm to 10.30pm for the purpose of New Year's Eve celebrations, be advertised and providing no substantive objections are received, the closure be approved subject to:

- (a) the organisers, March's Amusements, verify that they have liaised with affected traders and obtain traders approval.
- (b) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers, in accordance with the submitted Traffic Management and Traffic Control Plans and police approval in writing.
- (c) traffic Control be in place at the intersection of Jordan Esplanade and Camperdown Street for exiting traffic at the end of the fireworks display.

- (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

RECOMMENDATION TO COUNCIL:

That the temporary road closure of Jordan Esplanade, Coffs Harbour, between Marina Drive and car park entry to Jetty on Wednesday, 31 December 2014 from 6.00pm to 10.30pm for the purpose of New Year's Eve celebrations, be advertised and providing no substantive objections are received, the closure be approved subject to:

- (a) the organisers, March's Amusements, verify that they have liaised with affected traders and residents and obtain their approval.
- (b) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers, in accordance with the submitted Traffic Management and Traffic Control Plans and police approval in writing.
- (c) traffic Control be in place at the intersections of Jordan Esplanade/Camperdown Street and Camperdown Street/Harbour Drive for exiting traffic at the end of the fireworks display.
- (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.
- (e) organisers notifying the public that delays will occur in the vicinity of the Jetty Foreshores with times and advising alternative parking west of the railway line as part of their advertising and with VMS on Harbour Drive.

T.45 - Harbour Drive & Earl Street Coffs Harbour- road safety issue [5261143]

Background:

Concerns about vehicles driving through pedestrian crossing at corner of Harbour Drive and Earl Street Coffs Harbour as drivers are looking at the new skate park instead of the road.

Summary of report:

Since the opening of the Coffs Harbour skate park four months ago pedestrians crossing Earl Street has increased enough to warrant considering the installation of a pedestrian crossing and reducing the traffic lanes in Harbour Drive down to one lane to meet the requirements of the existing crossing.

Current peak hourly traffic volumes in Earl Street are;

AM = 662

PM = 723

Pedestrian volumes are;

8:15-9:15am = 34

11:00-12:00 noon = 37

3:15 – 4:15pm = 39

Current peak hourly traffic volumes in Harbour Drive are;

AM = 745

PM = 771

Pedestrian volumes are;

8:15-9:15am = 44

11:00-12:00 noon = 28

3:15 – 4:15pm = 69

Warrants for pedestrian crossing as stated in the RMS Australian Standard Supplements, say;

A pedestrian (Zebra) Crossing is warranted where:-

In each of three separate one hour periods in a typical day

(a) the pedestrian flow per hour (P) crossing the road is greater than or equal to 30

AND

(b) the vehicular flow per hour (V) through the site is greater than or equal to 500

AND

(c) the product PV is greater than or equal to 60,000

The volume counts for Earl Street meet the requirements of (a) and (b) above but not (c) However the supplements also state;

If the crossing is used predominantly by school children, is not suitable site for a Children's Crossing and in two counts of one hour duration immediately before and after school hours:-

(a) $P \geq 30$

AND

(b) $V \geq 200$

A pedestrian (Zebra) Crossing may be installed.

The majority of pedestrians crossing Earl Street are school age children and therefore meet the above requirements.

Recommendation to Committee:

That a pedestrian crossing be installed in Earl Street Coffs Harbour just south of Harbour Drive intersection and reduce the approach lanes to one lane on

1. Earl street south of Harbour Drive and
2. Harbour Drive east of Earl Street

RECOMMENDATION TO COUNCIL:

Council to further investigate warrants for a pedestrian crossing at Earl Street, Coffs Harbour to provide the traffic committee with more information.

That approval be given for trial single lane approaches to the roundabout at the intersection of Harbour Drive and Earl Street as per plan T.45 – 2014.

T.46 – Coral & Pacific Street Corindi Beach road safety issue [5403973]

Background:

Request for double white lines and additional signage to be installed on curve of Coral and Pacific Street Corindi.

Summary of report:

Due to a recent crash on the corner of Coral and Pacific Street Corindi a resident has requested the installation of double white lines (double barrier lines). There have been near misses previously on this corner and reports of vehicles straying onto the incorrect side of the road whilst negotiating the bend.

This request was considered previously by Traffic Committee and declined as the corner did not meet the warrants for the installation of double barrier lines in an urban area. However the guidelines do allow for their installation on isolated substandard curves.

Recommendation to Committee:

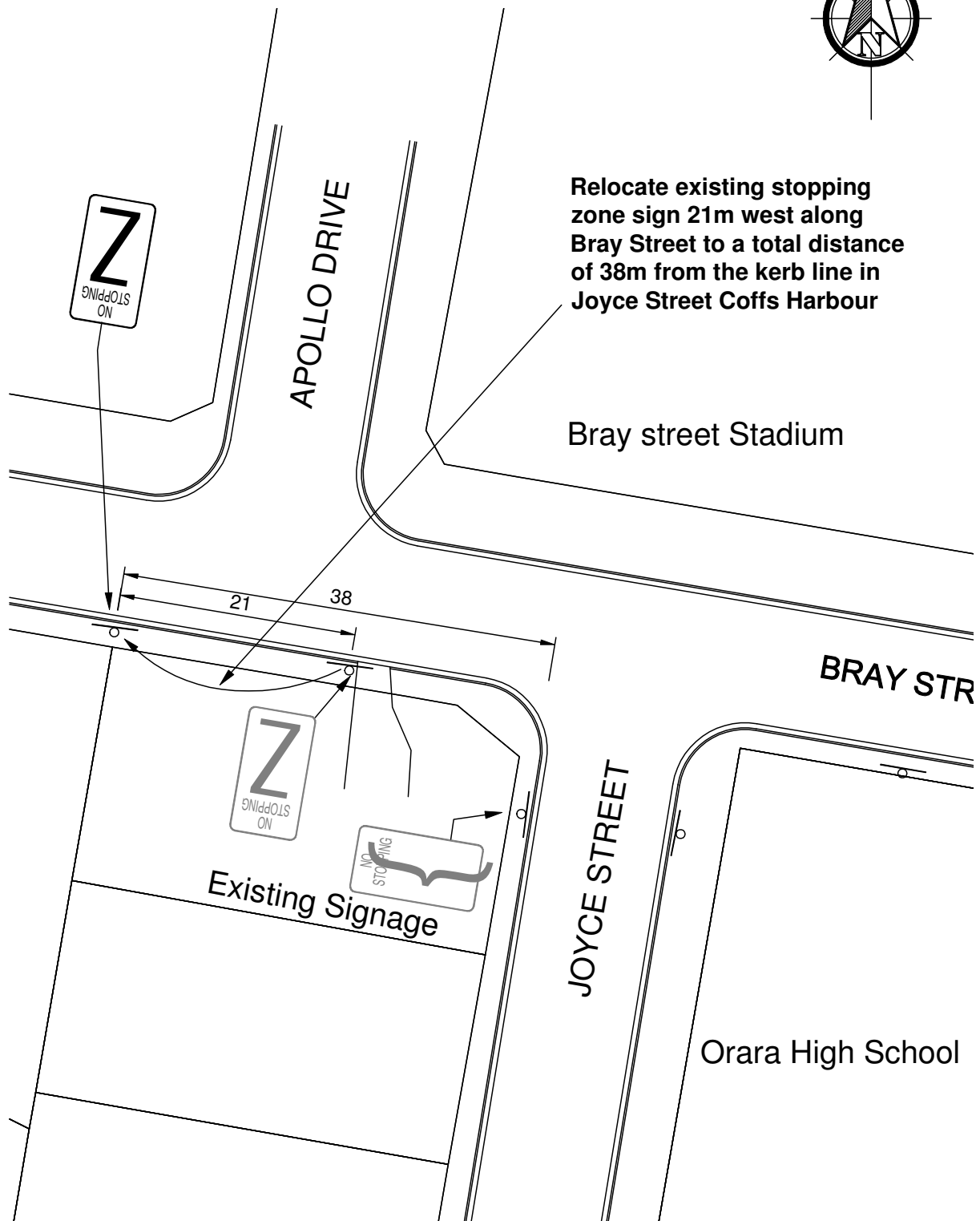
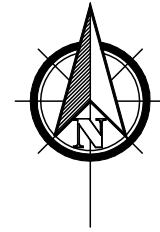
Request for barrier (BB) lines (double white lines) to be installed on the curve of Coral and Pacific Street Corindi

RECOMMENDATION TO COUNCIL:

Approval the installation of barrier (BB) lines (double white lines) on the curve of Coral and Pacific Street Corindi as per plan T.46 - 2014.

B. INFORMAL ITEMS SECTION (Traffic Engineering Advice)

Meeting finished at 12.30pm



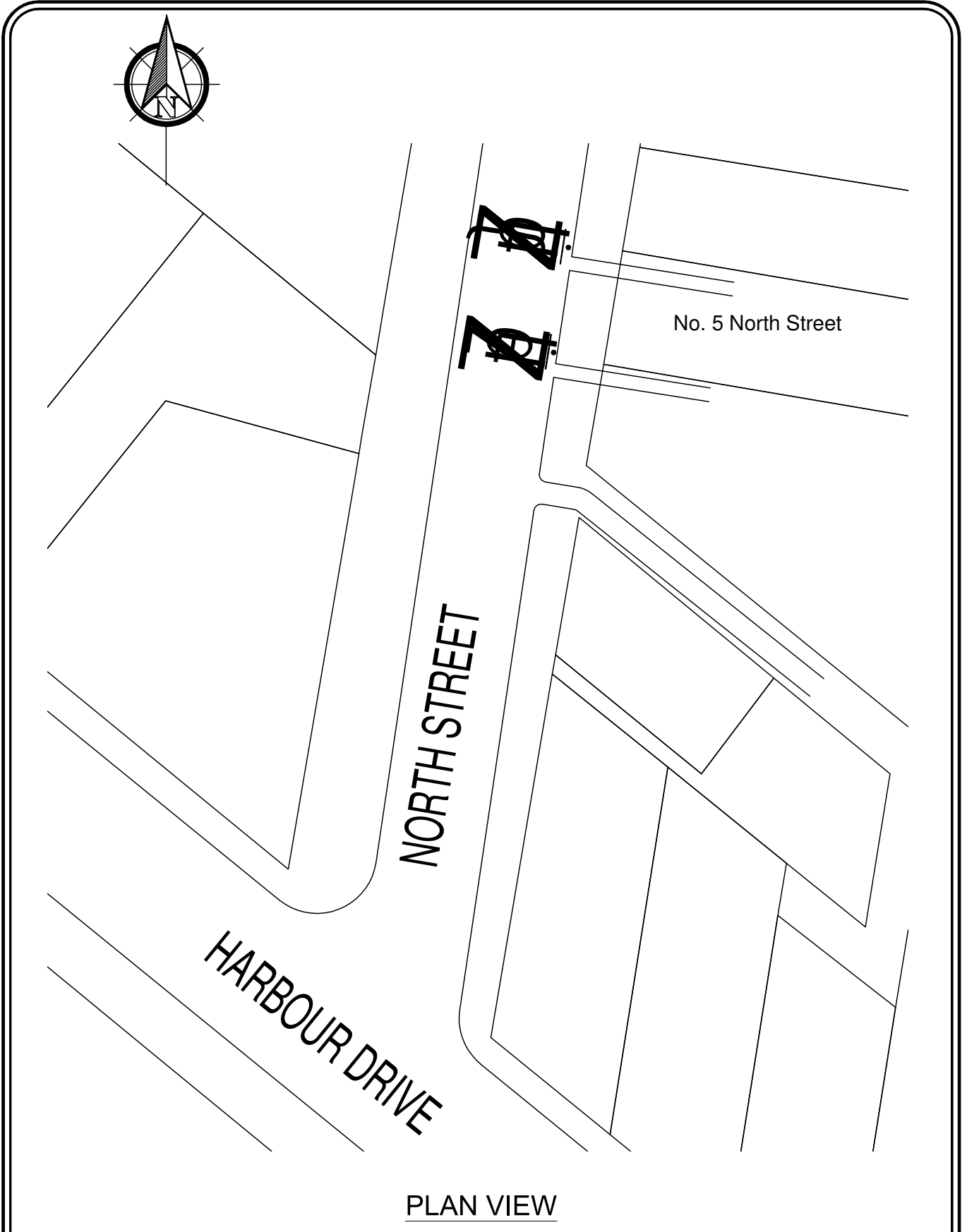
PLAN VIEW

NOTES:
Existing signposted no stopping zone on the western corner of Joyce Street and Bray Street Coffs Harbour be extended 21m west along Bray Street to a total distance of 38m from the kerb line in Joyce Street Coffs Harbour

TRAFFIC INSTRUMENT

T38-2014

**BRAY STREET NO STOPPING
COFFS HARBOUR**



PLAN VIEW

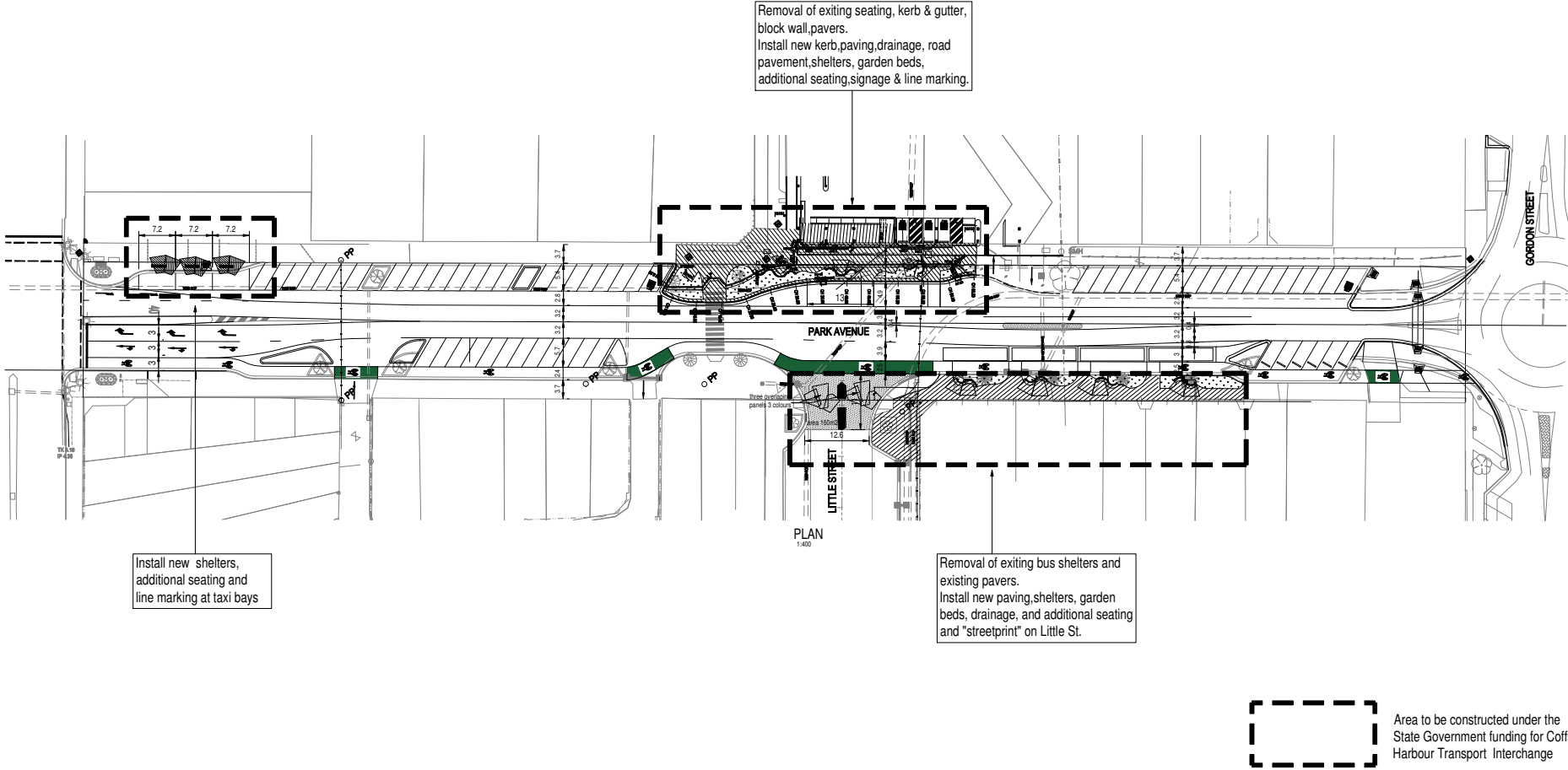
NOTES:

Install timed 15 minute Parking Zone (7.00am – 6.00pm, Mon – Fri) on the eastern side of North Street for approximately 14m in front of No. 5 North Street, Coffs Harbour

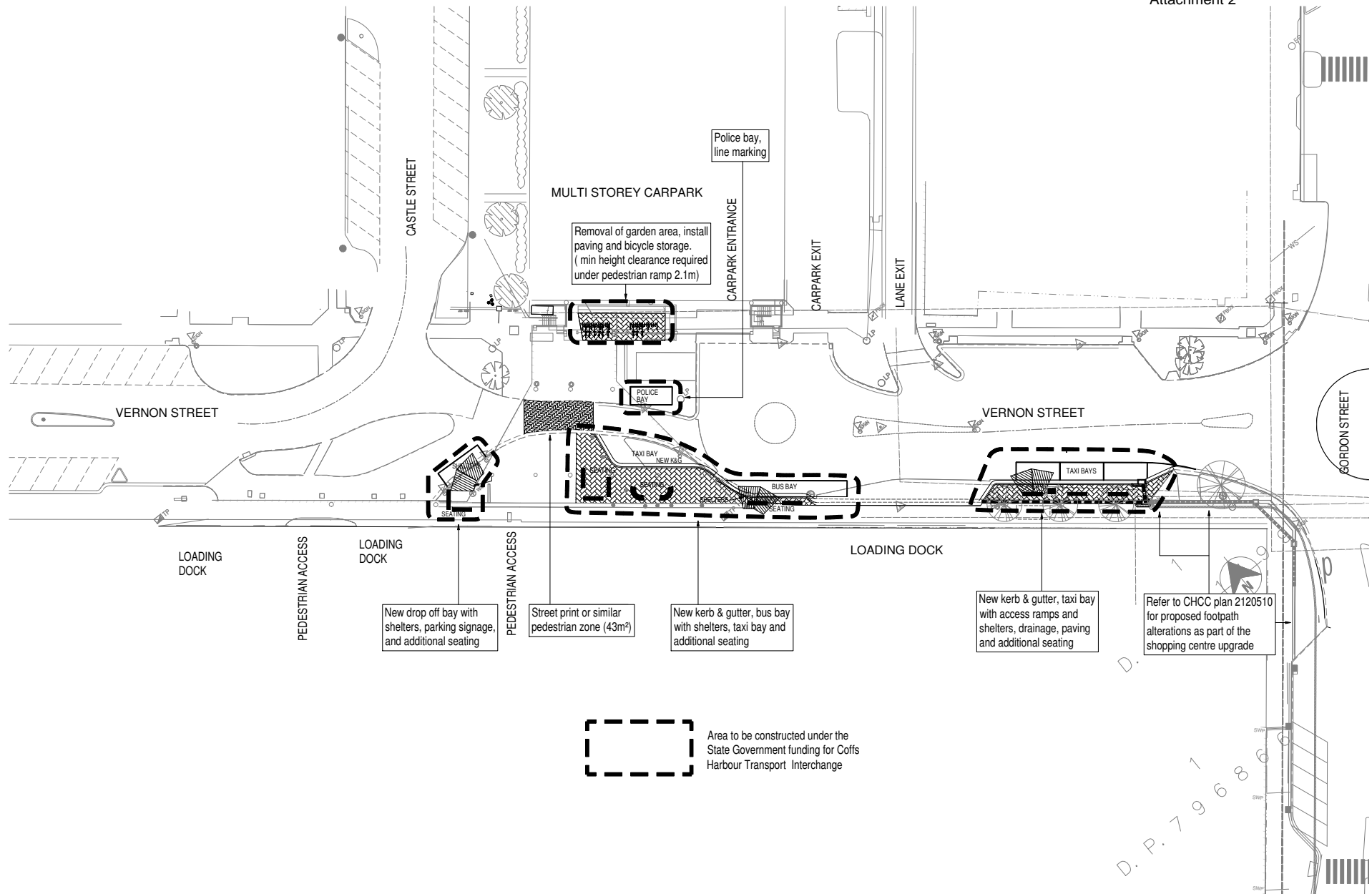
TRAFFIC INSTRUMENT

T39-2014

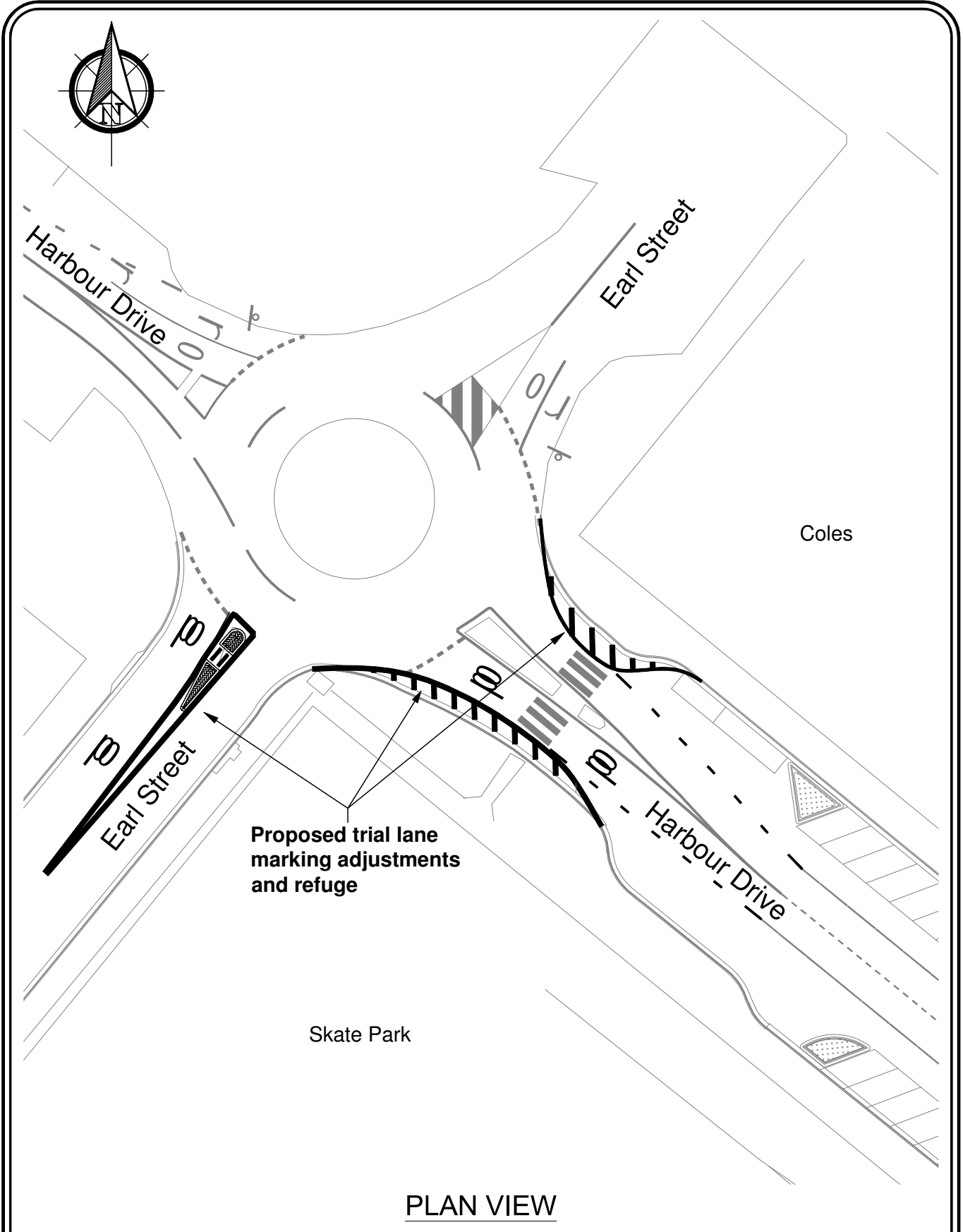
NORTH STREET 15 MINUTE TIMED PARKING
COFFS HARBOUR



TRAFFIC INSTRUMENT, T42 - 2014 (1 OF 2)
PARK AVENUE COFFS HARBOUR



TRAFFIC INSTRUMENT, T42 - 2014 (2 OF 2)
 VERNON STREET COFFS HARBOUR



PLAN VIEW

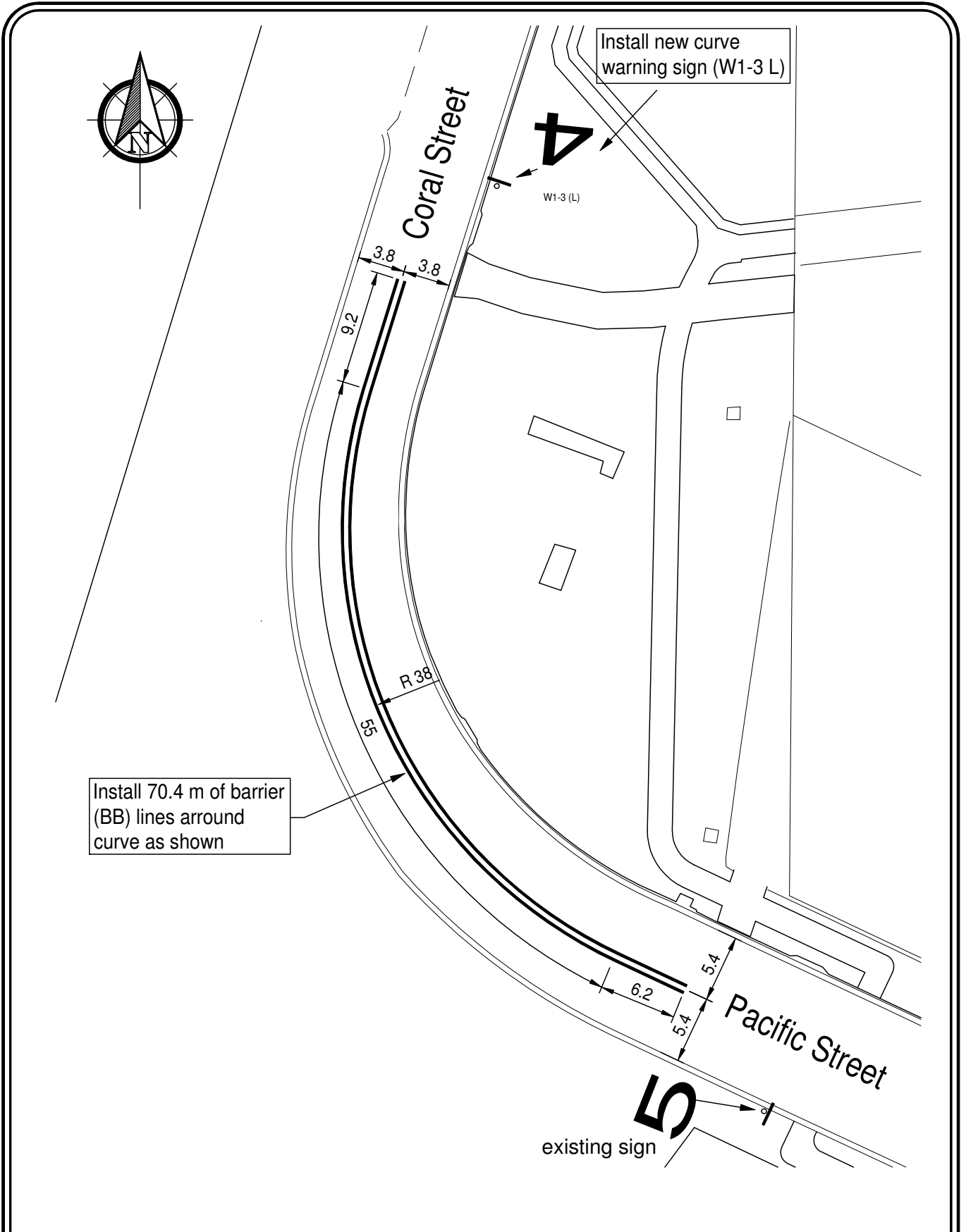
NOTES:

Trial single lane approaches to the roundabout at the intersection of Harbour Drive and Earl Street as per plan

TRAFFIC INSTRUMENT

T.45-2014

Harbour Dr / Earl St lane adjustments
Coffs Harbour



NOTES:
 Installation of barrier (BB) lines (double white lines) on the curve of Coral and Pacific Street Corindi as per plan

TRAFFIC INSTRUMENT

T.46-2014

PACIFIC ST & CORAL ST
 CORINDI BEACH

FURTHER LEASE TO EXISTING TENANTS - KIOSKS IN CITY SQUARE

Purpose:

Seeking consent to offer a further lease term to the incumbent tenants of each of the two Kiosks in the City Square.

Description of Item:

Both leases are due to expire in mid 2015.

Consideration of future tenure has been on hold pending finalisation and adoption of the City Square refurbishment plan as part of the CBD master plan. Retention of the Kiosks themselves has been in question.

A report from the CBD Masterplan Committee recommends the retention of the Kiosks.

Sustainability Assessment:

- **Environment**

The Kiosks have been in place and operating within Council guidelines for many years. The recommendations will not have an adverse environmental effect.

- **Social**

The function of the Kiosks remain an integral part of the “alfresco dining” appeal developed to attract the community to the City Centre.

- **Civic Leadership**

Appropriate leasing of these facilities forms part of the Coffs Harbour 2030 Community Strategic Plan (CSP). Council is seen as holding the role of Provider, Facilitator and Advocate and as stated, supports the delivery of high quality, sustainable outcomes for Coffs Harbour.

- **Economic**

Broader Economic Implications

Provision of services such as the Kiosks will serve to enhance the broader operation and growth of the City Centre. The CBD Master Plan committee has underscored this opinion in their recommendation to retain the Kiosk in the future City Square refurbishment.

Delivery Program/Operational Plan Implications

Ongoing rental of the Kiosks to successful operators is addressed in the Delivery Program under Learning and Prospering 3.2 “Develop the city centre as a social and cultural focus for Coffs Harbour”, and Places for Living 1.1 “Promote high densities in our urban centres”

Risk Analysis:

All commercial leases present a degree of risk to the lessor.

Having regard to the recommendations in this report the main risks include:

1. Direct dealing with the incumbent lessees can potentially result in council failing to consider a better quality tenant at a higher rental. It should be noted that Council staff have not received any formal request or expression of interest in the Kiosk Leases other than those raised by the incumbent tenants.
2. Whilst not directly a matter for Councils consideration for future letting arrangements the non-renewal of leases such as the subject leases would have an impact on the lessees business and potentially could be the catalyst, if not the cause, of the closure of the business. (Note: that this is essentially a business matter which should have formed the basis for the lessees business decisions. There is no legal compulsion for a lessor to automatically offer or enter into a new lease with the incumbent lessee on the expiry of the lease term.)
3. From an ongoing leasing perspective the context of the risk assessment revolves around the likelihood of existing tenants not being able to fulfill their obligations under their lease and how this may impact of Council's operations. The incumbent Lessees have consistently complied with the lease terms under the current agreement. As known and stable entities, the risk of default is considered nominal.
4. The Lessee may seek to sell their business during the term of the lease and accordingly request an assignment of lease to a third party. This aspect is specifically noted as it is understood that both incumbent lessees are seeking to sell their respective businesses. It must be noted that any business owner is entitled to sell their business and that the Retail Leases Act and most commercial leases include provision to facilitate this process.

If a lessee seeks to sell their business they must obtain the Lessor's prior consent, which consent may not be unreasonably withheld.

Considerations that the Lessor would take into account in providing consent include:

- The demonstrated financial capacity of the incoming lessee
- Bank referees and Bankruptcy searches
- Trading history, qualifications and experience
- Details of the proposed business and future development plans for the premises
- Capacity of the new tenant to meet lease conditions

In other words Council, as Lessor, retains some control over the calibre and quality of incoming tenant. The terms and condition of the lease will otherwise apply to the new lessee.

Council would be aware from previous lease matters that any lessee under a commercial lease has a right to request an assignment of lease.

Consultation:

CBD Masterplan Committee
Executive Manager Engineering Services
Manager Governance

Related Policy and / or Precedents:

The recommendations are in line with CHCC's general leasing practices.

The CBD Masterplan committee has recommended that the Kiosks remain as a part of the future City Square design. The recommendations of this report are based on, and subject to, Council resolving to retain the kiosks.

Statutory Requirements:

The property is classified as operational land. Council is at liberty to enter into a further lease of the demised property.

The lease proposal will be prepared in line with the provisions of the relevant legislation including the Real Property Act and the Retail Leases Act.

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

Issues:

Council is the proprietor of Lot 13 and Lot 14 in DP 1031722 being the kiosks in the City Centre Square. The Kiosks were created from road reserve with a view to augmenting the civic space and utility in the city centre by introducing an alfresco style food service and dining element.

Since inception the kiosks have been leased on a commercial basis to independent operators who have provided a range of café style alfresco dining options.

To complement the kiosks, Council constructed Arbor's adjacent to the kiosks and has licensed the use to the Lessees.

Historically the incumbent tenants have been offered further leases on expiry (subject to a determination that the lessee has complied with the terms of the lease, is, or will, be paying market rent on commencement of the new lease and the permitted use under the lease is consistent with Councils plans for the operation of the premises).

Both kiosks are currently leased to independent operators with the terms due to expire mid 2015. Both lessees have requested Council to consider the grant of a further lease term.

Section 44 of the Retail Leases Act 1994 provides that Council, as Lessor, must give notice to the lessee of its intentions at the end of the lease by advising that it intends to either:

- (a) offer the lessee a renewal or extension of the lease on terms specified in the notification (including terms as to rent), or
- (b) inform the lessee that the lessor does not propose to offer the lessee a renewal or extension of the lease.

Such notice is required not less than 6 months prior to the expiry of the actual term, which in these matters means not later than January 2015.

To date staff have advised the Lessees that consideration of an ongoing tenancy (for the incumbent lessees or otherwise) cannot occur until the refurbishment planning for City Square under the CBD Masterplan is completed and adopted by Council. The reason for this response has been the uncertainty about the continuance of the kiosk facilities.

It is understood that the CBD Master Plan committee has been formulating recommendations for, amongst other things, the refurbishment of the City Square and that Council will have considered these recommendations in a report tabled earlier in this business paper. It is also understood that a recommendation of the committee is to retain the current kiosks insitu.

Presuming that Council concurs with the recommendations of the CBD Master Plan Committee, and seeks to retain the kiosks, staff can now process the requests for future lease tenure by the incumbent tenants

Council has two options in considering future leasing:

1. Allow the current leases to lapse and submit the kiosks to the open market.
2. Negotiate directly with the incumbent lessees to establish market rent, terms and conditions which amongst other things accommodates Councils plans to refurbish the City Square

Considering each option in turn;

Submitting the leases to the open market

From a contract negotiation viewpoint it is accepted that direct negotiations should only occur when Council is satisfied that the outcome is/will be impartial, accountable, transparent and delivers best value for money.

Where it is considered that all or any of the above cannot be satisfied Council submits the matter to Expression of Interest on the open market.

Direct Dealing:

This council has historically undertaken direct negotiation of commercial leases where it has been satisfied and can demonstrate that:

1. the value of the lease over the proposed term, including any option to renew, is under the tendering threshold prescribed by the Local Government Act 1993
2. the incumbent lessee has and foreseeably will continue to comply with the terms and conditions of the lease
3. the incumbent has, and foreseeably will, utilise the property in a way that is consistent with the Council's plans and intentions for the premises, and;
4. the incumbent is, or will on renewal of the lease, pay at least the market rent (as assessed by an independent and registered Valuer)

A benefit of this approach has been the continuation of an established and known relationship with a known entity and risk profile. From a lessee point of view this has also allowed minimal disruption to a local business.

It can be reported that the councils dealing with the incumbent tenants are such that;

1. There have been no formal breaches of the lease agreement served on either tenant during the current term;
2. The prescribed rent has been paid within Councils accounts receivable trading terms and conditions; and,
3. All outgoings payable by the lessees have, or will be, fully paid on or before the expiry of the current lease.

Looking forward, the current business operations appear consistent with the intention and purposes of the Kiosks within the City Square

It is proposed that any future lease arrangement of the Kiosk will:

1. Be at least at current market rent as assessed by an independent and registered Valuer
2. Include terms and conditions which protect Council's interests in the event the business are disrupted during the refurbishment of the City Square
3. Include additional clauses requiring the lessee to refurbish the Kiosk, at the lessee's expense, to a standard consistent with the design guidelines established under the CBD master plan sub planning process

It is recommended that Council endorse direct dealing with the incumbent tenants with a view to granting a further lease to the lessees at a rent and on terms and conditions satisfactory to Council.

Implementation Date / Priority:

The existing leases are due to expire 30 June 2015 and the proposed leases are scheduled to commence from 1 July 2015 subject to Council approval.

Recommendation:

1. **The Council, as registered proprietor of Lot 13 in DP 1031722 known as Kiosk A in City Square, authorise a new lease to Katherine Anne Power or assignee for a term of four years commencing from the day after the expiry of the current lease and on the proviso the lease includes, but is not limited to, terms and conditions as follows:**
 - a) **Commencing rent will be equivalent to at least market rent as assessed by an independent and registered Valuer**
 - b) **The Lessee will indemnify Council from any claim for business interruption of loss arising from activities and construction directly or indirectly associated with the refurbishment of the City Square**
 - c) **The Lessee will undertake at the reasonable direction of the Lessor, to refurbish the Kiosk to a standard in keeping with the guidelines for the refurbished City Square adopted by Council from time to time.**
 - d) **Such other additional clauses as recommended by council legal advisors**
2. **That the lease of Lot 13 in DP 1031722 known as Kiosk A in the City Square, between Coffs Harbour City Council as Lessor and Katherine Anne Power (or assigns) as Lessee be executed under Common Seal of Council.**
3. **The Council, as registered proprietor of Lot 14 in DP 1031722 known as Kiosk B in City Square, authorise a new lease to Craig Ellis or assignee for a term of four years commencing from the day after the expiry of the current lease and on the proviso the lease includes, but is not limited to, terms and conditions as follows:**
 - a) **Commencing rent will be equivalent to at least market rent as assessed by an independent and registered Valuer**
 - b) **The Lessee will indemnify Council from any claim for business interruption of loss arising from activities and construction directly or indirectly associated with the refurbishment of the City Centre Mall**
 - c) **The Lessee will undertake at the reasonable direction of the Lessor, to refurbish the Kiosk to a standard in keeping with the guidelines for the refurbished City Square adopted by Council from time to time.**
 - d) **Such other additional clauses as recommended by council legal advisors.**

4. That the lease of Lot 14 in DP 1031722 known as Kiosk B in City Square, between Coffs Harbour City Council as Lessor and Craig Ellis (or assigns) as Lessee be executed under Common Seal of Council.
5. That the cost associated with the negotiation and preparation of the leases of lots 13 and 14 in DP 1031722 be met by the incoming lessee insofar as is permissible under the Retail Leases Act 1993
6. That in the event council and the incumbent tenants of Lots 13 and 14 in DP 1031722 respectively cannot reach agreement on the terms and conditions of a new lease, each lease being independent of the other, the respective premises be advertised for Expression of Interest on the open market and the successful applicant being granted a lease on the proviso the lease includes, but is not limited to, terms and conditions as follows:
 - a) Commencing rent will be equivalent to at least market rent as assessed by an independent and registered Valuer
 - b) The Lessee will indemnify Council from any claim for business interruption of loss arising from activities and construction directly or indirectly associated with the refurbishment of the City Square
 - c) The Lessee will undertake at the reasonable direction of the Lessor, to refurbish the Kiosk to a standard in keeping with the guidelines for the refurbished City Square adopted by Council from time to time.
 - d) Such other additional clauses as recommended by council legal advisors.

"SANDY SHORES" PROPERTY, SANDY BEACH

Purpose:

To provide advice to Council regarding the value of the "Sandy Shores" property and funding options available to Council for purchase of the property.

Description of Item:

Recently expressions of interest have been sought for the sale of the property known as "Sandy Shores" at Sandy Beach. The owners of the property, "Sandy Shores Development Pty Limited", were placed into external administration earlier this year and receivers and managers have been appointed to sell the property. The property has been marketed by two real estate agents via an "Expression of Interest" (EOI) sales and marketing process. The EOI process required formal lodgement of proposals by 4pm on 26 November 2014.

The property currently being marketed comprises three separate holdings described as:

Lot 22 DP 1070182 Ti-Tree Road, Sandy Beach (vacant land of 49.59 hectares)

Lot 497 DP 227298 – 15 Pine Crescent, Sandy Beach

(detached dwelling on 689 m² lot)

Lot 498 DP 227298 – 17 Pine Crescent, Sandy Beach

(detached dwelling on 714.5 m² lot)

Council resolved on 13 November 2014 as follows:

1. *Council's Property Valuer prepares a report for Council with an estimated purchase value for the land known as Sandy Shores, North Sandy Beach.*
2. *The report contains a valuation for the land identified in Map 2, pg 4, Hearnese Lake / Sandy Beach DCP Master Plan as suitable for Residential Low density development.*
3. *Council enter into discussion regarding contributory funding options from the relevant State and Federal Government departments such as the NSW Roads & Maritime Services, Office of Environment and Heritage, North Coast Land Services, Environmental Trust and others.*
4. *Council acknowledge the above information is being prepared for the sole purpose of understanding the situation clearly, and that any decision to pursue the purchase of the property will not be made without a formal resolution of Council having been adequately informed about the issues and to provide transparency."*

Lot 22 DP 1070182 – Ti-Tree Road, Sandy Beach

Lot 22, or the large vacant lot of 49.59 hectares was inspected by Council's Valuer on 17 November 2014. The land comprises an irregular shaped site which is bounded by the Coffs Harbour Regional Park to the east, the newly constructed Pacific Highway to the west, the village of Sandy Beach to the South and Hearnese Lake and Double Crossing Creek to the north.

The site is undeveloped and generally level with a slight gradient fall to Hearnese Lake. The site has an uneven coverage of various native and introduced plant species. There are pockets of reasonable tree cover with the remainder of the site having low shrubs and grass cover. Adjoining the lake, mangroves and saltmarsh are present. Attachment 1 appended to this report shows the location of the property.

The property represents a large coastal holding which is zoned to permit redevelopment for residential purposes and for environmental protection adjoining the lake and a buffer to the highway. Council have consistently maintained that the development of this property should accord with the provisions of Council's adopted Hearnese Lake/Sandy Beach Development Control Plan and draft Local Environmental Plan (LEP) (Amendment No 29) to LEP 2000. These planning documents provide for a maximum dwelling yield of 35 at the southern end of the property. Although the above represents Council's position, the property has been granted concept approval for a significantly more intensive residential development under Part 3A of the Environmental Planning & Assessment Act 1979.

Lots 497 & 498 DP 227298 (No's 15 and 17 Pine Crescent)

These properties were previously purchased by the developer to facilitate future access to the site and represent modest dwellings which would in all likelihood require demolition if the property was developed as a major residential estate. Both properties are currently tenanted with No 15 on a month to month basis and No 17 having a lease expiry in June 2015.

Concept Approval – (MP 05-0083)

The Minister for Planning granted concept approval to Lots 22 DP 1070182, Lot 497 & 498 DP 227298 on 20 December 2010. The concept approval has only been granted as follows:

- a) Community Title residential subdivision;
- b) Associated road, cycle and pedestrian traffic routes;
- c) Indicative architectural concepts for six building types;
- d) Landscape concepts;
- e) Noise attenuation barriers;
- f) Recreational open space areas;
- g) Rehabilitation of ecological buffers and environmental protection areas;
- h) Vegetation, habitat and bushfire foreshore management concepts; and
- i) Stormwater management concepts

The concept approval was modified from the original application and provides consent conditionally to approximately 200 lots on the western and southern boundaries of the site. This total lot yield remains subject to appropriate offsets being determined for Stage 5 of the development to the satisfaction of the Director General.

Development approval is still required prior to development of the site proceeding. The consent authority responsible for the future assessment of a Development Application would likely apply standards in line with relevant environmental planning instruments and development control plans, as long as those requirements were not inconsistent with the concept approval. If no commencement of the project is undertaken, the concept approval from the Minister lapses five years from original approval date.

The Minister has received applications to modify the concept approval, but as at this date these have been withdrawn or are "on hold".

The plan appended as Attachment 2 to this report shows the current Part 3A concept approval.

Property Details

Lot 22 is currently zoned Residential 2E Tourist in the northern component, Residential 2A Low Density to the south, Environmental Protection 7B Scenic Buffer adjoining the highway and Environmental 7A Habitat & Catchment adjoining Hearnese Lake and Double Crossing Creek under the provisions of LEP 2000.

The property is in an area that has been deferred from LEP 2013 and will be rezoned under an amendment to this LEP. Environmental Planning studies that are currently being undertaken will provide information to inform the preparation of a future DCP related to the area.

It is likely at this point that the rezoning of the land will reflect the Part 3A concept approval and in fact the Department of Planning have directed Council to proceed on this basis.

There are a number of major constraints regarding the potential development of the land which can generally be classified as follows:

1. *Environmental*

Although the site has been used for grazing in recent years, there are still pockets of intact native vegetation. The site has direct frontage to Hearnese Lake which is an Intermittently Closed and Open Lake or Lagoon (ICOLL) and a number of Endangered Ecological Communities (EEC's) exist on the site. Should the land be developed in accordance with the concept approval a Conservation Area Management Plan would be required to address a range of factors.

2. *Traffic and Access*

The site under the existing approval would require access through the existing village of Sandy Beach via Ti-Tree Road, Pine Crescent and Diamond Head Drive. A traffic impact assessment report would be required to accurately assess the impacts on the local road network. Intersection safety and capacity, emergency evacuation and the loading on local streets are significant issues that have been raised previously by Council staff.

3. *Flooding and Coastal Processes*

The 100 year ARI (Average Reoccurrence Interval) flood height at the property has been generally accepted at 3.6 metres AHD which is the predicted 2100 year level, including sea level rise of 0.9 metres. The minimum floor level of 4.1 metres AHD has been set by the concept approval for residential dwellings. This level is above much of the site's existing ground level and as such significant filling of the site is required which may be costly.

The Draft Coastal Hazard Area Planning Policy that has recently been prepared also shows long term impacts to the property from future sea level rise. However, the areas approved for development within the concept plan would appear not to be impacted by the current forecast erosion and planning lines.

4. *Services*

The development of the land will require the upgrading of both trunk water and sewer facilities. The sewerage of the site has not been provided for within Council's Sewer Strategy, apart from the 35 dwelling yield defined by the Hearnese Lake and Sandy Beach DCP. Development of the site in line with the concept plan will likely require

upgrading to local pump station No 8 and construction of a new internal pump station. Advice from the City Infrastructure Services Directorate of Council suggests the existing rising main that runs to the Woolgoolga Treatment Plant may have satisfactory capacity.

In addition to the above, the development of the land will also need to address other constraints such as acid sulphate soils, habitat and fauna, noise, water management, Aboriginal cultural heritage, drainage, bushfire and the provision of reticulated services.

Sales Process

Council lodged a general EOI on 3 November 2014. This correspondence which was in the form of a letter from the General Manager was acknowledged by the Receiver and Mortgagee. Without a firm offer from the Council in regard to price and terms, it would however have been difficult for the receiver to deal with Council if other more formal offers had been received.

Accordingly, Council lodged a formal EOI on 25 November 2014, being the day prior to the EOI process closing at 3pm on 26 November 2014.

A copy of the Expression of Interest is appended to this report as Confidential Attachment 5. The EOI lodged by Council was expressly made subject to a formal resolution of Council and was based on the assessments made by Council's qualified Valuer as per the amounts shown in Confidential Attachment 4.

The current sales process is being managed by local agent First National Real Estate and Sydney based agents Knight Frank. Recent enquiries to the agents have not provided any feedback as to the success or otherwise of Council's EOI as at the date when this report was drafted.

Property Value

Council's registered and qualified Valuer has provided an opinion of the properties current market value in Confidential Attachment 4 to this report. The values provided reflect the two scenarios detailed by Council's resolution of 13 November 2014 regarding this matter.

Sustainability Assessment:

- **Environment**

There are no environmental impacts to Council in acquiring the property apart from those responsibilities that a land owner has in regard to maintenance and complying with relevant legislation.

Any environmental impacts that result from the further development of the property would be addressed via the Development Application process.

From an environmental perspective, the acquisition of land and its retention for conservation purposes would obviously be a positive environmental outcome.

- **Social**

Should Council be willing to participate in the sales process and be successful in acquiring the property it would control a large holding with options to develop the land in line with its potential or alternatively conserve larger areas of the site as a coastal reserve.

- **Civic Leadership**

Looking after the environment is a key theme in the Coffs Harbour 2030 Plan. The acquisition of this property with the intention of setting aside a large portion of the land for environmental conservation would align with various objectives of the environmental theme of the plan.

- **Economic**

Broader Economic Implications

The acquisition by Council of the property may have some minor impacts on the economy of the local area. The purchase by Council for environmental conservation purposes would restrict development of the land. If the site was purchased privately, it is likely development of the land would be pursued within the bounds of economic viability.

Delivery Program/Operational Plan Implications

The acquisition of the land is not included in current plans. Options for consideration for funding are as follows:

1. Fund from an Appropriate Reserve(s)

Appropriate reserves where funding could be sourced and their balances as at 30 June 2014 are as follows:

Reserve	Balance
Open Space Land	\$49,000
Future Fund	\$1,404,000
Business Development	\$1,259,000

The Open Space Land Fund has minimal funds available. In relation to the other reserves, up to \$2,675,000 has already been committed as matching funds to the National Stronger Regions Fund grant application for the Jetty Foreshores Project. Therefore, there are currently insufficient uncommitted funds from appropriate reserves to fund this land acquisition.

2. Fund from Propers Coffs Harbour Limited’s Environmental Trust Fund

Prosper Coffs Harbour’s Environmental Trust Fund may be considered a potential source of funding for such a land acquisition. However, no funds are currently held by the Trust.

3. Fund from New Loan Borrowing

Council could resolve to fund the land acquisition through a new loan borrowing, with repayments to be made from the proceeds of the disposal of a portion of the land and/or from recurrent general revenue. Council’s Loan Borrowing Policy requirement that the Debt Service Ratio not exceed 10% for the General Fund would still be satisfied if this borrowing occurred. However, it should be noted that this loan borrowing has not been included in the 2014/15 Operational Plan and therefore, a revised Loan Borrowing Request would need to be lodged with the Office of Local Government.

This is the only feasible funding option should Council wish to proceed with the land acquisition.

Risk Analysis:

The purchase of the land does not pose a significant risk. However, if Council was successful in purchasing the land the on-sale of any components may pose a risk related to market movement and costs in regard to subdivision and development. Also costs in relation to maintenance could also be a risk, but in the longer term these could potentially be reduced by transferring the land to the Regional Park.

Consultation:

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

Related Policy and / or Precedents:

Council has in the past acquired property for conservation purposes.

Statutory Requirements:

Council has the power to acquire property under the Local Government Act 1993, subject to a formal resolution of Council.

Issues:

The main issue for Council is whether to engage in the sales process for the property and whether the merits of acquiring the land are in the best interests of the Coffs Harbour Community, given the costs to purchase.

Council's Team Leader Biodiversity has provided the following comments:

"The Hearnes lake system and estuary is a partly closed body of brackish water which alternates between being open or closed to the ocean. These are known as Intermittently Closed and Open Lakes and Lagoons (ICOLLs). There are only about 70 of these in NSW. The estuary is an important part of the Solitary Islands Marine Park and acts as an important nursery for many fish species and crustaceans.

Sandy Shores has four mapped Endangered Ecological Communities listed under the Threatened Species Conservation Act including Subtropical Coastal Floodplain forest; Swamp Sclerophyll Forest; Coastal Saltmarsh; and Coastal Paperbark Swamp Oak Floodplain Forest. These habitats link with a subregional wildlife corridor which extends west along Double-crossing Creek to the upper sub-catchment hinterland. Some of the north west sector of Sandy Shores also has mapped High Value Arboreal Habitat important for a range of arboreal threatened species including the Squirrel glider.

*Many threatened species have been recorded from the site including several threatened migratory waders. The iconic Black-necked stork is also a regular visitor to the estuary. The site is also within 500 metres of one of the most significant NSW breeding sites for the endangered Little Tern (*Sternula albigrons*) at Willis Creek."*

Council adopted on 27 August 2009, the Draft Hearnese Lake Estuary Management Study and Plan 2009, which although at odds with the current concept approval states:

"For Hearnese Lake specifically, one of the greatest challenges for future management is maintaining the Lake's natural features whilst accommodating increased pressure for urban development. The underdeveloped, natural state of the Lake and its environs is valued very highly by the community. The scientific assessment also suggests that maintenance of the Lake's ecosystems should receive priority above development, if aiming to achieve long term sustainability of both the environment and economy of Hearnese Lake. Careful management to preserve the existing natural features, in terms of their ecological benefit as well as their aesthetic appeal, will be needed".

The Plan also went on to recommend:

"PMC-1. Acquire and preserve foreshore land.

As part of future lot redevelopment, acquire land around the Hearnese Lake foreshore that is inappropriate for development and is considered necessary to protect the lake from development impacts. This land should include, as a minimum, all lands within a 50 metre landward buffer of the RL 3.5m AHD contour (refer Section 9.4)1. The acquired land should be rezoned to environmental protection. This would require amendment to the existing Hearnese Lake Developer Contributions Plan, or a Regional Contributions Plan."

The 50 metre landward buffer to the RL 3.5 AHD contour includes almost all of the Sandy Shores site.

Depending on Council's position, the acquisition of the land in its entirety would provide Council with a number of options. The retention of Lot 22 for environmental and open space purposes would allow the on-selling of 15-17 Pine Crescent as residential dwellings as they would no longer be required for access. This would allow the recoupment of costs associated with the initial acquisition.

The land identified on Lot 22 by the existing DCP for low density residential purposes could be included as part of the environmentally protected land. Alternatively, this land could be excised from the site and sold separately as a development lot with direct access to Ti-Tree Road, subject to compliance with relevant legislation. It is envisaged that this would be a relatively simple process for Council.

Council, if it wished could also undertake a development of the DCP identified low density residential land and attempt to recoup costs via the sale of the resulting retail lots. This would obviously be a more complex and riskier process and be subject to formal development approval.

Should Council not wish to proceed with the acquisition of the property, the likely sale to a private party could result in a number of options for the land. A new owner may wish to pursue development of the land in line with the concept approval if considered viable. If achievable, this would result in additional lots being developed providing an economic boost to the locality and the provision of additional housing stock. As part of the process significant portions of the site will still be dedicated as open space in time.

Other options may also be pursued by a successful private purchaser, which may result in a lower intensity of development on the land and as such greater areas of land could be set aside for conservation purposes, subject to the development approval process.

The land could be land banked or held as a single holding in private ownership, as another possibility.

It is also possible that the property could be purchased by a number of organisations for compensatory habitat and as such achieve the outcome of setting aside the land for conservation purposes, in public ownership.

Implementation Date / Priority:

The matter can be acted upon immediately.

Recommendation:

That Council note the issues to consider regarding the potential purchase of the “Sandy Shores” property and determine whether or not to progress the matter.

If Council resolves to progress with the purchase, it is recommended:

- 1. That Council acquire the “Sandy Shores Property” defined as Lot 22 DP 1070182 and 15-17 Pine Crescent for an amount no greater than the amount contained at Point 1 within Confidential Attachment 4 to this report, or if possible, that Council acquire only Lot 22 DP 1070182 for an amount no greater than that specified at Point 3 within Confidential Attachment 4 to this report.**
- 2. That the General Manager be delegated authority to acquire the property on behalf of Council and execute the Contract for Sale.**
- 3. That any necessary documents required for the acquisition of the property be executed under the Common Seal of Council.**
- 4. That the property be classified as Operational land under the Local Government Act 1993 (as amended).**
- 5. That a further report be brought back to Council regarding the options for the land.**
- 6. That approval be given for Council to obtain the required funds for acquisition by a new loan borrowing.**

Attachment 1



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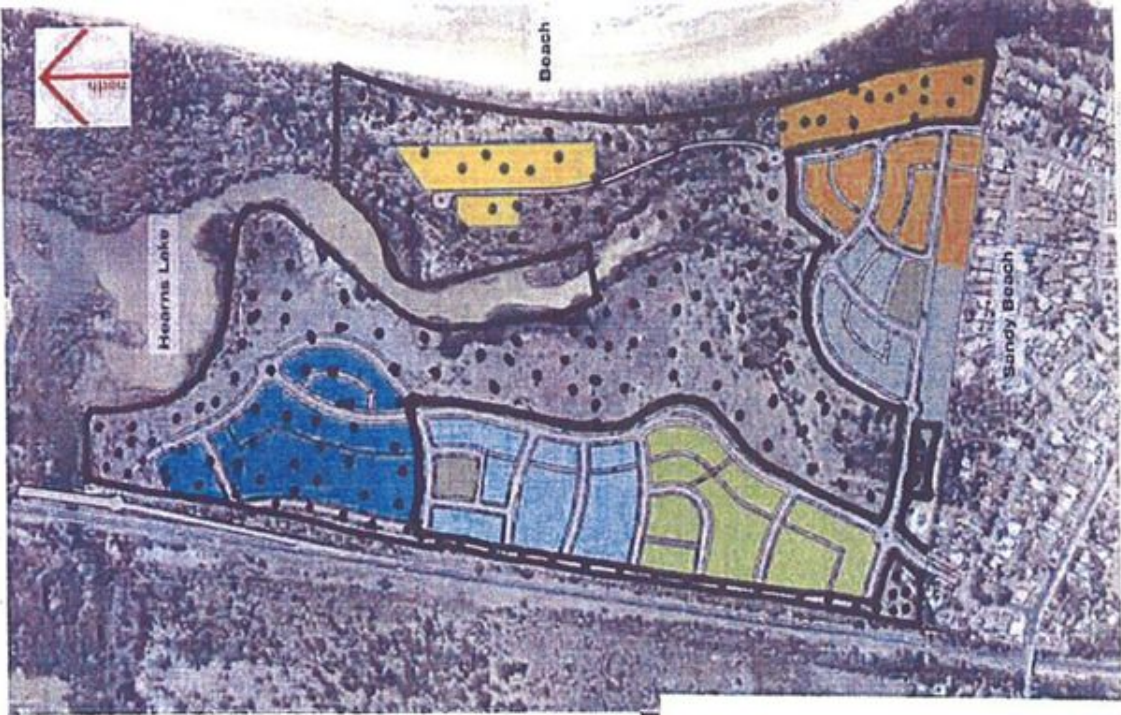
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Projected Coordinate System - GDA 1984 MGA Zone 5

Attachment 2

Project Description



To coordinate the establishment of landscape and planning to the public domain (parks, open space and streets) with progressive

STAGING

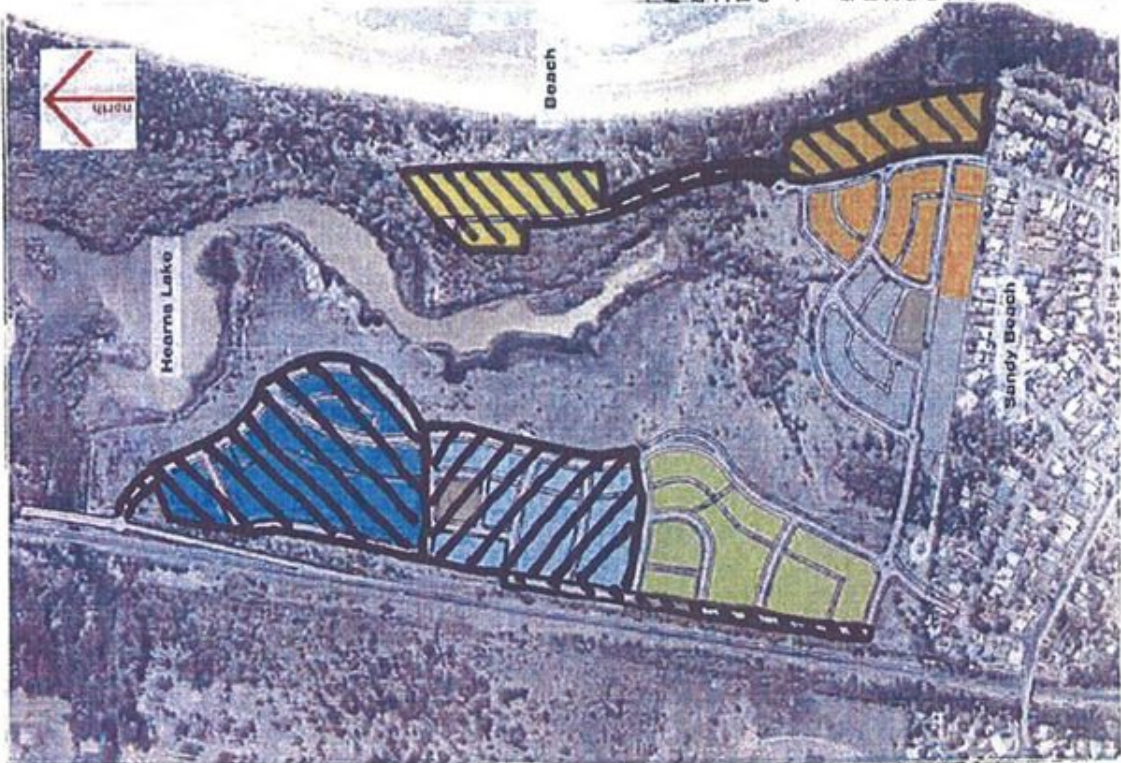
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- Stage 2 - [Yellow square]
- Stage 3 - [Light Blue square]
- Stage 4 - [Light Green square]
- Stage 5 - [Medium Blue square]
- Stage 6 - [Dark Blue square]

[Diagonal hatching symbol] AREAS OF THE DEVELOPMENT THAT ARE NOT APPROVED (B1)

[Dotted pattern symbol] AREAS OF THE SITE TO BE ADDED TO THE CONSERVATION AREA (B1) AND MANAGED IN ACCORDANCE WITH A CONSERVATION AREA MANAGEMENT PLAN (B7)

[Diagonal hatching symbol] STAGE 5 IS APPROVED SUBJECT TO THE PROVISION OF AN APPROPRIATE OFFSET AREA (B3)

Sandy Beach North



Attachment 3



CONTRACT NO. RFT-680-TO: SUPPLY OF ONE (1) TRAILER TRI AXLE LOW LOADER

Purpose:

Reporting to Council the result of going to tender for the supply of a replacement for Council's tri axle low loader and to gain Council approval to accept a tender.

Description of Item:

The low loader is required to operate in the Coffs Harbour City Council area for the transportation of Council's and contractor's plant and equipment. This type of low loader has become a standard plant item for Council's construction and maintenance programs. The low loader will be administered through Council's Plant Fund, operated and maintained in accordance with general plant procedures.

Tenders for the tri axle low loader were called following adoption of the 2014/2015 Plant Replacement Program and closed 9th September 2014.

Three tenders were received from the following:

1. Brentwood Trailers (Aust.) Pty. Ltd.
2. TRT (Aust.) Pty. Ltd.
3. Drake Trailers Pty. Ltd.

Sustainability Assessment:

Sustainability issues have been considered in the specification and tender assessment, as follows

- **Environment**

The low loader is towed by Council owned and operated trucks. These vehicles meet and exceed the Australian Standards for emissions and environmental requirements. The trailer has minimal impact on the environment except for the use of consumables, such as tyres. The axle configuration should not produce excessive tyre wear than any other tri-axle trailer.

- **Social**

A review was undertaken to determine the requirement for the low loader in the Council fleet. The outcome was that a Council owned machine would provide a higher level of service to the community at a reduced cost to the programs it supports.

The review of tenders included field performance testing to assess,

- The tendered unit's ability to carry out designated works.
- Operator safety
- The operators' ability to operate the tendered machine to its full potential.

- **Civic Leadership**

The purchase and operation of a Low Loader is consistent in achieving the following strategies from the communities 2030 Strategic Plan.

- LC 1.3 Promote a safe community
- LE 3.5 Develop and improve infrastructure to provide appropriate access to environmental experiences
- MA 1.2 Improve the effectiveness of the existing transport system
- MA 2.1 Ensure adequate maintenance and renewal of roads, footpaths and cycleways.

- **Economic**

Broader Economic Implications

The following is considered when replacing or purchasing plant.

- The operational necessity of the plant item.
- It must be cost effective to own and operate the plant rather than externally hire.
- Projected asset resale value.
- Forecast repair and maintenance costs.

Delivery Program/Operational Plan Implications

Funds for the purchase have been allocated in the 2014/15 Plant Fund budget.

Risk Analysis:

When considering the Enterprise Risk Rating Levels the following considerations are applicable:

Financial: The external market capacity to provide a suitable low loader to Council when required is limited in Coffs Harbour. Analysis shows that it is more cost effective to own and operate a low loader than to employ an external provider.

Reputational: By Council owning and operating a low loader it is able to respond to emergency situations and meet its routine maintenance and construction activities without delay caused by a trailer being unavailable.

Environmental: The operation of a trailer has a very low impact on the environment.

Consultation:

The Tender evaluation has included consultation with Council's Construction and maintenance operations, plant operators, workshop.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council policy. Council's Tender Value Selection System was applied during the tender review process to determine the most advantageous offer.

Statutory Requirements:

The calling, receiving, opening and reviewing of tenders was carried out in accordance with the Local Government (General) Regulations 2005.

Issues:

The Tender Value Selection System was applied to all tenders. The assessment details are contained in the attached confidential supplement.

The highest ranked machine was subject to field evaluation. Council's representatives carried out operational, mechanical and WHS evaluations and submitted test reports.

The recommended supplier of the new unit has nominated local companies to undertake any warranty and service work if required.

The disposal of Council's current low loader will be via public auction as soon as possible after the tendered unit is delivered.

Implementation Date / Priority:

The lead time for the supply of the Low Loader is 18 weeks. If Council resolves to award the contract delivery of the low loader is expected late June 2015

Recommendation:

That Council consider tenders received for the supply of one (1) Tri Axle Low Loader Contract No. RFT-680-TO and move the motion as detailed in the confidential attachment.

TENDER RFT-674-TO: SUPPLY OF ONE TRUCK WITH MOBILE ELEVATING WORK PLATFORM

Purpose:

To report to Council the outcome of going to tender for the supply of a replacement Elevating Work Platform (EWP) and to gain Council approval to accept a tender.

Description of Item:

The Elevating Work Platform is used in Council's operational areas for maintenance of the Coffs Harbour City Council parks, reserves and road network. The EWP has become a necessary tool to maintain and manage the vegetation on Council owned or controlled lands. As with other major plant items it will be administered through Council's Plant Fund, operated and maintained in accordance with general plant procedures.

Tenders for the EWP were called and closed 9 September 2014 following adoption of the 2014/2015 Plant Replacement Program.

Tenderers were required to provide the following two options:

- (a) Supply with trade of Council's existing Mobile Elevating Work Platform.
- (b) Supply without trade.

Five tenders were received from the following:

1. Australian Crane and Machinery Pty Ltd.
2. K&J Trucks Coffs Harbour Pty Ltd.
3. GMJ Equipment Pty Ltd.
4. Midcoast Trucks.
5. Aerial Access Australia Pty Ltd.

Sustainability Assessment:

Sustainability issues have been considered in the specification and tender assessment as follows:

- **Environment**
 - Emission standards are in accordance with Australian standards. 'ADR 80 03'.
 - Service frequency and the reduction of waste products on oil and filters.
 - The percentage of bio fuel that the machines can operate on so as to reduce Council's reliance on fossil fuels.
 - Noise Levels

- **Social**

A review was undertaken to determine the requirement for the EWP in the Council fleet. The outcome was that a Council owned machine would provide a higher level of service to the community at a reduced cost to the programs it supports.

The review of tenders included field performance testing to assess,

- The tendered unit's ability to carry out designated works.
- Ergonomics.
- Operator safety
- The operators' ability to operate the tendered machine to its full potential.

- **Civic Leadership**

The purchase and operation of a EWP is consistent in achieving the following strategies from the communities 2030 Strategic Plan.

- LC 1.3 Promote a safe community
- LE 3.5 Develop and improve infrastructure to provide appropriate access to environmental experiences
- MA 2.1 Ensure adequate maintenance and renewal of roads, footpaths and cycleways
- PL 2.1 Ensure adequate maintenance of open spaces within the LGP to provide "user friendliness"

- **Economic**

Broader Economic Implications

The following is considered when replacing or purchasing plant:

- The operational necessity of the plant item
- It must be cost effective to own and operate the plant rather than externally hire
- Projected asset resale value
- Forecast repair and maintenance costs

Delivery Program/Operational Plan Implications

Funds for the purchase have been allocated in the 2014/15 Plant Fund budget

Risk Analysis:

When considering the Enterprise Risk Rating Levels the following considerations are applicable:

Financial: The market capacity to provide a EWP to Council when required is limited in Coffs Harbour. Analysis shows that it is more cost effective to own and operate an EWP than to employ an external provider.

Reputational: By Council owning and operating an EWP it has proven its value in natural disaster situations apart from enabling a timely response and resource for general tree maintenance activities.

Environmental: The maintenance of Council's natural assets, trees, is an important part of Council's responsibility towards the natural environment.

Consultation:

The Tender evaluation has included consultation with Council's Tree Services, plant operators, WHS officer, workshop and operational staff.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council policy. Council's Tender Value Selection System was applied during the tender review process to determine the most advantageous offer.

Statutory Requirements:

The calling, receiving, opening and reviewing of tenders was carried out in accordance with the Local Government (General) Regulations 2005.

Issues:

The Tender Value Selection System was applied to all tenders. The assessment details are contained in the attached confidential supplement.

The highest ranked machine is of similar design to Council's current machine. For this reason the field evaluation was limited to Council's current machine with an emphasis on the areas that have been upgraded with the changes in legislation.

During the assessment it was found that the submission from Aerial Access Australia Pty Ltd was deemed non-conforming by the assessment team for the following reasons.

- The Submission did not provide pricing details for (option A) "the Supply with trade of Council's existing Mobile Elevating Work Platform".
- The proposed machine did not meet the minimum safe working load requirements as specified in the tender.

The recommended supplier of the new unit has nominated a local company to undertake any warranty and service work required.

Implementation Date / Priority:

The lead time for the supply of the EWP is 12 weeks. If Council resolves to award the contract delivery of the EWP is expected late March 2015

Recommendation:

That Council considers tenders received for the supply of One Truck with Mobile Elevating Work Platform Contract No. RFT-674-TO and move the motion as detailed in the confidential attachment.

ATTRACTING AN A LEAGUE FOOTBALL MATCH TO C.EX STADIUM

Purpose:

Councillor Sultana requests a full financial and logistical report on Council's attempts to attract an A League Football match to C.ex stadium. There are many in the Coffs Harbour football fraternity who feel that they have been neglected as the region has attracted first class Rugby League, AFL and Rugby Union fixtures but no Football to date. Obviously a competitive match is preferred but I'm sure supporters of the game here on the Coffs Coast would support and appreciate a pre-season friendly match.

Rationale:

It is worthy of note that Council resolved not to withdraw \$100,000 of the sport budget at a previous meeting on the proviso that a football match was attracted to the region. Council also resolved that if this did not go ahead that the funds would be contributed to reducing Council's growing deficit.

Staff Comment:

The Sports Unit continue to work with all codes on attracting national level spectator events. Working with the FFA and A League continues. However, to date, the negotiations have stalled due to the high costs required to secure an A League event, particularly when in comparison to other events of a similar nature. The overall budget and ensuring the maximum economic impact for the city is always considered when pursuing event opportunities.

The negotiations for an A League match included:

- Initial contact by Sports Unit
- A number of telephone calls
- A number of emails
- An initial proposal
- Further negotiation
- Consideration of various factors
- Decision.

This process is quite extensive, and undertaken by at least two Sports Unit staff including the Manager. This then results in a decision being made based on the considerations noted above.

Football is the most represented sport at C.ex Coffs International Stadium. A number of football events are hosted at the venue, at many levels, including the FFA National Youth Championships (twice per year), the Northern NSW Football State Cup and many other state and regional events. The Stadium was also included in the bid book for the AFC Asian Cup pre competition hosting camps. Previously, the Matildas have also played at the venue.

With regards to withdrawal of the \$100,000 from the Sports Unit budget, during the debate and contained in the report, there were options specific to particular events and budgets, however, there was no resolution that referred to this specifically, the actual wording being:

1. *Adopt the reviewed Coffs Harbour 2030 Community Strategic Plan, 2013/2017 Delivery Program, 2013/2014 Operational Plan, Program Budgets 2013/2017, 2013/2014 Fees and Charges; and reviewed Resourcing Strategy attached to this report.*
2. *Note that the adopted 2013/2014 Budget is based on a projected deficit of \$426,307 with an undertaking by Council to work towards delivering a balanced result by the end of the period.*
3. *Note that the documents are adopted with two budget scenarios in place (one including the CBD Special Rate and one without) and that, following IPART's determination of the special variation application, Council meet as soon as practicable to rescind the redundant scenario.*
4. *Develop, in consultation with the community, a sustainable funding strategy to facilitate the delivery of balanced budgets over a four-year period commencing in 2014/2015, as set out in the Resourcing Strategy.*
5. *Respond to all who made community submissions, advising them of the outcome of their requests and thanking them for their input.*

However in April 2012, Council considered a report regarding allocation of funding for events such as this. The outcome being there is a budget allocation for each year for negotiations for these sorts of events. As has been advised previously, an A League game will continue to be pursued, as opportunities present themselves.

CORAMBA DOG SHOW

Purpose:

Councillor Townley would like to ask the following questions with regards to the Coramba Dog Show, January 2015.

Last year, a DA was approved for a dog show at the Coramba Sport and Recreation Grounds in January 2014. It is proposed to run a similar event over several days in January 2015. Community concern about the impact of the dog show and the legal context of granting consent to large numbers of dogs and campers in an area which Council ostensibly prohibits dogs and camping has prompted the seeking of clarification via Questions on Notice.

1. Did Council staff make any inspection during or after the 2014 dog show event?
2. Were any data collected on visitor numbers, dog numbers, dog control, food vendor vans and compliance, toilet and water facilities, use of electricity, litter and incursion into the adjacent Coramba Nature Reserve? Can these be described?
3. Since there appears not to be a Plan of Management, was the DA approved by granting a temporary licence under Section 108 of the Crown Lands Act and Crown Lands Regulation 2006 Sec. 31 (1) - Temporary Licences?
4. Approximately how many times a year is such a licence granted in CH LGA? Did this occur for temporary campers at the Jetty or other areas?
5. Council, as manager, has clearly stipulated and indicated by signage that dogs are not permitted on the reserve, neither is overnight camping. What is the reasoning to allow hundreds of dogs and people to camp overnight for multiple nights? By what authority does Council currently ban dogs and camping?
6. Is it the case that Council has identified that a dog show falls under the category of a sporting event and therefore, in the absence of a PoM, that a dog show is consistent with the original reservation purpose, ie for sports?
7. Did Council seek a legal opinion as to whether a dog show constitutes a sporting event?
8. Did Council seek an opinion from Crown Lands as to whether a dog show is considered a sporting event?
9. What steps, if any, has Council taken towards preparing or assisting with preparation of a PoM? Since the resolution of Council 16 October 2003 recommended to save CHCC ratepayers the cost of preparing a POM that "the Department. of Crown Lands, be responsible for the preparation of a POM for the reserve", what further steps have been taken?
10. Do Council staff consider that a PoM should ideally be consistent with the management principles of the adjoining land, Coramba NR, which is an Endangered Ecological Community and the largest remaining example of lowland floodplain rainforest in our LGA?
11. Was any environmental study or REF carried out for this event last year?
12. Will any REF be conducted this year and will this incorporate information gathered from last year's event?
13. What level of consultation was undertaken or is planned with neighbouring landholders, OEH, ALC?

14. Does Council have the sole legal authority to grant consent to the OVPA who has sought the reserve trust's consent to host the event? Was Ministerial or Departmental approval required?
15. On what date was Ministerial approval given for Council to be appointed Corporate Manager of the Reserve?

Staff Comments:

Questions on notice regarding proposed dog show at Coramba in January 2015:

1. Did Council staff make any inspection during or after the 2014 dog show event?

Yes (refer point 2).

2. Were any data collected on visitor numbers, dog numbers, dog control, food vendor vans and compliance, toilet and water facilities, use of electricity, litter and incursion into the adjacent Coramba Nature Reserve? Can these be described?

No data was collected as the event was hosted and managed by the licensee.

However, in terms of description, Councils Property Manager inspected the site on Sunday 26 January 2014 to gauge, first hand, the extent of the event and to verify that the general controls and conditions imposed as a condition of consent to the Licensee were being applied. The inspection was not pre-arranged and revealed an orderly, well managed and contained event. There were no issues identified during the inspection that warranted further action.

3. Since there appears not to be a Plan of Management, was the DA approved by granting a temporary licence under Section 108 of the Crown Lands Act and Crown Lands Regulation 2006 Sec. 31 (1) - Temporary Licences ?

No. The Dog Show organisers were not issued a temporary licence. The licensee entered into a hire agreement with the Dog Show organisers for the use of the grounds to conduct the event.

4. Approximately how many times a year is such a licence granted in CH LGA? Did this occur for temporary campers at the Jetty or other areas?

Refer to point 3.

5. Council, as manager, has clearly stipulated and indicated by signage that dogs are not permitted on the reserve, neither is overnight camping. What is the reasoning to allow hundreds of dogs and people to camp overnight for multiple nights? By what authority does Council currently ban dogs and camping?

The Crown Land (General Reserves By-Laws) 2006 extends authority to the Reserve Trust Manager to prohibit and permit activities on a reserve.

For Coramba Reserve the Trust, through Council, has applied the general prohibitions usually applied to a sports ground (consistent with the CHCC Sports Ground Plan of Management).

From an operational perspective a distinction is made between:

- **a general prohibition, ie uncontrolled and unsupervised use of the Reserve for specific purposes, and**
- **express consent to conduct a controlled activity.**

The Crown Land (General Reserves By-Laws) 2006 provides that activity undertaken with the express consent of the Reserve Trust is not a contravention of general prohibitions provided such consent is not consent to the doing of anything in the reserve which is otherwise prohibited by the Act or any other law (other than this By-law).

6. Is it the case that Council has identified that a dog show falls under the category of a sporting event and therefore, in the absence of a PoM, that a dog show is consistent with the original reservation purpose, ie for sports?

The Gazetted purpose of the Reserve is "Public recreation and the preservation of Native flora".

The temporary licence agreement provides that the "The Licensee shall have the use all of the area described as Lot 7302 DP 1143748 ...for the primary purpose of managing the Reserve grounds for the use as a sporting field and for ancillary use consistent with the gazetted purpose of the Reserve.

Holding a dog show event on the grounds was not and is not considered inconsistent to the permitted use under the licence nor the gazetted purpose of the Reserve.

7. Did Council seek a legal opinion as to whether a dog show constitutes a sporting event?

No.

8. Did Council, seek an opinion from Crown Lands as to whether a dog show is considered a sporting event?

No as to reference to a 'sporting event', however staff sought advice from Department of Lands Grafton on whether the use of the Reserve in hosting a Dog Show event of the type described was not inconsistent with the Gazetted purpose of the Reserve. Crown Lands' staff advised that it was not considered inconsistent but that it is a matter for the Reserve Trust to decide.

9. What steps, if any, has Council taken towards preparing or assisting with preparation of a PoM? Since the resolution of Council 16th October 2003 recommended to save CHCC ratepayers the cost of preparing a POM that "the Dept. of Crown Lands, be responsible for the preparation of a POM for the reserve", what further steps have been taken?

It appears that the offer by Crown Lands in the early 2000's to prepare a PoM was retracted. In any event Council as Reserve Trust Manager does not have the authority to direct Crown Lands to prepare a PoM for a Reserve to which it has been appointed Trust Manager.

Staff have had protracted dealings with Lands over the issue of consent from the Minister to prepare a Plan of Management pursuant to section 112(2) of the CLA. Crown Lands advised in October 2013 that it would withhold Ministers consent and direction to prepare a PoM pursuant to section 112(2) of the Act. The rationale provide was that the reserve was not considered to be significant enough to warrant Ministerial intervention and that a locally produced Management Plan would serve the same purpose.

Staff have since prepared a preliminary draft of the Coramba Recreation Reserve Management Plan.

It is anticipated that the draft will be submitted to Council early in the New Year and then advertised for public comment before final endorsement by Council in its capacity as the Reserve Trust Manager

10. Do Council staff consider that a PoM should ideally be consistent with the management principles of the adjoining land, Coramba NR, which is an Endangered Ecological Community and the largest remaining example of lowland floodplain rainforest in our LGA?

Yes. The draft Plan is consistent with the management principles and objectives of the Coramba NR PoM. The Coramba NR PoM is specifically referenced in the draft plan and includes proposed actions to protect the values of the Coramba NR.

11. Was any environmental study or REF carried out for this event last year?

No.

12. Will any REF be conducted this year and will this incorporate information gathered from last year's event?

No.

13. What level of consultation was undertaken or is planned with neighbouring landholders, OEH, ALC?

The Licensee was directed by Council staff to write to land owners adjoining the reserve and provide details of the event which was held in January 2014. This was duly completed. Council received two objections to the proposed event and responses were issued to each. A copy of one such response is attached hereto for reference.

Staff referred the proposed dog show in January 2014 to the NP&WS Rangers who advised that the proposal "does not impact on the Nature Reserve however it would be good to reinforce the message that no dogs are allowed in Coramba Nature Reserve". The recommendation was actioned and included in numerous communications issued by the Licensee to the hirer and participants.

14. Does Council have the sole legal authority to grant consent to the OVPA who has sought the reserve trust's consent to host the event? Was Ministerial or Departmental approval required?

No as to having the sole legal authority.

Council as Reserve Trust Manager is authorised to issue temporary licences under section 108 of the Crown Lands Act.

A temporary licence does not need the Ministers consent. Crown lands staff do not refer the issue of temporary licence to the Minister.

15. On what date was Ministerial approval given for Council to be appointed Corporate Manager of the Reserve?

2 April 2004.

Refer to answer 13 - copy of response to objecting landowner:

Dear

Correspondence regarding Camping on Reserves Owned or Controlled by Council

Thank you for your correspondence of December 2013 detailing your concerns about the above matter. The General Manager has requested that I provide a response.

I note from your correspondence that you object to the proposed hosting of a dog show event at the Coramba Recreation Reserve. More specifically you are concerned that the event may include some of the participants camping on the Reserve for the duration of the event and that this action may adversely impact on the adjoining Nature Reserve. I understand further that you are aggrieved that there has not been a formal consultation process regarding the event.

I confirm my telephone advice being that the proposed event is not inconsistent with the Gazetted purpose of the Reserve, nor is the proposed event inconsistent with the permitted use under the Temporary Licence Agreement issued to OVPA pursuant to Section 108 of the Crown Lands Act for the day to day management and use of the Reserve. Further, the proposed event does not require formal development approval under the Environmental Planning & Assessment Act.

Representatives for the Kennel Association have advised that it is their expectation that there will be 300 - 400 entries (dogs). The organisers further advise that historically this generally equates to 200-250 participants, approximately half of which would seek to camp on site.

It is Crown Land's policy that all camping areas on Crown land used for public tourist accommodation are approved. Such approval is issued pursuant to Section 68 – Local Government Act 1993 in compliance with the relevant provisions of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005. A distinction is drawn however between recreational camping on an informal basis outside of events and camping associated with formal organised events on the Reserve. As you are aware Council, as the Reserve Trust Manager, has taken steps to preclude informal camping on the Reserve for tourist accommodation until such time as this activity has the endorsement of an adopted Plan of Management and the due consent issued by the Coffs Harbour City Council. General prohibition signs have been erected at the entry to the Reserve for this purpose.

In this instance the request from OVPA is not for general and informal tourist accommodation, but for event specific camping. Subject to compliance with consent conditions Council does not oppose this use of the Reserve.

Your concerns regarding the protection of the adjoining Nature Reserve are noted. Council is equally concerned to ensure that appropriate controls are established on the Crown Reserve to ensure that any adverse impact on the Nature Reserve is mitigated. To this end Council has endorsed in principal OVPA's hosting of the event subject to a range of controls including, but not limited to ensuring that:

- No animals are allowed to range untethered on the Crown Reserve and that no animals are permitted access to the Flora Reserve whether tethered or otherwise.
- Appropriate and adequate amenities are in place to accommodate the expected camper load and event participation.
- Appropriate and adequate arrangements are in place for the management and disposal of all refuse and waste.

- The use of the Reserve infrastructure (including power and water outlets) are not overburdened.
- Noise is appropriately controlled and that adequate and appropriate curfews are imposed.
- Appropriate emergency fire/flood control measures are in place.

Council staff have contacted the representative from NP&WS regarding the proposed event and have been advised that provided appropriate controls such as listed above, are in place to ensure that dogs do not access the Reserve, tethered or otherwise, the NP&WS have no objection to the event.

Given the historical use of the Reserve and its proximity to the Nature Reserve, it is important that a Plan of Management be prepared, considered and adopted, and which amongst other things, establishes clear development and control guidelines for the future management and use of the Reserve.

Regrettably the Minister for Lands has not provided consent to the preparations of a draft Plan of Management pursuant to the Crown Lands Act. Notwithstanding this staff are continuing in their efforts to draft a Management Plan for endorsement by the Reserve Trust. It is proposed that subject to the Reserve Trust endorsement of the plan, the draft will be advertised for public comment.

I trust this satisfies your concerns and invite you to contact me directly should you have further queries.