



# Coffs Harbour City Council

17 July 2015

## ORDINARY MEETING

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

**THURSDAY, 23 JULY 2015**

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 – 9 July 2015
9. Confirmation of Minutes of Extraordinary Meeting – 14 July 2015
10. Notices of Motion
11. General Manager's Reports
12. Consideration of Officers' Reports
13. Requests for Leave of Absence
14. Matters of an Urgent Nature
15. Questions On Notice
16. Consideration of Trusts' Reports
17. Consideration of Confidential Items (if any)
18. 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**  
**23 JULY 2015**

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**SUSTAINABLE INFRASTRUCTURE DEPARTMENT REPORTS**

SI15/32    HANDOVER OF BYPASSED SECTIONS OF PACIFIC HIGHWAY (SOLITARY ISLANDS WAY)

SI15/33    RESERVE NAMING AND MEMORIAL POLICY

**SUSTAINABLE COMMUNITIES DEPARTMENT REPORTS**

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**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**9 JULY 2015**

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## COFFS HARBOUR CITY COUNCIL

### ORDINARY MEETING

9 JULY 2015

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

**Staff:** General Manager, Director Business Services, Director Sustainable Infrastructure, Director Sustainable Communities and Executive Assistant.

The meeting commenced at 5:00pm with the Mayor, Cr D Knight 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.

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#### DISCLOSURE OF INTEREST

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

<b>Councillor</b>	<b>Item</b>	<b>Type of Interest</b>
Cr Innes	SI15/31 – City Centre Masterplan Annual Report 2013/14	Non Pecuniary – Significant Conflict as his wife owns a business that competes with three businesses in the CBD.
Cr Palmer	SI15/31 – City Centre Masterplan Annual Report 2013/14	Non Pecuniary – Less than Significant Conflict as his wife operates a retail outlet in the CBD.

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**APOLOGY**

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No apologies.

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**PUBLIC ADDRESS**

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No Public Address.

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**CONFIRMATION OF MINUTES**

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- 145** **RESOLVED** (Palmer/Degens) that the minutes of the Ordinary meeting held on 25 June 2015 be confirmed as a true and correct record of proceedings.

**NOTICES OF MOTION**

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**NOM15/11 GARAGE SALE TRAIL MEMBERSHIP**

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- 146** **RESOLVED** (Degens/Sultana) that:
1. Council consider membership of the Garage Sale Trail Project currently being taken up by an ever growing number of councils across Australia.
  2. A report be brought back to Council detailing the costs and benefits of membership of the program for the community of Coffs Harbour together with other existing alternatives such as Brunswick Heads event etc.
  3. An invitation be extended to the organisers of the program to form part of the briefing to Council.

## **BUSINESS SERVICES DEPARTMENT REPORTS**

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### **BS15/34 DEVELOPMENT CONTRIBUTIONS PLANS REVIEW SECONDARY DWELLINGS**

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#### **Executive Summary**

The purpose of the report is to present amended Draft Section 94 Developer Contributions Plans and Draft Section 64 Development Servicing Plans 2015 to Council for consideration as a result of the Council resolution on 25 June 2015 (BS15/33) Removal of Developer Contributions for Secondary Dwellings. The 13 attached plans have been updated to include the waiver of Section 64 contributions and charge the LGA wide minimum Section 94 contributions for the construction of Secondary Dwellings 60 square metres or less only. This policy is to be for a trial period of 2 years from 1 July 2015 with a report to be brought back to Council at this time. This report recommends that the Plans be placed on public exhibition for a period of 30 days.

- 147** **RESOLVED** (Arkan/Sultana) that the following Draft Section 94 Developer Contributions Plans and Draft Section 64 Development Servicing Plans be placed on public exhibition for a period of 30 days and invite submissions.

1. Coffs Harbour Open Space 2015
2. Hearnese Lake / Sandy Beach Release Area 2015
3. Korora Rural Residential Release Area 2015
4. Moonee Release Area 2015
5. North Coffs Release Area 2015
6. North Boambee Valley (East) Release Area 2015
7. North Bonville 2015
8. Park Beach Area 2015
9. South Coffs 2015
10. West Coffs Harbour 2015
11. West Woolgoolga 2015
12. Water Supply Development Servicing Plan 2015
13. Wastewater Development Servicing Plan 2015.

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**BS15/35 FUTURE AIRPORT GOVERNANCE OPTIONS - PHASE 1 SCOPING STUDY**

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**Executive Summary**

Management options for CHRA have previously been reviewed, the last being in May 2013 with a comparative assessment of various models. Three models were compared being a Council Business Unit Model, a Management Contract Model and a Private Sector Concession Model (or Public Private Partnership). Although the report did not clearly recommend an option, the Private Sector Concession Model scored highest in the evaluation.

Council has to date pursued a mixed model with a Management Contract for the Airport Manager and the operations undertaken through a Council business unit.

Over recent months Council has received a number of briefings exploring a possible long term lease of the airport assets. To further this concept the first phase is to undertake a Scoping Study. The Scoping Study will provide the detailed information on CHRA's assets, operations, financial projections and valuations. This information will not only provide the basis for assessing a long term lease option, but also provide the basis to assess other governance options.

Issues that require addressing in relation to the airport include:

- Capital investment and growth;
- Long term management;
- Economic growth; and
- Level of ongoing risk.

Exploring the long term governance options, including leasing, provides an evidence-based approach to assessing the best option moving forward. This can progress through a Phase 1 Scoping Study undertaken by a consultant selected through a competitive tender process.

This approach is recommended as it provides Council with the opportunity to explore the opportunities that may exist in the market to deliver Council a superior economic return from the airport business, removing capital investment requirements and reducing ongoing risk.

Also this option allows Council to stop the process at any time. The next step for Council will be to examine the response to Council's call for tenders for the Scoping Study.

**BS15/35 Future Airport Governance Options - Phase 1 Scoping Study...(Cont'd)**

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- 148** **RESOLVED** (Rhoades/Arkan) that Council take no action at this stage on BS15/35 Future Airport Governance Options – Phase 1 Scoping Study.
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**AMENDMENT**

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**MOVED** (Degens) that Council take no action at this stage on BS15/35 Future Airport Governance Options until a further briefing be given to Council and this matter returned at the earliest opportunity.

The **AMENDMENT** lapsed in the absence of a seconder.

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



## SUSTAINABLE COMMUNITIES DEPARTMENT REPORTS

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### SC15/26 NATIONAL STRONGER REGIONS FUND ROUND 2

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#### Executive Summary

The objective of this report is to seek Council's endorsement of two projects to be submitted to the National Stronger Regions Fund (NSRF) Round 2 process, consisting of a large scale project (greater than \$1 million) and a small scale project (less than \$1 million). If successful, Council will need to commit to matching grant funds in cash on a dollar for dollar basis, for each project.

The NSRF is a program to promote economic development in Australia's regions. The Federal Government is providing \$1 billion over five years, commencing in 2015-16, to fund priority infrastructure in local communities. Round 2 allows applicants to lodge two grant applications, for grants of between \$20,000 and \$10 million. For Round 2, \$25 million will be quarantined for small scale projects seeking funding of \$1 million or less.

Applications for the NSRF Round 2 opened on 15 May 2015 and close on 31 July 2015. Announcement of successful Round 2 projects is expected in December 2015.

**149 RESOLVED** (Arkan/Innes):

1. That Council submit two proposals to the National Stronger Regions Fund Round 2, being:
  - 1.1 Proposal 1 for a Recreation and Market Hub, being Stages 2, 3 and 4 of the Jetty4Shores project, at a total project cost of \$5,350,000 (2013 estimate).
  - 1.2 Proposal 2 for a Coffs Coast Sport and Leisure Park Major Events and Public Transport Infrastructure Project at a total project cost of \$500,000 (2014 estimate).
2. That Council seek to update estimated project costs via an independent Quantity Surveyor prior to lodgement of the applications, to ensure that estimates are current.
3. That Council note that, if successful, the grant funds for each proposal would need to be matched in cash on a dollar for dollar basis, to be allocated from internal reserves.

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**SC15/27 PLANNING PROPOSAL PP\_2015\_COFFS\_001\_00 FOR ISLES INDUSTRIAL ESTATE, COFFS HARBOUR**

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**Executive Summary**

The objective of this report is to provide Council with a review of submissions received during the exhibition period for Planning Proposal (PP) PP\_2015\_Coffs\_001\_00, being a planning proposal to rezone lands within the Isles Industrial Estate from B5 Business Development to IN1 General Industrial. This report recommends progressing the PP in accordance with the delegation of plan making powers under the Environmental Planning and Assessment (EP&A) Act 1979.

The report recommends that Council endorse the final PP (refer to maps, Attachment 1) to rezone part of the subject land from a B5 Business Development zone to an IN1 General Industrial Zone under Coffs Harbour Local Environmental Plan (LEP) 2013.

Council and the community will benefit from the PP as it will:

- 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.

**150 RESOLVED** (Arkan/Sultana):

1. That Council endorses Planning Proposal PP\_2015\_Coffs\_001\_00 - Review of B5 Zoning Isles Industrial Estate (Attachment 1 - maps).
2. That Council delegates to the General Manager the authority issued by the NSW Department of Planning and Environment to exercise the functions of the Minister under Section 59 of the Environmental Planning and Assessment Act 1979 for the purposes of finalising this Planning Proposal.
3. That Council continues to consult with the NSW Department of Planning and Environment on the terms of the amendment to Coffs Harbour Local Environmental Plan 2013, to ensure its consistency with the objectives, outcomes and provisions of the Planning Proposal.
4. That the landowners and where relevant, their consultant/s, be informed of Council's decision.

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

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**SC15/28 COMPLIANCE RESPONSE FRAMEWORK**

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**Executive Summary**

At its meeting of 23 April 2015, Council considered a report in respect to the proposed implementation of a Compliance Response Framework (CRF) and resolved as follows:

- 1. That Council endorses release of the Draft Compliance Response Framework for public exhibition and invite submissions for a period of 28 days;*
- 2. That a report be brought back to Council on the Draft Compliance Response Framework following public exhibition.*

The CRF was placed on public exhibition for the period from 6 May 2015 through to 3 June 2015 in accordance with the above resolution. Submissions to the framework were open and accepted up to the 17 June 2015. No submissions were received.

The CRF seeks to provide the community with clear information as to how Council will respond toward a range of customer request matters and the response times that will be applied accordingly. The CRF will apply a risk based assessment and response approach to customer requests with the primary focus being applied to the matters that will benefit the broader public interest.

This report seeks Council's adoption of CRF with the CRF to be appended to Council's existing Enforcement Policy.

- 151 RESOLVED** (Sultana/Palmer) that Council adopt the attached Compliance Response Framework as an appendix to Council's Enforcement Policy.

## SUSTAINABLE INFRASTRUCTURE DEPARTMENT REPORTS

Cr Innes left the meeting, the time being 5:52pm.

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### SI15/31 CITY CENTRE MASTERPLAN COMMITTEE ANNUAL REPORT 2013/14

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#### Executive Summary

The City Centre Masterplan Committee is a Section 355 committee and was established with key responsibilities of implementing the objectives and strategies of the Coffs Harbour City Centre Masterplan, recommending annual works programs and budget priorities for expenditure of funds raised through the City Centre Special Rate Variation (SRV) and liaising with key stakeholders including Council, community, property owners and business in the City Centre.

Attachment - *City Centre Masterplan Update June 2014* is submitted to Council, outlining the Committee's expenditure and activities for 2013/14, its Terms of Reference prior to June 22, and planned activities for 2014/15.

City Centre Masterplan Committee Annual Reports are generally intended to be placed before Council for review in the first half of each new Financial Year. In this particular case the presentation of the annual report has been delayed primarily due to the recently completed process to develop and adopt a new Terms of Reference for the Committee. It should be noted that the Committee is not responsible the delay.

#### 152 RESOLVED (Townley/Degens):

1. That Council note the submission of the City Centre Masterplan Committee's annual report for 2013/14.
2. That copies of the annual report be distributed to property owners contributing to the City Centre Special Rate Variation.
3. That the City Centre Masterplan Committee be congratulated for its achievements in 2013 - 2014 and thanked for its voluntary contributions to the City.

Cr Innes returned to the meeting, the time being 5:53pm.

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#### REQUESTS FOR LEAVE OF ABSENCE

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No requests for leave of absence.

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**MATTERS OF AN URGENT NATURE**

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No matters of an urgent nature.

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**QUESTIONS ON NOTICE**

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No questions on notice.

This concluded the business and the meeting closed at 5:53pm.

Confirmed: 23 July 2015.

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Denise Knight  
Mayor



**COFFS HARBOUR CITY COUNCIL**  
**EXTRAORDINARY MEETING**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**14 JULY 2015**

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## COFFS HARBOUR CITY COUNCIL

### EXTRAORDINARY MEETING

14 JULY 2015

**Present:** Councillors D Knight (Mayor), J Arkan, S Townley, R Degens, B Palmer, M Sultana (arrived at 5.07pm) and N Cowling (departed at 5.42pm).

**Staff:** Acting General Manager, Director Sustainable Infrastructure, Director Sustainable Communities, Property Manager and Executive Assistant.

**Leave of Absence:** Councillors Rhoades and Innes.

The meeting commenced at 5:00pm with the Mayor, Cr D Knight 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.

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#### DISCLOSURE OF INTEREST

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No disclosures of interest tabled.

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#### LEAVE OF ABSENCE

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**128 RESOLVED** (Degens/Palmer) that a leave of absence received from Councillors Rhoades and Innes for unavoidable absence be received and accepted.

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**CLOSED SESSION – SECTION 10(A)**

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The Mayor requested a motion to close the meeting to consider a confidential report as outlined in the meeting agenda, the time was 5:02 pm.

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

SPT15/3 – Coffs Harbour Deep Sea Fishing Club – Administration

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

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

The motion on being put to the meeting was carried.

The press and public vacated the chamber.

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**OPEN MEETING**

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Council reconvened into the Open Meeting following the Closed Session, the time being 6.03pm.

- 133 RESOLVED** (Degens/Arkan) that the resolutions of the Closed Session be adopted.

The Acting General Manager read to the Open Meeting those parts of the Closed Session able to be made public at this point in time, namely that the matter remain in Closed Session pending consideration to the Administrator.

This concluded the business and the meeting closed at 6.04 pm.

Confirmed: 23 July 2015.

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Denise Knight  
Mayor





## REPORT TO ORDINARY COUNCIL MEETING

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### COFFS HARBOUR BOTANIC GARDENS HERBARIUM DATABASE

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#### **Motion:**

Cr Townley has given notice of her intention to move the following:

That Council investigate the transfer of the Coffs Harbour Botanic Gardens herbarium database to an updated platform, which includes GIS interface capability.

That Council make arrangements for the stewardship of this database, and authorise external user access as required.

#### **Rationale:**

Dr Alex Floyd has made a massive contribution to the Coffs Harbour Botanic Gardens from inception until the present time. Dr Floyd is a world-renowned botanist and undertakes much of the herbarium's plant identification work. He has maintained a herbarium database which stores decades of information and thousands of records. The database is currently a single user base platform, Dr Floyd being the main user. As Dr Floyd is now 87 years of age, it is vital that this database is transferred to a secure platform where the information can be stored and maintained. The database contains an important body of work for Australian botanists and should be preserved and developed for future use. The cost would likely be under \$10,000 for a database expert to bring it over to a modern platform for sharing.

#### **Staff Comment:**

The herbarium was established in the 1990's in collaboration with National Parks and Forestry and a purpose built facility was established. The herbarium at the Botanic Gardens houses over 30,000 collected plant specimens. In addition the live collection hosts another 2,500 species including over 140 rare and threatened plants. The collection houses regional plants of significance dating back to the 1920s and is the only collection of its type in Australia. It is associated with the National Herbarium in Canberra and provides species determinations for the national database.

The facility supports doctoral candidates in academic research and has a national reputation for the high standard of Taxonomic Botany and species identification. Plant identification to the public is offered as a free service as well as being accessed by Australian Plant Society, Dunecare, Landcare, Envite and other community groups.

The herbarium has relied upon the volunteer work of a group of dedicated amateur botanists led by Dr Alex Floyd. Dr Floyd has worked tirelessly for over 30 years investing countless hours in the work. A succession plan is being developed to maintain the collection beyond Dr Floyd's input for the future. To protect what has been achieved to date, and to protect, maintain and progress the work of the herbarium into the future, an upgrade of the existing computer support is essential. Without a detailed assessment it is considered that \$10,000 should be adequate, however this would be subject to the outcome of a future project scoping exercise which could be initiated expeditiously utilising existing staff resources. The resulting project plan could be presented to Council with appropriate recommendations when available.



## REPORT TO ORDINARY COUNCIL MEETING

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### LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2015 - MOTIONS

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<b>REPORTING OFFICER:</b>	General Manager
<b>DIRECTOR:</b>	General Manager
<b>COFFS HARBOUR 2030:</b>	LC 3.1 – Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
<b>ATTACHMENTS:</b>	ATT1 Letter – Local Government NSW Annual Conference 2015 ATT2 LGNSW Conference Business Session Submission Form (in-part)

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#### Recommendation:

1. That Councillors submit any motions in line with the Local Government NSW requirements to the General Manager by close of business on Thursday 30 July 2015.
  2. That should any motions be received in respect of 1 above, the General Manager prepare a report for Council's consideration of the notices on motion at its meeting held on 13 August 2015, and thereafter should Council resolve to submit these motions that same be provide to Local Government NSW.
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#### EXECUTIVE SUMMARY

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The purpose of this report is to advise that planning for 2015 Local Government NSW Annual Conference 2015 program has commenced and time has been set aside for business sessions to discuss the various significant issues which affect the sector and consider relevant motions. These motions are to be submitted to Local Government NSW by 24 August 2015.

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## REPORT

### Description of Item:

The 2015 Annual Conference will be held from 11-13 October 2015 at Rosehill Gardens Racecourse, James Ruse Drive, Rosehill.

Over the years the conference committee of LGNSW has attempted to take motions to the highest sector wide strategic levels.

Councils have been invited (see attached) to submit motions for consideration of Conference online via the LGNSW Conference Business Sessions Submission Form, printed partial copy also attached.

As can be seen from the attached document, Councils have been asked to identify issues or motions relating to the following overall categories:

1. Industrial relations and employment
2. Economic
3. Environmental
4. Governance/Civic Leadership
5. Social Policy

In addition to identifying an issue, councils are encouraged to suggest an appropriate solution by including either a motion which could be considered by the Conference or notes which may guide delegates to an agreed position. This is not compulsory.

The Board of LGNSW has resolved that motions will be included in the Business Paper for the Conference where they:

1. are consistent with the objects of the Association (see Rule 4 of the Associations rules);
2. relate to Local Government in NSW and/or across Australia;
3. concern or are likely to concern Local Government as a sector;
4. seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
5. have a lawful purpose (a motion does not have lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. are clearly worded and unambiguous in nature; and
7. do not express preference for one or several members over one or several other members.

### Issues:

Given that LGNSW has an expectation that issues or motions for discussion at the Annual Conference should follow the five (5) categories suggested in the attached LGNSW Conference Business Sessions Submission Form, Councillors are invited to put forward appropriate issues and suggested motions to the next meeting of Council in the form of Notices of Motion for consideration by Council.

**Options:**

The options to be considered will become evident according to the substance of any motions submitted.

**Sustainability Assessment:**

- **Environment**

Issues dealing with the environment are a regular feature on the agenda of the conference. The Annual Conference debates changes to policy and strategy.

- **Social**

Social issues are also debated and policy and strategy adopted. Councillors attending are able to network socially with their colleagues from councils across the State and interchange ideas and best practice.

- **Civic Leadership**

There are no civic leadership implications associated with this report.

- **Economic**

**Broader Economic Implications**

There are no economic implications associated with this report.

**Delivery Program/Operational Plan Implications**

There are no delivery program or operation plan implications with this report.

**Risk Analysis:**

Not applicable in this matter.

**Consultation:**

Council has submitted motions to previous conferences. No other consultation has occurred to this point in time.

**Related Policy, Precedents and / or Statutory Requirements:**

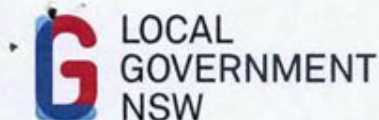
Council considers the need to submit conference motions on an annual basis. There are no statutory requirements associated with this report.

**Implementation Date / Priority:**

The implementation date is Thursday 30 July 2015.

**Conclusion:**

Following the advice from LGNSW, should Council wish to consider a motion related to one of the issues identified, then such Notices of Motion should be submitted to LGNSW by 24 August 2015. To enable this to occur, it is suggested that Councillors wishing to submit Notices of Motion for consideration should do so by submitting same to the General Manager by close of business on Thursday 30 July 2015. This will enable inclusion in the Business Paper for Council's consideration at its meeting on 13 August 2015, following which the Notices of Motion etc. can be forwarded to LGNSW.



Our ref:R14/0020 Out:23602  
(Adam Dansie)

4 May 2015

Cr Denise Knight  
Mayor  
Coffs Harbour City Council  
Locked Bag 155  
COFFS HARBOUR NSW 2450

Dear Cr Knight

**Local Government NSW Annual Conference 2015**

The purpose of this letter is to provide members with important information about the Local Government NSW Annual Conference 2015 (Conference), including requirements arising under the rules of the Local Government and Shires Association of New South Wales ("the rules").

The Conference will take place from **Sunday 11 – Tuesday 13 October 2015** at Rosehill Gardens Racecourse, James Ruse Drive, Rosehill.

Details about the Conference, including information about the venue, sponsorship and accommodation options will be published on the Association's website as they become available. This will include specifics about the Gala Dinner, President's Opening Reception, Conference business sessions, voting, partners programs, and Early Bird pricing.

All attendees must register and online registration will open in early July on the LGNSW website.

***Voting***

This year the Conference will involve two types of voting.

Our rules mean that we will develop two rolls of voters, one for voting in the elections for Office Bearers and the Board, and a separate roll of voters for voting on motions.

Separate from Conference registration, members will need to nominate the names of their voting delegates for voting on motions and, where applicable, the names of their voting delegates for voting in the elections for Office Bearers and the Board. The Association will notify members of the number of both types of voting delegates that they are entitled to send to the Conference in approximately July 2015.

**LOCAL GOVERNMENT NSW**  
GPO BOX 7003 SYDNEY NSW 2001  
LB, 28 MARGARET ST SYDNEY NSW 2000  
T 02 9242 4000 F 02 9242 4111  
[LGNSW.ORG.AU](http://LGNSW.ORG.AU) [LGNSW@LGNSW.ORG.AU](mailto:LGNSW@LGNSW.ORG.AU)  
ABN 49 853 913 882

Ordinary members will need to nominate the names of their delegate(s) for both types of voting (i.e. voting for the Board and voting on policy motions). Associate members will need to nominate the names of their delegate(s) for voting on motions. Forms for nominating the names of each member's delegate(s) will be made available on the Association's website in due course.

Each member must nominate its delegate(s) to the Conference by 18 September 2015.

Nominations received after the closing date will not be accepted, however a member may substitute the name(s) of its delegate(s) at any time, in accordance with Rule 34 of the Association's Rules.

#### ***Voting for Office Bearers and the Board***

Ordinary members of the Association who are financial can vote in the elections for Office Bearers and the Board of the Association.

The Australian Electoral Commission (AEC) will be conducting the elections for the Office Bearers and Board of the Association.

To be eligible to vote in the elections for Office Bearers and the Board, Ordinary members must be "financial on the seventh (7th) day prior to the date upon which the Returning Officer calls for nominations for the elections". The precise date, which will be determined by the AEC, is expected to be approximately eight (8) weeks prior to the first business day of the Conference (i.e. approximately mid-August).

#### ***Voting on motions***

Ordinary members and Associate members of the Association who are financial can vote on policy motions that require consideration by the Conference.

#### ***Motions***

Councils will be able to submit motions for consideration of Conference online. This online facility will be made available on the Association's website.

The Board has resolved that motions will be included in the Business Paper for the Conference where they:

1. are consistent with the objects of the Association (see Rule 4 of the Association's rules);
2. relate to Local Government in NSW and/or across Australia;
3. concern or are likely to concern Local Government as a sector;
4. seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;



5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. are clearly worded and unambiguous in nature; and
7. do not express preference for one or several members over one or several other members.

Further, for a motion to be included in the Business Paper for the Conference the submitting member needs to provide accompanying evidence of its support for the motion to be included. Such evidence may include an extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference.

To allow printing and distribution of the business paper, members are strongly encouraged to submit their motions by **24 August 2015**. The absolute closing date for submitting motions for inclusion in the Business Paper for the Conference is 14 September 2015.

#### ***Business Papers***

It is our aim that a full Conference Business Paper be made available on the Association's website and forwarded to members approximately two weeks prior to the Conference. The Association's financial reports will be made available to members at least 21 days before the Conference.

#### ***Accommodation***

We encourage attendees to pre-book accommodation listed on the website prior to registering online as you need to indicate where you are staying in order to book transfers in the registration process. These transfers will be priced at \$9.90 each way. There is plenty of parking at the Conference main venue for those wishing to drive instead.

#### ***Outstanding Service Awards***

The Outstanding Service Awards will be presented at the Gala Dinner during the Conference. For information about the Awards, including where to apply and eligibility, please visit the Association's website at: [www.lgnsw.org.au/member-services/long-service-awards](http://www.lgnsw.org.au/member-services/long-service-awards).

#### ***Registration***

Delegates, partners and attendees will be able to collect their voting cards and other Conference material at Rosehill Gardens Racecourse from the Conference registration desk on Sunday 11 October between 3.00pm – 7.00pm. The registration desk will be open during the President's Opening Reception which runs from 5.00pm to 7.00pm and on Monday 12 October from 7:30am.



**Privacy Statement**

The Association, which is regulated by the *Privacy Act 1988* (Cth), collects private information about registered attendees to the Conference such as names, addresses, telephone numbers, credit card information and email addresses. We use the private information you give us to process your registration and to send you information in relation to the Conference. If you choose not to provide some or all of the private information that we have sought, LGNSW may be unable to process your registration or it may result in you being unable to vote at the Conference. Further information about how LGNSW collects, holds and uses private information is contained in LGNSW's Privacy Policy which is available on the website at the following web address: <http://www.lgnsw.org.au/privacy>

I very much look forward to seeing you at the Conference in October.

Yours sincerely



Cr Keith Rhoades AFSM  
**President**

# LGNSW Conference Business Sessions Submission Form

For assistance completing this form please contact Bilyana Mitrevski 02 9242 4035

Set out below are the definitions for the categories which are used to help sort motions into groups of like motions:

## 1. INDUSTRIAL RELATIONS & EMPLOYMENT

Industrial relations and employment related legislation; industrial awards and rates of pay; WHS and worker compensation compliance; human resources policy, practice and benchmarking; workforce planning and development; staff and councillor training and development; skills shortages; staff attraction, retention and productivity; employment security; workplace change; Code of Conduct; leadership and management capacity; capability framework; council governance.

## 2. ECONOMIC

Own source revenue (e.g. rates, fees, charges etc.); intergovernmental fiscal relations (e.g. grants, cost shifting etc.); financial management and governance including long term financial planning and asset management; financial sustainability; economic policy affecting Local Government; local and regional economic development (including tourism); transport (e.g. roads, bridges, airports, pedestrian and cycle facilities, rail); Local Water Utilities; stormwater and floodplain infrastructure; other infrastructure and disaster management and recovery.

## 3. ENVIRONMENTAL

Land use planning (including environmental, heritage conservation and development planning); ecologically sustainable development; waste management in accordance with the waste hierarchy and extended producer responsibility; natural resource management; protection of local, regional and state natural environments including air quality, rivers and waterways and biodiversity, biosecurity and weeds management; pollution prevention including energy consumption and soil contamination; environmental risk management through reduction of hazards and pollutants and remediation/rehabilitation of degraded environments; climate change mitigation and adaptation; and responsible resource consumption and conservation.

## 4. GOVERNANCE/CIVIC LEADERSHIP

Local Government legislative and regulatory settings (e.g. Australian and/or NSW Constitutional recognition; Local Government Act review); corporate governance (e.g. role differentiation for Mayors, Councillors, General Managers and senior staff; Codes of Conduct; Political donations); structural reform (e.g. amalgamations and/or boundary changes; shared resources and services); Local Government elections (e.g. financial impact of electoral reforms on councils; impact of electoral reforms); participation (e.g. women's participation rates as councillors; cultural diversity in leadership; other opportunities for citizens to genuinely participate in council processes); and policies and programs of other spheres of government that impact on Local Government governance or citizen involvement in local democracy.

## 5. SOCIAL POLICY

Social planning, social impact assessment, access, equity and social justice; community development and community cultural development; community halls and neighbourhood centres, ageing and disability services, women's services, youth services and children's care and education services); issues of concern and interest to NSW Aboriginal and Torres Strait Islander Peoples; cultural services (performing and visual arts, art galleries, performing arts centres, museums, public art, community arts, festivals, celebrations, heritage, new media and digital arts); Libraries; Health services (regulatory activities reducing public health risks; promoting healthy lifestyles; immunisation, early childhood health centres or rural medical services); Recreation facilities and services; and crime prevention planning.

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Council \*



## REPORT TO ORDINARY COUNCIL MEETING

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### HANDOVER OF BYPASSED SECTIONS OF PACIFIC HIGHWAY (SOLITARY ISLANDS WAY)

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<b>REPORTING OFFICER:</b>	Roads Program Engineer
<b>DIRECTOR:</b>	Director Sustainable Infrastructure
<b>COFFS HARBOUR 2030:</b>	MA 1.2 Improve the effectiveness of the existing transport system MA 1.3 Promote increased public transport, pedestrian and cycle usage and reduced car usage MA 1.4 Integrate cycle way and footpath networks including linking schools, shops and public transport MA 2.1 Ensure adequate maintenance and renewal of roads, footpaths and cycleways MA 2.3 Reduce the impact of the highway on our community
<b>ATTACHMENTS:</b>	ATT RMS Contribution Arrangement

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#### Recommendation:

In association with the handover process of Solitary Islands Way to Council, that Council:

1. **Accepts the handover amount of \$5,731,323 (Excl GST) as the handover payment from the Roads and Maritime Services as compensation for the handover of the Old Pacific Highway effective 30th June 2015, as well as additional agreed works.**
  2. **Provides a recurrent annual allocation of \$220,000 within the Operational Local Roads Program for operational and maintenance expenses.**
- 

#### EXECUTIVE SUMMARY

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The construction of the Pacific Highway upgrade between Sapphire and Mullaway has seen sections of the Old Pacific Highway become surplus to Roads and Maritime Services (RMS) requirements, but necessary for continued access for local road traffic.

In order to ensure Council is not unreasonably encumbered with deficient infrastructure, the RMS and Council staff negotiated a handover figure of \$5,731,323 (Excl GST) which includes; costs to bring to satisfactory condition, renewal expenses and other ancillary works.

As Council is, by default, the Roads Authority for the Solitary Islands Way, there is little room to negotiate without the risk of losing available funding.

It needs to be noted that the capital cost of the assets to be handed over to Council is estimated at \$68,041,331 with an estimated annual operating and maintenance cost of \$220,000 and depreciation expense of \$941,054.

It is recommended that Council proceed to accept the offer of \$5,731,323 (Excl GST) from the RMS for the handover of Solitary Islands Way and provide an operation allocation of \$220,000 to provide for operational and maintenance expenses.

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## REPORT

### Description of Item:

As part of the Sapphire to Woolgoolga Upgrade Project (S2W), Solitary Islands Way has been established as a local access road to service existing adjacent properties as well as a connection between the existing local road network and the Pacific Highway. Solitary Islands Way (26.7km in total), consists of newly constructed works as part of the project (13.3km), an existing Council local road (Graham Drive – 3.2km), but also pre-existing sections of the Old Pacific Highway, being:

1. Coachmans Close to Split Solitary Road, Sapphire (2.2km)
2. Bosworth Road, Woolgoolga to Mullaway Drive, Mullaway (8.0km)

With the completion of the Sapphire to Woolgoolga Upgrade Project, the Roads and Maritime Services as the Roads Authority is responsible for the maintenance of the new Pacific Highway being a “Freeway”. In accordance with Section 7 of the Roads Act (1993) the Council of a local government area is the roads authority for all public roads within the area, other than:

1. Any freeway or Crown Road
2. Any public road for which some other public authority is declared by the regulations to be the roads authority.

For the purposes of the Roads Act (1993), Coffs Harbour City Council is the Roads Authority for Solitary Islands Way and as such will be responsible for future maintenance works and operational considerations associated with the roadway.

The handover of Solitary Islands Way to Coffs Harbour Council as the Roads Authority has two aspects:

1. The review of works undertaken by the Principal Contractor – Leighton Fulton Hogan Joint Venture.
2. The handover of the pre-existing sections of the Old Pacific Highway.

With respect to the review of works undertaken by the Principal Contractor, Council staff were given the opportunity to identify any issue associated with the works undertaken in terms of workmanship or fitness for purpose. Through this process, several hundred defects were identified by Council staff and to the credit of both the Leighton Fulton Hogan Joint Venture and the Roads and Maritime Services, all defects were addressed, or at least allocated funding for future recourse by Council; for example, pram ramps and cycleway connections to local roads.

With respect to the handover of the pre-existing sections of the Old Pacific Highway, the RMS has established a procedure provided for in the document ‘Management of Road Network made Surplus by Development Projects’. This document provides a framework to cost:

1. the rectification of deficiencies with the existing infrastructure assets eg pavement, roadside, bridges, street furniture, and
2. to also provide for the renewal cost of infrastructure due within the next 10 year period.

It needs to be noted that no other operational, maintenance, or depreciation related funding or other offsets are provided for in the handover of the new works associated with Solitary Islands Way by the RMS.

After lengthy negotiations, the RMS is prepared to agree to a handover amount of \$5,731,323 (Excl GST). This is a one-off lump sum payment that will allow Council to undertake identified corrective, maintenance and renewal works along both the newly constructed works along Solitary Islands Way and the pre-existing sections of the Old Pacific Highway. For this payment to proceed, Council is to accept the handover offer and forward an invoice to the Roads and Maritime Services for the agreed amount.

**Issues:**

In order to prevent local councils becoming encumbered with a deteriorated asset and then having to find substantial maintenance funding, the RMS has established the approach described above to handover surplus lengths of highway. However, in accordance with the Roads Act 1993, the RMS, via a ministerial order, has the power to vest the old Pacific Highway to Council without funding any works. This is acknowledged as a heavy handed approach, however it remains a remote possibility.

Negotiations have been in progress for some time between Council and RMS staff to agree on a suitable handover amount in accordance with 'Management of Road Network made Surplus by Development Projects' guidelines. Should Council defer or renege on these negotiations to date, there is the potential for Council not to receive this amount of funding through future dealings with the RMS and further, to create ambiguity and difficulty in managing the operational, maintenance and litigious aspects of servicing the community's needs for this roadway.

**Options:**

Council has the following options with respect to the above matter:

1. Adopt the recommendation provided to Council, enabling the handover of \$5,731,323 funding and resolution of maintenance responsibilities between the RMS and Council, and providing for an annual average allocation of \$220,000 for operational and maintenance funding for Solitary Islands Way.
2. Amend the recommendation provided to Council and then adopt, in order to provide further clarity of intent to the decision of Council. An amendment may be to consider only the acceptance of the RMS contribution.
3. Reject or defer the recommendation provided to Council, with the potential to limit future funding receivable from the RMS.

**Sustainability Assessment:**

• **Environment**

As part of the Sapphire to Woolgoolga Pacific Highway Upgrade project, substantial lengths of fauna fencing was installed to prevent unnecessary road-kill. As part of the negotiations with the RMS, Council is to assume responsibility of fauna fencing adjacent Solitary Islands Way. Similarly the RMS is to assume responsibility of fauna fencing adjacent the freeway corridor.

• **Social**

The contribution of RMS funding associated with the handover process will provide Council the opportunity to enable corrective, maintenance and renewal works along Solitary Islands Way, in turn creating greater connectivity along the northern beaches especially for cyclists with the potential to create a dedicated cycle lane between Woolgoolga and Mullaway.

- **Civic Leadership**

The RMS funding, particularly allocations associated with the additional works attached to the handover, will assist Council in enabling the strategies provided in the Community Strategic plan being:

- MA 1.2 Improve the effectiveness of the existing transport system
- MA 1.3 Promote increased public transport, pedestrian and cycle usage and reduced car usage
- MA 1.4 Integrate cycle way and footpath networks including linking schools, shops and public transport
- MA 2.1 Ensure adequate maintenance and renewal of roads, footpaths and cycleways
- MA 2.3 Reduce the impact of the highway on our community

It is anticipated that works such as constructing missing cycleway links, the correction of pram ramps at interchanges and formalization of cycleway routes will be addressed following acceptance of the funding

- **Economic**

**Broader Economic Implications**

The construction of the Pacific Highway Upgrade and Solitary Islands Way is a huge infrastructure investment into the Coffs Harbour Local Government Area. The roads constructed not only address road safety and productivity issues, they also provide the transport framework for which continued growth may occur along the northern beaches, facilitating, vehicular, cyclist and pedestrian traffic.

**Delivery Program/Operational Plan Implications**

The funding associated with handover of 10.2km of the Old Pacific Highway will go a substantial way to reducing the impost on Council in acquiring this additional infrastructure. However, outside of the cost to bring the Old Pacific Highway up to a satisfactory standard and for certain renewal works, Council staff have estimated that there is an annual average operational and maintenance expense of \$220,000 unallocated in Council's Operational Budgets in order to maintain reasonable levels of service. This cost estimate provides for activities such as landscaping and vegetation control, minor pavement repairs, traffic facilities and signs maintenance, drainage maintenance, graffiti removal, fencing, defect inspections and condition assessments.

The capital value of the infrastructure subject of this agreement is estimated to be \$68,041,331. It is estimated that the depreciation expense each financial year for the infrastructure will be \$941,054. With the impact of the addition of this infrastructure to the asset register, Council will incur an additional expense of \$1,161,054 per annum (\$941,054 depreciation and \$220,000 maintenance). This is a significant additional expense to the community without any substantial additional income to offset this expense. Future growth of the northern parts of the Local Government Area arising from the highway upgrade may provide additional rate revenue into the future which has not been taken into consideration in this analysis.

The negotiated figure of \$5,731,323 can be broken down to costs to bring to satisfactory condition as well as renewal expenditure as detailed below.

Road Leg	Year 0 – Cost to Bring to Satisfactory	Years 1-10 Renewal Expenditure
Coachmans Close to Split Solitary Road (Old Pacific Highway)	\$326,528	\$303,256
Split Solitary Road to Bosworth Road (New Works)	\$1,098,067	\$464,350
Bosworth Road to Mullaway Drive (Old Pacific Highway)	\$2,579,128	\$959,994
	TOTAL	\$5,731,323

The cost of additional works agreed to by the RMS are included within the Year 0 allocation, include works such as:

- Graham Drive South Cycleway, Sandy Beach
- Headland Road Cycleway Connection, Sapphire
- Bucca Road, Cycleway Connection, Moonee Beach
- Old Bucca Road, Cycleway Connection, Moonee Beach
- Arrawarra Creek Cycleway Bridge, Arrawarra
- Mullaway Drive Cycleway Connection, Mullaway
- Safety Beach Road Cycleway Connection, Safety Beach

**Risk Analysis:**

The main risks associated with the above discussion, is that Council loses the opportunity to receive funding associated with the handover process. Secondary risks could then emerge in terms of loss of reputation in the eyes of the community and strained working relationships with the RMS.

**Consultation:**

Council, through the construction and handover processes associated with the Sapphire to Woolgoolga Upgrade Project, has acted as a facilitator and advocate for concerns raised by the community. Wherever reasonably possible Council staff have made requests of and held to account the Leighton Fulton Hogan Joint Venture and the RMS for issues arising from or in connection with the project.

**Related Policy, Precedents and / or Statutory Requirements:**

In accordance with Sections 10 and 54 of the Roads Act (1993) the RMS, via a ministerial order, can vest the old Pacific Highway to Council without funding any works at all. Further, in accordance with Section 7 of the Roads Act (1993), Council is the 'Roads Authority' for Solitary Islands Way and as such cannot avoid this responsibility. In 2010 Council negotiated with the RTA to agree to an amount of \$2,933,689 associated with the handover of Pine Creek Way to Council. Council has similarly gone through the same process with the RMS in relation to Solitary Islands Way

**Implementation Date / Priority:**

To align with the RMS Project budget allocations, the RMS has requested that Council invoice the RMS for the agreed amount prior to 31 July 2015.

**Conclusion:**

In view of the fact that Council is by default, the road authority for Solitary Islands Way, and that the RMS is under no legal obligation to dedicate the road to Council with funding, it is assessed to be most prudent to accept the funding negotiated for the handover of the Old Pacific Highway and other ancillary works.



**Agenda - Ordinary Meeting 23 July 2015 - SUSTAINABLE INFRASTRUCTURE DIRECTORATE REPORTS**

Attachment

CASH FLOW ARRANGEMENT AS PER NEGOTIATIONS WITH RMS

Row Labels	Sum of Year 0	Sum of Year 1	Sum of Year 2	Sum of Year 3	Sum of Year 4	Sum of Year 5	Sum of Year 6	Sum of Year 7	Sum of Year 8	Sum of Year 9	Sum of Year 10
Coachmans to Split Solitary	319,901	2,904	2,904	14,357	2,904	2,904	14,357	2,904	24,206	14,357	221,459
Hearnes Lake to Arrawarra	2,107,578	-	7,969	623,354	80,034	10,000	38,645	-	80,034	32,051	87,908
Split Solitary to Hearnes Lake	1,098,067	14,507	6,387	49,525	6,521	6,387	49,525	6,521	17,307	49,525	258,144
Additional Works	478,177	-	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>4,003,723</b>	<b>17,411</b>	<b>17,260</b>	<b>687,235</b>	<b>89,459</b>	<b>19,291</b>	<b>102,526</b>	<b>9,425</b>	<b>121,547</b>	<b>95,932</b>	<b>567,512</b>

Row Labels	Sum of Year 0	Sum of Year 1	Sum of Year 2	Sum of Year 3	Sum of Year 4	Sum of Year 5	Sum of Year 6	Sum of Year 7	Sum of Year 8	Sum of Year 9	Sum of Year 10
Additional Works	478,177	-	-	-	-	-	-	-	-	-	-
All Long Line Marking	56,019	260	7,969	39,989	8,103	-	47,957	134	7,969	41,364	8,103
All Pavement Marking	137,197	-	-	45,277	72,065	-	45,277	-	72,065	45,277	-
Asphalt patch with Plant	27,700	-	-	-	-	-	-	-	-	-	-
Asset Inspection	9,865	260	-	-	-	-	-	-	-	-	-
Asset Management	9,865	-	-	-	-	-	-	-	-	-	-
Bank Slashing	26,306	-	-	-	-	-	-	-	-	-	-
Bitumen Resealing	323,849	-	-	592,678	-	-	-	-	24,926	-	524,729
Bridge Cleaning	-	-	-	-	-	-	-	-	-	-	-
Bridge Maintenance Routine	-	-	-	-	-	-	-	-	-	-	-
Bridge Routine Maintenance	7,797	-	-	-	-	-	-	-	-	-	-
Bridge Structural Repairs	98,643	-	-	-	-	-	-	-	-	-	-
Brush Cutting	1,143	1,098	-	-	-	-	-	-	-	-	-
Clear Drainage Structures	19,764	-	-	-	-	-	-	-	-	-	-
Clear Vegetation	58,567	-	-	-	-	-	-	-	-	-	-
Concrete Footpath Construction / Maintenance	961,581	-	-	-	-	-	-	-	-	-	-
Decking Bridge	-	-	-	-	-	-	-	-	-	-	-
Garden Maintenance	42,111	1,062	-	-	-	-	-	-	-	-	-
Gravel Patch with Plant	78,890	-	-	-	-	10,000	-	-	-	-	-
Guardrail repairs	187,546	-	-	-	-	-	-	-	-	-	-
Guide Post Maintenance	15,454	-	-	-	-	-	-	-	-	-	-
Guide Signs	35,591	5	-	-	-	-	-	-	-	-	-
Hand and Edge Patching	10,552	-	-	-	-	-	-	-	-	-	-
Hand Mowing	3,571	2,574	-	-	-	-	-	-	-	-	-
Herbicide	2,198	768	-	-	-	-	-	-	-	-	-
Incident Response	6,149	215	-	-	-	-	-	-	-	-	-
Major Infrastructure Repairs	-	-	-	-	-	-	-	-	-	-	-
Minor Repairs (Fauna Fence)	333	4,064	4,064	4,064	4,064	4,064	4,064	4,064	4,064	4,064	4,064
Mow with Slasher	11,248	-	-	-	-	-	-	-	-	-	-
Oncall Inspections	-	195	-	-	-	-	-	-	-	-	-
Open Drain Maintenance	40,622	-	-	-	-	-	-	-	-	-	-
Other Roadside Furniture Maintenance Guardrail repairs	46,535	191	-	-	-	-	-	-	-	-	-
Other Sealed Pavement Maintenance	165,476	290	-	-	-	-	-	-	-	-	-
Outfront Mowing	1,030	1,188	-	-	-	-	-	-	-	-	-
Raised Pavement Markings	-	-	-	-	-	-	-	-	7,296	-	25,389
Regulatory Signs	9,461	7	-	-	-	-	-	-	-	-	-
Repair Drainage Structures	153,193	-	-	-	-	-	-	-	-	-	-
Roadside Furniture Maintenance	11,813	-	-	-	-	-	-	-	-	-	-
Roadside Maintenance	72,446	-	-	-	-	-	-	-	-	-	-
Shoulder Grading	8,594	-	-	-	-	-	-	-	-	-	-
Street Cleaning by Hand	-	-	-	-	-	-	-	-	-	-	-
Street Lighting (Electricity Cost)	-	7	-	-	-	-	-	-	-	-	-
Tractor Mowing	5,546	-	-	-	-	-	-	-	-	-	-
Tree Maintenance	36,138	-	-	-	-	-	-	-	-	-	-
Vandalism	158	5,227	5,227	5,227	5,227	5,227	5,227	5,227	5,227	5,227	5,227
Vegetation Control by Chemical	2,034	-	-	-	-	-	-	-	-	-	-
Warning & Hazard Signs	7,891	-	-	-	-	-	-	-	-	-	-
Minor Repairs	832,672	-	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>4,003,723</b>	<b>17,411</b>	<b>17,260</b>	<b>687,235</b>	<b>89,459</b>	<b>19,291</b>	<b>102,526</b>	<b>9,425</b>	<b>121,547</b>	<b>95,932</b>	<b>567,512</b>

SAPPHIRE TO WOOLGOOLGA UPGRADE - SUMMARY OF HANDOVER AGREEMENT

SECTION	HANDOVER CONDITIONING WORKS (Year 0)	TEN YEAR SPECIFIED MAINTENANCE (Year 1-10)	OTHER ITEMS	SHARED USER PATH	TOTALS
COACHMANS CLOSE TO SPLIT SOLITARY ROAD	195,844	303,256	-	124,057	<b>623,157</b>
SPLIT SOLITARY ROAD TO HEARNES LAKE ROAD	59,676	464,350	200,866	837,525	<b>1,562,417</b>
HEARNES LAKE ROAD TO EGGINS DRIVE	2,107,578	434,769	-	525,225	<b>3,067,572</b>
ADDITIONAL ITEMS	6,627			471,550	<b>478,177</b>
<b>TOTALS</b>	<b>2,369,725</b>	<b>1,202,375</b>	<b>200,866</b>	<b>1,958,357</b>	<b>5,731,323</b>



## REPORT TO ORDINARY COUNCIL MEETING

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### RESERVE NAMING AND MEMORIAL POLICY

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**REPORTING OFFICER:** Senior Technical Officer - Parks  
**DIRECTOR:** Director Sustainable Infrastructure  
**COFFS HARBOUR 2030:** LC3.1: Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour  
**ATTACHMENTS:** ATT Reserve Naming and Memorial Policy

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#### Recommendation:

**That Council adopt the appended Reserve Naming and Memorial Policy.**

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### EXECUTIVE SUMMARY

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Council approved the Draft Reserve Naming Policy for public exhibition at its meeting on 9 October, 2014. Following the public exhibition period from 20 October 2014 to 17 November 2014, three submissions were received from the community. The Policy has been amended in response to the submissions received.

During the exhibition period staff identified the need to more fully address issues relating to memorials. Staff considered preparing a standalone Memorial Policy but given the strong nexus between reserves, commemorative naming and memorials it was viewed as more appropriate to address the matter within a combined Policy. The amended Policy outlines in more detail the type of memorials that would be acceptable in reserves and the circumstances under which a memorial would be considered appropriate. The Policy has been renamed the Reserve Naming and Memorial Policy and provides a consistent and equitable approach to reserve naming and the placing of memorials in Reserves

This report recommends that Council adopt the Reserve Naming and Memorial Policy as amended, effective immediately.

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**REPORT**

**Description of Item:**

The purpose of this policy is to ensure that a consistent, equitable and transparent process is followed whenever naming, or placing memorials in Council owned or managed parks, reserves and sports fields (hereafter referred to as Reserves) and associated facilities under Council control. Naming and memorials will be in accordance with the guiding principles set out in this policy

• **Issues:**

At the Council meeting on 9 October 2014, Council resolved the following:

1. *Council's unanimous resolution of 10 October 2013 regarding the renaming of Woolgoolga's High St Sporting fields to Clive Joass Memorial Sports Park be implemented.*

In accord with this resolution two signs have now been installed. The dedication ceremony occurred at the venue on 13 December 2014. Council will be submitting details of the place name to the Geographical Names Board for recording.

2. *The draft Reserve Naming Policy be placed on public exhibition for a period of 28 days.*

The Policy was exhibited for 28 days from 20 October 2014 to 17 November 2014.

The comments/submissions received were all considered and responses made. These are detailed in the table below. In addition those aspects of the Policy relating to the placing of memorials have been modified to provide clarity around this issue. In all other respects the Policy remains unchanged. Where the response suggested the need for an amendment to the policy, this has been made and the revised policy is attached.

<b>Submission Comment</b>	<b>Response</b>
<p><b>Submission 1</b></p> <p>There is a long standing tradition in Australia (and Coffs Harbour) of naming reserves after prominent individuals and several examples were provided in the submission</p> <p>Not supportive of Regional Reserves being excluded from being named/recognised after significant individuals</p> <p>Concerned the many reserve names are not currently recorded with the Geographical Names Board (GNB).</p>	<p>Council acknowledges the merit of the argument put forward and amended the Policy accordingly</p> <p>Council supports a partial amendment to the Policy to allow Regional Reserve signage to include a reference to significant individuals/families in the form of " Reserve Name in honour of (name)"</p> <p>Council will conduct an audit of reserve names and submit to GNB for recording as resourcing permits.</p>

<p><b>Submission 2</b></p> <p>There is a long standing tradition in Australia (and Coffs Harbour) of naming facilities after prominent individuals and the GNB provides for this to occur.</p> <p>Not supportive of Regional Reserves being excluded from being named/recognised after significant individuals and feels it is discriminatory.</p>	<p>Council acknowledges the merit of the argument put forward and has amended the Policy accordingly</p> <p>Council supports a partial amendment to the Policy to allow Regional Reserve signage to include a reference to significant individuals/families in the form of “ Reserve Name in honour of (name)”</p>
<p><b>Submission 3</b></p> <p>Concerned Policy rules out the naming of Reserves in honour of people who have made outstanding contributions to the community</p> <p>Concerned Policy does not apply to Regional Reserves as this will rule out previous requests to honour Bruce Barnier within the CCSLP as well as any future requests for other noteworthy individuals to be recognised.</p>	<p>Council acknowledges the merit of the argument put forward and has amended the Policy accordingly</p> <p>Council supports a partial amendment to the Policy to allow Regional Reserve signage to include a reference to significant individuals/families in the form of “ Reserve Name in honour of (name)”</p>

### **Discussion on proposed Policy amendments**

#### **Naming of Reserves after significant individuals**

The submissions argued that Australia generally, and indeed Coffs Harbour itself, has a long standing tradition of naming reserves and sporting venues after significant individuals. A number of local examples were cited including Reg Ryan Oval, AWB Forsyth Park, Clive Joass Memorial Sports Park and Englands Park.

Council has considered the submissions and acknowledges the cogent nature of the argument put forward towards “sticking with tradition” and has amended the Policy accordingly.

#### **Naming of Regional Reserves**

Council has considered the submissions in support of naming Regional reserves after significant individuals however considers that it is appropriate that the name of Regional reserves do not change. Regional venues are by their nature significant and widely known outside of the local area. Examples include the Regional Botanic Gardens and Coffs Coast Sport and Leisure Park. They are promoted/ marketed widely as one large facility/venue offering a standard of facility and service beyond what is provided at district community sport fields or gardens. These facilities form the basis of many bids for major events e.g. the recent World Touch Cup and numerous national events for football, touch and Oztag. There is concern that naming different parts of a regional facility after different individuals will have a negative effect on the marketing of our regional facilities, effectively diluting the market perception and understanding of the extent of the facility. In addition, it has the potential for causing confusion amongst users.

Council does however acknowledge that Regional venues have on occasions been developed with the support and contributions by community. It is therefore considered that there may be times when it is appropriate to acknowledge significant contributions by individuals/families. A partial amendment to the Policy is therefore proposed to allow Regional Reserve signage to include a reference to significant individuals/families in the form of "Reserve Name in honour of (name). This compromise will retain the integrity of the Reserve name whilst providing for acknowledgement of significant individuals/families.

### **Dual Naming**

Council requested that consideration be given to providing additional detail relating to the consultation process for dual naming.

In the case of dual naming the policy references following protocols detailed in the Geographical Names Board of NSW "Dual Naming – supporting cultural recognition" factsheet. This has been strengthened by the addition of the sentence "All indigenous/dual naming proposals will require the support of the local aboriginal land council and relevant elder group. Proposed names will be vetted by the local aboriginal language centre to ensure accuracy and contextual relevance. The matter has been discussed with the Yandaarra Consultative Committee who are supportive of the amendments.

### **Memorials**

Council is approached from time to time to commemorate the life of an individual upon a memorial within a Council managed reserve. Typically this would be in the form of a request for a plaque on Council infrastructure or for a standalone monument style plinth or marker. The Policy has been amended to provide clarity around the type of memorial that would be acceptable and the circumstances under which a memorial would be considered appropriate. In general the Policy is not supportive of memorials other than for the narrow range of situations specified in the Policy.

The Policy has accordingly been renamed the "Reserve Naming and Memorial Policy"

### **Options:**

1. Adopt the recommendation provided to Council. This will result in the Policy being adopted without change.
2. Reject the recommendation if Councilors' wish to see changes made to the Reserve Naming and Memorial Policy. Any major departure from the draft Policy may require new community consultation.

### **Sustainability Assessment:**

- **Environment**

This is not applicable to this report.

- **Social**

This is not applicable to this report.

- **Civic Leadership**

The purpose of Council policies 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 *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 recommendation.

**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:**

The Reserve Naming and Memorial Policy was developed to enable Council to adopt a preventative risk management approach for managing requests for changes to Reserve names and the placing of memorial style markers and plaques in Reserves.

**Consultation:**

At the Council meeting on 9 October 2014, Council resolved that the draft Reserve Naming Policy be placed on public exhibition for a period of 28 days. As per this resolution the draft policy was placed on public exhibition for the period specified. At the conclusion of the exhibition period three submissions were received. Details of the submissions and the issues raised are included in the table above.

Council also engaged in consultation with the Yandaarra Committee.

**Related Policy and / or Precedents:**

This is not applicable to this report.

**Statutory Requirements:**

This is not applicable to this report.

**Implementation Date / Priority:**

Implementation is immediate

**Conclusion:**

It is recommended that Council adopt the Reserve Naming and Memorial Policy to ensure that a consistent and equitable process is established for both the naming of reserves and the placing of memorials in reserves. The Policy will enable Council to manage requests for naming and memorials in a fair and transparent manner and prevent the ad hoc placement of memorial style plaques and markers.

Locked Bag 155  
COFFS HARBOUR NSW 2450  
ABN 79 126 214 487

## COFFS HARBOUR CITY COUNCIL



# Reserve Naming and Memorial Policy

### Policy Statement:

That Council ensure a consistent, equitable and transparent process is followed whenever naming, or placing memorials in, Council owned or managed parks, reserves and sports fields (hereafter referred to as Reserves) and associated facilities under Council control. Naming and memorials will be in accordance with the guiding principles set out in this policy.

### Director or Manager Responsible for Communication, Implementation and Review:

Director City Sustainable Infrastructure

### Related Legislation, Division of Local Government Circulars or Guideline:

Local Government Act 1993

Crown Lands Act 1989

Geographical Names Act 1966

NSW Geographical Names Board Guidelines:

1. Guidelines for the determination of place names
2. Commemorative naming
3. Dual naming supporting Cultural recognition

**Does this document replace an existing policy?**

No

### Other Related Council Policy or Procedure:

### Application:

It is mandatory for all staff, councillors and delegates of council to comply with this Policy. Note this Policy does not apply to the Coffs Coast Regional Park, managed pursuant to the NSW National Parks and Wildlife Act and NSW National Parks and Wildlife Service Policies and guidelines.

### Distribution:

This Policy will be provided to all staff, councillors and delegates of Council by :

Internet  Intranet  ECM

### Approved by:

Executive Team [Meeting date]

Council [Meeting date & Resolution No.]

### Signature:

\_\_\_\_\_  
*General Manager*

**Council Branch Responsible:**

**Date of next Review:**



**Key Responsibilities**

<b><i>Position</i></b>	<b><i>Directorate</i></b>	<b><i>Responsibility</i></b>
Mayor	Council	To lead Councillors in their understanding of, and compliance with, this policy and guidelines.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this policy and guidelines.
Directors	All Directorates	To communicate, implement and comply with this policy and related guidelines.
Executive and Managers	All Directorates	To implement this policy and related procedures.
All Council officials	Council	To comply with this policy and related procedures.

## 1. Introduction

People share a relationship with the land and the names we give to places remind us of their significance, local history and identity. Names orientate us within the landscape and facilitate ready identification of features and places. Names should be unique and not duplicated elsewhere in the LGA.

Council has a number of Reserves and associated infrastructure where it may be appropriate to celebrate our region's history, culture, people and events by honouring significant individuals, families, service clubs, community organisations and events through naming or the placement of memorials and plaques.

Recognition is an honour and it is important that there are clear, ethical and consistent processes by which names are selected. All applications for Recognition will be assessed against the assessment criteria outlined in this Policy.

Council is also committed to recognising our Aboriginal cultural heritage by registering original place names given by Aboriginal people so that they sit side by side with existing European names. All proposals for dual naming will be assessed in accord with this Policy.

### Geographic Names Board Approval

Note that naming of "places", as defined by the Geographical Names Act 1966 (GNA), must be submitted by Council to the Geographical Names Board (GNB) for approval. Naming of infrastructure within a Place does not require approval by the GNB and will be approved by Council.

### Definitions

**Place** - any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the Local Government Act 1993) or area of operations of a county council (within the meaning of that Act), any electoral district under the Parliamentary Electorates and Elections Act 1912, any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations. For the purpose of this Policy all parks, reserves and sporting venues comprising sporting fields are considered to be "places", within the meaning of the GNA.

**Reserve** – Any Council owned or managed land that is used for a recreation, amenity, conservation or outdoor sporting purpose.

**Infrastructure** – built infrastructure within a reserve .

**Memorial** - Anything intended to mark the memory of a deceased person or past event, including but not limited to monuments, commemorative plaques, tree plantings and shrines.

**Plaque** – a flat tile/tablet of metal which includes text to commemorate a person, place or event and/or to provide historical text or information, fixed to an object or furniture.

**Significant Individual** – A person considered to have:

- (a) made a significant contribution to the community,
- (b) or have demonstrated outstanding civic service,
- (c) or donated significant property or funds for community benefit,
- (d) and be widely known and respected within the community.

**National significance** - significant to the people of Australia. In other words where the person's or event's connection to Coffs Harbour is of special interest to the nation in its widest sense and forms part of Australia's heritage.

## **2 Policy Content**

### **2.1. Naming of Reserves**

2.1.1 Reserves as a matter of general practice, will be named after the suburb or street in which they are located, or a nearby geographical feature unless otherwise named by resolution of Council.

A name shall wherever possible:

- be unique and not duplicate or closely resemble another name within the LGA
  - avoid being overly long
- and in all respects, in accordance with community standards.

2.1.2 In some instances names which recognise historical, multicultural or cultural significance may also be acceptable. Such naming will require a resolution of Council.

2.1.3 Cultural sensitivities should be applied and names that are derogatory or likely to cause offense should be avoided.

2.1.4 Reserves whose principal function is flora and fauna conservation will include the term "Conservation Reserve" after the name, e.g. "Boambee Creek Conservation Reserve".

2.1.5 Reserves with a primary function of recreation or amenity, as a general rule, will include the term "Park" or "Reserve", e.g. "Brelsford Park".

2.1.6 Reserves with a primary function of sport, as a general rule, will include the term sports "complex", "Field", or "Oval, e.g. "High Street Sports Complex".

2.1.7 In all cases Reserve Naming signage will accord with Councils corporate signage templates unless otherwise directed by Council

2.1.8 In all instances Naming should accord with the Geographical Names Board of NSW Guidelines. All Names will be submitted to the Geographical Names Board for approval.

2.1.9 Real property boundaries will delineate the area of a named Reserve to assist asset management. Where a Reserve is made up of more than one property it is preferred each property be linked to the name which most clearly identifies that Reserve in its entirety.

2.1.10 Land developers who have specific proposals to name new reserves that will be created as part of the development process are required to make written application at the subdivision Certificate Stage to enable approval of the name where appropriate and so that reserve name signs are incorporated into the development plans. Naming must in all instances accord with this Policy.

2.1.11 Reserves cannot be named after a commercial enterprise. Commercial sponsorship may be recognised by other means on the Reserve signage with approval by Council e.g. "Green Mountain Reserve (proudly) sponsored by (business name)".

2.1.12 The changing of long established place names is not preferred. Once recorded as the official place name by the Geographical Names Board, the renaming of a Reserve will only be considered if it can be demonstrated that the name is no longer appropriate in historical or geographical terms, or is likely to cause distress to members of the community or is changed in accord with 2.1.13.

2.1.13 Where appropriate, and in accordance with this Policy the names of individuals, families, service organisations and clubs may be considered in conjunction with Reserve and associated infrastructure naming. All proposals will be presented to Council for consideration and determination. Notwithstanding 2.1.1 in certain instances it may be appropriate to recognise deceased\*, significant individuals or families upon the Reserve signage. Where Council grants a request to include the name of a person or family the name will be displayed upon one "Reserve Name" sign at the main entry to the Reserve. In these instances the Name of the Reserve will be displayed as follows, e.g. "Joe Smith Park".

Naming of Reserves after significant individuals or families for all, or parts, of Reserves considered to be Regional in nature will not be considered, e.g. Jetty Foreshore, Botanic Gardens, Coffs Coast Sport and Leisure Park (CCSLP). However in certain circumstances it may still be appropriate to recognise deceased\*, significant individuals or families upon the signage at Regional reserves. Where Council grants a request to include the name of a person or family the name will be displayed upon one "Reserve Name" sign at an appropriate location. In these instances the Name of the Reserve will be displayed followed by the term "in honour of (name)", e.g. "Coffs Coast Sport and Leisure Park Oval 2 in honour of Joe Smith".

\* Under exceptional circumstances consideration will be given to a living person where the naming is deemed to be in accordance with (a) to (d) below and the recognition is considered appropriate by Council.

If a person or family is recognised in memoriam, they must have a significant historical connection to the facility or place and:

- (a) must have made a significant contribution to the community,
- (b) or have demonstrated outstanding civic service,
- (c) or donated significant property or funds for community benefit,
- (d) and be widely known and respected within the community. Applications may be declined if it is deemed by Council that they may cause offence.

Advice may be sought from external expertise (e.g. local historical society) to verify information or claims of association if considered necessary.

Note that prior ownership of the land is not in itself grounds for the application of the owner's name to a Reserve.

Council will assess the merit of applications in accordance with this Policy. Applications deemed to have merit will be advertised prior to the presentation of a report to Council for its consideration.

2.1.14 The replacement of existing signage to reflect a Naming change will occur as funding permits. Alternatively applicants may fund a new sign, the design and location to be specified by Council. In this instance all costs associated with the sign are to be borne by the applicant.

2.1.15 Existing Reserve Names recorded prior to this Policy that acknowledge individuals, families or groups will be retained.

2.1.16 Indigenous and/or dual naming will be acceptable where there is strong evidence supported by written or oral tradition, of a pre-existing indigenous place name. The use of Indigenous names will be governed by the Geographical Names Board of NSW "Dual Naming – supporting cultural recognition" factsheet. "All indigenous/dual naming proposals will require the support of the local aboriginal land council and relevant elder group. Proposed names will be vetted by the local aboriginal language centre to ensure accuracy and contextual relevance. Indigenous name, or dual naming with an indigenous name, will be determined by resolution of Council.

## 2.2 Memorials and Recognition on Reserve Infrastructure

2.2.1 The placement of memorials and plaques in honour of persons in Reserves, or on reserve infrastructure other than in accord with this Policy, will only be considered for:

(a) A permanent built monument to mark a connection between a person and a Reserve, or an event, that is of national significance. Monuments will be sympathetic with the cultural landscape, and have minimal impact on natural values and visual amenity. Monuments will have regard to Councils Public Art Policy and the Reserve site plan. Small objects (boulders, posts, and plinths) will not be considered for placement due to their ad hoc nature.

(b) A tree planted to mark a connection between a person and a Reserve that is of family or personal significance. Species selection and location will be subject to Councils direction. The full cost and implementation of tree planting and establishment (including replacements if required) is to be borne by the applicant. Approval for plaques on the tree or on the ground next to the tree will not be granted.

(c) A plaque on larger reserve infrastructure. Infrastructure considered suitable may include picnic areas, playgrounds, rotundas/stages, grandstands, tiered seating, and club houses. If a person, family, service club or group is recognised they:

- (1) must have made a significant contribution to the community,
- (2) or have demonstrated outstanding civic service,
- (3) or donated significant property or funds for community benefit,

and be widely known and respected within the community. Applications may be declined if it is deemed by Council that they may cause offence. Note that prior ownership of the land is not in itself grounds for the application of the owner's name to Reserve infrastructure.

A plaque of recognition on infrastructure may be either in memoriam or for living people in accord with the criteria detailed above.

Where Council grants a request to place a plaque on larger reserve infrastructure the recognition will be for the life of the infrastructure. Should the facility be subject to damage or removal, Council will be under no obligation to replace the infrastructure or name another in its place. Any plaques attached to infrastructure will be modest in size and in proportion to, and integrated with, the infrastructure as determined by Council. Wording on the plaque is to be brief and reflect the nature of the applicant's contribution. Full costs associated with the plaque will be borne by the applicant. The design and location of the plaque will be at Councils discretion.

(d) A plaque on smaller donated reserve infrastructure e.g. seats, for families or individuals that do not accord with (c). Recognition will be limited to a small plaque with the following wording "Provided by (name)" or "Donated by (name)". The recognition will be for the life of the infrastructure and should the infrastructure be subject to damage or removal, Council will be under no obligation to replace the infrastructure/plaque or name another in its place. Any plaques attached to infrastructure will be in proportion with the infrastructure. Full costs of the infrastructure, installation, and the plaque will be borne by the applicant. The infrastructure design and location, and the design and location of the plaque will be at Councils discretion. Applications may be declined if it is deemed by Council that they may cause offence.

(e) Recognition of contributions by Service Clubs/Organisations. In certain circumstances it may be appropriate to recognise the contribution of Service Club or Community Organisation on the Naming signage. This will only be considered if the organisation has made a significant financial or in-kind contribution to the development and improvement of the Reserve or infrastructure.

Where Council grants a request to recognise the contribution of a community group or service club, the organisation's name will be displayed upon one "Reserve Name" sign at the main entry to the Reserve. In these instances the Name of the Reserve will be displayed followed by the term "Developed with assistance from (name), e.g. "Green Mountain Park developed with assistance from Coffs Harbour Lions Club.

Where the contribution of clubs is more modest, suitable small plaques to acknowledge the contribution of the club/organisation integrated on specific structures may be considered. In this instance full costs will be borne by the applicant.

2.2.2. Requests for monuments and plaques will require application to Council and may require a Council resolution.

2.2.3 Unauthorised existing memorials will be removed.

2.2.4 Whilst a Reserve cannot be named after a commercial enterprise, infrastructure within the Reserve may be named and badged after sponsors with the approval of Council. In the case of leased sports fields the lessee must not grant, permit or allow naming rights to parts of the demised premises without the Lessor's prior written consent. Council will apply this Policy in considering the lessee's request.

2.2.5 Life of the Plaque

Infrastructure with plaques will have a finite life and while efforts will be made to extend the life of the infrastructure Council cannot guarantee that the infrastructure will remain at the designated site indefinitely. Infrastructure may be removed prior to the end of their useful life if:

- The area in which the infrastructure is situated is redeveloped.
- Use of the site changes significantly in character and the item is not deemed suitable for the site

Reasonable efforts will be made to contact the applicant in the event that a plaque is relocated or removed.

### **3. Consultation**

The policy was placed on public exhibition.

### **4. References**

Guidelines for the Consistent Use of Place Names – April 2014, Intergovernmental Committee Survey and Mapping.

### **5. Appendices**

Commemorative Naming Factsheet – March 2013, Geographical Names Board NSW

Guidelines for the determination of Place Names – March 2013, Geographical Names Board NSW

Dual Naming – supporting cultural recognition Factsheet- March 2013, Geographical Names Board NSW

Multicultural place names in NSW – March 2013, Geographical Names Board NSW

**6. Table of Amendments**

<b>Amendment</b>	<b>Authorised by</b>	<b>Approval reference</b>	<b>Date</b>



## REPORT TO ORDINARY COUNCIL MEETING

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### COMMITTEE MEMBERSHIP - EASTERN DORRIGO SHOWGROUND AND COMMUNITY HALL COMMITTEE

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<b>REPORTING OFFICER:</b>	Community Development Officer
<b>DIRECTOR:</b>	Director, Sustainable Communities
<b>COFFS HARBOUR 2030:</b>	LC1.3.2 Build community structures based on the core values of care, inclusion and connectedness LC1.3.3 Promote the importance of being part of a community
<b>ATTACHMENTS:</b>	Nil

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#### Recommendation:

That the following committee member nominations be appointed to the Eastern Dorrigo Showground and Community Hall Committee:

1. Mrs Carolyn Cleary
2. Mrs Tamara Buckler
3. Mrs Tracy Schipp
4. Mrs Ellie Macrae
5. Mr Luke Macrae

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### EXECUTIVE SUMMARY

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To recommend to Council the appointment of community members to facility management or advisory committees.

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## **REPORT**

### **Description of Item:**

This report seeks approval from Council for appointments to the Eastern Dorrigo Showground and Community Hall Management Committee.

### **Issues:**

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

- Eastern Dorrigo Showground and Community Hall Management Committee – Mrs. Carolyn Cleary, Mrs. Tamara Buckler, Mrs Tracy Schipp, Mrs. Ellie Macrae and Mr. Luke Macrae

The use of community committees reflects Councils level of encouragement to actively engage and utilise the expertise within its community. We value the voluntary contribution of our committee members and encourage Council to accept these nominations.

### **Options:**

1. Adopt the recommendation provided to Council – which would enable the continued effective operations of the management committee at this facility and allow Council to engage the expertise of these volunteers.
2. Amend the recommendations or seek clarification – Council may wish to be provided with further information on a particular facility or applicant in which the committee member application would be put on hold until more detailed information could be brought back to Council to allow for adoption.
3. Reject the recommendation provided to Council – this may result in Council missing the opportunity to effectively engage the volunteer assistance of these community members. Council would also need to provide sound justification for rejecting a particular application as these have been vetted by the existing management committees who have given their support to these nominations.

### **Sustainability Assessment:**

- **Environment**

There are no environmental issues associated with this report.

- **Social**

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

- **Civic Leadership**

This approach is addressed in Coffs Harbour 2030 through:

- LC1 We are healthy and strong
- LC1.3 We live in a safe, caring and inclusive community
- LC1.3.2 Build community structures based on the core values of care, inclusion and connectedness
- LC1.3.3 Promote the importance of being part of a community

- **Economic**

**Broader Economic Implications**

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

**Delivery Program/Operational Plan Implications**

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

**Risk Analysis:**

There are no specific risks associated with the appointment of committee members to this committee.

**Consultation:**

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

**Related Policy, Precedents and / or Statutory Requirements:**

This process is in line with precedents set in the past and addresses the requirements under the Local Government Act.

**Implementation Date / Priority:**

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

**Conclusion:**

Council appreciates the work that these committees and their volunteers contribute to our community and this report seeks approval from Council for appointments of new members.



## REPORT TO ORDINARY COUNCIL MEETING

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### BRELSFORD PARK SENIORS PLAYGROUND

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**Question:**

Councillor Degens has asked the following:

A resolution of council some time ago was to include a seniors playground; exercise equipment in Brelsford park as part of the Children's Playground and Skate Park projects. I heard that a couple of items were to go in and their locations decided but haven't seen anything tangible yet.

Has there been any progress on this matter?

**Response:**

The seniors playground equipment / exercise station is to be installed within the skate space on the oval 'egg shape' space between the BBQ shelter and Earl Street next to the internal footpath.

The equipment comprising an air walker, a chin up bar and explanation sign has been purchased under the project budget and is stored whilst awaiting installation.

To install the equipment an amount of \$12,000 in excess of the original budget is required. This minor cost escalation is a result of several latent site conditions which have necessitated variations to the original plan. The issues include for example extra sub soil drainage and the installation of rubber under surfacing.

Council staff are currently identifying funds from other project savings with which to complete the installation.



## REPORT TO ORDINARY COUNCIL MEETING

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### CORAMBA RECREATION RESERVE MANAGEMENT PLAN

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<b>REPORTING OFFICER:</b>	Senior Technical Officer - Parks
<b>DIRECTOR:</b>	Director Sustainable Infrastructure
<b>COFFS HARBOUR 2030:</b>	LE2.1 Maintain biodiversity in a changing climate LC 1.4 Promote a caring, inclusive and cohesive community LC 2.1 Promote healthy living LC 4.4 Develop inclusive community, sporting and recreational events and activities LE 3.4 Create environmental management and restoration programs through partnerships with the community PL2.3 Provide safe and accessible play spaces for our children within each community. PL 2.2 Provide public spaces and facilities that are accessible and safe for all
<b>ATTACHMENTS:</b>	ATT Coramba Recreation Reserve Management Plan

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#### **Recommendation:**

**That Council, as the Reserve Trust Manager, adopt the Coramba Recreation Reserve Management Plan, as appended.**

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### EXECUTIVE SUMMARY

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The purpose of this report is to:

1. Detail the outcome of the community consultation in relation to the exhibition of the draft Coramba Recreation Reserve Management Plan, and to;
2. Seek approval from Council, in its capacity as the Reserve Trust Manager, for adoption of the Coramba Recreation Reserve Management Plan.

Council prepared the Plan to guide the current and future use and provide direction for the management of the Reserve for the next five to ten years, and to meet the needs and expectations of the local and wider NSW Community.

The Plan was placed on exhibition for a period of six weeks. No submissions were received.

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## REPORT

### Description of Item:

Coffs Harbour City Council has prepared a Management Plan for Crown Reserve Number 87204, known as the Coramba Recreation Reserve. Council was appointed as the Reserve Trust Manager in 2004 and as such has care, control and management of the Reserve.

The Plan was placed on public exhibition for a six week period from 1 May 2015 to 12 June 2015.

### Issues:

The Management Plan for the Reserve will provide management direction for the Reserve Trust and give clarity to the community in terms of how the Reserve is to be managed and the range of activities and development that will be supported on the Reserve. The Management Plan will also provide clarity and direction to current and future tenants. A Management Plan will assist in seeking funding opportunities for the Reserve as it sets out a clear path for development and establishes overall management intent.

The risks associated with having no Management Plan in place are disorderly or inappropriate development, reduced accountability, uncertainty and discord within the community, and reduced capacity to raise revenue.

### Options:

Options available to Council in this matter are:

1. Adopt the recommendation provided to Council to adopt the Management Plan
2. Revert the matter to NSW DPI - Lands to petition the Minister for consent to prepare a Plan of Management pursuant to the Crown Lands Act (although it should be noted that the NSW DPI - Lands position, not to provide the directive due to their own priorities, appears firm).
3. Reject the recommendation, however failure to finalise a Management Plan for the Coramba Reserve, given the activities proposed at the Reserve and the general community's apparent satisfaction with the Plan, is not considered an option as the community may be dissatisfied.

### Sustainability Assessment:

- **Environment**

The Plan is recommending a number of measures to improve environmental outcomes within the Reserve including preparation of a Vegetation Management Plan, reinforcing buffers to the adjacent Coramba Nature Reserve and improving the habitat value of the Reserve.

- **Social**

The Plan recognises the significant social value the Reserve holds for the local and wider community and is proposing a range of measures to protect and enhance these values. Proposed improvement works will increase opportunities for social interaction including sports field improvements, additional recreation facilities, establishment of camping, and supporting additional community events.

These actions will support community well-being, community building and offer increased opportunities for members of the community to meet and exchange knowledge and experiences in a social environment

- **Civic Leadership**

The Management Plan works towards achieving the outcomes identified with the Coffs Harbour 2030 Community Strategic Plan and is directly connected to the themes “Places for living”, “Looking after our environment” and “Looking after our community”.

Relevant Strategies include:

- LE2.1 Maintain biodiversity in a changing climate
- LC 1.4 Promote a caring, inclusive and cohesive community
- LC 2.1 Promote healthy living
- LC 4.4 Develop inclusive community, sporting and recreational events and activities
- LE 3.4 Create environmental management and restoration programs through partnerships with the community
- PL2.3 Provide safe and accessible play spaces for our children within each community.
- PL 2.2 Provide public spaces and facilities that are accessible and safe for all

- **Economic**

**Broader Economic Implications**

Tourism is a key driver of the Coffs Coast economy. The Reserve's location lends itself to supporting tourism in the region as a venue for short stay camping. The Plan is recommending conducting an assessment of the feasibility of establishing a primitive campground on the Reserve.

Events held on the Reserve benefit local businesses, injecting much needed dollars into the local economy. The Plan is recommending measures to promote current events and attract additional events.

**Delivery Program/Operational Plan Implications**

Council currently contributes \$25,000 per year to the licensee towards Reserve maintenance. Under this arrangement the licensee is required to match this amount towards capital improvements. The Plan is recommending that Council enter into a Service Level Agreement with the licensee in relation to this contribution and that this amount be reviewed periodically, as part of a city wide review of sports field maintenance contributions.

Council has committed \$301,000 within the Coffs Harbour District Open Space Section 94 Plan towards sub-surface field drainage and car park improvements at the Reserve.

**Risk Analysis:**

There are no perceived risks from adoption of the Plan.

The risks associated with having no Management Plan in place are disorderly or inappropriate development, reduced accountability, uncertainty and discord within the community, and reduced capacity to raise revenue because the community may be dissatisfied.

**Consultation:**

At the Council meeting on 23 April 2015, Council, in its capacity as Reserve Trust Manager, resolved that the draft Coramba Recreation Reserve Management Plan be placed on public exhibition for a period of 42 days. As per this resolution the draft Plan was placed on public exhibition for the period specified. At the conclusion of the exhibition period no submissions were received

The Plan was forwarded to the NSW DPI - Lands and the NSW National Parks and Wildlife Service for their consideration. The Plan has incorporated their comments.

**Related Policy, Precedents and / or Statutory Requirements:**

Council routinely prepares and reviews planning documents for Council managed land.

The outcomes of this project will directly support several Council policies and strategies including:

- Coffs Harbour 2030 Community Strategic Plan
- Coffs Harbour Open Space Strategy 2010
- Coffs Harbour Sports Facility Plan 2010
- Coffs Harbour Biodiversity Action Strategy

**Implementation Date / Priority:**

The Plan will be adopted immediately that Council, in its capacity as the Reserve Trust Manager, resolves to do so.

**Conclusion:**

Council has invested resources into preparation of the Plan and the Plan is required to provide management direction to Council/ licensees and clarity for the community. Council received no submissions during the exhibition period suggesting that the community is satisfied with the direction and intent of the Plan. It is recommended that the draft plan, as exhibited, be adopted.



# CORAMBA RECREATION RESERVE MANAGEMENT PLAN

NOVEMBER 2014



*Helping to achieve the 2030 Community Vision*



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## Acknowledgements

Much of the inclusions in this plan have been derived from:

- Coffs Harbour City Council
- NSW Department of Primary Industries (DPI) - Lands
- Coramba Recreation Reserve Trust
- Orara Valley Progress Association
- Coramba Nature Reserve Plan of Management

## Definitions

Additional purpose	In relation to a reserve, means any purpose that is additional to: (a) the declared purpose of the reserve, or (b) any purpose authorised by the Minister under section 121A of the Crown Lands Act, 1989 in relation to the reserve.
Council	Coffs Harbour City Council
Management Principles	The general principles that form the basis upon which land use and management decisions are made to achieve management objectives.
Reservation purpose	In relation to land comprising a reserve, means the public purpose for which the land has been dedicated or reserved under Part 5 of the Crown Lands Act 1989, and includes any purpose or use permitted under, or in connection with, the declared purpose.
Recreation	A wide range of active or passive activities undertaken either individually or as a group for pleasure, health, renewal and relaxation.
Reserve	Land dedicated or reserved under Part 5 - Crown Lands Act 1989.
Reserve Trust	A corporation constituted under Part 5 - Crown Lands Act, 1989 and appointed by the Minister to manage a Crown reserve.
Social Activities	The holding of social functions and activities, meetings, gatherings, educational instruction, arts & craft activities, club activities and
Sporting Activities	Those activities carried out by sporting clubs including the playing of games, training, the holding of meetings and social gatherings and other fundraising activities either undertaken by the club as the license/lessee or by another group under license or hire arrangements.
Sustainable	Being able to carry out activities without damaging the long term health and integrity of natural and cultural environments.
Vision Statement	A broad statement of intent to focus activities and establish objectives and common direction.
Facilities	Built infrastructure including fields /ovals.

Management Plan	A document to guide the administration, use, development and management of an area.
Paper road	An area of a land reserved for a public road purpose however the road is not yet constructed.
Endangered Ecological Communities (EEC)	An ecological community specified in Part 1 of Schedule 1 of the <i>Threatened Species Conservation Act 1995</i> .
Service Level Agreement	A contract between a customer and a service provider that defines, in measurable terms, the level of service expected from the service provider.
Development	The erection of a building on that land, the carrying out of work in, on, over or under that land, the use of that land or of a building or work on that land, and the subdivision of that land.
OVPA	Orara Valley Progress Association. A not-for-profit community based organisation.

## Plan Structure

This Management Plan is presented in two parts:

**Part A** sets out the basis for management including land status, administrative requirements, Crown reserve values, and an analysis of management challenges facing the Coramba Recreation Reserve Trust.

**Part B** provides a best practice management framework and mechanisms to achieve the vision and objectives determined by the Trust for the Coramba Recreation Reserve.

## PART A

### 1 PREAMBLE

#### 1.1 Introduction

This Management Plan – herein referred to as the Plan, has been prepared to guide the future use, development and management of the reserved Crown land known as the Coramba Recreation Reserve (Reserve 87204 for Public Recreation) herein referred to as the Reserve. The Plan provides a blueprint for the management of the Reserve for the next 5 to 10 years and defines and guides sporting, recreation and tourism opportunities to support its current and future use, whilst ensuring the protection of natural values, both within and surrounding the site.

The Management Plan, whilst not a statutory document under the provisions of the Crown Lands Act 1989, is Council’s adopted strategy for the current and future management of the Reserve.

Periodic review of the Plan will occur to ensure compliance with government policy, cater for changing community needs and expectations and ensure its continued relevance.

#### 1.2 Plan Methodology

The following chart details the methodology employed in the development of the Plan.



### 1.3 Location

The Reserve is located 2.5km north of Coramba village, in the heart of the picturesque Orara Valley on the Mid North Coast of NSW. See illustration 1.1. Coramba is situated between Grafton (68km) and Coffs Harbour (12km), and 546km north of Sydney and 377km south of Brisbane. The Reserve is adjacent to the Orara Way, a popular, alternate, scenic inland route to the Pacific Highway between Coffs Harbour and Grafton. The Reserve is surrounded by freehold rural holdings predominantly used for cattle grazing on improved pastures. The reserve name is taken from the nearby town of Coramba which is derived from the local Aboriginal Gumbaynggirr name for the mountain (Gumbular Julipi Elders Group 2005).

Coramba Village is home to 372 people and lies within the western hinterland of the Coffs Harbour LGA.

### 1.4 Regional Context

The Reserve is part of the State-wide network of Crown Reserves. The Crown Reserve system contributes to the regions biodiversity, recreation and tourism values and contributes to the character of small villages across the Region.

The Reserve forms a rectangular piece of land bordered by the Orara Way to the west, farmland to the north and south, and the Coramba Nature Reserve to the east. Walking access to the Orara River is possible via the Nature reserve. See illustration 1.2.

The Reserve offers social, sporting and recreational opportunities to both the local Orara Valley communities and its visitors. Its central location in the Valley makes it a focus for the surrounding rural areas activities and events.

The Reserve also forms part of the Coffs Harbour network of district sporting facilities, servicing a range of sports within the LGA.

The Reserve is located adjacent to the Coramba Nature Reserve, a remnant patch of the sub lowland subtropical rainforest that once dominated the North Coast. It is now one of only three small remnants remaining in the Region, the others located on Susan Island and at Maclean. The Nature Reserve is managed by the NPWS in accord with the adopted Plan of Management and with the assistance of community volunteers. A short walking track from the Recreation ground through the Nature Reserve provides pedestrian access to the Orara River.

### 1.5 Land Description and Zoning

The Reserve (Reserve number 87204) comprises Lot 7302 of DP1143748 in the Parish of Bagawa, County of Fitzroy and has an area of approximately 6.2 hectares. The reservation purpose is Public Recreation and Preservation of Native Flora, as notified on 6 June 1969.

The Reserve is zoned RE1 (Public Recreation) under the Coffs Harbour City Council Local Environment Plan 2013, as shown in Illustration 1.4. Allowable uses and activities on Crown land are defined by the notified Reserve purpose but are also subject to the zoning provisions of the Local Environmental Plan (LEP).

The planning area also includes the unformed Crown road (paper road) on the Reserves southern boundary, controlled by NSW DPI – Lands. To facilitate management outcomes, this Plan is recommending the closure of the Crown road and addition to the Recreation Reserve.

Illustration 1: Regional Map

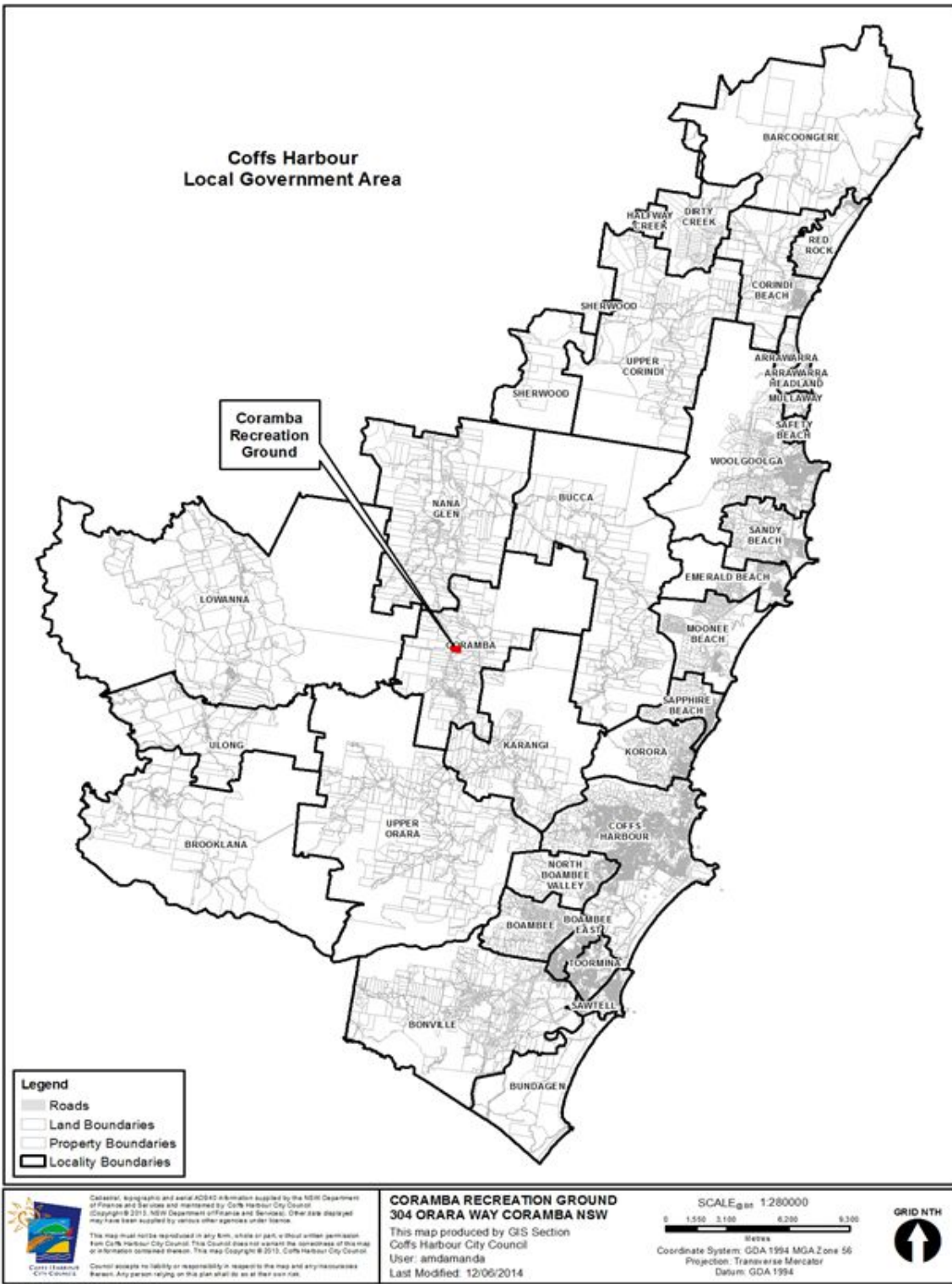




Illustration 2: Locality Map

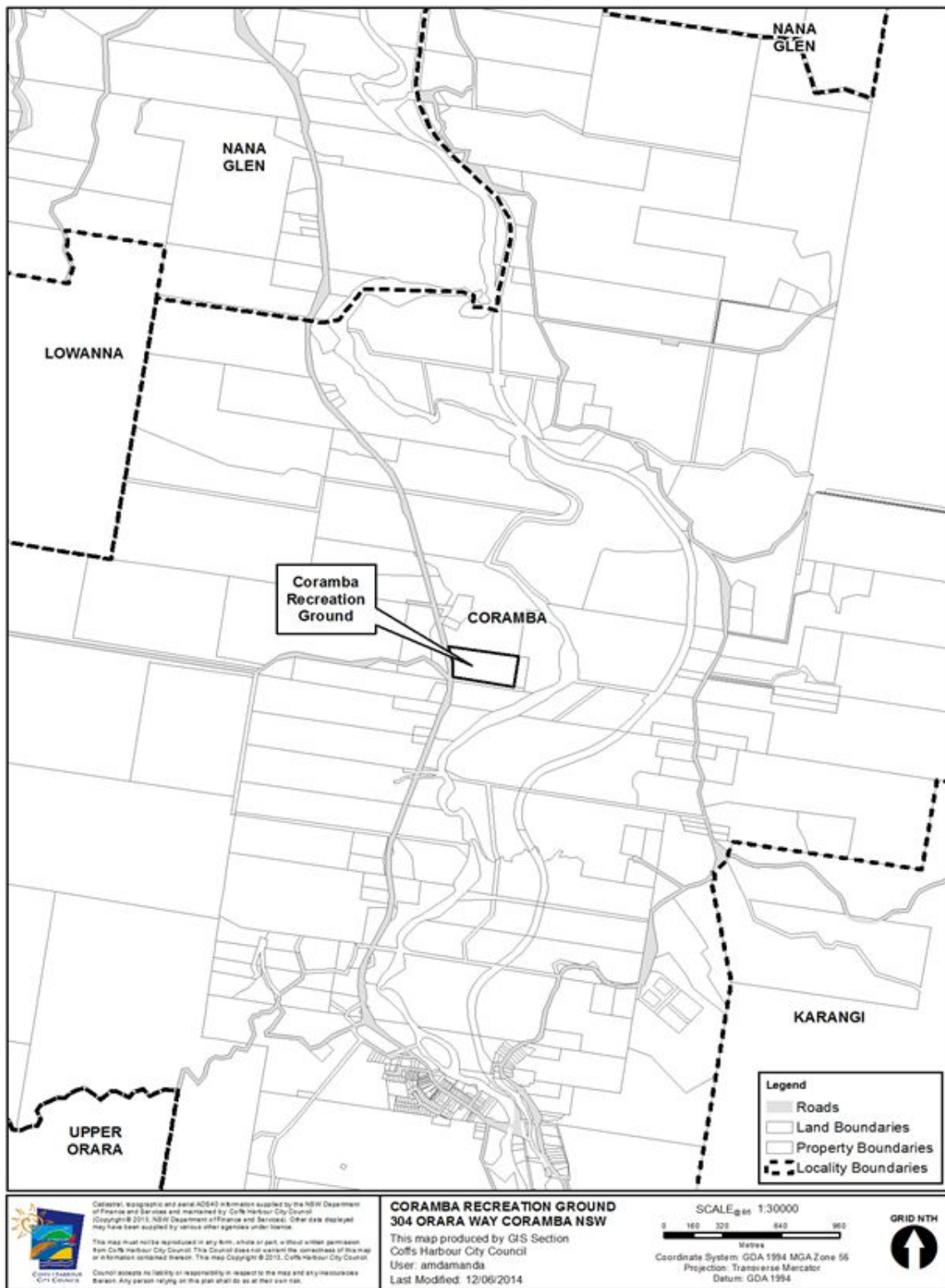
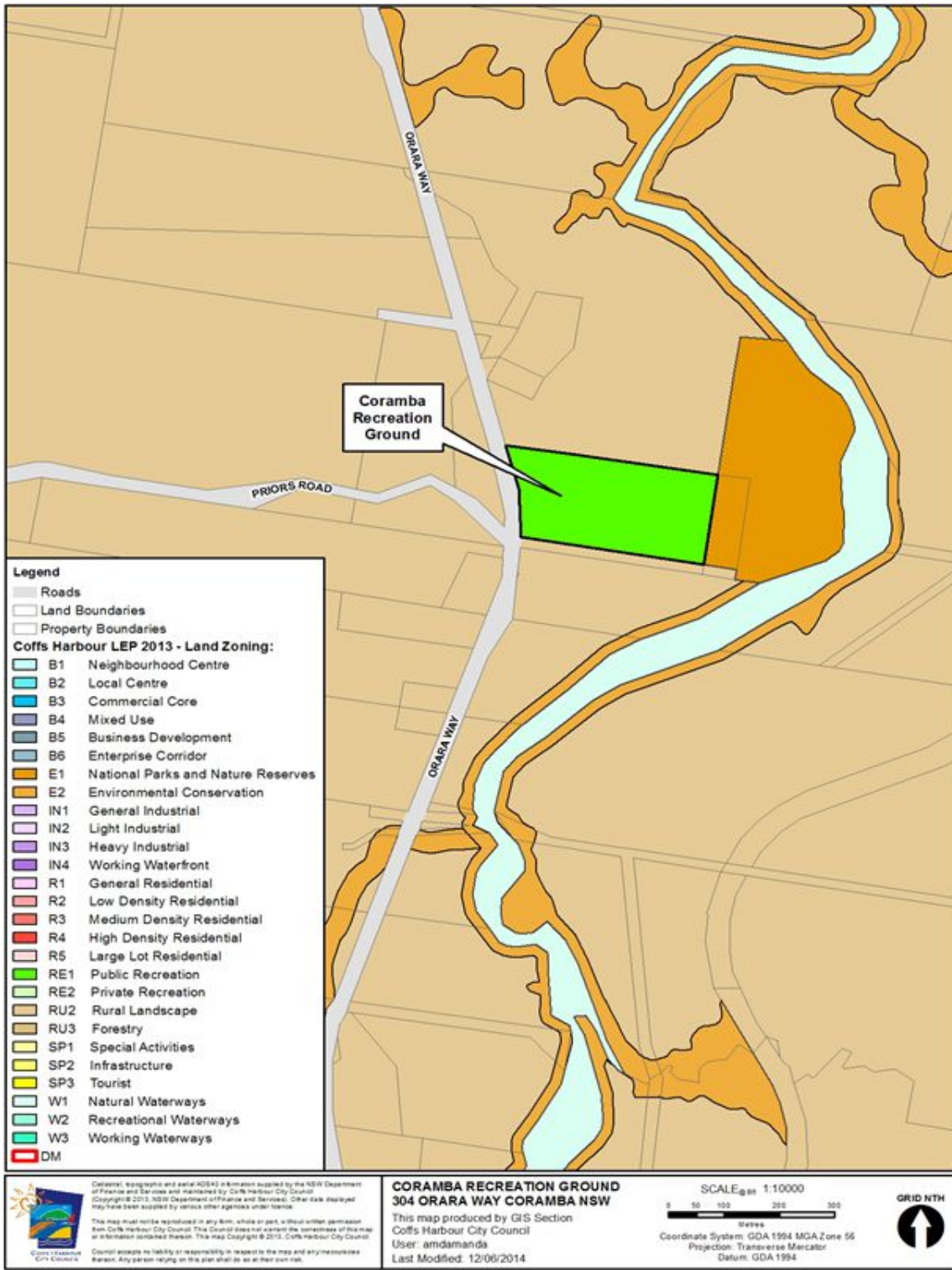


Illustration 3: Cadastre Plan Illustration



Illustration 4: Zoning



## **1.6 Basis for Management**

The Plan has been prepared in accordance with the NSW *Crown Lands Act 1989* and all other relevant legislation and policies applying to Crown Reserve management. The Plan is a guiding document that will govern how the Reserve is to be managed and developed in the years ahead.

## **1.7 Crown Reserve Trust Management**

The *Crown Lands Act 1989* provides for the establishment of Reserve Trusts to manage Crown Reserves

Coffs Harbour City Council is the appointed corporate manager of the Coramba Recreation Reserve Trust which is charged with care, control and management of the Reserve, pursuant to Section 92 – *Crown Lands Act 1989*.

## **1.8 The Role of the Trust**

Coffs Harbour City Council as the appointed trustee must administer the affairs of the Trust in a transparent and accountable manner and is responsible for all aspects of reserve management, including implementation of the Management Plan.

A Reserve Trust manager may, with the approval of the Minister, delegate any of its functions as Trust manager to any other person or body, including advisory committee(s).

A Trust may, with consent, enter into a lease over the Crown land it manages. The Minister may grant leases or licenses over lands managed by a Trust.

Operational management of the grounds is currently undertaken by the community based Orara Valley Progress Association (OVPA) under a license arrangement with the Trust, in accord with the leasing and licensing provisions of the *Crown Lands Act 1989*.

## **1.9 Public Reserve Management Fund**

NSW DPI - Lands administer the Public Reserve Management Fund (PRMF) that provides funds as grants and/or loans at competitive interest rates. These grants or loans are available for the development, maintenance and protection of Crown reserves. These funds are also used to improve infrastructure on reserves.

As the PRMF is self-funded, most of its funds are allocated as loans rather than grants. This is to ensure that the PRMF will be able to meet the financial demands on it into the future.

All requests for financial assistance must be made on the relevant PRMF application form and then submitted to the local DPI Crown Lands office for review. Application forms are provided in Appendix J of the Trust handbook. Further information is available on the NSW DPI- Lands website.

## 2 LEGISLATION AND POLICY

### 2.1 Introduction

A broad range of legislation, policies and planning instruments are relevant to the management of Crown reserves and have been considered in the formulation of the Plan.

### 2.2 Crown Lands Act 1989

Crown reserves in NSW are subject to the provisions of the *Crown Lands Act 1989*, in particular Part 5 of the Act. Under the Crown Lands Act Crown land resources are to be managed in accordance with the principles of environmental protection, conservation and ecological sustainability, public use and enjoyment, as well as encouraging multiple use of the land.

The objectives of the Act are to ensure that Crown land is managed for the benefit of the people of New South Wales and in particular to provide for:

- a proper assessment of Crown land,
- the management of Crown land having regard to the principles of Crown land management (see later discussion),
- the proper development and conservation of Crown land having regard to those principles,
- the regulation of the conditions under which Crown land is permitted to be occupied, used, sold, leased, licensed or otherwise dealt with,
- the reservation or dedication of Crown land for public purposes and the management and use of the Reserved or dedicated land, and
- the collection, recording and dissemination of information in relation to Crown land.

The principles of the Act prescribe the basis for administration and management of Crown Lands, as follows:

- that environmental protection principles be observed in relation to the management and administration of Crown land,
- that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible,
- that public use and enjoyment of appropriate Crown land be encouraged,
- that, where appropriate, multiple use of Crown land be encouraged,
- that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and
- that Crown land be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the State consistent with the above principles.

The use, development and management of a Reserve must be consistent with the notified public purpose of the Reserve.

Note that the Act requires that any proceeds of activities on reserved Crown land be applied by the Reserve Trust towards the management of that reserved Crown land, unless otherwise directed by the Minister. Thus any revenue generated by the Trust contributes to the funds required for the on-going management of the Reserve.

The *Crown Land Act* is currently under review. This MP will be amended to the extent of any inconsistency with the new Act, when legislated.

### **2.3 Crown Lands Regulation 2006**

The Regulation is made under the *Crown Lands Act 1989* and deals with a range of matters relating to Crown reserves and reserve trusts including the purposes for which temporary licenses may be granted and the exhibition of draft plans of management.

### **2.4 Crown Land Legislation Amendment Act 2005**

This Act allows additional uses or purposes for Crown reserves to be authorised in a number of ways:

1. By a plan of management developed by a reserve trust, and adopted by the Minister.
2. By the Minister (by order published in the Government Gazette).

### **2.5 Crown Lands Policy for Tourist & Associated Facilities**

This Policy was developed to guide the creation of new and renewed tenures for Tourist & Associated Facilities in accordance with the requirements of the *Crown Lands Act 1989*, the Principles of Crown Land Management, and wider considerations such as competition and probity. It sets out considerations that apply to existing Crown tenures, as well as new Crown development sites.

The intent of the Policy is to provide benefit to NSW by:

- *ensuring that the commercial leasing and licensing of Crown lands is consistent, transparent, fair and impartial;*
- *encouraging the sound environmental management of Crown land in New South Wales;*
- *encouraging the ongoing development and improvement of existing and new tourist facilities to ensure the availability of high quality infrastructure and accommodation for tourists;*
- *encouraging the use of suitable crown land for public use and enjoyment;*
- *securing a market return from the commercial use of Crown land and the best outcome for the State;*
- *providing certainty for the holders of Crown tenures in a commercially secure environment; and*
- *promoting and encouraging the operation of market forces in the development and operation of Crown tenures.*

This Plan is recommending the establishment of a Primitive campground consistent with this Policy.

### **2.6 Environmental Planning and Assessment Act 1979**

The *Environmental Planning and Assessment Act 1979* provides the statutory planning framework to control the use and development of land in New South Wales. A range of planning instruments (Local and Regional Environmental Plans & State Environmental Planning Policies) need to be considered when planning the future use and development of the Coramba Recreation Reserve.

## 2.7 Coffs Harbour Local Environmental Plan (CHLEP)

The (CHLEP) is a comprehensive LEP prepared using the Standard Instrument template to provide a more consistent approach to planning and development controls throughout NSW.

The Reserve is zoned Public Recreation (RE1). The objectives of this zone are:

- *To enable land to be used for public open space or recreational purposes.*
- *To provide a range of recreational settings and activities and compatible land uses.*
- *To protect and enhance the natural environment for recreational purposes.*

Existing uses and proposed uses under this draft Management Plan are consistent with these objectives.

Caravan parks (including camp grounds), recreational facilities, environmental facilities, car parks and kiosks are permissible with consent in the proposed RE1 zone.

## 2.8 State Environmental Planning Policies

A range of State Environmental Planning Policies (SEPP) may need to be considered in relation to planning and development on the Reserve including:

### State Environmental Planning Policy 21 – Caravan Parks

Development for the purposes of a caravan park may only be carried out with the consent of the Council. Under SEPP 21, a caravan park means ‘...land (including a camping ground) on which caravans (or caravans and other moveable dwellings) are, or are to be, installed or placed’.

### State Environmental Planning Policy (Infrastructure) 2007

SEPP (Infrastructure) was introduced on 1 January 2008 to simplify planning processes applying to the provision of infrastructure throughout NSW. Key provisions include:

1. Additional uses being permitted on certain State land (including some classes of Crown land) which would otherwise be prohibited under an LEP.
2. Exempt development categories for public authorities. Categories relevant to Crown reserves include access ramps, bush fire protection, carparks, fencing, landscaping, lighting, signage and boundary adjustments.
3. Infrastructure planning provisions, including works and activities on Crown land, such as emergency services facilities, bushfire hazard reduction, parks and public reserves, flood mitigation works, port, wharf and boating facilities, waterway or foreshore management activities, etc.
4. Consultation requirements when undertaking development subject to the SEPP.
5. Development for any purpose may be carried out without consent on a Crown reserve by or on behalf of the appointed trustee where the development relates to the implementation of a plan of management adopted under the Crown Lands Act 1989.



6. The SEPP does not remove any existing requirements to obtain relevant approvals under other legislation such as the National Parks & Wildlife Act, 1974, Rural Fires Act 1997 etc.

## **2.9 NSW 2021**

In 2013 the NSW Government released the NSW 2021 Plan. This Management Plan makes relevant contributions to the following 2021 Plan Goals:

Goals 22 and 23: Protect our natural environment and increase opportunities for people to look after their own neighbourhoods and environments.

- improved environmental outcomes for natural resources,
- enhanced opportunities for people to use Crown reserves and recreational facilities.

Goal 24: Make it easier for people to be involved in their communities.

- more involved communities through public participation in social activities and reserve management,
- Increased opportunities for volunteering.

Goal 27: Enhance cultural, creative, sporting and recreation opportunities.

- improved recreational and sporting opportunities,
- provision of appropriate facilities on Crown reserves,
- healthier communities through increased participation in recreational activities.

## **2.10 Local Government Act 1993**

The *Local Government Act 1993* sets out the role and responsibilities of Coffs Harbour City Council and gives Council power to control local activities through an approval process under Section 68 of the Act.

This Plan endorses the formalisation of a “primitive” camping ground within the Reserve. The operation of caravan parks and camping grounds is subject to an *operational approval* issued under the Act in accordance with the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005*.

## **2.11 Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005**

*The Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005* specifies standards for caravan parks and camping grounds including the level of service required in a primitive camping ground.

The Trust, or appointed lessee, may make application to Coffs Harbour City Council to approve use of the Reserve as a primitive camping ground under Section 68 of the Local Government Act 1993.

The subject site is mapped as Bushfire Prone Land. Tourist accommodation is identified as a ‘Special Fire Protection Purpose’ and requires referral to the RFS as integrated development.



## **2.12 National Parks & Wildlife Act 1974**

The *National Parks & Wildlife Act 1974* provides protection of flora and fauna and protection of aboriginal sites. Permits and/or licences are required for damage to aboriginal sites, holding of native fauna and removing flora.

Consideration of the potential impacts of development on Aboriginal heritage is a key part of the environmental impact assessment process under the Environmental Planning & Assessment Act 1979. A 'Due Diligence Code of Practice for the Protection of Aboriginal Objects in New South Wales' has been introduced to inform the initial assessment of the environmental impacts of an activity on Aboriginal heritage.

If it is found through the initial assessment process that Aboriginal objects will or are likely to be harmed, then further investigation and impact assessment is required. The initial assessment is generally required prior to carrying out any activity on the land.

The adjoining Coramba Nature Reserve is managed under this legislation and this Plan recognises the need for collaboration with NPWS in undertaking management activities.

## **2.13 Work Health and Safety Act 2011**

The New South Wales Work Health and Safety Act 2011 (WHS Act) aims to protect the health, safety and welfare of people at work. It details general requirements for health, safety and welfare, which must be met at all places of work in New South Wales. Importantly the Act requires that employers treat volunteers in the same manner as paid employees. Engagement of a Caretaker for the grounds will require consideration of this Act.

## **2.14 Residential Tenancies Act 2010**

This Act replaces the 1997 Act and provides the most sweeping changes to residential tenancies in decades. The Act provides for the establishment of residential tenancy agreements and defines the rights of landlords and tenants.

This Plan is recommending the establishment of an onsite caretaker within a cottage on the Reserve. Section 9 of the Act prescribes that an agreement or arrangement under which a person is given the right to occupy premises for the purpose of a residence in return for, or as part of remuneration for, carrying out work in connection with the premises or the person's employment is taken to be a residential tenancy agreement.

### **Other relevant legislation/policies**

NSW Rural Fires Act  
Coramba Nature Reserve Plan of Management  
Coffs Harbour Sports Facility Plan  
Coffs Harbour Biodiversity Strategy

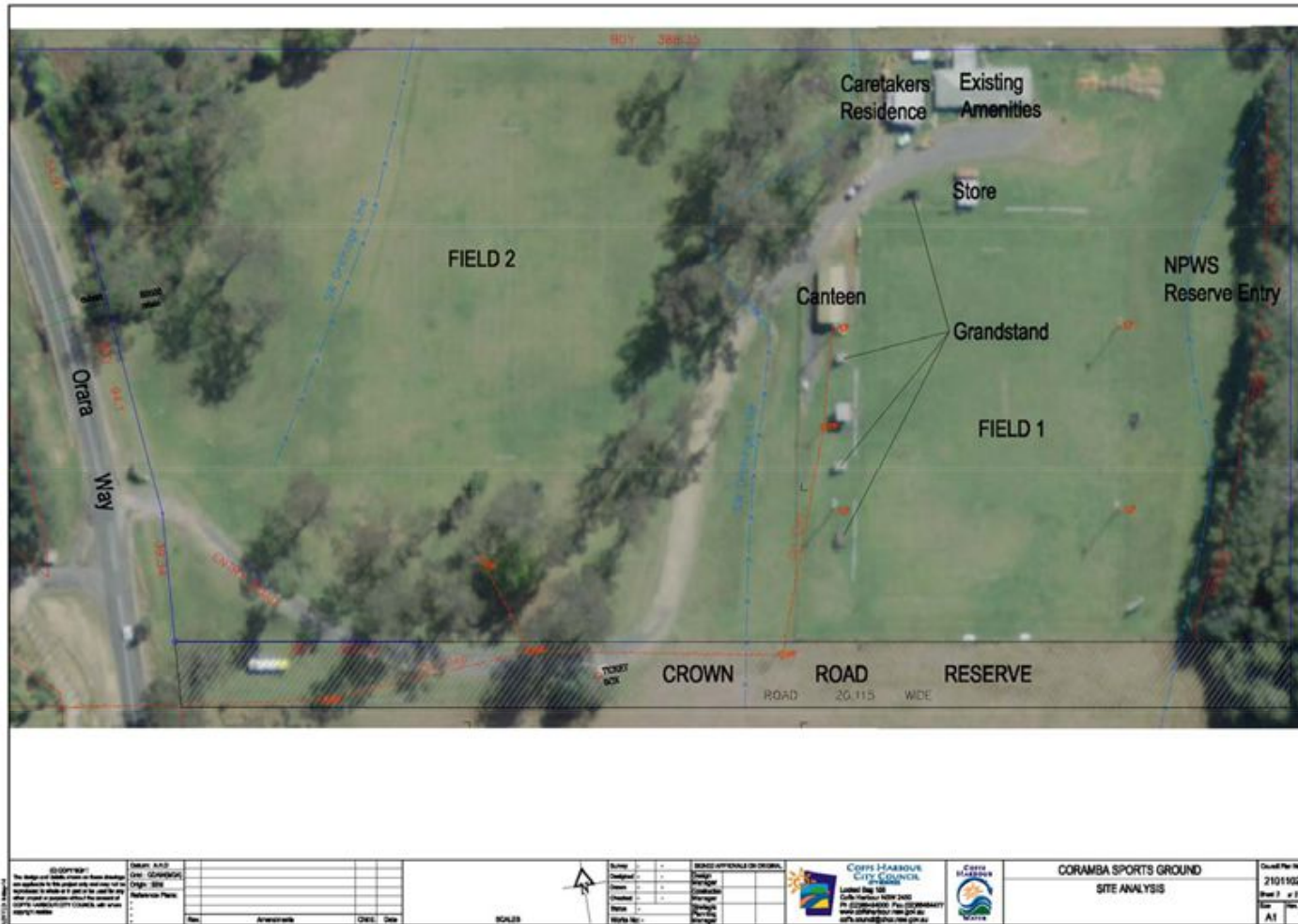
## **3 SITE ANALYSIS**

### **3.1 Existing Development**

Existing facilities within the Reserve are mainly focused around the eastern rugby league field and include public amenities, residential cottage, canteen, storage facilities, portable grandstands, fencing, access roads and water supply infrastructure. An onsite sewage management system (septic system) is located near the amenities building. The current licensee has recently replaced the existing caretakers cottage, however flooding constraints require the cottage to be relocated. This Plan details a new location for the cottage.

The physical, recreational, and natural characteristics of the site are detailed in illustration 5.

Illustration 5: Existing Site Development



## 3.2 Environmental Values

### Geology and Landform

The Reserve lies on the alluvial flats of the western floodplain of the Orara River.

The geological basis of the area is Quaternary clayey, silty and gravelly alluvials, with layered gravels, cobbles and stones in some soils. The alluvial soils are highly erodible and the sands have a tendency to be strongly acidic and low subsoil fertility (Milford 1999).

The reserve is subject to periodic flooding however water levels generally recede within 24 hours. A number of drainage lines traverse the Reserve and relief is generally less than 2m.

### Native Plants

The majority of the site is managed grasslands with remnant vegetation, primarily in the form of scattered trees, predominantly on the western half of the reserve. This remnant vegetation has been mapped by CHCC as Lowland Swampbox-Paperbark-Redgum Dry Forest. This community forms part of the Endangered Ecological Community (EEC) Subtropical Coastal Floodplain Forest of the NSW North Coast. EEC's are protected under the NSW Threatened species Act. The westernmost remnant lies along a drainage line and is heavily weed infested. Dominant weeds include small leaved privet, lantana, camphor laurel and broad leaved paspalum.

A number of key threatening processes have been listed, by the NSW Office of Environment and Heritage, for Subtropical Coastal Floodplain Forest including:

- Land clearing.
- Alteration to the natural flow regimes of rivers, streams, floodplains and wetlands.
- Removal of dead wood and dead trees.

Retention and enhancement of the remnant vegetation, including development of a Vegetation Management Plan, is considered an important outcome for this Plan.

The Reserve is located adjacent to the Coramba Nature Reserve, a remnant patch of the sub lowland subtropical rainforest that once dominated the North Coast. The Nature Reserve is managed by the NPWS in accord with the adopted Plan of Management and with the assistance of community volunteers.

A vegetated buffer to the Nature Reserve is located on the Recreation Reserve and a fence has been established along this buffer to manage access. Collaboration with NPWS to effectively maintain the buffer is an important outcome of this Plan.

### Native Animals

Whilst there have been no systematic fauna surveys undertaken within the Reserve, the vulnerable rose crowned fruit dove (*Ptilinopus regina*) and grey-headed flying-fox (*Pteropus poliocephalus*) have been sighted within the adjacent Nature Reserve (ECOSENSE 1992).

Many of the trees are approaching, or are of an age, whereby hollows are forming. These hollows provide habitat for a range of hollow dependant species including arboreal mammals and birds. It is important that these hollows are retained as trees that are of an age to form hollows are limited within the area.

### 3.3 Site History

#### European History

(Based on records held by NSW DPI – Lands, Coramba Recreation Reserve Trust papers and the recollections of Mr Norman Morton, a former long-serving trustee.)

Coramba has a rich history, dating from its settlement in the latter half of the 1800's. The earliest settlers in the Coramba District had followed the cedar cutters as they explored the rich alluvial creek flats of the Orara Valley. The discovery of gold led to the opening of a number of mines within the Coramba locale. This in turn promoted opening of the area to agriculture to support the mining community.

In September 1879 surveyors noted an "open black soil plain" separated from the river by "rich scrub" where the sports ground and Coramba Nature Reserve are now situated. This promising locality was subsequently set aside as Camping Reserve 645 notified 23 August 1880.

On the northern boundary of the camping reserve the land was set aside as Village Reserve 779 notified 26 September 1881. In 1889 the original Coramba Recreation Ground was established further to the north when 25 acres of the Village Reserve adjoining the Orara River was revoked and Reserve 8865 for Public Recreation was notified on 13 April 1889. The original plan shows an "oval plain" surrounded by dense brush near the banks of the river.

In due course the site obtained additional protection when it was dedicated for Public Recreation on 9 March 1894. The original trustees appointed on 5 June 1894 were Messrs Arthur William John Foster, Andrew Morton and Daniel William Baker.

The balance of the village reserve was set aside as Camping Reserve 10302 notified 30 November 1889. As a sign of the times this area was also reserved from occupation for residence or business purposes notified 25 July 1893.

In 1895 the Coramba Cricket Club sought permission to practice on Camping Reserve 645 near the site of the current recreation ground. This would suggest that there could have been competing interests in the use of the established sportsground. A permissive occupancy was granted to the Cricket Club until the area was finally set aside as Reserve 28519 for Public Recreation notified 19 November 1898. The Coramba Recreation Reserve has been actively used since that time.

Other settlers had their sights on these rich alluvial flats and by the turn of the century Michael O'Connell held grazing leases over the land between both sports grounds. Fortunately, it was also around this period that the Government started to recognise the unique values of the "scrub" that remained on Camping Reserve 645. In 1900 the Government set aside two reserves on either side of the new sports ground to protect the unique vegetation. Reserves 31074 and 31075 for Preservation of Native Flora were notified on 23 June 1900 with an area of 12 acres and 32 acres respectively.

In 1903 the original sports ground was resurveyed and the Crown Plan of Portion 76 indicates that it was measured for Showground. However, by 1908 Michael O'Connell had also added this land to his lease holdings. It would seem that community usage and interest in a showground had clearly shifted to the new (southern) site when Reserve 28519 for Public Recreation and a significant area of Reserve 31075 for Preservation of Native Flora were incorporated in a new Reserve 39855 for Public Recreation and Showground notified 4 November 1905.

With the advent of the local dairy industry, the Coramba and Nana Glen Shows were a feature on the local calendar for many years with exhibitions of local produce displayed in the showground pavilion. This was a weatherboard building approximately 20 x 30 metres, situated on the northern boundary of the grounds between the present amenities block and the rainforest. A luncheon pavilion stood where the amenities block is now located with a publicans booth nearby.

The Depression took its toll on small country shows and the last Coramba Show was held in about 1933.

From this time the reserve was mainly used as the local sportsground, particularly catering for social and competition cricket and the Orara Valley School Sports.

During the Second World War the land and buildings were hired by the Australian Military Forces and used as a military hospital for the Eastern Command 2<sup>nd</sup> Field Ambulance.

The sportsground and remaining rainforest area was consolidated when Reserve 70592 for Showground, Public Recreation and Preservation of Native Flora was notified 5 June 1942.

In 1945 the luncheon booth was blown down in a storm and the remains used to renovate the main pavilion. However, the pavilion eventually fell into disrepair through age and neglect and was eventually sold by public tender in 1966 and removed.

At around this period a corrugated iron kiosk and shelter shed were erected.

Reserve 87204 for Public Recreation and Preservation of Native Flora and Fauna was notified 6 June 1969 in lieu of the previous reservation.

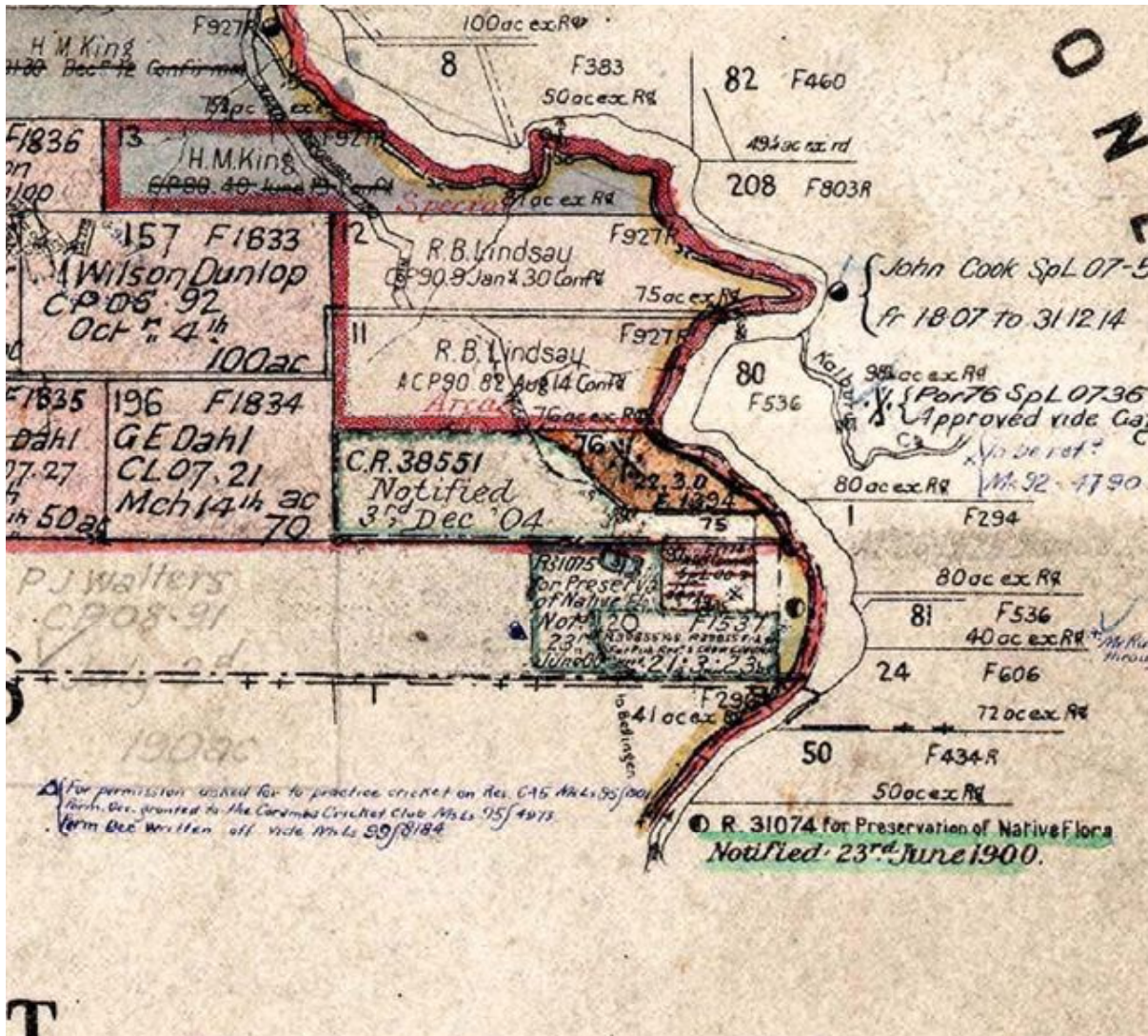
The rainforest area was withdrawn from the reserve by proclamation of the Coramba Nature Reserve under the National Parks and Wildlife Act on 13 August 1982.

1982 was also significant with the formation of the Orara Valley Rugby League Club who sought the use of the ground. The Club developed a close partnership with the Trust and was instrumental in providing many new facilities on the ground.



Illustration 6: Early Parish Map (detail)

SIX Portal, LPMA, May 2014



**3.4 Aboriginal History**

The Coramba Recreation Reserve is within the country of the Gumbanggir aboriginal people, in an area known as the Burrigarriga Plains which was used traditionally for various purposes such as camping, meeting and resource use (Coramba Nature Reserve Plan of Management as provided by Gumbular Julipi Elders Group 2005).

While there are no recorded Aboriginal sites on the reserve, there are a number recorded within the surrounding area including an open campsite and mythological site. As it is likely that the rainforest and the Orara River were a rich source of food and materials for Aboriginal people, it is possible that future surveys could identify sites within the reserve itself.

In the late 1800s, Eugene Rudder, the local Government Representative for Aboriginals, organised a sports day for local Aboriginal people at the Recreation Reserve. It was estimated that approximately 600 Aboriginal people attended. The activities included boomerang and spear throwing as well as foot races (Yeates 1990).

### 3.5 Sport and Recreation

The Reserve has a long history of supporting local sporting and recreational endeavours, beginning with cricket in 1895.

Whilst community passions and interests have changed over time the Reserve still plays an important role in supporting local sporting and recreational activities including walking, club, school and social sports, informal gatherings and events.

The Reserve is currently the home ground of the senior and junior divisions of the Orara Valley Axemen Rugby League Club. Home and away competition games for juniors and seniors are played on Saturday and Sunday throughout the League season as well as club training by seniors 2 nights per week. The club has a long association with the Reserve dating back to the early 1980's.

Other occasional uses include the local Coramba Public School for its annual athletic carnival, and the local day care/preschool/vacation care provider for child based activities.

### 3.6 Economic

Crown Reserves provide a range of environmental, social and economic benefits to the people of NSW and serve to attract tourists to the Region. Tourism is a key economic driver of the Coffs coast economy. The location of the Reserve adjacent to the Orara Way lends itself to supporting short stay low key camping by touring caravans and campervans. In the past informal camping, for a small fee, had been permitted on the Reserve however this was recently discontinued as it had not been authorised through any formal planning process.

As well as providing an income stream for the Reserve, short stay travellers are an economic asset for the local village businesses. The Reserve is well placed to support this market segment. This plan recommends seeking the establishment of a primitive camping ground in accord with Section 68 of the Local Government Act.

Main income sources for the Reserve include:

- hire to the Orara Valley Axemen for the duration of the Rugby League season;
- hire to the Orara Valley Tomahawks for the duration of the Rugby League season;
- annual maintenance allocation from CHCC.

Other sources of income include:

- hiring of the ground to the Coffs Harbour and District Kennel Club. This was reasonably well received by the community and presents an opportunity for an ongoing source of income for the Reserve;
- Community events such as the annual Orara Valley Ball, Movie nights.

Local businesses benefit from these events, injecting much needed dollars into the local economy.

Events, camping and venue hire provide the greatest opportunities to create an economic benefit for the Trust and for the community. Attracting additional sporting users to the Reserve would also increase income opportunities.



### **3.7 Social**

The Crown reserve system provides a range of resources and opportunities to fulfil the social needs of the community. Social events and activities for the Coramba Recreation Reserve are organised leisure activities and community events and activities for all age groups.

Strong social values are also attached to the preservation of community ownership and stewardship of these important public assets and the need to ensure that they are passed on as an inheritance for the benefit of future generations.

It is also important to remember that in small regional towns, social activities can be limited and consequently these Crown reserves offer the opportunity for social interaction that underpins rural community lifestyle.

The annual Orara Valley Ball has become a fixture on the Reserve as a means to bring the community together and promote local identity.

## 4 Management Issues and Challenges

### 4.1 Environmental and Landscape Management

Whilst the Reserve is predominantly cleared the trees and vegetation that remain are environmentally and aesthetically significant. The remnant vegetation defines the character of the reserve and significantly contributes to the reserves ambience and visual appeal. Whilst some trees are considered senescent, the majority are healthy and well established. There are moderate to high levels of weed incursion within the western drainage line remnant. Improving the quality of this vegetation is considered an important outcome for this plan. The plan is proposing development of a Vegetation and Tree Management Plan to address improving the quality of the remnant vegetation, strengthening the reserve habitat value and a replacement plan for the mature eucalypts as they senesce over time.

The Reserve is adjacent to the Coramba Nature Reserve and it is important to ensure that Reserve activities do not negatively impact on this tenure. Likely impacts are considered to be indiscriminate pedestrian/vehicle access, disposal of effluent, unmanaged dogs, litter, environmental weeds, removal of native vegetation and dead wood, and flood debris. Supporting NPWS in the ongoing maintenance of the vegetated buffer and fence is an important consideration for protection of the remnant lowland rainforest community.

Landscape planning is an important component of the management for lands in the public domain. Landscape planning, in the context of the Reserve, is integral to defining activity spaces and ensuring that they are practical, meet community needs, and are sustainable and affordable. Protection of vegetation and consideration of the impacts of flooding and site drainage are important landscape planning considerations. At present there is no formal landscape plan in place for the Reserve. This Plan includes a Landscape Master Plan addressing landscape and environmental planning considerations.

#### Key Issues

- Future activities may impact on environmental values if not regulated effectively.
- Noxious and environmental weed present and unmanaged.
- No tree replacement program for mature Eucalypts and feature trees.
- Potential for impacts on Coramba Nature Reserve from poorly managed Reserve activities.
- Support NPWS in the management of the vegetated buffer.

## 4.2 Reserve Infrastructure

The existing buildings on the Reserve were largely established in the early 1980's by the local Rugby League Club, in partnership with the Trust, and are on the whole in reasonable condition. These include an amenity block, canteen, caretaker's cottage and storage sheds. Whilst there were buildings prior to this, they had fallen into disrepair and were removed throughout the 1960's and 70's. A number of refurbishments have been undertaken on the current buildings including rebuilding of the caretakers cottage and refurbishment of the change rooms, due to damage from white ants. Other recent improvements include upgrading the floodlighting on the eastern field, to 100 lux. These refurbishments have been undertaken by OVPA utilising monies raised by them, community donations and grant funds. OVPA have also purchased a large marquee which is used on the ground for larger events. The current built infrastructure on the Reserve is valued conservatively at over \$800,000.

There is no dedicated parking within the Reserve. Parking occurs in an ad hoc manner on the grass verges adjacent to the entry road. These areas are low lying and not compatible with parking after wet weather. Pedestrian movement is also compromised by this arrangement. The plan is recommending the development of an all-weather parking area at the southern end of the main field area and a bus turning area.

The plan has identified a number of building and field improvements that would be beneficial for the Reserve including an upgrade of the canteen, addition of two extra change rooms, construction of a playground, installation of sub surface drainage, new tiered seating adjacent to the main field, spectator mounds and awnings. These improvements would benefit current users as well increase the opportunities for other sports to utilise the ground and will increase opportunities to better manage the playing surface through field rotation practices. The improvements proposed may provide for potential for an increase in the number of events being held such as private functions, festivals, dances, trade shows and school carnivals.

All improvements need to be sympathetic to the rural character of the Reserve and not impact on scenic amenity. Designs should be cognizant of Ecologically Sustainable Development principles and reflect best practice in terms of the use of renewable and recyclable materials and be energy neutral.

### Key Issues

- Some infrastructure aged and in need of upgrading/replacement.
- Additional infrastructure required to support expanded use.
- Limited funding available to undertake capital improvements or repairs.
- Parking areas are not formalised and become problematic in wet conditions.

## 4.3 Reserve Maintenance

Reserve maintenance is currently being undertaken by the Licensee, the community based OVPA. Maintenance activities include mowing, preparing the grounds for events, cleaning of amenities, fencing, minor improvement works. OVPA have purchased plant to assist with maintenance including a tractor and ride on mower.

The playing surfaces are currently in poor condition, particularly the eastern field, and in need of renovation. Improvement of the surface will enhance playability and reduce maintenance costs due to weed incursion.

Vandalism is an ongoing issue causing an additional maintenance burden for the Trust and OVPA. Controlling access to the Reserve after hours would reduce the likelihood of vandalism occurring as would the presence of an onsite caretaker

It is anticipated that, with the development of the reserve for primitive camping, the demand for maintenance will increase with potentially an expectation of a higher standard of maintenance.

CHCC currently contributes \$ 25,000 per annum, on an interim basis, to the licensee, to assist with facility maintenance. Under this arrangement the current licensee, OVPA, are required to match this funding. This contribution is tied to maintenance only and is not for capital improvements. At present there is no formal arrangement in place between Council and the licensee regarding expenditure of this allocation and no quantification of actual funding required. It is recommended that a service level agreement be developed and that the allocation be reviewed periodically.

### **Key Issues**

- Need to develop a service level agreement with CHCC regarding their monetary contribution and review periodically.
- Limited funding for building maintenance/repairs.
- Reliance on volunteers to undertake maintenance.
- Reliance on CHCC for funding.
- Vandalism.
- Playing surface requires a turf improvement program.
- Ensure a program of proactive facility maintenance.

## **4.4 Camping**

Short stay camping by travellers, primarily in campervans and caravans occurred on the Reserve until 2012. The camping had been ad hoc and without authorisation through a formal planning/approval process. Camping was ceased, upon direction from the Reserve Trust, pending the preparation of the Management Plan.

There is potential for the development of a primitive camping area on the reserve to provide year round camping opportunities and a source of income for the Reserve. The Camp ground would support short term camping associated with caravan and motor home use for events held in the Reserve; as a base to visit attractions in the surrounding area and as a rest area for longer travel journeys.

The Camping would need to be established within the statutory guidelines prescribed in Sec 68 of the Local Government Act. The (Manufactured Home Estates, Caravan parks, Camping Grounds and Moveable Dwellings) Regulations permits 2 camp site per hectare for primitive campgrounds. Based on the proposed reserve area, this would equate to 12 sites. It is proposed that whilst the whole reserve is to be designated a "primitive camping ground", camping is to be confined to those areas identified on the Masterplan. As the Reserve is flood prone strategies will need to be developed to ensure the safety of campers in the event of a major flood event. This Plan is recommending that a Camping Strategy be developed to address this.

To assist in the management of the Camping, as well as reduce the incidence of vandalism on the site, this plan is recommending the engagement of a caretaker who would reside on site. The caretaker would address camping issues such as risk management, pedestrian safety, ground conditions and other users/events/activities Responsibility for engagement of the caretaker, including formalisation of statutory tenancy arrangements, would reside with

the Lessee. In the event of the Lessee not renewing their lease, responsibility will reside with the Trust until alternate arrangements are entered into.

Prior to proceeding with an application under Section 68 it is recommended that a cost benefit analysis be undertaken to establish the feasibility of, and costs associated with, the establishment and ongoing running of the campground.

### **Key Issues**

- Camping not approved.
- Business Case not yet established for camping.
- No caretaker to oversee camping.
- Evacuation procedures need to be formalised.

### **4.5 Sporting Ovals**

Currently the Reserve supports two senior size Rugby League fields although, due mainly to the lack of ancillary facilities associated with the western field, the majority of the sporting use occurs on the eastern field. At present the Reserve is underutilised and has little sporting use outside of the league season (March-September).

To assist with the ongoing financial sustainability of the venue it would be desirable to attract other sports to the Reserve, however there appears to be little demand from other sports at this stage. Attracting a summer based sport such as cricket would complement rugby league's use during the winter. However, based on current demand there is no shortage of cricket facilities in the western hinterland with ovals already in existence at the Nana Glen Sport, Recreation and Equestrian Centre and Nana Glen Sportsground.

While there appears to be no strong demand for a new cricket facility located in the western hinterland in the foreseeable future, it is recommended that no substantial permanent infrastructure is built on or surrounding the western field. This will enable an expansion of the west field to accommodate cricket in the long term should the demand arise.

Expanding the use of the facility in the winter season to include soccer is also an option to consider. This, however, would require the rugby league club to accept shared use on the ground and for multipurpose goal posts to be installed, together with the western field turf playing surface being improved and maintained to a higher level than currently provided to better suit soccer. Furthermore, given the infrastructure provided, it is unfeasible for the two sports to share the facility on the same day for the purpose of local district competition. Given the extensive use of the facility by junior rugby league on fifteen (15) Saturdays throughout the 2014 season, and a more modest use of the facility by senior rugby league on seven (7) Sundays, there is limited availability for another winter sport to use the grounds for weekend fixtures.

The Orara Valley Football Club (soccer) is based at Upper Orara Recreation Reserve. Their venue provides one senior field only, and while its small field capacity limits the number of fixtures which can be held at the venue on weekends, the club has made significant investments at the ground and shown no interest in leaving their valued venue. The Club has a strong preference to expand the footprint of their current site to allow an additional field to be built, rather than relocate to another venue or split their activities across two venues.

In summary, there appears to be merit in developing the eastern playing field into a higher standard sports field to better suit the needs of rugby league and other compatible sport user groups. At this stage there appears to be no significant demand from soccer or cricket to use the venue as a seasonal hirer. Any high cost development of the west field would only be justified if a financially viable sport group can demonstrate a long term commitment to seasonal use. While ever there is only one seasonal hirer, only modest upgrades on the west field playing surface would be cost effective.

#### **Key issues**

- Dated ancillary infrastructure around eastern (main) field.
- Western field is underdeveloped and lacks ancillary infrastructure.
- Relatively low levels of use on the west field.
- No summer sport in place.
- No current demand for additional sport seasonal hirers.

#### **4.6 Recreation**

The Reserve provides limited passive recreational opportunity other than informal use of the sporting ovals by the local community during sporting events. This is exacerbated by the Reserves poor connectivity, other than by vehicle, to surrounding villages.

The Reserve offers a visually appealing recreational setting and providing a range of additional facilities, including picnic settings and a playground, would encourage usage and add value to the existing and proposed uses.

- Lack of facilities that support passive recreation.
- Limited day use facilities.
- Limited connectivity, other than by vehicle, to urban centres.

#### **4.7 Governance**

The NSW DPI - Lands Trust Handbook provides a comprehensive reference on matters of governance for Trusts and Reserve Managers. Matters that are particularly relevant include financial planning and management, occupational health and Safety, management of volunteers, licensing, asset management, emergency management, risk management, environmental responsibilities. The Trust handbook is available on the NSW DPI-Lands website.

#### **Tenure Management**

The Trust currently licenses the Reserve to the OVPA. Many of the responsibilities of the Trust in relation to reserve management are delegated to the licensee through the license arrangement. The license is the key mechanism through which Council as the Trust Manager currently regulates management of the Reserve and compliance with the governance matters detailed within the Reserve Trust handbook.

OVPA currently hire the Reserve for a range of activities including Rugby League and the Coffs Harbour District dog show. It is recommended that standard Hire Agreement templates be reviewed regularly as a basis for all hire agreements issued to reserve users. Installation of digital switching would assist in clearly identifying electricity usage by hirers.

### **Key Issues**

- Ensure clarity in license reporting framework.
- Ensure standard hire fees and conditions are adopted for all users and reviewed periodically.
- Need for digital switching to manage and control electricity costs.

#### **4.8 Adjoining Unformed Crown Road**

The integration of the adjoining crown road into the Reserve has been considered in the preparation of this Plan.

The unformed crown road running parallel to the southern Reserve Boundary provides the legal access to the Coramba Nature Reserve although it is currently not utilised for this purpose. Instead NPWS utilise the Recreation Reserve for operational management access and access for public visitation. Annexure of the unformed Crown Road to the Reserve would increase opportunities to improve parking and provide an alternate access point. In consultation with NPWS and the adjoining property owner, the Plan is recommending that the Crown road be closed and added to the Reserve.

### **Key Issues**

- Ensuring legal public access is retained to the Coramba Nature Reserve for NPWS staff and visitors.

#### **4.9 Financial Management**

Due to financial constraints and competing priorities Council, as the Corporate Trustee, has limited capacity to fund Reserve management and improvements. Council currently allocates \$25,000 to the licensee per year, on an interim basis, to assist with maintenance of the Reserve however this allocation is subject to Council's overall funding priorities from year to year and is not guaranteed. It is also unclear as to the ongoing basis for this particular monetary amount. This Plan is recommending that a Service Level Agreement be entered into with CHCC for greater accountability of expenditure of this funding.

The Trust currently licenses the Reserve to the OVPA for the statutory minimum rental. The OVPA are not a commercial entity and have limited capacity in their own right to generate income. Notwithstanding the above the Trust and OVPA have maintained sufficient cash flow to cover recurrent overheads and undertake some Reserve improvements. Additional income would enable improved maintenance of existing assets and the implementation of new projects.

Given the uncertainty surrounding funding it is vital that revenue opportunities, including reserve hire, grants, loans, partnerships and corporate sponsorships for the Reserve are maximised to ensure the long term sustainability of the facility and to enable the capital improvements works detailed in this plan to proceed. In the absence of well-maintained facilities a cycle can establish whereby hirers do not want to pay for the use of degraded facilities, further weakening the capacity to maintain and improve facilities.

At present the fees and charges applied by OVPA are inconsistent across activities/ hirers and may not be reflective of service provision costs. To optimise future income it is recommended that all hire of the Reserve be conducted on a commercial basis and that the lessee benchmark fees and charges against service provision costs, where reasonable, and review annually.

At present the Reserve is underutilised in terms of the number and type of activities occurring. Extending the range of activities occurring on the Reserve, including primitive camping, will assist with generating income. As Coramba, and the Orara Valley generally, are a relatively small population base it will be necessary to encourage users and visitors from outside the locale and to capitalise on the Reserves strategic location for travellers.

It is recommended that:

1. All income generated by the lessee/licensee from Reserve hire be returned to the Reserve for maintenance and improvements works.
2. That the lessee/licensee provide separate accounts for Reserve related income and expenditure
3. Where the lessee uses the grounds to fund raise for activities not necessarily related to the Reserve an appropriate hire fee should be paid by the lessee. Under the current management arrangements it will be necessary for the lessee, OVPA, to establish a separate entity responsible for the Reserve to clearly distinguish activities of OVPA, whose area of interest is across the entire Orara Valley, from OVPA's Reserve activities where the expectation is that all income generated by the Reserve hire would be returned to the Reserve.

### **Key Issues**

- Limited income sources.
- Heavy reliance on CHCC for funding.
- Fees and charges need to be standardised and be more reflective of actual service provision costs.
- No Reserve Business Plan.
- Cost control.

### **4.10 Risk Management**

The on-going assessment of risk and liabilities is a critical element of reserve management. Key risk areas include:

- Occupational Health and Safety.
- Volunteer management.
- Environmental management including erosion, water quality, litter and noxious weeds.
- Liability including visitor safety and signage and event management.
- Emergency management including flooding and evacuation procedures.
- Procurement, Contract management and authorisation of volunteers.
- Asset management including management and maintenance of facilities (any damage to property, faults with any buildings etc).

### **Key Issues**

- Formal risk assessments and procedures need to be established reviewed and maintained as appropriate.
- Ensure regular programmed facility inspection in place.
- Limited signage.
- Need to proactively manage risk.



#### 4.11 Community Involvement

The Reserve has a long history of active community involvement in the development and management of the Reserve. OVPA and the Orara Valley Axemen members undertake Reserve maintenance and development through in kind support. Whilst OVPA is a voluntary community based organisation they may not be inclusive of all the potential volunteers that could assist in the management of the Reserve.

It is important that all volunteers undertake appropriate induction and training, in accord with provisions of the WHS Act.

##### Key Issues

- Reserve management heavily reliant on volunteers.
- Volunteer induction/ training to be established, maintained and reviewed as required.
- Ensure compliance with WHS in relation to volunteers.

#### 4.12 Promotion and Signage

There is currently limited signage directing visitors to the Reserve or signage that would encourage travellers to stop and visit. Whilst the Reserve has traditionally been predominantly known as the home ground for the Orara Valley Rugby League Club, OVPA is seeking to broaden the appeal of the Reserve to other users. With this in mind, the existing TOFOG/ Orara Valley Axemen entry sign on the Orara Way may not adequately promote the Reserves opportunities and could be modified to promote the broader Reserve opportunities, and have the capacity to advertise a wider range of scheduled events.

Appropriate signage should be strategically located on the Orara way closer to Coffs Harbour and Grafton informing travellers of the reserve and the opportunities, including camping if approved, available at the Reserve.

There is limited internal signage directing visitors and advising of appropriate behaviour. Addition of signage will aid in regulating activities and promote responsible visitor behaviour.

Development of a webpage and inclusion on social media sites will enhance promotion of the Reserve.

NPWS Interpretive signage relating to the Nature reserve is currently located on the Recreation reserve. Ongoing collaboration with NPWS in relation to their signage requirements is an important planning consideration.

##### Key Issues

- Limited or out-dated signage.
- Limited or no web based promotion.
- Limited capacity of existing entry signage to promote broader Reserve values and scheduled events.

#### 4.13 Appropriate public use and access

The relatively isolated location of the Reserve brings a number of challenges in terms of vandalism and damage from unsanctioned or illegal activities. Such activities result in an increased financial burden and the reduced access to facilities whilst repairs are undertaken. It is important that an appropriate level of access be encouraged whilst limiting the opportunity for vandalism and damage to occur. This plan is recommending that the eastern precinct of the Reserve be closed to vehicle access after-hours, with access regulated by gating and the onsite caretaker.

There is currently limited internal signage advising visitors of required behaviour and prohibitions.

#### Key Issues

- Increased maintenance costs from vandalism.
- Loss of use of facilities.
- Need to retain access for sanctioned activities.

### 5. Strategic Assessment

A SWOT (Strengths, Weaknesses, Threats and Opportunities) analysis is a useful tool when assessing the context, constraints, and opportunities of a particular planning area. The following table represents a summary based upon onsite inspections, discussions with stakeholders and an assessment of management challenges.

<b>STRENGTHS</b>	<b>WEAKNESSES</b>
<ul style="list-style-type: none"> <li>▪ Strong and enthusiastic volunteer base.</li> <li>▪ Committed community based licensee.</li> <li>▪ Strong anchor tenant in the Orara Valley Axemen Rugby League Club.</li> <li>▪ Popular venue for community events.</li> <li>▪ Good strategic location for travellers on a popular tourist route.</li> <li>▪ Some income streams.</li> <li>▪ High scenic amenity/visual appeal.</li> <li>▪ Solid foundation of infrastructure in place to support events including OVPA Marquee.</li> <li>▪ Good relationship with adjoining NPWS holding.</li> <li>▪ Easily accessible.</li> <li>▪ Strong rural character.</li> <li>▪ Isolated location so limited noise constraints for large/noisy events.</li> <li>▪ Site capable of staging large events.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Limited day use facilities.</li> <li>▪ Some infrastructure ageing and in need of renewal.</li> <li>▪ Parking is ad hoc and not suitable in wet weather.</li> <li>▪ Insufficient income to finance capital improvements.</li> <li>▪ Informal inspection/maintenance program for infrastructure.</li> <li>▪ No primitive camping approval in place.</li> <li>▪ No caretaker in place.</li> <li>▪ Poorly promoted.</li> <li>▪ OVPA reliant on external funding sources.</li> <li>▪ Poor formal connectivity between western and eastern sporting precincts.</li> <li>▪ Concentration of infrastructure around eastern field limiting attraction of western precinct for sport and events.</li> </ul>

OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> <li>▪ Develop a camping ground.</li> <li>▪ Improve existing facilities and develop new facilities to increase range of users and types of activities.</li> <li>▪ Potential Environmental Education programs.</li> <li>▪ Improve environmental values.</li> <li>▪ Increase community support.</li> <li>▪ Improved marketing of the Reserve.</li> <li>▪ Improved connectivity of eastern and western precincts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flooding potentially damaging to infrastructure.</li> <li>▪ Lack of scheduled asset maintenance program.</li> <li>▪ Lack of funding for Asset Renewal.</li> <li>▪ Escalating energy costs.</li> <li>▪ Reliance on external funding for maintenance and capital improvements.</li> <li>▪ Vandalism – isolated location.</li> <li>▪ In the absence of funding to implement improvements ad hoc development occurring.</li> <li>▪ Community antipathy and lack of support.</li> <li>▪ Failure of community based management model.</li> <li>▪ Ageing volunteers, no youth.</li> <li>▪ Noxious and environmental weeds.</li> </ul>

## **PART B**

This Section of the Plan sets out a framework to address the management challenges identified in Part A.

### **1. Vision**

The vision is a broad statement of strategic intent to set the future management direction for the Reserve. The Vision is under pinned by a set of 8 management principles.

*“Create a sports venue catering for district sport competition whilst providing a community space that supports opportunities for a range of recreational activities, and conserves and protects environmental, cultural, social and amenity values “.*

#### **1.1 Guiding Principles**

##### **Environment and Cultural**

That all environmental and cultural values be recognised, protected and enhanced in the use and development of the Reserve. All Reserve activities will recognise the need to limit impacts on the adjacent Coramba Nature Reserve and be managed accordingly.

##### **Visual Amenity**

Management of the Reserve, including new developments, will conserve and complement its high scenic amenity and rural character.

##### **Multiple Use**

Sport is the primary reserve function however multiple use will be enhanced and encouraged provided the sporting use is not compromised.

##### **Equity**

Public access to the reserve is encouraged and no one activity will be developed to the detriment of other existing or potential users.

##### **Financial Sustainability**

That a degree of self-reliance in reserve funding and management programs be achieved through improving revenue streams.

##### **Visitor Use**

To provide a diverse range of opportunities for visitors in a safe and inviting setting where their health and safety is paramount.

##### **Community Involvement**

Promote and support community involvement in Reserve management wherever possible.

## **Governance**

Governance is in the public interest and of the highest legal and ethical standard subject to the above principles.

## **2. Management Practices**

### **2.1 Permitted Uses**

- Activities consistent with the Reservation Purpose.
- Camping in accordance with Sec 68 of the Local Government Act, this Plan and camping associated with special events authorised by the Trust or its delegate.
- Dogs on leash, with the exception of the 2 Sporting Ovals, subject to specific event requirements.
- On site caretaker.
- Residential tenancy within the nominated caretaker dwelling.
- Operational and public access for NPWS to Coramba Nature Reserve.

### **2.2 Leasing and licensing**

Leasing and licensing will be permitted in accordance with the Crown Land Act 1989 and for purposes consistent with the Reservation purpose and this Management Plan.

### **2.3 Prohibited Activities**

- Dogs are prohibited on the two Sporting Ovals at all times, with the exception of events authorised by the Trust or its delegate.
- Vehicles are prohibited, with the exception of designated parking areas, unless authorised by the Trust or its delegate.
- Long term tenants other than within the designated dwelling and in accord with a residential tenancy agreement.

## 2.4 Management Strategies

Objective	Key Issues	Strategy	Priority
Governance	<ul style="list-style-type: none"> <li>▪ Compliance with all legislative and policy requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Comply with all actions in Sec 3.5 Management Practices.</li> </ul>	Ongoing
Financial sustainability	<ul style="list-style-type: none"> <li>▪ Limited income sources.</li> <li>▪ Heavy reliance on CHCC for funding.</li> <li>▪ Fees and charges need to be standardised and be more reflective of actual service provision costs.</li> <li>▪ No Reserve Business Plan.</li> <li>▪ Cost control.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop a Reserve Business and Marketing Plan.</li> <li>▪ Review fee structure to more accurately reflect the costs of services and facilities.</li> <li>▪ Explore ways to better control costs such as digital switching timers on floodlighting.</li> <li>▪ Maximise reserve funding opportunities through grants, sponsors and other appropriate partnerships.</li> <li>▪ Prepare financial reports for reserve management.</li> <li>▪ Formalise income arrangements with OVPA regarding maintenance of the Reserve facilities.</li> </ul>	High High Medium Ongoing Ongoing ST
Protect and enhance biodiversity values	<ul style="list-style-type: none"> <li>▪ Noxious and environmental weed present and unmanaged.</li> <li>▪ No tree replacement program for mature Eucalypts and feature trees.</li> <li>▪ Potential for impacts on Coramba Nature Reserve from poorly managed Reserve activities.</li> <li>▪ Ongoing maintenance of the vegetated buffer to the Coramba Nature Reserve</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop and implement a Reserve Vegetation and Tree Management Plan (VMP) to maintain and enhance the existing Reserve vegetation.</li> <li>▪ Support NPWS to maintain the vegetated buffers to Coramba Nature Reserve.</li> <li>▪ Ensure fencing to the Coramba Nature Reserve is suitably constructed and inspected regularly.</li> <li>▪ Require all events organisers to minimise and manage all litter generating from their activity.</li> <li>▪ Develop and implement policy (and signage) for users of the Reserve.</li> <li>▪ Foster active partnerships with environmental groups/agencies, particularly Landcare and Orara Rivercare.</li> <li>▪ Seek grant opportunities, particularly CHCC Environmental Levy, NSW Local Land Services and the NSW Environmental Trust programs, to implement VMP works.</li> </ul>	High High Ongoing Ongoing Medium Ongoing Ongoing
Provide appropriate levels of infrastructure for current and future	<ul style="list-style-type: none"> <li>▪ Some infrastructure aged and in need of upgrading/replacement.</li> <li>▪ Additional infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop Asset Management Plan to guide asset renewal and prioritisation of upgrades.</li> <li>▪ Seek funding opportunities to undertake building improvements as detailed in the Master plan Appendix A.</li> </ul>	Ongoing Ongoing

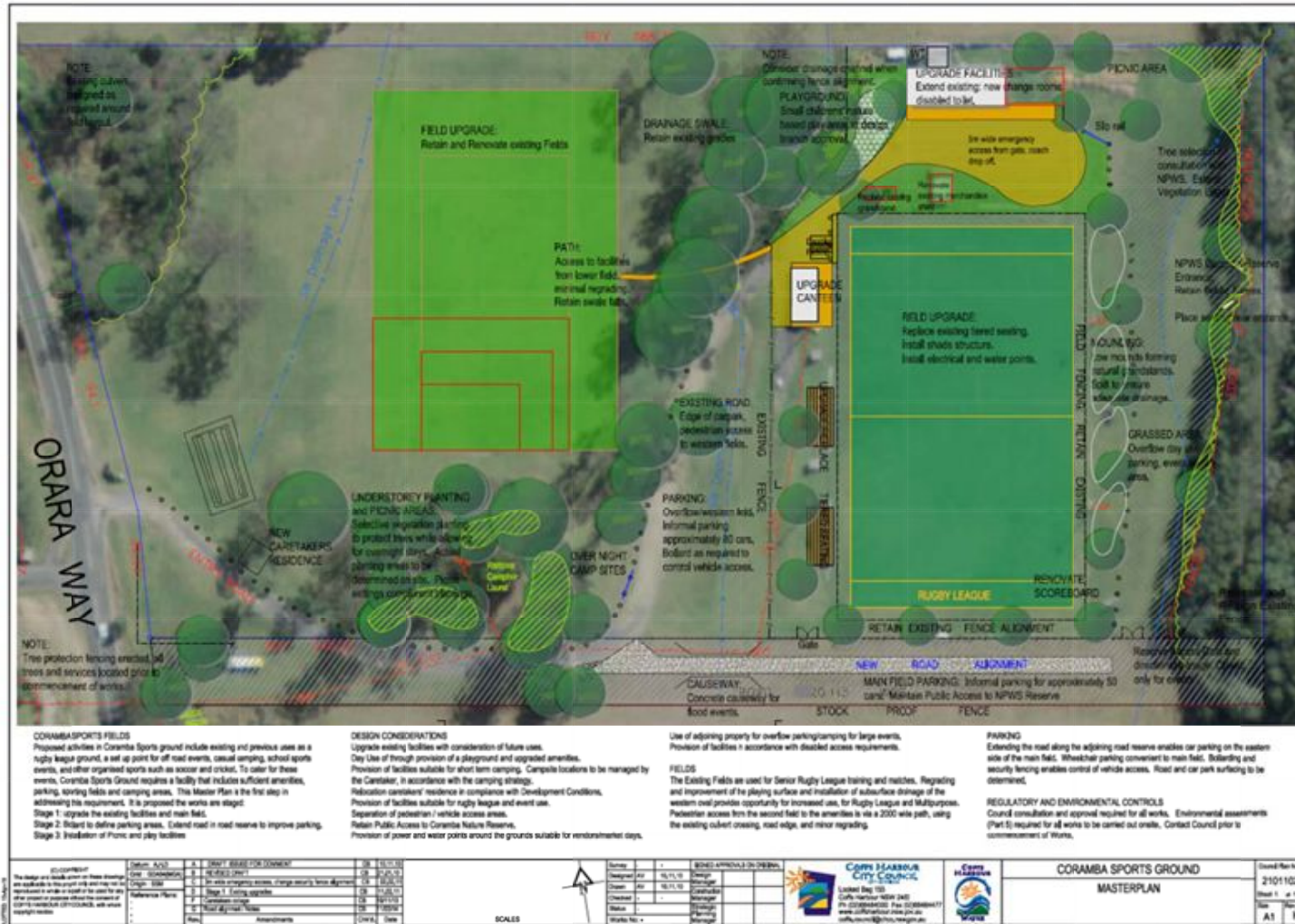
use	<p>required to support expanded use.</p> <ul style="list-style-type: none"> <li>▪ Limited funding available to undertake capital improvements or repairs.</li> <li>▪ Parking ad hoc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop all weather parking at the southern end of the Rugby league field number 1 (east field).</li> </ul>	Medium
Ensure the grounds and associated infrastructure are maintained to a high standard	<ul style="list-style-type: none"> <li>▪ Informal maintenance program.</li> <li>▪ Limited funding for building maintenance.</li> <li>▪ Reliance on volunteers for maintenance.</li> <li>▪ Vandalism.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Undertake annual condition audits.</li> <li>▪ Levels of maintenance to be outlined in a Service Level Agreement between Council and the licensee/lease.</li> <li>▪ Develop and implement a cyclic asset and ground maintenance program.</li> <li>▪ Consider engaging caretaker to assist with routine maintenance activities.</li> <li>▪ Control vehicle access to the Reserve after hours.</li> </ul>	<p>Ongoing High High High Ongoing</p>
Foster and increase community involvement	<ul style="list-style-type: none"> <li>▪ Reserve management heavily reliant on volunteers.</li> <li>▪ Need formalised induction / training processes in place.</li> <li>▪ Need to comply with WHS in relation to volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop a volunteer engagement plan.</li> <li>▪ Develop a regular newsletter to inform the broader community of activities occurring on the Reserve, fund raising initiatives, etc.</li> <li>▪ Ensure all volunteers have undertaken suitable induction and training and that appropriate records are maintained.</li> <li>▪ Coordinate and authorise volunteer work plans with community groups and funding bodies.</li> </ul>	<p>High High Ongoing Ongoing</p>
Promotion of the Reserve	<ul style="list-style-type: none"> <li>▪ Limited or out-dated signage.</li> <li>▪ No web based promotion.</li> <li>▪ No marketing strategy.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement a signage plan to promote use of the Reserve for visitors.</li> <li>▪ Implement the Reserve marketing Plan, when developed, as funding permits</li> <li>▪ Design signs in accordance with Councils Signage templates to convey appropriate messages. Minimise the number of signs by combining information and simplifying messages.</li> <li>▪ Develop a webpage and appropriate social media to promote the Reserve.</li> </ul>	<p>High Medium Medium High</p>
Risks to Reserve visitors are minimised	<ul style="list-style-type: none"> <li>▪ Need for formal risk assessments.</li> <li>▪ Need for programmed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct regular condition audits and risk assessments, and carry repairs and maintenance as required.</li> <li>▪ Implement a regular tree inspection program for dead wood and</li> </ul>	<p>Ongoing Ongoing</p>

	<p>facility inspections</p> <ul style="list-style-type: none"> <li>▪ Identified hazards on Reserve.</li> <li>▪ Limited signage.</li> <li>▪</li> </ul>	<p>dangerous trees.</p> <ul style="list-style-type: none"> <li>▪ Formalise processes for dealing with contractors and volunteers including OH&amp;S inductions, volunteer register, and appropriate supervision of works by people authorised by the Trust or its delegate.</li> <li>▪ Develop and install appropriate risk management signage.</li> <li>▪ Regularly review evacuation procedures.</li> <li>▪</li> </ul>	<p>Ongoing</p> <p>High</p> <p>High</p>
Development of a Primitive camping ground	<ul style="list-style-type: none"> <li>▪ Camping not approved.</li> <li>▪ No caretaker to oversee camping.</li> <li>▪ Evacuation procedures need to be formalised.</li> <li>▪ Business case for camping not yet established.</li> <li>▪ Traffic access from Orara Way.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare a business plan for the camping including a cost benefit analysis.</li> <li>▪ Subject to outcome of the business plan analysis, seek approval from Coffs Harbour City Council to have the Reserve designated a “primitive Camping Ground”.</li> <li>▪ Develop a camping strategy that addresses: <ul style="list-style-type: none"> <li>- Fee schedule.</li> <li>- Booking and registration process.</li> <li>- Rules including maximum length of stays.</li> <li>- Flood event and evacuation procedures.</li> </ul> </li> <li>▪ Engage a caretaker residing on site to oversee the operation of the campground.</li> <li>▪ Provide appropriate facilities to support and encourage camping including electricity to powered sites, BBQ’s and seating, children’s play area.</li> <li>▪ Review traffic access from the Orara Way.</li> </ul>	<p>High</p> <p>High</p> <p>High</p> <p>High</p> <p>Medium</p> <p>High</p>
Encourage multiple use through promoting a range of recreational opportunities	<ul style="list-style-type: none"> <li>▪ Strong appearance of ownership by Sporting group.</li> <li>▪ Limited day use facilities.</li> <li>▪ Limited connectivity other than by vehicle to urban centres.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Re badge and promote the Reserve as a multi-use Recreation venue.</li> <li>▪ Develop a range of day use facilities including picnic and play.</li> <li>▪ Promote the reserve as a venue for local and regional events and functions.</li> <li>▪ Explore opportunities for pedestrian and cycleway linkages to Coramba.</li> </ul>	<p>High</p> <p>Medium</p> <p>Ongoing</p> <p>Low</p>
Increase the range of sporting opportunities	<ul style="list-style-type: none"> <li>▪ Dated ancillary infrastructure around eastern (main) field.</li> <li>▪ Western field is</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop sporting precincts in accord with Masterplan.</li> <li>▪ Improve grass playing surfaces.</li> <li>▪ Install sub surface drainage on eastern field</li> <li>▪ Encourage additional sporting user groups.</li> </ul>	<p>Medium</p> <p>High</p> <p>Medium</p> <p>Ongoing</p>



	<p>underdeveloped and lacks ancillary infrastructure.</p> <ul style="list-style-type: none"> <li>▪ Relatively low levels of use on the west field.</li> <li>▪ No summer sport in place.</li> <li>▪ No current demand for additional sport seasonal hirers.</li> </ul>		
Provide effective Tenure Management	<ul style="list-style-type: none"> <li>▪ Ensure clarity in license reporting framework.</li> <li>▪ Ensure standard hire fees and conditions are adopted for all users and reviewed periodically.</li> <li>▪ Need for digital switching to manage and control electricity costs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adopt standard license templates as the basis for all licenses and hire agreements for the Reserve.</li> <li>▪ Develop a comprehensive lease agreement with any future lessee addressing reporting and compliance matters with reference to the Reserve Trust Handbook and relevant Council policies.</li> <li>▪ Review current fees and charges annually.</li> </ul>	<p>High</p> <p>High</p> <p>Ongoing</p>
Rationalisation of Crown Road to improve access and parking	<ul style="list-style-type: none"> <li>▪ Crown Road not currently within Reserve.</li> <li>▪ Need to retain legal public access to the Nature Reserve</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initiate road closure process and annexure to Reserve.</li> <li>▪ Ensure legal access to the Nature Reserve for NPWS and visitors.</li> </ul>	<p>Medium</p> <p>High</p>
Encourage appropriate public use and access	<ul style="list-style-type: none"> <li>▪ Vandalism.</li> <li>▪ Equitable access.</li> <li>▪ Unsanctioned activities.</li> <li>▪ Unlimited public access.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Engage onsite caretaker.</li> <li>▪ Enforce terms/rules of license/hire agreements.</li> <li>▪ Use vandal resistant materials wherever practicable.</li> <li>▪ Ensure adequate signage to build awareness and reinforce rules.</li> <li>▪ Limit unregulated public access after-hours.</li> </ul>	<p>High</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

Reserve Master Plan



## 2.5 Best Practices Management

The 'DPI-Crown Lands Division Trust Handbook' provides a best practice manual for reference on governance and regulatory matters. The following tables are a summary of the main aspects to be adopted by the Trust and its delegate in the management of the Reserve.

### Governance

Strategy	Action
Maintain adequate insurance cover for activities in the Reserve	Maintain fire and damage to building and contents insurance. All tenures to include indemnity and insurance coverage.
Establish an electronic Asset Register	Prepare a list of all structures and improvements and obtain a valuation of each item.
	Review and update the register annually and update depreciation schedule.
Establish a roles and responsibilities register	Define the role of treasurer including limits on payment of amounts, signatories on cheques.
	Define purchasing and expenditure limits.
	Define roles of trust members.
CRRS Reporting	Annual Trust report to be submitted to NSW Crown Lands by 30 September each year
Regulatory compliance	Ensure that the onsite sewage management system is registered and complies with Council's minimum standards.
	Obtain a primitive camping ground approval under S68 of the Local Government Act 1993.
	Audit and manage regulatory signage on the Reserve.

**Health, Safety & Risk Management**

<b>Strategy</b>	<b>Action</b>
To provide and maintain facilities in accordance with requirements for Occupational Health & Safety.	Establish a policy and routine inspection procedure for maintenance of grounds and assets.
	Establish a bushfire hazard maintenance procedure.
	Establish an induction procedure for volunteer workers.
	Establish a medical emergency procedure.
	Establish a keys and locks register.
	Prepare a maintenance schedule.
	Establish an emergency evacuation plan.
	Establish a procedure for storage and use of chemicals.
	Establish an event procedure including staffing and responsibilities, spectator safety, traffic management, provision and location of additional facilities, rehabilitation of Reserve.
To ensure compliance with animal welfare regulations.	Ensure compliance with the provisions of the <i>Prevention of Cruelty to Animals Act 1979</i> and <i>Prevention of Cruelty to Animals (General) Regulation 2006</i> .
Proactively manage risk to protect users of the reserve and limit liability of the Trust.	Maintain an operational risk assessment process at all levels of reserve management.
	Prepare an evacuation plan for the reserve in conjunction with emergency response and evacuation planning.
	Provide safe public access as part of an integrated infrastructure maintenance program.
Proactively manage risk to protect users of the reserve and limit liability of the Trust.	Issue appropriate authorisation to volunteers and other reserve users as necessary.

## Business Management

Strategy	Action
Promote the use of the Reserve to optimum commercial gain.	Establish a calendar of events for the Reserve.
	Establish a marketing budget.
	Identify potential opportunities for additional uses.
	Identify and review sources of funding.
	Prepare a marketing and promotional strategy.
Establish a business plan.	Prepare an annual budget for operations and improvements. Budget will include capital and recurrent expenditure items. Budget to include depreciation schedule. Develop a funding programs calendar.
	Establish an income target and performance review.
	Prioritise goals for the future.
Provide cost effective improvements.	Establish a procedure to obtain competitive quotes for works.
	Establish a procedure to engage and verify contractors.
	Establish a best practice procedure for maintenance of assets.

## Camping

Strategy	Action
To optimise income from tourist visitation.	Apply for a Primitive Campground approval under S68 of the Local Government Act 1993.
	Undertake a market analysis of potential accommodation numbers and preference for type of accommodation including potential increase in demand.
	Establish a sustainable tourism strategy identifying values of the site, its location and interests in the area.
	Establish a management system to regulate camp sites. Employee or contractor to manage and maintain campground.
	Establish a tariff rate.

Strategy	Action
To provide additional onsite accommodation.	Undertake a bushfire hazard assessment to define any limits on camping and future expansion.
	Prepare a layout defining areas for accommodation type and facilities.
	Install additional facilities to meet contemporary camping needs and to comply with the requirements of Section 68 of the Local Government Act.

## 2.6 Implementation and Review

This Plan provides High, Medium and Low priority strategies for the management of the Reserve. It is anticipated the majority of the works described will be implemented over a 10 year period, however some works will take longer to complete. Priorities for works and funding are to be addressed on an annual basis to meet development priorities and community needs.

This Plan is to be reviewed approximately every five years or as required to ensure it continues to be relevant to and consistent with government legislation and policy, and community expectation.

## Table 1 – Improvements Implementation Plan

Note: All works must be consistent with the Plan of Management.

Works Proposed	Organisation to Undertake/Coordinate Works	Priority
Relocate Caretakers Residence	Licensee	High
Undertake camping cost benefit analysis	Licensee	High
Apply for primitive campground approval	Licensee	High
Directional Signage Orara Way and internal Signage included upgraded entry sign	Coffs Harbour City Council (CHCC)	Medium
Develop all-weather carpark and access road	CHCC/Trust/ Licensee	Medium
Develop large vehicle turnaround	CHCC	Low
Prepare a Reserve Business and Marketing Plan	Licensee	High
Upgrade and extend electricity supply to eastern field	Trust	Medium
Extend water points	Licensee	Medium
Risk Assessment and signage	Licensee	High
Remove small grandstand at northern end of eastern field	Licensee	High

<b>Works Proposed</b>	<b>Organisation to Undertake/Coordinate Works</b>	<b>Priority</b>
Remove merchandise shed	Licensee	Medium
Install Junior Playground	Licensee /CHCC	Low
Install Picnic Tables/Seating/BBQ	Licensee /CHCC	Low
Prepare a Camping Management Strategy	Trust/DPI- Lands Division	High
Works to facilitate camping eg. vehicle turnaround, bollards, landscaping, picnic facilities	Licensee	High
Risk Assessment / Safety Inspections	Licensee	Ongoing
Investigate opportunities to improve access from Orara Way	CHCC	High
<b>Field Sports</b>		
Replace ageing tiered seating eastern field	Licensee	High
Renovate scoreboard	Orara Valley Axemen	Low
Spectator awnings/shade	Licensee / Community Volunteers	Medium
Sub surface drainage Main field	CHCC	Medium



<b>Works Proposed</b>	<b>Organisation to Undertake/Coordinate Works</b>	<b>Priority</b>
Spectator mounds and bollards	Licensee	Low
Renovation of eastern field	Licensee	High
Renovation of western field	Licensee	Medium
Pathway linking east and west fields	Licensee	Low
Upgrade canteen and create hardstand area	Licensee	High
Refurbish amenity block	Licensee	Medium
Develop additional change rooms and disabled toilet	Licensee	Low
Risk Assessment / Safety Inspections	Licensee	Ongoing
<b>Vegetation Management</b>		
Prepare a Vegetation Management Plan (VMP)	CHCC	Medium
Implement VMP	Licensee / Community Volunteers/CHCC	Medium

## References

Yeates, N.T, 1990. Coffs Harbour Volume 1: Pre 1880- 1945.

NSW Government 1989, *Crown Lands Act 1989*.

Coffs Harbour Local Environmental Plan 2013.

Coramba Nature Reserve Plan of Management, NPWS, 2008.

NSW DPI – Lands Trust Handbook

## Appendix 1: Administrative History of Coramba Recreation Reserve

- **Camping Reserve 645** notified 23 August 1880 at the location of the current Recreation Reserve.
- **Village Reserve 779** notified 26 September 1881 on the northern boundary of **Camping Reserve 645**.
- Village of Coramba declared by notification 1881.
- In 1889 the original Coramba Recreation Ground was established through revocation of 25 acres of the Village Reserve and notification of **Reserve 8865** for public recreation on 13 April 1889. The balance of the Village Reserve was set aside as **Camping Reserve 10302**.
- Dedication of **Reserve 8865** for Public Recreation on 9 March 1894. Original Trustees appointed Messrs Arthur Williams, John Foster, Andrew Morton and Daniel Baker.
- Coramba Cricket Club seeks permission to use **Camping Reserve 645** for practice, at the site of the current Recreation Reserve. Permissive occupancy granted.
- A portion of **Reserve 645** set aside as **Reserve 28519** for Public Recreation, notified on 19 November 1898.
- The Government recognises the value of the remaining “scrub” on **Camping Reserve 645** and sets aside 2 Reserves either side of the sports ground to protect the vegetation. **Reserves 31074** and **31075** for Preservation of Native Flora notified 23 June 1900 with an area of 12 acres and 32 acres respectively.
- By 1908 the original sportsground (**Reserve 8865**) had been resurveyed and leased to Mr Michael O’Connell.
- **Reserve 28519** and a significant portion of **Reserve 31075** incorporated into a new **Reserve 39855** for Public Recreation and Showground notified 4 November 1905.
- The sportsground and remaining rainforest area consolidated into **Reserve 70592** for Showground, Public Recreation and Preservation of Native Flora notified 5 June 1942.
- **Reserve 87204** for Public Recreation and Preservation of Native Flora notified 6 June 1969 in lieu of previous reservation of **Reserve 70592**.
- The rainforest area of **Reserve 87204** withdrawn from the Reserve by proclamation of the **Coramba Nature Reserve** 13 August 1982.
- Leasing of **Reserve 87204** to the Orara Valley Axemen Rugby League Club in 1982.
- Coffs Harbour City Council appointed Trustee of **Reserve 87204** on 2 April 2004.
- Termination of lease to Orara Valley Axemen Rugby League Club in 2010.
- Licensing of **Reserve 87204** to OVPA in 2010.

Information provided by Peter Baumann  
Natural Resource Management Project Officer  
NSW DPI - Lands  
Grafton

## **Appendix 2: Assets**

### **Current Infrastructure**

#### **Amenity Block**

Construction comprises double brick and concrete block walls, colorbond roof, concrete floor and lockable roller doors. Contains male and female toilets, unisex disabled toilet, 2 change rooms, storage area, gymnasium room, kitchenette serviced by 1 concrete water tank.

Includes a total of 6 porcelain wash basins, 7 toilet suites, 8 showers, 1 stainless steel urinal.  
Approx. area: 280 m<sup>2</sup>.

#### **Canteen**

Construction comprises brick walls, corrugated iron roof, concrete floor, roller doors.  
Approx. area: 120 m<sup>2</sup>.

#### **Rugby League Field 1**

Grassed field approximately 116m x 70m  
2 permanent steel Goal posts  
4 small timber grandstands  
390m steel post and cable fence around field perimeter  
1 x Scoreboard  
4 x floodlights 50 lux  
5 Aluminium spectator seats

#### **Officials Box**

Construction comprises concrete slab, steel frame, colorbond cladding with timber floor.

#### **Merchandise shed**

Construction comprises brick on concrete slab, corrugated iron roof.  
Approx. area: 20 m<sup>2</sup>.

#### **Rugby League Field 2**

Grassed field approximately 112m x 70m  
2 permanent steel Goal posts

#### **Caretaker Cottage**

Construction comprises colorbond roof, timber frame and truss, timber floor and colour bond cladding on concrete block piers.

Approx. area: 60 m<sup>2</sup>.  
Includes 2 bedrooms, toilet, shower, kitchen, and lounge room.

#### **Septic System**

Comprises underground concrete tank and associated evaporation/transpiration beds.

### **Fencing**

Approx. 320m of 1.8m high chain mesh fencing.  
Timber bollards.

### **Access Road**

360m bitumen seal.

### **Appendix 3: Possible Funding Sources**

#### **1 Funding available through Coffs Harbour City Council:**

- Capital Assistance Grant Scheme.
- Environmental Levy Grant Scheme.
- Section 94 developer contributions; for projects listed in the 2014 Coffs Harbour District Open Space Section 94 Plan.

#### **2. NSW Department of Primary Industries - Lands**

There are several sources of funding to assist managers of Crown land. Funding is made available to improve facilities, provide relief from natural disasters and protect the heritage value of Crown land, or its component facilities. The Public Reserves Management Fund has been established to specifically meet the needs of Crown reserves management.

##### **Public Reserves Management Fund**

The Public Reserves Management Fund provides loan monies and limited grants to Trusts. These funds are available for improvement works to Crown reserves and provide for both capital development and maintenance projects.

#### **3. Natural disaster funding**

The Natural Disaster Relief Scheme makes funds available to repair, replace or restore public property destroyed or damaged as a result of natural disasters. Grants are made available to trusts that do not have the financial capability to meet the costs from their own resources for situations where facilities involved are regarded as 'Public Assets'. Funds for the scheme are made available from the Commonwealth and State Treasury. Reserve trusts can apply through their local Lands regional office.

##### **Other State and Federal funding**

In addition, there are many State and Federal Grant programs available.

To find details of Grant opportunities gain free access via Community Builders Website – grant information is easy to access and evaluate quickly.

Key relevant grant programs are outlined below.

##### **Community Building Partnerships**

Funding Body: Communities NSW.  
Timetable: One funding round per year.

##### **Sport and Recreation Facilities fund**

Funding Body: NSW Office of Sport.  
Timetable: Two funding rounds per year.  
Maximum Grant amount \$25,000 per project per round.

### **NSW Sport and Recreation Disability grant**

Funding Body: NSW Office of Sport.

Timetable: One funding round per year.

Maximum Grant amount \$75,000 per project for facilities that address physical barriers to participation.

### **NSW Footy Facilities fund**

Funding Body: Communities NSW Office of Sport.

Program objective: to improve facilities for a variety of benefits including increasing participation, safety and security, environmental sustainability, social inclusion and building strong communities.

### **NSW Sport Facilities fund**

Funding Body: Communities NSW Office of Sport.

### **ClubGrants Category 2 and 3**

Funding Body: NSW Department of liquor, Gaming and Racing.

Timetable: Multiple funding rounds per year.

Program Objectives:

*Category 2 - Provides funding for general community development and support activities, such as junior sport.*

*Category 3 - A state-wide fund that supports large-scale community infrastructure projects, such as hospitals and sporting facilities.*

### **NSW Local Land Services**

Each year North Coast Local Land Services delivers a number of grant and funding programs to support the community to undertake natural resource management and sustainable agriculture activities. These activities deliver Northern Rivers Catchment Action Plan 2013-23, NSW Government and Australian Government Caring for our Country priorities.

COFFS HARBOUR CITY COUNCIL  
Locked Bag 155 COFFS HARBOUR NSW 2450  
[www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)



*Helping to achieve the 2030 Community Vision*