



Coffs Harbour City Council

04 February 2016

ORDINARY MEETING

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

THURSDAY, 11 FEBRUARY 2016

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 – 10 December 2015
9. Rescission Motion
10. Notices of Motion - General
11. General Manager's Reports
12. Notices of Motion – Business Services
13. Directorate Reports – Business Services
14. Notices of Motion – Sustainable Communities
15. Directorate Reports – Sustainable Communities
16. Notices of Motion – Sustainable Infrastructure
17. Directorate Reports – Sustainable Infrastructure
18. Trust Reports
19. Requests for Leave of Absence
20. Questions On Notice
21. Matters of an Urgent Nature
22. Consideration of Confidential Items (if any)
23. 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
11 FEBRUARY 2016

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- BS16/1 BANK AND INVESTMENT BALANCES FOR NOVEMBER AND DECEMBER
 2015
- BS16/2 ORARA VINTAGE MACHINERY MUSEUM INCORPORATED

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- NOM16/1 VIABILITY OF PURCHASING LAND IN WOOLGOOLGA CBD

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- SI16/7 PUBLIC AMENITIES UPGRADE PROGRAM
- SI16/8 APPOINTMENT OF SECTION 355 CITY CENTRE MASTERPLAN
COMMITTEE

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- T16/1 BUNKER HEADLAND STRUCTURE CONSERVATION MANAGEMENT
STRATEGY

QUESTIONS ON NOTICE

- QON16/1 BRELSFORD PARK GRANDSTAND



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

10 DECEMBER 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 Sustainable Infrastructure, Director Sustainable Communities, Director Business Services and Executive Assistant

The meeting commenced at 5.00 pm 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.

DISCLOSURES OF INTEREST

No disclosures of interests tabled.

APOLOGY

No apologies.

PUBLIC ADDRESS

Time	Speaker	Item
5.00 pm	Dr Graeme Chaffey	SC15/55 - Draft Coastal Hazard Planning Controls - Policy Framework and Planning Proposal - Results of Public Exhibition - Government Coastal Management Reforms
5.05 pm	Judy Boyle	SC15/55 - Draft Coastal Hazard Planning Controls - Policy Framework and Planning Proposal - Results of Public Exhibition - Government Coastal Management Reforms

CONFIRMATION AND ADOPTION OF MINUTES

280 RESOLVED (Innes/Degens) that the minutes of the Ordinary meeting held on 26 November 2015 be confirmed as a true and correct record of proceedings.

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

SUSTAINABLE COMMUNITIES DEPARTMENT REPORTS

SC15/55 DRAFT COASTAL HAZARD PLANNING CONTROLS - POLICY FRAMEWORK AND PLANNING PROPOSAL - RESULTS OF PUBLIC EXHIBITION - GOVERNMENT COASTAL MANAGEMENT REFORMS

Executive Summary:

The objective of this report is to provide Council with an overview of the submissions lodged during the public exhibition period of the suite of draft coastal hazard planning documents (Planning Policy, Planning Proposal – PP_2014_Coffs_03 and amendments to Coffs Harbour Development Control Plan 2015).

The suite of draft documents publicly exhibited consisted of:

1. Coastal Hazard Planning Policy.
2. Planning Proposal – PP_2014_Coffs_03.
3. Amendments to Chapter E2 - Coastal Hazards, of the Coffs Harbour Development Control Plan 2015.

The suite of draft documents was publicly exhibited over a nine week period. In total, 111 written submissions were received from the public with a variety of issues raised. Individual and public meetings were attended, Councillor briefings were held and numerous telephone enquiries and emails were received and responded to. The issues raised during the exhibition period are summarised in Attachment 1 to this report, as well as in the issues section of this report. Attachment 2 (Confidential) contains a copy of all submissions received.

Cont'd

SC15/55 Draft Coastal Hazard Planning Controls - Policy Framework and Planning Proposal - Results of Public Exhibition - Government Coastal Management Reforms ...(Cont'd)

Council has previously developed a number of studies, including a Coastal Zone Management Plan which provides a basis for the prediction of impacts from coastal hazards, and a range of proactive management strategies. Attachment 3 contains a copy of the consultation strategy prepared for the overall body of work (all four stages). The Coastal Zone Management Plan is currently awaiting certification by the Minister for Planning (who currently has the portfolio for coastal management).

Coastal Management Reforms for NSW have recently been announced by the NSW Government, which include a proposed new framework for coastal management. This framework is currently on display for public consultation until 29 February 2016. While the new framework will eventually require Council to adhere to a new process for addressing coastal management, the current Coastal Zone Management Plan and the draft planning controls that are the subject of this report remain relevant. This report recommends that a further report be provided to Council in February 2016 explaining the reforms.

This report recommends that Council defer the progression of the suite of draft coastal hazard planning documents pending the outcome of the February report to Council. It further recommends that Council write to the Minister for Planning requesting that the certification of the Coastal Zone Management Plan be held in abeyance until further notice.

281 RESOLVED (Innes/Rhoades) that:

1. Council acknowledges the Coastal Management Reforms announced by the Minister for Planning on 13 November 2015 and that a further report be provided to Council in February 2016 that addresses the following:
 - 1.1 outlines the details of the Coastal Management Reforms that are currently on exhibition until 29 February 2016; and
 - 1.2 includes a submission on the Coastal Management Reforms.
2. Council defer the progression of the Planning Proposal – PP_2014_Coffs_03, Planning Policy and amendments to Coffs Harbour Development Control Plan 2015 pending the outcome of the abovementioned report.
3. Council acknowledges the submissions received on the draft planning controls to date and that the landowners and where relevant, their consultant/s be informed of Council's decision.
4. Council write to the Minister for Planning requesting that certification of the Coastal Zone Management Plan under Section 55G of the Coastal Protection Act be held in abeyance until further notice.

Cont'd

SC15/55 Draft Coastal Hazard Planning Controls - Policy Framework and Planning Proposal - Results of Public Exhibition - Government Coastal Management Reforms ...(Cont'd)

AMENDMENT

MOVED (Arkan/Cowling) that:

1. Council not proceed with the planning controls and halt the project and in the interim use information available from community consultation to review the sea level rise predictions.
2. A report be brought back to Council highlighting the findings of the Minister's findings.
3. Council acknowledges the submissions received on the draft planning controls to date and that the landowners and where relevant, their consultant/s be informed of Council's decision.
4. Council write to the Minister for Planning requesting that certification of the Coastal Zone Management Plan under Section 55G of the Coastal Protection Act be held in abeyance until further notice.

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

VOTED FOR

Cr Arkan
Cr Degens
Cr Cowling

VOTED AGAINST

Cr Rhoades
Cr Townley
Cr Innes
Cr Knight
Cr Sultana
Cr Palmer

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

VOTED FOR

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

VOTED AGAINST

Cr Sultana

SC15/53 COFFS HARBOUR SPORTS FACILITY PLAN 2010 - FIVE YEAR REVIEW - DRAFT

Executive Summary:

Council adopted the *Coffs Harbour Sports Facility Plan* in 2010, to provide direction for the current and future provision of sports facilities within the Coffs Harbour LGA overall, and with specific recommendations for sports with challenges relating to facility provision. *The Coffs Harbour Sports Facility Plan 2010* serves as a companion document to the *Coffs Harbour Open Space Strategy 2009*.

The planned five year review has been undertaken and is now ready (in draft) for exhibition. The purpose of the review is to outline any changes to future planned sporting provision outlined in the *Coffs Harbour Sports Facility Plan 2010*. Whilst the entire 2010 plan has been considered, the draft review document focuses on significant changes in the sporting environment within that time, and any corresponding updates to recommendations and masterplans.

- 282 RESOLVED** (Palmer/Townley) that Council approve public exhibition of the draft *Coffs Harbour Sports Facility Plan 2010 - Five Year Review* for a period of ten (10) weeks.

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

SC15/54 PLANNING PROPOSAL - PP_2013_COFFS_004_00 - NORTH BOAMBEE VALLEY (WEST) INVESTIGATION AREA - PROJECT UPDATE

Executive Summary:

This report provides Council with a progress update in relation to a Planning Proposal (PP) for the North Boambee Valley (NBV) (West) Investigation Area, and results of submissions received in relation to the public exhibition of the PP. The report discusses the issues raised by the community and Government agencies during the public exhibition period, including:

- potential impacts of a proposed quarry haul road;
- provision of a stormwater detention basin and options for funding;
- implications of predicted traffic increases; and
- a requirement by the Roads and Maritime Services (RMS) for further traffic modelling to be undertaken.

The report recommends that Council note the submissions and issues raised during the exhibition period. This report also seeks a commitment from Council to forward fund the construction of a detention basin to provide for future development. This basin will provide significant mitigation of flooding in NBV (West), and will also be of considerable benefit to the wider Boambee-Newports Creek catchment downstream of NBV (West).

- 283 MOVED** (Rhoades/Innes) that the matter be deferred subject to further information being provided.

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

SC15/56 PEER REVIEW OF PRELIMINARY DRAFT WOOLGOOLGA TOWN CENTRE MASTERPLAN AND DRAFT WOOLGOOLGA BEACH RESERVE PLAN OF MANAGEMENT

Executive Summary:

This report provides Council with an update on the progress of the Woolgoolga Town Centre Study Review. It also presents findings of an independent peer Design Review of the preliminary draft Woolgoolga Town Centre Masterplan (not yet reported to Council or publicly exhibited) and the draft Woolgoolga Beach Reserve Plan of Management (exhibited June 2014).

During the community engagement processes for both of these Plans, Council received several requests for the integration of the two projects. Whilst the two projects have differing statutory requirements and need to remain as two separate final documents, it was recognised that the two Plans should work in harmony to provide beneficial outcomes to the Woolgoolga community. On this basis, Council engaged consultants Lat27 Pty Ltd to undertake an independent peer Design Review to test overall design principles and findings of both projects, to allow design issues to be resolved. The Design Review document is attached (Attachment 1).

This report includes details of a key recommendation provided within the Design Review relating to the relocation of the Woolgoolga Beach Holiday Park entry from Beach Street to Wharf Street and a discussion in relation to the implications of this proposal. This report also includes a Traffic and Car Parking Assessment undertaken during the Design Review process (Attachment 2).

284 MOVED (Townley/Arkan) that:

1. Council acknowledges the Woolgoolga Design Review, prepared by Lat27, dated August 2015 (Attachment 1).
2. A concept plan displaying the alternative entry point be placed on exhibition.

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

SC15/57 ON-SITE SEWAGE MANAGEMENT STRATEGY 2015

Executive Summary:

At its meeting of 24 September 2015, Council considered a report in respect to the draft On-Site Sewage Management Strategy and resolved the following:

- 1. That Council endorses the release of the draft On-Site Sewage Management Strategy for public exhibition and invite submissions for a period of 42 days.*
- 2. That a report be brought back to Council on the draft On-Site Sewage Management Strategy following completion of the exhibition and submission period.*

The draft Strategy was placed on public exhibition for the period from 7 October 2015 through to 18 November 2015 in accordance with the above resolution. One submission was received during the exhibition period.

The Strategy is an overall arching document for use by Council staff in association with the assessment of applications, inspection of current on-site sewage systems and all matters that pertain to the operation, installation and maintenance of on-site sewage management systems in the Coffs Harbour Local Government Area (LGA).

The Strategy has been reviewed and updated to reflect current thinking and the application of risk management considerations applied to the assessment and inspection of on-site sewage management systems. In updating the Strategy, consideration has been applied to reflect and build upon the learning obtained since the Strategy was first implemented in 2000 as well as the incorporation of input from internal and external stakeholders.

The updated document provides clear direction and focuses on system design and operation considerations and will serve as a valuable reference for system owners, design consultants, installers and industry. The adoption of the Strategy will provide for a consistent and transparent approach to the monitoring and governance of On-Site Sewage Management Systems within the Coffs Harbour LGA.

285 RESOLVED (Palmer/Innes) that Council adopts the On-Site Sewage Management Strategy 2015.

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

SC15/58 JRPP ASSESSMENT REPORT FOR DEVELOPMENT APPLICATION NO.0209/16 LOT 10 DP 264205, LOT 25 SECTION E DP 17053, 123 PARK BEACH ROAD, PARK BEACH

Executive Summary:

To advise that a development assessment report, prepared by Council, for Development Application 0209/16 has been lodged with the Joint Regional Planning Panel (Northern Region).

As the proposal involves a development that has a capital investment value of greater than \$20 million, the application is required to be determined by the Joint Regional Planning Panel (Northern Region) and not Council, in accordance with the provisions of *State Environmental Planning Policy (State and Regional Development) 2011*.

A copy of the development assessment report that has been provided to the Panel is appended to this report. It is recommended that the content of this report be noted.

286 RESOLVED (Rhoades/Innes) that Council notes the report.

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

SC15/59 DRAFT GRAFFITI MANAGEMENT POLICY AND DRAFT GRAFFITI MANAGEMENT STRATEGY 2016-2020

Executive Summary:

At its meeting of 18 December 2014, Council considered a Notice of Motion on graffiti removal and street art and resolved:

That Council will engage members of the community by way of invitation to develop a policy on graffiti management and a strategy to undertake prevention, mitigation and education activities to minimise the impact of graffiti vandalism in the local government area.

In March 2015, an initial stakeholder meeting was called to bring together key community organisations, groups and community members to discuss issues surrounding graffiti management and the proposed approach to develop a policy and strategy. This meeting resulted in a strong level of community commitment to progress with a policy and strategy and a working group was formed.

The working group has met regularly since March 2015 to provide input into these documents and has also been a valuable mechanism for information sharing and mutual understanding of the issues around graffiti. The group also partnered with Rotary Coffs Harbour to promote and implement a Graffiti Action Day on 18 October 2015.

Cont'd

SC15/59 Draft Graffiti Management Policy and Draft Graffiti Management Strategy 2016-2020 ...(Cont'd)

It is intended that the Graffiti Management Policy will:

- Guide Council's approach for an effective, coordinated and proactive approach to graffiti management through prevention, engagement, education, removal and enforcement.

The purpose of the Graffiti Management Strategy is to:

- Communicate Council's commitment to working towards reducing levels of graffiti vandalism in the city, and to the maintenance of a safe and welcoming environment for the community and visitors, as is viable within the resources that are available.
- Provide a clear and consistent framework for managing and reducing the incidence of graffiti vandalism.
- Provide a graffiti management framework that aligns with the best practice principles of stakeholder engagement, reporting, removal, prevention, education and enforcement.

The policy and strategy acknowledge the need to consider a variety of approaches to graffiti management and the need to work in partnership with community stakeholders for effective outcomes in a resource constrained environment.

287 RESOLVED (Sultana/Arkan) that:

1. Council adopts the draft Graffiti Management Policy and draft Graffiti Management Strategy 2016-2020 for public consultation.
2. The draft Graffiti Management Policy and draft Graffiti Management Strategy 2016-2020 be publicly exhibited for 60 days and a further report then be provided to Council.

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

SC15/60 COMMITTEE MEMBERSHIP TOORMINA COMMUNITY CENTRE MANAGEMENT COMMITTEE AND AYRSHIRE PARK MANAGEMENT COMMITTEE

Executive Summary:

To recommend to Council the appointment of community members to the facility management committee/s.

288 RESOLVED (Innes/Arkan) that:

Council appoint the following committee member nominees to the relevant committee:

1. Toormina Community Centre Facility Management Committee – Carmel Hill;
2. Ayrshire Park Management Committee - Tania Myers.

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

SUSTAINABLE INFRASTRUCTURE DEPARTMENT REPORTS

SI15/55 RESERVE NAMING APPLICATION - COFFS COAST SPORT & LEISURE PARK EAST PRECINCT BRUCE BARNIER FIELD

Executive Summary:

Council adopted the Reserve Naming and Memorial Policy on 23 July, 2015.

This Policy provides for the naming of fields within sports complexes after significant individuals or families in accord with criteria detailed in the Policy.

Council has received an application to name the eastern fields at the Coffs Coast Sport and Leisure Park after the late Bruce Barnier, a long time affiliate of hockey at both the local and State levels. The proposal seeks to rename the eastern precinct as follows the "Coffs Coast Sport and Leisure Park East Precinct Bruce Barnier Field.

Staff have assessed the application and consider that the late Bruce Barnier fulfills the requirements of the Policy. In accord with Policy the proposed name has been advertised and submissions invited from the community

No submissions were received.

This report recommends that Council adopt the proposal to rename the eastern precinct the "Coffs Coast Sport and Leisure Park East Precinct Bruce Barnier Field".

Note that installation of the sign will be dependent on funding becoming available. Alternatively the applicants can choose to fund the sign if they wish it to be installed more immediately.

- 289 RESOLVED** (Arkan/Palmer) that Council adopt the proposal to name the eastern fields at the Coffs Coast Sport and Leisure Park the "Coffs Coast Sport and Leisure Park East Precinct Bruce Barnier Field" and that the field be signed accordingly, pending funding.

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

SI15/56 OUTDOOR DINING CHARGES

Executive Summary:

To consider reducing charges for outdoor dining and display of merchandise on public footpaths for City Square businesses during construction work as part of the revitalisation of the City Square.

- 290 RESOLVED** (Arkan/Sultana) that Council provide, during the construction period, a reduction in charges for outdoor dining and display of merchandise for City Square businesses directly impacted by the City Square revitalisation.

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

SI15/57 CONTINUATION OF ALCOHOL PROHIBITION FOR NEW YEARS EVE & AUSTRALIA DAY

Executive Summary:

Council resolved on 25 August 2011 to establish an extended 24 hour alcohol prohibition for New Year's Eve and Australia Day within all alcohol prohibited reserves for a four year period commencing 31 December 2011.

Council also resolved to review the 24 hour New Year's Eve and Australia Day Alcohol Prohibition at the end of the four year period and to return a report to Council, evaluating the effectiveness of the extended prohibition.

The four year period has now expired and the effectiveness of the prohibition in regulating anti-social behavior has been reviewed by the Coffs-Clarence Local Area Command and Council.

The review with the Coffs-Clarence Local Area Command, the primary stakeholder in the process, has determined that there has been a significant decrease in the number of alcohol related incidents occurring within public reserves on New Year's Eve and Australia Day since the introduction of the prohibition in 2010 and a continuation of the prohibition is recommended.

This report recommends the continuation of the 24 hour alcohol prohibition within public reserves for New Year's Eve and Australia Day arrangements beyond the cessation of the four year trial period.

Cont'd

SI15/57 Continuation of Alcohol Prohibition for New Years Eve & Australia Day ...(Cont'd)

291 RESOLVED (Innes/Palmer) that:

1. Council use the powers granted by section 632A of the Local Government Act 1993 to prohibit alcohol within the Council owned or managed Reserves (exclusive of the Coffs Coast Regional Park) listed in Attachment 1 as follows:
New Year's Eve – 6am New Year's Eve to 6am New Year's Day;
Australia Day – 6am Australia Day to 6am the following day
except for Council licenced events.
2. Council as the agency responsible for visitor and facility management under the Memorandum of Understanding for the Coffs Coast Regional Park (CCRP), regulate by notice the bringing in or consuming of alcohol within the CCRP Reserves listed in Attachment 1 as follows:
New Year's Eve – 6am New Year's Eve to 6am New Year's Day;
Australia Day – 6am Australia Day to 6am the following day.
3. Notices, to effect all of the above, be displayed at appropriate locations.
4. Council publicise the prohibition through its website and in local media in advance of the holiday period.

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

SI15/58 CONTRACT NO. RFT-727-TO: DESIGN, SUPPLY AND DELIVERY OF A PRECAST REINFORCED CONCRETE BRIDGE, RHODES BRIDGE

Executive Summary:

To report on tenders received for the design, supply and delivery of prefabricated components for the replacement of Rhodes Bridge on Lower Bobo Road, Ulong and Condons Bridge on Condons Road, Safety Beach and to gain Council's approval to accept a tender.

292 RESOLVED (Rhoades/Arkan) that:

1. In accordance with clause 178(1) (a) of the *Local Government (General) Regulation 2005*, Council accept the tender of Waeger Constructions Pty Ltd, ABN 13 110 364 737, for Contract No. RFT-727-TO for design, supply and delivery of precast reinforced concrete bridge, Rhodes Bridge, for the lump sum amount of \$148,500 including GST on the basis:
 - a) The tender is the highest scoring tender following the application of Council's Tender Value Selection System and is the preferred offer.
 - b) The tenderer has the necessary experience in similar works and has provided similar services to Coffs Harbour City Council in the past.
2. The contract document be executed under the Seal of Council.

TRUST REPORTS

T15/10 COFFS COAST STATE PARK TRUST AND WOOLGOOLGA BEACH RESERVE TRUST SPECIAL PURPOSE FINANCIAL REPORT AND AUDIT 2015

Executive Summary:

The purpose of this report is to provide Council, as Corporate Manager of the Coffs Coast State Park Trust (CCSPT) and Woolgoolga Beach Reserve Trust (WBRT), with final audited financial statements for year ending 30 June 2015. A full copy of the two Trusts Special Purpose Financial Reports are attached.

293 RESOLVED (Palmer/Innes) that Council:

1. As Corporate Manager of the Coffs Coast State Park Trust notes the Special Purpose Financial Report and audit for year ended 30 June 2015.
2. As Corporate Manager of the Woolgoolga Beach Reserve Trust, notes the Special Purpose Financial Report and audit for year ended 30 June 2015.

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

T15/11 HOLIDAY PARKS TOURIST ACCOMMODATION TARIFFS 2016/17 AND 2017/18

Executive Summary:

Council, as Corporate Manager of the Coffs Coast State Park Trust (CCSPT) and Woolgoolga Beach Reserve Trust (WBRT), operate four holiday parks at Park Beach, Sawtell, Woolgoolga Beach and Woolgoolga Lakeside.

In line with various marketing strategies and business objectives, the Trust establishes tariffs for a wide cross section of tourist accommodation types ranging from unpowered sites through to 4.5 star villas. The tariffs vary between parks and are commensurate with the level of investment, and the products, services and facilities available.

The proposed tariffs represent a conservative approach to increases this year. They are aimed at meeting the predicted growth in operating costs without placing undue financial pressure upon our customer base. The tariffs presented are also in keeping with industry competition providing similar products and services.

In addition to the 2016/17 tariffs, the report also contains tariffs for the 2017/18 period. Historically only one tariffs period has been approved but in response to feedback from customers seeking longer term clarity on tariffs, it is recommended that two tariffs periods be approved under the proviso that the second period be reviewed in 12 months to ensure they remain appropriate to the market.

Cont'd

T15/11 Holiday Parks Tourist Accommodation Tariffs 2016/17 and 2017/18...(Cont'd)

294 RESOLVED (Innes/Degens) that:

Council, as Corporate Manager of the Coffs Coast State Park Trust and Woolgoolga Beach Reserve Trust:

1. Approve the 2016/17 Tariffs within the report for the four holiday parks and note the intent to adjust tariffs throughout the year, where required, in line with proactive yield management practices.
2. Approve the 2017/18 Tariffs within the report and note the intent to resubmit the 2017/18 Tariffs for review in 12 months.

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

REQUESTS FOR LEAVE OF ABSENCE

295 RESOLVED (Knight/Rhoades) that Cr Degens be granted leave of absence from Council for 11 and 25 February 2016.

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

QUESTIONS ON NOTICE

No questions on notice.

MATTERS OF AN URGENT NATURE

MUN15/13 Speed Zone Reductions

Cr Rhoades raised an issue between Council and RMS regarding the reduction of speed zones in various sections of Sawtell Road, Toormina Road, Lyons Road and Hogbin Drive from Sawtell roundabout to the Rugby Park and requested Council to continue liaising with the RMS.

This concluded the business and the meeting closed at 6.42 pm.

Confirmed: 11 February 2016

.....
Denise Knight
Mayor



REPORT TO ORDINARY COUNCIL MEETING

LOCAL GOVERNMENT REFORM - FIT FOR THE FUTURE ASSESSMENT AND PROPOSED NORTH COAST JOINT ORGANISATION

REPORTING OFFICER:	Director Business Services
DIRECTOR:	General Manager
COFFS HARBOUR 2030:	LC3.1 Council supports the delivery of high quality sustainable outcomes for Coffs Harbour
ATTACHMENTS:	ATT1 Fit for the Future Assessment Summary - Coffs Harbour City Council ATT2 Expression of Interest – North Coast Joint Organisation

Recommendation:

That Council:

1. **Notes IPART's Fit for the Future Assessment for Coffs Harbour City Council as Council being determined 'fit'; and**
 2. **Endorses the intent of the attached updated North Coast Joint Organisation expression of interest for submission to the Minister for Local Government when the next opportunity arises.**
-

EXECUTIVE SUMMARY

Two elements of the NSW State Government Local Government Reform Agenda are Council improvement or merger proposals and the intention to create joint organisations. This report firstly updates Council on the outcome of its Fit for the Future Improvement Proposal and secondly seeks Council's endorsement of an updated expression of interest (EOI) for the proposed North Coast Joint Organisation (JO).

At its ordinary meeting held on 25 June 2015, Council endorsed its Fit for the Future Improvement Proposal, which was duly submitted to IPART on 30 June 2015. It is pleasing to report that Coffs Harbour City Council's improvement proposal was one of the 52 proposals assessed as being fit for the future.

Also, in relation to the State Government's Local Government Reform Agenda, Coffs Council, in conjunction with the other member Councils of the proposed North Coast JO Organisation, Bellingen Shire, Nambucca Shire and Clarence Valley Councils, since late 2013 have been pursuing participation in the Pilot JO Program. To date the Councils have been unsuccessful; however, Council is advised that another opportunity to apply may be possible in the near future.

To strengthen the Councils' EOI for the proposed North Coast JO, Coffs Harbour City Council in November 2015 engaged, on behalf of the other Councils, the AEC Group to peer review the EOI and provide improvement suggestions. Councillors may recall that the AEC



REPORT TO ORDINARY COUNCIL MEETING

Group also peer reviewed Council's Fit for the Future Improvement Proposal. The EOI focusses on the key State Government strategic objectives for JOs as well as the Councils' agreed strategic priorities.

The previous EOI has now been updated with a number of small changes and has been provided to each of the proposed North Coast JO's member Councils for consideration and endorsement.

REPORT

Description of Item:

Two elements of the NSW State Government Local Government Reform Agenda are Council improvement or merger proposals and the intention to create joint organisations. This report firstly updates Council on the outcome of its Fit for the Future Improvement Proposal and secondly seeks Council's endorsement of an updated expression of interest (EOI) for the proposed North Coast Joint Organisation (JO).

At its ordinary meeting held on 25 June 2015, Council endorsed its Fit for the Future Improvement Proposal, which was duly submitted to IPART on 30 June 2015. IPART provided its assessment of Councils' merger and improvement proposals to the State Government in October 2015. The Key Findings section of the report states in part:

We received 139 local council proposals from 144 councils including:

- four Merger Proposals (involving nine councils),
- 115 Council Improvement Proposals, and
- 20 Rural Council Proposals.

We assessed 52 proposals as being fit for the future, which represents 37% of the proposals received. To be assessed as fit, councils must have demonstrated they have sufficient scale and capacity and are financially sustainable.

All four Merger Proposals we received were assessed as fit because they:

- would deliver substantial benefits to their local communities when compared to the councils standing alone, and
- were generally the best available options for the relevant councils as neighbouring councils did not elect to join the Merger Proposals.

We assessed 87 proposals as not being fit for the future, which represents 63% of the proposals received.

Of the 87 proposals assessed as not fit:

- 60 were assessed as not having sufficient scale and capacity, but did meet the financial criteria
- 18 were assessed as having sufficient scale and capacity, but did not meet the financial criteria, and
- 9 were assessed as not having sufficient scale and capacity and not meeting the financial criteria.'

It is pleasing to report that Coffs Harbour City Council's improvement proposal was one of the 52 proposals assessed as being fit for the future. A copy of the assessment summary is included as Attachment 1.

Also, in relation to the State Government's Local Government Reform Agenda, Coffs Council, in conjunction with the other member Councils of the proposed North Coast JO Organisation, Bellingen Shire, Nambucca Shire and Clarence Valley Councils, since late 2013 have been pursuing participation in the Pilot JO Program. To date the Councils have been unsuccessful; however, Council is advised that another opportunity to apply may be possible in the near future.

To strengthen the Councils' EOI for the proposed North Coast JO, Coffs Harbour City Council in November 2015 engaged, on behalf of the other Councils, the AEC Group to peer review the EOI and provide improvement suggestions. Councillors may recall that the AEC Group also peer reviewed Council's Fit for the Future Improvement Proposal. The EOI focusses on the key State Government strategic objectives for JOs as well as the Councils' agreed strategic priorities. Therefore initial priorities of the work plan are:

- Ten Year Regional Community Strategic Plan
- Strategic Regional and Sub-Regional Land Use Planning Framework
- Regional Voice-Intergovernmental Relations and Regional Advocacy
- Strategic Regional Waste Management Planning
- Regional Alliance of Local Government Water Utilities
- Regional Infrastructure Planning and Management
- Assessment Framework for Potential Shared Service Provision

The previous EOI has now been updated with a number of small changes and has been provided to each of the proposed North Coast JO's member Councils for consideration and endorsement. A copy is provided as Attachment 2.

Issues:

As Council was assessed as 'fit', Council was not required to respond to subsequent potential merger option proposals. Also, Council now can access certain other benefits from such accessing the new TCorp borrowing facility and participating in other reform initiatives.

Most importantly, Council needs to ensure that it implements the strategies and actions contained in its improvement proposal.

The State Government's JOs Emerging Directions Paper indicates the following in relation to core functions.

'The core functions of: regional strategic planning and priority setting; intergovernmental collaboration; and regional leadership and advocacy are not only consistent with the recommendations of the Independent Local Government Review Panel, but have also been sufficiently tested through the pilot process to possess both appropriate scope and flexibility for the Joint Organisations to partner effectively with the State.'

This position has been recognised and included in the proposed North Coast JO EOI to ensure the proposal meets the State Government's requirements. However, additional functions relating to regional priorities, such as shared services, have been included and are considered consistent with the State Government's Emerging Directions Paper.

Options:

The first recommendation in this report is for noting only and therefore no options are presented.

In relation to the second recommendation, Council's options are to:

1. Adopt the recommendation provided to Council.

2. Amend the recommendation provided to Council and then adopt. Council may wish to amend the updated North Coast JO EOI before adoption. However, any changes will then need to be ratified by the other proposed North Coast JO member Councils.
3. Reject the recommendation provided to Council. This option would cease any further action in voluntarily pursuing a North Coast JO at this time.

Sustainability Assessment:

- **Environment**

The positive assessment of Coffs Harbour City Council as 'fit' and its proactive involvement in the proposed North Coast JO reinforce that Council is well positioned to achieve operational and financial sustainability. This will ensure that Council can continue to provide levels of services required to sustainably manage the local environment.

- **Social**

The positive assessment of Coffs Harbour City Council as 'fit' and its proactive involvement in the proposed North Coast JO reinforce that Council is well positioned to achieve operational and financial sustainability. This will ensure that Council can continue to provide levels of services required by and that support its community.

- **Civic Leadership**

Council's ongoing commitment to the integrated strategies contained in its Fit for the Future Improvement Proposal to achieve operational and financial sustainability demonstrate Council's commitment to leadership of its community. Further, Council's cooperation and proactive involvement in pursuing with its neighbours a North Coast JO demonstrate broader regional leadership.

- **Economic**

Broader Economic Implications

The implementation of the strategies and actions in Council's Fit for the Future Improvement Proposal, and in particular the pursuit of a North Coast JO, will provide increased regional strategic capacity and cooperation, which would be expected to yield positive economic impacts over time.

Delivery Program/Operational Plan Implications

The financial impacts of implementing Council's Fit for the Future Improvement Proposal are included through specific programs in the Delivery Program/Operational Plan, such as the Special Rate Variation, Transformation to Sustainability (T2S) Program, ERP Project and improvements to Asset Management. A progress report on Asset Management improvement, and in particular the MIDROC Asset Management Project, will be presented to Council's next meeting.

The proposed North Coast JO is likely to require executive support if successful. This cost would be funded from the member Councils in a similar way to the current MIDROC. A formal budget for the proposed North Coast JO will be prepared should the proposal be successful.

Risk Analysis:

Through a credible Fit for the Future Improvement Proposal, Council has ensured that it is well positioned to achieve operational and financial sustainability. However, it is most important to recognize that the strategies and actions in the proposal need to be implemented to achieve that objective. Deviation from the course set may well lead to Council remaining unsustainable and having an uncertain future. To mitigate this risk the improvement proposal actions will continue to be included and monitored through the Delivery Program and program/project governance arrangements.

The proactive involvement of member Council's in pursuing the North Coast JO allows Council to have a degree of input in the final design and function of JOs. Non-participation may lead to the imposition of an inferior JO model on Council.

Consultation:

The proposed North Coast JO EOI was prepared with input from the Mayors, General Managers and relevant officers of each of the member Councils. It has been subsequently peer reviewed by AEC Group and reviewed again by the member Council's General Managers.

Related Policy, Precedents and / or Statutory Requirements:

The matters in this report are responses to the NSW State Government's Local Government Reform Agenda known as the Fit for the Future Program.

Implementation Date / Priority:

Should Council accept the recommendation, the EOI for the proposed North Coast JO will be submitted when the next opportunity arises.

Conclusion:

This report provides Council with the outcome of the assessment of its Fit for the Future Improvement Proposal for noting, together with consideration and endorsement of an updated EOI for the proposed North Coast JO.

Attachment 1

COFFS HARBOUR CITY COUNCIL – CIP

FIT			
Area (km ²)	1,174	Population 2011	71,798
OLG Group	5	(2031)	88,100
ILGRP Group	G		
Operating revenue (2013-14)	\$94.6m	TCorp assessment	Weak FSR Negative Outlook
ILGRP option	Council in the North Coast JO (all shaded).		
Assessment summary	Scale and capacity	Satisfies	
	Financial criteria:	Satisfies overall	
	• Sustainability	Satisfies	
	• Infrastructure and service management	Satisfies	
	• Efficiency	Satisfies	



Fit for the Future – FIT

- The council satisfies the scale and capacity criterion.
- The council satisfies the financial criteria overall. It satisfies the sustainability, infrastructure and service management and efficiency criteria.

Scale and capacity - satisfies

- The council's proposal is consistent with the ILGRP's option to stand alone.
- As the ILGRP did not propose another option for this council, Coffs Harbour was not required to demonstrate how it met each of the elements of scale and capacity. We consider the council currently meets or partially meets most of the elements of scale and capacity.
- Our analysis has not identified evidence for a better alternative to the council's proposal to stand alone.

Sustainability – satisfies

- The council satisfies the criterion for sustainability based on meeting the benchmarks for the operating performance ratio and the own source revenue ratios by 2019-20.
- We estimate that adjusting the operating performance ratio by removing interest income on section 94 Reserves would reduce the ratio by approximately one percentage point to 0.7% in 2019-20, which is still above the benchmark.
- The building and infrastructure asset renewal ratio shows improvement from 59.2% in 2014-15 to 91.2% in 2019-20, which is close to but below the benchmark.

Infrastructure and service management - satisfies

- The council satisfies the criterion for infrastructure and service management based on meeting the benchmarks for the infrastructure backlog and debt service ratios by 2019-20.
- Its asset maintenance ratio is forecast to improve from 80.2% in 2014-15 to 94% in 2019-20, which is close to the benchmark.

Efficiency - satisfies

- The council meets the criterion for efficiency based on the Real Operating Expenditure per Capita showing a declining trend.

Other relevant factors

Social and community context	Coffs Harbour is a major regional city on the mid north coast. The LGA's economy is driven by tourism, retail, manufacturing, construction, government services, education and the health industry. The city's extensive coastlines have presented climate change issues. Traffic congestion is also a growing concern according to the council's proposal.
Community consultation	The council engaged with the community in preparing its strategic action plan, but did not directly address the Fit for The Future requirements. Key priorities for the community include the local workforce, climate change, transport and enhancing cultural facilities.
Water and/or sewer	The council states it water and sewerage businesses meet the Best Practice Management Framework. However they do not operate on a break-even basis. Over the last ten years, capital expenditure for the water and sewer business has been in excess of \$300m, funding for which includes borrowing of \$221m. Although the businesses have an accounting deficit, they have positive cash flows, low maintenance capital requirements over the next ten years and a low gearing ratio.
Submissions	There were no submissions received in relation to Coffs Harbour's proposal.



Expression of Interest

North Coast Joint Organisation



December 2015

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Attachment 2

1. Introduction

The North Coast Joint Organisation represents over 155,000 people covering an area of more than 14,700sq kms comprising the Local Government Areas of Clarence Valley, Coffs Harbour, Bellingen and Nambucca. This is a truly regional coastal area of NSW, experiencing high growth; a particular demographic make-up associated with high growth coastal areas; ageing population; coastal management issues as a result of climate change; and a prevalence of storm related natural disasters.

The North Coast grouping of Councils' proposal brings together Councils that sit within the footprint of two Regional Organisations of Councils (ROC) at the present time. Coffs Harbour, Bellingen and Nambucca Councils are within the Mid North Coast (MIDROC) area (along with Kempsey, Port Macquarie-Hastings, Greater Taree and Gloucester Councils). Clarence Valley Council has traditionally sat within the Northern Rivers (NOROC) (along Tweed, Byron, Lismore, Kyogle, Ballina and Richmond Valley Councils) however, at the present time Clarence is not a member of a Regional Organisation of Councils.

This will allow exploration of the interplay between the functions of ROCs and Joint Organisations and how this may play out over the remaining course of the State Government's Pilot process.

It is the desire of the Councils that make up the North Coast Joint Organisation to continue to work collectively toward a shared vision for our Region, a vision that has sustainability at its heart, and to form an effective body that is capable of partnerships with the State Government in the delivery of infrastructure and services to the communities within our region.

1.1 Boundaries

The proposed North Coast Joint Organisation comprises the Councils of Clarence Valley, Coffs Harbour City, Bellingen Shire and Nambucca Shire.

This aligns with the North Coast region boundary as shown in the map below and as identified in the Fit For The Future roadmap for Joint Organisations. This area also nests within the broader State strategic regional boundaries identified in the North Coast Regional Growth and Infrastructure Plan (as indicated by the red line).



2. Statement of Intent

The Joint Organisation roadmap identifies three core functions to enable stronger collaboration with the State. The core functions have been modified through the JO Pilot process, as outlined in the JO Emerging Directions Paper (Sept 2015), and are:

- Regional Strategic Planning and Priority Setting;
- Intergovernmental Collaboration; and
- Regional Leadership and Advocacy.

However, it is also acknowledged that some functions of the current ROCs may transfer into a Joint Organisation, requiring flexibility beyond the above core functions to undertake broader activities such as Regional Service Delivery.

The North Coast Joint Organisation will enable a collaborative voice around strategic regional issues/planning that the member Councils can contribute to in order to (i) achieve positive outcomes for their collective communities, and (ii) prioritise the importance of identified issues.

A solid foundation exists between the member Councils given a number of joint services and activities have operated successfully over many years. These include waste management services, provision of water supply, library services to name a few.

In addition to the member Councils having a successful history of cooperation and collaboration with each other, this extends to collaboration with other levels of government, such as the Our Living Coast Program and the Regional Contaminated Lands Project.

The member Councils have demonstrated their support for the Joint Organisation concept given the previous expression of interest in the Pilot process submitted in October 2014 and the second expression of interest lodged in March 2015, and each Council continues to maintain a keen interest in participating with this renewed expression of interest. This is underpinned by the Principles proposed for the North Coast Joint Organisation as follows:

- Strong collaboration between member Councils and also with State Government;
- Achieving a regional voice;
- Willingness to reach consensus in decision making;
- A driving desire to support member Councils in achieving financial and operational sustainability; and
- Value for money for our respective communities.

The member Councils consider the improvement of financial and operational sustainability as a vital underlying element to the success of each Council and that of the North Coast Joint Organisation. Also, through demonstrating strong financial outcomes to our respective communities, by assessing all opportunities for economies of scale, regional efficiency gains and capacity building it is likely that further opportunities can be gained. Two of the Councils within the North Coast JO were found by IPART not to be Fit due to financial issues. Whilst each of these Councils have their own strategies to deal with their individual situation, it is likely that participation in the activities of a JO will provide further opportunities to achieve financial sustainability.

The success of Joint Organisations will be measured by how well they help to achieve important outcomes for communities in regional NSW and this aim is mirrored in the commitment of the four North Coast member Councils to their respective local communities.

Attachment 2

The work plan that is proposed (see criteria 5) allows exploration of strategic planning, intergovernmental collaboration and regional advocacy as potential functions of Joint Organisations. In addition to these core functions, the work plan importantly includes the exploration of other functions that may have merit in producing efficiencies, economies of scale, and that will build upon existing service activities undertaken between the Councils.

3. Commitment from Member Councils

The member Councils have expressed interest in the Joint Organisation model are able to formally demonstrate their commitment to participation. Further, the member Councils can demonstrate a level of support for proposed purpose and core functions of Joint Organisations processes.

Evidence of this support is provided in the form of resolutions of Clarence Valley, Coffs Harbour City, Bellingen Shire and Nambucca Shire Councils, as detailed in Appendix A.

4. Evidence of Collaboration

The member Councils of the proposed North Coast Joint Organisation have a proven track record in regard to collaborative engagement, which also extends to other levels of government. A summary of examples of collaboration are provided hereunder, with additional information provided in Appendix B.

- **Clarence Valley and Coffs Harbour Regional Water Supply Scheme**
 - The \$180 million Regional Water Supply Project, which involves linking the Clarence Valley and Coffs Harbour water supplies to meet forecast demand for water in the region up to and beyond 2030.
 - The Regional Water Supply strategy has been recognised with numerous Australian and International Awards, with a media release included as Appendix C.
- **Coffs Waste Service**
 - Coffs Coast Waste Services is a regional partnership between Coffs Harbour City Council, Bellingen Shire Council, Nambucca Shire Council and Handybin Waste Services for the collection of household waste on the Coffs Coast.
 - Coffs Coast Waste service currently provides in excess of 43,000 domestic waste collection services across the partner Council areas.
- **Coffs Coast Tourism & Marketing**
 - The Councils and communities of Bellingen and Coffs Harbour have for many years worked together to ensure that our Tourism product is efficiently and effectively marketed both domestically and internationally.
 - More recently, a Section 355 Committee (representative of both Bellingen and Coffs Harbour) has been formed to guide the further development of the Coffs Coast Tourism market and in particular a Tourism Strategic Plan for the Region.
- **MIDROC Initiatives**
 - Bellingen Shire Council, Coffs Harbour City Council and Nambucca Shire Council are members of the MIDROC organisation of Councils.
 - Recent initiatives include:
 - Optimising Service Delivery / Designing a Service Review Capability.
 - Human Resources Strategic Alliance Group – Regional Training and eLearning Initiative.

Attachment 2

- Media Campaigns delivering consistency in messages.
- Whilst Clarence Valley has not been a formal member of MIDROC, it can be seen from other initiatives above that the Councils in the region covered by the North Coast Joint Organisation see the benefit in working together toward common goals.
- **NOROC Initiatives**
 - Affordable Housing Strategy. (CVC heavily involved)
 - Coal Seam Gas.
 - Northern Rivers Digital Economy Strategy.
 - Waste and Water. (CVC involved)
 - MyRoadInfo (CVC involved)
 - MyBeachInfo
- **Clarence Valley Regional Library Service**
 - Bellingen Shire and Clarence Valley Councils work collaboratively around the provision of a library service to their communities.
 - The Executive Office of the Clarence Regional Library Service is based at the Clarence Valley Library in Grafton, with services being coordinated and delivered to the member Councils.
- **Regional Sporting Activities/Events**
 - The C.ex Coffs Harbour Internal Stadium is located in Coffs Harbour and forms part of the greater Coffs Harbour Sport and Leisure Park.
 - These facilities play host to a range of sporting and other events annually, providing a significant boost to the regional economy.
 - Whilst the Stadium and Leisure Park are located in Coffs Harbour, the benefits of such a facility are felt right across the region.
 - The Councils of Clarence Valley, Coffs Harbour City, Nambucca and Bellingen Shires are renowned for working together to ensure that not only do these type of sporting events and activities keep coming back to our region, but also that all of the region's communities have as much opportunity as possible to enjoy the benefits that are derived from these type of events.

5. Work Program

The work program identifies a number of actions that are based upon the three core functions along with other regionally defined functions that could logically be driven by the Joint Organisation, aside from the required establishment of the group and its framework to operate within, as outlined in Chapter 6.

Status / Planned Actions	Supports Potential Function of JO	Aligned with Member Council's Strategic Plans	Aligned to Regional Action Plans / Regional Growth Plans	Links to State Government Plans	Collaboration	Measures of Success
Ten Year Regional Community Strategic Plan						
Develop a ten year Regional Community Strategic Plan built on individual Council Community Strategic Plans and to be imbedded in future council planning and delivery processes.	Regional Strategic Planning and Priority Setting	<ul style="list-style-type: none"> Clarence Valley Council-Our Community Plan 2015-2024 Coffs Harbour City Council-2030 Plan Shire of Bellingen 2030 Community Strategic Plan Nambucca Valley 2030 Community Strategic Plan 	<ul style="list-style-type: none"> Far North Coast Regional Strategy Mid North Coast Regional Strategy May feed into North Coast Regional Growth Plan& Action Plan 	<ul style="list-style-type: none"> NSW 2021 Goal 29 	Regional Coordinator Department of Premier & Cabinet, Department of Planning and Environment & all other State Agencies with a role in service delivery within the Region	<ul style="list-style-type: none"> Collaboration on regional planning for key initiatives. The development of a stronger regional approach to our strategic community planning framework. Knowledge and information sharing. Improved integration achieving better place making outcomes for our region and its communities.
Strategic Regional and Sub-Regional Land Use Planning Framework						
Develop, through a robust community engagement framework, a Land-Use Planning Framework that applies across the Region.	Regional Strategic Planning and Priority Setting	<ul style="list-style-type: none"> Clarence Valley Council-Our Community Plan 2015-2024 Objective 5.1 Coffs Harbour City Council-2030 Plan Objective LC3 Shire of Bellingen 2030 Community Strategic Plan-Civic Leadership Nambucca Valley 2030 Community Strategic Plan Objective 	<ul style="list-style-type: none"> Far North Coast Regional Strategy Mid North Coast Regional Strategy May feed into North Coast Regional Growth Plan& Action Plan 	<ul style="list-style-type: none"> NSW 2021 Goal 29 	Regional Coordinator Department of Premier & Cabinet, Department of Planning and Environment	<ul style="list-style-type: none"> Collaboration on regional planning for key initiatives. The development of a stronger regional approach to our strategic community planning framework. An enhanced approach to land use planning frameworks from a regional perspective. Knowledge and information sharing. Improved integration achieving better place making outcomes for our region and its communities.

Status / Planned Actions	Supports Potential Function of JO	Aligned with Member Council's Strategic Plans	Aligned to Regional Action Plans / Regional Growth Plans	Links to State Government Plans	Collaboration	Measures of Success
Regional Voice-Intergovernmental Relations and Regional Advocacy						
Through a facilitated process, identify the issues of highest priority for the Region (e.g. transport, education, health services etc) with a view to engaging with the State Government to address the high priority issues for the Region.	Intergovernmental Collaboration & Regional Leadership and Advocacy	<ul style="list-style-type: none"> Clarence Valley Council- Our Community Plan 2015-2024 Objective 5.1 Coffs Harbour City Council- 2030 Plan Objective LC3 Shire of Bellingen 2030 Community Strategic Plan- Civic Leadership Nambucca Valley 2030 Community Strategic Plan Objective 	<ul style="list-style-type: none"> Far North Coast Regional Strategy- Economic Development & Employment Growth Mid North Coast Regional Strategy- Economic Development & Employment Growth Mid North Coast Regional Action Plan May feed into North Coast Regional Growth Plan 	<ul style="list-style-type: none"> NSW 2021 Goals 32 	Regional Coordinator Department of Premier & Cabinet and relevant state government departments and agencies. Degree of success will be influenced by the commitment of State Agencies to work with the proposed North Coast JO.	<ul style="list-style-type: none"> Stronger recognition of priority issues for the region. Shared understanding, one voice. Improved inter-government relations. Improved outcomes for our communities.
Strategic Regional Waste Management Planning						
Workshops held in 2011 and more recently in September 2014 to progress regional solutions. The Joint Organisation would be tasked with the preparation of a regional waste management strategy and a collaborative model for service delivery.	Regional Strategic Planning & Intergovernmental Collaboration	<ul style="list-style-type: none"> Clarence Valley Council- Our Community Plan 2015-2024- Objective 4.4 Coffs Harbour City Council- 2030 Plan- Objective LE4 Shire of Bellingen 2030 Community Strategic Plan- Living Environment Nambucca Valley 2030 Community Strategic Plan Objective 7.1 	<ul style="list-style-type: none"> Far North Coast Regional Strategy Mid North Coast Regional Strategy Mid North Coast Regional Action Plan Priority 7 Northern Rivers Regional Action Plan Priority 7 May feed into North Coast Regional Growth Plan & Action Plan 	<ul style="list-style-type: none"> NSW 2021 Goal 22 & 23 	Regional Coordinator Department of Premier & Cabinet, Environment Protection Authority & other Regional Councils.	<ul style="list-style-type: none"> An enhanced regional approach and strategy to deal with waste management within our region. Knowledge and information sharing. Collaboration on key outcomes identified in the strategy. Better utilisation and demand management of landfill sites. Improved environmental outcomes. Further reduction of waste material to landfill.
Regional Alliance of Local Government Water Utilities.						
Develop a robust alliance across the Region focussed on: <ul style="list-style-type: none"> Infrastructure planning & delivery Consistency in water quality & treatment Best practice procedures are in place across the region all of which will assist in delivery of growth planning for the State.	Regional Strategic Planning and Prioritisation	<ul style="list-style-type: none"> Clarence Valley Council- Our Community Plan 2015-2024 Objective 2.3 Coffs Harbour City Council- 2030 Plan Objective LE4 Shire of Bellingen 2030 Community Strategic Plan- Living Environment Nambucca Valley 2030 Community Strategic Plan Objective 11.1 	<ul style="list-style-type: none"> Far North Coast Regional Strategy- Water & Energy Resources Mid North Coast Regional Strategy- Water & Energy Resources Mid North Coast Regional Action Plan Priority 7 Northern Rivers Regional Action Plan Priority 7 May feed into North Coast Regional Growth & Action Plans 	<ul style="list-style-type: none"> NSW Office of Water Strategic Plan 2013-2015 NSW 2021 Goals 21 & 22 	Regional Coordinator Department of Premier & Cabinet, Office of Environment & Heritage, Office of Water, Local Water Authorities. The existing strong partnership between Clarence Valley, Coffs Harbour & the State government will support the progression of this body of work.	<ul style="list-style-type: none"> The development of a regional water supply and reticulation strategy moving the region to a drought proof scenario (arguably already achieved for Clarence Valley, Coffs Harbour and Nambucca). Improved drinking water quality to meet guidelines and various other strategies. Better utilisation of skilled resources across the region. Shared knowledge and capability aimed at improving infrastructure, work practices and collective outcomes.

Status / Planned Actions	Supports Potential Function of JO	Aligned with Member Council's Strategic Plans	Aligned to Regional Action Plans / Regional Growth Plans	Links to State Government Plans	Collaboration	Measures of Success
Regional Infrastructure Planning and Management.						
Development of a methodology to consistently plan for and report on infrastructure assets across the Region (condition, levels of service, valuation, backlog and required maintenance).	Regional Infrastructure Planning and Management Regional leadership and Advocacy	A range of objectives and strategies within: <ul style="list-style-type: none"> Clarence Valley Council - Our Community Plan 2015-2024 Coffs Harbour City Council - 2030 Community Strategic Plan Shire of Bellingen 2030 Community Strategic Plan Nambucca Valley 2030 Community Strategic Plan 	<ul style="list-style-type: none"> Mid North Coast Regional Strategy Northern Rivers Regional Action Plan Mid North Coast Regional Action Plan 	<ul style="list-style-type: none"> NSW 2021 Goals 10, 19, 21, 27, 30 	Member Councils, other Councils in MIDROC, IPWEA, Auditors Association and Office of Local Government.	<ul style="list-style-type: none"> Councils report consistently on infrastructure in annual financial reports and against "fit for the future" criteria ("talking apples and apples about infrastructure") by applying a methodology that can be replicated by other regions, and state wide. Asset Management capacity is assessed consistently between Councils so as to identify opportunities to improve and collaborate. Improvement actions are endorsed and resourced by Councils, with staff held accountable for delivery. Opportunities to improve infrastructure-related service delivery (disseminating best practice, sharing resources, etc.) are identified and implemented. Regional AMP's for strategically important asset categories. Lobbying and Advocacy success for the Region based on the regionally consistent data. Support for the methodology from the NSW Office of Local Government. Greater consistency within the LG Sector around the collection and use of asset related data.

Status / Planned Actions	Supports Potential Function of JO	Aligned with Member Council's Strategic Plans	Aligned to Regional Action Plans / Regional Growth Plans	Links to State Government Plans	Collaboration	Measures of Success
Assessment Framework for Potential Shared Service Provision						
<p>This work objective will support financial sustainability objectives by exploring opportunities to improve efficiency, utilise economies of scale and build capacity.</p> <p>Facilitated discussions on the options available for alternate service delivery models within our region, such as:</p> <ul style="list-style-type: none"> • Shared services; • Alliances; • Centres of Excellence; and • Outsourcing. 	Regionally Defined Functions	<ul style="list-style-type: none"> • Clarence Valley Council- Our Community Plan 2015-2024 Objective 5.2 • Coffs Harbour City Council- 2030 Plan Objective LC3 • Shire of Bellingen 2030 Community Strategic Plan- Civic Leadership • Nambucca Valley 2030 Community Strategic Plan Objective 1.2 	<ul style="list-style-type: none"> • Far North Coast Regional Strategy • Mid North Coast Regional Strategy • May feed into North Coast Regional Growth Plan 	<ul style="list-style-type: none"> • NSW 2021 Goal 3 • Fit for the Future: financial sustainability, efficiency & scale and capacity. 	Member Councils	<ul style="list-style-type: none"> • Reduced infrastructure and service provision costs across the region. • Member Councils' continual improvement toward financial and operational sustainability • Operational expenditure savings through economies of scale. • Shared understanding of efficiencies from Information Technology products and processes. • Improved service delivery outcomes for our communities. • Improved financial outlook for all member councils, particular emphasis on those deemed "Not Fit" by IPART.

Beyond the initial priorities identified in the Work Plan above, it is envisaged that the North Coast Joint Organisation will also strategically address the following matters as resourcing and priorities allow:

- A regional economic development strategy to provide some coherence to the multiple strategies already in place;
- A regional social and cultural strategy and such other strategies as are determined as being strategically important and which accord with and contribute to State Government established priorities;
- Expansion of the work currently being undertaken in the development of a Tourism Strategy for the Coffs Coast, so as to include all member councils of the North Coast JO.

Additionally, beyond the development of the high level strategies within the Work Plan above, a further body of work will be required to ensure that these high level strategies are actuated at a local level within the member councils. It is absolutely imperative that the regionally developed strategies are integrated into the local council community strategic plans, delivery programs and operational plans.

6. Operations Matters Including Entity and Executive Officer

Earlier versions of this Expression of Interest suggested that the resourcing of the Joint Organisation would be considered further by the member Councils of the North Coast JO however, the State Government's perspective on the resourcing of JO's has been made abundantly clear through the various discussion papers that have been released in the final quarter of 2015.

Ultimately, the North Coast Joint Organisation role will be transferred to an entity under the Local Government Act should the Act be amended to provide for such a function. The early formative meetings of the North Coast JO will facilitate the exploration of structures to support the achievement of democratic representation and agreed outcomes.

The following actions are planned to progress the establishment of a Joint Organisation for the North Coast:

- Develop a model structure
- Develop a Charter
- Develop terms of reference and delegations
- Develop a meeting charter based on the Code of Meeting Practice
- Identify regional stakeholders
- Identify and agree on regional strategic priorities
- Develop a prioritised Action Plan
- Report to member Councils

One of the early outcomes sought will be an agreed process for the recruitment and employment of an Executive Officer tasked with providing the necessary support to the Joint Organisation's operations. In this regard, it is envisaged that the General Managers of the member Councils will play a vital role in supporting the Board of the North Coast JO in the recruitment of a suitable candidate for the role of EO, and the development and implementation of the Work Plan.

The selection criteria for the Executive Officer would need to include demonstrated high level skills in managing critical relationships. The role would assist the Joint Organisation to facilitate intergovernmental cooperation.

It is absolutely essential that the members of the North Coast Joint Organisation turn their minds early in the process to the development of a framework that can be utilised to monitor progress of the Work Plan and establish critical measures of success. In developing this framework, it is suggested that SMART (Specific, Measurable, Achievable, Relevant and Timely) principles should be applied to the development of this framework.

In line with the Emerging Directions Paper, September 2015, the North Coast JO will also turn its mind in the early stages of its development to the regionally defined functions that the JO may wish to pursue. Whilst it is anticipated that the North Coast JO may wish to explore strategic capacity building programs, the early discussions amongst the member Councils of the proposed North Coast JO point toward a desire to pursue some form of regional service delivery, noting that this requires further consideration by the member Councils. This of course will be very much dependent on the enabling legislation.

Appendix A – Resolutions of Commitment

Clarence Valley Council

COUNCIL RESOLUTION – 12.002/14 18/03/2014
(Crs Williamson/Howe)

That:

1. Council acknowledges the report prepared by the NSW Independent Local Government Review Panel titled “Revitalising Local Government” (October 2013);
2. The Division of Local Government be advised that Clarence Valley Council supports the report in principle and looks forward to further considering its various aspects when/if the government adopts the proposals and detail as to the implementation and application of the same are known;
3. Council agrees to the concept of the Joint Organisation and the inclusion of Clarence Valley as part of the North Coast Joint Organisation and that this be expressed to the Division of Local Government as part of Council’s submission; and
4. Clarence Valley Council be a willing participant as a pilot Joint Organisation should it be identified by the Division of Local Government as a suitable candidate.

Coffs Harbour City Council

GM14/11 REVITALISING LOCAL GOVERNMENT – FINAL REPORT ON THE NSW
 INDEPENDENT LOCAL GOVERNMENT REVIEW PANEL, OCTOBER 2013, 27/03/2014
71 RESOLVED (Cowling/Sultana) that

1. Council authorise the preparation of a submission to the NSW Division of Local Government, Department of Premier and Cabinet with regard to the Final Report of the NSW Independent Local Government Review Panel entitled “Revitalising Local Government”;
2. The submission authorised in 1. above be framed such that it follows the thrust of the comments contained within the Table set out in the report;
3. At a regional level at the current time, Coffs Harbour City Council continue dialogue with MIDROC and also with the Councils of Nambucca, Bellingen and Clarence Valley with a view to ensuring that our service delivery to our communities is as effective and efficient as possible; and
4. The Minister for Local Government be advised of the discussions currently being held between the Councils of Bellingen, Nambucca, Clarence Valley and Coffs Harbour regarding the potential for a Joint Organisation, canvassing the option of this process being considered for a pilot and flagging the potential for a meeting between the Councils and the Minister.
5. A copy of the submission in point one be sent to all Councillors.

Bellingen Shire Council

RESOLVED (Cr Troy /Cr Klipin) 07.004/14 26/03/2014

1. That Council provide a submission to the Office of Local Government that it is broadly supportive of the recommendations of the Final Report of the NSW Independent Local Government Review Panel as outlined in this report with the following addition at Item 26: In all councils where the Councillors elect the Mayor, it should be mandated that voters should be given a choice between popularly elected Mayors and Mayors elected by the Council.

Attachment 2

2. That at a regional level, Bellingen Shire Council continue dialog with MIDROC and also with the Councils of Clarence Valley, Coffs Harbour and Nambucca, as outlined in this report with a view to ensuring that service delivery to our communities is as effective and efficient as possible.
3. That Council endorse the principles discussed by the Councils of Clarence Valley, Coffs Harbour and Nambucca in terms of the potential establishment of the North Coast Joint Organisation, as follows:
 - a) That there is in principle agreement to exploring the form and structure of a JO for our region, as identified in the report released by the Independent Local Government Review Panel in January 2014.
 - b) That a discussion be held between the four General Managers to prepare a strategic way forward.
 - c) That this be the basis for further discussions and a gathering to be held between Mayors Deputy Mayors, General Managers, Deputy General Managers/Directors (with details to be confirmed) to flesh out the form of an in principle agreement as a basis for an arrangement in relation to a Joint Organisation.
 - d) That a Memorandum of Understanding be developed on the basis of the process outlined at points (b) and (c) above.
 - e) That a letter to the Minister for Local Government be prepared outlining the discussions currently being held between the four councils in relation to this matter, canvassing the option of this process being considered for a pilot and flagging the potential for a meeting between the Councils and the Minister.
 - f) That a report be prepared for presentation to each of the councils outlining the issue of JO's and the initial response from the four councils as outlined above.
4. That further reports be provided to Council in terms of progress at a regional level.

Nambucca Shire Council

ITEM 9.2	SF894	270314	"Revitalising Local Government" - Final Report of the NSW Independent Local Government Review Panel October 2013,	27/03/2014
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159/14 **RESOLVED:** (Finlayson/Ainsworth)

That Council advise the Division of Local Government that it is broadly supportive of the recommendations of the Final Report of the NSW Independent Local Government Review Panel subject to the member councils of the North Coast Joint Organisation having input into the regional functions to be allocated to the Joint Organisation

ITEM 9.13	SF894	250914	"Fit for the Future Reforms" - Proposed Pilot North Coast Joint Organisation,	25/09/2014
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466/14 **RESOLVED:** (Ainsworth/Finlayson)

That Council agree to participate in a pilot North Coast Joint Organisation and note its preference for the pilot Joint Organisation to have as its priority the improvement of the financial sustainability of its constituent councils.

Appendix B – Further Evidence of Collaboration

Clarence Valley and Coffs Harbour Regional Water Supply Scheme

The \$180 million Regional Water Supply Project, which involves linking the Clarence Valley and Coffs Harbour water supplies to meet the forecast demand for water in the region up to and beyond 2030.

Both Councils are responsible through the regional water supply strategy for providing an affordable, secure and environmentally sustainable bulk water supply to meet the needs of the Clarence Valley and Coffs Harbour Region.

The population of the Clarence Valley and Coffs Harbour region which will be served by the water supply is expected to more than double in the next 50 years, from 95,000 to approximately 220,000 persons.

The regional water supply strategy ensures the demands on our natural resources are carefully managed to protect our environment and at the same time provide the services to support the people in our developing area. A key feature is to make sure our natural river systems are protected by not taking water out of them during low flows.

The strategy secures a reliable bulk water supply for the region extending from Iluka to Sawtell. It has two key elements: a \$180 million bulk water supply project, coupled with a regional water efficiency program. The size of the Shannon Creek storage has been designed with the Water Efficiency Strategy factored in, extending the life of the dam beyond 2046.

Regional Water Supply Project

- 30,000 megalitre Shannon Creek Dam, approximately 9km west of Coutts Crossing.
- 90 km of underground pipelines linking the Nymboida River with the new Shannon Creek Dam, the existing Rushforth Road reservoir at South Grafton and Karangi dam near Coffs Harbour.

Regional Water Efficiency Program

- Extending the life of the dam to at least 2046
- Incentives and pricing policies, common regulatory measures, cooperative regional approach, heightened community awareness which support efficient, environmentally sound water use
- Using a range of cost effective and environmentally appropriate alternative water sources such as recycling water and rainwater tanks.
- Effective and efficient management of water supply systems

See Media Release issued at the time below



MEDIA RELEASE

Coffs Harbour City Council and Clarence Valley Council

FOR RELEASE: 29 JUNE 2010

Clarence Valley Coffs Harbour Regional Water Supply Strategy recognised by major international award

The Clarence Valley Coffs Harbour Regional Water Supply (CVCHWS) Strategy has won a Project Innovation Award from the *International Water Association* - the top international water industry body.

"The Project Innovation Awards honour excellence and innovation in the global water industry and the award demonstrates that the Clarence Valley Coffs Harbour Regional Water Supply Strategy ranks amongst the world's best," said Coffs Harbour Mayor, Councillor Keith Rhoades.

"It is very pleasing that a regional NSW project has received international recognition", added Clarence Valley Council Mayor, Councillor Richie Williamson. "The Regional Water Supply project has provided a fabulous outcome for both Councils and our funding partner, the NSW State Government."

The CVCHRWS Strategy, the centrepiece of which is the 30,000-megalitre Shannon Creek Dam, was completed on-time and \$3 million under budget. **The strategy was developed as a partnership between Clarence Valley Council, Coffs Harbour City Council and the NSW State Government** to provide a sustainable, secure water resource for the region's growing population.

The strategy comprises a "non-build" element (the Regional Water Efficiency Program) and a "build" element (the CVCHRWS Project), designed to meet both future population growth and environmental flow requirements. Completion of the strategy removes the reliance of both communities on river extraction and provides future drought security.

The \$180 million CVCHWS Project linked the existing water supply schemes serving Coffs Harbour and the Clarence Valley with 90km of pipeline, and constructed an off-creek dam at Shannon Creek.

The project provides a high level of drought security and enables improved protection of the two rivers from which water is extracted. Design and construction Project Management was

Attachment 2

undertaken by NSW Public Works, with the dam component constructed by Leighton Contractors Pty Ltd.

The project features many innovations in planning, design and construction to address environmental and engineering issues, including designing the dam to be “transparent” to catchment inflows up to the 1 in 2 year event, ensuring the design allows for future expansion of the dam, and the first NSW use of an “Early Contractor Involvement” (ECI) process during procurement. Plus there were numerous construction innovations which, as well as providing functional benefits, gave cost savings of \$0.60 million. The project also developed an innovative construction safety culture program and provided compensatory habitat to mitigate environmental impacts.

The Strategy provides an outstanding example of successful delivery of a large construction project on time and \$3million under budget, through an effective partnership of government agencies, local government, contractors and the community. Clarence Valley Council and Coffs Harbour City Council are very proud of the international recognition of the CVCHRWS project, which demonstrates that projects in rural NSW can be world-beaters.

Coffs Coast Waste Services

Coffs Coast Waste Services is a regional partnership between Coffs Harbour City Council, Bellingen Shire Council, Nambucca Shire Council and Handybin Waste Services for the collection of household waste on the Coffs Coast. Coffs Coast Waste service currently provides 43,309 domestic waste collection services across the partner council areas.

The three Councils Bellingen Shire, Coffs Harbour City and Nambucca Shire commenced discussions on regional cooperation in waste management as early as 2002. Coffs Harbour City Council resolved in April 2002 to liaise with Bellingen and Nambucca Shire Councils to pursue regional waste management opportunities. This resulted in the current 'Collection Services for Coffs Coast Regional Waste Services', the 'Agreement for Processing of Waste at the Coffs Harbour Resource Recovery Facility and for Associated Purposes' and the 'Coffs Harbour Regional Resource Recovery Project'.

The Biomass Facility processes source separated organic and mixed residual domestic waste as well as separated commercial and industrial wastes to recover principally the organic fraction as well as other resources such as recyclable metals, rigid plastics and glass. The organic process produces composts, and soil enriching products. The facility reduces disposal of waste to landfill, increases resource recovery, and should reduce the environmental impacts of sending waste to landfill. It introduces more sustainable waste management practices to the Mid North Coast.

The partnership of the three councils has resulted in achievement of an 86 per cent recycling recovery rate which is the highest in NSW. This achievement supports the aims of the Waste Less, Recycle More initiative of the NSW Environmental Protection Agency.

In addition, the three Councils are members of the North sub region of the Midwaste Regional Waste Forum which consists of eight councils. The forum develops Regional Resource Recovery Strategies with funding support from the State Government.

MIDROC Initiatives

Bellingen Shire, Coffs Harbour City and Nambucca Shire are members of the MIDROC organisation of Councils and whilst this association has been active for some ten years or so, in the last four years a number of initiatives have seen the Association achieve outcomes for its members. Whilst Clarence Valley has not been a formal member of MIDROC, it can be seen from other initiatives above that the Councils in the region covered by the North Coast Joint Organisation see the benefit in working together toward common goals.

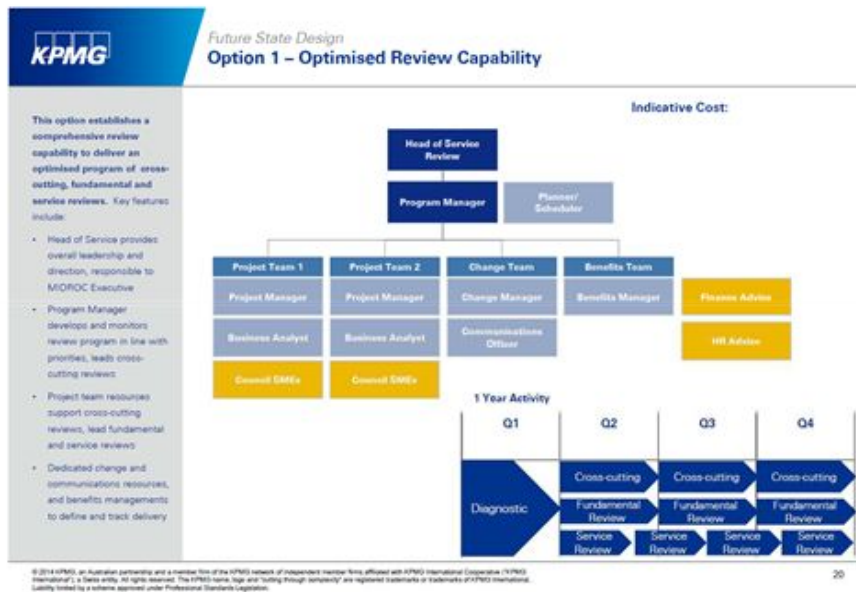
Examples of initiatives achieved within the MIDROC banner include:

- *KPMG Report – Optimising Service Delivery / Designing a Service Review Capability*

Recently, MIDROC engaged the services of KPMG to undertake an assessment of:

1. The cost of developing a unit to undertake ongoing service efficiency reviews over a 10 year period;
2. The likely benefit that would be generated; and
3. The areas that would derive significant benefits from undergoing a regional service review.

An indication of the type of outcome that is being achieved from this project can be found in the diagram below:



- Strategic Alliance Sub-Groups within MIDROC

- Asset Management
- Customer Service
- Developer Contributions
- Geographical Information Systems
- Human Resources
- Information Technology
- Integrated Planning & Reporting
- Mid-Waste
- Planning
- Procurement
- Risk Management
- Work Health & Safety

- Human Resources Strategic Alliance Group - Regional Training and eLearning Initiative

As an example of the achievements derived from the Strategic Alliance Sub-Groups, the HR Professional Group has developed a number of training packages that are capable of being delivered across the various councils within the Region, thus producing efficiencies in training delivery and building capacity within the region. The group is also sharing training expertise, policies, procedures and is developing a Regional Learning and Development Plan.

In addition, the group has undertaken regional procurement of a Learning Management System to deliver and share priority content as well as standardised

Attachment 2

training resources which has resulted in savings of up to \$60,000 per annum over a four year period for each participating council.

- Media campaigns

From time to time, there are issues within each of our respective local government areas that have commonality across the region (e.g. elections, woodsmoke reduction campaigns, local government awareness). Where these issues are identified, the MIDROC association takes the responsibility for the delivery of these media campaigns on a regional basis, thus creating efficiencies and consistency in message delivery across the region.

Clarence Regional Library Service

Bellingen Shire and Clarence Valley Councils work collaboratively around the provision of a library service to their communities. The Executive Office of the Clarence Regional Library Service is based at the Clarence Valley Library in Grafton, with services being coordinated and delivered to the member Councils.

This service brings efficiencies to the member Councils and arguably enables some of the smaller council members and their communities to enjoy a quality service that they would otherwise struggle to provide in their own right.

Regional Sporting Activities/Events

The C.ex Coffs Harbour Internal Stadium is located in Coffs Harbour and forms part of the greater Coffs Harbour Sport and Leisure Park. These facilities play host to a range of sporting and other events annually, providing a significant boost to the regional economy. Whilst the Stadium and Leisure Park are located in Coffs Harbour, the benefits of such a facility are felt right across the region.

Not only do the communities of Bellingen, Nambucca and Clarence Valley have the opportunity to attend events at the Stadium as either participants or spectators, the large numbers of visitors to Coffs Harbour for these events often means that the utilisation of accommodation and other facilities is sought out across the wider region, thus ensuring that the economic benefits are enjoyed much more widely than the Coffs Harbour LGA alone.

The diversity of sporting events hosted at the Stadium and Leisure Park precinct include:

- National Touch Football Championships
- National Junior Football Championships
- National Junior Oztag Championships (held most recently in February 2015, with approx. 3,000 participants plus their families, resulting in some 8,000 to 10,000 visitors looking for accommodation over 4 to 5 nights from Macksville in the south to Grafton etc in the north)
- World Touch Football Championships due to be held in April 2015

In addition to the type of events mentioned above, Coffs Harbour and its facilities often play host to a range of other events such as:

- The World Rally Championship (round 10 of the event based in Coffs Harbour, using forest roads and facilities from Grafton in the north to Bowraville in the south)
- NAB Challenge Cup (pre-season AFL competition)

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- NRL Trial games (pre-season)
- Offshore Superboat championships
- And many more

The simple fact that these type of events are held in and around Coffs Harbour means that the broader community within the region has an opportunity to observe and participate in world class events within close proximity to their homes. The Councils of Clarence Valley, Coffs Harbour City, Nambucca and Bellingen Shires are renowned for working together to ensure that not only do these type of sporting events and activities keep coming back to our region, but also that our communities have as much opportunity as possible to enjoy the benefits that are derived from these type of events.



REPORT TO ORDINARY COUNCIL MEETING

PHASE 1 REFORMS - LOCAL GOVERNMENT ACT 1993

REPORTING OFFICER: General Manager
DIRECTOR: General Manager
COFFS HARBOUR 2030: LC3 We have strong Civic Leadership & Governance
ATTACHMENTS: ATT Fit For The Future Publication "Towards New Local Government Legislation - Explanatory Paper: proposed Phase 1 amendments"

Recommendation:

That Council receive and note the report and the proposed Phase 1 amendments to the Local Government Act 1993.

EXECUTIVE SUMMARY

As a result of Destination 2036 conducted in August 2011 at Dubbo NSW, the NSW Government established two distinct processes. First, the Independent Local Government Review Panel (ILGRP) was established to consider the potential reform of local government. Most recently on 18 December 2015, the NSW Government announced the final results of its reform program after 4 years of deliberations, noting that there is no immediate impact on Coffs Harbour City Council in regards to mergers etc.

The second issue that was addressed as a result of Destination 2036 was the fact that the NSW Government established the Local Government Act Review Taskforce. This Taskforce ran somewhat in parallel to the ILGRP, conducting various engagements/consultation mechanisms with a view to reviewing the Local Government Act 1993 and bringing forward various issues for consideration and change. Once the Local Government Act Taskforce completed its work, the NSW Government awaited the finalisation of the ILGRP findings prior to releasing any final findings in respect of the review of the Local Government Act 1993.

On Friday 8 January 2016, the NSW Government released an explanatory paper in regard to the proposed Phase1 amendments 'Towards New Local Government Legislation'.

REPORT

Description of Item:

Since August 2011, following the Destination 2036 Seminar in Dubbo NSW, the NSW Government has been pursuing the reform of Local Government through several defined approaches. The pursuit of the reform of Local Government has been undertaken through a process of consultation over the last 4 years.

The NSW Government formed the ILGRP, comprising Jude Munro (former CEO of Brisbane City Council), Mr Glenn Inglis (former General Manager of Tamworth Regional Council) and the Panel was chaired by Professor Graham Sansom (University of Technology Sydney and Australian Centre for Local Government). The ILGRP's role was to engage in a robust manner with Local Government across NSW, identifying issues and seeking appropriate solutions to the issues that were discovered through this engagement process, including identifying areas where mergers may be appropriate to improve the long term financial sustainability of NSW.

Running in parallel, at least for the first couple of years, with the ILGRP process, was the formation of a Local Government Act Taskforce comprising Dr Ian Tiley, Mrs Gabrielle Kibble AO, Mr John Turner (Chair) and Mr Stephen Blackadder. The Taskforce looked at ways to modernise the Local Government Act 1993 and the City of Sydney Act 1988, to ensure that this legislation is capable of meeting the future needs of Councils. As well as various workshops, a number of discussion papers were prepared by the Taskforce Secretariat and distributed to Councils within NSW and other stakeholders, thus facilitating an extensive engagement and consultation program.

The work of the Local Government Act Taskforce was completed some time ago. The NSW Government has retained the final deliberations of the Taskforce pending the finalisation of the ILGRP, thus ensuring that any final proposed amendments to the legislation takes into account the dual processes that have been carried out during this period of review.

The NSW Government on the 8 January 2016 released a document entitled "*Towards New Local Government Legislation - Explanatory Paper: proposed Phase 1 amendments*". This document is intended to provide a guide as to the NSW Government's approach to streamlining the legislation that will govern Councils in NSW with a proposed new Local Government Act scheduled to be phased in from 2016.

The Phase 1 proposed amendments concentrate on the reforms that strengthen the Local Government system, supporting Councils to connect with their communities and build their capacity. In particular, the Phase 1 bill is proposed to:

1. Clarify roles and responsibilities of Councillors, Mayors, Administrators and General Managers;
2. Introduce new guiding principles for Local Government;
3. Improve governance of Councils and professional development for Councillors;
4. Expand on the framework for strategic business planning and reporting;
5. Prioritise community engagement and financial accountability; and
6. Streamline Council administrative processes.

It is proposed that the later phases in the legislative reform process will address recommendations arising from reviews being undertaken by the IPART about the regulatory burden imposed on Councils and the revenue raising powers of Councils. In each phase, the government proposes that opportunities will be identified to streamline the shape and structure of the legislation to ensure that our whole system of Local Government is fit for the future.

In order to provide feedback or a submission on the proposed Phase 1 amendments to the Local Government Act 1993, an online submission is to be made by way of a survey.

A copy of the *“Towards New Local Government Legislation - Explanatory Paper: proposed Phase 1 amendments”* can be found as Attachment 1 to this report.

Issues:

It is not proposed to restate each of the individual issues that are explained at some length in the attachment to this report. Suffice to suggest that the proposed Phase 1 amendments do not contain any real surprises given the previous consideration of these issues within the several discussion papers issued by the Local Government Act Taskforce on various occasions. By and large the issues raised within the Phase 1 amendments have been the subject of comment within earlier discussion papers by the Taskforce. Councils and other Stakeholders have previously been invited to provide submissions to the Taskforce on these issues and the way forward proposed by the Local Government Act Taskforce at that time.

As a result of the various discussion papers and submissions received, it would appear the NSW Government finalised its position on the Phase 1 amendments. As earlier discussion papers by the Local Government Act Taskforce have not drawn substantive comment from Council on the issues contained within the Phase 1 amendments, It is not proposed to pursue the issues raised within the current document at this late stage. It appears that the Phase 1 amendments will concentrate on reforms that strengthen the Local Government system, support Councils to connect with their communities and build their capability.

Options:

1. Accept the release of the *“Towards New Local Government Legislation - Explanatory Paper: proposed Phase 1 amendments”* document and its contents with no submission to be made by Council.
2. In the event that Council feels strongly about an issue or a number of issues within the *“Towards New Local Government Legislation - Explanatory Paper: proposed Phase 1 amendments”* document, then Council indicates the issues that it has concerns with to enable a submission to be made online, informing the Government of Council’s concerns

Sustainability Assessment:

• **Environment**

It is submitted that there are no environmental issues associated with this report.

• **Social**

It is submitted that there are no social issues associated with this report.

• **Civic Leadership**

The Local Government Act 1993 is intended to provide a framework and guidance for Councils in NSW and other Stakeholders as to how Councils can conduct themselves in

transacting business on behalf of their communities. The Act attempts to ensure transparency and accountability in Local Government processes. Council quite rightly should consider the proposed amendments to the legislation with a view to ensuring that the proposed amendments do not impede good outcomes for Council and its 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

It would appear that there are no broad economic impacts associated with the proposed Phase 1 amendments to the Local Government Act 1993.

Delivery Program/Operational Plan Implications

Likewise, it is not envisaged that there will be any budgetary impacts on Council's current delivery program or operational plan.

Risk Analysis:

Not applicable to this report.

Consultation:

The NSW Local Government Act Taskforce was appointed in early 2012 and over a 2 year period, various workshops were conducted across NSW and a number of discussion papers were released by the Taskforce for consultation/feedback. Following the conclusion of the Taskforce deliberations, the NSW Government has awaited the finalisation of the ILGRP findings and has now released a document titled *Towards New Local Government Legislation - Explanatory Paper: proposed Phase 1 amendments* as a means by which to coordinate the final round of submissions or comments from Councils and other stakeholders.

Related Policy, Precedents and / or Statutory Requirements:

It is not uncommon for the NSW Government to initiate a review of legislation from time to time with a view to ensuring that the legislation remains fit for purpose. This has been the case with the review of the Local Government Act 1993.

Implementation Date / Priority:

Following consultation, it is anticipated that amending legislation could be introduced into and passed by the NSW Parliament in 2016.

Conclusion:

As mentioned in the issues section of this report, it would seem that the matters which are the subject of the proposed Phase 1 amendments to the Local Government Act 1993, contained within the attached document, are consistent with the position generally proposed by the Local Government Act Taskforce and the Government in past discussion papers. On the face of it, the proposed amendments appear to provide the opportunity for the streamlining of certain provisions within the Local Government Act 1993 and ultimately should enable Councils in NSW to continue to operate efficiently and effectively in transacting their business on behalf of the community. It is not proposed that a submission be made to the NSW Government on the proposed Phase 1 amendments to the Local Government Act 1993.



Towards New Local Government Legislation
Explanatory Paper: proposed Phase 1 amendments

Towards New Local Government Legislation
Explanatory Paper: proposed *Phase 1* amendments

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Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

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Towards New Local Government Legislation Explanatory Paper: proposed *Phase 1* amendments



Foreword



The journey towards stronger, more sustainable local government began in late 2011. Councils from throughout NSW came together for Destination 2036 to discuss their long-term future. The gathering considered how communities, economies and technologies might change over the next 25

years and how the local government sector might change to meet these challenges. This led to the appointment of the *Independent Local Government Review Panel* (the Panel) and *Local Government Acts Taskforce* (the Taskforce).

While the fundamentals of the *Local Government Act 1993* remain sound, both the Panel and the Taskforce recommended change. The Government's response to the Taskforce and Panel reports was released in 2014 and supported many important recommendations that had been made for legislative reform – including the development of modern, principles-based local government legislation.

The proposed phase 1 reforms are the first step in the process of modernising the Local Government Act, to ensure that it meets the future needs of councils and communities. Phase 1 of the reform program focuses mainly on changes to the governance and strategic business planning processes of councils. Later phases will focus on how councils raise revenue and how they exercise their regulatory functions, as well as a program of restructuring and updating the local government legislation.

I would like to invite councils and communities to provide your input and co-operation on this critical phase of the Fit for the Future reforms and I look forward to working with you as we continue the process of reform.

The Hon. Paul Toole
Minister for Local Government

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

Overview

We are seeking your feedback

The Office of Local Government is seeking input on important proposals by the NSW Government for legislative reform. The views of councils and their communities, and other stakeholders, are now being sought on phase 1 of the development of new Local Government legislation.

Phase 1 is designed to:

- embed strategic business planning principles across the range of council functions and practices;
- promote independent and sustainable councils engaged with and accountable to their local communities that have the capacity to deliver on local and regional needs; and
- support a culture of continuous improvement in councils to ensure the effective and efficient delivery of the strategic goals agreed to with their local communities.

How to give your feedback

Each of the amendments that is being proposed for phase 1 is described briefly in this explanatory paper and a cross-reference to any relevant recommendation of the Panel and/or the Taskforce is given. Most of these proposals have been the subject of stakeholder consultation in developing the Government’s response to the Panel and Taskforce reports, so the paper is as streamlined as possible. The aim of this consultation is to use feedback received about the phase 1 amendments to inform the legislative drafting process.

The first stage of consultation is therefore an invitation to provide your feedback on each of these proposals through an online survey on the Fit for the Future website at www.fitforthefuture.nsw.gov.au. There will also be a link through the NSW Government’s Have Your Say website at www.haveyoursay.nsw.gov.au.

Following consultation, it is anticipated that amending legislation could be introduced into and passed by the NSW Parliament in 2016.

Towards New Local Government Legislation
Explanatory Paper: proposed *Phase 1* amendments

1. Guiding principles for the Act and local government

1.1 Purposes of the Local Government Act

Proposed Amendment

The purposes of the *Local Government Act 1993* should be:

- to establish a legal framework for the NSW system of local government, in accordance with section 51 of the *Constitution Act 1902* (NSW);
- to describe the nature and extent of the responsibilities and powers of local government; and
- to create a system of local government that is democratically elected, engages with and is accountable to the community, is sustainable, flexible, effective and maximises value for money.

Current provision:

Section 7

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

T: 3.1.1 Purposes of the Local Government Act

Background

The current purposes of the Act will be updated and streamlined by the proposal.

1.2 Role of local government

Proposed Amendment

The council charter in section 8 should be replaced by provisions that:

- describe the role of local government; and
- establish guiding principles for local government.

The role of local government should be to enable local communities to be healthy and prosperous by:

- providing strong and effective elected representation, leadership, planning and decision making;
- working cooperatively with other bodies, including other levels of government, to pursue better community outcomes;
- effective stewardship of lands and other assets to affordably meet current and future needs;
- endeavouring to provide the best possible value for money for residents and ratepayers;
- strategically planning for and securing effective and efficient services, including regulatory services, to meet the diverse needs of members of local communities; and
- following the guiding principles of local government.

Current provision:

Section 8

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

T: 3.1.2 Role and Guiding Principles of Local Government

Background:

The Taskforce's proposed role of local government was similar but has been modified in this proposal to:

- more closely reflect the vision for Local Government in NSW agreed to at Destination 2036, including a focus on achieving outcomes and working together within and outside local government;
- adopt clear and simple language and remove duplication;
- reflect the role of councils in enabling outcomes and shaping its local government area through external relationships; and
- focus on the context in which councils operate, rather than prescribe outcomes.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

1.3 The guiding principles of local government

Proposed amendment:

The council charter in section 8 should be replaced by provisions that:

- describe the role of local government; and
- establish guiding principles for local government.

The new guiding principles to be observed in local government should enable councils to:

- actively engage local communities, including through integrated planning & reporting;
- be transparent and accountable;
- recognise diverse needs and interests;
- have regard to social justice principles;
- have regard to the long term and cumulative effects of its actions on future generations;
- foster ecologically sustainable development;
- effectively manage risk;
- have regard to long term sustainability;
- work with others to secure services that are appropriate to meet local needs;
- foster continuous improvement and innovation;
- act fairly, ethically and without bias in the public interest; and
- endeavour to involve and support its staff.

Current provisions:

Section 8

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

T: 3.1.2 Role and Guiding Principles of Local Government

Background:

The Taskforce’s proposed role of local government was similar but has been modified in this proposal to:

- more closely reflect the vision for Local Government in NSW agreed to at Destination 2036, including a focus on achieving outcomes and working together within and outside local government;
- adopt clear and simple language and remove duplication;
- reflect the role of councils in enabling outcomes and shaping its local government area through external relationships; and
- focus on the context in which councils operate, rather than prescribe outcomes.

Towards New Local Government Legislation
Explanatory Paper: proposed *Phase 1* amendments

2. Structural framework of local government

2.1 The role of the governing body

Proposed Amendment

It is proposed to replace the current prescribed role of the governing body under section 223 which is focussed only on the board-like function of the body. The governing body is the elected representatives of the council (the councillors).

It is proposed to use the Panel's more expansive list as a basis for describing the functions of the governing body:

- to provide effective civic leadership to the community;
- to consult regularly with community organisations and other key stakeholders and keep them informed of council's activities and decisions;
- to direct and control the affairs of the council in consultation with the general manager and in accordance with the Act;
- to ensure as far as possible the financial sustainability of the council;
- to determine and adopt the community strategic plan, delivery program and other strategic plans and policies;
- to determine and adopt a rating and revenue policy and operational plans that ensure the optimum allocation of the council's resources to implement the community strategic plan and for the benefit of the area;
- to make decisions in accordance with those plans and policies;
- to make decisions necessary for the proper exercise of the council's regulatory functions;
- to keep under review the performance of the council and its delivery of services;
- to determine the process for appointment of the general manager and monitor his/her performance; and
- to ensure that the council acts honestly, efficiently and appropriately in carrying out its statutory responsibilities.

Current provision:

Section 223

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 26 Political Leadership and Good Governance (Box 19)

T: 3.1.4 Roles and Responsibilities of Council Officials

T: 3.3.18(7)d Other Matters

Background:

The proposed amendments are intended to:

- provide greater clarity to the roles of councillors by describing their collective role as members of the governing body, as distinct from their individual role as elected representatives; and
- embed strategic principles and practices within the prescribed role of the governing body.

Towards New Local Government Legislation
Explanatory Paper: proposed *Phase 1* amendments

2.2 The number of councillors

Proposed Amendment:

Section 224 prescribes the numbers of councillors a council may have (between 5 and 15) and the manner in which that number is to be determined.

It is proposed to amend section 224 to require that councils must have an odd number of councillors and mayor.

Current provisions:

Section 224 and 224A

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 26 Political Leadership and Good Governance (Box 22)

Background:

The proposed amendment would give effect to the Government's response to the Panel's recommendation that councils comprise an odd number of councillors. This change will reduce the risk of the mayoralty being determined by lot and decisions being made on the casting vote of the mayor.

2.3 Rural councils

Proposed Amendment

It is proposed to allow for small rural councils to apply to the Minister for Local Government for one-off approval to:

- reduce councillor numbers and abolish wards without the need for a constitutional referendum;
- omit the current restriction that prevents councils from making an application for a decrease in the number of councillors that would result in the number of councillors for each ward being fewer than 3; and
- reduce the number of council meetings to be held in a year to below the minimum of 10 currently required under section 365.

Current provisions:

Sections 224A and 365

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 12 Rural Councils (Box 33)

Background:

The Panel recommended that consideration be given to supporting the streamlining of some small rural councils' governance arrangements to allow efficiencies and savings. These councils are in rural-remote areas with small populations. It is proposed to provide a one-off voluntary process to allow the Minister to approve small rural council proposals to abolish wards, change councillor numbers and allow numbers of meetings that are less than the thresholds set out in the Act where proposed by some small rural councils in their Fit for the Future submissions.

This proposal is intended to facilitate a flexible response to the needs and circumstances of different regions.

Towards New Local Government Legislation Explanatory Paper: proposed *Phase 1* amendments

3. The governing body of councils

3.1 The role of the mayor

Proposed Amendment

It is proposed to describe the role of the mayor differently.

The mayor should have all the prescribed responsibilities of a councillor in addition to the following additional responsibilities:

- to be the leader of the council and the community of the local government area, and advance community cohesion;
- to promote civic awareness and, in conjunction with the general manager, ensure adequate opportunities and mechanisms for engagement between the council and the local community;
- to be the principal member and spokesperson of the governing body and to preside at its meetings;
- to ensure that the business of meetings of the governing body is conducted efficiently, effectively and properly in accordance with provisions of the Act;
- to lead the councillors in the exercise of their responsibilities and in ensuring good governance;
- to ensure the timely development of the governing body's strategic plans and policies, and to promote their effective and consistent implementation, including by promoting partnerships between the council and key stakeholders;
- to exercise, in cases of necessity, the policy-making functions of the governing body between meetings of the council;
- to represent the governing body on regional organisations and in inter-government forums at regional, State and federal levels;
- to advise, manage and provide strategic direction to the general manager in accordance with the council's strategic plans and policies;
- to lead performance appraisals of the general manager;
- to carry out the civic and ceremonial functions of the mayoral office; and
- to exercise such other functions as the governing body determines.

Current provision:

Section 226

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

P: 26 Political Leadership and Good Governance (Box 21)

T: 3.1.4 Roles and Responsibilities of Council Officials

T: 3.3.18(7)d Other Matters

Background

Some aspects of the prescribed role of the mayor recommended by the Panel have not been included in this proposal as a result of previous stakeholder consultation.

Towards New Local Government Legislation Explanatory Paper: proposed *Phase 1* amendments

3.2 The mayor's term of office

Proposed Amendment

The current length of term for a mayor is either:

- one year for mayors elected by councillors; or
- four years for mayors popularly elected by the electors.

This would be changed so that mayors elected by councillors are to hold office for a minimum of two years, as recommended by the Panel, with the option of electing a person to the office for the whole four year term.

Also in accordance with the Panel's recommendation, and the Government's response, it proposed that it be compulsory for councillors to vote in a mayoral election.

Section 230 will also be amended to clarify that the office of mayor becomes vacant upon the person holding the office ceasing to hold civic office or on the occurrence of a casual vacancy.

Current provision:

Section 230

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 26 Political Leadership and Good Governance (Box 22)

T: 3.3.1(8) Elections

Background

The proposed amendments will

- enhance political leadership and stable governance of council to give effect to the Government's commitment to extend the term of mayors elected by councillors to a minimum of two years, as well as make voting in mayoral elections compulsory; and
- address an existing ambiguity in the Act that has allowed some Mayors to purport to exercise the role of mayor after they cease to hold office as a councillor after an election.

Although the Panel and Taskforce did not describe a four year mayoral term option – just proposing a *minimum* of two years – this extension is being explored as a way to further support stable local government.

Compulsory voting by councillors for a mayoral election (as recommended by the Panel) may also address community concern that too many mayors are chosen by pulling lots out of a hat. However, it is important that a positive statutory obligation to vote does not undermine the democratic process (such as by excluding a person who has a genuine reason for being absent) or be too easy to avoid for reasons that are not bona fide. To meet those policy ends, the Act could provide:

- councillors may cast a vote in a mayoral election by proxy;
- councillors may cast a vote by telephone, video-conference, or electronic means;
- if a councillor is absent from the meeting at the time of the vote so that the number of remaining councillors voting is even-numbered, and has not cast a vote by proxy or electronic means, then another councillor must be excluded from voting by way of a 'draw from a hat'; and
- a regulation-making power in relation to process of electing mayors by councillors.

Towards New Local Government Legislation Explanatory Paper: proposed *Phase 1* amendments

3.3 The role of councillors

Proposed Amendment

It is proposed to recast section 232 so that it focuses on individual responsibilities of councillors, rather than their responsibilities as members of the governing body of a council. The role and responsibilities of an individual councillor, (including the mayor), should be:

- to be an active and contributing member of the governing body;
- to make considered and well informed decisions;
- to represent the collective interests of residents, ratepayers and the wider community of the local government area;
- to facilitate communication between the community and the governing body;
- to be accountable to the community for the local government's performance; and
- to uphold and represent accurately the policies and decisions of the governing body.

Current provision:

Section 232

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 26 Political Leadership and Good Governance (Box 19)
T: 3.1.4 Roles and Responsibilities of Council Officials
T: 3.3.18(7)d Other Matters

Background

Section 232 currently sets out a “dual role” for councillors as members of the governing body and as elected representatives and has been a source of confusion.

The proposed amendments are intended to provide greater clarity for councillors and communities by prescribing councillors individual roles as elected representatives separately from their collective roles as members of the governing body, as recommended by the Panel.

3.4 Councillors' term of office

Proposed Amendment

Section 234 prescribes the circumstances in which a civic office becomes vacant. Section 234 will be amended to clarify that a vacancy will occur in the civic office of a councillor where they are elected to another civic office in the council, (ie the office of a popularly elected Mayor) something that is currently not clear.

Current provisions:

Sections 233 and 234

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

None

3.5 Oath or affirmation of office

Proposed Amendment

It is proposed to require all councillors, including the Mayor to take an oath or affirmation of office in the prescribed form before commencing duties.

The oath or affirmation of office is to be taken within 1 month of election to office and councillors are not to undertake their duties until they do so.

Where a councillor fails to take an oath or affirmation, his or her office will be declared vacant.

Current provision:

None

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

T: 3.3.18(2) Other Matters

Background

An oath or affirmation of office operates as a mechanism for inducting councillors into their role and reinforcing the serious nature of the role and the chief responsibilities and duties the role entails. Both Victoria and Queensland require their councillors to take an oath of office. It is proposed that the NSW law should operate in a similar way to Victoria and Queensland.

Towards New Local Government Legislation Explanatory Paper: proposed *Phase 1* amendments

3.6 Councillors' expenses and facilities

Proposed Amendment

Sections 252 to 254 relate to the payment of expenses and provision of facilities to councillors and the adoption of policies governing this. It is proposed to amend sections 252 and 253 to:

- replace the requirement under section 252 for councils to annually adopt an expenses and facilities policy with one simply requiring councils to adopt a policy within the first 12 months of their terms; and
- remove the requirement under section 253 for councils to provide the Office of Local Government annually with a copy of their adopted policies and an assessment of public submissions made in relation to their adoption.

Current provisions:

Sections 235 – 254A and Schedule 1

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

T: 3.3.18(3) Other Matters

Background

The proposed amendments are designed to reduce the compliance burden on councils of being required to annually exhibit, consult and adopt their councillor expenses and facilities policies even where no change is made to them and to provide copies to the Office of Local Government. It is also noted that open access obligations apply now to councils under the *Government Information (Public Access) Act 2009*.

3.7 Mayor/councillor professional development

Proposed Amendment

New provisions are proposed to require the following:

- Councils are to develop an induction program for newly elected and returning councillors and a specialist supplementary program for the mayor to assist them in the performance of their functions. The induction program is to be available for delivery within 4 months of the election.
- Each year, councils are to develop an ongoing professional development program for the mayor and each councillor to assist them in the performance of their functions to be delivered over the coming year.
- In determining the content of the induction and ongoing professional development programs, the council is to have regard to the specific needs of each individual councillor (including the mayor) and of the governing body as a whole and the requirements of any guidelines issued by the Office of Local Government.
- The content of the induction and ongoing professional development program is to be determined in consultation with the mayor, the council as a whole and individually with each of the councillors.
- Councils are to include details of the content of the induction and ongoing professional development offered to the mayor and each councillor and whether or not they participated in the training or development offered in the council's annual report.

Current provisions:

None

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 26 Political Leadership and Good Governance (requirement for mandatory professional development)

P: 27 Political Leadership and Good Governance (linking remuneration with completion of professional development program).

Background

Some aspects of the Panel recommendation have not been included in this proposal as a result of previous stakeholder consultation. The proposed approach has the following benefits:

- it places a responsibility on all councils to offer an induction and ongoing professional development programs to their councillors;
- it allows councils the freedom to determine the content of those programs based on local and individual needs at the same time as allowing the Office of Local Government to have input into content through guidelines; and
- it places responsibility for participation on councillors and makes them accountable to the community that elected them for any failure to do so.

Towards New Local Government Legislation Explanatory Paper: proposed *Phase 1* amendments

3.8 Role and functions of administrators

Proposed Amendment

Several provisions of the Act provide that the administrator is to exercise the functions of the council without articulating what the nature of their role is within a council.

It is proposed to address this ambiguity and align the role of the administrator with the proposed prescribed role of the mayor and councillors by amending these sections to provide that:

- Where a sole administrator is appointed to a council, they are to exercise the role and responsibilities of the mayor and a councillor as prescribed under the Act.
- Where more than one administrator is appointed, all administrators are to exercise the role and responsibilities of councillors as prescribed under the Act and one, as specified by the relevant instrument of appointment, is to exercise the role and responsibilities of the mayor as prescribed under the Act in addition to those of a councillor.

Current provisions:

Sections 255-259, 438L, 438M and 438Y

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

None

Background

The proposed amendments are designed to address an existing ambiguity in the legislation that has been unhelpful in councils under administration. Providing greater clarity in relation to the roles of administrators aligns with the new descriptions that are being proposed for mayors and councillors.

3.9 Financial controllers

Proposed Amendment

A financial controller is responsible for implementing financial controls and related duties. Where a financial controller is appointed, a council may only make payments that are authorised or countersigned by the financial controller.

It is proposed to allow the Minister for Local Government to appoint a financial controller to a council that is performing poorly with respect to its financial responsibilities and/or is at high financial sustainability risk, in conjunction with issuing a performance improvement order.

A financial controller would only be appointed through the existing performance improvement order process after information is gathered or an investigation undertaken that shows the council is not performing, a notice of the proposed remedial action has been issued to a council and the Minister has considered the council's submissions with respect to the notice.

Current provision:

None

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

None

Background:

The Minister has an existing power to issue a performance improvement order against poorly performing councils to compel them to take steps to improve their performance. Before issuing a performance improvement order, the Minister must first give the council notice of his intention to do so and consider submissions by the council.

As part of the exercise of these powers, the Minister may appoint a temporary adviser to the council. If a temporary adviser is appointed, the council, councillors and members of the staff of the council are required to co-operate with the temporary adviser and to provide any information or assistance the temporary adviser reasonably requires to exercise his or her functions.

It is proposed to complement these powers with a new power for the Minister to appoint a financial controller to a council. These powers will be modelled on those that exist in Queensland.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

3.10 Meetings

Proposed Amendment

In relation to conduct of meetings, amendments consistent with the following are proposed :

- provide that the Regulation may prescribe a Model Code of Meeting Practice (a Model Meeting Code);
- provide that the Model Meeting Code may include mandated and non-mandatory “best practice” provisions;
- require councils to adopt a Code of Meeting Practice (an adopted meeting code) that at a minimum incorporates the mandated provisions of the Model Meeting Code;
- allow a council’s adopted meeting code to supplement the provisions contained in the Model Meeting Code;
- provide that a provision of a council’s adopted meeting code will be invalid to the extent of any inconsistency with the mandated provisions of Model Meeting Code;
- require council and committee meetings to be conducted in accordance with the council’s adopted meeting code;
- require councils to review and adopt a meeting code within 12 months of each ordinary election; and
- retain the existing requirements under sections 361 - 363 in relation to the adoption and amendment of a meeting code and public consultation in relation to this.

Aspects of the current meetings provisions in the Act and the Regulation will be updated and incorporated into a new Model Meeting Code.

Current provisions:

Sections 9-11, and 360-376
 Clauses 231-273

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

T: 3.3.2 Meetings

Background

The Model Meeting Code will comprise mandatory provisions and non-mandatory best practice provisions. Councils will be required to adopt meetings codes that incorporate the mandatory provisions but will not be obliged to adopt the non-mandatory best practice provisions in order to respond to local requirements. The mandatory provisions will largely incorporate the existing meetings provisions, which will be updated to:

- address existing procedural ambiguities; and
- modernise procedural requirements.

It is expected that the new Code will initially include the provisions relating to meeting processes now found in the Act and Regulation, but be reordered to reflect the order in which events usually occur in meetings.

Towards New Local Government Legislation Explanatory Paper: proposed *Phase 1* amendments

3.11 Delegation of functions

Proposed Amendment

It is proposed to include amendments to section 377, which were introduced into Parliament previously but lapsed prior to the 2015 election, to remove the restriction on the delegation of the acceptance of tenders.

It is also proposed to allow councils to delegate the provision of community financial assistance for the purpose of exercising its functions where:

- the financial assistance is part of a specific program;
- the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given;
- the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year; and
- the program applies uniformly to all persons within the council's area or to a significant proportion of all persons within the area.

Amendments may be required facilitate the proposal to allow councils to delegate a regulatory function to another council or a joint organisation of councils, to support future collaboration and resource sharing.

Current provisions:

Sections 377-381

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

T: 3.3.8 Delegations

T: 3.3.10 Procurement

Background

The amendments are designed to:

- Reduce red tape
- Remove impediments to collaboration, and
- Support the use of Integrated Planning and Reporting to guide council decisions on financial assistance.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

4. Elections

4.1 Extension of the option of universal postal voting to all councils

Proposed Amendment

It is proposed to amend section 310B to provide that the option of universal postal voting is available to *all* councils after the next ordinary election.

Current provisions:

Sections 310B
 Clauses 313 and 321

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

T: 3.3.1(1) Elections

Background

The Taskforce’s election-related recommendations have largely been implemented through the *Local Government Amendment (Elections) Act 2014* which was legislated to give effect to the recommendations of the Joint Standing Committee on Electoral Matters’ inquiry into the 2012 Local Government elections.

The one outstanding action arising from the Government response to the Committee’s recommendations is the extension of the option of universal postal voting to all councils. Currently this is only available to the City of Sydney. In its response to the Committee’s recommendation to give councils the option of universal postal voting, the Government indicated that this option would be made available to all councils following the 2016 elections. For councils that do not choose universal postal voting, the existing postal and pre-poll voting qualifications will remain.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

5. Council's workforce

5.1 Determination of the organisation structure

Proposed Amendment

It is proposed to amend the Act to provide that:

- the organisation structure is to be determined on the advice of the general manager;
- the adopted structure must accord with the priorities set out in the council's community strategic plan and delivery program;
- the adopted structure may only specify the roles and relationships of the general manager, designated senior staff and other staff reporting directly to the general manager; and
- the general manager is to be responsible for determining the balance of the organisation structure but must do so in consultation with the governing body.

Current provisions:

Sections 332-333

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 29

T: 3.3.3 (1)

Background

The current provisions are unclear about the respective roles of general managers and councils in determining the organisation structure. This has been the source of conflict within councils.

The proposed approach has the benefit of:

- addressing this ambiguity making it clear what the respective responsibilities of the council and the general manager are;
- making it clear that the organisation structure has to be determined on the advice of the general manager (ie councils cannot unilaterally restructure without the input of the general manager); and
- clearly aligning the determination of the organisation structure with the delivery of a council's Integrated Planning and Reporting objectives.

Towards New Local Government Legislation

Explanatory Paper: proposed *Phase 1* amendments

5.2 The role of general managers

Proposed Amendment

It is proposed to describe the role and responsibilities of the general manager in the Act consistent with the following:

- to conduct the day-to-day management of the council in accordance with the governing body's strategic plans and policies;
- to advise the mayor and the governing body on the development and implementation of policies and programs, including the appropriate form and scope of community consultation;
- to prepare, in consultation with the mayor and governing body, the community strategic plan and the council's resourcing strategy, delivery program and operational plan, annual report and community engagement strategy;
- to certify that Integrated Planning and Reporting requirements have been met in full, and that council's annual financial statements have been prepared correctly;
- to ensure that the mayor and councillors receive timely information, advice and administrative and professional support necessary for the effective discharge of their responsibilities;
- to implement lawful decisions of the governing body in a timely manner;
- to exercise such of the functions of the governing body as are delegated by the governing body to the general manager;
- to appoint staff in accordance with an organisation structure and resources approved by the governing body
- to direct and dismiss staff;
- to implement the council's workforce management strategy; and
- to undertake such other functions as may be conferred or imposed on the general manager by or under the Act or any other Act.

Current provision:

Section 335

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 28: Political Leadership and Good Governance (Boxes 23 and 24)

T: 3.1.4 Roles and Responsibilities of Council Officials

T: 3.3.3 Appointment and Management of Staff

T: 3.3.18(7)d Other Matters

Background

The current provisions are unclear about the respective roles of general managers and councils in determining the organisation structure. This has been the source of conflict within councils.

The proposed approach has the benefit of:

- addressing this ambiguity making it clear what the respective responsibilities of the council and the general manager are;
- making it clear that the organisation structure has to be determined on the advice of the general manager (ie councils cannot unilaterally restructure without the input of the general manager); and
- clearly aligning the determination of the organisation structure with the delivery of a council's Integrated Planning and Reporting objectives.

Towards New Local Government Legislation
Explanatory Paper: proposed *Phase 1* amendments

5.3 The requirement to report annually to the council on senior staff contractual conditions

Proposed Amendment

It is proposed to omit the requirement under section 339 for general managers to report annually to the council on the contractual conditions of senior staff.

Current provision:

Section 339

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

None

Background

Senior staff are now all employed under the approved standard contract for senior staff rendering this requirement redundant.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

6. Ethical standards

6.1 Consolidation of the prescription of ethical standards

Proposed Amendment

Provisions in the Act and the Regulation relating to the disclosure of pecuniary interests and the management of pecuniary conflicts of interests will be replicated in the Model Code of Conduct.

Current provisions:

Sections 441 – 459
 Clauses 180 - 192

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

T: 3.3.6 Code of Conduct
 T: 3.3.7 Pecuniary Interest

Background

The proposed amendments are designed to consolidate the imposition, administration and regulation of the ethical obligations of council officials into a single instrument, the *Model Code of Conduct for Local Councils in NSW* (the Model Code).

Currently council officials need to be familiar with their obligations under both the Model Code and the pecuniary interest provisions of the Act. The separate regulation of the obligation of council officials to disclose and appropriately manage pecuniary conflicts of interests is a historical anomaly that arose from the fact that these provisions predated the prescription of a Model Code of Conduct and the provision for a disciplinary regime with respect to councillor misconduct. Replication will allow the consolidation of ethical standards into a single instrument.

The current misconduct investigative provisions in the Act will apply to pecuniary interest matters and replace the pecuniary interest investigative procedures (see [6.2] below). The prescribed *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Model Code Procedures) will continue to require the referral of pecuniary interest breaches to the Office of Local Government and these will be dealt with under the misconduct provisions of the Act.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

6.2 Investigation of pecuniary interest breaches

Proposed Amendment

It is proposed to omit the provisions relating specifically to the investigation of complaints alleging breaches of the pecuniary interest provisions. These will instead be dealt with under the existing misconduct provisions.

General managers (and mayors in the case of allegations concerning general managers) will continue to be obliged to refer pecuniary interest breaches to the Office of Local Government under the prescribed Model Code Procedures. These will continue to be investigated by the Office and referred to the NSW Civil and Administrative Tribunal (NCAT) under the misconduct provisions where appropriate. As is currently the case with respect to misconduct matters, it will also be open to the Chief Executive to take disciplinary action with respect to less serious pecuniary interest breaches instead of referring them to the Tribunal.

The Tribunal’s powers to take disciplinary action against council staff, committee members and advisors with respect to pecuniary interest breaches are to be retained. The provisions that apply to proceedings before the NCAT generally and the NCAT’s consideration of misconduct matters will also be retained.

Current provisions:

Sections 440F – 440P
 Sections 460 – 486A

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

T: 3.0.0 Approach and Principles for the Development of the New Act
 T: 3.2.1 Integrated Planning and Reporting

Background

The proposed amendments are required to give effect to the amendments that will see the prescription of all ethical standards under the Model Code of Conduct for Local Councils. All breaches (including in relation to the obligation to disclose and appropriately manage pecuniary conflicts of interests) will be dealt with under the existing misconduct provisions of the Act.

Towards New Local Government Legislation Explanatory Paper: proposed *Phase 1* amendments

7. Councils' strategic framework

7.1 Integrated planning and reporting principles

Proposed Amendment

New provisions will be included to establish overarching Integrated Planning and Reporting principles and require councils to undertake strategic business planning in accordance with those principles.

The proposed Integrated Planning and Reporting principles will provide that councils (together with their communities, other councils and stakeholders) are proposed to include:

- lead and inspire residents, businesses and others to engage with their council;
- identify and prioritise key community needs and aspirations;
- develop strategic goals to meet these needs and aspirations;
- identify activities and prioritise actions to work towards these strategic goals;
- plan holistically to deliver on strategic goals within their resources;
- foster community participation to better inform local and state decision making;
- manage council's current and future financial sustainability;
- appropriately adapt to changing circumstances, evidence and priorities;
- proactively manage risks to the community and its council;
- be transparent and accountable for decisions and omissions;
- maintain an integrated approach to planning, delivery, monitoring and reporting;
- collaborate to maximise achievement of key community outcomes; and
- honestly review and evaluate progress on a regular basis.

Current provisions:

Sections 402 – 406 (Note there are mandatory guidelines)

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

T: 3.0.0 Approach and Principles for the Development of the New Act

T: 3.2.1 Integrated Planning and Reporting

Background

The proposed amendments will ensure that the purpose and principles of Integrated Planning and Reporting as a strategic business planning tool are clearly reflected in the Act. These provisions will:

- set out the overarching principles of Integrated Planning and Reporting;
- require strategic business planning to be undertaken by councils in accordance with the prescribed Integrated Planning and Reporting principles and provisions;
- guide how Integrated Planning and Reporting documents are to be adopted/endorsed and reviewed; and
- require integrated planning to be directed to achieving better outcomes through continuous improvement.

Towards New Local Government Legislation
Explanatory Paper: proposed *Phase 1* amendments

7.2 Streamlining the existing integrated planning and reporting provisions

Proposed Amendment

The current Integrated Planning and Reporting provisions are contained in sections 402 to 406. These provisions will be amended so that they are confined to setting out the purpose of each document and when they must be delivered. Detailed process requirements for how this must be done will be moved to the Regulation.

Current provisions:
Sections 402 – 406

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

T: 3.0.0 Approach and Principles for the Development of the New Act
T: 3.2.1 Integrated Planning and Reporting

Background

These amendments are designed to give effect to the Taskforce’s recommendations that the existing Integrated and Planning and Reporting provisions be simplified with prescriptive detail contained in the Regulation.

7.3 Council’s integrated planning and reporting to reflect regional priorities

Proposed Amendment

Amendments are proposed to ensure that regional priorities are reflected in individual councils’ strategic business planning. In particular, amendments are proposed to:

- require council’s community strategic plans to identify key regional priorities and strategies for the council, developed with adjoining councils and agencies; and
- require delivery programs to address key regional strategies including council actions and any proposed joint programs agreed regionally.

Current provisions:
Sections 402 and 404

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

T: 3.0.0 Approach and Principles for the Development of the New Act
T: 3.2.1 Integrated Planning and Reporting

7.4 Expanded scope of delivery programs

Proposed Amendment

Section 404 will be amended to clarify that delivery programs are to capture all council activities.

Current provisions:
Section 404 and 406

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T) recommendation:

T: 3.0.0 Approach and Principles for the Development of the New Act
T: 3.2.1 Integrated Planning and Reporting

Background

This amendment is designed to embed in the Act a requirement that is currently reflected in the mandatory Integrated Planning and Reporting Guidelines.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

7.5 Fiscal sustainability

Proposed Amendment

The *Local Government (General) Regulation 2005*, which provides for an annual statement of revenue policy in each operational plan, will be amended to require councils to:

- establish revenue policies with a view to ensuring fiscal sustainability; and
- provide a clear rationale for how rating systems are structured and what they are designed to achieve.

The Regulation will also set out in more detail what is required of councils' resourcing strategy to clarify the purpose and objectives of workforce, asset and long term financial planning. This will draw on the essential elements in the current Integrated Planning and Reporting guidelines to help councils produce more robust and useful strategies in these key areas.

Current provision:
 Clause 201

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:
 P: 2 Fiscal Responsibility (Box 9)
 P: 5 Strengthening Revenues

Background

The amendments will give effect to the Panel's recommendations to embed the principle of fiscal sustainability through Integrated Planning and Reporting.

7.6 Expanded scope of councils' community engagement strategies

Proposed Amendment

It is proposed to broaden the existing requirement that a council must adopt a community engagement strategy to inform the development of its community strategic plan. If amended, the Act would require the adoption of a community engagement strategy to inform *all* council activities (other than routine business-as-usual operations), not only those directly associated with development of the council's Integrated Planning and Reporting framework.

This would be done by making the adoption of a community engagement strategy a general legislative obligation.

A council's community engagement strategy would need to meet minimum prescribed requirements. It is anticipated, for example, that guidelines would prescribe minimum public consultation requirements for specific activities including the development of the components of a council's Integrated Planning and Reporting framework, and include a requirement to periodically evaluate the efficacy of consultation methodologies.

It is proposed to accommodate the existing provisions relating to community polls within the proposed standalone community engagement provisions.

Current provisions:
 Sections 14, 18 – 20, 402

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:
 T: 3.0.0 Approach and Principles for the Development of the New Act
 T: 3.2.2 Community Engagement
 T: 3.3.18(7)b Other Matters

Background

The requirement for a single overarching community engagement strategy provides a framework for councils to engage with their communities in a strategic, ongoing, flexible and locally appropriate way. It also provides a single, consistent point of reference in the Act for other provisions requiring councils to undertake consultation for specified activities.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

8. Council performance

8.1 Annual reports

Proposed Amendment

It is proposed to require the information reported in councils' annual reports to be endorsed as factually accurate by an internal audit committee. As noted below (at [8.4]), councils will be required to establish internal audit committees with a majority of independent members and an independent Chair.

Current provisions:

Sections 428-428A

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 22 Improvement, Productivity and Accountability (Box 17)

T: 3.2.3 Performance of Local Government

Background

The proposed amendment is designed to provide an assurance mechanism and to give communities confidence in the integrity of the information their councils report about their council's performance through its annual report.

8.2 State of the environment reports

Proposed Amendment

It is proposed to remove the requirement under section 428A for a council to include a State of the environment report in its annual report every 4 years. Councils would instead be required to report on environmental issues relevant to the objectives established by the community strategic plan in the same way they are currently required to report on the achievement of other objectives set in their community strategic plans (that is, through their annual reports and the 4-yearly end of term report).

Current provision:

Section 428A

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

T: 3.2.1 Integrated Planning and Reporting

Background

This amendment is designed to:

- reduce the compliance burden on councils arising from the preparation of a separate state of the environment report every 4 years; and
- help councils achieve their environmental objectives by consolidating the reporting of those objectives into their Integrated Planning and Reporting frameworks.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

8.3 Performance measurement

Proposed Amendment

It is proposed to allow for the introduction of a performance management and reporting framework that should:

- provide a statutory basis to establish new indicators and benchmarks for reporting purposes;
- expressly require councils to collect and report against these indicators in accordance with guidelines;
- establish annual performance statements as part of council annual reports, which will be subject to oversight and attestation requirements;
- align performance reporting to the Integrated Planning and Reporting cycle; and
- provide the capacity to establish a state-wide community satisfaction survey.

Current provision:

Section 429

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

- P: 2 Fiscal Responsibility
- P: 18 Improvement, Productivity and Accountability
- T: 3.2.3 Performance of Local Government

Background

The proposed framework is a modified version of the one recently adopted by Victoria. Further work will be undertaken with the local government sector to develop the performance management framework in the coming months.

Towards New Local Government Legislation

Explanatory Paper: proposed *Phase 1* amendments

8.4 Internal audit

Proposed Amendment

It is proposed to introduce a mandatory requirement for councils to have an internal audit function. To this end, it is proposed that new provisions will require all councils to have an internal audit function:

- with broad terms of reference covering compliance, risk, fraud control, financial management, good governance, performance in implementing their community strategic plan and delivery program, service reviews, collection of required indicator data, continuous improvement and long term sustainability; and
- that focuses on councils adding value to, and continuous improvement in, the performance of their functions.

All councils will be required to comply with guidelines issued by the Chief Executive of the Office of Local Government with respect to the implementation of their internal audit functions. All councils will appoint an audit, risk and improvement committee that meets the following requirements:

- audit committees must have a majority of independent members and an independent chair;
- general managers may not be members of audit committees (but may attend meetings unless excluded by the committee); and
- the Chair of the audit committee must report at least biannually to a council meeting on the organisation's performance in financial management, good governance and continuous improvement.

Councils will be permitted to have joint arrangements for internal audit and share audit committees.

Current provisions:

Discretionary guidelines issued under section 23A

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 22 Improvement, Productivity and Accountability (Box 17)

Background

Mandating internal audit will:

- entrench within each council an internal assurance mechanism that offers an alternative to prescription and external oversight as a means of addressing risk, ensuring compliance and promoting best practice;
- drive and inform a culture of continuous improvement;
- facilitate reporting; and
- promote increased accountability.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

8.5 Sector-wide performance audits by the Auditor-General

Proposed Amendment

To identify trends and opportunities for improvement across the sector as a whole, it is proposed to compliment the mandated requirement for internal audit by empowering the Auditor-General to conduct issue-based performance audits in key areas of local government activity.

Current provision:

None

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 22 Improvement, Productivity and Accountability (Box 17)

Background

As noted by the Panel, such audits have been conducted by the Victorian Auditor-General for many years. Topics are selected in consultation with the sector, and recent audits have covered important issues such as rating practices, sustainability of small councils, business planning, fees and charges, and use of development contributions. They usually involve a small sample of representative councils. The audits do not question the merits of councils' policy objectives. Rather, the purpose of the audit is to assess whether councils are achieving their objectives and operating economically, efficiently and effectively.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

8.6 Financial management

Proposed Amendment

It is proposed to adopt a more ‘principles-based’ approach to the management of council funds by moving detailed requirements to the Regulation and the *Local Government Code of Accounting Practice and Financial Reporting*, which is prescribed under the Act.

New provisions in the Act will set out objectives and principles that are to inform councils’ financial management practices and that align them with the objectives set through councils’ Integrated Planning and Reporting frameworks. These provisions will ensure that the financial targets for councils are to be those reflected in their long term financial plans, delivery programs and operational plans.

They will also establish the following principles of sound financial management:

- responsible and sustainable spending, aligning general revenue and expenses as per the councils’ planning documents.
- responsible and sustainable infrastructure investment for the benefit of its community.
- effective financial and asset management, including sound policies and processes for:
 - performance management and reporting, and
 - asset maintenance and enhancement, and
 - funding decisions, and
 - risk management practices.
- achieving intergenerational equity, including ensuring that:
 - policy decisions are made having regard to their financial effects on future generations, and
 - the current generation funds the cost of its services.

Current provisions:

Sections 408 – 411

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

T: 3.3.9 Financial Governance

Background

The proposed amendments are designed to start to give effect to the Taskforce’s recommendations for a more “principles-based” approach to the regulation of councils’ financial governance in the Act, with prescriptive detail moved to the Regulation and other subordinate instruments wherever practical.

The proposed principles of sound financial management are modelled on those contained in the *Fiscal Responsibility Act 2012*.

Towards New Local Government Legislation
 Explanatory Paper: proposed *Phase 1* amendments

8.7 Financial reporting

Proposed Amendment

Consistent with the proposal that councils’ financial obligations be recast to establish a “principles-based” approach in the Act detailed reporting requirements should be specified instead in the Regulation and the *Local Government Code of Accounting Practice and Financial Reporting*.

Current provisions:

Sections 412-421

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

T: 3.3.9 Financial Governance

Background

The proposed amendments are designed to give effect to the Taskforce’s recommendations for a more “principles-based” approach to the regulation of councils’ financial governance in the Act, with prescriptive detail moved to the Regulation and other subordinate instruments.

8.8 External audit

Proposed Amendment

It is proposed to place Local Government audits under the aegis of the NSW Auditor-General.

There will also need to be transitional arrangements in the Bill to ensure that existing auditor appointments can be brought to an orderly conclusion, with minimal disruption to councils, current auditors and the Audit Office of New South Wales.

Current provisions:

Sections 422-427

Independent Local Government Review Panel (P)/Local Government Acts Taskforce (T)

recommendation:

P: 3 Fiscal Responsibility

Background

As noted in the Government response to the Panel and Taskforce, giving the Auditor-General oversight of council financial audit will improve quality, consistency and timeliness and financial management.

The Office of Local Government is currently working with the Audit Office on the development and implementation of the proposed amendments, including transitional arrangements.



REPORT TO ORDINARY COUNCIL MEETING

BANK AND INVESTMENT BALANCES FOR NOVEMBER AND DECEMBER 2015

REPORTING OFFICER:	Section Leader Financial Planning
DIRECTOR:	Director Business Services
COFFS HARBOUR 2030:	LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
ATTACHMENTS:	ATT1 Investment Report Pack as at November 2015 ATT2 Investment Report Pack as at December 2015

Recommendation:

1. That the bank balances and investments totaling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) \$162,264,547 as at 30 November 2015 be noted.
 2. That the bank balances and investments totaling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) \$165,908,208 as at 31 December 2015 be noted.
 3. That the general fund unrestricted cash and investments totaling \$1,315,291 as at 31 December 2015 be noted.
-

EXECUTIVE SUMMARY

The purpose is to report on Council's Bank Balances and Investments as at 30 November and 31 December 2015. Council receives independent advice and invests surplus funds in accordance with Councils Investment Policy to maximise investment income and preserve capital to assist with funding requirements for projects listed under the Coffs Harbour 2030 Community Strategic Plan.

REPORT

Description of Item:

A copy of the state of Bank Balances and Investments as at 30 November and 31 December 2015 are attached.

It should be noted that Council is required to account for investments in accordance with the Australian International Financial Reporting Standards. Term deposits are shown at face value and all other investment balances at the end of each month reflect market value movements which would be inclusive of accrued interest.

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

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

Reports written by Laminar Group Pty Ltd (Council's investment portfolio advisors), which examine economic and financial markets data for November and December 2015 are available in the Councilors' Resource Centre.

Issues:

There are no issues associated with the report.

Options:

As the report is for noting only, an options analysis is not required.

Sustainability Assessment:

- **Environment**

There are no perceived current or future environmental impacts.

- **Social**

There are no perceived current or future social impacts.

- **Civic Leadership**

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

- **Economic**

Broader Economic Implications

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

Delivery Program/Operational Plan Implications

For November 2015 it is noted that after deducting, from the total bank and investment balances of \$162,264,547 the estimated restricted General, Trust, Water and Sewerage cash and investments (\$160,949,256) the Unrestricted Cash is \$1,315,291.

For December 2015 it is noted that after deducting, from the total bank and investment balances of \$165,908,208 the estimated restricted General, Trust, Water and Sewerage cash and investments (\$164,592,917) the Unrestricted Cash is \$1,315,291.

Risk Analysis:

The likelihood of risks associated with New South Wales Local Government's investing funds is now remote due to the conservative nature of investments permitted under statutory requirements. The risk of capital not being returned in relation to each individual investment Council owns is indicated in the attachment.

The main risks for Council's investment portfolio are liquidity and credit risk, both of which are being managed under the advice of Laminar Group Pty Ltd. Liquidity risk is the risk that the investor is unable to redeem the investment at a fair price within a timely period and thereby incurs additional costs (or in the worst case is unable to execute its spending plans). Credit risk is the risk of loss of principal stemming from a financial institutions failure to repay that principal when that principal is due. Investors are compensated for assuming credit risk by way of interest payments from the financial institutions issuing the investment security.

Credit risk is rated by various rating agencies. Investment securities in Council's current portfolio are rated by either Standard and Poors or Fitch, with the majority of the portfolio rated by Standard and Poors. Standard and Poors credit ratings and an explanation of their ratings are as follows:

Rating	Ratings Explanation
AAA	Extremely strong capacity to meet financial commitments. Highest Rating.
AA	Very strong capacity to meet financial commitments.
A	Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances.
BBB	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.
BBB-	Considered lowest investment grade by market participants.
BB+	Considered highest speculative grade by market participants.
BB	Less vulnerable in the near term but faces major ongoing uncertainties to adverse business, financial and economic conditions.
B	More vulnerable to adverse business, financial and economic conditions but currently has the capacity to meet financial commitments.
CCC	Currently vulnerable and dependent on favorable business, financial and economic conditions to meet financial commitments.
CC	Currently highly vulnerable.
C	Currently highly vulnerable obligations and other defined circumstances.
D	Payment default on financial commitments.

Ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

Types of investment securities by credit risk ranking from highest to lowest are as follows:

- Deposits/Covered Bonds – these share first ranking
- Senior debt – Floating Rate Notes/Fixed Coupon Bonds.
- Subordinated debt
- Hybrids
- Preference shares
- Equity shares (common shares).

Subordinated debt, hybrids, preference and equity shares are not a permitted investment under the current Ministerial Order. Term deposits of \$250,000 or less per financial institution are covered under the Commonwealth Government Deposit Guarantee Scheme and therefore by default have the same credit rating as the Commonwealth Government, ie AAA.

All credit unions, building societies and mutual banks are Authorised Deposit-taking Institutions (ADI's) and are regulated in the same way as all other Australian banks. ADI's are regulated by the Australian Securities and Investment Commission (ASIC) under the Corporations Act 2001, and by the Australian Prudential Regulatory Authority (APRA) under the Banking Act 1959.

Consultation:

Council's investment advisors, Laminar Group Pty Ltd have been consulted in the preparation of this report.

Related Policy, Precedents and / or Statutory Requirements:

Council funds have been invested in accordance with Council's *Investment Policy* (POL-049), which was adopted on 27 November 2014.

Local Government Act 1993 – Section 625

Local Government Act 1993 – Investment Order (dated 12 January 2011).

Local Government General Regulation 2005

The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) and 14C(2).

Implementation Date / Priority:

Nil.

Further details are provided as a note on the attachment.

Conclusion:

Council should consider the information provided in the report and the Councilors' Resource Centre and adopt the recommendation provided.



Coffs Harbour City Council

Investment Report Pack

1 November 2015 to 30 November 2015



Attachment 1
Coffs Harbour City Council

Table of Contents

1. Interest Income For 1 November 2015 to 30 November 2015
2. Portfolio Valuation As At 30 November 2015
3. Portfolio Valuation By Categories As At 30 November 2015
4. Performance Statistics For Period Ending 30 November 2015



1. Coupon Income For 1 November 2015 to 30 November 2015

Security	Income Expense Code	Settlement Date	Consideration Notional	Income Type	Trading Book
SunMet 0.7 05 Nov 2019 COVEREDFLO	IEI26906	5 Nov 2015	14,316.71	Security Coupon Interest	Coffs Harbour
BOQ 1.07 06 Nov 2019 FRN	IEI26921	6 Nov 2015	32,414.25	Security Coupon Interest	Coffs Harbour
HBS 1.15 07 May 2018 FRN	IEI27004	9 Nov 2015	16,971.51	Security Coupon Interest	Coffs Harbour
ANZ 0.85 11 Nov 2019 FloatTCD	IEI27013	11 Nov 2015	16,985.34	Security Coupon Interest	Coffs Harbour
SYD 3 11 Nov 2015 90DAY TD	IEI25072	11 Nov 2015	7,397.26	Security Coupon Interest	Coffs Harbour
BENAU 1.27 14 Nov 2018 FRN	IEI27076	16 Nov 2015	8,794.79	Security Coupon Interest	Coffs Harbour
ME Bank 1 17 Nov 2017 FRN	IEI27132	17 Nov 2015	23,743.56	Security Coupon Interest	Coffs Harbour
BENAU 1.1 18 Aug 2020 FRN	IEI27137	18 Nov 2015	16,333.15	Security Coupon Interest	Coffs Harbour
NAB 3.17 20 Feb 2017 733DAY TD	IEI27173	20 Nov 2015	31,960.55	Security Coupon Interest	Coffs Harbour
SunMet 0.94 20 Aug 2019 FRN	IEI27165	20 Nov 2015	23,252.05	Security Coupon Interest	Coffs Harbour
PCU 1.1 21 Aug 2017 FRN	IEI27217	23 Nov 2015	8,331.23	Security Coupon Interest	Coffs Harbour
NAB 3.18 26 Nov 2015 273DAY TD	IEI22227	26 Nov 2015	23,784.66	Security Coupon Interest	Coffs Harbour
ACC 3 27 Nov 2015 60DAY TD	IEI26175	27 Nov 2015	4,931.51	Security Coupon Interest	Coffs Harbour
BOQ 1.5 26 Feb 2016 1095DAY FRD	IEI27277	27 Nov 2015	13,705.48	Security Coupon Interest	Coffs Harbour
NPBS 1.1 27 Feb 2018 FRN	IEI27280	27 Nov 2015	7,315.89	Security Coupon Interest	Coffs Harbour
UBS Aust 0.95 27 Aug 2019 FRN	IEI27273	27 Nov 2015	15,501.37	Security Coupon Interest	Coffs Harbour
ANZ 11am Cash	IEI27993	30 Nov 2015	276.76	Bank Interest	Coffs Harbour
NAB 11am Cash	IEI27924	30 Nov 2015	11,288.93	Bank Interest	Coffs Harbour
			277,305.00		



2. Portfolio Valuation As At 30 November 2015

Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
11am Cash											
ANZ 11am Cash	S&P A1+		139,608.15	1.00000000	139,608.15	100.000	0.000	139,608.15	0.09%	1.00%	
NAB 11am Cash	S&P A1+		4,097,647.21	1.00000000	4,097,647.21	100.000	0.000	4,097,647.21	2.53%	2.33%	
NAB 11am Cash	S&P A1+		15,175,690.55	1.00000000	15,175,690.55	100.000	0.000	15,175,690.55	9.35%	2.40%	
			19,412,945.91		19,412,945.91			19,412,945.91	11.96%		2.38%
ASX Listed Fixed Rate Security											
HBSHB 7.25 20 Jun 2017 ASX Fixed	AR AR BBB+	AU0000HBSHB9	3,000,000.00	1.00000000	3,000,000.00	104.610	1.390	3,180,000.00	1.96%	6.88%	
			3,000,000.00		3,000,000.00			3,180,000.00	1.96%		6.88%
ASX Listed Floating Rate Security											
CBAHA 1.05 24 Dec 2015 Retail Bonds Series1 Tranche A ASX Float	S&P N/A	AU0000CBAHA0	2,310,300.00	1.00000000	2,310,300.00	99.875	0.405	2,316,768.84	1.43%	3.19%	
			2,310,300.00		2,310,300.00			2,316,768.84	1.43%		3.19%
Covered Floating Bond											
SunMet 0.7 05 Nov 2019 COVEREDFLO	S&P A+	AU3FN0025136	2,000,000.00	1.00000000	2,000,000.00	99.593	0.198	1,995,820.00	1.23%	2.89%	
			2,000,000.00		2,000,000.00			1,995,820.00	1.23%		2.89%
Flexi Deposit											
NAB 3.65 23 Jan 2020 1826DAY FlexiDep	S&P AA-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	3.65%	
			2,000,000.00		2,000,000.00			2,000,000.00	1.23%		3.65%
Floating Rate Deposit											
BOQ 1.5 26 Feb 2016 1095DAY FRD	S&P A-		1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.92%	3.77%	
			1,500,000.00		1,500,000.00			1,500,000.00	0.92%		3.77%
Floating Rate Note											
BOQ 1.07 06 Nov 2019 FRN	S&P AA-	AU3FN0025235	4,000,000.00	1.00000000	4,000,000.00	99.739	0.214	3,998,120.00	2.46%	3.26%	
BENAU 1.27 14 Nov 2018 FRN	S&P A-	AU3FN0021226	1,000,000.00	1.00000000	1,000,000.00	100.955	0.134	1,010,890.00	0.62%	3.45%	
BENAU 0.93 17 Sep 2019 FRN	S&P A-	AU3FN0024824	3,000,000.00	1.00000000	3,000,000.00	99.509	0.630	3,004,170.00	1.85%	3.11%	
BENAU 1.1 18 Aug 2020 FRN	S&P A-	AU3FN0028361	2,000,000.00	1.00000000	2,000,000.00	99.481	0.110	1,991,820.00	1.23%	3.33%	
CredSuis 1.03 16 Jul 2019 FRN	S&P A	AU3FN0023990	5,500,000.00	1.00000000	5,500,000.00	99.456	0.391	5,491,585.00	3.38%	3.17%	
CUA 1.3 20 Mar 2017 FRN	S&P BBB+	AU3FN0022372	1,500,000.00	1.00000000	1,500,000.00	100.224	0.668	1,513,380.00	0.93%	3.49%	



CUA 1.2 22 Dec 2017 FRN	S&P BBB+	AU3FN0024865	1,000,000.00	1.00000000	1,000,000.00	100.027	0.640	1,006,670.00	0.62%	3.38%
HBS 1.15 07 May 2018 FRN	Fitch BBB+	AU3FN0027330	2,000,000.00	1.00000000	2,000,000.00	99.833	0.192	2,000,500.00	1.23%	3.34%
LEH 15 Jun 2040 FRN	Unrated UR	XS0305158031	800,000.00	1.00000000	800,000.00	0.000	0.000	0.00	0.00%	0.00%
MACQ 2.9 09 Mar 2017 FRN	S&P A	AU3FN0015004	5,000,000.00	1.00000000	5,000,000.00	102.887	1.138	5,201,250.00	3.21%	5.06%
MACQ 1.1 03 Mar 2020 FRN	S&P A	AU3FN0026605	1,000,000.00	1.00000000	1,000,000.00	99.647	0.781	1,004,280.00	0.62%	3.23%
ME Bank 1 17 Nov 2017 FRN	S&P BBB+	AU3FN0025532	3,000,000.00	1.00000000	3,000,000.00	99.884	0.115	2,999,970.00	1.85%	3.23%
NPBS 1.1 27 Feb 2018 FRN	S&P BBB+	AU3FN0026498	900,000.00	1.00000000	900,000.00	99.697	0.028	897,525.00	0.55%	3.37%
PCU 1.1 21 Aug 2017 FRN	S&P BBB+	AU3FN0024329	1,000,000.00	1.00000000	1,000,000.00	99.766	0.064	998,300.00	0.62%	3.35%
SunMet 0.94 20 Aug 2019 FRN	S&P A+	AU3FN0024345	3,000,000.00	1.00000000	3,000,000.00	99.615	0.087	2,991,060.00	1.84%	3.19%
SunMet 1.25 20 Oct 2020 FRN	S&P A+	AU3FN0029195	1,000,000.00	1.00000000	1,000,000.00	100.042	0.381	1,004,230.00	0.62%	3.39%
UBS Aust 0.95 27 Aug 2019 FRN	S&P A-	AU3FN0024402	2,000,000.00	1.00000000	2,000,000.00	99.684	0.026	1,994,200.00	1.23%	3.22%
Westpac 0.9 28 Jul 2020 FRN	S&P AA-	AU000WBCHBI0	2,000,000.00	1.00000000	2,000,000.00	99.479	0.275	1,995,080.00	1.23%	3.04%
			39,700,000.00		39,700,000.00			39,103,030.00	24.10%	3.48%
Floating Rate TCD										
ANZ 0.85 11 Nov 2019 FloatTCD	S&P AA-	AU3FN0025433	2,250,000.00	1.00000000	2,250,000.00	99.850	0.159	2,250,202.50	1.39%	3.06%
GBS 1.5 15 Apr 2016 FloatTCD	S&P BBB	AU3FN0018636	2,000,000.00	1.00000000	2,000,000.00	100.328	0.461	2,015,780.00	1.24%	3.66%
			4,250,000.00		4,250,000.00			4,265,982.50	2.63%	3.34%
Term Deposit										
AMP 7.35 24 May 2016 1827DAY TD	S&P A+		5,000,000.00	1.00000000	5,000,000.00	100.000	0.000	5,000,000.00	3.08%	7.35%
ARA 3.1 15 Jan 2016 212DAY TD	S&P S&PB		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	3.10%
ARA 3.1 05 Apr 2016 270DAY TD	S&P B		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	3.10%
ARA 3.05 10 Jul 2017 731DAY TD	S&P B		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	3.05%
ARA 4.7 07 May 2018 1826DAY TD	S&P BB+		1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.92%	4.70%
Auswide 7.1 29 Jul 2016 1828DAY TD	S&P BBB		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	7.10%
Auswide 7.1 08 Aug 2016 1827DAY TD	S&P BBB		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	7.10%
Auswide 3.75 12 Dec 2016 733DAY TD	S&P BBB		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	3.75%
BCCU 4.25 02 Jun 2017 1095DAY TD	Unrated UR		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.25%
BOQ 7.47 29 Jun 2016 1827DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	7.47%
BOQ 6.69 08 Aug 2016 1827DAY TD	S&P A-		2,500,000.00	1.00000000	2,500,000.00	100.000	0.000	2,500,000.00	1.54%	6.69%
BOQ 4.65 17 May 2017 1461DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.65%
BOQ 5.44 06 Jun 2017 1827DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	5.44%
BOQ 5.65 04 Sep 2017 1827DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	5.65%
BOQ 5.15 05 Feb 2018 1827DAY TD	S&P A-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.000	3,000,000.00	1.85%	5.15%



Attachment 1
Coffs Harbour City Council

BOQ 4.7 20 Feb 2018 1460DAY TD	S&P A-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.70%
BOQ 5.1 05 Mar 2018 1826DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	5.10%
BENAU 2.95 12 Aug 2016 365DAY TD	S&P A2	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	2.95%
BBA 3.4 02 Mar 2016 366DAY TD	S&P A2	750,000.00	1.00000000	750,000.00	100.000	0.000	750,000.00	0.46%	3.40%
BBA 3.45 02 Mar 2017 731DAY TD	S&P A2	750,000.00	1.00000000	750,000.00	100.000	0.000	750,000.00	0.46%	3.45%
BBA 3.7 02 Mar 2018 1096DAY TD	S&P A2	990,000.00	1.00000000	990,000.00	100.000	0.000	990,000.00	0.61%	3.70%
CBA 4.5 16 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.50%
CBA 4.5 17 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.50%
CBA 4.55 23 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.55%
CBA 4.55 30 May 2016 1105DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.55%
CBA 4.55 06 Jun 2016 1112DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.55%
ING 6.01 17 Aug 2017 1826DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	6.01%
ING 5.6 06 Sep 2017 1826DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	5.60%
ING 4.55 02 Mar 2018 1460DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	4.55%
ING 4.66 07 May 2018 1826DAY TD	S&P A-	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.92%	4.66%
ME Bank 4.15 02 Jun 2017 1096DAY TD	S&P BBB+	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.92%	4.15%
ME Bank 5.05 18 Feb 2019 1826DAY TD	S&P BBB+	3,000,000.00	1.00000000	3,000,000.00	100.000	0.000	3,000,000.00	1.85%	5.05%
ME Bank 4.81 07 May 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	4.81%
ME Bank 4.65 03 Jun 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	4.65%
ME Bank 4.65 11 Jun 2019 1827DAY TD	S&P BBB+	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.92%	4.65%
ME Bank 4.27 02 Sep 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	4.27%
NAB 2.87 01 Feb 2016 152DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	2.87%
NAB 3.17 26 Feb 2016 365DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	3.17%
NAB 4.08 04 Mar 2016 731DAY TD	S&P AA-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	4.08%
NAB 3.98 13 May 2016 731DAY TD	S&P AA-	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.92%	3.98%
NAB 3.17 20 Feb 2017 733DAY TD	S&P AA-	4,000,000.00	1.00000000	4,000,000.00	100.000	0.000	4,000,000.00	2.47%	3.17%
NAB 4 12 Dec 2019 1826DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.00%
PCUSA 4.51 17 May 2016 1096DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.31%	4.51%
PCUSA 4.1 30 Oct 2018 1460DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.31%	4.10%
PCUSA 5.05 01 Mar 2019 1824DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	5.05%
Qld Police 4.15 16 May 2016 732DAY TD	S&P BBB	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.23%	4.15%
Qld Police 3.05 21 Feb 2017 550DAY TD	S&P BBB	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	3.05%
RABO 7.15 24 Mar 2016 1826DAY TD	S&P A+	5,000,000.00	1.00000000	5,000,000.00	100.000	0.000	5,000,000.00	3.08%	7.15%



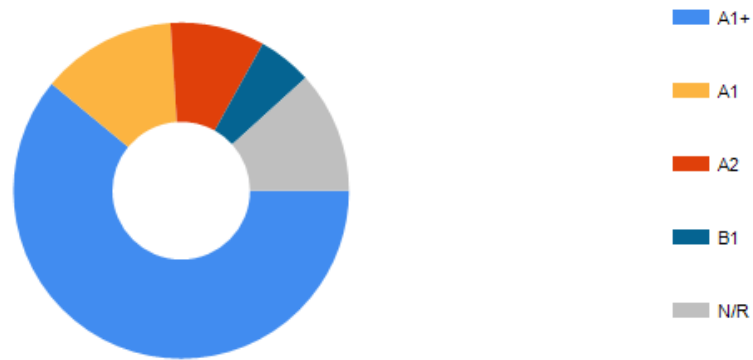
RABO 4.1 18 Aug 2018 1461DAY TD	Moody's Aa2	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.92%	4.10%
RABO 4.05 14 Jan 2020 1826DAY TD	Moody's Aa2	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.05%
SunMet 2.95 11 Mar 2016 182DAY TD	S&P A1	5,000,000.00	1.00000000	5,000,000.00	100.000	0.000	5,000,000.00	3.08%	2.95%
Warwick CU 3 12 Feb 2016 183DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.31%	3.00%
WAWCU 4.7 27 May 2016 730DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	4.15%
		88,490,000.00		88,490,000.00			88,490,000.00	54.53%	4.75%
Total		162,663,245.91		162,663,245.91			162,264,547.25	100.00%	4.09%



3. Portfolio Valuation By Categories As At 30 November 2015

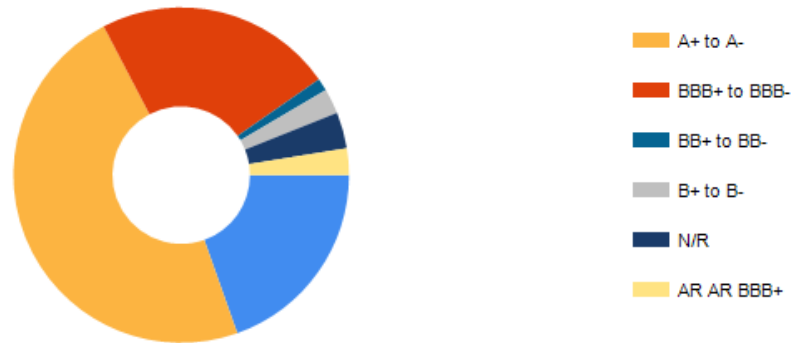
Short Term Security Rating Group	Market Value	% Total Value
A1+	23,412,945.91	14.43%
A1	5,000,000.00	3.08%
A2	3,490,000.00	2.15%
B1	2,000,000.00	1.23%
N/R	4,500,000.00	2.77%
Portfolio Total	38,402,945.91	23.67%

Market Value by Security Rating Group (Short Term)



Long Term Security Rating Group	Market Value	% Total Value
AA+ to AA-	24,243,402.50	14.94%
A+ to A-	59,189,305.00	36.48%
BBB+ to BBB-	28,431,625.00	17.52%
BB+ to BB-	1,500,000.00	0.92%
B+ to B-	3,000,000.00	1.85%
N/R	4,317,268.84	2.66%
AR AR BBB+	3,180,000.00	1.96%
Portfolio Total	123,861,601.34	76.33%

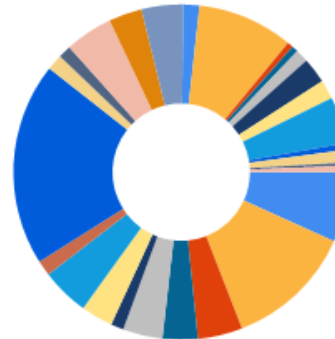
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	5,000,000.00	3.08%
ANZ Banking Group Ltd	2,389,810.65	1.47%
Arab Bank Australia Ltd	6,500,000.00	4.01%
Auswide Bank Ltd	4,000,000.00	2.47%
Bananacoast Community Credit Union Ltd	1,000,000.00	0.62%
Bank of Queensland Ltd	19,998,120.00	12.32%
Bendigo & Adelaide Bank Ltd	7,006,880.00	4.32%
Beyond Bank Australia Ltd	2,490,000.00	1.53%
Commonwealth Bank of Australia Ltd	7,316,768.84	4.51%
Credit Suisse Sydney	5,491,585.00	3.38%
Credit Union Australia Ltd	2,520,050.00	1.55%
Greater Building Society Ltd	2,015,780.00	1.24%
Heritage Bank Ltd	5,180,500.00	3.19%
ING Bank Australia Limited	7,500,000.00	4.62%
Lehman Brothers Treasury Co. B.V.	0.00	0.00%
Macquarie Bank	6,205,530.00	3.82%
Members Equity Bank Ltd	14,999,970.00	9.24%
National Australia Bank Ltd	31,773,337.76	19.58%
Newcastle Permanent Building Society Ltd	897,525.00	0.55%
Police Bank Ltd	998,300.00	0.62%
Police Credit Union SA	2,000,000.00	1.23%
QPCU Limited	3,000,000.00	1.85%
Rabobank Australia Ltd	7,500,000.00	4.62%
Suncorp-Metway Ltd	10,991,110.00	6.77%
UBS Australia Ltd	1,994,200.00	1.23%
Warwick Credit Union	500,000.00	0.31%
WAW Credit Union	1,000,000.00	0.62%
Westpac Banking Corporation Ltd	1,995,080.00	1.23%
Portfolio Total	162,264,547.25	100.00%

Market Value by Issuer

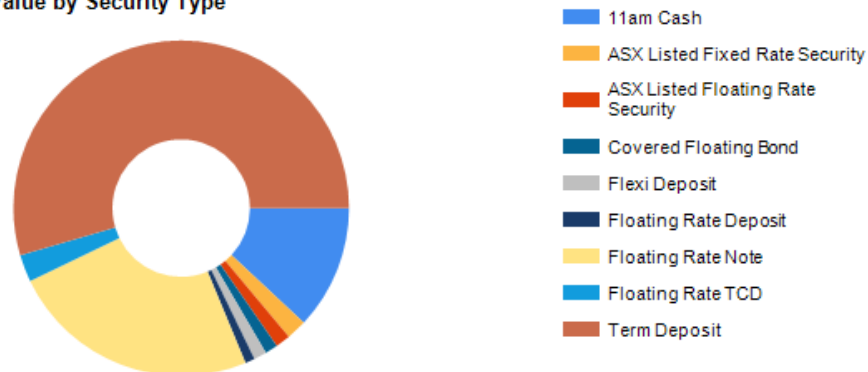


- Suncorp-Metway Ltd
- Bank of Queensland Ltd
- Bendigo & Adelaide Bank Ltd
- Credit Suisse Sydney
- Macquarie Bank
- UBS Australia Ltd
- AMP Bank Ltd
- ING Bank Australia Limited
- ANZ Banking Group Ltd
- National Australia Bank Ltd
- Beyond Bank Australia Ltd
- Westpac Banking Corporation Ltd
- Rabobank Australia Ltd
- Heritage Bank Ltd
- Arab Bank Australia Ltd
- Credit Union Australia Ltd
- Members Equity Bank Ltd



Security Type	Market Value	% Total Value
11am Cash	19,412,945.91	11.96%
ASX Listed Fixed Rate Security	3,180,000.00	1.96%
ASX Listed Floating Rate Security	2,316,768.84	1.43%
Covered Floating Bond	1,995,820.00	1.23%
Flexi Deposit	2,000,000.00	1.23%
Floating Rate Deposit	1,500,000.00	0.92%
Floating Rate Note	39,103,030.00	24.10%
Floating Rate TCD	4,265,982.50	2.63%
Term Deposit	88,490,000.00	54.53%
Portfolio Total	162,264,547.25	100.00%

Market Value by Security Type





Attachment 1
Coffs Harbour City Council

Term Remaining	Market Value	% Total Value
0 to < 1 Year	64,995,494.75	40.06%
1 to < 3 Years	53,037,595.00	32.69%
3 to < 5 Years	44,231,457.50	27.26%
5+ Years	0.00	0.00%
Portfolio Total	162,264,547.25	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining





4. Performance Statistics For Period Ending 30 November 2015

Trading Book	1 Month	3 Month	12 Month	Since Inception
Coffs Harbour City Council				
Portfolio Return (1)	0.31%	0.97%	0.00%	3.40%
Performance Index (2)	0.17%	0.53%	0.00%	1.67%
Excess Performance (3)	0.14%	0.44%	0.00%	1.73%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Coffs Harbour City Council	4.09



Attachment 1 Coffs Harbour City Council

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Coffs Harbour City Council

Investment Report Pack

1 December 2015 to 31 December 2015



Attachment 2
Coffs Harbour City Council

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1. Interest Income For 1 December 2015 to 31 December 2015
2. Portfolio Valuation As At 31 December 2015
3. Portfolio Valuation By Categories As At 31 December 2015
4. Performance Statistics For Period Ending 31 December 2015



1. Interest Income For 1 December 2015 to 31 December 2015

Security	Income Expense Code	Settlement Date	Consideration Notional	Income Type	Trading Book
MACQ 1.1 03 Mar 2020 FRN	IEI27457	3 Dec 2015	8,073.57	Security Coupon Interest	Coffs Harbour
MACQ 2.9 09 Mar 2017 FRN	IEI27529	9 Dec 2015	63,139.04	Security Coupon Interest	Coffs Harbour
Auswide 3.75 12 Dec 2016 733DAY TD	IEI27561	14 Dec 2015	75,821.92	Security Coupon Interest	Coffs Harbour
NAB 4 12 Dec 2019 1826DAY TD	IEI27568	14 Dec 2015	40,219.18	Security Coupon Interest	Coffs Harbour
BENAU 0.93 17 Sep 2019 FRN	IEI27603	17 Dec 2015	23,223.70	Security Coupon Interest	Coffs Harbour
CUA 1.3 20 Mar 2017 FRN	IEI27641	21 Dec 2015	13,032.95	Security Coupon Interest	Coffs Harbour
HBSHB 7.25 20 Jun 2017 ASX Fixed	IEI27635	21 Dec 2015	54,225.00	Security Coupon Interest	Coffs Harbour
CUA 1.2 22 Dec 2017 FRN	IEI27684	22 Dec 2015	8,435.08	Security Coupon Interest	Coffs Harbour
CBAHA 1.05 24 Dec 2015 Retail Bonds Series1 Tranche A ASX Float	IEI27716	24 Dec 2015	14,323.86	Security Coupon Interest	Coffs Harbour
			300,494.30		



2. Portfolio Valuation As At 31 December 2015

Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
11am Cash											
ANZ 11am Cash	S&P A1+		139,608.15	1.00000000	139,608.15	100.000	0.000	139,608.15	0.08%	1.00%	
NAB 11am Cash	S&P A1+		4,097,647.21	1.00000000	4,097,647.21	100.000	0.000	4,097,647.21	2.47%	2.33%	
NAB 11am Cash	S&P A1+		15,175,690.55	1.00000000	15,175,690.55	100.000	0.000	15,175,690.55	9.15%	2.40%	
			19,412,945.91		19,412,945.91			19,412,945.91	11.70%		2.38%
ASX Listed Fixed Rate Security											
HBSHB 7.25 20 Jun 2017 ASX Fixed	AR AR BBB+	AU0000HBSHB9	3,000,000.00	1.00000000	3,000,000.00	104.801	0.199	3,150,000.00	1.90%	6.88%	
			3,000,000.00		3,000,000.00			3,150,000.00	1.90%		6.88%
Covered Floating Bond											
SunMet 0.7 05 Nov 2019 COVEREDFLO	S&P A+	AU3FN0025136	2,000,000.00	1.00000000	2,000,000.00	99.576	0.444	2,000,400.00	1.21%	2.89%	
			2,000,000.00		2,000,000.00			2,000,400.00	1.21%		2.89%
Flexi Deposit											
NAB 3.65 23 Jan 2020 1826DAY FlexiDep	S&P AA-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	3.65%	
			2,000,000.00		2,000,000.00			2,000,000.00	1.21%		3.65%
Floating Rate Deposit											
BOQ 1.5 26 Feb 2016 1095DAY FRD	S&P A-		1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.90%	3.77%	
			1,500,000.00		1,500,000.00			1,500,000.00	0.90%		3.77%
Floating Rate Note											
BOQ 1.07 06 Nov 2019 FRN	S&P AA-	AU3FN0025235	4,000,000.00	1.00000000	4,000,000.00	99.577	0.491	4,002,720.00	2.41%	3.26%	
BENAU 1.27 14 Nov 2018 FRN	S&P A-	AU3FN0021226	1,000,000.00	1.00000000	1,000,000.00	100.856	0.430	1,012,860.00	0.61%	3.45%	
BENAU 0.93 17 Sep 2019 FRN	S&P A-	AU3FN0024824	3,000,000.00	1.00000000	3,000,000.00	99.419	0.126	2,986,350.00	1.80%	3.28%	
BENAU 1.1 18 Aug 2020 FRN	S&P A-	AU3FN0028361	2,000,000.00	1.00000000	2,000,000.00	99.373	0.393	1,995,320.00	1.20%	3.33%	
CredSuis 1.03 16 Jul 2019 FRN	S&P A	AU3FN0023990	5,500,000.00	1.00000000	5,500,000.00	99.505	0.660	5,509,075.00	3.32%	3.17%	
CUA 1.3 20 Mar 2017 FRN	S&P BBB+	AU3FN0022372	1,500,000.00	1.00000000	1,500,000.00	100.172	0.100	1,504,080.00	0.91%	3.66%	
CUA 1.2 22 Dec 2017 FRN	S&P BBB+	AU3FN0024865	1,000,000.00	1.00000000	1,000,000.00	99.947	0.088	1,000,350.00	0.60%	3.56%	
HBS 1.15 07 May 2018 FRN	Fitch BBB+	AU3FN0027330	2,000,000.00	1.00000000	2,000,000.00	99.917	0.477	2,007,880.00	1.21%	3.34%	
LEH 15 Jun 2040 FRN	Unrated UR	XS0305158031	800,000.00	1.00000000	800,000.00	0.000	0.000	0.00	0.00%	0.00%	
MACQ 2.9 09 Mar 2017 FRN	S&P A	AU3FN0015004	5,000,000.00	1.00000000	5,000,000.00	102.697	0.313	5,150,500.00	3.10%	5.20%	



Attachment 2
Coffs Harbour City Council

MACQ 1.1 03 Mar 2020 FRN	S&P A	AU3FN0026605	1,000,000.00	1.00000000	1,000,000.00	99.585	0.261	998,460.00	0.60%	3.39%
ME Bank 1 17 Nov 2017 FRN	S&P BBB+	AU3FN0025532	3,000,000.00	1.00000000	3,000,000.00	99.844	0.389	3,006,990.00	1.81%	3.23%
NPBS 1.1 27 Feb 2018 FRN	S&P BBB+	AU3FN0026498	900,000.00	1.00000000	900,000.00	99.714	0.314	900,252.00	0.54%	3.37%
PCU 1.1 21 Aug 2017 FRN	S&P BBB+	AU3FN0024329	1,000,000.00	1.00000000	1,000,000.00	99.784	0.349	1,001,330.00	0.60%	3.35%
SunMet 0.94 20 Aug 2019 FRN	S&P A+	AU3FN0024345	3,000,000.00	1.00000000	3,000,000.00	99.665	0.358	3,000,690.00	1.81%	3.19%
SunMet 1.25 20 Oct 2020 FRN	S&P A+	AU3FN0029195	1,000,000.00	1.00000000	1,000,000.00	99.916	0.669	1,005,850.00	0.61%	3.39%
UBS Aust 0.95 27 Aug 2019 FRN	S&P A-	AU3FN0024402	2,000,000.00	1.00000000	2,000,000.00	99.593	0.300	1,997,860.00	1.20%	3.22%
Westpac 0.9 28 Jul 2020 FRN	S&P AA-	AU000WBCHB10	2,000,000.00	1.00000000	2,000,000.00	99.458	0.533	1,999,820.00	1.21%	3.04%
			39,700,000.00		39,700,000.00			39,080,387.00	23.56%	3.52%
Floating Rate TCD										
ANZ 0.85 11 Nov 2019 FloatTCD	S&P AA-	AU3FN0025433	2,250,000.00	1.00000000	2,250,000.00	99.755	0.419	2,253,915.00	1.36%	3.06%
GBS 1.5 15 Apr 2016 FloatTCD	S&P BBB	AU3FN0018636	2,000,000.00	1.00000000	2,000,000.00	100.256	0.772	2,020,560.00	1.22%	3.66%
			4,250,000.00		4,250,000.00			4,274,475.00	2.58%	3.34%
Term Deposit										
AMP 7.35 24 May 2016 1827DAY TD	S&P A+		5,000,000.00	1.00000000	5,000,000.00	100.000	0.000	5,000,000.00	3.01%	7.35%
ARA 3.1 15 Jan 2016 212DAY TD	S&P S&PB		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	3.10%
ARA 3.1 05 Apr 2016 270DAY TD	S&P B		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	3.10%
ARA 3.05 10 Jul 2017 731DAY TD	S&P B		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	3.05%
ARA 4.7 07 May 2018 1826DAY TD	S&P BB+		1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.90%	4.70%
Auswide 7.1 29 Jul 2016 1828DAY TD	S&P BBB		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	7.10%
Auswide 7.1 08 Aug 2016 1827DAY TD	S&P BBB		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	7.10%
Auswide 3.75 12 Dec 2016 733DAY TD	S&P BBB		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	3.75%
BCCU 4.25 02 Jun 2017 1095DAY TD	Unrated UR		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.25%
BOQ 7.47 29 Jun 2016 1827DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	7.47%
BOQ 6.69 08 Aug 2016 1827DAY TD	S&P A-		2,500,000.00	1.00000000	2,500,000.00	100.000	0.000	2,500,000.00	1.51%	6.69%
BOQ 4.65 17 May 2017 1461DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.65%
BOQ 5.44 06 Jun 2017 1827DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	5.44%
BOQ 5.65 04 Sep 2017 1827DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	5.65%
BOQ 5.15 05 Feb 2018 1827DAY TD	S&P A-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.000	3,000,000.00	1.81%	5.15%
BOQ 4.7 20 Feb 2018 1460DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.70%
BOQ 5.1 05 Mar 2018 1826DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	5.10%
SYD 3.15 19 Sep 2016 272DAY TD	Unrated UR		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	3.15%
BENAU 2.95 12 Aug 2016 365DAY TD	S&P A2		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	2.95%



BBA 3.4 02 Mar 2016 366DAY TD	S&P A2	750,000.00	1.00000000	750,000.00	100.000	0.000	750,000.00	0.45%	3.40%
BBA 3.45 02 Mar 2017 731DAY TD	S&P A2	750,000.00	1.00000000	750,000.00	100.000	0.000	750,000.00	0.45%	3.45%
BBA 3.7 02 Mar 2018 1096DAY TD	S&P A2	990,000.00	1.00000000	990,000.00	100.000	0.000	990,000.00	0.60%	3.70%
CBA 4.5 16 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.50%
CBA 4.5 17 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.50%
CBA 4.55 23 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.55%
CBA 4.55 30 May 2016 1105DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.55%
CBA 4.55 06 Jun 2016 1112DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.55%
DFB 3.05 01 Mar 2016 91DAY TD	S&P A2	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	3.05%
DFB 3.05 01 Dec 2016 366DAY TD	S&P A2	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	3.05%
ING 6.01 17 Aug 2017 1826DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	6.01%
ING 5.6 06 Sep 2017 1826DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	5.60%
ING 4.55 02 Mar 2018 1460DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	4.55%
ING 4.66 07 May 2018 1826DAY TD	S&P A-	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.90%	4.66%
ME Bank 3.05 05 Jul 2016 216DAY TD	S&P A2	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	3.05%
ME Bank 4.15 02 Jun 2017 1096DAY TD	S&P BBB+	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.90%	4.15%
ME Bank 5.05 18 Feb 2019 1826DAY TD	S&P BBB+	3,000,000.00	1.00000000	3,000,000.00	100.000	0.000	3,000,000.00	1.81%	5.05%
ME Bank 4.81 07 May 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	4.81%
ME Bank 4.65 03 Jun 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	4.65%
ME Bank 4.65 11 Jun 2019 1827DAY TD	S&P BBB+	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.90%	4.65%
ME Bank 4.27 02 Sep 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	4.27%
NAB 2.87 01 Feb 2016 152DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	2.87%
NAB 3.17 26 Feb 2016 365DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	3.17%
NAB 4.08 04 Mar 2016 731DAY TD	S&P AA-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	4.08%
NAB 3.98 13 May 2016 731DAY TD	S&P AA-	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.90%	3.98%
NAB 3.17 20 Feb 2017 733DAY TD	S&P AA-	4,000,000.00	1.00000000	4,000,000.00	100.000	0.000	4,000,000.00	2.41%	3.17%
NAB 4 12 Dec 2019 1826DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.00%
PCUSA 4.51 17 May 2016 1096DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.30%	4.51%
PCUSA 4.1 30 Oct 2018 1460DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.30%	4.10%
PCUSA 5.05 01 Mar 2019 1824DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	5.05%
Qld Police 4.15 16 May 2016 732DAY TD	S&P BBB	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.21%	4.15%
Qld Police 3.05 21 Feb 2017 550DAY TD	S&P BBB	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	3.05%
RABO 7.15 24 Mar 2016 1826DAY TD	S&P A+	5,000,000.00	1.00000000	5,000,000.00	100.000	0.000	5,000,000.00	3.01%	7.15%



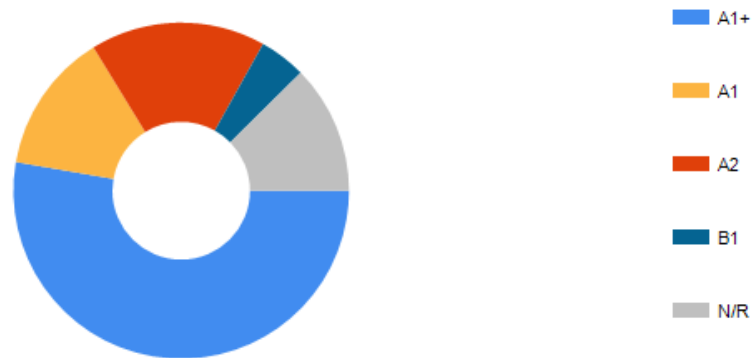
RABO 4.1 18 Aug 2018 1461DAY TD	Moody's Aa2	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.90%	4.10%
RABO 4.05 14 Jan 2020 1826DAY TD	Moody's Aa2	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.05%
SuncorpGp 3.1 20 Jun 2016 181DAY TD	S&P A1	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	3.10%
SunMet 2.95 11 Mar 2016 182DAY TD	S&P A1	5,000,000.00	1.00000000	5,000,000.00	100.000	0.000	5,000,000.00	3.01%	2.95%
Warwick CU 3 12 Feb 2016 183DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.30%	3.00%
WAWCU 4.7 27 May 2016 730DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.60%	4.15%
		94,490,000.00		94,490,000.00			94,490,000.00	56.95%	4.64%
Total		166,352,945.91		166,352,945.91			165,908,207.91	100.00%	4.08%



3. Portfolio Valuation By Categories As At 31 December 2015

Short Term Security Rating Group	Market Value	% Total Value
A1+	23,412,945.91	14.11%
A1	6,000,000.00	3.62%
A2	7,490,000.00	4.51%
B1	2,000,000.00	1.21%
N/R	5,500,000.00	3.32%
Portfolio Total	44,402,945.91	26.76%

Market Value by Security Rating Group (Short Term)



Long Term Security Rating Group	Market Value	% Total Value
AA+ to AA-	24,256,455.00	14.62%
A+ to A-	59,157,365.00	35.66%
BBB+ to BBB-	28,433,562.00	17.14%
BB+ to BB-	1,500,000.00	0.90%
B+ to B-	3,000,000.00	1.81%
N/R	2,007,880.00	1.21%
AR AR BBB+	3,150,000.00	1.90%
Portfolio Total	121,505,262.00	73.24%

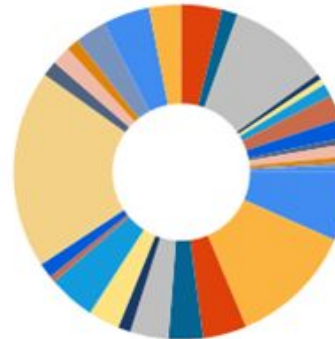
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	5,000,000.00	3.01%
ANZ Banking Group Ltd	2,393,523.15	1.44%
Arab Bank Australia Ltd	6,500,000.00	3.92%
Auswide Bank Ltd	4,000,000.00	2.41%
Bananacoast Community Credit Union Ltd	1,000,000.00	0.60%
Bank of Queensland Ltd	20,002,720.00	12.06%
Bank of Sydney Ltd	1,000,000.00	0.60%
Bendigo & Adelaide Bank Ltd	6,994,530.00	4.22%
Beyond Bank Australia Ltd	2,490,000.00	1.50%
Commonwealth Bank of Australia Ltd	5,000,000.00	3.01%
Credit Suisse Sydney	5,509,075.00	3.32%
Credit Union Australia Ltd	2,504,430.00	1.51%
Defence Bank Ltd	3,000,000.00	1.81%
Greater Building Society Ltd	2,020,560.00	1.22%
Heritage Bank Ltd	5,157,880.00	3.11%
ING Bank Australia Limited	7,500,000.00	4.52%
Lehman Brothers Treasury Co. B.V.	0.00	0.00%
Macquarie Bank	6,148,960.00	3.71%
Members Equity Bank Ltd	16,006,990.00	9.65%
National Australia Bank Ltd	31,773,337.76	19.15%
Newcastle Permanent Building Society Ltd	900,252.00	0.54%
Police Bank Ltd	1,001,330.00	0.60%
Police Credit Union SA	2,000,000.00	1.21%
QPCU Limited	3,000,000.00	1.81%
Rabobank Australia Ltd	7,500,000.00	4.52%
Suncorp Group Ltd	1,000,000.00	0.60%
Suncorp-Metway Ltd	11,006,940.00	6.63%
UBS Australia Ltd	1,997,860.00	1.20%
Warwick Credit Union	500,000.00	0.30%
WAW Credit Union	1,000,000.00	0.60%
Westpac Banking Corporation Ltd	1,999,820.00	1.21%
Portfolio Total	165,908,207.91	100.00%

Market Value by Issuer



- Suncorp-Metway Ltd
- Bank of Queensland Ltd
- Bendigo & Adelaide Bank Ltd
- Credit Suisse Sydney
- Macquarie Bank
- UBS Australia Ltd
- AMP Bank Ltd
- ING Bank Australia Limited
- Suncorp Group Ltd
- ANZ Banking Group Ltd
- National Australia Bank Ltd
- Beyond Bank Australia Ltd
- Defence Bank Ltd
- Westpac Banking Corporation Ltd
- Commonwealth Bank of Australia Ltd
- Rabobank Australia Ltd



Security Type	Market Value	% Total Value
11am Cash	19,412,945.91	11.70%
ASX Listed Fixed Rate Security	3,150,000.00	1.90%
Covered Floating Bond	2,000,400.00	1.21%
Flexi Deposit	2,000,000.00	1.21%
Floating Rate Deposit	1,500,000.00	0.90%
Floating Rate Note	39,080,387.00	23.56%
Floating Rate TCD	4,274,475.00	2.58%
Term Deposit	94,490,000.00	56.95%
Portfolio Total	165,908,207.91	100.00%

Market Value by Security Type



- 11am Cash
- ASX Listed Fixed Rate Security
- Covered Floating Bond
- Flexi Deposit
- Floating Rate Deposit
- Floating Rate Note
- Floating Rate TCD
- Term Deposit



Attachment 2
Coffs Harbour City Council

Term Remaining	Market Value	% Total Value
0 to < 1 Year	66,683,505.91	40.19%
1 to < 3 Years	55,974,242.00	33.74%
3 to < 5 Years	43,250,460.00	26.07%
5+ Years	0.00	0.00%
Portfolio Total	165,908,207.91	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining





4. Performance Statistics For Period Ending 31 December 2015

Trading Book	1 Month	3 Month	12 Month	Since Inception
Coffs Harbour City Council				
Portfolio Return (1)	0.31%	0.95%	0.00%	3.72%
Performance Index (2)	0.19%	0.55%	0.00%	1.86%
Excess Performance (3)	0.12%	0.40%	0.00%	1.86%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Coffs Harbour City Council	4.08



Attachment 2 Coffs Harbour City Council

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REPORT TO ORDINARY COUNCIL MEETING

ORARA VINTAGE MACHINERY MUSEUM INCORPORATED

REPORTING OFFICER: Section Leader Logistics
DIRECTOR: Director Business Services
COFFS HARBOUR 2030: LC 1.6 Promote opportunities for all to fulfill their potential
ATTACHMENTS: Nil

Recommendation:

That Council:

1. **Consent to a licence agreement for a term of 20 years to the Orara Vintage Machinery Museum Incorporated over part Lot 32 in DP 801315 being an area of approx. 2110 m2 adjacent to the Rural Fire Station and part of the Karangi Lawn Cemetery, for the purpose of a Machinery Museum and operation as a Men's Shed;**
2. **Notes the licence agreement requires Orara Vintage Machinery Museum Incorporated to register and maintain a membership with the Australian Men's Shed Association; and**
3. **Notes the licence agreement requires all signage, marketing, advertising and stationery to prominently display Men's Shed association membership and activity.**

EXECUTIVE SUMMARY

Agreement in principle has been reached, subject to Council endorsement, to grant a licence for 20 years for part Lot 32 in DP 801315 to Orara Vintage Machinery Museum Incorporated for the purposes of constructing and operating a Vintage Machinery Museum.

The agreement provides for the Orara Vintage Machinery Museum Incorporated to proactively operate and promote a men's shed as part of the operation of the Vintage Machinery Museum.

Agreement in principle has been provided for the construction of a shed on the licence area and development consent was issued.

This report seeks Council's endorsement of the proposal in order to proceed with a licence agreement to formalise the tenure.

REPORT

Description of Item:

Council has been working together with Orara Vintage Machinery Museum Inc. for some 20 years in an effort to locate and secure land for the Museum to erect a shed to house their machinery collection which is currently housed over several farm properties in the area.

In 2012, Council Officer's suggested the proposed facility could double as a Men's Shed for the western area of the City. The Museum took this on board and consultation commenced with the community. This consultation lead to the identification and support of a site on Mastons Road at Karangi next to the Karangi Rural Fire Station which sits in the corner of the Lawn Cemetery site.

Subject to formal endorsement, a Development Application was submitted and approved in 2014 in the name of Orara Vintage Machinery Museum and Men's Shed Incorporated.

Pursuant to Development Consent and in the process of formalising an agreement for the land, it has come to light that forming an entity in the above name is problematic and therefore licence will need to be issued to Orara Vintage Machinery Museum Incorporated. Ongoing membership with the Men's Shed will be a condition of the licence.

Issues:

Proceeding with the licence as detailed provides a solution to the issue of facilitating both community groups in the Orara Valley.

Options:

1. Adopt the recommendation and proceed with licence. This will see the long term project of creating the Machinery Museum come to fruition and provide the opportunity for Men's Shed representation in the Valley as per the concept the community expressed support of during the consultation.
2. Amend the recommendation to allow for one of the parties only – ie either with Orara Valley Machinery Museum and leave the Men's Shed separate altogether.
3. Reject the recommendation and not proceed with any licence to either entity. Extensive work has been undertaken on this project over the years including investigation of several versions of tenure, finally narrowed down to the recommended option. Not proceeding with tenure will mean Council will continue to be approached by the interested parties for a solution.

Sustainability Assessment:

• Environment

As part of the Development Consent process, Statement of Environmental Effects was lodged addressing required Environmental Considerations. Consent was provided based on this evidence.

• Social

As part of the Development Application process, the directly affected neighbours were approached and consulted with and satisfied those involved that this would be supported by the Community in general.

- **Civic Leadership**

The licensing of part of this property to Orara Vintage Machinery Museum Inc. covers the 2030 plan and Delivery Program as part of Council's "Looking After Our Community" by Learning and Prospering.

- **Economic**

Broader Economic Implications

Provision of a facility to offer both of these services to the Community may encourage families to stay in the community.

Delivery Program/Operational Plan Implications

Provision of the Machinery Museum together with Men's Shed facilities are part of the Delivery Program under Community Services (S03) B 03.06 Community Partnerships which covers Details of participation in any relevant partnership or sector initiatives.

It is proposed that the licence be granted at a peppercorn rental of \$1 per annum if demanded.

Risk Analysis:

Risk in this matter is assessed as the extent of the services offered by both entities covering the requirements of the Community. According to the Australian Men's Shed Association, each Men's Shed may set their own, individual parameters for operation. In this instance, the Orara Valley Men's Shed has decided to limit operations to working on farm machinery. Community members who are interested in other operations will not be able to do so at this facility. However, both Coffs Harbour and Woolgoolga Men's Sheds offer extensive operations to suit a wide variety of interests and will cater to these interested members.

Further risk is in the ability of the Orara Vintage Machinery Museum Inc. to source funding for the construction of the shed subject to conditions set out in Development Consent. Council will not be contributing to the cost of the shed. The provision of the Men's Shed will assist with opening further funding opportunities.

Consultation:

Community consultation occurred in 2013 and internal consultation has occurred with relevant stakeholders.

Related Policy, Precedents and / or Statutory Requirements:

Development Application submitted and subsequently approved subject to conditions detailing further provision of sewerage system prior to issue of a construction certificate.

Implementation Date / Priority:

The Orara Vintage Machinery Museum Inc. has been working towards the facilitation of this project for many years. They have funds saved and are ready to apply for Grant opportunities to commence construction upon Council Resolution and licence Agreement is in place.

A licence can be finalised immediately once Council endorses.

Conclusion:

The matter of providing a Vintage Machinery Museum and a Men's Shed in the Orara Valley has been in progress for many years.

A solution is formed by the issue of licence in the name of Orara Vintage Machinery Museum Incorporated with the condition of continuing membership by the Orara Vintage Machinery Museum Incorporated to the Australian Men's Shed Association thereby forming the Orara Valley Men's Shed.

Proceeding with this licence supports Council's objectives by:

- Increasing the utility of any new community building
- Continuing Council's support of the Men's Shed concept, particularly in the western parts of the Local Government Area
- Potentially creating greater funding opportunities for the OVMMI in the pursuit of their goals.



REPORT TO ORDINARY COUNCIL MEETING

VIABILITY OF PURCHASING LAND IN WOOLGOOLGA CBD

Motion:

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

1. "Council be provided with a report showing the viability of purchasing one (or more) blocks of land in Woolgoolga CBD prescient .

There r currently 3 blocks available (Dr Kramers old surgery , two blocks on the corner of Gandaton and beach streets (dentist and adjacent building) a further possibility is the vacant block on the corner of queen and market street , which is not commercially zoned 2.

2. Give an update of amount of money currently held under section 94 tribute contributions or any other pool fund which may contribute towards parking."

Rationale:

"The Community of Woolgoolga are asking where is the parking ? The Holiday period has again highlighted the inadequacy of parking in and around the CBD .

A possible solution maybe for council too purchase and build a carpark ."

Staff Comment:

Staff are able to provide a formal report which provides the detailed information requested in the NOM at a future meeting of Council.



REPORT TO ORDINARY COUNCIL MEETING

PROJECT UPDATE - COFFS HARBOUR RESIDENTIAL STRATEGY PHASE 1 - DRAFT ISSUES AND OPTIONS DISCUSSION PAPER FOR COMMUNITY ENGAGEMENT

REPORTING OFFICER:	Team Leader, Sustainable Planning
DIRECTOR:	Director, Sustainable Communities
COFFS HARBOUR 2030:	LP3 Our City Centre is a place where people can live, work and play. LP4 We are recognised as a model of sustainable living. PL1 Our infrastructure and urban development is designed for sustainable living.
ATTACHMENTS:	ATT Draft Issues and Options Discussion Paper for Community Engagement

Recommendation:

That Council endorse the Coffs Harbour Residential Strategy Phase 1 - Draft Issues and Options Discussion Paper for Community Engagement (Attachment 1) for public exhibition for a period of 21 days.

EXECUTIVE SUMMARY

The objective of this report is to seek Council's endorsement of a draft Issues and Options Discussion Paper for Community Engagement (the Discussion Paper) (Attachment 1) for public exhibition which will form the basis of Phase 1 of the Coffs Harbour Residential Strategy. Phase 1 involves intensive engagement with the wider community, as well as developers, architects, planners and other building professionals who utilise Council's policies and administrative documents.

REPORT

Description of Item:

Council at its Ordinary Meeting of 28 May 2015, resolved as follows with respect to reviewing and updating its Local Growth Management Strategy (LGMS):

1. *That Council endorse the Stage 2 Local Growth Management Strategy Review - Coffs Harbour Residential Strategy 2015 Project Plan (Attachment 1) and endorse the Consultant Brief Request for Quotation for the Coffs Harbour Residential Strategy 2015 Phase 1 – Issues and Options Paper (Attachment 2).*
2. *That Council endorse the Stage 3 Local Growth Management Strategy Review - Coffs Harbour Rural Lands Strategy 2015 Project Plan (Attachment 3) and endorse the Consultant Brief Request for Quotations for the Coffs Harbour Rural Lands Strategy 2015 Phase 1 – Issues and Options Paper (Attachment 4).*
3. *That Council engage appropriately qualified consultants to prepare both the draft Coffs Harbour Rural Lands Strategy 2015 Phase 1 – Issues and Options Paper and the draft Coffs Harbour Residential Lands Strategy 2015 Phase 1 – Issues and Options Paper.*
4. *That a further report be presented to Council prior to exhibition of the draft Issues and Options Papers for both the Residential Strategy 2015 and the Rural Lands Strategy 2015.*

This report addresses Resolution 4 above. Resolution 3 has already been addressed in accordance with Council's Procurement Policy with the engagement of AECOM to prepare the draft Issues and Options Paper for Phase 1 of the Coffs Harbour Residential Strategy (CHRS).

Issues:

The Stage 1 LGMS Review (i.e. Land Capacity Assessment Audit and Issues Report) undertaken in 2014 found that there is significant capacity, from a Local Government Area (LGA) perspective, to accommodate future dwellings required to meet the level of population growth projected to 2031 from within the existing zoned land stocks without requiring additional lands to be rezoned.

During the time that the Stage 1 LGMS Review was being undertaken, Council undertook a review of the provisions contained within the Coffs Harbour Development Control Plan (DCP) 2013. This Coffs Harbour DCP review was completed in 2015 and consequently amendments to the Coffs Harbour DCP were made.

The review identified five key issues that require clarification and/or policy direction in relation to residential planning provisions, being:

1. **A growing and changing community.** Consideration needs to be given as to how to manage the growth that the city is anticipating to 2031.
2. **Evolving housing and accommodation needs.** Ensuring the planning provisions within the Coffs Harbour DCP can provide for residential choice, quality and design options to allow for ageing in place and residential care needs, universal disability design principles, diversity in lot sizes, household composition, diversity of housing types and housing affordability as the population of the LGA changes over time.
3. **Better definition of the character of residential zones.** A strategic broad-scale analysis of whether the existing residential zones and planning controls are achieving their original design purpose, including both the location of the zones and land use permissibilities of all the residential zones is essential. This includes resolving tensions between residential and tourist land uses within the LGA, such as the use of residential

accommodation for short term holiday letting; the changing demand for resort accommodation, which has seen lands zoned for tourist uses being subdivided and developed for permanent residential landstocks; and identifying which residential landuses should be permissible in each of the residential and business zones.

4. **A review of built form controls and how they should be administered.** An investigation on how to better achieve design-led outcomes; how to achieve design excellence, sustainable energy efficient designs and smart housing; options to encourage diversity and flexibility in housing product; and the establishment of an appropriate North Coast design vernacular of built form controls.
5. **Consideration of special 'character' precincts.** An assessment of specialty locality/character precincts in various locations in the LGA is warranted.

Phase 1 (i.e. Issues and Options Paper) of the CHRS involves an analysis of each of the five key issues outlined above to ascertain the level of significance of the issue and the key challenges that need to be resolved during the second phase of the project, being the preparation of the comprehensive strategy itself.

The key challenges identified during the first phase of the project have been captured in the draft Discussion Paper (Attachment 1). This draft Discussion Paper will be publicly exhibited as part of the community consultation process. In addressing each of the abovementioned issues, the draft Discussion Paper has included reviews of:

- current and forecast demographics;
- projected and changing housing needs in Coffs Harbour's various urban settlements;
- an appropriate design vernacular for the Coffs Harbour locality;
- the efficiency of existing residential zones; and
- the limits of the existing urban growth boundary.

A key component of the first phase of this project is to understand the primary residential issues from the perspective of the community through the facilitation of a comprehensive engagement framework.

Options:

Council has several options to progress this matter. Option 1 is recommended:

1. **Adopt the recommendation** that seeks to endorse the Coffs Harbour Residential Strategy Phase 1 - Draft Issues and Options Discussion Paper for Community Engagement (Attachment 1) for public exhibition.
2. **Reject the recommendation** and not proceed with Phase 1 of the Coffs Harbour Residential Strategy.

Sustainability Assessment:

- **Environment**

There are no environmental issues as a result of this report. This reflects Council's long term strategic vision for the City as endorsed in the Our Living City (OLC) Settlement Strategy and Coffs Harbour 2030 Plan.

- **Social**

The draft Discussion Paper will seek to address issues of residential choice, quality and design options to allow for ageing, diversity in lot sizes, housing types and affordability, amenity and visual impacts. This reflects Council's long term strategic vision for the City as endorsed in the OLC Settlement Strategy and Coffs Harbour 2030 Plan.

- **Civic Leadership**

Over the course of the project, Council and its consultants will work closely with the community, stakeholders, government authorities, landowners and the development industry to understand the issues relating to residential land uses and to ensure that planning controls are consistent with the community vision.

- **Economic**

Broader Economic Implications

Once completed the CHRS aims to simultaneously provide residential choice, quality and design options for residents and provide ease of use to the development industry, thus improving the continued economic growth and development of the City.

Delivery Program/Operational Plan Implications

\$50,000 in funds was allocated in the 2014/2015 Operational Plan to prepare Phase 1 of the CHRS.

Risk Analysis:

Council does not have a current Residential Strategy in place. Without this document, it is difficult to deliver an integrated strategic policy for residential development throughout the city. Council has already experienced court action in response to some of its planning controls in residential areas. The completion of the CHRS will form part of the LGMS Review, which will provide recommendations for amendments to planning controls to provide more certainty to the development industry and the community alike. This is considered an important component of Coffs Harbour's growth, employment and income generation.

The project risk is reduced by breaking the CHRS into two stages, allowing issues to be fully scoped with the community prior to preparation of the draft Strategy.

Consultation:

A comprehensive community engagement framework is a key component of Phase 1 of the CHRS. The purpose of the stakeholder and community engagement sessions is to facilitate proactive consultation activities to ensure all relevant stakeholders are given the opportunity to provide input into the preparation of the CHRS.

The key steps of the consultation program are as follows:

- **Project Advertising:** To ensure community awareness of the project, a press advertisement will be placed in the Coffs Harbour Advocate, an information banner will be provided on Council's website (with link to project specific website page) and information posters will be provided at local libraries.
- **Website Content:** A CHRS page will be created on Council's website. This will include:
 - a copy of an information poster, outlining key issues, themes and inviting community feedback;
 - an electronic copy of the draft discussion paper for download; and
 - a link to online survey seeking feedback from the community.
- **Online Community Survey:** This will be made available for community feedback for a period of 21 days and will comprise a series of multiple choice responses seeking feedback on issues associated with the CHRS.

- **Community Workshops:** Two workshops will be held to seek direct feedback on the draft discussion paper. The format will comprise a short presentation on key issues, followed by a facilitated group discussion. The two workshops will comprise:
 - Workshop 1: Industry and Business Focus – attendance will comprise invited representatives from industry, local business and peak body presentations (UDIA, Chamber of Commerce or similar organisations);
 - Workshop 2: Community Visioning – attendance will be invited from representative community groups across the Coffs Harbour region.

Community feedback obtained during the consultation period will be incorporated into the final Issues and Options Paper to form the basis for Phase 2 of the CHRS.

Related Policy, Precedents and / or Statutory Requirements:

Whilst Coffs Harbour City Council does not have an adopted Residential Strategy, it does currently have in place a LGMS framework comprising the Urban Lands Component of the OLC Settlement Strategy 2008. This document accords with requirements of the Mid North Coast Regional Strategy 2009.

Implementation Date / Priority:

Phase 1 of the CHRS commenced in September 2015 and is proposed to be completed in early 2016. Phase 2 will commence shortly thereafter and be completed in 2017.

Conclusion:

This report has provided Council with a project update on Phase 1 of the CHRS and seeks the endorsement of the draft Issues and Options Discussion Paper for Community Engagement for public exhibition. The main component of this phase is a comprehensive community consultation framework. It is imperative at this stage that all the issues are captured, interrogated and discussed with the community and stakeholders and thoroughly understood by Council prior to proceeding to strategy preparation as part of Phase 2.

COFFS HARBOUR

**Residential Strategy:
Draft Issues & Options Discussion
Paper for Community Engagement**



Prepared for Coffs Harbour City Council
January 2016

Phase 1 - Issues and Options Paper & Community Engagement Framework
 Client: Coffs Harbour City Council
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Revision	Revision date	Details	Authorised	
			Name/Position	Signature
A	08-12-2015	Draft Document Review Rev A	Dylan Porter	
B	14-01-2016	Draft Document Review Rev B	Dylan Porter	
C				
D				

1.

Introduction

2.

We have a growing and changing population

3.

Our communities have evolving housing and accommodation needs

4.

We need to better define the character of our residential zones

5.

We need a strategic review of our built form and design controls

6.

We need to consider 'place' based planning and character precincts

7.

Summary and next steps

1.

Introduction

“The primary purpose of the Issues and Options Paper (Phase 1) is to provide a baseline of the significant residential issues facing Coffs Harbour that will need to be addressed in the preparation of the draft Coffs Harbour Residential Strategy (Phase 2)”

Background

Coffs Harbour City Council (CHCC) has commenced the work of reviewing and updating its Local Growth Management Strategy (LGMS). Stage 1 of the LGMS review was undertaken during 2014 and included the preparation of a Land Capacity Assessment Audit and an Issues Report.

The Stage 1 LGMS Review undertaken in 2014 found that there is significant capacity, from a Local Government Area (LGA) perspective, to accommodate future dwellings required to meet the level of population growth projected to 2031 from within the existing zoned land stocks without requiring additional land to be rezoned.

During the time that the Stage 1 LGMS Review was being undertaken, CHCC undertook a review of the provisions contained within the Coffs Harbour Development Control Plan (DCP) 2013. This DCP Review has been completed and an amendment to the DCP has since been carried out.

The review identified five key issues that require clarification and/or policy direction relating to residential planning provisions. This includes:

1. **A growing and changing community:** Growth management of the population that Coffs Harbour is anticipated to expect by 2031.
2. **Evolving housing and accommodation needs:** Ensuring the planning provisions within the Coffs Harbour Development Control Plan (DCP) can provide for residential choice, quality and design options to allow for ageing, housing types and affordability as the population changes over time.
3. **Better definition of the character of residential zones:** A strategic broad-scale view of whether the existing residential zones are achieving their original design purpose, including both the location of the zones and the land uses permissible within each of the residential zones.
4. **A review of built form controls and how they should be administered:** An investigation in how to achieve better design-led outcomes, how to achieve design excellence and to establish an appropriate North Coast design vernacular of built form controls.
5. **Consideration of special 'character' precincts:** An assessment of specialty locality/character precincts in various locations within the CHCC local government area (LGA).

Phase 1 of the project involves an analysis of each of the five key issues identified above to ascertain the level of significance of each of the issues and the key challenges that need to be addresses during the second phase of the project, being the preparation of the Coffs Harbour Residential Strategy (CHRS).

Critically, the first phase of the project also involves the implementation of a community engagement framework to better understand the issues from the perspective of the community and key stakeholders and to identify outcomes for resolution. The key challenges identified during the first phase of the project will be captured within an Issues and Options Paper. In addressing each of the issues, this paper will include a review of:

- / current and forecast demographics
- / projected and changing housing needs in Coffs Harbour's various urban settlements
- / an appropriate design vernacular for the Coffs Harbour locality
- / the efficiency of the residential zones
- / the limits of the existing urban growth boundary.

Purpose and objectives

The overarching objectives of the Coffs Harbour Residential Strategy are as follows:

- / to ensure the intentions and outcomes of the Strategy are consistent with the visions, objectives and strategies outlined in the Coffs Harbour 2030 Plan and the Coffs Harbour Local Growth Management Strategy (LGMS);
- / to ensure compliance and consistency with the Mid North Coast Regional Strategy (MNCRS)
- / to ensure that new housing meets the future housing needs and preferences of Coffs Harbour's changing community
- / to facilitate engagement with Councillors, residents, stakeholders and the community to achieve an understanding of key issues of concern and mechanisms to address these issues
- / to create sustainable and liveable neighbourhoods that have high amenity, social wellbeing and appropriate built form for and settlement patterns
- / to provide appropriate planning tools to deliver clearly understood policies to the community and the development industry.

The primary purpose of the Issues and Options Paper (Phase 1) is to provide a baseline of the significant residential issues facing Coffs Harbour that will need to be addressed in the preparation of the draft Coffs Harbour Residential Strategy (Phase 2). A key component of the first phase of the project is to understand the primary residential issues from the perspective of the community through the facilitation of a comprehensive engagement framework.



1.

Introduction

“A robust Residential Strategy requires careful consideration of the location, type, timing and overall supply of new residential dwellings needed to meet projected population growth.”

Examples of dwelling typology outcomes in Coffs Harbour



Location Context

The Coffs Harbour City Council LGA is located on the Mid North Coast of New South Wales and is serviced by the major regional centre of Coffs Harbour, coastal towns of Woolgoolga, Toormina and Sawtell as well as many other villages along the coastline and in the hinterland. The centre of Coffs Harbour is strategically located approximately 540 kilometres north of Sydney and 440 kilometres south of Brisbane.

Historically, the principal housing market role that Coffs Harbour and surrounding localities have played over the last 40 year period has been the attraction of families and retirees from metropolitan areas further south in New South Wales such as Sydney. This has resulted in the steady residential expansion of coastal localities along the Mid North coastline to cater for population increases derived from the expansion of existing communities and migration in-flows.

Coastal towns



Inland villages



Distinctive landscape



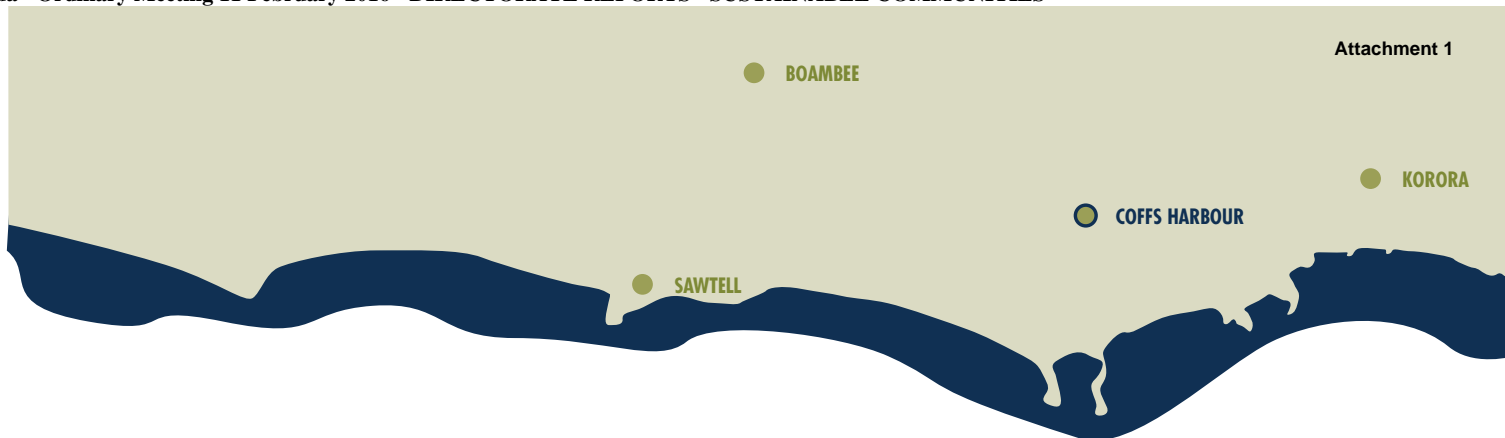
Regional centre



2.

We have a growing and changing population

“The estimated residential population of the Coffs Harbour LGA in 2015 is 73,237. The coastal communities of Coffs Harbour have experienced significant growth over the past two decades having grown from under 53,000 residents in 1991 to over 70,000 today “



Demographic Snapshot

The Coffs Harbour local government area (LGA) has a diverse and evolving demographic profile. The figures summarised on this page capture some of the key characteristics of the Coffs Harbour community compared to NSW.



ESTIMATED POPULATION
2015: 73,237



ESTIMATED DWELLINGS
2015: 32,793



MEDIAN AGE:
COFFS HARBOUR - 42
NSW - 38



UNEMPLOYMENT RATE:
COFFS HARBOUR - 5.7%
NSW - 5.9%



AVERAGE HOUSEHOLD SIZE:
COFFS HARBOUR - 2.42
NSW - 2.59

Project population

2031: 94,896
29.6% change projected between 2015-31

Projected Dwellings

2016: 32,793
2031: 41,430
26% change projected between 2015 - 31

64% of all households at the 2011 census had 1-2 people residing in the dwelling. This is compared to 57% for NSW.

Age structure:

Tertiary education and independence (18-24):
Coffs Harbour - 7.6%
NSW - 9%

Young workforce (25 – 34):
Coffs Harbour - 9.6%
NSW – 13.6%

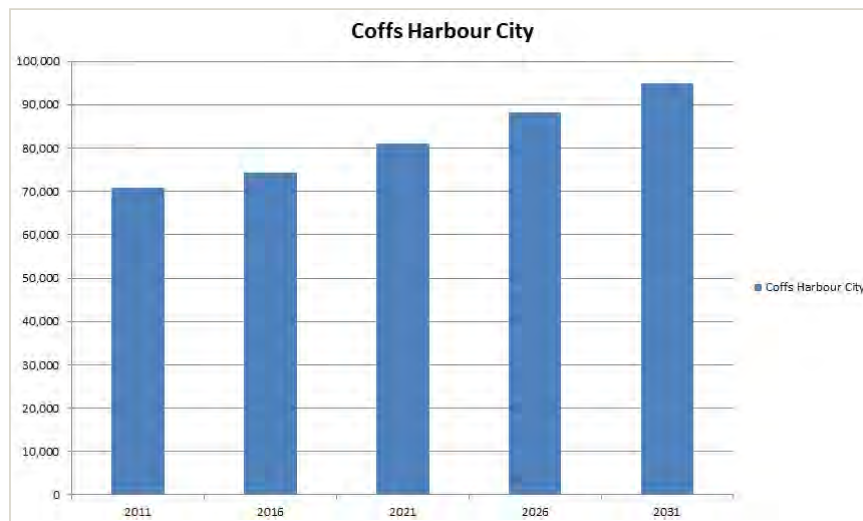
Older workers and pre-retirees (50-59):
Coffs Harbour - 14.9%
NSW - 12.8%

Empty nester and retirees (60-69):
Coffs Harbour - 12.3%
NSW - 10%

Seniors (70-84):
Coffs Harbour - 10.2%
NSW - 8.3%

Median weekly rent:
Coffs Harbour - \$250
NSW - \$300

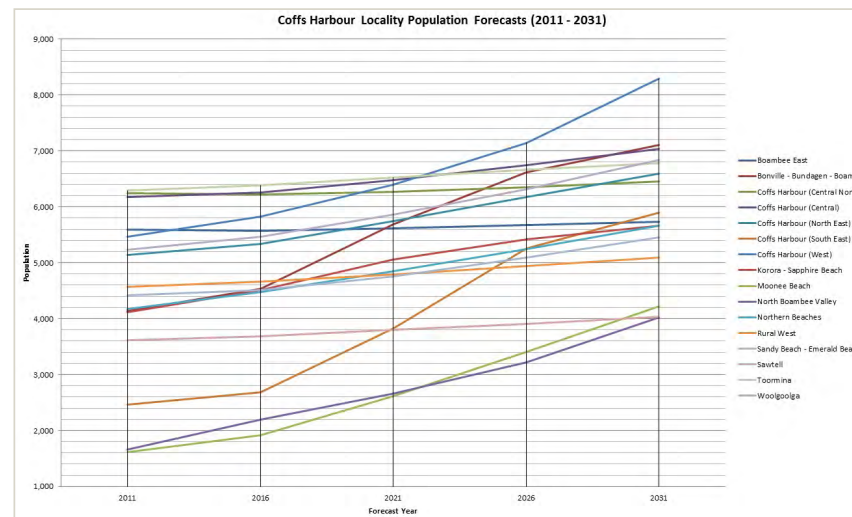
Median weekly household income:
Coffs Harbour - \$902
NSW - \$1,237



Estimated resident population and population forecast

The estimated residential population of the Coffs Harbour LGA in 2015 is 73,237. The coastal communities of Coffs Harbour have experienced significant growth over the past two decades having grown from under 53,000 residents in 1991 to over 70,000 today. A number of new residential estates have been developed to cater for this growth resulting in the outward expansion of Coffs Harbour’s coastal towns.

Strong residential growth is forecast to continue with an estimated additional 21,658 residents to be accommodated between now and the year 2031. This represents nearly a 30 per cent increase in Coffs Harbour’s current population. As shown in the line graph to the right, some localities will accommodate a higher proportion of this growth than others.



The four localities within Coffs Harbour that will accommodate the highest proportion of this growth include:

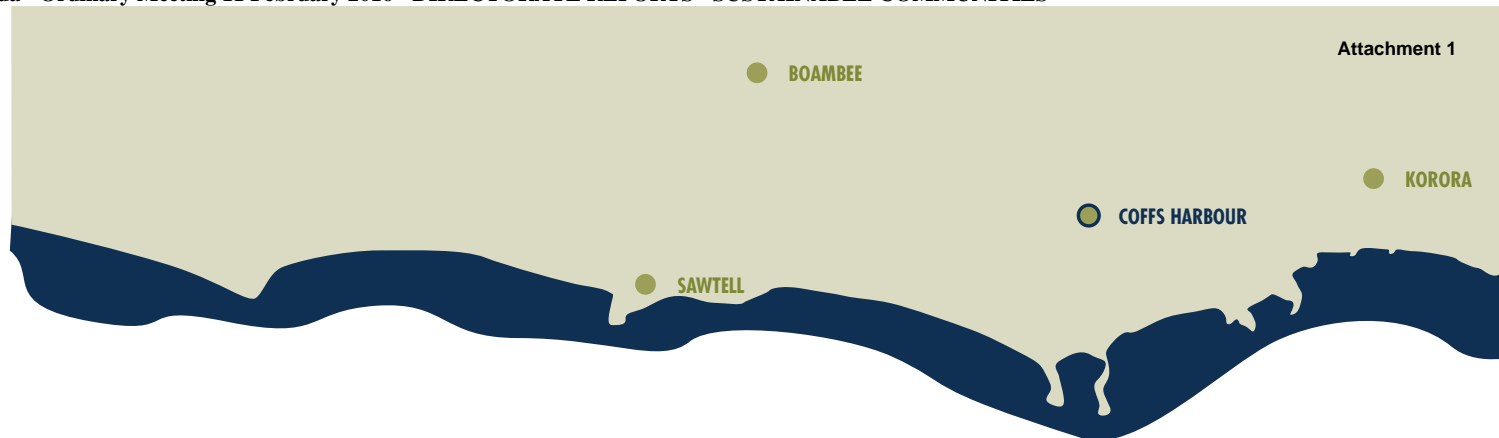
- / Coffs Harbour (South East) – 3,429 additional residents between 2011 and 2031 (average annual change of 4.5%)
- / Moonee Beach – 2,611 additional residents between 2011 and 2031 (average annual change of 4.9%)
- / North Boambee Valley – 2,363 additional residents between 2011 and 2031 (average annual change of 4.5%)
- / Bonville – Bundagen - Boambee – 2,969 additional residents between 2011 and 2031 (average annual change of 2.7%).

The findings from the 2014 Land Capacity Assessment Audit confirmed that there is sufficient residential zoned land to meet the expected population need within CHCC to 2031. The focus should thus shift to ensuring that residential zoned land is adequately supported by a range of basic services and achieves appropriate residential density and variety in the context of its location.

2.

We have a growing and changing population

“Coffs Harbour’s ageing population has a number of implications for the future provision of housing and services types”



Age Structure

An understanding of Coffs Harbour’s changing age structure is a critical consideration in forecasting the appropriate provision of age-based health and community service provisions as well as dwelling typology outcomes. Historical changes and future forecasts in age structure provide a useful indicator of Coffs Harbour’s changing residential role and function.

Coffs Harbour’s change in age structure between 2001 and 2011 showed that the most significant growth in age categories was within the 50 -65 age category. It is noted that the 5-14 age category and 30 -44 age categories experienced a loss in population over this 10 year period of 555 and 707 people respectively.

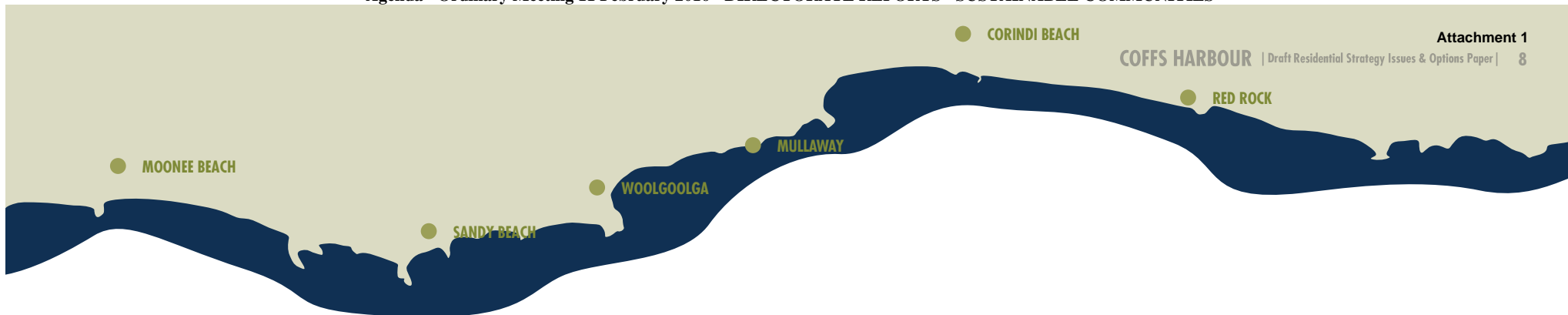
The bar graph across shows the forecast change in age structure of Coffs Harbour’s residential population between 2011 and 2031, broken down into 5 year age groups.

It is evident from the graph that the most significant increase in age categories within Coffs Harbour between 2011 and 2031 is forecast to be within the 65 to 74 year age group with an additional 4,000 residents falling within this age group in 2031. Conversely, the age categories with the smallest increase in population over this period include the 20 -29 years age group (additional 1,000 persons) and the 85 and over age group (additional 315 persons).

This age structure reflects that of an ageing population with a higher proportion of the overall population falling within the 65-85 year age category. This trend has a number of implications for the future provision of housing and service types within the Coffs Harbour LGA including:

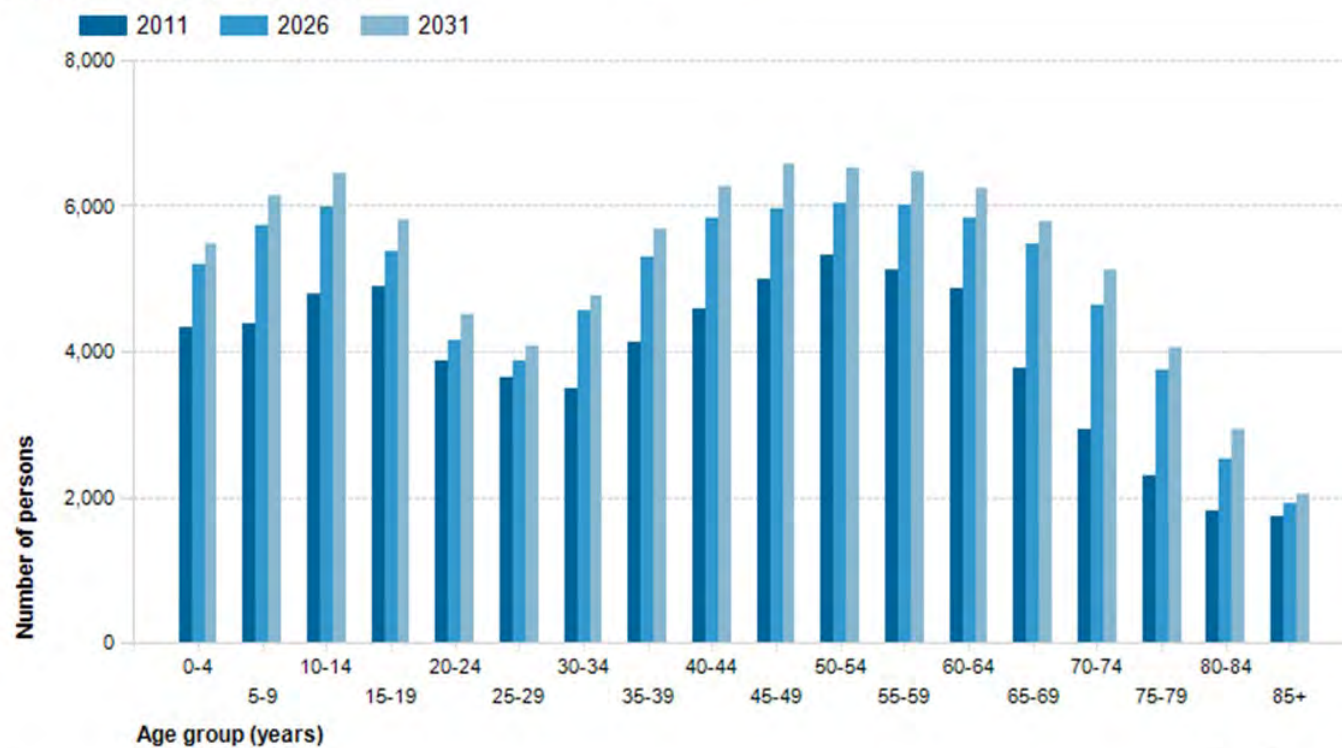
- / the need for a greater proportion of adaptive housing typologies to accommodate smaller households characterised by empty nesters and retirees
- / the increased provision of health/aged care facilities to cater for an ageing populations
- / the need to concentrate households in accessible locations within close proximity to a range of local services and public transport facilities.

Of note, is the comparatively low proportion of the total population within the 20 -29 age category which is typically characterised by the tertiary education and young workforce service age groups. This is largely due to the fact that a large proportion of local young people move to major metropolitan centres such as Sydney and Brisbane to attend tertiary institutions and find employment.



Forecast age structure - 5 year age groups

Coffs Harbour City - Total persons



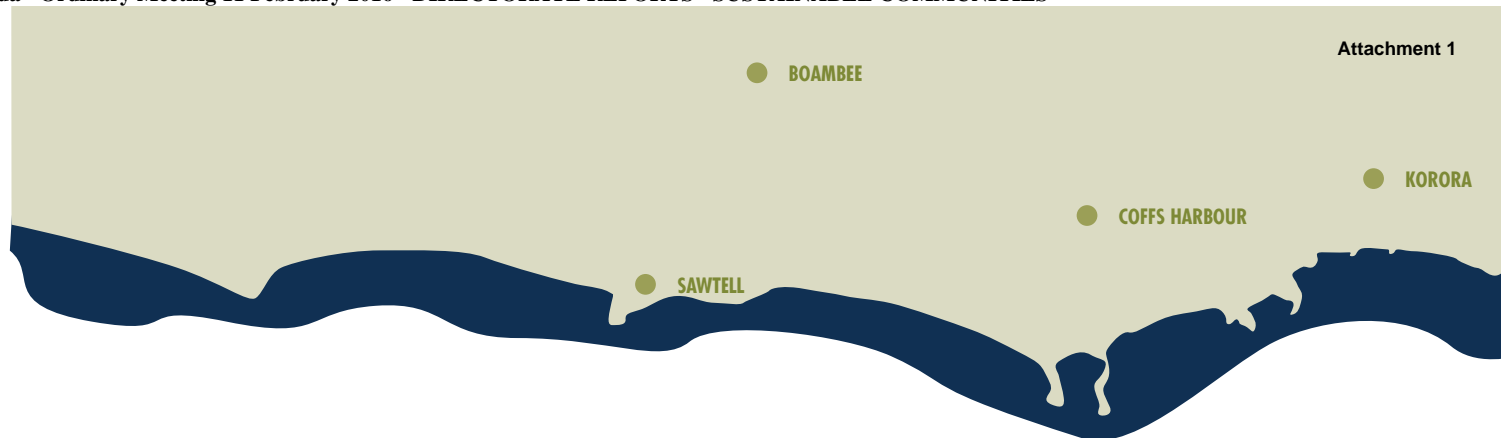
Population and household forecasts, 2011 to 2031, prepared by .id the population experts, May 2012.



2.

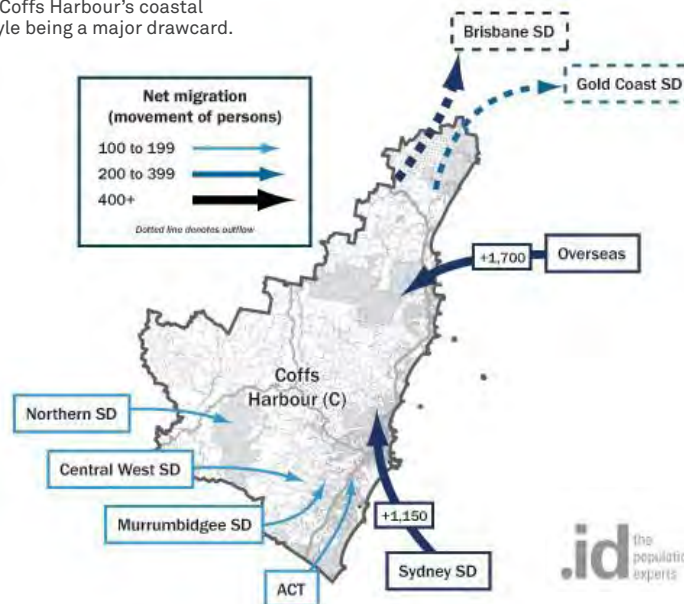
We have a growing and changing population

“Net migration is forecast account for 87% of Coffs Harbour’s population growth between now and 2031 ”



Migration

Migration has been a significant driver of population change historically within the Coffs Harbour LGA. Net migration is forecast to be the predominant contributor to population change between now and 2031 accounting for 87% of Coffs Harbour’s population growth with the other 13% attributed to natural population increase. As illustrated in the figure below (source: I.D The Population Experts), migration inflows have largely originated from southern population centres such as Sydney with Coffs Harbour’s coastal landscape and lifestyle being a major drawcard.



Employment

Coffs Harbour’s employment statistics provide a useful indication of the area’s socio-economic characteristics.

In terms of industries, the top three industry employment sectors include:

- / health care and social assistance (15.3% of workforce)
- / retail trade (13.8% of workforce)
- / accommodation and food services (10% of workforce).

It is evident that the health care and social assistance sector makes up a significant proportion of Coffs Harbour’s workforce which is reflective of an ageing population base that requires a greater need for health care and social assistance. How an ageing population might continue employment post-retirement should also be considered into the future.

Occupation of employment:

An analysis of the jobs held by the residential population of Coffs Harbour as at the 2011 Census of Population and Housing showed that the three most prevalent occupations were:

- / professionals (17.8% of workforce);
- / clerical and administrative workers (14.2% of workforce)
- / technicians and trade workers (14.2% of workforce).



Potential options to meet Coffs Harbour’s growth challenges

It is evident from an assessment of Coffs Harbour’s demographic profile and population growth forecast that there are several emerging issues that will need to be dealt with through careful growth management on the part of CHCC. The primary issues that have been identified are summarised in the table to the right along with a series of potential options and strategies for further consideration within the residential strategy.

ISSUES/CHALLENGES	KEY OPTIONS FOR FURTHER CONSIDERATION WITHIN THE RESIDENTIAL STRATEGY
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Decentralised population growth within greenfield development estates resulting in an absence of defined neighbourhood centres and isolation of communities from key goods and services	<ul style="list-style-type: none"> / Limit the identification of additional greenfield development locations to prevent urban sprawl / Focus on a place based approach to growth localities in order to promote definitive identity and character / Support diverse, accessible and adaptable dwelling typologies within the DCP in order to meet anticipated population growth and lifestyle preferences / Strategic identification of appropriate infill residential locations close to existing centres
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“Support a range of flexible dwelling outcomes within walking distance of neighbourhood centres”.



“Strategic identification of appropriate infill locations close to existing centre locations”.



<p>An ageing population reflected by a higher proportion of the overall population falling within the 65-85 year age category. This trend has a number of implications for the future provision of housing and service types within the Coffs Harbour LGA including:</p> <ul style="list-style-type: none"> / the need for a greater proportion of compact housing typologies to accommodate smaller households characterised by empty nesters and retirees / the increased provision of health/aged care facilities to cater for an ageing populations / the need to concentrate households in accessible locations within close proximity to a range of local services and public transport facilities. 	<ul style="list-style-type: none"> / Support a range of flexible dwelling outcomes within walking distance of activity centres to cater for an ageing population / Undertake a social infrastructure needs assessment to confirm projected demand for specialised residential/healthcare facilities within the Coffs Harbour LGA / Ensure a proportion of all new housing is adaptable, thus enabling residents to age in place
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“A place based approach to growth localities in order to promote definitive identity and character”.



“Consideration of compact ‘college style’ affordable residential offerings in close proximity to the education precinct”.



<p>Low proportion of the total population within the 20 -29 age category which is typically characterised by the tertiary education and young workforce service age groups.</p>	<ul style="list-style-type: none"> / Marketing of university/TAFE precinct to the wider Mid North coast region to try and retain/attract people within the tertiary education and young workforce service age groups / Consideration of further compact ‘college style’ affordable residential offerings in close proximity to the education precinct as a mechanism to attract young people
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3.

Our communities have evolving housing and accommodation needs

“Residential development forecasts assume the number of dwellings in Coffs Harbour City will increase by an average of 522 dwellings per annum to 41,429 in 2031.”

Context

Coffs Harbour’s growing and changing population base also translates to the fact that its communities have evolving housing and accommodation needs. This means that Council needs to ensure that its planning provisions can provide for residential choice, quality and design options to allow for ageing in place and residential care needs, universal disability design principles, diversity in lot sizes, household composition, diversity of housing types and housing affordability as the population changes over time.

The appeal for living, working and visiting Coffs Harbour is derived from a number of factors including:

- / the natural environment
- / the favourable subtropical climate
- / the variety of residential housing and accommodation opportunities close to the coastline.

This has resulted in significant intra-state migration from southern metropolitan centres including Sydney as well as the growth of local household demand i.e. children leaving the family home seeking new dwellings within Coffs Harbour.

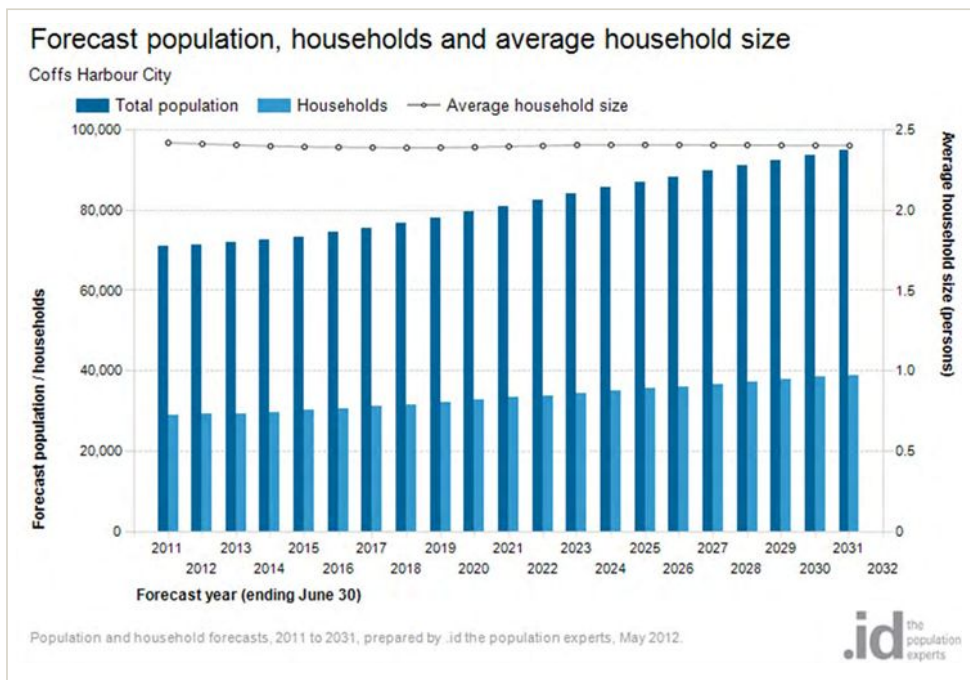
It is evident that different residential localities within the CHCC area have developed different population and dwelling characteristics within the residential market. Suburban localities on the periphery of the Coffs Harbour centre including North Boambee Valley, Coffs Harbour (West) and Korora – Sapphire Beach attract a significant number of families and retirees. The dwelling stock of areas such as Coffs Harbour North East and South East have a significant proportion medium and high density housing with the more compact built form attracting retirees as well as young adults.

A robust residential strategy requires careful consideration of the location, type, timing and overall supply of new residential dwellings needed to meet projected population growth. It is evident that a number of greenfield residential estates have been planned for or recently developed in several areas within Coffs Harbour including:

- / Bonville – Bundagen – Boambee
- / Korora – Sapphire Beach
- / Moonee Beach
- / North Boambee Valley
- / Northern Beaches
- / Sandy Beach – Emerald Beach.

It was established within the Stage 1 LGMS Review undertaken in 2014 that there is significant capacity within the Coffs Harbour LGA to accommodate future dwellings required to meet the level of population growth projected to 2031 from within the existing zoned land stocks without requiring additional land to be rezoned. It is considered that a shift in emphasis from greenfield development to infill development opportunities will promote a greater variety of residential options within close proximity to existing neighbourhood centres which already have existing infrastructure and service provisions in place.

Given the supply of land, this provides an opportunity to refocus on the types of communities that should be created and how best to provide residential choice in locations that are well served and have a high level of amenity and lifestyle.



	Forecast year				
Summary	2011	2016	2021	2026	2031
Population	70,933	74,284	80,960	88,192	94,895
Change in population (5yrs)	--	3,351	6,676	7,231	6,704
Average annual change	--	0.93	1.74	1.73	1.48
Households	28,829	30,565	33,241	36,065	38,902
Average household size	2.42	2.39	2.40	2.40	2.40
Population in non-private dwelling	1,207	1,207	1,337	1,467	1,497
Dwellings	30,981	32,793	35,568	38,487	41,430
Dwelling occupancy rate	93.05	93.21	93.46	93.71	93.90

Existing and projected number of dwellings

The table above provides a summary of the forecast for Coffs Harbour's population, households and dwellings from 2011 to 2031. An additional 10,500 dwellings are forecast to be required within the Coffs Harbour LGA between 2011 and 2031 constituting an estimated additional 10,000 households.

3.

Our communities have evolving housing and accommodation needs

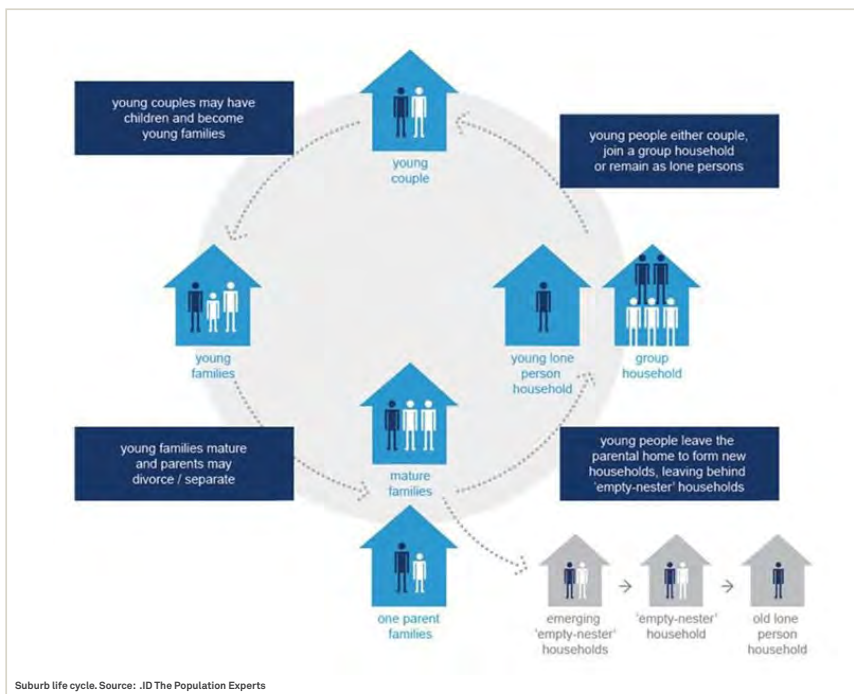
“Given Coffs Harbour’s ageing population profile, there is a strong emergence of the empty nesters age category translating to lower occupancy rates and a potentially higher demand for smaller dwelling types close to retail and commercial services.”

Role and function of residential localities

The forecast dwelling projections for Coffs Harbour (divided by small localities) illustrates that some residential areas are projected to grow at a greater rate than others as a result of either new greenfield residential subdivisions or medium-high density infill development. The four localities projected to experience the greatest growth in the number of dwellings between 2011 and 2031 include:

- / Coffs Harbour (West) – additional 1,249 dwellings, representing a 57% increase in the locality’s dwelling stock
- / Moonee Beach - additional 1,093 dwellings, representing a 182% increase in the locality’s dwelling stock
- / Coffs Harbour (South East) – additional 1,080 dwellings, representing a 94% increase in the locality’s dwelling stock)
- / Bonville – Bundagen –Boambee – additional 1,016 dwellings, representing a 65% increase in the locality’s dwelling stock.

An understanding of the typical suburb life cycle of Coffs Harbour’s communities is an important consideration in determining future dwelling demand and supply within different areas. Given Coffs Harbour’s ageing population profile, there is a strong emergence of the empty nesters age category translating to lower average occupancy rates and a potentially higher demand for smaller dwelling types close to retail and commercial services.



Dwelling profile (Dwelling types)

In terms of the dwelling stock profile of Coffs Harbour LGA, detached dwellings are the predominant dwelling structure accounting for approximately 75% of Coffs Harbour's total private dwelling stock. Medium density dwellings (townhouses, terraces and low-rise unit blocks) account for 20% of Coffs Harbour's total private dwelling stock whilst high density dwellings (flats/units and apartments in 3 or greater storey block configurations) only account for 2% of the stock. Higher density residential development is confined to Park Beach (along Ocean Parade) and Coffs Harbour (East).

It is surmised that there will be a growing demand for medium and higher density dwelling types with the ageing of the population base as demand increases for lower maintenance, adaptive housing typologies close to services. This underlines the need to focus on allowing diversified dwelling types within residential zones in close proximity to regional, town and neighbourhood centres.

Household Structure

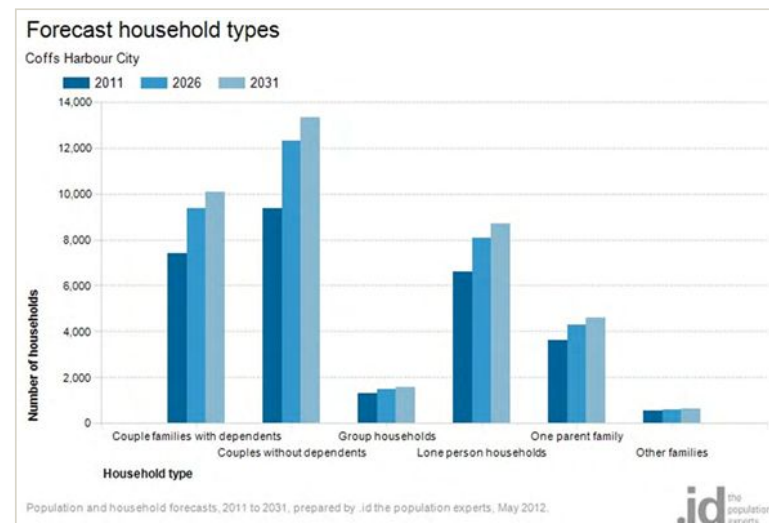
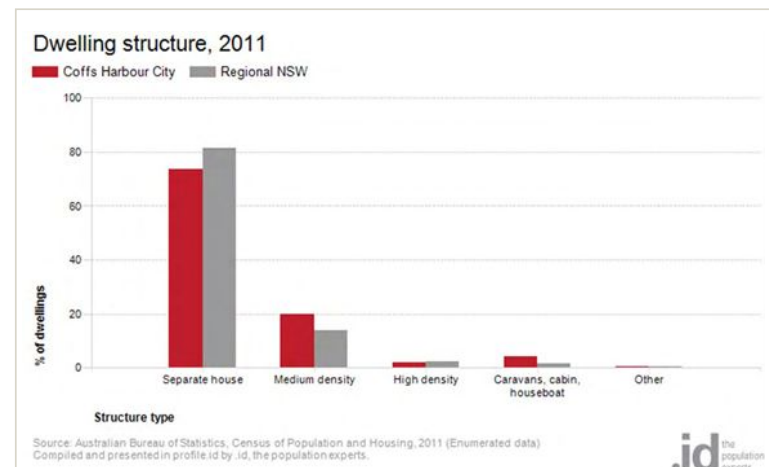
The existing and projected household structure of residential localities provides a useful insight into the area's role and function. There is a strong correlation between dwelling types and household structure with separate houses predominantly dominated by couples with dependents and conversely higher density dwelling types attracting a higher proportion of lone person households and couples without dependents.

The forecast household types figure shows the forecast change in household types between 2011 and 2031 within the Coffs Harbour LGA. It is evident that in 2011, couples without dependents was the dominant household type accounting for 32.5% of all households. This household type is also forecast to experience the largest increase between 2011 and 2026, increasing by 2,905 households. Couple families with dependents constituted the next largest proportion consisting of 25.7% of all households within Coffs Harbour in 2011.

Other household types of note included:

- / lone person households (22.9% of all Coffs Harbour households in 2011)
- / one parent families (12.6% of all Coffs Harbour households in 2011)
- / group households (4.6% of all Coffs Harbour households in 2011).

Together, lone person households and households consisting of couples without dependents are projected to account for over half (56%) of Coffs Harbour's household types in 2031. This will need to translate to a more diverse dwelling profile with a greater variety of adaptable townhouse and unit arrangements to cater for smaller households. An average household size of 2.4 persons per household is forecast for Coffs Harbour from 2021-2031.



3.

Our communities have evolving housing and accommodation needs

“Tourism continues to be an important industry for Coffs Harbour with approximately 1,600,000 international overnight, domestic overnight and domestic daytrip visitors attracted on an annual basis.”

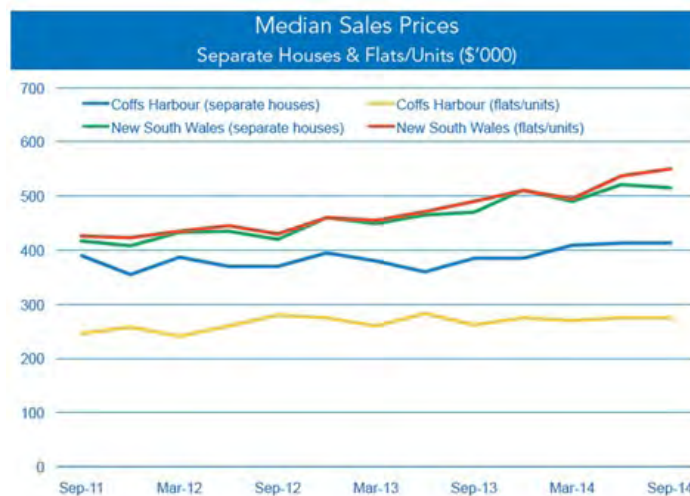
Median property prices and rental prices

Median property prices for houses and units in Coffs Harbour is summarised in the Table below.

Location	Buy				Rent			
	1 bedroom	2 bedroom	3 bedroom	4 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Coffs Harbour houses	--	\$285,000	\$360,000	\$470,000	--	\$310 PW	\$380 PW	\$450 PW
Coffs Harbour units	\$166,000	\$230,000	\$362,500	--	\$248 PW	\$280 PW	\$375 PW	--

Source: RP Data Pty Ltd 2015, November sales and rent data

As illustrated within the figure below (NSW Housing, Coffs Harbour Economic Update - June 2015), house and unit prices have remained steady from September 2011 to September 2014, increasing marginally over that period. Both the median house and unit prices for Coffs Harbour are significantly less than the median prices for NSW. Whilst prices may be lower compared to the median prices of NSW, this does not necessarily reflect that Coffs harbour has a higher degree of housing affordability as the section on rental stress reflects.



Rental stress

Rental stress: Rental Stress is defined as per the NATSEM (National Centre for Social and Economic Modelling) model as households in the lowest 40% of incomes, who are paying more than 30% of their usual gross weekly income on rent.

Coffs Harbour has a relatively high proportion of rental households experiencing rental stress (36.9%) in comparison to NSW (26.7%). The three localities with the highest percentages of households under rental stress in 2011 included:

- / Sandy Beach – Emerald Beach (44.4%)
- / Woolgoolga (41%)
- / Moonee Beach (38.6%).

This indicates that housing affordability is a significant issue within Coffs Harbour and appropriate planning responses are required to ensure that the community can meet household commitments.

Housing tenure

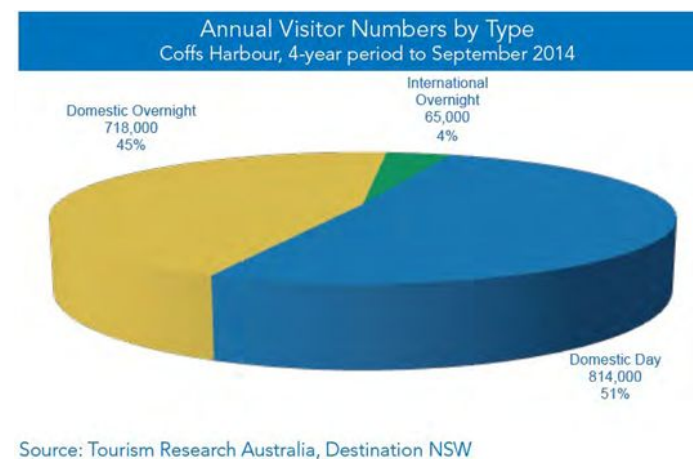
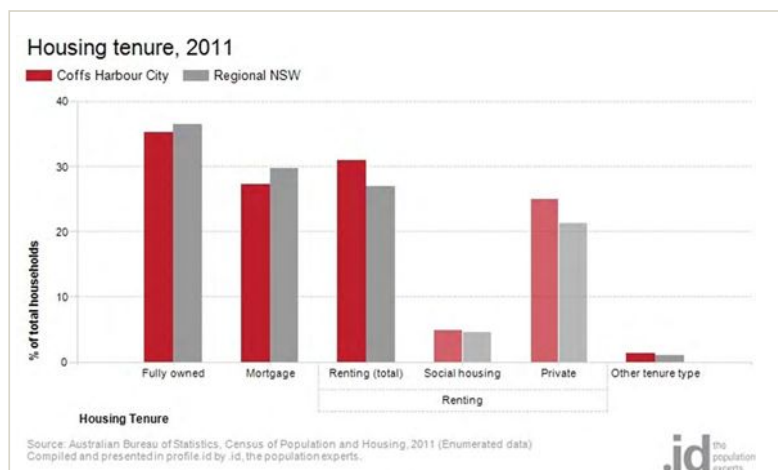
The graph below highlights that there was a relatively high proportion of the households renting in comparison to Regional NSW as at the 2011 Census of population and housing. In contrast, there was a lower proportion of households that were either fully owned or subject to a mortgage.

Tourist accommodation

Tourism continues to be an important industry for Coffs Harbour with approximately 1,600,000 international overnight, domestic overnight and domestic daytrip visitors attracted on an annual basis by the rich landscape, coastal villages and coastline. A significant element to this attraction base is the variety of accommodation options ranging from resorts, motels, caravan parks, holiday houses and holiday units. The opportunity for short term letting of houses and units, particularly along the coastline has emerged as a popular accommodation option through the likes of online holiday rental companies at the expense of local resorts that rose to popularity in the 1980s and 90s. This has seen a conversion of resorts such as Pelican Beach Resort and part of the Pacific Bay and Opal Cove Resorts to residential allotments with pressure for the conversion of tourist resorts to housing lots likely to continue into the future.

It is evident that approximately 19% of annual international visitor nights were spent at rented houses/apartments/units/flats (78,000 nights) which is comparatively low compared to NSW's proportion of nights spent within that accommodation type (42%). In contrast, a higher proportion of international visitor nights are spent in caravans and backpacker hostels reflecting the broad offering of this form of accommodation across the coast.

Accommodation types (nights)	000's	LGA %	NSW %
Home of friend or relative (no payment required)	121	29	30
Rented house/apartment/unit/flat	78	19	42
Backpacker/hostel	73	17	6
Caravan	46	11	1
Hotel, resort, motel, motor inn	46	11	11



3.

Our communities have evolving housing and accommodation needs

“Tourism continues to be an important industry for Coffs Harbour with approximately 1,600,000 international overnight, domestic overnight and domestic daytrip visitors attracted on an annual basis.”

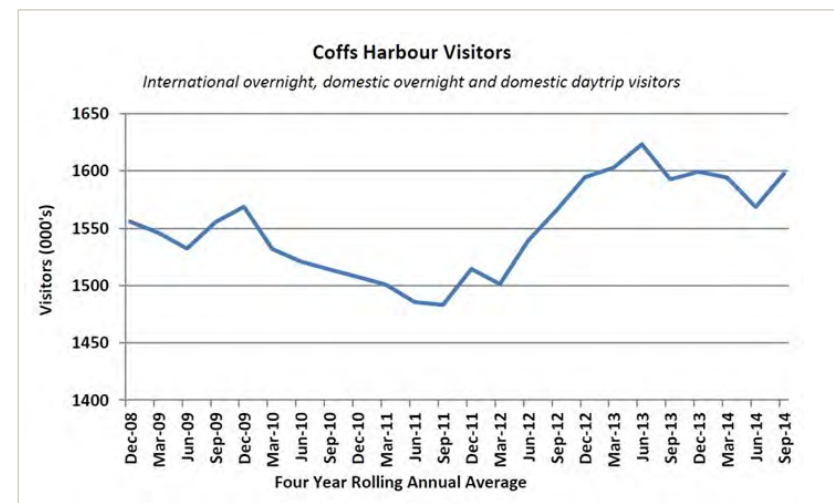
In terms of domestic nights, the highest proportion of nights were spent in hotels, resorts, motels or motor inns (32%) with only 12% of nights being spent within rented houses, apartments, flats or units.

Accommodation types (nights)	000's	LGA %	NSW %
Hotel, resort, motel or motor inn	761	32	25
Friends or relatives property	664	28	39
Caravan park or commercial camping ground	459	19	13
Rented house, apartment, flat or unit	286	12	10

It is acknowledged that short-term accommodation/holiday letting in traditional residential areas can have adverse amenity impacts on nearby residents particularly in relation to noise nuisance, parking and general amenity. It is evident that these types of uses are becoming increasingly common within established, traditionally low density residential areas.

It was noted within the LGMS Review – Stage 1 Issues Report that the majority of holiday rentals in the LGA would not meet the definition of a bed and breakfast establishment and are by default prohibited in all residential zones except the R1 General Residential Zone under the Coffs Harbour LEP 2013.

An audit of independent online holiday rentals available to book within close proximity to Coffs Harbour’s CBD found that there were over 150 home rentals and 80 apartment rentals available within Coffs Harbour with many of these located within the R2 – low density residential zone. This issue is not isolated to Coffs Harbour with other urban localities across NSW experiencing similar issues. It is recommended that this issue is further investigated within the Phase 2 Residential Strategy in order to determine whether a planning control response is required within the DCP.



Potential options to address future household and accommodation needs

It is evident that Coffs Harbour has evolving housing and accommodation needs. As such, a robust residential strategy is needed with careful consideration given to the location, type, timing and overall supply of new residential dwellings required to meet projected population growth.

The table to the right identifies a range of existing and emerging issues/ challenges along with key options for further consideration within the Coffs Harbour Residential Strategy.

ISSUES/CHALLENGES	KEY OPTIONS FOR FURTHER CONSIDERATION WITHIN THE RESIDENTIAL STRATEGY
<p>Promotion of dwelling variety and choice to respond to the increasing proportion of lone person households and couples without dependents.</p>	<ul style="list-style-type: none"> / Implementation of a residential design guideline/policy / Introduction of further development controls that encourage a diversity of housing types in close proximity to neighbourhood centres / Graduated planning standards relating to building use and context / Use of the DCP to require a mix of one, two and three bedroom stock in new residential developments / Allowance for secondary or dual occupancy dwellings where allotment sizes are large
<p>Ensuring that appropriate mechanisms are in place to promote housing affordability</p>	<ul style="list-style-type: none"> / Audit existing planning controls and assess the impact of proposed regulations on housing affordability / Fast-tracked approvals for preferred development types
<p>Changing tourism trends and the impact of houses and units being used for holiday accommodation on the coastal strip and low density residential areas</p>	<ul style="list-style-type: none"> / Consideration of allocating specific areas within a holiday tourist accommodation zone / An integrated tourism strategy / Develop a set of controls/criteria to assess applications for holiday letting / Introduce a new land use category for holiday letting within existing dwelling houses and require consent for this use where in the R2 Low Density Residential, R3 Medium Density Residential, R4 High Density Residential and R5 Large Lot Residential zones

“Encourage a range of dwelling types to respond to an increasing proportion of smaller households”.



“Ensure appropriate measures are in place to promote housing affordability”.



“Address impacts of changing tourism and accommodation trends”.



4.

We need to better define the character of our residential zones

“Mechanisms and strategies to encourage infill residential development within Centre and Mixed Use Zones should be investigated in light of their proximity to retail and commercial services”

Context

A strategic broad-scale review of whether the existing residential zones in Coffs Harbour are achieving their original design purpose is required. This needs to consider the location and need for residential zones in the context of their location as well as what residential land uses (e.g. detached houses, multi-unit dwelling, townhouses) should be permissible within each zoning. It is understood that during the preparation of the Coffs Harbour LEP 2013, work concentrated on fitting the existing zones as much as possible into the template of the standard instrument LEP rather than ascertaining whether the existing residential zones are achieving their original design purpose.

A general high-level audit of the built form outcomes of existing residential zones against their original design purpose has been carried out with findings summarised in the table to the right.

It is also noted that a range of compatible residential uses are permitted with consent in other zones including the:

- / B1 Neighbourhood Centre Zone
- / B2 Local Centre Zone
- / B3 Commercial Core Zone
- / B4 Mixed Use Zone.

These zones support diverse residential uses alongside a mix of retail, commercial and community activities. It is considered that these zones reinforce Coffs Harbour’s centres hierarchy and play an important role in encouraging diverse residential outcomes in accessible locations to maximise public transport usage and encourage walking and cycling. Mechanisms and strategies to encourage appropriate infill residential development within these zones should be further investigated in light of their proximity to retail and commercial services.

ZONE	RESIDENTIAL LAND USES PERMISSIBLE WITH CONSENT WITHIN THE ZONE	OBJECTIVES PRESCRIBED WITHIN THE LEP	EXISTING LOCATION CONTEXT AND LAND USE OUTCOMES.	EXAMPLES
R1 General Residential	Attached dwellings Boarding houses Dwelling houses Eco-tourist facilities Group homes Multi dwelling housing Residential accommodation Residential flat buildings Semi-detached dwellings Seniors housing Shop top housing Tourist and visitor accommodation	<ul style="list-style-type: none"> / To provide for the housing needs of the community / To provide for a variety of housing types and densities / To enable other land uses that provide facilities or services to meet the day to day needs of residents / To encourage the provision of appropriately scaled tourist and visitor accommodation and tourist-related development in locations where it can be adequately provided with services and where the scale and intensity of the development does not detrimentally impact on adjoining, predominantly residential land uses / To support active and safe mixed uses at street level compatible with residential living 	<p>The R1 General Residential zone is predominantly located within close proximity to Coffs Harbour’s Central Business District in the following localities:</p> <ul style="list-style-type: none"> / Ocean Drive – Park Beach / Camperdown Street, Coffs / North Boambee Valley / Summit Drive / Wharf Street Woolgoolga / Korora off Pacific Highway / Twenty Second Avenue. <p>This zone largely fulfils its function of facilitating a mix of residential and visitor accommodation outcomes supported by other facilities and services. The prevalence of this zoning in the context of its location in close proximity to the coastline and existing centres is also considered logical.</p> <p>The range of residential land uses permissible with consent within the zone is appropriate in the context of the zone’s overall objectives.</p>	
R2 Low Density Residential	Attached dwellings Bed and breakfast accommodation Boarding houses Dual occupancies Dwelling houses Group homes Semi-detached dwellings Seniors housing Shop top housing	<ul style="list-style-type: none"> / To provide for the housing needs of the community within a low density residential environment / To enable other land uses that provide facilities or services to meet the day to day needs of residents 	<p>The R2 Low Density Residential zone is the primary residential zoning covering large proportions of Coffs Harbour’s coastal settlements and outlying suburban areas. It is seen to largely fulfil its objectives as defined within the LEP to provide for the housing needs of the community within a low density environment. It doesn’t appear to be getting widely utilised for other local functions including neighbourhood facilities as identified within the LEP’s objective for the zone. This has resulted in the isolation of residential estates from local neighbourhood services in some localities such as Bonville, Bundagen and Boambee.</p>	
R3 Medium Density Residential	Attached dwellings Backpackers’ accommodation Bed and breakfast accommodation Boarding houses Group homes Multi dwelling housing Residential accommodation Seniors housing	<ul style="list-style-type: none"> / To provide for the housing needs of the community within a medium density residential environment / To provide a variety of housing types within a medium density residential environment / To enable other land uses that provide facilities or services to meet the day to day needs of residents / To ensure that medium density residential environments are of a high visual quality in their presentation to public streets and spaces 	<p>A large area of R3 Medium Density Residential zoned land is located between Coffs Harbour’s commercial core and the Marina, in the corridor along Harbour Drive. A significant area of Medium Density Residential zoned land frames Coffs harbour’s commercial core to the south and west. Medium Density Residential zoned areas are also located within larger coastal towns including Sawtell, Emerald Beach and Woolgoolga.</p> <p>The Medium Density Residential Zone forms a logical frame to Coffs Harbour’s commercial core and other town centres along the coastal strip. It is evident from Atlas.ID’s social atlas density map that much of the land zoned for medium density residential development is still occupied by separate residential dwelling; however, recent development activity has seen a number of attached dwelling forms being constructed within this zone.</p>	

ZONE	RESIDENTIAL LAND USES PERMISSIBLE WITH CONSENT WITHIN THE ZONE	OBJECTIVES PRESCRIBED WITHIN THE LEP	EXISTING LOCATION CONTEXT AND LAND USE OUTCOMES.	EXAMPLES
R4 High Density Residential	Bed and breakfast accommodation Boarding houses Residential accommodation Residential flat buildings Shop top housing	/ To provide for the housing needs of the community within a high density residential environment / To provide a variety of housing types within a high density residential environment / To enable other land uses that provide facilities or services to meet the day to day needs of residents / To ensure that high density residential environments are of a high visual quality in their presentation to public streets and spaces	<p>The R4 High Density Residential Zone is confined to three areas immediately surrounding Coffs Harbour's commercial core. It is clear that this zoning is not currently fulfilling its objectives as described within the Coffs Harbour LEP 2013. This is potentially due to a combination of factors including a lack of interest from developers and a lack of demand for high density residential typologies in these particular locations. A high proportion of the allotments zoned within the R4 zone are long narrow blocks in single ownership. This makes it difficult for high density development to be achieved without the consolidation of adjoining allotments.</p> <p>In contrast, it is clear that higher density residential products have been recently developed in other locations closer to the coastline including Ocean Drive, Park Beach and Camperdown Street in Coffs Harbour.</p> <p>The need for the R4 High Density Residential zone in the context of its current location is questioned due to the lack of amenity and it is considered that a Medium Density Residential, General Residential or Mixed Use zoning allocation would be more appropriate as a frame to Coffs Harbour's commercial core.</p>	
R5 Large Lot Residential	Bed and breakfast accommodation Dual occupancies Dwelling houses Eco-tourist facilities Farm stay accommodation Group homes	/ To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality / To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future / To ensure that development in the area does not unreasonably increase the demand for public services or public facilities / To minimise conflict between land uses within this zone and land uses within adjoining zones	<p>The Large Lot Residential Zoning is broadly applied within Coffs Harbour's outer suburban areas of localities such as Woolgoolga, Emerald Heights, Korora and Coramba as well as surrounding inland villages to the west of the Pacific Highway such as Nana Glen. It is noted that Planning Proposals (PP) for the purposes of large lot residential development have also been prepared for Bonville and Korora/West Sapphire / Moonee. These Planning Proposals are likely to be finalised in 2016/2017.</p> <p>The zoning plays an important role in protecting the rural character of inland villages and their surrounds and thus should continue to be protected from development intensification.</p>	

Potential options for further consideration within the Coffs Harbour residential strategy

The table below summarises the issues in relation residential zoning that require further consideration within the Residential Strategy along with associated options for further consideration within the community engagement process and residential strategy.

ISSUES	KEY OPTIONS FOR FURTHER CONSIDERATION WITHIN THE RESIDENTIAL STRATEGY
Appropriate zoning controls for tourist accommodation	/ Investigate the prospect of having a Tourist Residential Zone that functions separate from the existing residential zones
The lack of high density development occurring within the existing areas zoned within the R4 High Density Residential Zone	/ Reconsider the need for a High Density Residential Zoning designation in its current location and investigate whether it would be more appropriate to rezone these areas for either medium density residential, general residential or mixed use development / Investigate whether areas of particular amenity value e.g. within walking distance of the coastline or wharf and a more appropriate location for the R4 High Density Residential Zoning
Encouraging the development of mixed use residential outcomes within the Centres Zones (Neighbourhood Centre, Local Centre and Commercial Core) and Mix Use Zone	/ Consider mechanisms for achieving better utilisation of the Mixed Use and Centres zones for integrated residential, retail and commercial outcomes / Consider expanding the distribution of mixed use zoning allocations across Coffs Harbour within strategic locations

5.

Built form and design controls

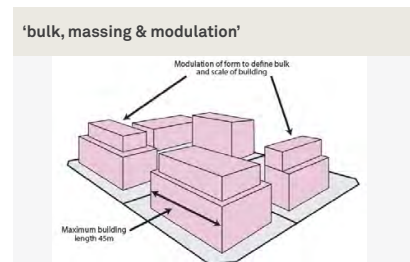
“Development needs to exhibit design excellence that contributes to the natural, cultural, visual and built character values of Coffs Harbour”

Context

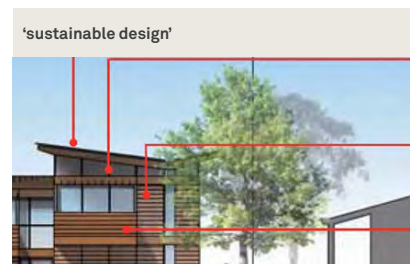
It is acknowledged that there needs to be an increased focus on design-led outcome for residential development in Coffs Harbour. As part of this, there needs to be an emphasis on how to achieve design excellence, energy efficient designs, smart/adaptable dwelling types and options to encourage diversity in dwelling products.

In addition, due consideration should be given to identifying an appropriate design vernacular for Coffs Harbour and reinforcing and reflecting this within the relevant built form controls in the DCP.

As identified within the Local Growth Management Strategy Issues Report, 'compact development cannot be considered without concurrently looking at the quality of design. High-quality design provides accessibility to urban amenities, and ready access to destinations'.



Source: Coffs Harbour DCP 2015, built form controls



Source: Hassell 2008, North Coast Design Guidelines

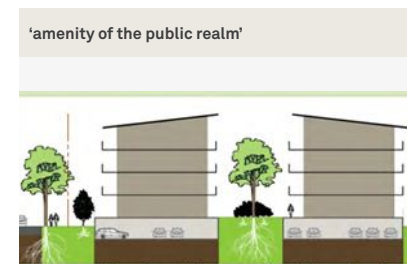
Coffs Harbour LEP Design Excellence Clause

It is considered that there is an opportunity to better reflect the Coffs Harbour LEP Design Excellence Clause within the residential built form controls of the DCP 2015 through the use of illustrations and diagrams.

Whilst the DCP Residential Built Form Controls are seen to adequately reflect the Design Excellence Clause provisions through the wording of built form requirements, many of the requirements could be strengthened through the use of diagrams and illustrations. This is particularly relevant for design aspects such as architectural finishes, building materials and landscape outcomes.

The objective of the Design Excellence Clause is to ensure that development exhibits design excellence that contributes to the natural, cultural, visual and built character values of Coffs Harbour. It is stated within the LEP that development consent must not be granted for development on land to which this clause applies unless the consent authority considers that the development exhibits design excellence.

The images and diagrams on this page provide exemplar illustrations that visualise aspects of the LEP Design Excellence Clause and residential built form controls of the DCP. Further use of these types of illustrations within the DCP could provide additional guidance to development proponents and assessment officers in ensuring quality built form and design outcomes are being achieved.

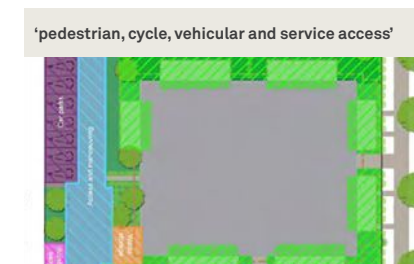


Source: Moreton Bay Regional Council, Residential Design PSP 2015

Coffs Harbour's Design Vernacular

The North Coast Design Guideline provides a useful framework for Coffs Harbour City Council in determining appropriate planning responses to maintain and enhance the character of settlements in the context of sustained growth.

The ongoing preservation of Coffs Harbour's natural and residential built character is an important factor in supporting the areas' attractiveness to live, work and visit. As identified within the North Coast Design Guideline, the Coffs Harbour Coast is renowned for its relaxed lifestyle, subtropical climate and coastal settlements located within a distinct landscape. These elements should form the basis for defining Coffs Harbour's design vernacular and should be appropriately reflected within the residential built form controls of the DCP.



Source: Moreton Bay Regional Council, Residential Design PSP 2015

Coastal Settlements



Distinctive Landscape



Relaxed Lifestyle



Subtropical Design



Grouping of built form controls by residential development types

It would also be useful to further investigate the prospect of grouping residential built form controls by residential types within the DCP. A logical grouping would be to separate design requirements by the following residential dwelling typologies:

- / dwelling houses, dual occupancies and semi-detached dwellings
- / attached dwellings, multi dwelling houses
- / residential flat buildings, serviced apartments and shop top housing.

This could assist in reinforcing quality design-led outcomes specific to residential built form types.

Dwelling houses, dual occupancies & semi-detached dwellings



Attached dwellings & multi dwelling houses



Residential flat buildings, serviced apartments and shop-top housing



5.

Built form and design controls

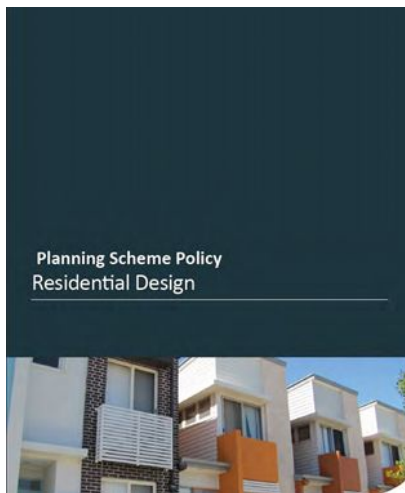
“The Coffs Harbour coast is renowned for a relaxed lifestyle, subtropical climate and coastal settlements located within a distinctive landscape”

Case study example: Moreton Bay Regional Council Residential Design Planning Scheme Policy

Moreton Bay Regional Council's recently adopted Residential Design Planning Scheme Policy provides a useful example of a design-led, highly visual approach to representing desired residential outcomes within a Council area. The purpose of the policy is to:

- / provide additional information in the form of images and explanatory text to provide guidance about satisfying assessment criteria identified in the planning scheme
- / encouraging more innovative and site specific design solutions and less 'cookie cutter' development
- / increase stakeholder understanding of the range of housing types that fill the 'gap' between detached and attached dwellings.

The use of diagrams, illustrations and photographs within a residential design guideline/policy would be a useful instrument in promoting the design-led outcomes sought by CHCC. Furthermore, it would provide a practical tool for both planning development assessment officers and developers in assessing the appropriateness of proposed development outcomes.



<p>Typical Form</p> <p>Attached</p> <p>Typical Height: 4 – 6 storeys Typical Site Cover: 40% - 75% (depending on lot size and building height) Open Space: Balconies Car parking Configuration: Semi-basement / sleeved ground level / basements Street Road Hierarchy: Access Street / Local Collector / District Collector / Sub-Arterial Road</p> <p><small>Note: Uses in this form may include: Retirement facility, Residential care facility, Rooming accommodation, Short term accommodation.</small></p>	<p>(Kawana)</p>
<p>(Cotton Tree)</p>	<p>Description</p> <p>Medium rise apartments are between four and six storeys in height and contain a group of dwellings that are attached by a common floor/ceiling/wall and are titled by way of a building format plan (units are located above or below each other). Dwellings have their own private open space, usually in the form of a balcony, but share facilities such as car parking and driveways and may have communal open space. Access to each unit is usually through common property. Units are typically located above basement or semi-basement car parking or in the case of mixed use buildings units are located above commercial or retail uses.</p> <p>(Kawana)</p>

Source: Moreton Bay Regional Council, Residential Design PSP 2015

Built form and design options for further consideration within the Residential Strategy

The following potential options are recommended for further consideration within the community engagement process and Residential Strategy:

- / development of a Residential Design Guideline as an appendix to the DCP with visual illustrations of design requirements. This could use the existing North Coast Design Guideline as a framework whilst appropriately reflecting a local Coffs Harbour 'design vernacular'
- / defined design-led outcomes grouped into three broad residential use types within the residential development component of the DCP.

ISSUES	KEY OPTIONS FOR FURTHER CONSIDERATION WITHIN THE RESIDENTIAL STRATEGY
A lack of supporting diagrams and images to illustrate built form and design controls	/ Development of a Residential Design Guideline as an appendix to the DCP with visual illustrations of design requirements. This could use the existing North Coast Design Guideline as a framework whilst appropriately reflecting a local Coffs Harbour 'design vernacular'
A lack of specific design led controls for different residential use types	/ Defined design-led outcomes grouped into three broad residential use types within the residential development component of the DCP



6.

We need to consider 'place' based planning and character precincts

"Both coastal and inland settlements have unique character attributes that are valued by the community and attract visitors to the region"

Context

A review of Coffs Harbour's special locality 'character' precincts is required as well as a determination as to whether unique built form outcomes need to be implemented in each of these areas. These areas need to be identified and the 'place character' of each of these areas discussed in collaboration with the community and residents of these areas.

Coffs Harbour's towns and villages have developed a distinct character which has been shaped by their development in the context of a subtropical climate and temperate landscape. Both coastal and inland settlements have unique character attributes that are valued by the community and attract visitors to the region.

Character: A reflection of settlement hierarchy

As identified within the North Coast Urban Design Guidelines (Hassell, 2008), the 'distinctive regional context of the North Coast sets the scene for a range of settlement types, sizes and formats, offering a range of housing choices, affordability and services'. This settlement typology is reflected within the Coffs Harbour LGA and is broadly broken up into the following categories:

- / regional centres
- / towns
- / coastal villages
- / inland villages.

The typology of Coffs Harbour's settlements forms the basis for the residential character of each locality and provides a useful framework in considering 'place' based planning.



Regional Centre - Coffs Harbour City

- / Favourable strategic setting with major transport infrastructure
- / Diverse range of dwelling types
- / Performs the essential role of a regional hub
- / Highest order of civic, cultural, recreational, retail and residential uses
- / High quality public domain including street and parks



Towns - Woolgoolga

- / Clearly identifiable commercial/ retail/community centre
- / Wide range of services
- / Supports a diverse range of dwelling types



Inland villages - Nana Glen

- / Strong sense of community
- / Compact, well defined commercial core
- / Low density residential development surrounding the core



Coastal villages - Emerald Beach

- / Strong sense of community
- / Walkable
- / Variety of settlement types
- / Low density (1-2 storeys)
- / Holiday accomodation

6.

We need to consider 'place' based planning and character precincts

Neighbourhood planning principles

One of the key actions identified within the Mid North Coast Regional Strategy is that 'Councils will prepare desired character statements for their localities, having regard for the Department's North Coast Urban Design Guideline. Provisions should be included in development control plans to ensure that new development enhances the desired character and is based on the neighbourhood planning principles.'



/ A range of land uses provide the right mix of houses, jobs, open space, recreational space and green space



/ Easy access (including public transport where viable) to major centres with a full range of shops, recreational facilities and services along with smaller village centres and neighbourhood shops



/ Jobs available locally and regionally reducing travel times and the demand for transport services



/ Streets and suburbs planned so that residents can walk and cycle to shops for their daily needs



/ A wide range of housing choices to provide for different needs and incomes. Traditional houses on their own block will be available along with smaller lower maintenance homes, units and terraces

Desired character statements & design controls for specific localities

There are a range of localities within Coffs Harbour that exhibit unique character elements. These character elements can be reinforced and protected through the implementation of special development design requirements within the residential built form controls of the DCP as is the case with the Sawtell Village Precinct.

It is acknowledged that the existing DCP has special area controls for a range of precincts including:

- / Boambee Creek
- / Coffs Harbour Arthur St Precinct
- / Coffs Harbour City Core Precinct
- / Coffs Harbour Jetty Business Precinct
- / Coffs Harbour Victoria St. Precinct
- / East Moonee, Emerald Beach, Hearnese Lake/Sandy Beach (deferred)
- / Korora Large Lot Residential
- / North Boambee Valley East
- / North Bonville
- / Sawtell Village Precinct
- / South Coffs
- / West Coffs
- / West Moonee (deferred)
- / West Woolgoolga.

The Mid North Coast Regional Strategy recognises the need for Councils to identify desired character statements for their localities. Whilst it is acknowledged that some special area controls apply to the precincts identified above, there is scope to include stronger character statements aided by design requirements and exemplar images. This would serve to provide greater emphasis on

Options for further consideration within the Residential Strategy

As an initial exercise, it is important that a collaborative discussion is held with the community to identify localities of particular character value and indicate the distinct landscape or design features that characterise each of the localities.

ISSUES	KEY OPTIONS FOR FURTHER CONSIDERATION WITHIN THE RESIDENTIAL STRATEGY
Identifying, reinforcing and protecting the unique landscape and built form character elements of localities	<ul style="list-style-type: none"> / Collaborative discussion with the community to identify localities of particular character value / Identify distinct landscape or design features that characterise each locality
Inclusion of appropriate planning provisions within the DCP to support a 'place' based approach to different localities	<ul style="list-style-type: none"> / Inclusion of strong desired character statements and objectives for identified character precincts / Tailored design requirements supported by illustrations and diagrams for each character precinct



7.

Summary and next steps

Summary

The first phase of the Coffs Harbour Residential Strategy has identified a range of emerging issues and associated options for further investigation within the project's community engagement process and the second phase of the residential strategy.

The table below summarises the major challenges associated with the five key issues identified by CHCC and provides a range of options for further exploration within the Phase 2 – Residential Strategy.

KEY ISSUE THEMES	ISSUES / CHALLENGES	POTENTIAL OPTIONS TO ADDRESS ISSUES/CHALLENGES THAT REQUIRE FURTHER INVESTIGATION
1. We have a growing and changing community	Decentralised population growth within greenfield developments resulting in an absence of defined neighbourhood centres and isolation of communities from key goods and services	/ Limit the identification of additional greenfield development locations to prevent urban sprawl / Focus on a place based approach to growth localities in order to promote definitive identity and character / Support diverse, accessible and adaptable dwelling typologies within the DCP in order to meet anticipated population growth and lifestyle preferences / Strategic identification of appropriate infill residential locations close to existing centres
	An ageing population reflected by a higher proportion of the overall population falling within the 65-85 year age category. This trend has a number of implications for the future provision of housing and service types within the Coffs Harbour LGA	/ Support a range of flexible dwelling outcomes within walking distance of neighbourhood centres to cater for an ageing population / The undertaking of a social infrastructure needs assessment to confirm projected demand for specialised residential/healthcare facilities within the Coffs Harbour LGA / Ensure a proportion of all new housing is adaptable, thus enabling residents to age in place
	Low proportion of the total population within the 20 -29 age category which is typically characterised by the tertiary education and young workforce service age groups.	/ Marketing of university/TAFE precinct to the wider Mid North coast region to try and retain/attract people within the tertiary education and young workforce service age groups. / Consideration of further compact 'college style' affordable residential offerings in close proximity to the education precinct as a mechanism to attract young people
2. Our communities have evolving household and accommodation needs	Promotion of dwelling variety with a compact urban form to respond to the increasing proportion of lone person households and couples without dependents.	/ Implementation of a residential design guideline/policy / Introduction of further development controls that encourage a diversity of housing types in close proximity to neighbourhood centres / Graduated planning standards relating to building use and context / Use the DCP to require a mix of one, two and three bedroom stock in new residential developments / Allowance for secondary or dual occupancy dwellings where allotment sizes are large
	Ensuring that appropriate mechanisms are in place to promote housing affordability	/ Audit existing planning controls and assess the impact of proposed regulations on housing affordability / Fast-tracked approvals for preferred development types
	Changing tourism trends and the impact of houses and units being used for holiday accommodation on the coastal strip and low density residential areas	/ Consideration of allocating specific areas within a holiday tourist accommodation zone / An integrated tourism strategy / Develop a set of controls/criteria to assess applications for holiday letting / Introduce a new land use category for holiday letting within existing dwelling houses and require consent for this use where in the R2 Low Density Residential, R3 Medium Density Residential, R4 High Density Residential and R5 Large Lot Residential zones

KEY ISSUE THEMES	ISSUES / CHALLENGES	POTENTIAL OPTIONS TO ADDRESS ISSUES/CHALLENGES THAT REQUIRE FURTHER INVESTIGATION
<p>3. We need to better define the character of our residential zoning outcomes</p>	<p>Appropriate zoning controls for tourist accommodation</p> <hr/> <p>The lack of high density development occurring within the existing areas zoned within the R4 High Density Residential Zone</p> <hr/> <p>Encouraging the development of mixed use residential outcomes within the Centres Zones and Mix Use Zone</p>	<p>/ Investigate the prospect of having a Tourist Residential Zone that functions separate from the existing residential zones</p> <hr/> <p>/ Reconsider the need for a High Density Residential Zoning designation in its current location and investigate whether it would be more appropriate to rezone these areas for either medium density residential or mixed use development</p> <p>/ Investigate whether areas of particular amenity value e.g. within walking distance of the coastline or wharf and a more appropriate location for the R4 High Density Residential Zoning</p> <hr/> <p>/ Consider mechanisms for achieving better utilisation of the Mixed Use and Centres zones for integrated residential, retail and commercial outcomes</p> <p>/ Consider expanding the distribution of mixed use zoning allocations across Coffs Harbour within strategic locations</p>
<p>4. We need a strategic review of our built form and design controls and how they are administered</p>	<p>A lack of supporting diagrams and images to illustrate built form and design controls</p> <hr/> <p>A lack of specific design-led controls for different residential use types</p>	<p>/ Development of a Residential Design Guideline as an appendix to the DCP with visual illustrations of design requirements. This could use the existing North Coast Design Guideline as a framework whilst appropriately reflecting a local Coffs harbour 'design vernacular'</p> <hr/> <p>/ Defined design-led outcomes grouped into three broad residential use types within the residential development component of the DCP</p>
<p>5. We need to consider 'place' based planning and character precincts</p>	<p>Identifying, reinforcing and protecting the unique landscape and built form character elements of localities</p> <hr/> <p>Inclusion of appropriate planning provisions within the DCP to support a 'place' based approach to different localities</p>	<p>/ Collaborative discussion with the community to identify localities of particular character value</p> <p>/ Identify distinct landscape or design features that characterise each locality</p> <hr/> <p>/ Inclusion of strong desired character statements and objectives for identified character precincts</p> <p>/ Tailored design requirements supported by illustrations and diagrams for each character precinct</p>

7.

Summary and next steps

Next steps

The early issues and options identified as part of this draft report will be discussed as part of the community engagement process. This will allow issues and associated options to be refined in line with the level of significance that the community and industry place on them. In addition, other residential issues may be identified which will thus be addressed within the final Issues and Options Paper and investigated in more depth within the Residential Strategy.

Key questions for consideration within the stakeholder and community engagement process

A number of key questions will be derived from the investigation that will assist in gaining valuable feedback from members of the community, the development industry and Council. These questions will broadly correspond with the key issue themes explored within the report and will be combined with a range of other basic demographic questions to determine the characteristics of the respondents.

These questions will be incorporated within an online community surveys which will be one of the key components of the community engagement process.

Community, industry and Council stakeholder engagement workshops will also play an important role in assessing the significance of each of the residential issue identified within the preliminary report and will also guide potential options, strategies and mechanisms to address them.

KEY ISSUE THEMES

1. **We have a growing and changing community**

2. **Our communities have evolving household and accommodation needs**

3. **We need to better define the character of our residential zoning outcomes**

4. **We need a strategic review of our built form and design controls and how they are administered**

5. **We need to consider 'place' based planning and character precincts**

Acknowledgements

Population, household and dwelling data has been sourced from information presented by .id The Population Experts on Coffs Harbour City Council's community profile webpage. This data has been largely derived from the ABS 2011 Census of population and housing. Other key sources referenced within the report include:

- / HASSELL 2008, North Coast Urban Design Guidelines, prepared for the NSW Department of Planning
- / Moreton Bay Regional Council 2015, Residential Design Planning Scheme Policy
- / Coffs Harbour City Council 2015, Development Control Plan
- / NSW Department of Planning 2006, Mid North Coast Regional Strategy
- / New South Wales Government, Coffs Harbour Local Environmental Plan 2013
- / Coffs Harbour City Council 2015, Coffs Economic Update.





COFFS HARBOUR

Residential Strategy
Issues & Options Paper



REPORT TO ORDINARY COUNCIL MEETING

MULTICULTURAL POLICY

REPORTING OFFICER:	Community Development Officer
DIRECTOR:	Director, Sustainable Communities
COFFS HARBOUR 2030:	Looking After Our Community
	LC1.1 Build pride and identity in Coffs Harbour as a community and a place
	LC1.4 Promote a caring, inclusive and cohesive community
	LC1.5 Support the vulnerable and disadvantaged
	LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
	LC3.2 Engage the community and other levels of government in securing outcomes
	LC4.3 Support activities and events that help us celebrate our diversity
ATTACHMENTS:	ATT Multicultural Policy

Recommendation:

That Council adopts the Multicultural Policy (attached) to guide Council's service provision, planning, advocacy and community development for its culturally diverse community.

EXECUTIVE SUMMARY

This report seeks Council's support and adoption of a Multicultural Policy to replace a Multicultural Program and Action Plan which concluded in 2014. This Policy will guide Council's service provision, planning, advocacy and community development for its culturally diverse community, and assist Council in meeting its legislative requirements regarding adhering to the *Principles of Multiculturalism*.

REPORT

Description of Item:

Section 8 of the Local Government Act 1993 states that NSW councils are required to provide after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed effectively. Further, councils are required to exercise their functions in a manner that is consistent with, and actively promotes, the *Principles of Multiculturalism*.

In 2000, the NSW Government passed legislation which made the *Principles of Multiculturalism* the law of the State and a statutory requirement for all government agencies, including local government.

In late 2003, the NSW Government requested the Department of Local Government and Multicultural NSW (at that time known as the Community Relations Commission for a Multicultural NSW) work together to assist and assess the effectiveness of NSW local councils in observing the principles of multiculturalism in the conduct of their affairs.

In December 2010, Coffs Harbour City Council adopted a Multicultural Policies and Services Program 2010-2014 and Multicultural Action Plan 2011-2014 to guide the delivery of services and programs to the culturally and linguistically diverse (CALD) sector of our multicultural community. The terms of reference of these documents expired in 2014.

The attached Multicultural Policy has been developed to introduce a more holistic approach to the way the organisation promotes multiculturalism and meets the needs of Coffs Harbour's CALD community. The policy will help guide Council in meeting its legislative responsibilities and support Council to provide accessible and equitable services and programs, as appropriate, to the CALD community now and into the future.

The Multicultural Policy will assist Council in meeting its legislative requirements regarding adhering to the principles of multiculturalism and is submitted for Council's consideration and adoption.

Issues:

Council's former Multicultural Policies and Services Program and Action Plan, implemented in 2010/11, addressed our legislative responsibilities and were the foundation for engagement with our multicultural community. However, although there have been some significant milestones realised over the last four years, more can be done regarding the way the organisation provides its services and programs to this sector of the community and this new policy seeks to address this. By engaging staff more comprehensively in any new initiatives and, where possible, allocating funds to ensure outcomes are achieved and measured, greater adherence to the principles is anticipated.

The Multicultural Policy will support the organisation to deliver its programs and services in ways that acknowledge and meet the needs of the growing cultural diversity of the region in order to strengthen social cohesion, promote belonging, respect diversity and foster engagement with our multicultural community.

The application of the policy will require further analysis and consultation with relevant staff to determine how this might be best achieved. Any actions required to effectively implement the policy will be outlined within Council's Delivery Program and Operational Plan.

Additionally, the organisation and its staff will be encouraged to embrace the policy and take greater responsibility and ownership to ensure its implementation across the organisation.

Options:

The following options are available to Council.

1. That Council adopts the recommendation to implement a Multicultural Policy.
2. That Council amend the Multicultural Policy.
3. That Council rejects the recommendation to adopt a Multicultural Policy and looks at other alternatives to meet its legislative requirements.

Sustainability Assessment:

- **Environment**

The Multicultural Policy may have an impact on how information around environmental issues is provided to our CALD communities.

- **Social**

The *Principles of Multiculturalism Act 2000* provides guidance to all public authorities, including councils, on recognising and promoting the benefits of cultural diversity in NSW.

The proposed Multicultural Policy has been developed to assist the organisation meet its legislative responsibilities in ensuring that Council provides accessible and equitable services and programs to its CALD community now and in the future.

- **Civic Leadership**

Council is well placed to lead the local community in promoting the *Principles of Multiculturalism*. The adoption of a new policy to influence and guide the way Council provides its services and programs to the City's CALD community demonstrates leadership in its civic responsibilities.

The policy reflects the *Coffs Harbour 2030 Community Vision*, which states:

"We have respect for, and learn from, our diverse communities of many ages and cultures.

We are healthy, caring and actively engaged in our communities.

We value all people and use the goodwill in our community to build a better future for our children.

We think globally and act locally."

- **Economic**

Broader Economic Implications

There are no economic implications associated with adoption of the policy. However, the policy will assist in the provision of programs and services that will support the multicultural community in having a positive impact on the economic sustainability of Coffs Harbour.

Delivery Program/Operational Plan Implications

Council's Community Services budget includes allocations for staff costs and events to support programs with a multicultural focus. Going forward, further consultation with relevant staff will be required to determine an appropriate and cost-effective way to verify, plan for and address identified needs of our CALD communities regarding accessible and equitable services and programs, including the setting of measurable outcomes, before any financial commitment is recommended.

Risk Analysis:

The risk to Council in not addressing its legislative responsibilities in relation to implementing the policy that supports the *Principles of Multiculturalism* is apparent. Additionally, laws around anti-discrimination and access and equity are also relevant in considering whether to adopt this policy.

Consultation:

A *draft* Multicultural Policy was developed and workshopped with relevant stakeholders including Council's Multicultural Reference Group (community advisory) and a cross-section of internal staff, to seek feedback on the policy's function, rationale and potential impact on the organisation and staff.

Related Policy, Precedents and / or Statutory Requirements:

Section 8 of the Local Government Act 1993 states that NSW Councils are required to provide after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed effectively. Further, councils are required to exercise their functions in a manner that is consistent with, and actively promotes, the principles of multiculturalism. In 2000, the NSW Government passed legislation which made the *Principles of Multiculturalism* the law of the State and a statutory requirement for all government agencies including local government.

The proposed Multicultural Policy replaces the Multicultural Policies and Services Program 2010-2014 and Multicultural Action Plan 2011-2014.


Implementation Date / Priority:

The implementation of the new Multicultural Policy will be immediate.

Conclusion:

Adherence to the Multicultural Policy will support Council's role in providing civic leadership on multicultural issues in Coffs Harbour. It will also assist Council in meeting its legislative requirements regarding adhering to the *Principles of Multiculturalism* by enshrining consideration of accessibility and equity for its culturally diverse community in Council's service provision, planning, advocacy and community development.

It is recommended that Council adopt the Multicultural Policy.

Locked Bag 155. Coffs Harbour, NSW 2450 ABN 79 126 214 487	COFFS HARBOUR CITY COUNCIL		
<h2>Multicultural Policy</h2>			
<p>Policy Statement:</p> <p>Coffs Harbour City Council's Multicultural Policy will guide the Council's work in service provision, planning, advocacy and community development for its culturally and linguistically diverse community.</p> <p>It provides a platform for collaboration and partnerships between Council, business, service providers, other tiers of government and the community where multiculturalism is accepted, respected and appreciated.</p>			
<p>Director or Manager Responsible for Communication, Implementation and Review:</p> <p>Director, Sustainable Communities</p>			
<p>Related Legislation, Division of Local Government Circulars or Guideline:</p> <ul style="list-style-type: none"> • <i>The Principles of Multiculturalism within the Community Relations Commission and Principles of Multiculturalism Act 2000</i> • <i>Equal Employment Opportunity Act (Commonwealth Authorities) 1987</i> • <i>Anti-Discrimination Act 1977 (NSW)</i> • <i>Local Government Act 1993 (NSW)</i> 			
<p>Does this document replace an existing policy?</p>		<p>No</p>	
<p>Other Related Council Policy or Procedure:</p>			
<p>Application:</p> <p>It is mandatory for all staff, councillors and delegates of council to comply with this policy.</p>			
<p>Distribution:</p> <p>This policy will be provided to all staff, councillors and delegates of council, and including:</p> <p><input type="checkbox"/> Internet <input type="checkbox"/> Intranet <input type="checkbox"/> Email <input type="checkbox"/> Noticeboard <input type="checkbox"/> ECM</p>			
<p>Approved by:</p> <p>Executive Team [Meeting date]</p> <p>Council [Meeting date & Resolution No.]</p>	<p>Signature:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>General Manager</p>		
<p>Council Branch Responsible:</p>	<p>Date of next Review:</p>		

Key Responsibilities

<i>Position</i>	<i>Directorate</i>	<i>Responsibility</i>
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.
Group and Section Leaders	All Directorates	To plan, action, communicate, implement and comply with this policy and related guidelines as it impacts your areas of responsibility.
All Council officials	Council	To comply with this policy and related procedures.

1. Introduction

In late 2003, the NSW Government requested the Department of Local Government and the Community Relations Commission for a Multicultural NSW to work together to assist and assess the effectiveness of NSW Councils in observing the principles of multiculturalism in the conduct of their affairs.

Further, councils are required to exercise their functions in a manner that is consistent with and actively promotes the principles of multiculturalism. Under the Community Relations Commission and Principles of Multiculturalism Act 2000, General Managers of NSW local councils are charged with ensuring these principles are implemented within their local government area.

The Principles are:

- (a) the people of New South Wales are of different linguistic, religious, racial and ethnic backgrounds who, either individually or in community with other members of their respective groups, are free to profess, practise and maintain their own linguistic, religious, racial and ethnic heritage*
- (b) all individuals in New South Wales, irrespective of their linguistic, religious, racial and ethnic backgrounds, should demonstrate a unified commitment to Australia, its interests and future and should recognise the importance of shared values governed by the rule of law within a democratic framework*
- (c) all individuals in New South Wales should have the greatest possible opportunity to contribute to, and participate in, all aspects of public life in which they may legally participate*
- (d) all individuals and institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language*
- (e) all individuals should have the greatest possible opportunity to make use of and participate in relevant activities and programmes provided or administered by the Government of New South Wales*

All institutions of New South Wales should recognise the linguistic and cultural assets in the population of New South Wales as a valuable resource and promote this resource to maximise the development of the State.

The Council's charter in section 8 of the Local Government Act 1993 states that NSW councils are required to:

Provide after due consultation adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively;

To exercise its functions in a manner that is consistent with and actively promotes the multicultural principles; and

To exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights.

Definitions

The following definitions are provided for a clearer understanding of the Policy’s wording and narrative.

Multiculturalism	<p>A term which describes the cultural and ethnic diversity of contemporary Australia. We are, and will remain, a multicultural society.</p> <p><i>(As a public policy multiculturalism encompasses government measures designed to respond to that diversity. It is a policy for managing the consequences of cultural diversity in the interests of the individual and society as a whole. Department of Social Services, Australia)</i></p>
Principles of Multiculturalism	<p>The principles of multiculturalism, as set out in the Community Relations Commission and Principles of Multiculturalism Act 2000, provide guidance to all public authorities, including councils, on recognising and promoting the benefits of cultural diversity in NSW.</p>
Cultural inclusiveness	<p>A culturally inclusive environment requires mutual respect, effective relationships, clear communication, explicit understandings about expectations and critical self-reflection.</p>
Community Harmony	<p>Show cohesion and inclusion and promote a tolerant and culturally diverse society.</p>
Culture	<p>Culture is the characteristics and knowledge of a particular group of people, defined by everything from language, religion, cuisine, social habits, music and arts.</p>
CALD	<p>Culturally and Linguistically Diverse</p>
Access and Equity	<p>Ensuring that all Australians, regardless of racial, religious, cultural or language backgrounds enjoy full access services to which they are entitled.</p> <p><i>(Australia’s Multicultural Access and Equity Policy: Respecting diversity. Improving responsiveness acknowledges that we live in a multicultural society and there is an obligation on Australian Government departments and agencies to provide equitable access to services regardless of the cultural or linguistic background of clients. Department of Social Services, Australia)</i></p>

2. Policy Content

The Multicultural Policy is designed to support and celebrate Coffs Harbour City Council's multicultural community, inform the quality of and access to Council services for multicultural communities and commits Council to working internally with its own staff and systems, and externally by engaging meaningfully with the community.

Coffs Harbour City Council's Multicultural Policy aims to achieve the following objectives:

Objective 1: Leadership

Council actively promote and are accountable for the implementation of the Principles of Multiculturalism both within the organisation and to the wider community.

Objective 2: Community Harmony

That Council work with communities and stakeholders to develop and deliver activities and initiatives that promote social inclusion and inclusiveness.

Objective 3: Access and Equity

That Council endeavour to ensure its information, programs, services and facilities are accessible and all community members have opportunities to enhance their overall social, cultural and economic wellbeing.

Objective 4: Economic and Cultural Opportunities

That Council in collaboration with community and stakeholders seek to develop innovative models of promoting the benefits of cultural diversity as a social, cultural and economic asset for the LGA.

Objective 5: Planning and Engagement

That Council's approach to integrated planning and community engagement embraces our community diversity and ensures inclusivity.

3. Consultation

Consultation was undertaken, where appropriate, in accordance with the organisation's Community Engagement Policy and included relevant and impacted internal stakeholders.

4. References

- Community Relations Commission and Principles of Multiculturalism Act 2000
- Implementing the Principles of Multiculturalism Locally – A planning framework for Councils
- Multicultural Policies and Services Program: Multicultural Planning: A resource for practitioners

5. Appendices



REPORT TO ORDINARY COUNCIL MEETING

NO SMOKING IN PUBLIC SPACES POLICY

Motion:

Councillor Nan Cowling has given notice of her intention to move the following:

“That Council adds to its existing No Smoking in public spaces policy the use of marked lines on the ground to delineate the extent of the No Smoking areas which are currently only identified by No Smoking signs.”

Rationale:

“Council’s No Smoking Policy for public spaces is being utilised in a number of areas around the City to good effect. The effectiveness could be increased by the addition of delineating lines marked on the ground, in cases where they would be appropriate to do so. As an example: on either end of the Transport Hub area. Such lines would serve to clarify the actual area within which smoking is not permitted and would be an added observable marker and reminder for smokers in addition to the existing No Smoking signs.

The addition of lines, in areas where they can be appropriately used, to the current methods of highlighting No Smoking Areas will assist both community members and Council’s enforcement officers to achieve the aim of the current policy.Motion:

That Council adds to its existing No Smoking in public spaces policy the use of marked lines on the ground to delineate the extent of the No Smoking areas which are currently only identified by No Smoking signs.”

Staff Comment:

Council previously had a Smoke-free Outdoors Areas Policy that was deemed outdated and subsequently removed from its legal documents register following the incorporation of amendments into the NSW Smoke free Environment Act 2000.

The Smoke-free Environment Act specifies a range of public areas to which smoking bans apply. NSW Health Authorised Inspectors are responsible for compliance monitoring and the enforcement of any breaches of the outdoor smoking bans. Council officers currently have no jurisdiction to enforce the restrictions.

The No-Smoking restrictions apply to the following outdoor public areas:

- In public playgrounds within 10 metres of children’s play equipment;
- In open areas of public swimming pools;
- In major sporting facilities and at public sports grounds;
- At public transport stops and stations;
- Within 4 metres of the pedestrian access point to a public building; and



REPORT TO ORDINARY COUNCIL MEETING

- Within 4 metres of commercial outdoor dining areas.

The Act specifically exempts the following outdoor public spaces from the need to install No-Smoking signage:

- a place that is within 10 metres of children's play equipment,
- a sports ground or other recreational area, unless the regulations otherwise provide in a particular case or class of cases,
- a light rail stop,
- a bus stop,
- a taxi rank,
- a place that is a smoke-free area because it is within 4 metres of a pedestrian access point to a building.

The following considerations would need to be given in any review or determination to install lines:

- lines are not a standard form of signage and accordingly the intended purpose of the lines may not be recognized by the public
- the cost to install and maintain the lines
- the visual conflict lines may have with the aesthetics of pavement design elements
- the additional visual clutter lines may create in the road reserve

In specific reference to the CBD transport hub it is noted that additional alcohol free and no smoking signage is currently on order and will be installed at the Park Avenue bus stop on the North side to encourage compliance. It is also noted that most CBD bus stops are delineated by bus zone signs which clearly shows the extent of the bus stop area.



REPORT TO ORDINARY COUNCIL MEETING

DISPOSAL OF SURPLUS COUNCIL LAND - PART LOT 92 DP246561 KOTUKU STREET, COFFS HARBOUR

REPORTING OFFICER:	Property Development Manager
DIRECTOR:	Director Sustainable Infrastructure
COFFS HARBOUR 2030:	PL1.1 Promote higher densities in our urban centres PL1.3 Create balanced pedestrian friendly communities with a mix of residential, business and services
ATTACHMENTS:	ATT Plan showing location of land to be sold

Recommendation:

That Council:

1. **Accept from the owner of 34 Kotuku Street, Coffs Harbour the amount of \$90,000 inclusive of GST for the sale of Part Lot 92 DP 246561.**
2. **Agree to each party paying their own legal costs in relation to the conveyance and their own costs of mortgagee's consent and production fees for the plan of subdivision and consolidation.**
3. **Execute under the common seal all necessary documents associated with the matter.**
4. **Agree to arrange and pay the costs associated with excising the land to be sold from the current reserve in regard to application fees, plan preparation and registration.**
5. **Allocate the net funds from the disposal of the easement to Council's Asset Renewal Reserve.**

EXECUTIVE SUMMARY

The purpose of this report is to obtain formal approval to accept an offer from an adjoining owner for the sale of a surplus parcel of Council land.

REPORT

Description of Item:

Council own a property at Kotuku Street, Coffs Harbour which is known as Lot 92 DP 246561 and is currently a public reserve. Part of the land was the subject of a report to Council on 23 November 2000 (Disposal of Surplus Open Space Land). This report identified a small portion of the land which was considered surplus and should be sold. The attachment to this report shows the land identified for disposal.

The surplus land comprises an area of approximately 574 square metres which is zoned R2 Low Density Residential under Coffs Harbour LEP 2013. The land has also been reclassified under the LEP process as Operational land under the Local Government Act 1993.

The land is cleared of vegetation and has been maintained in a clean and tidy state by an adjoining owner for many years. The land is somewhat isolated from the main reserve and as such its capacity for use by the general public is restricted.

The original Council report in 2000 recommended consultation with adjoining owners be pursued in the first instance to gauge their interest in purchasing the land. Due to the position of this parcel of land and its landlocked state, it is only saleable to an adjoining owner and cannot be sold on the open market.

Since the original 23 November 2000 resolution there has been a number of approaches from the adjoining residents with interest in purchasing the land. These approaches however did not result in a sale due to a lack of agreement on price.

Recently Council was approached again by a resident expressing a strong desire to purchase the land. Given the time that had elapsed since the matter had been active, consultation was conducted with the three other owners that adjoin the land. This process invoked interest from one of the other three owners.

Given the situation that had transpired with now two interested parties, Council conducted a tender type process with both owners being given the opportunity to lodge their highest bid for the land on the following basis –

1. The price being inclusive of GST.
2. The matter being subject to formal Council approval.
3. The successful party being required to enter into a binding contract for sale of the land.
4. The land being sold in its current condition.
5. The purchaser noting that there is an existing boundary fence encroachment on the land.
6. Each party being responsible for their own legal and conveyancing costs and their own costs of mortgagee's consent and production fees for the plan of subdivision and consolidation.
7. Council being responsible for all costs associated with survey, approval, plan preparation and Land & Property Information registration fees in regard to the subdivision and boundary adjustment.
8. The transfer being by boundary adjustment, resulting in the land being consolidation with the successfully party's existing land parcel.

At the conclusion of the above process, the owner of 34 Kotuku Street, Coffs Harbour was successful with a bid of \$90,000 inclusive of GST.

The negotiations have been conducted by Council's Property Development Manager who is a Registered Valuer. The amount tendered above is considered to be within the bounds of fair market value for the land.

Issues:

Council has already decided that negotiation with the adjoining owners should be entered into for the sale of the land at its meeting of 23 November 2000.

The main issue to be decided is whether the amount agreed for the disposal is fair and reasonable. As noted above, Council's Registered Valuer considers the amount tendered to be within the reasonable parameters of market value.

The disposal of the land will have little impact on the local area and the requirements of the public reserve.

Options:

The following options are available to Council:

1. To accept the offer by the highest tenderer and dispose of the land as proposed.
2. To reject the offer and retain the land as open space as part of the existing reserve. This may require the rezoning and reclassification of the land.

Sustainability Assessment:

- **Environment**

Nil

- **Social**

Nil

- **Civic Leadership**

Disposal of the land will demonstrate leadership in not unduly holding land without clear strategic reason and which is surplus to requirements.

- **Economic**

Broader Economic Implications

The matter will have no broad economic impacts.

Delivery Program/Operational Plan Implications

The original 23 November 2000 resolution of Council intended that the proceeds from the sale of the land be used for the embellishment and upgrading of the adjoining reserve.

It is anticipated that after costs, Council would net approximately \$85,000 from the sale of the land.

Risk Analysis:

There is considered little risk to accepting the offered amount for the sale of the land. Due to the location of the land and its lack of frontage to a public road, there are no opportunities to sell the land on the open market.

Consultation:

There are four property owners that adjoin this land and all have been consulted to gauge their level of interest in the property. The two that expressed interest were given an equal opportunity to purchase the land.

Council's Governance Section have been consulted to confirm that the process undertaken was both fair and reasonable and commensurate with legal processes.

Council's Senior Technical Officer – Parks, confirms the land remains surplus to requirements and supports the disposal of the land in line with the original resolution of Council on 23 November 2000. The surplus funds from the sale are a positive outcome for the reserve as a whole.

Related Policy, Precedents and / or Statutory Requirements:

Section 377(1)(H) of the Local Government Act 1993 requires the formal approval of Council in regard to the sale of land.

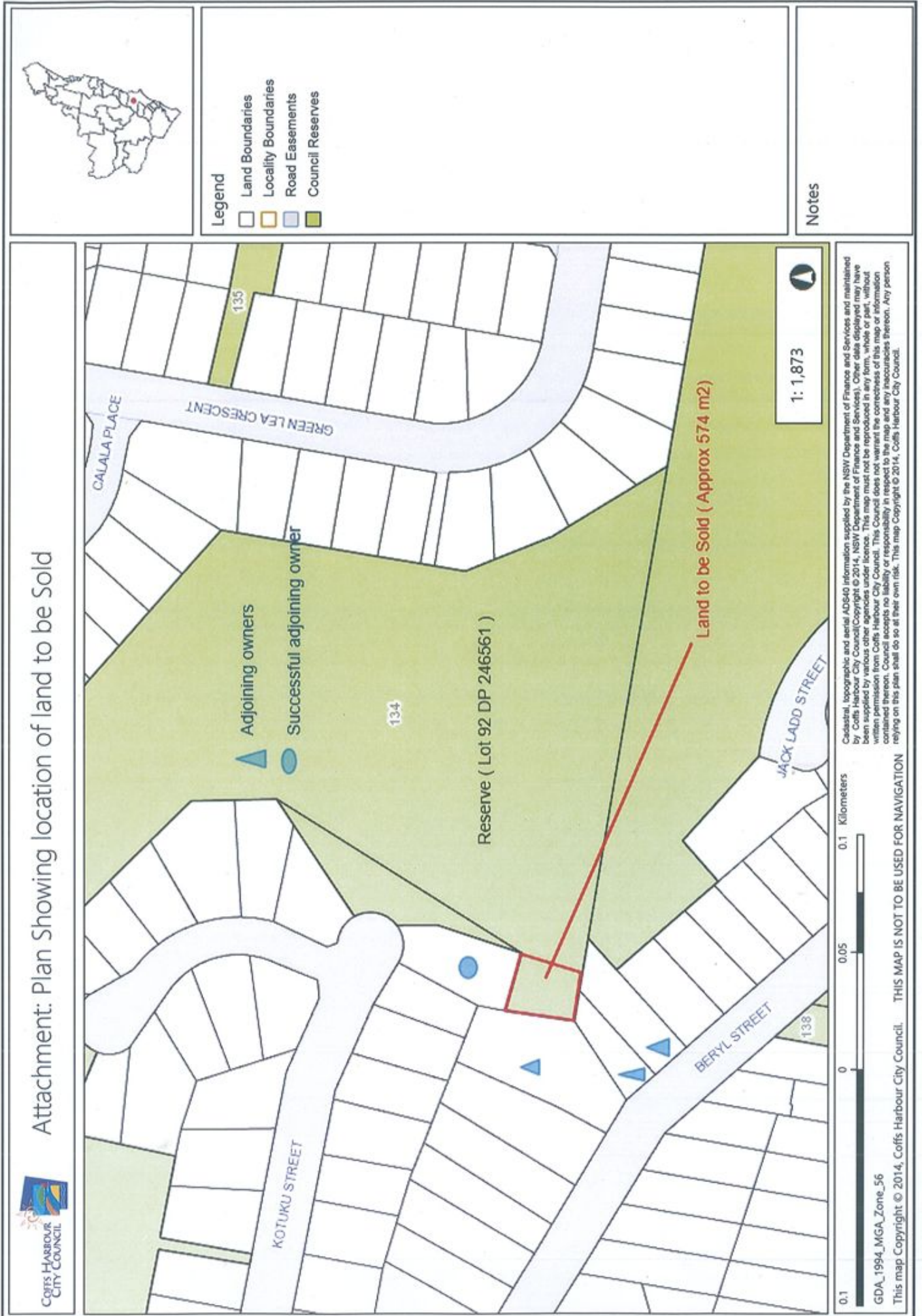
Implementation Date / Priority:

The matter will be actioned immediately.

Conclusion:

The report requests the formal approval of Council to accept an offer to purchase a small Council parcel of land which is surplus to requirements. Council originally resolved to dispose of the land on 23 November 2000. The land has been rezoned and reclassified for this purpose.

The purchase price and terms agreed between the parties are considered to represent a fair market price for the land.





REPORT TO ORDINARY COUNCIL MEETING

EASEMENT CREATION AND TRANSFER FOR RIGHT OF CARRIAGEWAY - LOT 206 DP 1206854, STADIUM DRIVE, COFFS HARBOUR

REPORTING OFFICER: Property Development Manager
DIRECTOR: Director Sustainable Infrastructure
COFFS HARBOUR 2030: MA 1.1 Plan for new transport infrastructure
PL 1.2 Provide infrastructure that supports sustainable living and is resilient to climatic events
ATTACHMENTS: ATT Plan of Easement

Recommendation:

That Council:

1. **Accept from the proponent of a proposed service station development on Part Lot 3 DP 1037158 the amount of \$30,000 inclusive of GST for the transfer of an easement for right of carriageway, landscaping and signage as defined in this report over Council land known as Lot 206 DP 1206854.**
2. **Agree to a four month settlement from exchange of contracts.**
3. **Agree to each party paying their own legal costs in regard to the conveyance.**
4. **Execute under the common seal all necessary documents associated with the matter.**
5. **Allocate the net funds from the disposal of the easement to Council's Asset Renewal Reserve.**

EXECUTIVE SUMMARY

The purpose of the report is to obtain formal approval to accept an offer from the proponent of a service station to be developed on the corner of Stadium Drive and Pacific Highway South, Coffs Harbour.

REPORT

Description of Item:

Atmosphere Property Pty Limited intend to gain approval for the development of a service station on Lot 3 DP 1037158 which is located on the north-eastern corner of Pacific Highway South and Stadium Drive, Coffs Harbour. An application for this purpose was lodged with Council in October 2015 as DA 357/16.

Lot 3 has frontage to Pacific Highway South and access is proposed from the highway to the land for southbound traffic.

The design of the highway access road to the site will require it to commence as a left in only slip lane to the north of the property. The proposed design will mean the access leaves the highway and crosses a small section of Council land prior to entering Lot 3. The Council land is known as Lot 206 DP 1206854 and is part of the Coffs Coast Sport and Leisure Park Precinct.

The access road will only affect a very small section of Council's land which at its most easterly portion has an unusual shaped triangular area that extends to a point within the highway reserve. As a result of the irregular shape of Council's land, Lot 3 has compromised access to the highway.

Attachment 1 shows a plan of the access road for the proposed service station and its location. The access road will require an easement over it as shown to legalise its existence if constructed.

The section of Council's land impacted by the proposed easement is surplus to Council's requirements and the access road will not impact on the operation of the Coffs Coast Sport & Leisure Park.

The easement proposed is approximately 12 metres wide and will have a total area of approximately 224 square metres. The land affected is zoned RE1 Public Recreation under Coffs Harbour LEP 2013. The easement will be provided for right of carriageway, landscaping and signage.

Negotiations with Atmosphere Property Pty Ltd who are intending to develop Lot 3 have proceeded to an agreement subject to formal approval on the following terms:

1. A price of \$30,000 inclusive of GST being paid to Council.
2. A four month settlement from exchange of contracts.
3. A 10% deposit being paid on exchange of contracts.
4. Each party paying their own legal costs in relation to the conveyance and transfer of the easement.
5. Council preparing the appropriate plan required for the easement transfer.
6. The transferee indemnify and provide public liability insurance to Council.
7. All maintenance associated with the easement being the responsibility of the transferee.

The negotiations have been conducted by Council's Property Development Manager. The terms agreed are considered to be fair and reasonable to both parties.

Issues:

The main issue to be decided is whether the agreed price and terms for the transfer of the easement are fair and reasonable. Council's Property Development Manager who is a qualified Valuer considers the agreement to be within the reasonable parameters of market value.

Options:

The following options are available to Council:

1. Accept the terms agreed between the parties and proceed to a contracted arrangement.
2. Reject the offer and retain the land as unencumbered.

There would appear to be no reason to reject the proposal as the price and terms are considered fair and reasonable and the land is surplus to Council requirements.

Sustainability Assessment:

- **Environment**

Nil impact of the easement transfer. Any other construction related impacts will be dealt with via the Development Application process.

- **Social**

Nil impact of the easement transfer. Any other construction related impacts will be dealt with via the Development Application process.

- **Civic Leadership**

Disposal of the property interest via an easement will demonstrate leadership in not unduly holding land without strategic reason that is surplus to operational requirement.

- **Economic**

Broader Economic Implications

The matter will have limited economic impacts. Any issues related to the proposed use of the service station and its impacts on the local economy and competition would be addressed by the Development Application process.

Delivery Program/Operational Plan Implications

The sale and transfer of this interest has not been accounted for within the current budget. It is anticipated that after costs, Council would net approximately \$28,000 from the transaction. It is proposed that these funds be directed to assist with the management of the Coffs Coast Sport and Leisure Park.

Risk Analysis:

There is considered little risk to accepting the offered amount for the transfer of the easement. Due to the shape and location of Council's land, there are very limited options for its use.

The transfer of the easement is considered a suitable outcome for the land and makes the best use of a highly constrained part of the Coffs Coast Sport & Leisure Park land.

Consultation:

Council's Governance Section have been consulted to confirm that the negotiations and arrangement are both fair and reasonable and commensurate with legal process and that there are no issues related to a conflict of interest.

Council's assessment of the Development Application submitted for the service station will be undertaken independently as a separate matter and the application will be considered entirely on its merits and compliance with current planning legislation and other requirements.

Council's City Prosperity Section who manage the Coffs Coast Sport and Leisure Park have advised the land affected by the proposed easement is surplus to the requirements of the facility and the grant of the easement will not hinder current or future operations.

Related Policy, Precedents and / or Statutory Requirements:

Section 377(1)(H) of the Local Government Act 1993 requires the formal approval of Council in regard to the disposal of an interest in property.

Council's land which will be encumbered by the easement is classified operational land under the Local Government Act 1993. This classification allows Council to deal in the land and transfer the easement interest legally.

Implementation Date / Priority:

The matter will be actioned immediately.

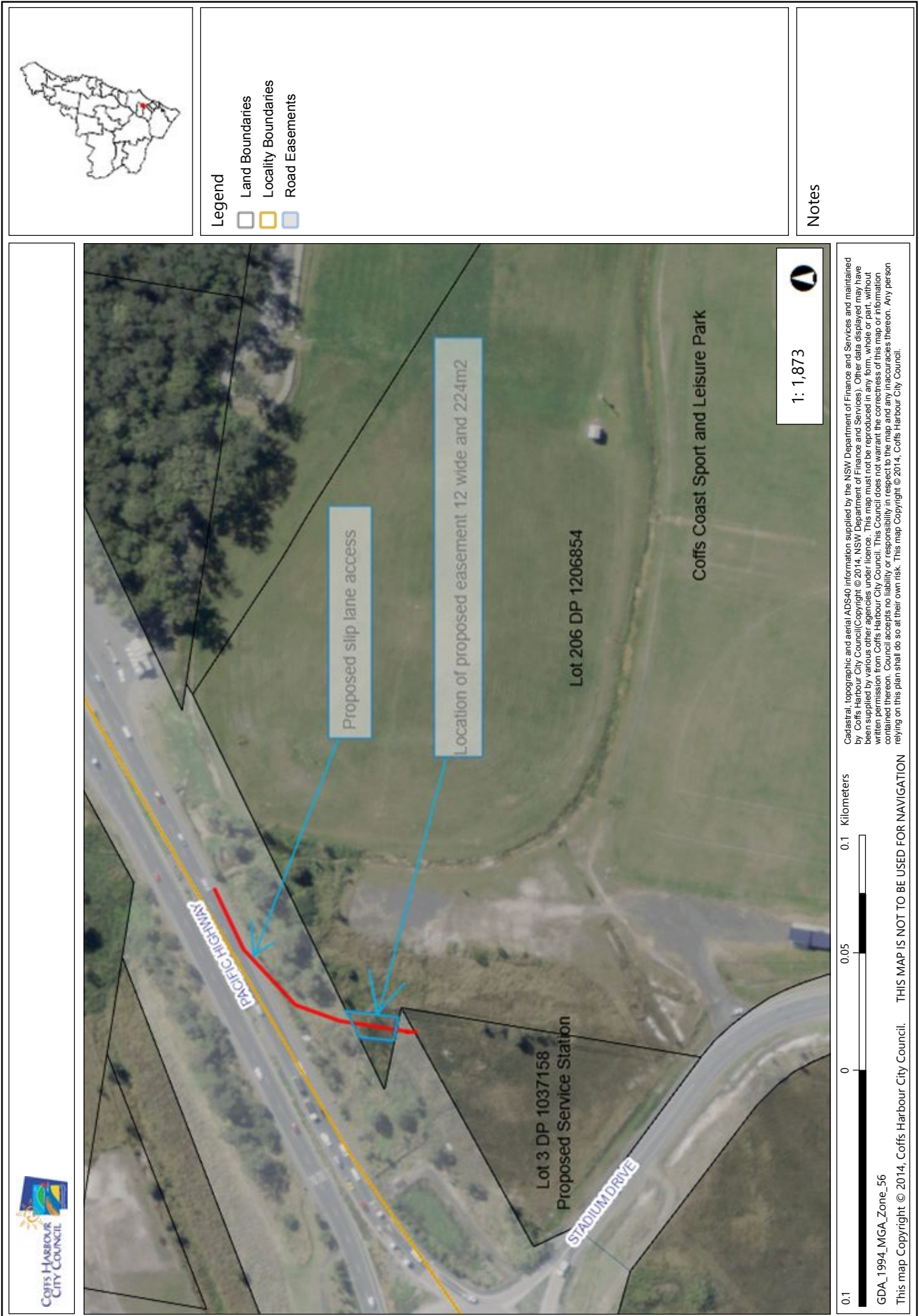
Conclusion:

The report requests the formal approval of Council to accept an offer to acquire an easement over a surplus section of a large Council owned lot that forms part of the Coffs Coast Sport and Leisure Park.

The disposal of the easement may facilitate the development of a service station on an adjoining land parcel which is subject to an independent and separate Council assessment which will be determined on the merits of the proposal.

The land impacted by the disposal of the easement is surplus to Council requirements and the funds received by Council can be better used elsewhere.

The negotiated amount related to the transaction is considered fair and reasonable to both parties.





REPORT TO ORDINARY COUNCIL MEETING

RESERVE NAMING: PARK BETWEEN PARK BEACH PLACE & NORTHSIDE SHOPPING CENTRE & CORNER GALLIPOLI ROAD & BERYL STREET

REPORTING OFFICER:	Senior Technical Officer - Parks
DIRECTOR:	Director Sustainable Infrastructure
COFFS HARBOUR 2030:	Looking after our community LC1.1 Build provide and identity in Coffs Harbour as a community and place. Places for Living PL1.6 Reinforce the unique identity of villages and communities
ATTACHMENTS:	Nil

Recommendation:

That Council:

1. **Note the verification of the historical information and family approval in relation to Mr Brian Navin.**
2. **Adopt the proposal to name the former Hillview tennis courts reserve, corner of Gallipoli Road and Beryl Street "Austin Park".**
3. **Submit an application to the Geographical Names Board to have "Brian Navin Park" and "Austin Park" approved as place names.**

EXECUTIVE SUMMARY

Council adopted the Reserve Naming and Memorial Policy on 23 July 2015.

This Policy provides for the naming of reserves after significant individuals or families in accord with the criteria detailed in the Policy.

Council resolved at its meeting of 12 November 2015:

"that the Park between Park Beach Plaza and Northside Shopping Centre be named "Brian Navin Park", pending approval from family members and verification of historical information."

A family member has provided confirmation and historical research has confirmed that the late Mr Navin made significant contributions over his lifetime to the Coffs Harbour community, donating generously of both his time and money. The proposal was advertised and one submission in support of the proposal was received.

Council has also received an application for naming of the former Hillview tennis courts, corner of Gallipoli Road and Beryl Street after Mr Keith Austin, a long serving member of the Hillview Tennis Club and a tireless worker on the club's behalf, volunteering many thousands of hours of his personal time maintaining the grounds.



REPORT TO ORDINARY COUNCIL MEETING

Staff have assessed the application and consider that Mr Austin fulfills the requirements of the Policy. In accordance with Policy the proposed name has been advertised and submissions invited from the community

Four submissions and one petition with 34 signatures in support of the proposal was received.

This report recommends that Council:

- note the verification of the historical information in relation to Brian Navin and that the Reserve be named in accord with Council's resolution of 12 November 2015..
 - adopt the proposal to name the former Hillview tennis courts, corner of Gallipoli Road and Beryl Street "Austin Park".
 - note that installation of the signage will be dependent on funding becoming available. Alternatively the applicants can choose to fund the sign if they wish it to be installed more immediately.
-

REPORT

Description of Item:

Council adopted the Reserve Naming and Memorial Policy on 23 July, 2015.

The Policy defined a number of criteria that applicants would need to address for a person to be considered for perpetual recognition on signage.

Brian Navin

Council resolved at its meeting of 12 November 2015:

"that the Park between Park Beach Plaza and Northside Shopping Centre be named "Brian Navin Park", pending approval from family members and verification of historical information."

A family member has provided confirmation and historical research has confirmed that the late Mr Navin made significant contributions over his lifetime to the Coffs Harbour community, donating generously of both his time and money. The proposal was advertised and one submission in support of the proposal was received.

Keith Austin

In accord with the Policy, Council has received an application to name the former Hillview tennis courts, corner of Gallipoli Road and Beryl Street after Mr Keith Austin, a long serving member of the Hillview Tennis Club and a tireless worker on the club's behalf, volunteering many thousands of hours of his personal time maintaining the grounds. Mr Austin has recently relocated but retains a strong connection with Coffs Harbour.

Staff have assessed the application and consider that Mr Austin fulfills the requirements of the Policy. In accordance with the Policy the proposed name has been advertised and submissions invited from the community

Four submissions and one petition with 34 signatures in support of the proposal were received.

It is considered appropriate to acknowledge Mr Austin's contributions through memorial recognition.

- **Issues:**

Both Mr Navin and Mr Austin made outstanding contributions to the Coffs harbor community and are considered to fulfill the requirements of the Policy. During the exhibition period no submissions opposing either proposal were received. On this basis it is not considered that there are any issues with the naming proposals.

- **Options:**

1. Adopt the recommendation provided to Council.
2. Modify the recommendation if Councilors wish to propose an alternate name or location to honour either Mr Navin or Mr Austin. Any major departure from the current proposal may require new community consultation
3. Reject the recommendation if Councilors' do not wish to proceed with the proposal.

Sustainability Assessment:

- **Environment**

This is not applicable to this report.

- **Social**

The naming of places after significant individual or families within a community preserves and builds local identity and creates a sense of continuity and place. It satisfies the communities to desire to remember and honour those that have gone before.

- **Civic Leadership**

The purpose of Council policies is to ensure transparency and accountability in local government. The proposals have been assessed in accordance with the Reserve Naming and Memorial policy.

- **Economic**

Broader Economic Implications

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

Delivery Program/Operational Plan Implications

There are no Delivery Plan implications associated with adopting the recommendation. Replacement of the signage to reflect the recommendation however will cost approximately \$1500. There is currently no allocation within the 15/16 financial program for upgrading signage at either location. Manufacture and installation of the signage will need to be considered within future funding cycles. Alternately the Policy provides that applicants may fund the signage themselves if they desire a more immediate response.

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. The proposal is considered to be consistent with the Policy.

Consultation:

Internally, consultation has occurred with the Stadium and Major Events and Roads and Open Space Sections.

As per this Policy the proposals were placed on public exhibition for three weeks. At the conclusion of the exhibition period three submissions were received. Details of the submissions and the issues raised are included in the table below.

Submission Comment	Response
A former Hillview Tennis Club member confirmed Mr Austin's contribution to the Club and strongly supports the proposal to honour Mr Keith Austin	Noted
A local business group strongly supports the proposal to honour Mr Brian Navin.	Noted
A petition of 34 signatories supporting the proposal to honour Keith and Carol Austin for their long standing contribution to the Hillview Tennis Club.	Application being considered is to honour Keith Austin. It is noted, however, that the naming of the Reserve "Austin Park" effectively recognises the contribution of both Keith and Carol Austin
A former Hillview Tennis Club member confirming the contribution of both Keith and Carol Austin to the Club and strongly supporting the naming proposal.	Application being considered is to honour Keith Austin. It is noted, however, that the naming of the Reserve "Austin Park" effectively recognises the contribution of both Keith and Carol Austin
A former Hillview Tennis Club member confirming the contribution of both Keith and Carol Austin to the Club and strongly supporting the naming proposal.	Application being considered is to honour Keith Austin. It is noted, however, that the naming of the Reserve "Austin Park" effectively recognises the contribution of both Keith and Carol Austin

Related Policy and / or Precedents:

The proposal is considered to be consistent with the intent of Reserve Naming and Memorial Policy.

Statutory Requirements:

This is not applicable to this report.

Implementation Date / Priority:

Implementation is immediate

Conclusion:

It is recommended that Council

1. Note the verification of the historical information in relation to Mr Brian Navin
2. Adopt the proposal to name the former Hillview tennis courts reserve, corner of Gallipoli Road and Beryl Street "Austin Park".
3. Submit applications to the Geographical Names Board to have "Brian Navin Park" and "Austin Park" approved as place names.
4. Note that the Reserves will be signposted accordingly, pending funding.



REPORT TO ORDINARY COUNCIL MEETING

COFFS HARBOUR PESTICIDE USE NOTIFICATION PLAN

REPORTING OFFICER: Senior Technical Officer - Parks
DIRECTOR: Director Sustainable Infrastructure
COFFS HARBOUR 2030: Looking after our Community LC1.3 Promote a safe community
Council support the delivery of high quality, sustainable
Outcomes for Coffs Harbour LC3.2 Engage the community and
other levels of government in securing outcomes.
ATTACHMENTS: ATT Coffs Harbour Pesticide Use Notification Plan

Recommendation:

That Council:

1. Note the outcome of the exhibition of the Coffs Harbour Pesticide Use Notification Plan.
2. Adopt the Coffs Harbour Pesticide Use Notification Plan.

EXECUTIVE SUMMARY

In accordance with the NSW Pesticide Regulation 2009, Council is required to have a Pest Use Notification Plan. A new draft Plan has been prepared and was placed on public exhibition for the statutory 28 day period, commencing 24 November 2015.

No submissions were received.

This report recommends that Council adopt the Coffs Harbour Pesticide Use Notification Plan.

REPORT

Description of Item:

Under the Pesticide Regulation 2009 all Councils and other public land management agencies in NSW are required to prepare a Pesticide Use Notification Plan. The Plan includes information such as:

- The categories of outdoor public places owned or managed by Council to which the Plan applies
- Who uses these spaces (affected people) and an estimate of their level of use
- How and when council will provide information to affected people and the general public about proposed pesticide use
- Special steps to be taken in relation to sensitive places as defined by the Regulation e.g. schools, aged care, child care centers
- What information will be provided?
- How the community will be advised of the Plan
- How future reviews will be conducted
- Contact details for anyone wishing to discuss the Plan

Council's current plan was adopted in 2007. This Plan has now been reviewed and placed on public exhibition for the statutory 28 day period.

- **Issues:**

Council manages a diverse range of public places and pesticide use is a key component of their management. Community interaction with these places is extensive therefore the application of pesticides is of significant public interest.

The Coffs Harbour Pesticide Use Notification Plan offers an opportunity for the community to be made aware of how and when Council uses pesticides and how Council intends to provide notification regarding their use.

Notification processes detailed in the Plan vary in response to a number of factors including:

- Type of public place
- Level and times of public use
- Nature and extent of pesticides to be used

No submissions were received in relation to the Coffs Harbour Pesticide Use Notification Plan.

- **Options:**

1. Adopt the recommendation provided to Council. This will result in the draft Plan being adopted
2. Reject the recommendation if councilors' wish to see changes made to the: Coffs Harbour Pesticide Use Notification Plan.

Sustainability Assessment:

- **Environment**

The Plan will provide improved opportunity for the community to avoid or limit potential exposure to pesticides. This is of particular value for those members of the community who are chemically sensitive.

- **Social**

The Plan will provide increased communication between Council and the community in relation to the notification of pesticide use in public places.

- **Civic Leadership**

The purpose of Council policies and plans is to ensure transparency and accountability in local government. The implementation enables Council to identify and respond to the community. This is consistent with the *Coffs Harbour 2030* Community Strategic Plan strategy *LC3.1: Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour.*

- **Economic**

Broader Economic Implications

There are no broad economic impacts associated with the implementation of the 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 Coffs Harbour Pesticide Use Notification Plan has been developed to ensure compliance with the NSW Pesticide Regulation 2009. Failure to have a current Plan will place Council in breach of the Regulation and may result in prosecution. Council's ability to use Pesticides may also be withdrawn.

Consultation:

Consultation has occurred with all Council Sections involved in pesticide application.

Related Policy and / or Precedents:

This is not applicable to this report.

Statutory Requirements:

The following legislation governs the use of pesticides in NSW. In accord with this legislation Council is required to have a Pesticide Use Notification Plan.

NSW Pesticide Regulation 2009

NSW Pesticides Act 1999

Implementation Date / Priority:

Immediate.

Conclusion:

It is recommended that Council note the outcome of the exhibition period and adopt the draft Coffs Harbour Pesticide Use Notification Plan.



November 2015

PESTICIDE USE NOTIFICATION PLAN



Helping to achieve the 2030 Community Vision

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1. Introduction

This Pesticide Use Notification Plan has been prepared in accordance with the requirements of the NSW Pesticides Regulation 2009 (the Regulation). The plan describes how Council will inform members of the community about pesticide applications made to outdoor public places that are owned and /or controlled by Council. The plan allows members of the community to take action to avoid contact with pesticides, if they wish.

Pesticide application is undertaken in public places when necessary to eliminate weeds to protect public property from pest damage, to protect the users of public places from nuisance or danger, and to meet the community expectations for aesthetically appealing parks and public facilities.

Council is committed to ensuring that the use of pesticides is justified, minimised and the lowest toxicity of pesticides necessary to achieve the desired outcome. Council work practices ensure that pesticides are applied to public places in a safe, responsible manner, minimising harm to the community and the environment. Council will endeavour to investigate alternatives to pesticide use where available.

The Plan sets out how Council will specifically notify members of the community of pesticide applications it makes to the various broad categories of public spaces it manages.

This Plan describes:

- What public places are covered by the Plan
- How and when Council will provide the community with information about its pesticide application in public places
- How the community can access this Policy to get more information about Council's notification arrangements
- How future reviews of the Policy will be conducted
- Contact details for anyone wishing to discuss this Policy with Council

Note that this Plan does not grant any rights to enforce change to how or when pesticides are applied by Council.

1.1 Definitions

EPA – Environment Protection Authority

LGA – local government area

Australian Pesticides and Veterinary Medicines Authority – The national government body responsible for assessing and registering (or otherwise approving) all pesticide products in Australia and for their regulation up to and including point of retail sale.

Remote areas – deemed to be those areas where there is little likelihood pesticide use will affect the public directly, i.e. areas with no vehicular access and low public visitation

Sensitive places – Clause 18 of the Pesticides Regulation defines a sensitive place to be any:

- School or pre-school
- Kindergarten
- Childcare centre
- Hospital
- Community health centre
- Nursing home
- Place declared to be a sensitive place by the EPA

2. Policy content

2.1 Public places covered by this Policy

2.1.1 Locations

Coffs Harbour City Council proposes to use or allow the use of pesticides in the following categories of outdoor public places that it owns, manages, controls or has a vested interest in within the Coffs Harbour local government area:

- Public reserves and public gardens, dog off leash parks
- Cemeteries
- playgrounds
- picnic areas
- sporting fields and ovals
- laneways and pathways
- road verges and reserves
- Easements eg road, rail, utility, sewer, water
- drains
- Crown Lands - camping grounds, reserves
- Waterways
- Council controlled / managed buildings
- Swimming pools
- golf courses
- Other outdoor public places

2.1.2 Council buildings and Structures

Although not required by the Pesticide Regulation, Council will provide information to the community and user groups when applying pesticides in interiors of buildings owned or controlled by Council. The level of notification will be determined on an individual basis with consideration to the pesticide being applied and the public use of the building.

Attachment

It should be noted that small scale application of pesticides which are available for domestic use and applied at domestic scale are not subject to the policy and notification of their use will not be typically given.

2.2 Summary of public places

Coffs Harbour City Council's estimate of the level of community use, regular user groups and types of pesticide use in each of these categories of public places is summarised in the following table.

Public Places Covered by this Plan

Public Places Owned or Controlled by Council	Regular User Groups	Level of Use of Public Place	Type of Pesticide Use
Public Reserves, Cemeteries and Gardens	Children and young families, Elderly people and General recreational users	Variable. Low to Very High	<ul style="list-style-type: none"> Spot, or boom spray of selective and non-selective herbicides (including aerial application where necessary) or wick wiping herbicide. Fungicide and insecticide (in garden beds) <p><i>Note: Generally works will be carried out at times of low patronage.</i></p>
Playgrounds and Picnic Areas	Children and Young families	Variable – generally low volume in local parks through to high volume in district parks Generally seasonal	<ul style="list-style-type: none"> Spot spray herbicides Spot spray for Funnel Ants. Fungicides <p><i>Note that all programmed works will occur outside normal usage hours or during times of low patronage.</i></p>
Sporting Fields and Surrounds	Sporting Clubs, School Sports Groups and General recreational users	Low to Very High	<ul style="list-style-type: none"> Spot and boom spray of selective and non-selective herbicides Spot and boom spray insecticides <p><i>Note: Applications are generally seasonal and will occur when there are no bookings at the facilities.</i></p>
Laneways and Pathways	Local residents or visitors walking or driving and People who work in the Area	Low to Medium	Spot, wick wiping and broad-scale selective and non-selective herbicides

Attachment

Road Shoulders and Road Reserves	Local residents either walking or driving	Low to Medium	Spot, wick wiping and broad-scale selective and non-selective herbicides
Easements eg road, sewer, water	Local Residents and People who work in the area	Low to Medium	<ul style="list-style-type: none"> • Spot, wick wiping and broad-scale selective and non-selective herbicides • Spot spray insecticides • Residual herbicide • Insecticide gels and granules
Drains	Local residents	Low	<ul style="list-style-type: none"> • Spot and broad-scale using selective and non-selective herbicides • Use of aquatically approved / registered herbicide (situation determined)
Crown Lands under Council Management	Local residents, visitors to the area, Permitted users-license, School groups and Specialist interest groups	Low to High	<p>Broad scale selective herbicides Broad-scale non-selective herbicides</p> <ul style="list-style-type: none"> • Broad-scale insecticides • Pest animal control products • Fungicides • Spray and bait (ant control) • Bait (bird control) • Vertebrate Pest baiting • Bait and spray (termiticides) • Rodenticides – bait and spray
Waterways	Local residents or visitors walking on adjacent tracks and People using boats	Low to Medium	<ul style="list-style-type: none"> • Spot and broad scale selective and non-selective herbicides • Use of aquatically approved / registered herbicide
Interior of Council Buildings	General public, Council staff, Community Groups and Utilities staff	High to Very High	Various pesticides as required.
Swimming Pools	Family groups, visitors to the area, schools, Swim school participants, Council employees and contractors.	Generally high to very high	<p>Various pesticides as required.</p> <p><i>Note that all programmed works should occur outside normal usage hours.</i></p>

Attachment

Golf Courses	Members, casual members and School groups.	Generally Medium to high	Spot and broad scale selective and non-selective herbicides (inclusive of cut and paint)
Other outdoor public places within the urban landscape including surrounds of civic buildings,	Diverse range of users from all sectors of the community	High to Very High	<ul style="list-style-type: none"> • Spot herbicides • Spot insecticides • Spray and bait (ant control) • Bait and spray (termiticides) • Fungicides <p><i>Note: In high use areas in urban centres pesticide application will occur well outside normal business operating hours as well as outside the normal use patterns.</i></p>
Crown Lands - Camping grounds, Caravan /Holiday Parks, Reserves	Caravan owners, Tourists, Campers, Community members, Recreational users, Maintenance workers Permitted users –licence, School groups and Clubs (i.e. fishers, bikers)	Low to high (varies depending on season or holiday periods	Broad scale selective herbicides Broad scale non- selective herbicides Broadscale insecticides Pest animal control products <ul style="list-style-type: none"> • Fungicides • Spray and bait (ant control) • Bait (bird control) • Vertebrate Pest baiting • Bait and spray (termiticides) • Rodenticides – bait and spray

2.3 Notification arrangements

This section of the plan describes how and when Coffs harbour City Council will provide notice of pesticide use in public places, including special measures for sensitive sites that are adjacent to public places, arrangements for emergency pesticide applications and circumstances where notice will not be given.

These notification requirements are based on Councils assessment of:

- Level and type of usage of public places where pesticides may be used;
- The extents to which members of the public that are most likely to be sensitive to pesticides, (e.g. children, elderly , pregnant) are likely to regularly use the areas;
- The extent to which activities generally undertaken in these areas could lead to some direct contact with pesticides, for example active recreation on sports ovals, sitting on grass in public parks;

- For some application techniques the public would be unlikely to encounter pesticides e.g. bush regeneration programs using cut and paint or stem injection techniques and,
- The type of pesticides used.

2.3.1 How and when notice of pesticide use will be provided

Due to the large number and diversity of public places coupled with the range of pesticides used it is not possible for all detailed applications of pesticides to be covered in this policy. It is important that members of the public who wish to avoid places where pesticides have been used recently contact Council for further details.

- Notification of pesticide use could be provided in one or more of the following ways:
- Notice may be provided but not limited to one or more of the following notification methods:

2.3.2 General Public and Affected Persons

- **Signage**

Public places where pesticides are being applied will have relevant signage placed in highly visible locations or at the major entry points to the reserves where they exist

For road verges signs will be displayed at prominent locations along the verges at the commencement and completion points of the works to be undertaken during the application of pesticides or as prescribed by the pesticide label.

Where usage is low level appropriate signage may be displayed on the vehicle only.

Signs will be put up immediately prior to pesticide use and will remain in place at least until the operation is completed (where the pesticide label, permit or Pesticide Control Order requires a longer period of signage, this will be followed). When foliage is sprayed, signs will remain at least until the pesticide has dried.

- **Advertisements** in the local newspaper
- **Website** information primarily dealing with programmed or seasonal works.
- **Letterbox** drops to residents advising them of bush regeneration activities in their immediate sub catchments
- **Mail outs** to known users of public places for targeted control programs
- **Permanent signage** if long term treatment is to occur
Individual notification by telephone, letter, email, face-to-face contact etc for targeted control programs
- **Email notices** of updated pesticide spray schedule to registered sensitive sites, persons on the chemical sensitive register and sporting groups
- **Council phone and email** contact details for enquiries about pesticide application
- **Daily community notification** with regard to pesticide application is made on Council's website www.coffsharbour.nsw.gov.au and My Road Info website www.myroadinfo.com.au/landing.asp

Not all places advertised receive pesticide application on the day stated as unexpected events may prevent planned completion of the daily pesticide program e.g. rain, wind etc.

Council from time to time may need to adjust the spray schedule due to wet weather. Council will provide electronic notification to registered sensitive sites and sporting groups.

2.3.3 Chemical sensitive register

Council encourages persons and organisations to provide their details on a central register which would allow them to receive notification for certain types of pesticide use. In order to be placed on the register residents are required to write to Council and request to have their property included.

Special notification measures for programmed pesticide use for residents/organisations that have registered on the Chemically Sensitive Register will consist of written notification being provided 48 hours prior to any pesticide application. If a registered resident/organisation advises that the notification period is insufficient, further arrangements will be made to accommodate the wishes of registered residents/organisations, within reason.

2.3.4 Special protection measures for Sensitive places

Special notification measures for programmed pesticide use in public places adjacent to sensitive places will consist of written/electronic notification being provided to the managing authority of the facility 5 days prior to any pesticide application. The individual type of pesticide used and its application will be determined by the adjoining public land use and weeds present.

Where possible programmed pesticide application works in close proximity to listed sensitive place should occur outside the normal programmed operating hours of the individual facilities such as outside school term periods.

2.3.5 Notification of emergency pesticide applications

In cases where emergency pesticide applications are required to deal with biting or dangerous pests such as wasps, bees, venomous spiders, fleas, bird mites or rodents (that pose an immediate health hazard), signs will be displayed at the entrances to the effected public place, notification to known users of public places i.e. sporting groups and school groups who have an existing booking will be provided within 24hours after initial application of the following pesticides:

- Pesticides registered for the specific control of the insect or animal that poses an immediate threat to human health or plant life.

Note: the control of weeds is not considered to constitute a situation where an emergency pesticide application is required.

Where broad-scale spraying is required at short notice (e.g. locust control) and public notification is not possible, special precautions will be taken to prevent the public encountering pesticides.

2.3.6 Certain Council Buildings

For pesticide use in all Council buildings all staff will be advised by email 48 hours prior to application. Signs will be placed at entrances advising the general public of pesticide use.

2.3.7 Pesticide Contractors

When Council uses contractors to apply pesticides on its behalf Council will ensure that notification is made in accordance with the Pesticide Use Notification Plan.

2.3.8 Lessees of Public Places

Council will require that the lessee of lands that remain public places will be required to comply with the requirements of the Coffs Harbour Pesticide Use Notification Plan as part of their operations.

In some cases Council may choose undertake the notification process. This process will be outlined in contract documentation.

2.3.9 Vertebrate Pesticides

Notification will be as specified in the relevant Pesticide Control Order, unless the Order does not specify all of the information required by the Pesticides Regulation. If the latter occurs, signs and/or notices will also provide the information required by the Pesticides Regulation 2009

2.3.10 Notification of emergency pesticide applications

In cases where emergency pesticide applications are required to deal with biting or dangerous pests such as wasps, bees, venomous spiders, fleas, bird mites or rodents (that pose an immediate health hazard), signs will be placed 'on site' (with the exception of those situations described in 3.5). Additional information will also be available at the local NPWS office and via the contact number on the sign. Signs will be put up immediately prior to pesticide use and will remain in place until the operation is completed (where the pesticide label, permit or Pesticide Control Order requires a longer period of signage, this will be followed).

Where broad-scale spraying is required at short notice (e.g. locust control) and public notification is not possible, special precautions will be taken to prevent the public encountering pesticides e.g. closure of camping grounds or walking tracks

2.3.11 When Notification will not be provided

Council staff frequently use small quantities of some pesticides that are widely available in retail outlets and ordinarily used for domestic purposes, including home gardens. The application of pesticides, herbicides or insecticides of a similar domestic scale are not subject to the policy and notification of their use will not be typically given.

Typical application would include minor spot spraying by use of hand or back carried sprayer, by cut and paint, stem injection techniques or notification of insect, rodent and mollusc baiting in garden beds, tree bases, planters, indoor car parks and public toilets.

2.3.12 Public places where no notification will be provided.

- **Remote Area Bushland** or bushland 30m beyond the urban i/backyards interface and areas outside a 10m corridor of walking tracks within bushland reserves

- **Landcare sites** where restoration activities are conducted on registered Landcare sites supported by Council. The Landcare program has historically had low levels of chemical usage.

2.4 What information will be provided

In accordance with Clause 20(1)(h) of the Pesticides Regulation notice of pesticide use will include the following information:

- The full product name of the pesticide to be used.
- The purpose of the use, clearly setting out what pest or pests are being treated.
- The proposed date/s or date range of the pesticide use.
- The place where the pesticide is to be used.
- Contact telephone number and email address of the Council officer who people can contact to discuss the Notice and,
- Any warnings regarding re-entry to or use of the place of application specified on the product label or the Australian Pesticides and Veterinary Medicines Authority (APVMA) permit.

On request Council will make available material safety data sheets or other fact sheets to residents requiring additional information on pesticides Council uses.

This information will be modified every three (3) months to reflect Council's pesticide application programs. Signs will be a standardised design that will be easily recognisable to the public and workers.

2.5 How the Community will be informed of this Plan

Council will advise residents of the contents of the Pesticide Use Notification Plan by:

- Making a copy of the Plan available for public viewing in the Council Administrative Building foyer, libraries.
- Placing a copy of the Plan on Council's website www.coffsharbour.nsw.gov.au
- Placing a notice in the Advocate and Woolgoolga Advertiser advising where the Plan will be available
- Placing a notice in the NSW Government Gazette

2.6 Future Review of the Plan

This Pesticide Use Notification Plan was prepared November 2015 and will be reviewed in 5 years or prior to this in response to any change in circumstances that would require a plan review. The review will include:

- Placing the reviewed Plan on public exhibition, with any proposed changes and calling for public submissions
- Making recommendation for alterations (if applicable) to the Plan

2.7 Contact Details

Anyone wishing to contact Council to discuss the Pesticide Use Notification Plan or to obtain further details of pesticide application in public places should contact Council

Locked Bag 155
Coffs Harbour 2450

Phone: 66484000
Email: council@chcc.nsw.gov.au
See more at: <http://www.coffsharbour.nsw.gov.au>

3. References

NSW Pesticide Regulation 2009

NSW Department of Lands Pesticide Use Notification Plan 2007

NSW Reserve Trust Managers Handbook





REPORT TO ORDINARY COUNCIL MEETING

DREDGING OF SPOONBILL LAKE, BOAMBEE EAST

REPORTING OFFICER:	Senior Technical Officer - Parks
DIRECTOR:	Director Sustainable Infrastructure
COFFS HARBOUR 2030:	PL1.2 Provide infrastructure that supports sustainable living and is resilient to climatic events
ATTACHMENTS:	Nil

Recommendation:

That Council:

1. **Reallocate the \$150,000 allocated within the 2015/16 Delivery Plan Flood Mitigation and Drainage Program for the Marcia Street drainage project for the dredging of Spoonbill Lake.**
2. **Review future projects to reinstate Marcia Street in the 2016/17 Delivery Program**

EXECUTIVE SUMMARY

In response to ongoing community concerns in relation to Spoonbill Lake, Boambee East, Council at its meeting of 26 March 2015 resolved that Council:

1. *Take no further action in relation to lowering of water levels in Spoonbill Lake. (i.e. removal of the weir)*
2. *Consider the allocation of \$5,000 in the 15/16 Operational Budget to facilitate the development of a Spoonbill Lake Management Plan including detailed consultation with residents.*

As per the Council resolution, a draft plan has been prepared and a community meeting was held on site on the 28 November 2015.

Concerns regarding flooding, sedimentation and poor drainage and aquatic weeds were the major issues raised by residents at the meeting. (The maximum 1:100 year flood level for Spoonbill Lake up to the upstream side of the Linden Avenue culvert is caused by flood waters backing up from Cordwells Creek: this was the case in 2009 and also 1996 - see 26th March 2015 report to Council). There was extensive discussion at the community meeting about the mechanisms causing flooding in the area and the role of the lake in possibly reducing flood risk.

The residents at the meeting were overwhelming in support of dredging the lake to generally improve local drainage and restore its environmental value. It was acknowledged that this will not substantially reduce the flood risk in a 1:100 flood event, the impact of which is primarily from backwater from Cordwells/Boambee Creek not stormwater from higher in the catchment.



REPORT TO ORDINARY COUNCIL MEETING

The draft EMP incorporated the recommendations of the community consultation and has included a clause to remove sediment and weeds from the Lake.

Dredging the lake will require specialist amphibious equipment normally based at Newcastle. The cost of floating the equipment to Coffs Harbour from Newcastle is considered cost prohibitive however an item of plant suitable to undertake the work is currently operating in the Urunga area until late February early March. Engaging this plant directly from Urunga at the expiration of its contract would result in substantial savings in float costs.

Given that the community consultation indicated overwhelming support for dredging the Lake and that there is an opportunity to achieve savings by taking advantage of the specialist plant currently temporarily based at Urunga it is considered appropriate to proceed with dredging of the Lake prior to the finalisation of the EMP

Funding

Council currently has a number of projects allocated for funding within the 10 year Flood Mitigation and Drainage program.

Drainage / Flood Works Program (2015/16 - 2018/19)			
Program Year	Project Description	Comment / Description	Estimated Cost
2015/16	Central Business District	CBD Drainage Works	\$500,000
2015/16	Flood Detention Basin	Construction of flood detention basin (Upper Shepards Lane)	\$3,000,000
2015/16	Marcia Street Drainage	Flood Mitigation Works	\$200,000
2015/16	Polaris Close / Antaries Avenue Drainage Works	Flood Way Improvements	\$300,000
2015/16	Park Beach Drainage	Drainage Investigation & Amplification Works	\$100,000
2015/16	Investigation & Design	Drainage Improvements - Investigation & Design	\$30,000
2015/16	Creek Clearing & Drainage Works	Maintenance Works	\$50,000
2015/16	Coffs Creek, Coffs Harbour	Infilling & Hydraulic Capacity	\$100,000
2015/16	Drainage Works Urban & Non-Urban	Drainage Works Urban & Non-Urban	\$200,000
Total for 2015/16			\$4,480,000
2016/17	Central Business District	CBD Drainage Works - Stage 2	\$500,000
2016/17	Coffs Creek, Coffs Harbour	Infilling & Hydraulic Capacity	\$200,000
2016/17	Park Beach Trunk Drainage	Additional Trunk Drainage - Stage 1	\$500,000
2016/17	Loaders Lane	Loaders Lane Levee	\$300,000
2016/17	Creek Clearing & Drainage Works	Maintenance Works	\$50,000
2016/17	Drainage Works Urban & Non-Urban	Drainage Works Urban & Non-Urban	\$300,000
Total for 2016/17			\$1,850,000
Drainage / Flood Works Program (2015/16 - 2018/19)			
Program Year	Project Description	Comment / Description	Estimated Cost
2017/18	Newports Creek Flood Mitigation	Detention Basin & Drainage works	\$4,500,000
2017/18	Investigation & Design	Drainage Improvements - Investigation & Design	\$30,000
2017/18	Creek Clearing & Drainage Works	Maintenance Works	\$50,000
2017/18	Drainage Works Urban & Non-Urban	Drainage Works Urban & Non-Urban	\$300,000
Total for 2017/18			\$4,880,000
2018/19	Investigation & Design	Drainage Improvements - Investigation & Design	\$30,000
2018/19	Creek Clearing & Drainage Works	Maintenance Works	\$50,000
2018/19	Drainage Works Urban & Non-Urban	Drainage Works Urban & Non-Urban	\$300,000
Total for 2018/19			\$380,000
Grand Total			\$11,590,000

A number of projects earmarked for construction in the 2015/16 Delivery Plan - Flood Mitigation and Drainage Program, including the Marcia St drainage project, will not be commenced due to the extensive investigative and design works required.

It is proposed that Council:

- Reallocate \$150,000 of the funds allocated within the 2015/16 delivery Plan FM and D program for the Marcia Street drainage project to the dredging of Spoonbill Lake.
- Review future projects to reinstate Marcia Street in the 2016/17 Delivery program.

REPORT

Description of Item:

Background

Spoonbill Lake was constructed in the late 1980's in conjunction with development of the area and was subsequently dedicated to Council. Since its construction the lake has progressively filled with sediments mobilised as a result of the extensive development throughout the catchment. Flows with the lake are being impeded by large amounts of aquatic weed and sediment build up. At present over 80% of the lake is covered in exotic the aquatic weed mexican waterlily (*Nymphaea Mexicana*) and has a water depth of less than 120mm. A number of mud islands are now forming within the lake and around the margins. The majority of the water body appears to be transitioning to land, as evidenced by the terrestrial tree species now growing in the lake. Over time, if nothing is done, this trend would continue with the loss of the water way, its environmental values and subsequent negative impacts on water movement and local drainage. Residents are now also experiencing negative impacts from strong odours generated by the exposed muds and rotting vegetation.

A number of residents have raised concerns with Council in relation to the ongoing management of the Lake and its role in flooding and local drainage. In 2014 a petition was provided to Council seeking Council support for the lowering of the weir to increase hydraulic capacity.

In response to these concerns a number of proposals have been considered including lowering or removal of the weir, filling and channelisation of the Lake, removal of sediment and weeds and doing nothing.

A number of reports outlining options in relation to the lowering of the weir were presented to Council in 2015. In response Council at its ordinary meeting of 26 March 2015 resolved to:

1. *Take no further action in relation to lowering of water levels in Spoonbill Lake. (ergo removal of the weir).*
2. *Consider the allocation of \$5,000 in the 15/16 Operational Budget to facilitate the development of a Spoonbill Lake Management Plan including detailed consultation with residents.*

As per the Council resolution, a draft plan is being prepared and a community meeting was held on site on the 28 November 2015.

The residents at the meeting were overwhelming in support of dredging the lake to generally improve local drainage and restore its environmental value even if this would not substantially reduce the flood risk in a 1:100 flood event. Flood risk is primarily from backwater associated with Cordwells/Boambee Creek not stormwater from higher in the catchment.

The draft EMP has incorporated the findings of the community consultation and has included a recommendation to remove sediment and weeds from the lake.

Dredging the lake will require specialist amphibious equipment normally based at Newcastle. The cost of floating the equipment to Coffs Harbour from Newcastle is expensive however an item of plant suitable to undertake the work is currently operating in the Urunga area until late February. Engaging this plant directly from Urunga at the expiration of its contract would result in substantial savings.

Given that the community consultation indicated overwhelming support for dredging the lake and that there is an opportunity to achieve substantial savings by taking advantage of the specialist plant currently temporarily based at Urunga, it is considered appropriate to proceed with dredging of the lake prior to the finalisation of the EMP.

Funding

Council currently has a number of projects allocated for funding within the 10 year Flood Mitigation and Drainage program.

A number of projects earmarked for construction in 2015/16, including the Marcia Street drainage project will not be completed due to the extensive investigative and design works required.

Council is proposing to store the dredged material from Spoonbill Lake for eventual reuse as topsoil at the West Woolgoolga sports field development. This will realise savings for this project.

It is recommended that \$150,000 be reallocated from the 2015/16 program to undertake the Spoonbill Lake dredging and that the program be reviewed in subsequent years.

Issues:

Drainage

The Lake is important to local drainage and plays a significant role in water quality and preventing sediment entering Boambee Creek. There are four stormwater inputs into the lake as well as the creek that flows from the lake's uppers catchment via a series of culverts under Linden Avenue.

It is considered that, in the absence of management intervention, the lake will continue to transition to a terrestrial forested ecosystem with subsequent major negative impacts on local drainage.

Removing the sediment build up and weed mass will improve local flows and reduce the volume of stagnant water in the system.

Environmental

Extensive coverage of the lake by the exotic mexican waterlilly is impacting negatively on the lake's environmental values and decreasing the diversity of fauna that would potentially utilise the lake. A number of species that previously utilised the lake, including Whistling ducks and Black-necked storks, are no longer present due to the lack of open water and exotic species.

The shallow water depths, rotting vegetation and exposed mud islands are a source of odours for surrounding residents. The stagnant water and poor flow also provide suitable habitat for mosquitos and midges. Mosquitos in particular pose a health risk to the community through their role as a vector for a number of debilitating illnesses. It is likely that these problems will increase over time as the water depth progressively reduces and further rotting of vegetation occurs.

Removing the sediment build up and weed mass will improve water quality, increase the biodiversity of the system, reduce stagnant water and odours and assist in the control of mosquitos and midges.

Aesthetics

The lake is a significant feature within the Boambee landscape and provides high amenity value to surrounding residents. At the community meeting of 28 November residents expressed a strong desire to retain the lake and restore it to something approximating its original design. Residents were strongly opposed to allowing the lake to continue to infill, on both drainage, environmental and amenity grounds.

Management

Council accepted the lake as part of its drainage infrastructure in the late 1980's. Since that time the lake has progressively in filled with sediment with little management intervention by Council. Whilst the retention of the sediments in the lake has been beneficial from the perspective of preventing this material entering Boambee Creek, it could be expected that, to facilitate local drainage, at some point sediment would need to be removed and the water depth restored.

It is considered timely to remove the sediment as the bulk of development within the catchment has now occurred and mobilisation of further sediment will be minimal. Routine maintenance of the stormwater outlets post sediment removal and regular weed control should ensure that Lake remains in good condition.

Options:

1. Adopt the recommendation provided to Council
2. Amend the recommendation to wait until adoption of the EMP. The consequence of this will be that Council will incur substantial additional costs (approximately \$22,000), should it still wish to proceed, once the specialist plant completes its contract at Urunga and returns to Newcastle.
3. Reject the recommendation.

Sustainability Assessment:

• Environment

Dredging of the lake will result in short term environmental impacts however no long term negative impacts are anticipated. A comprehensive Part 5 environmental assessment will be undertaken prior to the works occurring and this process will identify all likely impacts and provide measures to mitigate/ reduce the impacts.

It is considered that the long term benefits associated with dredging the lake and restoring water flows, open water and native aquatic vegetation outweigh any associated short term impacts.

• Social

In its current condition the lake is impacting negatively on surrounding residents in relation to issues associated with stagnant water, poor drainage and odours.

Undertaking the works will mitigate these impacts and address long standing community concerns in relation to management of the Lake.

- **Civic Leadership**

The proposal aligns with Council's Vision 2030 Plan under the theme "Places for Living". Strategy PL1.2 *Provide infrastructure that supports sustainable living and is resilient to climatic event*. The proposed works directly supports Council's role as a provider.

- **Economic**

Broader Economic Implications

Drainage works aim to reduce the negative economic impacts arising from poor drainage on infrastructure (both public and private), community health and the regional economy.

Delivery Program/Operational Plan Implications

Council currently has a number of projects allocated for funding within the 10 year Flood Mitigation and Drainage program. It is proposed to review and reallocate funding within this program. It is considered that there will be no overall net impact on the program as a result of undertaking the Spoonbill Lake project.

Risk Analysis:

Undertaking the dredging works prior to the EMP being finalised. The community showed strong support for the dredging option at the community meeting so it is considered to be a low risk for Council to proceed. By not undertaking the works now there is a financial risk with regards to the additional floating costs associated with bringing the amphibious excavator from Newcastle rather than Urunga.

As mentioned previously there will be short term environmental impact associated with undertaking the works but this will be mitigated by implementing the recommendations from the environmental assessment.

If works are not undertaken there are likely to be risks associated with poor drainage outcomes, potential health risks to residents from biting insects, escalating complaints from residents due to odour issues. Given the rate at which trees are likely to establish as water levels drop it could be expected that a significant area of the lake will be forested within as little five years. Should this transpire it will be difficult and expensive to restore drainage as the impacts of removing the vegetation will be high, given that the species currently being recruited would part of an Endangered Ecological Community.

Consultation:

Consultation has occurred internally with:

- Relevant Sustainable Places staff
- Relevant Sustainable Infrastructure staff

A public meeting was held on site on 28 November 2015. Over forty residents (191 letters mailed out) attended the meeting. All residents involved in the meeting expressed strong support for the proposal to reduce the volume of sediment in the lake and remove the aquatic weeds.

Related Policy, Precedents and / or Statutory Requirements:

Environmental Planning and Assessment Act 1979

The NSW Environmental Planning and Assessment Act requires that an environmental assessment of the works occur prior to commencement. Council will prepare a Part 5 assessment under this Act prior to works commencing.

Local Government Act 1993

Under Section 496A of the Act Council can charge a stormwater management levy on rateable properties. This funding supports the Flood Mitigation and Drainage Program

Additionally, the NSW Government approved a special variation of 7.0% for Coffs Harbour City Council, for a period of ten years commencing in 2010/2011, to fund flood mitigation and drainage works.

It is considered that the dredging of Spoonbill Lake is consistent with the funding intent of the Flood Mitigation and Drainage program.

Implementation Date / Priority:

This project will commence in March, pending availability of plant and weather permitting.

Conclusion:

The outcome of this project will be to use an amphibious excavator to dredge the lake to improve water flow, drainage and small flooding events. It is deemed financially advantageous to take the opportunity to float the excavator from Urunga rather than Newcastle.

Given that the community consultation indicated overwhelming support for dredging the lake and that there is an opportunity to achieve substantial savings by taking advantage of the specialist plant currently temporarily based at Urunga, it is considered appropriate to proceed with dredging of the lake prior to the finalisation of the EMP



REPORT TO ORDINARY COUNCIL MEETING

DUKE STREET EXTENSION PROJECT - REVIEW, STATUS AND UPDATE

REPORTING OFFICER: Director Sustainable Infrastructure
DIRECTOR: Sustainable Infrastructure
COFFS HARBOUR 2030: MA 1.1 Plan for new transport infrastructure, PL 1.2 Provide infrastructure that supports sustainable living and is resilient to climatic events
ATTACHMENTS: ATT1 Part V Assessment
ATT2 Assessment of Significance - Section 5A under Part V of EP&A Act, 1979

Recommendation:

That Council receives and notes this report.

EXECUTIVE SUMMARY

The purpose of this report is to advise Council of the status of the Duke Street Extension project. The project documentation and preparation has been finalised and construction activity is planned to begin on the site during the last half of February 2016.

REPORT

Description of Item:

Original Project Scope

In 2012, whilst considering a Development Application by the proponent of the Coffs Harbour Palm Centre's CBD development, Council identified that a component of the proposed development (ie. the raising of footpath levels along Harbour Drive) would potentially increase flooding issues along Harbour Drive. Council further identified that those issues could be effectively resolved with the removal of the Harbour Drive/Gordon Street roundabout.

Prior to that time it had been previously noted by Council that the removal of the roundabout was a preferred element of any future flood mitigation and traffic upgrade works in the CBD but, on the basis of an assessed low cost/benefit ratio attributed to such a project, Council had neither prioritised nor funded it at that time.

The coalescence of those two issues led Council, at its Meeting of 26th April 2012, to resolve, inter alia:

*(CS12/15 HARBOUR DRIVE – GORDON STREET REDEVELOPMENT)
“That Council commence negotiation with the Coffs Harbour Palm Centre Owners (Gowings) on cost share arrangement for the Harbour Drive – Gordon Street intersection construction proposal.”*

That resolution ultimately led to a Voluntary Planning Agreement (VPA), including cost share arrangements, being entered into by Gowings and the Council for the removal of the roundabout, the remodelling of the intersection and installation of traffic lights. The VPA now forms a part of the Palm Centre Development Consent which has been issued to the Developer.

The issued VPA further requires that the Developer is to place a **temporary road**, to transit the unformed road reserve linking the truncated Duke Street with Harbour Drive. This work is to be completed prior to the commencement of construction of the Harbour Drive/Gordon Street intersection project. The singular intent of this requirement on the Developer was to ensure that traffic flows through the CBD were not overly impacted during the period of the intersection works which will necessarily require the complete closure of the intersection for a period of several months.

Changed Project Scope

A separate Infrastructure Directorate strategic review of known planned and proposed infrastructure works across the CBD area during 2015 identified that there was a significant potential cost saving to be garnered if the temporary road required by the issued DA could be constructed as a permanent road.

This view was informed by the previously adopted CBD Masterplan which envisaged a future permanent Duke Street Extension (on the same site as the conditioned temporary road) to create a thoroughfare to Harbour Drive. This view is also reinforced by Council's own predictive CBD traffic modelling which forecasts that severe traffic flow issues will arise in the CBD area within a 10 year timeframe. A major component of Council's existing CBD traffic management vision to deal with the predicted increase in traffic flows is contingent upon opening permanent vehicular access by extending Duke Street through to Harbour Drive.

At Council's Meeting of 25th September 2015 a concept plan for a permanent roadway and park enhancement on the site of the Duke Street temporary extension was considered by Council, which resolved as follows:

"that Council correspond with Gowings and the CBD Masterplan Committee with an invitation to bring forward the total completion of the road construction and park facility as suggested in the concept plan."

Following that Resolution both the CBD Masterplan Committee and the development proponent accepted Council's issued invitation to bring forward the total completion of the concept plan. The Resolution of 25th September 2015, and the concurrence by both invited parties, is now properly read as a formal Council instruction to proceed with the execution of the permanent road/enhanced park project.

The same resolution also serves to effectively disconnect the Duke Street Extension project from the temporary works which were originally envisaged by the original development consent condition and the VPA. The Duke Street Extension project (the permanent road) is now a standalone CBD Masterplan project. As a consequence the temporary roadway conditioned in the Consent issued to Gowings is no longer required.

Highlighted Project Issues

1. Status of the Original Consent Issued to Gowings

The Development Consent issued to the developer still includes the original requirement to "remove and reinstate" the temporary Duke Street extension following the completion of the Harbour Drive/Gordon Street intersection upgrade. For administrative completeness this Condition should be reconsidered (ie. a lifting of the requirement to remove and reinstate) to suit the now agreed circumstances of a separate project for a permanent extension to Duke Street.

2. Environmental Impacts of the Project

The Development Consent issued to the developer, which includes a Condition to create a temporary extension to Duke Street whilst the intersection is closed, was informed and supported by an ecological review of the site conducted by the proponent's consultant.

Given that review was premised on a road of a temporary nature with no park embellishment it was appropriate that additional work in this regard be conducted to reassess the impact relative to a permanent road and additional enhancement works.

In regard of that, a further review has now been conducted in the form of a Part V Assessment which is premised on both the permanent road and the park enhancements now being proposed for the site. The Part V Assessment is attached to this Report for Councillors' information. In summary however, it provides no barrier to the proposed, more permanent, works.

3. Threatened Species Assessment for the Project

As a consequence of the proximity to the Project site to existing koala habitat a further standard assessment procedure (Assessment of Significance) for threatened species has been conducted.

The seven part test is attached to this report for Councillors' information. In summary however the Assessment of Significance does not provide a barrier to the Project.

4. Crown Land Adjacent to the Road Reserve

Part of the land on the Duke Street Extension site (a 9.2 metre wide strip along the eastern side, measured from, and parallel to, the exiting Community Village building line) is Crown Reserve land.

It is a limiting fact that any proposed works on this Reserve (or any other) must be consistent with the reserve's gazetted purpose. The current project envisages a footpath/cycleway, gardens, and embellishments being placed upon this strip.

The gazetted purpose of the reserve is for "community purposes". There is no adopted Plan of Management, but Council has previously adopted a management plan which includes in its mission and strategic direction statements the following:

"Provide and manage infrastructure and other assets for the benefit of present and future generations"

The infrastructure planned for the site is consistent with both the gazetted purpose and the more detailed mission of the related management plan.

Conclusion:

Council may receive and note this report which confirms the intention to begin site works for the Duke Street Extension in the second half of February 2016.

Harbour
City Council
Locked Bag 155
Coffs Harbour, NSW 2450
ABN 79 126 214 487

Coffs Harbour City Council Environmental Impact Assessment



ENVIRONMENTAL IMPACT ASSESSMENT under PART 5, ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979 and REGULATION 2000 (Section 228)

The subject site is located just east of the Coffs Harbour City Centre area, between Duke Street and Harbour Drive. Although currently utilised as a Park, hence the name 'Pioneer Park' the land is in fact a road reserve, dedicated as such in 1897 - 'for the purpose of being made a future road to support the expansion of the city when needed'. The site is approximately 60m x 30m and is zoned SP2 Infrastructure, community facilities under the Coffs Harbour Council Local Environmental Plan, 2013. The adjacent community village land is also zoned SP2.

The objectives of the SP2 zone are to:

- 'provide for infrastructure and related uses' and
- 'to prevent development that is not compatible with or that may detract from the provision of infrastructure'.

Roads are a development within SP2 that are permitted with consent.

The Park offers a small area of green open space with a mix of planted native and exotic species. The Coffs Harbour Class 5 Vegetation mapping (V.1.1, 2012) identifies the vegetation within the Park as 'Environmental Plantings' with no detail on the species present. However, species identified on the site include *Callistemon viminalis* (Weeping bottlebrush), *Casuarina glauca* (Swamp Oak), *Corymbia citriodora* (Lemon scented gum), *Lagerstroemia indica* (Crepe myrtle), *Eucalyptus grandis* (Flooded gum) and *Tipuana tipu*. The ground cover comprises a mix of grass species and the whole Park is maintained by mowing.

The Park was historically one of a number of natural drainage lines that crossed the central business district (CBD) being filled in 1956. Evidence of this fill material is shown in the Geotech investigation – with four bore holes conducted across the site each showing varying depths of fill material to 1.5m deep. Services within the Park boundary include twin 1800mm diameter stormwater pipes, gravity sewer mains and a water pipeline. Aerial photography shows the site as being vegetated in 1954 with the western section being cleared in 1964. The existing stormwater outlet is just north east of the subject site and flows into an open V-shaped swale drain that connects with the western arm of Carralls Creek approximately 160m further to the north east. Carralls Creek is the major recipient of stormwater flows from the CBD area, and the Creek flows 450m northward, before joining with Coffs Creek. Vegetation around Carralls Creek is mapped as Forested Wetlands - Coastal Paperbark Swamp Oak Floodplain Forest. This community forms the riparian corridor along the Creek, and comprises species including: *Melaleuca quinquenervia*, *Callistemon salignus*, *Casuarina glauca*, *Alexfloydia repens* and *Viola banksii*. The species composition is commensurate with the Endangered Ecological Community Swamp Sclerophyll Forest. Over the past few years the Friends of Coffs Creek landcare group have conducted works to reduce the weed infestation that was throughout the riparian corridor. Mangroves are mapped further downstream where Carralls Creek meets Coffs Creek and large areas of primary koala habitat are mapped over sections of the riparian corridor as well as the vegetation within the Park.

Immediately north east of the Park is an informal car park (off Duke Street) which accommodates parking for approximately eleven vehicles – this land is also within the Community Village boundary. The southern boundary with Harbour Drive currently accommodates angle parking for seventeen vehicles. To the east of the Park is the old museum building (part of the Community Village complex) and to the west is privately owned land, utilised for two small businesses. The Coffs Harbour CBD Masterplan identifies that by 2030, 460 additional parking spaces will be required in the CBD area. The Masterplan focusses on the revitalisation of the city centre, with vegetation being introduced to green the CBD – this is likely to involve landscaped native species and exotics more for amenity values in the already highly disturbed and built area, than for refuge and resource values for native fauna.

Attachment 1

The Park is situated on the 4m to 2m AHD contour, and this is commensurate with the previously identified drainage lines and the low lying nature of the site where Forested Wetlands would have likely extended back to the area now occupied by Brelsford Park and the CBD.

Eco Logical Australia Pty Ltd were engaged in 2013 to conduct a basic ecological assessment of Pioneer Park - at the time the assessment addressed the removal of all the planted vegetation from the site. It was assumed that the site was bounded east/west by the two buildings. However, this is not the case – as the boundary of the Community Village extends 10m west from the side of the old museum into the Park – with 20m being the road reserve. As highlighted above, both areas are zoned SP2.

LOCATION: Pioneer Park, Coffs Harbour

		Yes	No
1. IS THE PROPOSED WORK PERMISSIBLE UNDER THE LEP or SEPP Infrastructure (2007)?	<i>If No reject proposal</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. IS DEVELOPMENT CONSENT REQUIRED?	<i>If Yes lodge D/A</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. DOES THE DEVELOPMENT COMPLY WITH EXEMPT REQUIREMENTS UNDER SEPP Infrastructure (2007)?	<i>If Yes and a Part 5 is not required for any other reason, complete FILENOTE to confirm it is exempt development</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. ARE ANY APPROVALS, PERMITS, LICENCES REQUIRED UNDER OTHER LEGISLATION?	<i>If yes obtain before commencing works</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. DO THE WORKS CONSTITUTE AN "ACTIVITY" UNDER PART 5?	<i>If Yes complete Part 5</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. ARE THREATENED SPECIES or Endangered Ecological Communities (EEC's) PRESENT?	<i>Seek advice from Councils NRM Officer / NPWS If YES complete 7 Part Test (TSC Act 1995).</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. DESCRIBE THE LIKELY IMPACTS OF THE ACTIVITY AS FOLLOWS:			

For ALL answers give reasons why

		Yes	No
7.1	Any environmental impact on a community (eg. public health, traffic and pedestrian safety, criminal activities, flooding)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The proposal to turn the subject site from a 'park' to a road will facilitate vehicular movement around the CBD area thereby reducing the number of vehicles utilising the Gordon Street/Harbour Drive intersection. Consideration has been made as to whether the proposal will be for a temporary or permanent road – and it is noted that either of these options will result in the same level of environmental impact – that is removal of all vegetation from the Park.</p> <p>The proposed road width is to be two lanes of 13m in total with provision for bike lanes and with raised and painted medians. Either side of the road pavement comprises of 10m and 7m edges (east and west respectively) that will accommodate a 'park style' area including footpaths and landscaped gardens. This will result in a win/win situation for both the need to ease traffic congestion and to incorporate green space into the CBD.</p>			

7.2	Any transformation of a locality (eg. viability of current AND future land uses)	✓	
<p>In 1956 the subject site – originally being a creek line, was back filled and stormwater pipes were installed. The eucalypt trees were planted by Peggy McDonald in the early 1960’s and maintained by her for approximately 20 years. The location has been utilised as a park setting since this time, and in response to the proposed project the community opinions in relation to the purpose and degree of the Park use is proving to be highly subjective.</p> <p>The Park will be transformed by the proposed works, however the design allows for the creation of some green space and pedestrian access as well as the road. Currently following high rainfall the Park gets waterlogged and is unusable – partly the reason for the seats and benches being at the southern end adjacent to Harbour Drive.</p> <p>The proposed design will reduce the waterlogging of the site through improved drainage and elevation of the road pavement height.</p>			
7.3	Any environmental impact on the ecosystems of the locality (eg. Marine or terrestrial habitats, trees, shrubs, wildlife, birds, insects, flora and fauna communities and corridors)	✓	☐
<p>Eco Logical Australia Pty Ltd conducted a basic ecological assessment of the Park in 2013. The assessment allowed for all vegetation within the Park to be removed. An hour was spent traversing the site assessing flora species, identifying potential threatened fauna and fauna habitat – this data was compared with the Coffs Harbour Class 5 Vegetation Mapping (v.1.1, 2012) and the CHCC’s CKPoM (Lunney et al. 1999). The assessment of the native vegetation found that the site contained potential for two threatened fauna species – Grey-headed Flying Fox (<i>Pteropus poliocephalus</i>) and Koala (<i>Phascolarctos cinereus</i>). A thorough search for faecal pellets and/or tree scratches was made for evidence of koala use of the site however no evidence of koala was recorded. It was concluded that despite the CHCC CKPoM mapping the site as primary koala habitat, this was considered to be erroneous; however the Lemon-scented Gums and the Flooded Gums provided a potential seasonal nectar source for both flying foxes and nectivorous birds – but that use of the resource was based on opportunistic visitation as opposed to a permanent food source. The report concluded that the small area of planted vegetation did not constitute significant habitat resources for any threatened fauna species. Ameliorative measures recommended included the planting of native species, with a focus on koala food trees. It is noted that the level of assessment conducted by Eco Logical was agreed to in a conversation with Nigel Cotsell (CHCC’s Senior Biodiversity Officer on 13.09.15).</p> <p>Since the assessment and media release of the proposed road construction project, a number of koala have been reported as being present in the park. Koala sightings are often reported along much of the Coffs Creek riparian corridor, in particular at the back of the Community Village – and throughout the Botanical Gardens. It is not uncommon for young male koalas to be reported outside of their typical habitat areas in late winter/early spring – when looking for a mate and it is suggested that the koala presence in the Park is associated with this random seasonal activity.</p> <p>A search of the NSW BioNet Atlas was conducted by CHCC on 12.10.15. Three species were listed as being present in the Park area – however only two results were accessible those being for koala and sugar glider. Areas of the Creek from 200m north and further north east of the site recorded significant amounts of other species – in particular more sightings of koala – and this supports the suggestion made above – that the Park is not within a significant habitat and food resource area for this species.</p> <p>It is acknowledged that loss of koala food resources is a key threatening process for koala populations, and in this instance there will be a loss of 5 x flooded gum – one of the eucalypts associated with Primary koala habitat. The loss of this vegetation will also impact on the birdlife that utilise the trees for refuge, habitat and resources. It is proposed to conduct compensatory planting of a suitable species combination to provide for ongoing habitat and resource values for native fauna including koala. Consideration of the appropriate location for these plantings has been made and includes the following options:</p>			

Attachment 1

1. The interface of Fitzroy Oval and Coffs Creek riparian corridor (approximately 350m north east of the site).
2. Along the drainage line at the back of Cavanbah Hall to the north.
3. Around the side and back of the community village buildings at the interface of the vegetation and the riparian corridor.

Option 1 is considered to be too far away from the Park.

Option 2 could result in prevention of stormwater flows that naturally overtop the drainage line and flood the terrace area and therefore exacerbate flooding issues.

Option 3 is considered to be the best option by linking the weed control works already conducted by the Friends of Coffs Creek with some embellishment planting. Sightings of koala in this area are often made, where there is greater diversity of species composition and age that offers food and habitat resources.

In considering whether it was possible to retain the flooded gums in the Park, it is suggested that the trees in isolation and disconnected from the riparian corridor to the north east would be more likely to result in danger for koalas in moving across the open site in between vegetated areas. The embellishment planting will offer over time, an area more conducive to provide food and habitat resources in a safer environment.

7.4	Any reduction of the aesthetic, recreational, scientific or other environmental quality or value of a locality (eg. <i>Streetscape, scenic views, vistas, lifestyle, convenience, aesthetic quality of natural and built environment</i>)	✓	
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The Park is a small green space within the broader CBD area. Since the time of the project proposal, community groups and individuals have voiced concerns over the loss of vegetation – in particular koala habitat and the loss of green space. Values associated with green space in the busy CBD area are varied, with claims of the site being a high use area as opposed to claims of little use of the Park other than a pedestrian short cut. It is noted there is limited seating – being restricted to one wooden bench/seat at the southern end at the greatest distance from the pump station.

Environmental values of the site are associated in the main with bird species, random use by koala and potentially nocturnal species. The eucalypts also have both aesthetic and ambient qualities, their canopies providing a welcome variation and gentle aspect to the surrounding built environment.

The proposed design takes into account the environmental values of green space in an urban setting, and has provided not only for the construction of the road, but also areas that allow for seating and pedestrian movement through the site. Compensatory and embellishment planting is to be conducted to ensure no net loss of eucalypt species in the CBD results from the project.

It is considered unlikely the site will reduce in quality or value as a result of the works which aim to improve usability for the community – both vehicles and pedestrians.

7.5	Any effect on a locality, place or building having aesthetic, anthropological, archaeological, architectural, cultural, historical, scientific or social significance or other special value for present or future generations (eg. <i>Heritage buildings, sacred sites, etc. See LEP & REP for listings</i>)	<input type="checkbox"/>	✓
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A search of the AHIMS register was conducted on 14 October, 2015 (Client Service ID: 194929) for the Park area, however no Aboriginal sites were registered within the search area. This is consistent with the previous history of the site, being a drainage line, and within a low lying area, typically associated with a back swamp. These environmental conditions are not considered as 'areas of potential' for Aboriginal occupation or resource procurement.

The Geotech results confirm that the material within the centreline of the Park (and therefore that most impacted by the works) contains fill material of varying depths up to 1.5m. It is also noted considerable excavation has also occurred during construction of the stormwater pipes and other services through the site.

Given the levels of disturbance at the site including original clearing of the old creek channel and the importation of material it is considered unlikely any Aboriginal cultural material or non-Aboriginal cultural material would have survived. It is considered therefore the footprint of the proposed works is within previously disturbed and modified land.

The subject site environmental conditions are in accord with the NPW Regulations 2009 definition of 'disturbed' land: 'Land is disturbed if it has been the subject of a human activity that has changed the land's surface, being changes that remain clear and observable'. Some examples include: ploughing, construction of rural infrastructure (such as dams and fences), construction of roads, trails and tracks, clearing vegetation, construction of buildings and the erection of other structures.

As a precautionary principle, in the event an unexpected find of either Aboriginal or non-Aboriginal material is identified the appropriate procedure is to – STOP WORK, notify all on site crew, protect the find area and inform CHCC Archaeologist Nat Redman (0409 820 143).

7.6	Any impact on the habitat of any protected fauna (within the meaning of the National Parks and Wildlife Act 1974)	✓
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The works will require the removal and modification of native and exotic vegetation including:

Callistemon viminalis (Weeping bottlebrush), *Casuarina glauca* (Swamp Oak), *Eucalyptus grandis* (Flooded gum), *Corymbia citriodora* (Lemon scented gum), *Lagerstroemia indica* (Crepe myrtle) and *Tipuana tipu*.

Despite being mapped as primary koala habitat the Flooded gums in the Park are a group of isolated trees, with an approximate open space distance of about 100m to the safety of the vegetated area at the Community Village. One could argue that the trees therefore are of a high significance being one of few areas of eucalypts offering refuge in the CBD. However, their lack of connectivity with similar vegetation also poses potential threats and dangers to koala and possums that may be moving through the area requiring a considerable distance of open space to be traversed with few refuges in between. It is considered embellishment planting of the area around the community village will offer greater diversity of resources and habitat for native fauna, including koala.

7.7	Any endangering of any species of animal, plant or other form of life, whether living on land, in water or in the air (refer to 7 part test under TSC Act and EPBC Act.)	<input type="checkbox"/>	✓
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It is considered unlikely the works will result in the endangering of any species of animal, plant or other form of life within the immediate site. A 7 Part Test has been conducted for koala and is attached.

Attachment 1

7.8	Any long-term effects on the environment (<i>eg. Soil, estuaries, creeks, air, aesthetics, noise, climate</i>)	✓	
<p>Over the years there has been a loss of eucalypts in the CBD area – and replacement with landscape natives and exotics and few isolated eucalypts remain. Loss of eucalypts in developed areas is typically a result of construction impacts and the competing and limited space available for both root development and canopy spread. Limb drop and leaf litter also are considered safety and management issues over time. In the long term the proposed road will provide an alternative traffic route, pedestrian and cycleway access and an area of green space. Compensatory plantings will provide a long term benefit to the Coffs Creek riparian corridor (an area of continuous native vegetation over approximately 150 hectares) offering food and resource values to native fauna into the future. It is not expected that the proposed works would result in long term effects on the environment.</p>			
7.9	Any degradation of the quality of the environment (<i>eg. Soil, estuaries, creeks, air, aesthetics, noise, climate</i>)	☐	✓
<p>It is possible the proposed works could result in minor degradation in the quality of the environment, for example some loss of local air quality and sediment transport associated with earthworks. Geotech results show beyond the 1.5m depth for excavation of a stormwater pit, there is an element of ‘unknown’ in relation to the subgrade material.</p> <p>There is a variation in the depth of fill material across the site, but it is no deeper than 1.5m. Depending on the approach to construction of the stormwater pit, will determine the depth of excavation required. Appropriate measures will need to be taken in the event the ‘unknown’ material requires testing for contamination and consideration will need to be given to where the material will be taken in such an instance.</p>			
7.10	Any risk to the safety of the environment (<i>eg. Risk of fire or explosion, public health, traffic and pedestrian safety, chemical incidents, criminal activities, flooding</i>)	☐	✓
<p>It is not expected that the proposed works would result in any risks to the safety of the environment. ATF fencing is to define the extent of the construction works site and for demarcation of public/works footprint. Appropriate measures are to be in place to protect water quality during construction – this will be addressed through a sediment and erosion control plan to be developed once the design is finalised.</p>			
7.11	Any reduction of the range of beneficial uses of the environment (<i>eg. scenic views, vistas, water or field sports, bushwalks, lifestyle, convenience, viability of current and future land uses, aesthetic quality of natural and built environment</i>)	✓	
<p>There will be a loss of the informal green space currently offered in the Park however there will be improvements to the area for vehicles, pedestrians and cyclists. It is not expected that the proposed works would result in any reduction in the range of beneficial uses of the environment.</p>			
7.12	Any pollution of the environment (<i>eg. Air, water or noise pollution</i>)	☐	✓
<p>Works will involve temporary increase in noise, vehicle emissions, oils and fuels. Safeguards (i.e. erosion and sediment control measures) are required on site in the form of either silt fencing and/or sand bags – in particular protecting the downstream environment from the construction impacts. These measures will meet Council’s guidelines and be in accordance with Australian Standards. All excess material is to be removed from the site and any concrete slurry is to be contained within the works footprint. Consequently, it is not expected that the works would result in any pollution of the environment.</p>			

7.13	Any environmental problems associated with the disposal of waste (eg. Solid or liquid wastes, effluent, ASS / PASS)	<input type="checkbox"/>	✓
<p>The site is within an area mapped as Low Probability for Acid Sulphate Soils - and it is considered unlikely acidic soils will be problematic. All excess material is to be removed from the site and taken to the Sawtell Treatment Plant for re-use. In the event contaminated spoil is encountered appropriate levels of testing will be needed to identify relevant treatment etc. The material will need to be taken to an approved location.</p> <p>It is not anticipated that there will be any environmental problems associated with the disposal of waste as a result of the work. Any extracted material or other general wastes (generated from staff) shall be removed from site and reused or recycled where possible, using disposal to landfill as the last option. No concrete washout into the adjacent areas or stormwater lines is permitted. Daily housekeeping is to keep the site free of general rubbish during the construction phase.</p>			
7.14	Any increased demands on resources (natural or otherwise) that are, or are likely to become, in short supply (eg. Water, energy, hard rock, etc)	✓	<input type="checkbox"/>
<p>Any work involving use of plant and equipment will involve consumption of fuel, oil, water, vehicle and plant depreciation, etc. However, as an individual project, it is not anticipated that the works will lead to any increased demands on natural resources that are likely to become in short supply.</p>			
7.15	Any cumulative environmental effect with other existing or likely future activities (eg. Soil, estuaries, creeks, air, aesthetics, noise climate)	<input type="checkbox"/>	✓
<p>It is not anticipated that works will result in any cumulative environmental effect.</p>			
7.16	Any impact on coastal processes and coastal hazards, including those under climate change conditions. (Are the works within the Coastal Zone (SEPP 71 mapping) and therefore subject to - * sea level rise * severe storm erosion and slope instability * long term coastline recession resulting from sand losses to the beach * climate change * ocean flooding of low lying areas * public access issues)	<input type="checkbox"/>	✓
<p>A risk-based framework was adopted during the development of the Coffs Harbour Coastal Zone Management Plan, 2013 (CHCZMP) as a suitable and robust methodology for dealing with the unpredictability of the impacts and timeframes associated with climate change.</p> <p>The site is outside of the zone of coastal influence and hazards, and is just outside of the mapped area of the coastal inundation hazard for 2100 this being a narrow possible intrusion from Coffs Creek. It is considered unlikely that inundation of the site will result in the future. The finished ground level will be higher than current levels.</p>			
8.	DETERMINATION	Yes	No
	THAT THE PROPOSED ACTIVITY PROCEED WITHOUT MODIFICATIONS	✓	<input type="checkbox"/>
	THAT AN ENVIRONMENTAL IMPACT STATEMENT BE REQUIRED	<input type="checkbox"/>	✓
	THAT THE ACTIVITY PROCEED WITH THE FOLLOWING CONDITIONS	✓	<input type="checkbox"/>
9.	CONDITIONS OF THIS DETERMINATION – Permit / Approval / Licence attached	<input type="checkbox"/>	✓
<p>This Part 5 Assessment is valid for six (6) months from the approval date below – if works have not commenced by this date this assessment is invalid. Contact the Environmental Engineer for re-assessment.</p> <p>This assessment has been undertaken on the basis that construction is as per the Revised Preliminary Design (by GHD on 15.01.16). If the design is changed significantly a re-assessment of environmental conditions will be required.</p>			

Vegetation:

- Vegetation removal is to be conducted by the CHCC tree crew, who will be responsible for conducting the pre-clearing checks for fauna.
- Procedures are to be in place to address the event of an animal being captured or hurt during the works. Animals captured (if unhurt) are to be kept in either calico bags or boxes and kept in a quiet, dark place until the works are completed – then released back on site or at the nearest area of vegetation on dark. If any animals are injured as a result of the works, WIRES are to be contacted (66527119).
- In the event a koala is identified on the site at the time of tree removal, all works must cease, until such time as the animal has moved on of its own accord.
- Following pre-clearing checks the eucalypts are to be sectionally lopped, with cut material being mulched and removed from the site for re-use.
- Compensatory planting for the loss of 5 x *E. grandis* will require a 1:5 replacement ratio (as per CHKPoM) as well as compensation for the loss of 12 x trees (including Lemon scented gums, *Casuarina glauca* and *Callistemon*). Aaron Hartley is to be provided details of the project so that he can conduct embellishment planting of eucalypts in the most suitable places along Coffs Creek.

General:

- The works should not occur if rainfall is predicted or tides area estimated to be higher than 1.7m. Daily checks of the BOM site should be made.
- The site is to be defined with appropriate ATF fencing, ensuring the works footprint is contained and the public excluded from the construction site area.
- Daily housekeeping is to keep the site clear of general rubbish.
- A traffic management plan will be required for works on Vernon/Duke Street and Harbour Drive intersections.
- Confirmation of the approved location for excavated material to be taken to.
- Appropriate measures will need to be taken in the event the 'unknown' material requires testing for contamination and consideration will need to be given to where the material will be taken in such an instance. This will be addressed as and when the need arises.

Sediment and erosion controls:

- A sediment and erosion control plan will need to be devised for the project. Depending on the approach to construction of the stormwater pit, will determine the depth of excavation required and volume of dewatering required.
- Appropriate levels of sediment and erosion controls are to be in place. Measures may be required to be modified and/or upgraded in response to weather conditions during construction. The use of silt fencing
- and/or sand bags are to ensure that no sediment run off leaves the site. NO hay bales are to be used at the site.
- In the event sediment laden water is within the works trench, a vacuum truck may be required to remove the water from the site – as there is limited opportunity for treating 'dirty' water within the works area.
- No concrete washout is permitted into the surrounding area or stormwater drainage lines or kerb inlet pits.
- If impacts to the downstream environment occur (ie. Sediments dropping out at the outlet pipes), de-silting of this area will be conducted at the completion of all earthworks on the site.

Heritage:

- The site is within a highly modified and previously disturbed location and therefore, it is considered there is a low to unlikely potential that any Aboriginal and/or non-Aboriginal cultural material would have survived previous earthworks and modifications at the site. However, in the

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event an unexpected find of either Aboriginal or non-Aboriginal material is identified the appropriate procedure is to – STOP WORK, notify all on site crew, protect the find area and inform CHCC Archaeologist Nat Redman (0409 820 143) immediately.

NB. These conditions will be subject to auditing by Council’s Environmental Engineering Officers. You must notify the Officer who prepared this Part V Assessment of any changes in the proposed activity, during works or planned as this may alter the assessment, rendering it invalid and leaving Council exposed to risks under environmental and associated legislation.

Prepared by: N Redman Name NR Signature Date: 22.01.16

(prepared this assessment under Part 5 of the EP&A Act 1979)

Manager/Director: Matthew Naydal Name Matthew Naydal Signature Date: 27/01/16

(Delegated Authority to determine this assessment under Part 5 of the EP&A Act 1979)

Third Party Reviewer(s): _____ Name _____ Signature _____ Date: _____

Reviewed the following sections of this Part 5 EIA:

Attachment 2

Assessment of Significance (7-part test) Section 5A under Part V of the Environment Planning and Assessment Act, 1979

Project: Duke Street Extension, road construction - Impact on koala and primary koala habitat.

In NSW koalas are a threatened species listed as Vulnerable in Schedule 2 of the *Threatened Species Conservation (TSC) Act, 1995*. CHCC developed the Coffs Harbour Koala Plan of Management , (CHKPoM), (Lunney et al, 1999) to provide detailed information and management recommendations on the koala population across the local government area.

- a. in the case of a threatened species, whether the action proposed is likely to have an adverse effect on the life cycle of the species such that a viable local population of the species is likely to be placed at risk of extinction.

Eco Logical Australia Pty Ltd conducted a basic ecological assessment of the Park in 2013. The assessment allowed for all vegetation within the Park to be removed. An hour was spent traversing the site assessing flora species, identifying potential threatened fauna and fauna habitat – this data was compared with the Coffs Harbour Class 5 Vegetation Mapping (v.1.1, 2012) and the CHCC's CKPoM. The assessment of the native vegetation found that the site contained potential for Koala (*Phascolarctos cinereus*). A thorough search for faecal pellets and/or tree scratches was made for evidence of koala use of the site however no evidence of koala was recorded. It was concluded that despite the CHCC CKPoM mapping the site as primary koala habitat, this was considered to be erroneous. The report concluded that the small area of planted vegetation did not constitute significant habitat resources for any threatened fauna species.

- b. in the case of an endangered population, whether the action proposed is likely to have an adverse effect on the life cycle of the species that constitutes the endangered population such that a viable local population of the species is likely to be placed at risk of extinction.

N/A

- c. in the case of an endangered ecological community or critically endangered ecological community, whether the action proposed:
 - i) is likely to have an adverse effect on the extent to the ecological community such that its local occurrence is likely to be placed at risk of extinction, or
 - ii) is likely to substantially and adversely modify the composition of the ecological community such that its local occurrence is likely to be placed at risk of extinction,

N/A

Attachment 2

- d. in relation to the habitat of a threatened species, population or ecological community:
- i) the extent to which habitat is likely to be removed or modified as a result of the action proposed, and
 - ii) whether an area of habitat is likely to become fragmented or isolated from other areas of habitat as a result of the proposed action, and
 - iii) the importance of the habitat to be removed, modified, fragmented or isolated to the long-term survival of the species, population or ecological community in the locality,

All of the *E. grandis* at the site (5 in total) will be removed to accommodate the road and park construction. Following Eco Logical Australia's ecological assessment and their conclusion that the vegetation did not constitute significant habitat resources, the following consideration was also made. Since the initial assessment and media release of the proposed road construction project, a number of koala have been reported as being present in the park. Koala sightings are often reported along much of the Coffs Creek riparian corridor, in particular at the back of the Community Village – and throughout the Botanical Gardens. It is not uncommon for young male koalas to be reported outside of their typical habitat areas in late winter/early spring – when looking for a mate and it is suggested that the koala presence in the Park is associated with this random seasonal activity.

It is acknowledged that loss of koala food resources is a key threatening process for koala populations, and in this instance there will be a loss of 5 x flooded gum – one of the eucalypts associated with Primary koala habitat. The loss of this vegetation will also impact on the birdlife that utilise the trees for refuge, habitat and resources. It is proposed to conduct compensatory planting of a suitable species combination to provide for ongoing habitat and resource values for native fauna including koala. Consideration of the appropriate location for these plantings has been made and includes the following options:

1. The interface of Fitzroy Oval and Coffs Creek riparian corridor (approximately 350m north east of the site).
2. Along the drainage line at the back of Cavanbah Hall to the north.
3. Around the side and back of the community village buildings at the interface of the vegetation and the riparian corridor.

Option 1 is considered to be too far away from the Park.

Option 2 could result in prevention of stormwater flows that naturally overtop the drainage line and flood the terrace area and therefore exacerbate flooding issues.

Option 3 is considered to be the best option by linking the weed control works already conducted by the Friends of Coffs Creek with some embellishment planting. Sightings of koala in this area are often made, where there is greater diversity of species composition and age that offers food and habitat resources.

Attachment 2

In considering whether it was possible to retain the flooded gums in the Park, it is suggested that the trees in isolation and disconnected from the riparian corridor to the north east would be more likely to result in danger for koalas in moving across the open site in between vegetated areas. The embellishment planting will offer over time, an area more conducive to provide food and habitat resources in a safer environment.

- e. whether the action proposed is likely to have an adverse effect on critical habitat (either directly or indirectly),

N/A

- f. whether the action proposed is consistent with the objectives or actions of a recovery plan or threat abatement plan,

N/A

- g. whether the action proposed constitutes or is part of a key threatening process or is likely to result in the operation, or increase the impact of, a key threatening process.

It is acknowledged that loss of koala food resources is a key threatening process for koala populations, and in this instance there will be a loss of 5 x flooded gum – one of the eucalypts associated with Primary koala habitat. However, the flooded gum trees were assessed as being 'not significant habitat' for koala.

Conclusion:

There is to be a net loss of 5 x flooded gums, which are within mapped Primary Koala habitat. However, the ecological assessment has determined these trees as not significant habitat value.

The sightings of koala in the park are associated with seasonal incidents of young males – and while this does not negate the value of the trees completely, it does align with the ecological assessment conclusion.

To ensure there is no net loss of primary koala habitat compensatory planting is to be conducted at a 1:5 ratio. The most suitable location and species selection will be made the by CHCC bush regeneration team, provided the planting is conducted along Coffs Creek between the subject site and the Botanical Gardens – this area is noted for its regular sightings of koalas.



REPORT TO ORDINARY COUNCIL MEETING

PUBLIC AMENITIES UPGRADE PROGRAM

REPORTING OFFICER:	Section Leader Logistics
DIRECTOR:	Director Sustainable Infrastructure
COFFS HARBOUR 2030:	PL 1.2 Provide infrastructure that supports sustainable living and is resilient to climatic events
ATTACHMENTS:	Nil

Recommendation:

That Council:

1. **Continues the Public Amenities Upgrade Program for a further five years beyond Financial Year 2015/16.**
 2. **Allocates \$300,000 per annum from the Community Facilities Program for the continuation of the Public Amenities Upgrade Program.**
 3. **That Council reviews the allocation to the Public Amenities Upgrade Program in 2020/21.**
-

EXECUTIVE SUMMARY

The purpose of this report is to advise Council of the status of the Public Amenities Upgrade Program and to recommend that Council consider continuing the program for a further five years.

In 2011 Council identified a need to upgrade those public amenities assessed as being in critically poor condition or inappropriate for the profile of the area.

To facilitate this Council resolved to undertake a Public Amenities Upgrade Program (PAUP) and to allocate \$300,000 per annum from the Community Facilities Program fund for the renewal and replacement of critical public amenity buildings.

Under the PAUP public amenities at Park Avenue carpark, Castle Street carpark, Arrawarra Headland and Macauleys Beach Reserve have been renewed. Work on the replacement of the Diggers Beach Reserve amenities and the Fitzroy Oval amenities will commence later this year.

The new facilities meet the minimum service standards identified as part of the review of public amenities. From both an operational and maintenance perspective the new facilities are more cost effective due to the design and materials used.

The continuation of the program, in conjunction with a greater emphasis on cleaning, will satisfy the community service expectation for this asset class.

It is submitted that the PAUP should be continued for a further 5 years to allow the continuation of improvements to high patronage and/or high profile amenity blocks.

REPORT

Description of Item:

Council currently manages 43 free standing public amenities ranging from high patronage high profile amenities such as the Jetty Foreshore Reserve to low patronage amenities in the outlying regions of the Local Government Area.

Community feedback through the 2012 Community Survey identified public amenities as being of high importance to the community (ranking amongst other services such as waste, water supply, sewerage and road maintenance) but ranking second highest in dissatisfaction over the maintenance of the public toilets (second only to the maintenance of unsealed roads).

In 2011 Council resolved to undertake a program of renewal and refurbishment of amenity blocks identified as being in critically poor condition or of significant community profile. The program which commenced in the 2011/2012 FY allocated \$300,000 pa towards renewal and replacement of amenity blocks identified as requiring priority attention.

The critical projects identified at the commencement of the Program included:

- Park Avenue Carpark
- Arrawarra Headland
- Riding Lane/Castle Street carpark amenities
- Macauleys Beach amenities
- Diggers Beach Carpark
- Hills Beach carpark (Norman Hill Drive)

The Arrawarra and Park Avenue Amenities were listed as the top priority projects.

Projects Completed Under the Current PAUP

The following projects have been completed to date:

- Park Avenue car park public toilets (Completed 2013):

A complete refurbishment of Park Avenue has been completed with a presentation more in keeping with the contemporary urban design of the City Square. The project required a change to the layout of the original amenities to better align passive surveillance and access requirements. The chosen finishes to the interior and exterior of the amenities have been specially selected to withstand vandalism and improve our capacity to quickly and efficiently remove graffiti.

- Arrawarra Headland (Completed 2014):

The Arrawarra Headland amenities were listed as the top priority for the Regional Park Trust. The project involved the demolition of the existing amenities and the construction of new amenities in keeping with the Regional Park design criteria.

The new amenities have significantly greater amenity and accessibility and are more in keeping with the coastal feel of the Arrawarra Beach Reserve.

- Riding Lane /Castle Street Car Park (completed 2015):

Funding from the PAUP contributed to the demolition and removal of the old Riding Lane amenities and the construction of the new Castle Street Car Park amenities.

The design and construction of the amenities was undertaken through the CBD Masterplan committee and equally addresses the service standards identified.

- Macauleys Headland (Completed 2015)

The Macauleys Headland amenities are the first of the amenities to have been built using the template design. The project entailed demolition of the old amenities block, relocation of the beach shower and the construction of a new amenities block with significantly improved passive surveillance, CPED features and a presentation more in keeping with the Coffs Coast State Park. The final step in this project is to review the design to make further improvements before undertaking the Diggers Beach project in the second half of 2016.

- Other PAUP Achievements

It is worth noting that the research into service levels, design standards and asset maintenance undertaken as part of the PAUP has been utilised in numerous other public amenities upgrades completed as part of the routine asset maintenance and repair (Non – PAUP) programs. These projects include:

- Internal refurbishment of the Jetty Foreshores amenities
- Replacement of the Lowanna Reserve Amenities
- Refurbishment of the Hill Street amenities
- Refurbishment of the Boronia Park amenities (Sawtell)

Pending Projects of the Current PAUP

Projects which will be completed under the current PAUP include the Diggers Beach project which whilst listed as one of the top priorities, has languished as a consequence of the delay in reappointing the Board to the Regional Park (a delay at State Government level). It is expected that the Board will be appointed in February 2016 and that, subject to final endorsement, the project can commence in June 2016.

A further project includes the construction of new amenities at Fitzroy Oval (as part of the Fitzroy Oval change room amenities reconstruction (SRV 2015/16 and 2016/17).

Financial Status of the Existing PAUP

Completion of the two projects identified above will expend the balance of the funds allocated under the current program. On the basis of positive community feedback on the accomplishments of the PAUP so far it is recommended that Councillors consider the option of continuing the PAUP for a further five years.

Projects for a Proposed Continuation of the Program

Based on the recently completed audit of Council amenity blocks the following amenities are earmarked for substantial refurbishment or replacement and would benefit from a continuation of the PAUP.

- Brelsford Park Amenities/Kiosk (including demolition of existing Grandstand)
- Saltwater Park, Coffs Harbour
- Scarba Street Coffs Harbour
- Apex Park Woolgoolga
- Korora Bay Public Amenities
- Safety Beach Public Amenities

This report recommends the continuation of the PAUP at existing funding levels for a further period of 5 years with the priority project being the completion of the Brelsford Park amenities and Kiosk.

Background considerations:

A fundamental part of the PAUP was to establish the level of service required for a public amenity block to meet customer satisfaction standards. In other words it was necessary to identify the minimum features and design components required to satisfactorily address public safety, amenity and service requirements. Further, design considerations to maximise the serviceable life of the asset and minimise maintenance requirements was also required

A design specification based on Crime Prevention through Environmental Design (CPTED) criteria and service standards premised on the criteria listed below was devised to formulate a renewal program and also guide design criteria for the renewal and replacement of existing amenities.

The service standards focused on:

- Amenity including both tangible and intangible factors including presentation, disabled access, family friendly and general presentation
- Safety
- Security
- Lighting
- Hygiene
- Ventilation.

A further consideration in addressing service level deficiencies is in obtaining a balance between expending monies on refurbishment of older style and design amenities (which would have the effect of continuing the service life of the asset for years to come) at the expense of updating amenities to modern, safer and more efficient and cost effective design.

An inspection and audit of all of Council amenities has been completed and rated against the above criteria. Each amenity was assessed against its high, medium and low patronage profile. The audit outlines, from an asset management perspective, those amenities which require priority attention as well as the work required to address the identified service level deficiency.

Further to this staff have liaised with the Access Advisory Committee and the Community Safety Liaison Officers at NSW Police to ensure that design principles account for the broadest cross section of community needs as possible.

Against this background staff have devised a template modular amenities design which can be expanded or contracted as the patronage demand requires. In essence the modular design serves to ensure that the required service standards are met and that construction costs can be accurately forecasted and managed.

The first of the template design has been constructed at Macauleys Beach. The amenities were commissioned in December 2015 and have received overwhelming positive feedback.

Staff intend to now undertake a post project review to further refine the template design and construction cost whilst retaining the required service standards.

- **Issues:**

Council previously identified the need to accelerate the upgrade its public amenities. This was further underscored by the community feedback in the 2012 Community Survey.

The PAUP has allowed Council to strategically address this need in a coordinated manner.

The program has facilitated the early replacement of critical assets, the effect of which has been to improve service delivery and reduce ongoing maintenance efforts. The new facilities also present a more positive and appealing “face” to our high profile areas.

There remains however a number of critical projects which require our further attention. The Brelsford Park project will become an imperative immediately arrangements are finalised to re-locate current user groups. Similarly Saltwater Park continues to present significant social issues which could be potentially overcome through better design and orientation.

The above projects cannot proceed without the continuation of the PAUP unless funding is otherwise redirected from other programs.

In researching the service level standards it was quickly identified that a primary consideration for customer satisfaction was the level of cleanliness and hygiene of the amenities. Anecdotal feedback suggests that users will accept older style amenities provided they are clean and hygienic. It is suggested that considerations be given to increasing the budgeted allocation to public facilities cleaning so that more attention can be given to increasing the standard of cleaning.

- **Options:**

1. Council may determine to reject (by receiving and noting only) the Recommendation and discontinue the PAUP. The two pending projects noted earlier will still be completed with the remaining funding. All other public facilities in need of replacement or refurbishment will continue to be dealt with in accordance with the funding priorities set in Council’s relevant Asset Management Plan (AMP).

This would see a slowing of the rate of upgrade and replacement as the affected facilities would rely only on the funding allocations in the current AMP.

2. Council may determine to accept the Recommendation which would serve to maintain the current accelerated rate of renewal and refurbishment (beyond that envisaged in the current AMP) for the additional public facilities noted below:
 - Brelsford Park Amenities/Kiosk (including demolition of existing Grandstand)
 - Saltwater Park, Coffs Harbour
 - Scarba Street Coffs Harbour
 - Apex Park Woolgoolga
 - Korora Bay Public Amenities
 - Safety Beach Public Amenities
3. Council may determine to accept the Recommendation and amend the list of additional public facilities noted above to include a different priority order, or replacement sites considered to be of more merit.

Sustainability Assessment:

- **Environment**

Continuing the upgrade program will ensure that the Council stock of public amenities reflects environmentally sensitive design and finish and is more cost effective to operate and manage.

- **Social**

Public feedback indicates that public amenities are regarded as one of the more important of the local government services. Equally the profile of Coffs Harbour is enhanced by the proviso of modern, clean and well designed public facilities.

- **Civic Leadership**

The 2030 Community Strategic Plan includes objectives to build pride and identity in Coffs Harbour as a community and as a place. Addressing the customer feedback by improving the management and development of public facilities serves to achieve this objective.

- **Economic**

Broader Economic Implications

The initial report to Council submitted that upgrading existing infrastructure will enhance the livability of Coffs Harbour and its attractiveness as a destination for new residents and visitors and will also serve to encourage the retention of exiting residents.

Delivery Program/Operational Plan Implications

The PAUP cannot continue without ongoing funding.

This would mean that funding for the next priority project (Brelsford Park), and any other public amenities, would need to be sourced from other programs.

Risk Analysis:

The Asset Management Plan for buildings highlights the focus on minimising life cycle costs and prioritising resource allocation for renewals and maintenance based on clearly defined service levels for each asset sub category (Public Amenities) and class (Buildings).

The work completed under the initial PAUP has made significant progress towards these goals. The audit of the public amenities stock however has highlighted that more work is required to meet the identified service standards. A discontinuation of the PAUP will hinder Councils capacity to effectively respond to the community feedback on this service.

Consultation:

Consultation with a range of City Infrastructure staff has facilitated the formulation of the service standards.

The template design has been referred to the Access Advisory Committee and the Community Safety Officer from NSW Police

Related Policy, Precedents and / or Statutory Requirements:

Upgrading public amenities meets Council section 8 charter obligations in providing equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively.

The Building Asset Management Plan 2014 - 2024 provides the imperative to address asset deficiencies and management for this asset class.

Implementation Date / Priority:

Project planning for the Brelsford Park amenities can commence immediately the PAUP is renewed.

Conclusion:

The PAUP has delivered the replacement of those public amenities identified as being in critically poor condition or inappropriate for the profile of the area. The new facilities meet the minimum service standards. Both operational and maintenance costs for the new facilities are more cost effective due to the design and materials used.

Continuation of the program in conjunction with a greater emphasis on cleaning would satisfy the community service expectation of this asset class.



REPORT TO ORDINARY COUNCIL MEETING

APPOINTMENT OF SECTION 355 CITY CENTRE MASTERPLAN COMMITTEE

REPORTING OFFICER:	Group Leader Strategic Asset Management
DIRECTOR:	Director, Sustainable Infrastructure Services
COFFS HARBOUR 2030:	LP 3.2 Develop the City Centre as a social and cultural focus for Coffs Harbour. LP 6.1 Develop strong and effective partnerships between business, the community, educational institutions and Government.
ATTACHMENTS:	Nil.

Recommendation:

That Council:

- 1. Reappointments to the Committee for a two year term are the Mayor, Councillor Denise Knight (or delegate), Rod McKelvey, Garth Grundy, David Doyle and Kim Towner who are the five continuing members of the City Centre Masterplan Committee, for a further two-year period of service**
- 2. Appoint to the Committee for a two-year term Craig McMahon, Jason Burnett and Kym Watson who are the new members of the City Centre Masterplan Committee**

EXECUTIVE SUMMARY

At the meeting of 25 June 2015 resolved to:

- 1. Council adopt the City Centre Masterplan revised Terms of Reference.*
- 2. In accordance with the request from the City Centre MasterPlan Committee, Council appoint the Mayor to the City Centre Masterplan Committee and also amend Clause 4 of the Terms of Reference to reflect two city centre retailers / business operators (not property owners) in lieu of the current provision for one city centre retailer.*
- 3. Council note the process set out at point 3 of the Issues section of this report for the reappointment of CBD Masterplan Committee members.*

This report provides Council with the five existing members of the City Centre Masterplan Committee to be reappointed for a further 12 months service, outlines the process for the recruitment of new Committee members and recommends the appointment of the three new Committee members.

REPORT

Description of Item:

This Report recommends appointment of members of the Section 355 City Centre Masterplan Committee for a two-year term.

Issues:

The Vision of the City Centre Masterplan Committee is to create a place where economic, social and cultural pursuits fuse to enrich and enliven all who live, work and visit the City Centre.

The Committee's role includes the implementation of the objectives and strategies of the Coffs Harbour City Centre Masterplan, recommendation to Council of an annual works program and budget priorities for the Masterplan, funded through the City Centre Special rate Variation, and to act as a communication conduit between Council and the City Centre stakeholders.

The current Masterplan Committee is to be commended for extensive work to develop relationships with retailers, business and property owners, market the City Centre, organise major events and for its work to progress major infrastructure components of the Masterplan.

On 25 June 2015 Council adopted new Terms of Reference for the Section 355 City Centre Masterplan Committee, following consultation with the Committee and following the conclusion of the Committee's first two-year tenure.

The revised Terms of Reference included changes to the composition of the Committee, to include the Mayor or delegate, and to include an additional retailer representative on the Committee.

Appointment to the Committee is for a two-year term, at the end of which period 50% of the membership shall resign and the positions advertised in the local media. Members may be reappointed for a further two years. Members are to be recruited on a merit basis and membership is a decision of Council.

Two members of the existing Masterplan Committee resigned last year while the remaining members expressed an interest to continue their service with the Committee for a further term. It is recommended, given the valuable skills and experience of the existing Committee members, that these Committee members be retained for an additional two-year term.

An invitation to lodge Expressions of Interest to nominate for the new retailer position and the two vacant property owner representative positions was published in the Coffs Coast Advocate in August 2015. Invitations were also distributed by direct mail to all property owners within the boundary of the Special Rate Variation and hand delivered to business owners and retailers in the City Centre in August 2015.

A total of five Expressions of Interest were received for the three vacant positions on the Committee and four candidates progressed to interview with a panel on January 29. The interview panel included the Mayor, the current Chairman of the Masterplan Committee, and an Executive representative of Council.

The panel has assessed the relevant skills and knowledge of all nominees and has recommended preferred candidates to fill three vacant positions on the Committee. It is recommended these nominees join the existing committee for a two-year term.

Options:

The following options are available to Council:

1. Adopt the recommendations provided in this report, allowing the formation of the new Section 355 City Centre Masterplan Committee for a two-year period.
2. Amend or reject the recommendations as Council may wish to propose alternate options.

Sustainability Assessment:

- **Environment**

Environmental factors have been considered in the development of the City Centre Masterplan and continue to be addressed during the implementation of the plan.

- **Social**

The development of a viable and vibrant Coffs Harbour City Centre will assist in the development of a stronger social fabric.

- **Civic Leadership**

Civic Leadership is captured in Coffs Harbour 2030 through:

LP 3.2 Develop the City Centre as a social and cultural focus for Coffs Harbour.

LP 6.1 Develop strong and effective partnerships between business, the community, educational institutions and Government.

- **Economic**

Broader Economic Implications

In June 2013, Coffs Harbour City Council secured Ministerial approval – via the Independent Pricing and Regulatory Tribunal (IPART) – to increase its general income from 2013/14 by 5.43% to allow for the continuation of the CBD special rate for a further 10-year period. This additional rate revenue (above rate pegging increases) funds the 10-year City Centre works program, which has been developed through the City Centre Masterplan Committee.

Delivery Program/Operational Plan Implications

The 2014-18 delivery program details the funding and implementation program for the Business City Centre Special Rate Extension.

Risk Analysis:

Risk mitigation strategies will continue to be developed through the implementation and design process with particular emphasis on economic risk through detail design and cost estimates and direct liaison with effected businesses and property owners on mitigation of construction impacts.

Consultation:

Related Policy, Precedents and / or Statutory Requirements:

The Committee is established under section 355 *Local Government Act* 1993.

Implementation Date / Priority:

If approved, the new committee will commence a two-year term of service from February 18, 2016, continuing until February 2018.

Conclusion:

The formation of this new City Centre Masterplan Committee will allow Council, City Centre property owners, retailers, businesses and other professionals to work together to implement the City Centre Masterplan.



REPORT TO ORDINARY COUNCIL MEETING

BUNKER HEADLAND STRUCTURE CONSERVATION MANAGEMENT STRATEGY

REPORTING OFFICER:	Senior Technical Officer - Parks
DIRECTOR:	Director Sustainable Infrastructure
COFFS HARBOUR 2030:	Looking after our Environment LE1.1 Identify and promote the region's unique environmental values.
ATTACHMENTS:	ATT Bunker Headland Observation Post Conservation Management Strategy, June 2015

Recommendation:

That Council, in its capacity as Corporate Trust Manager of the Crown Reserve:

- 1. Endorse the draft Bunker Headland Observation Post Conservation Management Strategy as contained in the attachment to this report.**
 - 2. Place the Bunker Headland Observation Post Conservation Management Strategy on public exhibition for a 28 day period.**
 - 3. Consider a further report which will provide a summary of any submissions received following the non-statutory public exhibition period.**
-

EXECUTIVE SUMMARY

Council in its capacity as the Corporate Trust Manager of the Crown Reserve area known as Bunker Headland has prepared a Conservation Management Strategy (the Strategy) for the WWII observation post located on the headland.

The WWII structure is of local heritage significance and is an important local landmark. The structure is highly valued by the Coffs Harbour RSL sub-branch and Jetty Dunecare, who in 2012 were instrumental in forming a working group to progress its conservation and interpretation.

Preparation of the Strategy is the first stage of a longer term strategy to preserve the structure and interpret its role within the maritime history of Coffs Harbour.

Council is seeking community input and comment on the draft Strategy

The purpose of this report is to present the draft Strategy for Council's consideration. The Strategy is included as an attachment to this report.

The report recommends that Council publicly exhibit (non-statutory public exhibition) the Bunker Headland Observation Post Conservation Management Strategy for a period of 28 days (four weeks).

REPORT

Description of Item:

In 2012 a working group comprising representatives from the Council, the Coffs Harbour RSL sub-branch, Jetty Dunecare, State government agencies and local historians convened for the purpose of progressing the long term conservation of the WWII structure located on Bunker Headland.

The WWII structure is of local heritage significance (CH LEP 2013) and is an important local landmark.

In 2015 Council received a Maritime Museums of Australia Project Support Scheme grant to prepare a Conservation Management Strategy for the structure.

Following an Expression of Interest process to undertake the project, Council commissioned an experienced heritage consultant to undertake the project.

The Strategy has found that the heritage item is not a gun emplacement, as originally thought, but most likely constructed by the Australian Army during World War II as an observation post, shelter and storage facility. Despite an absence of formal records that confirm its date of construction or exact function, analysis of its fabric and form and comparison with other World War II structures suggests that the item was used to observe the coastline and nearby beaches for enemy ships and provide protection and a storage place for equipment and/or weaponry during the War as part of a close defence system. Physical assessment of the structure confirmed its moderate to poor condition.

Preparation of the Strategy is the first stage of a longer term initiative to preserve the structure and promote and interpret its role within WWII and the regions maritime history.

It is proposed to seek community input to the Strategy. Council is particularly interested in seeking recollections of the structure from older members of the community and sourcing photographic records.

- **Issues:**

The bunker structure is an important local historical landmark and is currently at risk of further degradation and structural impairment.

The Strategy is considered to be an important first step in conserving the item and identifying appropriate measures to protect its structural and contextual integrity.

There are no issues associated with the exhibition of the strategy.

- **Options:**

1. Adopt the recommendation provided to Council. This will result in the draft CMS being placed on exhibition and, provided no substantial objections are received, adoption of the Strategy.
2. Reject the recommendation if Councilors' wish to see changes made to the: CMS.

Sustainability Assessment:

- **Environment**

The findings and recommendations of the Conservation Management Strategy will not adversely impact on threatened species, populations, or ecological communities. Implementation of the Strategy will improve management outcomes for the endangered Themeda grass land community and protect the structural integrity heritage value of the observation post

- **Social**

The observation post represents a tangible reminder of Coffs Harbour's role within WWII and is one of only a few surviving wartime structures within the area. Observation of the coastline and beaches was considered vital for the protection of Coffs Harbour during World War II and Coffs Harbour was an important strategic harbour that required protection from enemy forces

The structure forms a part of Coffs Harbour's built heritage and is, therefore, deemed worthy of passing on to future generations.

- **Civic Leadership**

The purpose of Council policies and plans is to ensure transparency and accountability in local government. The implementation enables Council to identify and respond to the community. This is consistent with the *Coffs Harbour 2030* Community Strategic Plan strategy LC3.1: *Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour.*

- **Economic**

Broader Economic Implications

Maintenance of heritage items can be beneficial to the economic development of the City by attracting visitors to the city and surrounds, and can provide scope for the employment of people with specialist skills and training.

Delivery Program/Operational Plan Implications

The Strategy was prepared utilising Maritime Museums of Australia Project Support Scheme grant funding, and funding provided by the Coffs Coast State Park.

Risk Analysis:

The Strategy has been developed to ensure that appropriate conservation measures are put in place to manage and conserve the Bunker Headland Observation Post. Failure to undertake appropriate planning in relation to protecting the structure may compromise its structural and contextual integrity, impacting negatively on its heritage value and possibly resulting in the eventual removal of the structure.

Consultation:

Internally consultation has occurred with Sustainable Places and the Coffs Coast State park Business Manager

Externally consultation has occurred with:

Coffs Harbour RSL Sub branch
Coffs Harbour District Aboriginal Land Council
Garlambirla-Guuyu-girrwa Elder Group
Coffs Harbour Regional Museum
Coffs Harbour Historical Society
Karen Filewood, local historian
NSW Heritage Council
Jetty Dunecare.

Related Policy and / or Precedents:

The Observation Post is listed on schedule 5 – Environmental Heritage (Item 18) of the Coffs Harbour LEP 2013.

The Strategy has been prepared with regard to Australia ICOMOS 2000, Australia ICOMOS Charter for the Conservation of Cultural Significance (The Burra Charter) and Guidelines to the Burra Charter: Cultural Significance, Conservation Policy, and Undertaking Studies and Reports, Australia ICOMOS, ACT.

Statutory Requirements:

- **The Environmental Planning and Assessment Act 1979**

The EP&A Act 1979 enables responsibility for heritage to be shared by State and Local government agencies. The Act also provides local government with the power to protect items and places of heritage significance in the local area through LEPs and Development Control Plans.

It is the Council's statutory responsibility under the EP&A Act 1979 to take appropriate action to list and manage heritage items in its area.

- **The NSW Heritage Act 1977**

The NSW Heritage Act 1977 provided the first systematic means of protecting heritage in the State. It provides for the delegation of certain Heritage Council functions and the authorisation to make Interim Heritage Orders to local councils

Implementation Date / Priority:

The Strategy will be exhibited for a 28 day period immediately following Councils resolution.

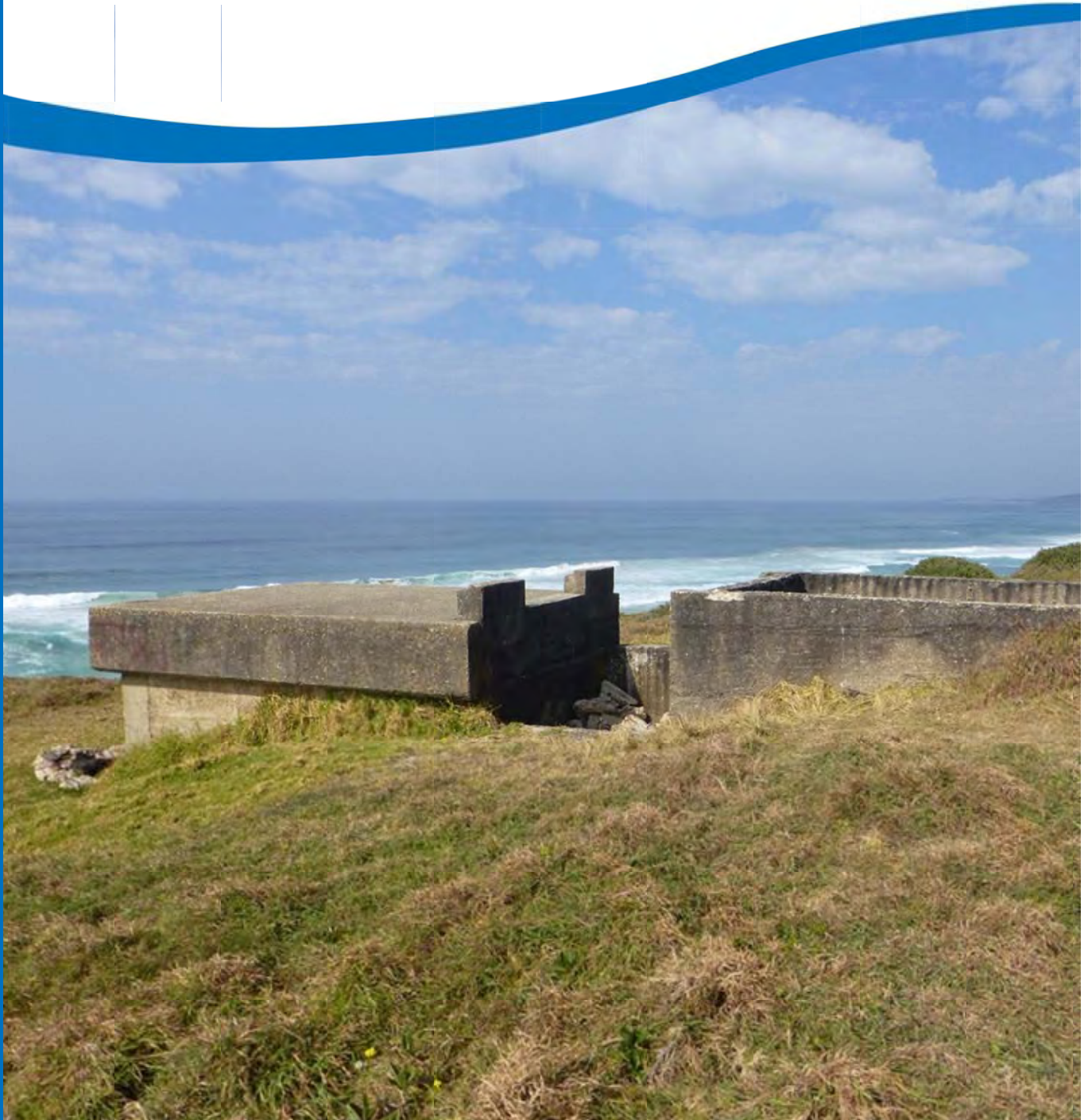
Conclusion:

It is recommended that Council exhibit the draft Bunker Headland Observation Post Conservation Management Strategy for a 28 day period. A report will be returned to Council detailing the outcome of the public exhibition.

Attachment

BUNKER HEADLAND OBSERVATION POST

CONSERVATION MANAGEMENT STRATEGY, JUNE 2015



Helping to achieve the 2030 Community Vision

Attachment



Document control

Project no.: 2395

Project client: Coffs Harbour City Council

Project office: Coffs Harbour

Document description: Conservation Management Strategy

Project Director: Cameron Harvey

Project Manager: Fiona Leslie

Authors: Fiona Leslie and Meg Quinlisk

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Cover photograph: Heritage Item, Bunker Headland, Coffs Harbour – facing north

Executive summary

This report presents a Conservation Management Strategy (CMS) for a World War II structure located on Bunker Headland in Coffs Harbour, NSW. At the beginning of the study, the heritage item was believed to be a significant and unique coastal gun emplacement built by the Royal Australian Air Force (RAAF) c1942-3 to provide maritime surveillance and protection to the Australian coastline during World War II. The item is listed as part of a group of heritage items of local heritage significance on Coffs Harbour Local Environmental Plan 2015 (LEP). The group is referred to as *'Harbour buried trestle bridge, tramway line site and World War II gun turret, Jordan Esplanade'* (Item I8).

The purpose of the CMS was to further investigate the history and heritage significance of the item and present a management strategy to ensure its conservation. The CMS was prepared in accordance with the principles of the *Burra Charter* and guidelines set out in the *NSW Heritage Manual* and the *Conservation Management Documents* (Heritage Office, Department of Urban Affairs and Planning 1996, revised 2002). It includes a review of relevant heritage studies, the results of historical research, physical survey and assessment, a detailed significance and impact assessment and a conservation strategy to assist Council with its future management.

The assessment found that the heritage item is not a gun emplacement, as originally thought, but most likely constructed by the Australian Army during World War II as an Observation Post, shelter and storage facility. Despite an absence of formal records that confirm its date of construction or exact function, analysis of its fabric and form and comparison with other World War II structures suggests that the item was used to observe the coastline and nearby beaches for enemy ships and provide protection and a storage place for equipment and/or weaponry during the War as part of a close defence system. Physical assessment of the structure confirmed its moderate to poor condition.

The item is of State heritage significance for its historical heritage values. Observation of the coastline and beaches was considered vital for the protection of Coffs Harbour during World War II and Coffs Harbour was an important strategic harbour that required protection from enemy forces. The item was also assessed to be significant at a local level for its associations, aesthetic values and rarity.

A review of the Draft Concept Plan proposed by Council indicates that the proposed works would have some negative impact on the heritage values of the item, particularly its aesthetic values, setting and views to, and from, the item.

The recommended conservation management strategy therefore includes: updates to the current heritage listing of the item on Council's LEP; assessment of the item by a structural engineer; archival recording prior to, and following the completion of, repairs; repair works to ensure the fabric of the front and rear compartments is conserved; maintenance works including the removal of invasive vegetation and soil, the removal of the bronze plaque and graffiti; monitoring by a suitably qualified heritage consultant; the preparation of an Interpretation Plan and on-going monitoring of the item to ensure its long term conservation. Further community-based research to explore local knowledge and additional archival research was also recommended.

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1. Introduction

1.1 Project initiation and background

Niche Environment and Heritage (Niche) was commissioned by Coffs Harbour City Council (CHCC) to prepare a Conservation Management Strategy (CMS) for a World War II concrete structure located on Bunker Headland in Coffs Harbour, NSW. At the time of our engagement, the heritage item was believed to be a significant and unique coastal gun emplacement built by the Royal Australian Air Force (RAAF) c1942-3 to provide maritime surveillance and protection to the Australian coastline during World War II. The item is listed as part of a group of heritage items of local heritage significance on Coffs Harbour Local Environmental Plan 2015 (LEP). The group is referred to as '*Harbour buried trestle bridge, tramway line site and World War II gun turret, Jordan Esplanade*' (Item I8).

CHCC wish to conserve and interpret the heritage item and has drafted a Concept Plan to renovate the area surrounding the structure. The plan shows potential pathways, interpretive signage and car parking areas. Further understanding of the heritage significance of the item, however, is required to ensure its values are not impacted by the proposal and that the interpretation strategy proposed is appropriate. This CMS provides further details on the history and heritage significance of the item and presents a management strategy to ensure its conservation and promote its heritage significance.

1.2 Objectives

This CMS aims to assist Council with the development of a Concept Plan for the heritage item located on Bunker Headland, Coffs Harbour and provide a CMS to ensure its long-term conservation. It presents a review of relevant heritage studies, the results of historical research, physical survey and assessment, a detailed significance and impact assessment and presents a conservation strategy to assist Council with its future management.

1.3 Methodology and scope

This report has been prepared in accordance with the principles of the *Burra Charter* and guidelines set out in the *NSW Heritage Manual* and the *Conservation Management Documents* (Heritage Office, Department of Urban Affairs and Planning 1996, revised 2002). The report also takes into consideration the *Assessing Heritage Significance* guidelines published by the Heritage Office (2001) and the more recent *Assessing Significance for Historical Archaeological Sites and 'Relics'* (2009), which clarifies how the criteria relate to historical archaeological sites.

The approach for the study involved the investigation, assessment and management of the item's heritage significance and the provision of a management strategy to assist its conservation and interpretation. This involved completing the following stages of work:

- **Stage 1 – Inception / Background Review / Consultation.**

This stage included a review of all background information relating to the heritage item to inform an understanding of its history and use. Historical research involved a review of relevant secondary studies and targeted investigation of archival sources. A history of the item and its context was prepared to inform the field survey.

- **Stage 2 – Field Survey**

The field survey involved an assessment of the condition and integrity of fabric, assessment of the item's setting, identification of areas of archaeological potential and photographic recording of the item. The physical condition of the item was surveyed in sufficient detail to interpret its fabric and condition and to assess its archaeological potential. In accordance with Article 28 of the *Burra Charter*, the survey did not involve any physical intervention of the heritage item through excavation or interference with its fabric.

- **Stage 3 – Significance Assessment**

Following completion of the field survey the significance of the heritage item was assessed. The significance assessment followed the *Assessing Heritage Significance* guidelines published by the Heritage Office (2001) and the more recent *Assessing Significance for Historical Archaeological Sites and 'Relics'* (2009) which clarifies how the criteria relate to historical archaeological sites. This informed a succinct statement of significance, which formed the basis for the recommended conservation management strategy.

- **Stage 4 – Impact Assessment and a Conservation Management Strategy**

The impact of the Draft Concept Plan on the item's heritage values was then assessed. This assessment took into consideration the physical condition and integrity of the item and its identified elements. A strategy to ensure its conservation and promote its heritage significance was then recommended.

1.4 Item location and description

The heritage item is located on the Bunker Headland in Coffs Harbour, NSW within Lot 21 DP850150. Bunker Headland is bounded by Gallows Beach to the north and Boambee Beach to the south. The item is accessed via Jordan Esplanade, where a car park allows access to Gallows Beach. The general location of the Bunker Headland is shown in Figure 1 and a detailed map showing the item location is included as Figure 2.

The item is a reinforced concrete structure with three compartments. The eastern (front) compartment is enclosed with one entrance on the seaward face. The second compartment appears to have once featured a roof that has since collapsed, with the rubble filling the floor space. Openings are present on both sides of the compartment. The rear compartment is open at the western end. Further description of the item is provided in Section 4.

1.5 Statutory considerations

The item is listed as part of a group of heritage items of local heritage significance on Coffs Harbour Local Environmental Plan 2015 (LEP). The group is referred to as '*Harbour buried trestle bridge, tramway line site and World War II gun turret, Jordan Esplanade*' (Item I8).

1.6 Limitations

Despite the detailed research that was undertaken as part of this study, it was not possible to visit the National Archives in Canberra or Melbourne. Preparation of a detailed repair schedule or conservation policies did not form part of the Project brief.

1.7 Report outline

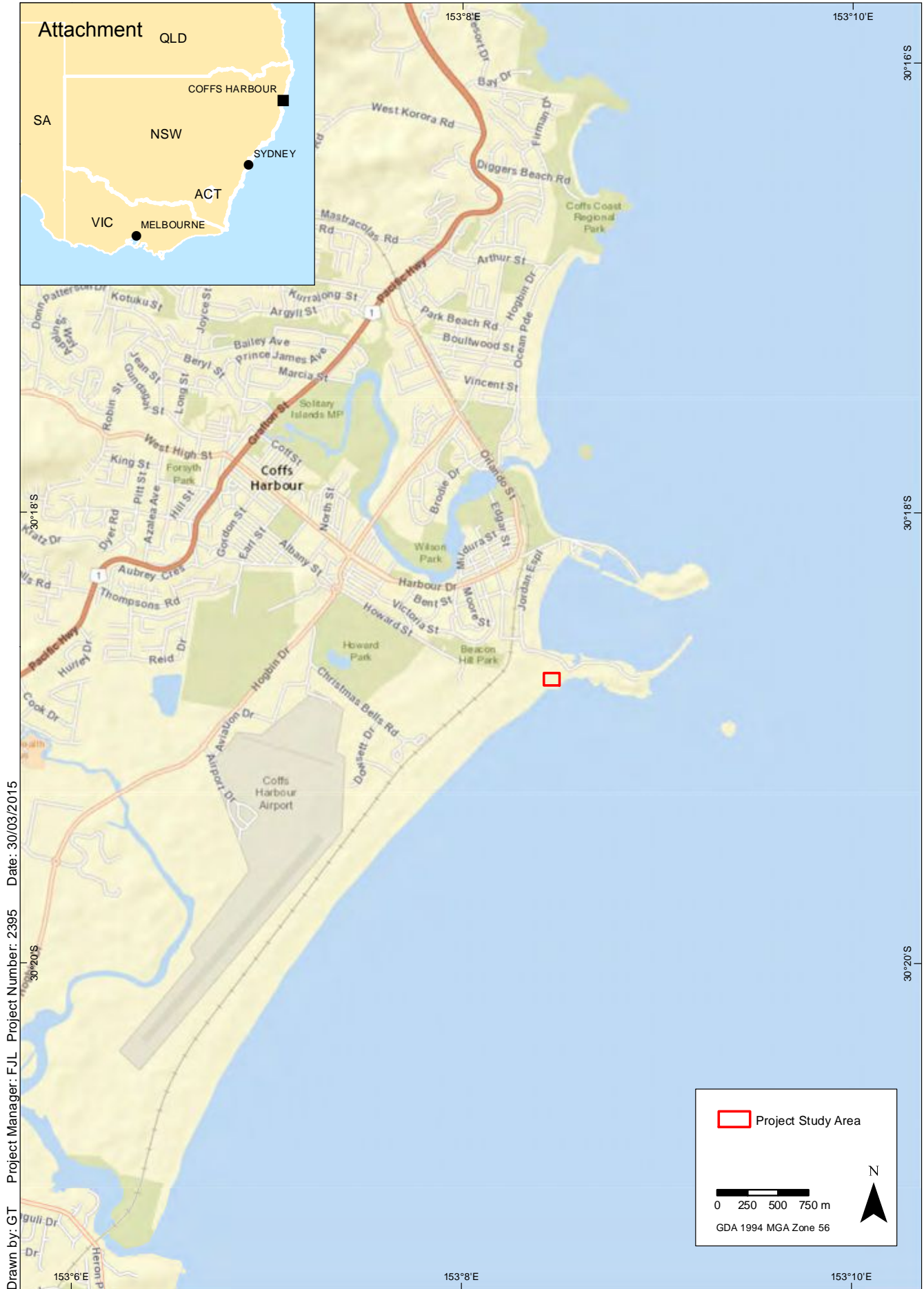
The following report includes:

- A synthesis of previous heritage studies (Section 2).
- The results of historical research (Section 3).
- Physical assessment of the Gun Emplacement (Section 4).
- An assessment of its cultural significance (Section 5).
- An impact assessment (Section 6).
- Conclusions and a recommended conservation management strategy (Section 7).

1.8 Authorship and acknowledgements

This report has been prepared by Fiona Leslie (Senior Archaeologist, Niche) with the historical summary provided by Meg Quinlisk (Historian and Heritage Consultant). The draft report was reviewed by Cameron Harvey (Heritage Team Leader, Niche).

We would like to warmly thank the following individuals that kindly assisted us with this Project: Mr Denis Gojak (Senior Heritage Specialist, Roads and Maritime Services), Mr Bob Payne (President of Coffs Harbour RSL), Mr George Gardener (Bunker Gallery), Mr Ron Walesby (RAAF serviceman during World War II), Karen Filewood (Historical and member of the CHCC Heritage Committee), Robin Hedditch (former Heritage Advisor to CHCC) and Noni Boyd (Heritage Advisor, Australian Institute of Architects). The advice and background materials provided by these individuals helped us to develop an understanding of the history of Coffs Harbour during World War II and interpreting the form and function of the heritage item.



Project Location
Heritage Item, Bunker headland, Coffs Harbour CMS

FIGURE 1

Attachment



Drawn by: GT Project Manager: FJL Project Number: 2395 Date: 30/03/2015

Location of the heritage item
Heritage Item, Bunker headland, Coffs Harbour CMS

FIGURE 2

2. Previous heritage studies

2.1 Preamble

The following sections provide a summary of heritage studies that are relevant to the heritage item. These studies include the most recent Coffs Harbour Heritage Study by Robbin Hedditch (2013), the World War I and II survey in NSW by Robertson Hindmarsh (2006) and the World War II Fortifications Study by the Royal Australian Artillery Historical Society Inc. (1993).

2.2 Coffs Harbour Heritage Study - Robbin Hedditch, 2013

In 2013, Robbin Hedditch was engaged by CHCC to prepare a heritage study for the Local Government Area (LGA). The assessment was prepared in accordance with the NSW Heritage Division publication *'Community-Based Heritage Studies: A Guide'*. The study incorporated the results of two previous heritage studies (Hunter, 1986; EJE Town Planning, 1998) and provided a revised and more detailed thematic history for the LGA. The following World War II items in Coffs Harbour were identified and discussed as part of the study:

- Underground bunkers at City Hill, Howard St and the airport
- Three gun emplacements on South Coffs Headland
- Surviving wartime runway at Coffs Airport.

A heritage inventory sheet for the 3 gun emplacements was prepared as part of the study. The inventory sheet describes the presence of a *"small concrete gun emplacement located on the south headland of the harbour with a clear view south along the coast as well as over the harbour. The emplacement consists of a small area for the gun and a small shell room located at the front of the emplacement. The battery is in a state of partial collapse."* (SHI listing, 2014, p4).

The SHI listing goes on to describe an Allied Works plan for three Type 8 machine gun emplacements that were intended to be built at Coffs Harbour (NAA – DEF 33070G). It was therefore assumed that the *'gun emplacement'* on the south headland was one of these 3 machine gun emplacements and that it was built to a standard plan and specification. The 3 *'gun emplacements'* were assessed to be of Local heritage significance and it was recommended that a Conservation Management Plan (CMP) and maintenance schedule be prepared for the items and that CHCC carry out interpretation, promotion and/or educational activities.

Evidently, this study triggered the current conservation study for the heritage item on Bunker Headland, and it was assumed that the item was a machine gun emplacement.

2.3 World Wars 1 & 2 Survey of Buildings, Sites and Cultural Landscapes in NSW – Robertson and Hindmarsh 2006

In 2006 Robertson and Hindmarsh were engaged by the NSW Heritage Office to prepare a survey of World War I and World War II buildings, sites and cultural landscapes in NSW. This assessment includes a very useful thematic history and a section on standard military building types. The thematic history describes preparations and activities that took place in NSW during World War II which provided a general context for the site history presented in Section 3 of this report.

The standard building types described in the study are also useful. In this section of the report Robertson and Hindmarsh describe the use of the term 'bunker'. The English Heritage National Monuments Record Defence of Britain Thesaurus defines a 'bunker' as a "*bomb-proof structure, usually underground, used as a command centre for military operations*". However, Robertson and Hindmarsh use a much broader view of the term. They describe a 'bunker' as "*a reinforced concrete structure used to house military operations or function*" (Robertson and Hindmarsh, 2006: V1-181). This broader use of the term is adopted in this report, as it may further confuse the description and interpretation of the subject heritage item.

Further review of the standard World War I and II building types classified by Robertson and Hindmarsh confirm that the heritage item on Bunker Headland does not fit the standard typology for a machine gun post, operations room, radar station, Wireless transmission and receiving station, gun battery or hangar.

2.4 World War II Fortification Study – Royal Australian Artillery Historical Society Inc - 1993

In January 1993 the Royal Australian Artillery Historical Society Inc. prepared a study of coastal artillery defences in the major Ports of NSW from the beginning of World War I to post World War II (1960s). The study focussed on defences that existed in NSW National Parks. The study provides a detailed recording of military fortifications in Sydney, Newcastle, Port Stephens, Port Kembla and Jervis Bay with the aim of forming a basis for their conservation and interpretation. This study provides a general context for the history presented in Section 3.0 but also confirms the atypical nature of the heritage item at Bunker Headland. A review of typical gun emplacements, batteries, observation posts, command posts, plotting rooms and other standard military installation confirm that the subject heritage item does not fit the typical building types seen in the major defence centres on the NSW coast.

2.5 Coffs Harbour Eastern Breakwater Rail Line, Photographic Survey and Archival Recording – Robbin Hedditch, 2012

In 2012 Robbin Hedditch was engaged by the NSW Department of Crown Lands to prepare a photographic survey and archival recording of the rail line on the eastern breakwater at Coffs Harbour, prior to major repair works. The remnant track formed part of a large system of rail lines that were installed to haul rocks and concrete blocks during the construction of the northern and eastern breakwaters in Coffs Harbour between 1914 and 1939. The rail line was the last remnants of this larger network and was identified as being significant at a local and regional level for its heritage values.

Whilst the study is not directly relevant to the World War II history of Coffs Harbour, it provides some interesting insights into how the coastline and harbour adjacent to Bunker Headland were modified during the early to mid twentieth century. As shown in Figure 3, following completion of the government jetty in 1892 the harbour was modified to create a safe shipping harbour for the town c1910-11. The two breakwaters were designed to link North Coff (Muttonbird) and South Coff Islands to the mainland. The first stage of works began in 1913, with a timber trestle bridge built to link South Coff Island to the mainland (Plate 1). The connection was required so that the Island could be used as a quarry to source rocks for the breakwaters. Construction on the eastern breakwater commenced in 1917 and the structure was built between 1918 and 1939 reaching a length of 1530 feet. The crest was then concreted in stages between 1940 and 1942.

Additional plans showing the eastern breakwater works adjacent to Bunker Headland are included in Section 3. No structures are shown on Bunker Headland, supporting construction of the heritage item post 1939.

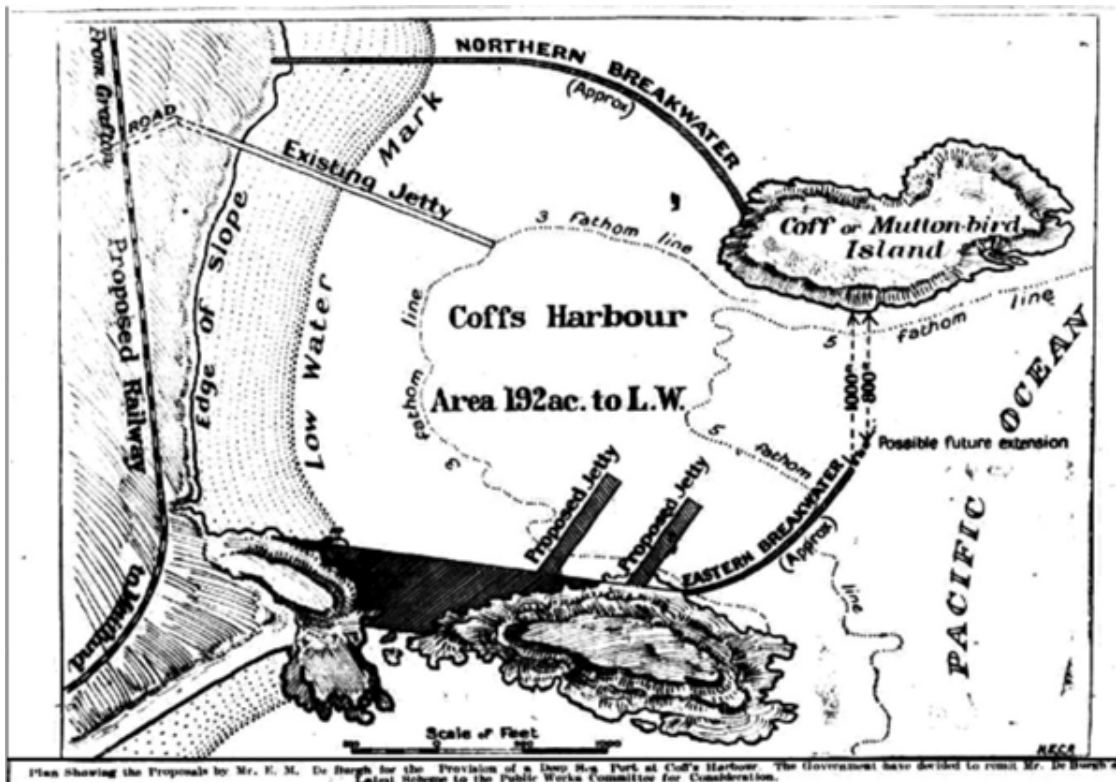


Figure 3. Plan of the original 1911 harbour scheme for Coffs Harbour (Source: Hedditch, 2012:4)



Plate 1. c1915 timber trestle bridge and rail line built to access the quarry on South Coff Island, 1915 – 1928 (Source: Hedditch, 2012:5)

3. Historical Research

3.1 Preamble

The following sections describe historical research undertaken as part of this study (Section 3.2) and provide a history of the heritage item believed to date to the Second World War (Section 3.3). It is intended to contribute to an understanding of the significance of the structure as part of the conservation planning process.

3.2 Methodology

The initial brief for the project provided by Coffs Harbour City Council included an archival document providing a detailed schedule and plan for construction of three machine gun emplacements at a site believed to be Coffs Harbour. At the commencement of the project, it was assumed the archival document related to the subject site.

A review of existing heritage studies and published secondary sources concerning the Second World War, and, in particular, coastal defence structures from the period 1935-1945, was undertaken. Very little additional information regarding the heritage item was discovered. The structure has been identified by the draft 2014 Coffs Harbour Heritage Study as “World War II Gun Emplacements” (relying on the archival documentation referred to above) and by the 2006 Robertson & Hindmarsh study *World Wars 1 & 2: survey of buildings, sites & cultural landscapes in NSW* as the “Coffs Harbour Battery”.

Comparative examples of gun emplacements in England and elsewhere along the east coast of Australia were reviewed online in order to locate the subject structure typologically. However, substantial deviations from the archival documentation for the Coffs Harbour machine gun emplacements led to the question of whether the documentation related to the subject site at all, and to the broader question of the function of the heritage item.

It was then decided to undertake an additional day of research at the Sydney office of the National Archives of Australia (NAA). Despite reviewing a large number of files relating to Coffs Harbour, coastal defence and other relevant subjects, no direct reference to the heritage item was located. (See References for a full listing of files viewed.)

Considering the possibility that a NSW government body may have been responsible for the site, the catalogue of the State Records of NSW was also searched; however, no relevant records were located. It is understood that Coffs Harbour City Council itself does not hold records from prior to the 1960s.

The entire set of Parish and Town Maps available through NSW Land & Property Information’s Historical Land Records Viewer was reviewed for information regarding possible lease, acquisition or resumption of the subject site over time, and the relevant land title records were obtained. These indicate that the subject land is Crown Land that has never been alienated (granted or sold from the Crown).

In addition, a phone conversation was undertaken with Ron Walesby, who served with the RAAF in Coffs Harbour during the war; however, Mr Walesby had no specific knowledge of the subject structure, which he recalled as belonging to the Army, not the RAAF. Consultation has also been undertaken with Robin Hedditch, author of the 2014 *Coffs Harbour Heritage Study*, Noni Boyd, contributing author of *World Wars 1 & 2 : survey of buildings, sites & cultural landscapes in NSW*, Denis Gojak, a recognized authority on

Attachment



NSW's defence structures, and Karen Filewood, member of the Coffs Harbour Heritage Committee. The authors wish to gratefully acknowledge the assistance of each of these individuals.

3.3 Results

3.3.1 Coffs Harbour during World War II

During the 1930s, with the re-armament of Germany and Japan's increasing naval power, Australia conducted a review of its coastal defences. Primary consideration was given to the defence of the nation's economic, commercial and industrial interests from attack or bombardment by sea. Air power was yet to become a major concern, and there appeared to be no real threat of invasion by an enemy force. The resulting construction of large, fixed coastal defence structures was concentrated on sites important in the defence of the Newcastle-Sydney-Wollongong economic centres (Fullford 1994: 4).

The important shipping harbour at Coffs Harbour had been formed by creating breakwaters connecting the mainland with South Coff Island and Muttonbird Island. Land reclamation and construction of the eastern breakwater required massive quarrying along the base of South Coff Island and the adjacent headland (immediately to the east of the subject site). The work to the eastern breakwater commenced in 1913 and continued until 1939 (Hedditch 2012: 5).

The harbour added to the strategic potential of Coffs Harbour, which also had an airport and close proximity to the Pacific Highway and the North Coast railway. These factors led to its inclusion in plans for war preparations in the late 1930s. This included a survey of the area for the purpose of wireless transmitting / receiving stations, the establishment of a cadet unit at the high school, and the reconstitution of groups such as the Red Cross and the National Emergency Service. In 1940, the Volunteer Defence Corps (VDC) was formed, consisting of returned servicemen who had served in the First World War (Ovens 1990).

In an early 1941 letter to Sir Earl Page, the Federal member for Cowper, the Hon. R.S. Vincent, local member of the NSW Legislative Assembly expressed his views on the defence of the north coast: *"...the time is over-ripe for batteries to be established on a number of our headlands right through to Brisbane and even north of that, but I think the case of greatest urgency is Coff's Harbour where there is a depth of 24 feet of water accessible practically all the year round. You know that Macauleys Headland falls straight into the sea and its elevation where the railway passes through the tunnels just north of Coff's Harbour must be from 800 to 1000 feet. Concealed batteries placed there at points of vantage could not only do something fairly tangible towards the defence of Coffs but also towards the defence of the lengthy beaches which extend for miles on each side..."* (NAA: SP1048/7, S51/1/42)

Vincent's letter was forwarded to the Minister for the Army, and the official reply, dated 16th May 1941, acknowledged the need for adequate defence of the coast, but that the *"available equipment...will not permit, as yet, the establishment of Coast Defences at other than the most important strategical [sic] points, such localities being selected after most careful consideration and from the aspect of the defence of the whole Commonwealth."* (NAA: SP1048/7, S51/1/42) An internal memo (7th June 1941) from the General Officer in Command, Eastern Command HQ to the Military Board regarding the points raised by Vincent recognized the vulnerability of Coffs Harbour, but stated that *"[i]t is not considered the establishment of Coast Defence Batteries at Coff's Harbour is warranted."* (NAA: SP1048/7, S51/1/42)

The Japanese attack on Pearl Harbour in December 1941, Japan's capture of Singapore on 15 February 1942, and the bombing of Darwin just days later, on 19 February, heralded not only the increasing

importance of air power in the war, but also the real threat of an enemy invasion of Australia.

Arrangements for the defence of domestic targets proceeded rapidly. The 12th Light Horse Regiment (later the 12th Motor Regiment) was transferred to Coffs Harbour in early 1942, and planned for the demolition of infrastructure in the event of a Japanese invasion. This regiment's work included placing 11.5 miles of barbed wire entanglements and posts along the beaches – work that was carried out without a formal order to do so (NAA: SP857/6, PH/2323). The VDC was expanded to include men aged 18-60, and men with no prior service. By June 1942, Coffs Harbour was home to some 1250 personnel – 800 Australian Military Forces, 200 full-time VDC, and 250 part-time VDC (NAA: SP1008/1, 538/43/157).

The Coffs Harbour aerodrome, built in 1928, was requisitioned as No 12 Operational Base in April 1942. As a result, several RAAF squadrons moved through Coffs Harbour in 1942 and 1943. A series of timber buildings were constructed to house the troops (NAA: SP459/1, 420/83/470). The siting and construction of the camp and camouflaged hideouts for airplanes were photographed in late 1942 and early 1943. The primary function of the RAAF presence at Coffs Harbour was to protect the Australian coastal shipping lanes from Napiac to Evans Head from Japanese submarine attacks. Five ships were torpedoed off Coffs Harbour in May and June 1943 (Yeates 1990: 266).

The majority of the surviving World War II defence structures in Coffs Harbour were constructed for the RAAF (list from Hedditch 2014):

- Triangular runway at Coffs Harbour airport
- City Hill concrete operations bunker and receiving station (now Bunker Gallery)
- Underground concrete ammunitions store
- Part-underground concrete bomb store (Howard Street)

By early 1943, the Japanese were in retreat and the defence of the Australian mainland became less urgent. It is presently unknown whether the Bunker Headland structure was ever manned or how it was intended to function during the war. In January 1944, the RAAF Operational Base at Coffs Harbour was disbanded. Several of the buildings from the camp were sold to the local RSL for removal (NAA: SP459/1, 420/83/470).

3.3.2 Maps, Plans and Land Title Records

It is worth noting that the heritage item does not appear on maps or plans of the location. While Parish Maps are generally a reliable source of information regarding government resumptions and acquisitions – and this information relative to Coffs Harbour is depicted consistently for other Second World War sites in the area – the subject site has never been recorded as having an official Defence use. This is unusual. Crown land taken up for defence purposes is usually carefully documented.

The land was reserved for public recreation in 1905 (See Figure 4), and in 1916 the same reserve was re-designated for harbour improvements. The outcome of the harbour improvements, including the land reclamation afforded by the construction of the southern wall to the harbour, can be seen in the 1954 edition of the Parish Map (Figure 5). The feature noted in both Parish Maps to the west of the subject site was a public baths and associated dressing sheds, built in 1911 at the unused end of Howard Street.

A more detailed plan including additional built features dating to September 1946 includes the area of the subject structure but does not indicate that the structure was present on the site (Figure 6).

Attachment



Plans from the period of the RAAF's occupation of the aerodrome and the camp to its north include detailed features such as drains and airplane taxiways, but do not extend far enough to the east to include the subject site.



Figure 4: 1906 Parish Map (Source: NSWLPI)



Figure 5: 1954 Parish Map (Source: NSW LPI)

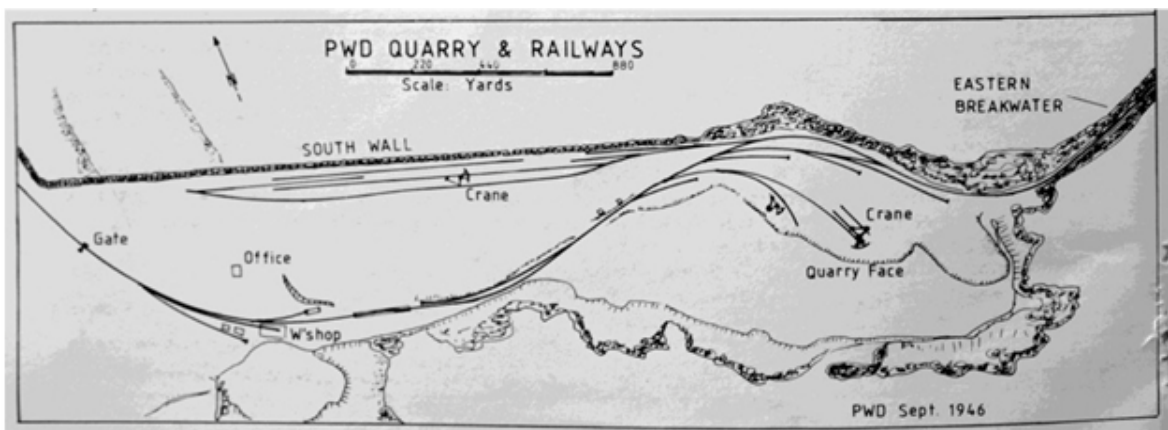


Figure 6: Public Works Department Plan (Source: Hedditch 2012:8)

3.3.3 The Inscription

An inscription on the roof panel between the first and second compartment of the heritage item is interesting and noteworthy. The following words are legible:

H. McClell.....
24 Gipps St
Wollongong 2-4-14(?)

A review of historical records (Trove and Births, Deaths and Marriages) confirms that a Harold McClelland (of Mount Keira), son of John McClelland and Kate Maude McClelland of 12 Gipps Street, Wollongong, was born in 1898 in Berry (Registration No 19430/1898) and died in 1969 (Registration No 34960/1969). There are two service numbers for a Harold McClelland born on 28th July 1898:

- Corporal Harold McClelland. Australian Army – Service No N453508 – Enlisted in Paddington NSW, discharged on 19 January 1948 – Posting at Discharge SIB Maritime GP (which stands for Special Investigation Branch, Maritime Gun Position)
- Private Harold McClelland. Australian Army – Service No N244893 – Enlisted in Moss Vale, NSW, discharged on 10 March 1943. Posting at Discharge = Volunteer Defence Corps.

Given the involvement of the VDC in Coffs Harbour it would seem more likely that the person who made the inscription was Private Harold McClelland and that he may have been involved in its construction during World War II. Further historical research, however, would be required to confirm this information.

3.3.4 Historical aerial photographs

Historical aerial photographs of Coffs Harbour from 1954, 1964 and 1979 confirm that the heritage item was constructed on Bunker Headland prior to 1954.



Figure 7: 1954 Aerial Photograph. The heritage item is circled RED. (Source: NSW LPI)

Attachment



Figure 8: 1964 Aerial Photograph. The heritage item is circled RED. (Source: NSW LPI)



Figure 9: 1979 Aerial Photograph. The heritage item is circled RED. (Source: NSW LPI)

3.4 Conclusion

Despite a reasonably thorough review of documentary evidence available in Sydney, and those provided by Coffs Harbour City Council, the research has been unable to determine the date of construction or exact function of the subject site. Its form and fabric, however, suggest that it was built (at least in part) and used as a shelter and observation post during the Second World War, and not as a gun emplacement as has long been thought to be the case.

The National Archives of Australia holds thousands of records relating to the Second World War at eight reading rooms throughout the country. Only those records which have been catalogued, examined for potential access restrictions and housed in Sydney were able to be consulted for this study. It may be possible that records relating to the subject structure are located at another reading room or have not yet been catalogued, have been miscatalogued (with a location other than Coffs Harbour), or have not been made accessible to the public.

It is possible that the structure was built outside of an official order by the VDC (thereby generating fewer, or no, records) or during a period other than late 1930s to early 1950s.

4. Physical evidence

4.1 Preamble

An inspection of the concrete structure at Bunker Headland was conducted by Fiona Leslie (Senior Archaeologist, Niche) on 13 March 2015. The survey involved close inspection of the heritage item to assess its condition and integrity, setting and archaeological potential. A photographic recording of the item was also taken.

4.2 Topography, setting and views

The concrete structure is situated on a prominent headland with clear, uninterrupted views to the horizon, Boambee beach to the south and the jetty and headland to the North (Plates 2 and 3). The headland rises steeply from the north, south and west and is covered in regenerated native grasses. The eastern flank of the headland is steeper than other approaches, with rocky cliffs and boulders dropping to the sea. A drainage gully is present to the west of the item, with riparian vegetation noted. A partially obscured pedestrian track leads from the car park behind the headland to the item. No other tracks were noted.

4.3 Description of the Item

The item is a rectangular concrete structure, measuring 7.44 metres long and 2.13 metres wide, and features three distinct rectangular compartments.

The front compartment is constructed of very thick reinforced concrete and features a low doorway facing towards the sea, with remnants of a former metal hinge observed, and a flat concrete roof (Plate 3). On the northern side of the door there is a small circular vent which connects to a similar vent inside the roof of the compartment via an 'S' shaped connection (Plates 4 and 6). Inside the front compartment there are no current, or former, openings to the compartment behind, or any embrasures or gun vents, which would be expected in a gun emplacement. There are also no wall mountings or 'shadows' on the wall that would suggest former mountings. Large horizontal cracks were noted on the internal walls and roof of the item (Plate 7). Fragments of concrete were also missing from the roof, at the rear of the item. The floor is wooden, with a few boards missing (Plate 8). The rear panel of the compartment appears to have been constructed using corrugated iron sheeting, rather than formwork. There are no remnants of a pedestal to anchor a gun to the floor of the compartment, or on the ground in front of the compartment. Graffiti is prevalent inside the compartment with rubbish and concrete fragments present (Plate 9). A recently introduced bronze plaque reading 'Lest We Forget' has been fixed on the northern edge of the concrete roof slab (Plate 10).

The second / middle compartment is also constructed of concrete, however corrugated iron sheeting was predominately used during construction. This created a wave-like pattern in the concrete. This method of construction was also used for the rear wall of the front compartment, which suggests the compartments were built at the same time. It is likely that the middle compartment featured a roof that has since collapsed, with the rubble filling the void (Plate 11). The sides are open, giving clear uninterrupted views to the south and north. There is also a narrow opening to the east. There is no connection, windows or doorway between the middle and front or rear compartment. An inscription is present on the top face of the eastern wall (Plate 12). The following words in the inscription were legible:

H. McClell.....
24 Gipps St
Wollongong 2-4-14(?)

No graffiti was noted on external or internal walls of the compartment.

The rear compartment (furthest away from the sea) is also constructed of concrete using the same method as the middle compartment. It may have also featured a roof with an opening at the rear and at least 2 steps leading down in to the compartment from the rear. Graffiti was noted on the internal walls of the compartment (Plate 13). Three small holes were also noted in its northern wall (Plate 14).



Plate 2. Heritage item on Bunker headland, looking south.



Plate 3. Heritage item on Bunker headland, looking north.

Attachment



Plate 4. Front compartment of the heritage item.



Plate 5. Remnants of metal hinge of former door + circular opening that connects to a similar opening on the inside roof.



Plate 6. Close up of circular opening next to the front opening / former door.



Plate 7. Large cracks noted in the walls and roof of the structure.

Attachment



Plate 8. Large fragments of concrete missing from the roof of the structure, exposing its metal lining.



Plate 9. Floorboards missing within the front compartment of the item.



Plate 10. Inside of front compartment. Note: graffiti and introduced rubbish.



Plate 11. Introduced sign on the northern side of the roof slab.

Attachment



Plate 12. Middle compartment with rubble, presumably from the former roof. Note: opening on both sides of the item.



Plate 13. Rear compartment of the heritage item, with opening at rear and at least two steps leading down to concrete floor. Note: the frequent graffiti.



Plate 14. Northern wall of the rear compartment, showing three small holes in the concrete.

4.4 Condition and integrity

In general, the structure is in moderate to poor condition.

The front compartment is in poor condition. The structure is not weatherproof, with water pooling in the internal space during wet weather. Large horizontal cracks in the internal walls were noted roughly 30cm from the roof junction. Cracks were also noted in the ceiling and a large piece of concrete on the roof has fallen, exposing the underlying metal lining. The wooden floor boards are in poor condition, with numerous boards missing near the entrance. Thick grass is encroaching on the sides of the structure.

The second compartment is in moderate condition with rubble from the former roof filling the void. Large cracks were noted on the concrete side panels.

The rear compartment is in moderate to poor condition with frequent graffiti on its internal walls and occasional rubble on the base of the structure. Some grass and weeds are also growing in the floor space.

4.5 Archaeological potential

There is no evidence of buried components, tunnels, embankments or evidence of earthworks in the vicinity of the structure. Apart from deposits surrounding the structure that demonstrate its excavation and construction, it is unlikely that any archaeological features are present within, or surrounding, the item.

The archaeological potential of the item is considered to be low and any archaeological deposits or features that may be present would have limited research potential.

Attachment



4.6 Conclusions

A review of historical records, secondary sources on the typology of World War II structures, the form and fabric of the structure and consultation with Mr Denis Gojak, archaeologist and military heritage specialist, indicate the following:

- The item is atypical. Its form does not fit any current World War II typologies.
- The item is not a gun emplacement. There is no evidence that permanent weaponry was attached to the structure and it is not well designed to take heavy guns or small weapon, including machine guns.
- The front compartment differs in its method of construction to the rear two compartments. It is possible that the item was constructed in two phases or at two different times. This may suggest a possible change in use / adaptation.
- The front compartment appears to have been designed to provide shelter and/or protect personnel and/or goods. It is reinforced, well built, features a timber floor and constructed into the hillside to obscure its position. There is no connection between the front compartment and rear compartments, suggesting it was unlikely to be used for communication purposes. Its roof is likely to have been either painted or camouflaged during the War to further hide its position. The compartment features an air vent, indicating that ventilation in the internal space was necessary.
- The rear two compartments were less well built and are likely to have been constructed to observe the coastline and surrounding beaches. It is possible that a wooden platform was present within the middle compartment so that defenders could look out between the two panels on the roof adjoining the front compartment.
- The function of the rear compartment is less clear but it may have been used the temporary storage of goods or weaponry and/or observation. The three holes noted in the northern wall may have been used to support a wooden platform, to assist observation or provide storage.

5. Assessment of cultural significance

5.1 Preamble

The following subsection provide a comparative analysis of the heritage item with the World War II fortifications at Tomaree Head, near Port Stephens to assist our understanding of its likely significance. The criteria used to assess heritage significance in NSW are then presented in Section 5.3 and a significance assessment and statement of heritage significance for the item in Sections 5.4 and 5.5.

5.2 Comparative analysis

5.2.1 World War II complex, Tomaree Head, NSW

Tomaree Head is located on the southern entrance of Port Stephens, is predominantly National Park and features the remains of World War II fortifications, some of which were removed in 1947. The fortifications that are still standing include: two gun command and observations posts, torpedo tube surf guns and a number of other features including rifle pits. Many features are overgrown but some are still accessible via a network of tracks and walkways (EJE Heritage, 2002).

A comprehensive Conservation Management Plan (CMP) for Tomaree Head was prepared by EJE Heritage in July 2002. This CMP provides a detailed description and history of the World War II fortifications and an assessment of their significance. It provides valuable information that allows comparisons to be made with the heritage item at Bunker Headland, Coffs Harbour.

As with the heritage item at Bunker Headland, the World War II fortifications at Tomaree Head were important components of the coastal defence system designed to protect Newcastle and the RAAF base at Williamstown. However, unlike the solitary structure at Bunker Headland, the Tomaree head fortifications are much more elaborate, with numerous structures built to form a defensive network. They essentially provide a relatively intact example of a coastal defence system, including elements such as barbed wire entanglements and other evidence that has generally been lost from other similar sites in NSW. For this reason, the Tomaree head complex was assessed to be of State heritage significance for its historical heritage value, technical value, rarity and representative value.

A review of the type of fortifications at Tomaree Head confirms that the heritage item is not a gun emplacement, as originally thought. The two gun emplacements at Tomaree Head are similar in design and construction. They both consist of a central gun emplacement with a reinforced overhead protection, backed with a series of stone and ammunition chambers recessed into the hill side (Plate 15). At each gun emplacement a single 6" pounder gun was mounted on holdfast pedestals. These anchor the gun and a circular rail which supports a steel protective shield. As major components of the larger complex, both the gun emplacements were assessed to be of State heritage significance.

The Battery Observation Post at Tomaree Head is also different to the heritage item at Bunker Headland. It features a single room entered from above with a viewing window facing eastwards (Plate 16). It also features a single instrument plinth. The location of the entrance, the width of the viewing window and presence of the instrument plinth is quite different from the heritage item at Bunker Headland. No other structures at Tomaree resemble the subject heritage item, in terms of its form or features. The Observation Post at Tomaree Head was also assessed to be of State heritage significance as a major component of the Tomaree complex.

Attachment



Plate 15: Gun Emplacement, Tomaree Head. (Source: www.nationalparks.nsw.gov.au/Tomaree-Nationalpark)



Plate 16: Observation Post, Tomaree Head. (Source: www.nationalparks.nsw.gov.au/Tomaree-Nationalpark)

5.2.2 Observation Post, Point Lonsdale, Victoria

Only one World War II structure to-date has been identified that closely resembles the heritage item at Bunker Headland. This is an Observation Post that is still standing at Port Lonsdale in Victoria (Plate 16). It is listed on the Victorian Heritage Register as part of the Point Lonsdale Lighthouse precinct, which consists of the lighthouse, associated buildings and defence structures associated with the First and Second World Wars (http://vhd.heritage.vic.gov.au/vhd/heritagevic#detail_places;1693). The Observation Post was constructed in 1941, when the Point Lonsdale defence camp was erected to accommodate the 7 Australian CRE (Works) and Australian Women's Army Service (AWAS) during World War II.

This item features a front enclosed space with a rear compartment with raised roof to assist observation. This gives some indication of how the middle compartment of the heritage item at Bunker Headland would have looked with its original roof in place. A photograph of this Observation Post held at the Australian War Memorial gives an indication of the type of vegetation cover and screening that may have been used at Bunker Headland during the War (Plate 17).

The Point Lonsdale Lighthouse precinct was assessed to be of State heritage significance for its role in the maritime and defence history of Victoria. The military fortifications, including the Observation Post, reflect the importance of the defence of Port Phillip Bay during the First and Second World Wars.



Plate 17: Observation Post, Point Lonsdale.



Plate 18: Observation Post, Point Lonsdale during World War II. (Source: Australian War Memorial, Image 051149)

Attachment



5.3 Significance Assessment

5.3.1 Heritage Assessment Criteria

The NSW *Heritage Manual* prepared by the former NSW Heritage Office and Department of Urban Affairs and Planning, provides the framework for the following assessment and statement of significance. These guidelines incorporate the five aspects of cultural heritage value identified in the *Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance 1999* (Burra Charter) into a framework currently accepted by the NSW Heritage Council.

- (a) *An item is important in the course, or pattern, or NSW's cultural or natural history (or the cultural or natural history of the local area);*
- (b) *An item has strong or special associations with the life or works of a person, or group of persons, of importance in the cultural or natural history of NSW (or the cultural and natural history of the local area);*
- (c) *An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievements in NSW (or the local area);*
- (d) *An item has a strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural or spiritual reasons;*
- (e) *An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area);*
- (f) *An item possess uncommon, rare or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area);*
- (g) *An item is important in demonstrating the principal characteristics of a class of NSW's:*
 - *Cultural or natural places; or*
 - *Cultural or natural environments;*
 - (or a class of the local area's)*
 - *Cultural or natural places; or*
 - *Cultural or natural environments.*

Assessing Significance for Historical Archaeological Sites and 'Relics' (2009) clarifies how the above criteria relate to historical archaeological sites and provides a series of questions for each criterion that assist the assessment of 'relics'. By using this guideline archaeological sites or 'relics' can more easily be assessed in their own right and compared with other sites.

No assessment of Aboriginal cultural heritage values has been undertaken as part of this study.

5.3.2 Significance Assessment

- (a) *An item is important in the course, or pattern, or NSW's cultural or natural history (or the cultural or natural history of the local area);*

The heritage item at Bunker Headland was most likely constructed by the Australian Army during World War II as an Observation Post and storage facility. No historical records have been found (to-date) that confirm its date of construction or exact function. However, analysis of its fabric and form and comparison with other World War II structures have established that the item is not a gun emplacement, as originally

though, but was used to observe the coastline and nearby beaches for enemy ships and provide protection and a storage place for equipment and/or weaponry during the War. This was an important function during World War II. Coffs Harbour features an important shipping harbour, an airport and is in close proximity to the Pacific Highway and the North Coast railway. It was therefore considered a possible target for German and Japanese forces and included in plans for war preparation in the 1930s. Whilst Coffs Harbour's defences focused on the airport and associated RAAF facilities, observation of the coastline for enemy ships would have been an important task. The heritage item at Bunker Headland is therefore likely to have played an important role in the protection of Coffs Harbour during World War II and is considered to be of State heritage significance for its historical heritage value.

(b) An item has strong or special associations with the life or works of a person, or group of persons, of importance in the cultural or natural history of NSW (or the cultural and natural history of the local area);

An inscription has been identified on the heritage item on Bunker Headland and appears to date to its construction. Historical research indicates that the person who made the inscription was Private Harold McClelland, son of John McClelland and Kate Maude McClelland of 12 Gipps Street, Wollongong, born in 1898 in Berry, NSW and died in 1969. A Private McClelland born on 28th July 1898 served in the Volunteer Defence Corps (VDC) of the Australian Army during World War II. Further historical research and a review of service records; however, is required to confirm Private McClelland association with Coffs Harbour and the heritage item. Given that no war medals have been awarded to Private McClelland it appears unlikely that he was a person of importance to the cultural or natural history of NSW. He was most likely one of many Army personnel deployed to Coffs Harbour to ensure its protection during World War II. As such, the heritage item on Bunker Headland is likely to be of local heritage significance for its association with the Armed Forces established in Coffs Harbour during World War II.

(c) An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievements in NSW (or the local area);

The heritage item on Bunker Headland is unusual in its design and method of construction when compared with other World War II coastal fortifications but does not display a high degree of technical achievement in NSW or the local area. It appears to have been constructed using locally available material to take advantage of an important vantage point but also to ensure protection to troops that were stationed at the post. The item is set on a prominent headland in Coffs Harbour and features panoramic views of the coastline and surrounding beaches. The contrast of the concrete structure with the natural beauty of its setting has some aesthetic appeal. The item is therefore considered to be of Local heritage value for its aesthetic values.

(d) An item has a strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural or spiritual reasons;

It is likely that the heritage item on Bunker Headland was important to the Army personnel who were involved in its construction and who were stationed at the Observation Post during World War II. It is unknown whether any personnel with this association have survived and have memories of the item. Further oral history research would be necessary to determine if the item has a strong or special association with surviving troops who were posted to Coffs Harbour during World War II.

It is also likely that the heritage item is significant to the local community, as a representation of the efforts made to protect Coffs Harbour during World War Two. Further consultation with the local community may provide some additional information about its history and use during the War. A lack of knowledge could

Attachment



arguably demonstrate the degree of trust the local community had in the military fortifications established at Coffs Harbour to ensure their protection.

(e) An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area);

The item on Bunker Headland does not feature any underground tunnels or hidden chambers. Whilst some archaeological deposits associated with its construction are likely to be present their investigation would provide little new information that would contribute to our understanding of its use or role in the history of NSW or the local area. The item is therefore not considered to be significant in terms of this criterion.

(f) An item possess uncommon, rare or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area);

The item on Bunker Headland, while unusual, is not rare or unique to NSW. Many military installations have survived on the NSW coast, including larger and more intact complexes such as Tomaree Head. The item, however, is uncommon in Coffs Harbour. Whilst it was possibly a single element of a more widespread local defence system, only one other coastal structure is known to survive on McCauleys headland, to the north of Bunker Headland. This item is not as elaborate or intact as the subject item. The item is therefore considered to be rare to the local area.

(g) An item is important in demonstrating the principal characteristics of a class of NSW's:

- *Cultural or natural places; or*
- *Cultural or natural environments;*
(or a class of the local area's)
- *Cultural or natural places; or*
- *Cultural or natural environments.*

The Bunker Headland heritage item is not important in demonstrating the principal characteristics of World War II military installations in NSW or the local area. It is not representative of its type. It is atypical and appears to have been constructed usually locally available materials to suit its position. The item is therefore not considered to be significant for its representative value.

5.3.3 Statement of Heritage Significance

The heritage item at Bunker Headland is significant at a State level for its historical heritage values and at a local level for its associations, aesthetic value and rarity.

The item was most likely constructed by the Australian Army during World War II as an Observation Post and storage facility. Despite an absence of formal records that confirm its date of construction or exact function, analysis of its fabric and form and comparison with other World War II structures have established that the item was used to observe the coastline and nearby beaches for enemy ships and provide protection and a storage place for equipment and/or weaponry during the War. Observation of the coastline and beaches was considered vital for the protection of Coffs Harbour during World War II and Coffs Harbour was an important strategic harbour that required protection from enemy forces. The heritage item at Bunker Headland is therefore considered to be significant at a State level for its role during World War II.

The item is unusual in its design and method of construction when compared with other World War II coastal fortifications and uncommon to the local area. It does not, however, display a high degree of technical achievement in NSW or the local area. It appears to have been constructed using locally available material to take advantage of its position and to ensure the protection of troops stationed at the post. Given its striking setting and panoramic views, the item is considered to have some aesthetic value to the Local area.

The item has a direct association with a Harold McClelland, son of John McClelland and Kate Maude McClelland of 12 Gipps Street, Wollongong, born in 1898 in Berry, NSW and died in 1969, who wrote his name and address in the concrete during its construction. Initial research indicates that this may have been a Private Harold McClelland who served in the Volunteer Defence Corps (VDC) of the Australian Army during World War II. Further research would be necessary to determine if Private McClelland was a person of importance to the cultural or natural history of NSW. At this stage the heritage item on Bunker Headland is likely to be significant at a local level for its more general association with Army personnel who were involved in its construction and/or station at the Observation Post during World War II. Further oral history research would be required to establish if any of these personnel have survived and have direct memories of the heritage item.

5.4 Curtilage analysis

Given the historical heritage and aesthetic values of the heritage item, a sufficient curtilage is required to protect its current views and vistas of the coastline and nearby beaches and conserve its isolated setting on the headland.

The heritage item is currently listed within Lot 21 DP850150 and has views of Gallows Beach and the jetty to the north and Boambee Beach to the south (Figure 10). Given that this allotment is classified as Public Recreational land (Zone RE1) and encompasses all of Bunker Headland, Coffs Harbour and land adjoining the airport it appears to be of a sufficient size to ensure that the heritage significance of the item is conserved. There is therefore no need to make any adjustments to its current curtilage.



Figure 10: Current allotment boundary for the heritage item on Bunker Headland, Coffs Harbour (Lot 21 DP850150)
 (Source: <https://maps.planningportal.nsw.gov.au/Map>)

6. Impact Assessment

6.1 Preamble

CHCC wish to conserve and interpret the heritage item on Bunker Headland and has drafted a Concept Plan to renovate the area surrounding the structure. A copy of this Plan is included overleaf. The following subsections describe the Proposal in further detail and discuss any potential impacts of the Proposal on the heritage significance of the item. The questions posed in Section 6.3 are taken from the 'Statement of Heritage Impact' guidelines published by the NSW Heritage Council (Heritage Office and Department of Urban Affairs and Planning, 1996, revised 2002).

6.2 The Draft Concept Plan

The draft Concept Plan shows the following works:

- Regrading of the current car park, including the installation of edging and gravel;
- A pedestrian only entrance at the southern end of the car park with the addition of a main information welcome sign;
- The addition of a raised 'Enviro Deck' pathway measuring 1.2m wide and 90 metre long. This type of pathway was chosen to help conserve the ecological values of the grasslands that have been regenerated on the headland. The pathway would extend from the welcome sign along the existing trail to the crest of the headland and circle the heritage item;
- The installation of low interpretative signage along the raised pathway. This would include 3 signs on the hill slope leading up to the item and 2 sign at the southern end of Gallows Beach; and
- The installation of 2 timber bench seats and interpretive panels on the southern side of the heritage item.

The plan presents visual examples of the type of pathway, seating and interpretative signs that would be used as part of the renovation works.

6.3 Potential Impacts

6.3.1 Proposed Landscape Works

The following questions are relevant to the proposed landscaping works, including the addition of the raised pathway, seating and regrading of the existing car park area.

How has the impact of the new work on the heritage significance of the existing landscape been minimised?

The proposed re-grading of the existing car park and the installation of edging and gravel will have no impact on the heritage significance of the heritage item on Bunker Headland. The car park is located more than 50 metres north of the heritage item and is not visible from the headland.

The impact of the proposed raised pathway on the landscape has been minimised by choosing a raised 'Enviro deck'. This type of pathway is designed to minimise the impact of construction works on sensitive plant communities. The Bunker Headland has been regenerated with native grasses that have ecological value.

The position of the proposed seating has been chosen in an attempt to limit impacts on the aesthetic values of the item and its setting. By positioning the seating on the southern side of the item it may, however, obscure views from the item towards Boambee Beach. If the seating was moved further north away from the view shed it would have less impact on the item's heritage significance.

Are any known or potential archaeological deposits affected by the landscape works? If so, what alternatives have been considered?

The heritage item has limited archaeological potential. The proposed works are unlikely to impact on any significant archaeological deposits.

How does the work impact on views to, and from, adjacent heritage items?

The proposed alignment of the raised pathway around the heritage item would have a significant impact on the item's setting and views to, and from, the heritage item. Further consideration of the alignment of this pathway is recommended to ensure that impacts on its heritage significance are minimised. If the pathway ended at the northern end of the item and did not circle around the item it would have less impact on its setting and views to, and from, the item.

6.3.2 New signage

The following questions are relevant to the interpretive signage proposed at the subject site.

How has the impact of the new signage on the heritage significance of the item been minimised?

The proposed signage has been positioned at the car park entrance and on the path leading up to the heritage item to minimise any impacts on the aesthetic values of the heritage item, including views and vistas. The exact placement of the interpretative signs at the item itself is unclear from the draft Concept Plan. It would seem logical to install signs near the proposed timber seating. Placement of signs on, or in close proximity, to the item should be avoided as this would impact on its setting and aesthetic values.

Will the signage visually dominate the heritage item/ heritage conservation area or heritage streetscape?

It is highly unlikely that the proposed signage would visually dominate the heritage item, given the examples provided as part of the Draft Concept plan. The largest 'Welcome sign' would be located in the car park area, which is appropriate given its distance from the heritage item. A large sign in this area would not have a negative impact on the heritage significance of the item. The low set signs on the proposed pathway are much smaller and low-set and are unlikely to be visible from the heritage item. It may be more appropriate to re-locate all, or at least one of, these signs to the timber seating – as this is where visitors are most likely to stop, view the heritage item and appreciate its setting.

6.4 Conclusions

The proposed Draft Concept Plan would have some negative impact on the heritage values of the heritage item, particularly its aesthetic values including its setting and views to, and from, the item. The proposed seating may obscure views of Boambee Beach from the heritage item and the raised pathway that circles the item would have a negative impact its setting and views and vistas to, and from, the item. Further analysis of the item's view shed and consideration of its setting would assist in determining the best placement for the pathway, seating and signage to minimise impacts on its heritage significance.

BUNKER RENOVATIONS PLAN



A Joint Project between Coffs Harbour City Council, Coffs Harbour RSL Sub Branch, Coffs Harbour Aboriginal Land Council, and Jetty Dunecare.

Interpretation to highlight the role of Coffs Harbour as an important regional surveillance post during WWII. Including recognition of local Indigenous contributions to the defence of our Nation.

SIGNS

Low Interpretive Sign



Main Information/Welcome Sign



Series of signs to offer and educate the public about the history and heritage of the site including:

- Indigenous Information
- Maritime History
- WWII Information and History
- Environmental Information

MATERIALS



RECOGNITION



SITE PHOTOS



PROBABLE COST

Description of Works	Estimate
Aboriginal Site monitoring	1000
Regrading carpark 4hrs machine and operator	800
Grass carpark 400m2	2000
Revised walkway, Wagmans GFT	84000
Bollards for entrance to walk and carpark similar to Coffs Harbour Pine Islands	3000
Conservation Management Plan for WWII Gun Tunnels/Bunker	8000
Restoration works for bunker - clearing, accessible new roof, paint, new door	20000
Bush Regeneration and restoration planting native grass along new path/paths	8000
Educational Signage - Large sign at start of walk double sided with geology surroundings	2000
Smaller educational signage - 8 low profile wooden resistant with photographic images	4000
	114300



Figure 11: Draft Concept Plan for the heritage item, Bunker Headland (Source: CHCC, 2015)

7. Conclusions and Recommendations

7.1 Conclusions

- The heritage item located at Bunker Headland was most likely constructed by the Australian Army during World War II as an Observation Post, shelter and storage facility. Despite an absence of formal records that confirm its date of construction or exact function, analysis of its fabric and form and comparison with other World War II structures have established that the item was used to observe the coastline and nearby beaches for enemy ships and provide protection and a storage place for equipment and/or weaponry during the War. It may have been part of a more extensive local defence system.
- The item is not a gun emplacement, as originally believed. There is no evidence that permanent weaponry was attached to the structure and it is not well designed to take heavy guns, or small weapons, including machine guns.
- The condition of the item is moderate to poor. The structure is not weatherproof and large cracks are present in the front and middle compartments. The roof of the middle compartment has collapsed with resulting rubble filling the floor void. Many of the floorboards are missing and graffiti is frequent on internal and external walls. Thick grass is encroaching on the structure with some grass and weeds growing in the floor spaces.
- The heritage item is significant at a State level for its historical heritage values and at a local level for its associations, aesthetic value and rarity. Observation of the coastline and beaches was considered vital for the protection of Coffs Harbour during World War II and Coffs Harbour was an important strategic harbour that required protection from enemy forces.
- The proposed Draft Concept Plan would have some negative impact on the heritage values of the item, particularly its aesthetic values including its setting and views to, and from, the item. Further analysis of the item's view shed and consideration of its setting would assist in determining the best placement for the pathway, seating and signage to minimise impacts on its heritage significance.

7.2 Recommended Conservation Management Strategy

The following strategy is presented to assist CHCC with conservation and future management of the heritage item at Bunker Headland, Coffs Harbour:

Step 1. Update the LEP listing

Prepare a State Heritage Inventory form for the heritage item and update its current heritage listing on the Coffs Harbour LEP. This would involve changing its name from *'World War II gun turret'* to *'World War II Observation Post'* and including information on its history, likely function and heritage significance.

Step 2. Assess the structural integrity of the item, prepare a repair schedule and undertake repairs to significant fabric

Engage a structural engineer to assess the condition and integrity of the structure and determine the most appropriate methods of repair to ensure its long term conservation. The front compartment should be made weatherproof and missing floorboards replaced. It may be necessary to replace the door on the front compartment to prevent further vandalism. Any structural repairs made to the item should be monitored and recorded by a suitably qualified heritage consultant.

Step 3. Prepare a photographic archival record of the item

Prior to the commencement of any repair works a photographic archival recording should be made of the structure in accordance with the *'Photographic Recording of Heritage Items Using Film or Digital Capture'* guidelines published by the NSW Heritage Office (2006). The archival recording should include a record of the item following completion of repair and landscaping works.

Step 4. Undertake maintenance work, including the removal of invasive vegetation, graffiti and the bronze plaque

Once repairs to the structure are complete, invasive vegetation within, and physically attached to, the structure should be removed. Soil that has washed into the internal spaces of the middle and rear compartments should also be removed to expose the concrete floors. A protective coating should be applied to the exposed metal hinges and any other exposed metal to deter rust. The recently attached bronze plaque fixed to the northern edge of the concrete roof slab and graffiti on all internal and external walls should be removed without damaging the underlying surface. Any landscaping and maintenance to the item should be monitored and recorded by a suitably qualified heritage consultant.

Step 5. Prepare an Interpretation Plan

A heritage specialist with Interpretation experience should then be engaged by Council to prepare an Interpretation Plan for the item. The Interpretation Plan should be prepared in accordance with the NSW Heritage Council *'Interpreting Heritage Places and Items Guidelines'* (2006) and include a review of the Draft Concept Plan, further analysis of the item's view shed and consideration of its setting. The plan should provide a revised layout for the site to ensure any impacts on its heritage significance are avoided and/or minimised. It should also consider current visitor impacts on the item's setting and native grass species. Further oral history research with Coffs Harbour residents that were involved in World War II activities would further assist interpretation of the structure.

Step 6. Develop and Implement a monitoring program

CHCC should then develop a program to monitor the condition of the heritage item and to inform future management actions.

Step 7. Encourage further research

Where possible, Council should undertake, or encourage, oral history research with local residents and ex-serviceman who remember, or served in, Coffs Harbour during World War Two. Further archival research at the NAA, including the release and copying of material relating to Coffs Harbour during World War Two to the local studies collection, should also be supported by Council.

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Personal communication:

Robin Hedditch, former Heritage Adviser to Coffs Harbour City Council

Karen Filewood, Member of Coffs Harbour City Council Heritage Committee

Ron Walesby, RAAF serviceman during Second World War

Denis Gojak, Senior Heritage Specialist, Roads & Maritime Services

Noni Boyd, Heritage Advisor, Australian Institute of Architects

Annex 1 – Land Title Records

Certificate of Title Vol 15165 Fol 121

Req:R240284 /Doc:CT 15165-121 CT /Rev:21-Jan-2011 /Sts:OK.SC /Prt:23-Mar-2015 18:07 /Pgs:ALL /Seq:1 of 1
 Ref: /Src:X

NEW SOUTH WALES
STATE OF TITLE
 PROPERTY ACT, 1900

15165 Fol. 121

First Title This Folio
 Prior Title P.A. 57492

Vol. 15165 Fol. 121

EDITION ISSUED 30 11 1983

I certify that the person named in the First Schedule is the registered proprietor of an estate in fee simple (or such other estate or interest as is set out below) in the land described subject to the recordings appearing in the Second Schedule and to the provisions of the Real Property Act, 1900.

CANCELLED
 Registrar General.

PLAN SHOWING LOCATION OF LAND SEE AUTO FOLIO

LENGTHS ARE IN METRES

Lot	Area	Frontage	Depth	Perimeter
1	1.12	12.1	12.1	24.2
2	1.12	12.1	12.1	24.2
3	1.12	12.1	12.1	24.2
4	1.12	12.1	12.1	24.2
5	1.12	12.1	12.1	24.2
6	1.12	12.1	12.1	24.2
7	1.12	12.1	12.1	24.2
8	1.12	12.1	12.1	24.2
9	1.12	12.1	12.1	24.2
10	1.12	12.1	12.1	24.2
11	1.12	12.1	12.1	24.2
12	1.12	12.1	12.1	24.2
13	1.12	12.1	12.1	24.2
14	1.12	12.1	12.1	24.2
15	1.12	12.1	12.1	24.2
16	1.12	12.1	12.1	24.2
17	1.12	12.1	12.1	24.2
18	1.12	12.1	12.1	24.2
19	1.12	12.1	12.1	24.2
20	1.12	12.1	12.1	24.2

LAND REFERRED TO
 Lot 1 in Deposited Plan 630934 at Coffs Harbour in the Shire of Coffs Harbour Parish of Coff County of Fitzroy.

FIRST SCHEDULE
 MINISTER FOR PUBLIC WORKS.

SECOND SCHEDULE
 NIL.

GRN

PERSONS ARE CAUTIONED AGAINST ALTERING OR ADDING TO THIS CERTIFICATE OR ANY NOTIFICATION HEREON (Page 1) Vol. 15165 Fol. 121

NOTE: ENTRIES RULED THROUGH AND AUTHENTICATED BY THE SEAL OF THE REGISTRAR GENERAL ARE CANCELLED

RG 2/64

Attachment



(Page 2 of 2 pages)

Vol. 15165 Fol. 121

L.O. 1044 D. West, Government Printer

FIRST SCHEDULE (continued)		
REGISTERED PROPRIETOR		Registrar General
<p><i>The Minister for Public Works and Ports. No. W529991. Registered 2-1-1987.</i></p>		
<p>CANCELLED</p> <p>SEE AUTO FOLIO</p>		
SECOND SCHEDULE (continued)		
PARTICULARS	Registrar General	CANCELLATION
<p>EP V761779 Resumption - Easement for pipeline affecting the parts of the land within described shown as "easements 5 wide, 10 wide and 12 wide for pipeline in the plan hereon. Registered 22-7-1985</p>		
<p>EP V761780 Resumption - Easement for pipeline affecting the parts of the land within described shown as proposed easements 4 wide and 5 wide and variable for effluent outfall pipeline in DP598916. Registered 22-7-1985</p>		
<p>W529991 Lease to Coffs Harbour ^{Sub} Lease Coastal Club Limited of part being Lot 1 in DP 714757. Expires 30-6-1994. Option of renewal 10 years from 1-1-1994</p>		
NOTATIONS AND UNREGISTERED DEALINGS		
<p>DP 627587 V761779 - 180 LR Leasement D.P. 714757 W529991 LR Lease, 30/6/1994</p>		

Reg:R240284 / Doc:CT 15165-121 CT / Row:21-Jan-2011 / Str:OK.SC / Pct:23-Mar-2015 18:07 / Pgs:ALL / Seq: 02 of 2

Primary Application 57492

Crown Instrument not liable to Stamp Duty or payment of Registration or other fees

Department of Public Works
 Principal Surveyor
 and Property Officer
 Pan *a Boyd*

NEW SOUTH WALES

APPLICATION PURSUANT TO SECTION 31A (2) OF THE REAL PROPERTY ACT, 1900, TO BRING RESUMED LAND UNDER THE PROVISIONS OF THE ACT. *Penal 1000*
19-6-83

(a) Insert lot, plan number. Application is hereby made for the issue of a certificate of title in favour of the Minister for Public Works for ^{no} Lots 1, 2 and 3 Deposited Plan 630934

(b) State whether whole or part. being ^{no} whole of the land resumed by notification in Government Gazette number 63 dated 22nd April, 1983 folio 1852 (a true copy of which is set out hereunder or annexed hereto).


And it is hereby certified that:

- (1) the Minister for Public Works is authorised to make the within application;
- (2) the said land has not been divested from the Minister for Public Works and no estate or interest therein has been created in favour of any other person;
- (3) the said land is not under the provisions of the Real Property Act, 1900, and no sale, lease or other transaction affecting it is intended to be completed prior to the issue of the certificate of title; and
- (4) this application is correct for the purposes of the Real Property Act, 1900.

Dated at Sydney this *8th* day of *June*, 1983.

Signed by the Principal Surveyor and Property Officer Department of Public Works by delegation from the Minister for Public Works. *[Signature]*

Witness. *a Boyd*



[Published in Government Gazette No. 63 of 22nd April, 1983, on page No. 1852.]

PUBLIC WORKS ACT, 1912

ACQUISITION OF LAND FOR HARBOUR IMPROVEMENTS

IT is hereby notified and declared by His Excellency the Governor that the land described in the Schedule hereto which is required for Harbour Improvements is as to so much of the said land as is Crown land hereby appropriated, and is as to so much of the said land as is private property, hereby resumed under Division 1 of Part V of the Public Works Act, 1912, for the purpose aforesaid; and it is further notified that the said land is vested in the Minister for Public Works.

Dated at Sydney, this 13th day of April, 1983.

J. A. ROWLAND, Governor.
 By His Excellency's Command,
 L. J. FERGUSON,
 Deputy Premier and Minister for Public Works and Ports.

SCHEDULE

All those pieces or parcels of land situate in the Shire of Coffs Harbour, Parish of Coff and County of Fitzroy, being lots 1, 2 and 3, Deposited Plan 630934, having an area of 47.71 hectares or thereabouts, but excluding thereout rights of Easement for Pipeline over the sites shown in the said Deposited Plan 630934, resumed by notification in Government Gazette of 6th August, 1976, folios 3356 and 3357. (S.B. 29915.) (6930)

D. West, Government Printer, New South Wales—1983

Coffs Harbour

Cert. of T., issued Vol. 15165 Fol. 121 to 123
Dated 30/11/1973

Attachment

COFFS HARBOUR CITY COUNCIL
Locked Bag 155 COFFS HARBOUR NSW 2450
www.coffsharbour.nsw.gov.au



REPORT TO ORDINARY COUNCIL MEETING

BRELSFORD PARK GRANDSTAND

Question:

Councillor Rodney Degens has asked the following question:

“Does Council intend to clear away these old grandstand at Brelsford Park and if so when?”

Response:

The draft Sports Facility Plan five year review was included in the 10 December business paper and a resolution was made to exhibit the plan for a period of 10 weeks. The plan noted the following with respect to cricket on Brelsford Park:

Planning for the transitioning of Brelsford Park from a cricket facility to a city park and community recreational space is continuing as per the adopted 2013 Brelsford Park Master Plan. This master plan formed part of the Coffs Harbour City Centre Master Plan 2031 which was adopted on 14 March 2013.

This transition is being facilitated by the renewal of the amenities at the nearby Fitzroy Oval in 2016, together with the development of new turf wicket facilities at Coffs Coast Sport and Leisure Park East precinct. The last season of cricket competition at Brelsford Park is expected to be the summer of 2016/17.

Once this has occurred and when funding becomes available to progress the next stages of the Brelsford Park masterplan, the grandstand will be removed.