



**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**10 MARCH 2016**

**Contents**

**ITEM            DESCRIPTION**

**GENERAL MANAGER'S REPORTS**

GM16/3      2016 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS

**NOTICE OF MOTION - BUSINESS SERVICES**

NOM16/6    COFFS HARBOUR REGIONAL LANDCARE FUNDING

**DIRECTORATE REPORTS - BUSINESS SERVICES**

BS16/6      MONTHLY FINANCIAL PERFORMANCE REPORT FOR JANUARY 2016

**DIRECTORATE REPORTS - SUSTAINABLE COMMUNITIES**

SC16/6      PROGRESSION OF THE COFFS HARBOUR COASTAL ZONE MANAGEMENT PLAN AND ASSOCIATED DRAFT PLANNING CONTROLS

SC16/7      NATIONAL STRONGER REGIONS FUND – ROUND 3

SC16/8      COMMITTEE MEMBERSHIP – TOORMINA COMMUNITY CENTRE FACILITY MANAGEMENT COMMITTEE

**NOTICE OF MOTION - SUSTAINABLE INFRASTRUCTURE**

NOM16/7    PUBLIC BASKETBALL HOOP - NOTICE OF MOTION

**DIRECTORATE REPORTS - SUSTAINABLE INFRASTRUCTURE**

SI16/14 RELEASE OF EASEMENT FOR DRAINAGE OF WATER - 28 MOORE STREET, COFFS HARBOUR

SI16/15 LIGHT RAIL CORRIDORS

SI16/16 EXTENSION OF EXISTING CONTRACTS FOR WASTE COLLECTION SERVICES

SI16/17 TRAFFIC COMMITTEE MEETING NO. 1/2016

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

SI16/18 CONTRACT NO. RFT-687-TO: REUSE MAIN DUPLICATION AT SKINNERS CREEK, COFFS HARBOUR CLAY TARGET CLUB & DOUBLE CROSSING CREEK BY TRENCHLESS METHODS

A portion of this report is confidential for the reason of Section 10A (2):

- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret.

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

SI16/19 CONTRACT NO. RFT-740-TO: DESIGN, SUPPLY & CONSTRUCTION OF SHADE SAILS IN THE COFFS HARBOUR CBD

**TURST REPORTS**

T16/3 NATIONAL STRONGER REGIONS FUND - ROUND 3 WOOLGOOLGA BEACH RESERVE COMMUNITY INFRASTRUCTURE IMPROVEMENT PROGRAM



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

**TURST REPORTS**

T16/3 NATIONAL STRONGER REGIONS FUND - ROUND 3 WOOLGOOLGA BEACH RESERVE COMMUNITY INFRASTRUCTURE IMPROVEMENT PROGRAM



## COFFS HARBOUR CITY COUNCIL

### ORDINARY MEETING

25 FEBRUARY 2016

Present: Councillors D Knight (Mayor), N Cowling, 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

Leave of Absence: Councillor Degens

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.

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#### DISCLOSURES OF INTEREST

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

Councillor	Item	Type of Interest
Cr Sultana	NOM16/3 - Closure of Public Swimming Pools when School Carnivals are Taking Place	Non Pecuniary - Less Than Significant as he is a teacher of a local high school.
Cr Palmer	RM16/1 - Duke Street Extension Project - Review, Status & Update - Rescission Motion and S16/13 - Duke Street Extension Project – Further Information	Non Pecuniary - Less Than Significant as his wife operates a shop in the CBD.

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**APOLOGY**

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- 20 RESOLVED** (Palmer/Sultana) that an apology received from Councillor Arkan for unavoidable absence be received and accepted.

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

**Cr Townley arrived the time being 5.02pm**

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**PUBLIC ADDRESS**

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<b>Time</b>	<b>Speaker</b>	<b>Item</b>
5.00 pm	Rod McKelvey	SI 16/13 – Duke Street Extension Project – Further Information
5.05 pm	George Cecato	SI 16/13 – Duke Street Extension Project – Further Information
5.10 pm	Dr Mark Henschke	T 16/2 – Draft North Coast Regional Botanic Gardens Strategic Plan

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**CONFIRMATION AND ADOPTION OF MINUTES**

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- 21 RESOLVED** (Sultana/Innes) that the minutes of the Ordinary meeting held on 11 February 2016 be confirmed as a true and correct record of proceedings.

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

## RESCISSION MOTION

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### RM16/1 DUKE STREET EXTENSION PROJECT - REVIEW, STATUS & UPDATE - RESCISSION MOTION

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**MOVED** (Townley/Palmer) that:

The following Resolution number 4 of the Ordinary Meeting of 11 February 2016 be rescinded.

*That Council receives and notes this report.*

VOTED FOR	VOTED AGAINST
Cr Townley	Cr Rhoades
Cr Palmer	Cr Innes
Cr Cowling	Cr Knight
	Cr Sultana

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

## SUSTAINABLE INFRASTRUCTURE DEPARTMENT REPORTS

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### SI16/13 DUKE STREET EXTENSION PROJECT - FURTHER INFORMATION

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#### Executive Summary:

During its consideration of the Duke Street Extension project at its meeting of 11<sup>th</sup> February 2016 Councillors indicated a desire to review the concept and design drawings related to the Duke Street Extension Project.

The purpose of this report is to provide the information which was called for at that meeting.

- 22** **RESOLVED** (Townley/Palmer) that Council places on public exhibition for a period of four weeks the attached plans and drawings, together with other relevant information, for the construction of the Duke Street extension.

#### AMENDMENT

**MOVED** (Rhoades/Innes) that:

1. Council endorse the permanent extension of Duke Street.
2. In respect of the traffic furniture, footpath/cycleway, parkland seating, historical signage and the other beautification elements, council place the concept plan on exhibition for a period of 20 days seeking community input in respect of these elements.
3. A report be returned to Council at the conclusion of the exhibition period summarising the engagement outcomes and clearly setting out the final concept for the elements mentioned in point 2 above.

**Cont'd**

**SI16/13 Duke Street Extension Project - Further Information ...(Cont'd)**

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During debate, Councillor Townley requested the wording of the Motion to be amended as follows:

That Council places on public exhibition for a period of 20 days the attached plans and drawings, together with other relevant information, for the construction of the Duke Street extension.

The Mayor asked Councillors if they had any objection to the change to the original Motion.

Councillor Rhoades gave notice of his objection.

The original **MOTION** was then reinstated as the **MOTION**.

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

<b>VOTED FOR</b>	<b>VOTED AGAINST</b>
Cr Rhoades	Cr Townley
Cr Innes	Cr Sultana
Cr Knight	Cr Palmer
	Cr Cowling

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

<b>VOTED FOR</b>	<b>VOTED AGAINST</b>
Cr Townley	Cr Rhoades
Cr Sultana	Cr Innes
Cr Palmer	Cr Knight
Cr Cowling	

**Cr Sultana left the meeting, the time being 6.52pm.**

**Cr Sultana returned to the meeting, the time being 6.54pm.**



## TRUST REPORT

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### T16/2 DRAFT NORTH COAST REGIONAL BOTANIC GARDENS STRATEGIC PLAN

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#### **Executive Summary:**

The purpose of this report is to gain Council's endorsement to publically exhibit the Second Draft of the North Coast Regional Botanic Garden Strategic Plan 2017-2020 and receive submissions on the Draft Plan from interested parties and stakeholders.

The draft plan was commissioned by Council in its role as Corporate Manager of the Coffs Coast State Park Trust with the aim of setting a renewed strategic direction for the Crown Reserve known as the North Coast Regional Botanic Garden (NCRBG).

The existing Management Strategy for the NCRBG was originally prepared in 1997.

**23 RESOLVED** (Townley/Palmer) that Council in its role as the Corporate Manager of the Coffs Coast State Park:

1. Endorse the public exhibition of the North Coast Regional Botanic Garden Second Draft Strategic Plan 2017 - 2020 for a period of 28 days.
2. Council facilitates a workshop with Councillors, relevant Council staff, the Friends of the Botanic Gardens, relevant botanists/plant scientists and interested members of the public during the exhibition period, in order to define the composition and terms of reference for the proposed Advisory Committee.
3. Receive a further report on the Draft Strategy following the exhibition period.

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

**The meeting adjourned for a short recess, the time being 7.15pm and reconvened at 7.23pm.**

**NOTICE OF MOTION - BUSINESS SERVICES**

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**NOM16/3 CLOSURE OF PUBLIC SWIMMING POOLS WHEN SCHOOL CARNIVALS ARE TAKING PLACE**

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**24 RESOLVED** (Sultana/Townley) that:

“A report be brought back to Council regarding the enforcement of a new policy whereby Coffs Harbour War Memorial Olympic Swimming Pool and other public pools in the LGA will advertise closure during periods when school swimming carnivals have been scheduled to take place. The new policy if implemented will also need to be structured to ensure there isn't a significant increase in fees for schools which will ultimately be passed onto families who are the users of the facility.”

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

**BUSINESS SERVICES DEPARTMENT REPORTS**

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**BS16/3 BANK AND INVESTMENT BALANCES FOR JANUARY 2016**

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**Executive Summary:**

The purpose is to report on Council's Bank Balances and Investments as at 31 January 2016. 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.

**25 RESOLVED** (Rhoades/Palmer) that Council:

1. Note the bank balances and investments totalling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) \$152,156,428 as at 31 January 2016, and
2. Note the general fund unrestricted cash and investments totalling \$1,315,291 as at 31 January 2016.

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

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**BS16/4      QUARTERLY BUDGET REVIEW STATEMENT FOR DECEMBER 2015**

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**Executive Summary:**

The Office of Local Government has developed a minimum set of budget reports to assist Council in meeting their legislative requirements under Clause 203 of the Regulation. This regulation requires a council’s responsible accounting officer to submit quarterly budget review statements to the governing body of Council. These minimum statements are contained within the attachments to this report.

This report summarises the proposed budget adjustments for the quarter and the impact upon the projected budget position for the current financial year. Reference is made to the above Responsible Accounting Officer’s (RAO) statement regarding Councils financial position.

**26      RESOLVED** (Palmer/Townley) that Council:

1. Note the Quarterly Budget Review Statements and the estimated budget position as at 31 December 2015,

Estimated budget position as at 31 December 2015:

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 11 June 2015	(1,884) (S)	1,810,139 (D)	1,913,132 (D)
Approved Variations to September 2015	5,593 (D)	Nil	Nil
Approved Variations for October 2015	Nil	Nil	Nil
Approved Variations for November 2015	Nil	Nil	Nil
Recommended variations for month ending 31 December 2015	422,391 (D)	Nil	Nil
Estimated result 2015/16 as at 31 December 2015	<u>426,100 (D)</u>	<u>1,810,139 (D)</u>	<u>1,913,132 (D)</u>

and,

2. Approve the budget adjustments.

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

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**BS16/5 ENVIRONMENTAL LEVY PROJECTS QUARTERLY REPORT TO 31 DECEMBER 2015**

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**Executive Summary:**

The purpose is to provide Council with a quarterly status report to 31 December 2015 on the projects funded under the Environmental Levy (EL) Program. The Environmental Levy Program funds environmental projects that would not otherwise be undertaken with revenue funding.

- 27 **RESOLVED** (Innes/Sultana) that Council notes the status of the Environmental Levy projects as at 31 December 2015.

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

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**SUSTAINABLE COMMUNITIES DEPARTMENT REPORTS**

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**SC16/3 2015-2019 DELIVERY PROGRAM - SIX MONTHLY PROGRESS REPORT**

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**Executive Summary:**

Under the Local Government Act, Council is required to report six-monthly on its progress and performance in implementing strategies to help achieve the objectives of the *Coffs Harbour 2030* Community Strategic Plan.

The *Six-Monthly Progress Report (for the period 1 July to 31 December 2015) on the Coffs Harbour City Council 2015-2019 Delivery Program* is tabled at this time. The Six-Monthly Progress Report identifies achievements and challenges recorded during the reporting period and provides updates on Council services, projects and key operational activities, including the delivery status of Council's capital works program.

The report represents the considerable record of achievement by Council and its workforce in delivering positive outcomes for the Coffs Harbour community. The reporting period saw many highlights including:

- The opening of the Jetty4Shores walkway;
- The opening of a new playground at Ulong;
- Global recognition for Coffs Harbour as winner of the World Festival and Event City Award;
- The Eutick Memorial Still Life Award and Festival at the Coffs Harbour Regional Gallery;
- The finalisation of the Coffs Coast Region Resource Recovery and Waste Management Strategy 2015-2027;
- Extensive road, bridge and cycleway works;
- Delivery of environmental and sustainability initiatives;
- Delivery of a range of community, economic and sporting programs.

**Cont'd**

**SC16/3 2015-2019 Delivery Program - Six Monthly Progress Report  
...(Cont'd)**

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The Six-Monthly Progress Report for the period 1 July to 31 December 2015 incorporates a number of delegation adjustments arising from changes to Council's organisation structure under the Transformation to Sustainability (T2S) project. As a 'step-change' program of continuous improvement, T2S will result in ongoing adjustments in reporting, particularly through a review of actions and measures in the Delivery Program.

- 28** **RESOLVED** (Palmer/Townley) that the *Six-Monthly Progress Report (for the period 1 July to 31 December 2015) on the Coffs Harbour City Council 2015-2019 Delivery Program* be adopted for public release.

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

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**SC16/4 DRAFT COFFS COAST TOURISM STRATEGIC PLAN 2020**

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**Executive Summary:**

A new section 355 strategic tourism committee was formed on 1 July 2015, now known as the 'Destination Coffs Coast Committee'.

Council, in consultation with the committee, engaged consultants Wray Sustainable Research & Planning, Sarah Lebski & Associates and Bill Fox & Associates, to prepare a Coffs Coast Tourism Strategic Plan 2020 to guide the strategic direction of tourism on the Coffs Coast.

Considerable stakeholder consultation has occurred in the formation of this draft plan which is fully endorsed by the Destination Coffs Coast Committee. The draft plan is presented to Council ready for public exhibition.

- 29** **RESOLVED** (Palmer/Sultana) that Council endorse the public exhibition of the *Draft Coffs Coast Tourism Strategic Plan 2020* for a period of 28 days.

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

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**SC16/5 STATE GOVERNMENT - COASTAL HAZARD REFORMS - SUBMISSION**

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**Executive Summary:**

The objective of this report is to provide Council with:

- an overview of the Coastal Management Reforms for NSW that have recently been announced by the NSW Government;
- a summary of the requirements and effect that these reforms will place on Council; and
- a submission on the Coastal Management Reforms for lodgement with the State government (see Attachment 1).

The recently announced Coastal Management Reforms for NSW include a proposed new framework for coastal management. This framework is currently on display for public consultation until 29 February 2016, and will eventually require Council to adhere to a new process for addressing coastal management.

The documents that are on display for public comment include:

- a draft Coastal Management Bill (see Attachment 2A);
- an "Explanation of Intended Effect" for a proposed new Coastal Management State Environmental Planning Policy (see Attachment 2B); and
- key elements of a draft coastal management manual (see Attachments 2C-2I).

A series of frequently asked questions is also included as Attachment 2J to this report.

This report provides details of the framework outlined in the proposed reforms, as well as a submission on the proposed framework to be lodged with the State government in response to the public consultation process.

- 30 RESOLVED** (Townley/Palmer) that Council endorse the attached submission (Attachment 1) on the Coastal Management Reforms.

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

**NOTICE OF MOTION - SUSTAINABLE INFRASTRUCTURE**

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**NOM16/4 NO SMOKING IN PUBLIC SPACES POLICY**

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**MOVED** (Cowling/Townley) that "Council install marked lines on the ground at the transport interchange in Park Avenue, Coffs Harbour to delineate the extent of the No Smoking areas which are currently only identified by No Smoking signs."

**VOTED FOR**

Cr Townley  
Cr Sultana  
Cr Cowling

**VOTED AGAINST**

Cr Rhoades  
Cr Innes  
Cr Knight  
Cr Palmer

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

**SUSTAINABLE INFRASTRUCTURE DEPARTMENT REPORTS**

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**SI16/9 FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE - MINUTES**

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**Executive Summary:**

The attached minutes provide details of the Floodplain Management Advisory Committee held 3 February 2016

- 31 RESOLVED** (Townley/Palmer) that Council note the minutes of the Floodplain Management Advisory Committee held 3 February 2016

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

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**SI16/10 WOOLGOOLGA FLOOD RISK MANAGEMENT STUDY & PLAN**

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**Executive Summary:**

Council approved the draft Woolgoolga Flood Risk Management Study and Plan for public exhibition at its meeting on 13 August 2015. The Public Exhibition period ran from 2 September 2015 to 13 October 2015. Two submissions were received from the community.

This report recommends that Council adopt the Woolgoolga Flood Risk Management Study and Plan as recommended by Council's Floodplain Risk Management Advisory Committee on 3 February 2016. Adoption of the Study and Plan is required for the identified works to access funding.

- 32 RESOLVED** (Townley/Sultana) that Council adopt the Woolgoolga Flood Risk Management Study and Plan.

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

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**SI16/11 DRAFT BOAMBEE NEWPORTS CREEK FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN**

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**Executive Summary:**

To seek approval to place the draft Boambee Newports Creek Floodplain Risk Management Study and Plan on public exhibition, as recommended by Councils' Flood Risk Management Committee at their February 2016 meeting.

**33 RESOLVED** (Townley/Palmer) that:

1. Council approve the public exhibition of the draft Boambee Newports Creek Floodplain Risk Management Study and Plan for a period of 28 days.
2. A report be brought back to Council after submissions have closed.

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

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**SI16/12 MIDROC STRATEGIC ASSET APPROACH**

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**Executive Summary:**

The purpose of this report is to provide Councillors with the status update and achievements of MIDROC's Apples for Apples Project.

At its meeting of 22 August 2014 the MIDROC board (Mayors and GMs) initiated a project aimed at improving consistency in the way MIDROC councils individually reported on infrastructure assets in Special Schedule 7 (SS7), which forms a part of each council's annual financial statements.

The initial scope of the project was to simply review and resolve the discrepancies which were apparent in the different assumptions adopted by the various MIDROC councils in assessing their SS7 position each year. The differing assumptions resulted in, for example, some councils reporting an 80 year life for their road seals whilst others reported a 20 year life for similar assets. Such variations have a real impact on the reporting of balance sheet information and depreciation rates in the annual financial reports of the councils concerned.

An early review conducted during the Apples for Apples Project found that all asset classes held by MIDROC councils were similarly affected and vast differences in the reported financial positions and "asset backlogs" of the MIDROC councils resulted.

Since that time the project has grown to encompass a review of the fundamental processes which are utilised across the MIDROC councils in their endeavor to strategically manage assets. Major advances in the strategic and operational asset management processes have been identified and are undergoing implementation as a result of the Project, which itself is continuing.

**34 RESOLVED** (Palmer/Innes) that Council receives and notes the report on the MIDROC Asset Improvement Project.

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



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**REQUESTS FOR LEAVE OF ABSENCE**

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No requests for leave of absence.

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**QUESTIONS ON NOTICE**

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No questions on notice.

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**MATTERS OF AN URGENT NATURE**

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No matters of an urgent nature.

This concluded the business and the meeting closed at 8.01pm.

Confirmed: 10 March 2016

.....  
Denise Knight  
Mayor



## REPORT TO ORDINARY COUNCIL MEETING

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### 2016 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS

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<b>REPORTING OFFICER:</b>	General Manager
<b>DIRECTOR:</b>	General Manager
<b>COFFS HARBOUR 2030:</b>	LC 3.2 Engage the community and other levels of government in securing outcomes
<b>ATTACHMENTS:</b>	ATT ALGA Call for motions discussion paper

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#### Recommendation:

1. That Councillors submit any motions in line with the Australian Local Government Association Discussion Paper to the General Manager by Thursday, 31 March 2016.
2. That a separate report of any motions received be submitted for the Council Meeting of 14 April 2016.

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#### EXECUTIVE SUMMARY

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Report advising that conference motions to be considered at the next National General Assembly of Local Government are to be matters of policy significance to local government nationally and are to be submitted to the Australian Local Government Association (ALGA) by 22 April 2016.

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## **REPORT**

### **Description of Item:**

The 2016 National General Assembly (NGA) of Local Government will be held at the National Convention Centre in Canberra between 19 and 22 June 2016.

As the major event on the annual local government events calendar, the National General Assembly (NGA) typically attracts more than 800 mayors, councilors and senior officers from Councils across Australia. The National General Assembly (NGA) is an opportunity for Council to contribute to the development of national local government policy and receive updates on the top policy issues facing local government nationally.

The Australian Local Government Association (ALGA) Board is calling for motions for the 2016 National General Assembly (NGA) under this year's theme "Partners in an Innovative and Prosperous Australia".

To be eligible for inclusion in the National General Assembly (NGA) Business Papers motions must follow the principles as listed below:

1. Fall under the National General Assembly (NGA) theme;
2. Be relevant to the work of local government nationally;
3. Complement or build on the policy objectives of state and territory local government associations;
4. Propose a clear action and outcome; and
5. Not be advanced on behalf of external third parties which may seek to use the NGA to apply pressure to Board members, to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, the local government sector.

To assist Councils in preparing motions, a Discussion Paper has been prepared and is provided as an attachment to this report.

The Australian Local Government Association (ALGA) seeks all conference motions no later than close of business Thursday, 31 March 2016.

### **Issues:**

Council representatives have in the past attended the National General Assembly Conference.

As conference motions are due on 22 April 2016, Councillors should give consideration to any matters they wish to raise with a view to submitting any proposed NGA Motions as a Notice of Motion for Council's consideration at its meeting of 14 April 2016 at the latest. This means that any Notices of Motion in respect of this matter will need to be with the General Manager by close of business on Thursday, 31 March 2016.

### **Options:**

The options will be considered within the report provided for any notices of motion that are lodged.

**Sustainability Assessment:**

- **Environment**

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

- **Social**

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

- **Civic Leadership**

The submission of motions to the ALGA NGA is a way in which Council is able to pursue civic leadership on behalf of its community.

- **Economic**

**Broader Economic Implications**

There are no economic implications associated with this report.

**Delivery Program/Operational Plan Implications**

There are no Delivery Program or Operational Plan implications.

**Risk Analysis:**

Risk analysis may need to be applied to the context of any Motions submitted for the consideration of Council.

**Consultation:**

Council has submitted motions to previous conferences.

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

Council considers the need for conference motions each year.

**Implementation Date / Priority:**

Any proposed Motions for the ALGA National General Assembly will need to be submitted to the General Manager by close of business Thursday, 31 March 2016, to enable the timeframes set by ALGA to be achieved.

**Conclusion:**

There is no compulsion on Council or Councillors to submit motions to the ALGA NGA. However, should Councillors wish to pursue the submission of motions, the timeframes set out in this report will need to be met.



AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

18 February 2016

**Coffs Harbour City Council**  
 Locked Bag 155  
 COFFS HARBOUR NSW 2450

To the Mayor, Councillors and CEO

**2016 National General Assembly of Local Government – Call for Motions**

The 2016 National General Assembly of Local Government (NGA), to be held at the National Convention Centre in Canberra between 19<sup>th</sup> and 22<sup>nd</sup> June, is an opportunity for councils to identify and discuss national issues of priority for the sector and to agree on possible steps which could be taken to address these issues. Every council has the opportunity to raise relevant issues for debate at the NGA and I invite your council to participate in the 2016 NGA by submitting a motion for consideration.

The Australian Local Government Association (ALGA) Board is calling for motions for the 2016 NGA under the theme of '*Partners in an Innovative and Prosperous Australia*'. This theme reflects the renewed focus across all levels of government on the roles and responsibilities of the public sector and the challenge of meeting our communities' needs.

To be eligible for inclusion in the NGA Business Papers, motions must follow the principles set out by the ALGA Board, namely:

1. Be relevant to the work of local government nationally;
2. Be consistent with the theme of the NGA;
3. Complement or build on the policy objectives of your state and territory local government association;
4. Propose a clear action and outcome; and
5. Not be advanced on behalf of external third parties which may seek to use the NGA to apply pressure to Board members, to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, the local government sector.

Please be aware that ALGA reserves the right to reject motions which do not meet these conditions. To assist councils in preparing motions, a Discussion Paper has been prepared and is enclosed with this letter. It is also available on the ALGA website at [www.alga.asn.au](http://www.alga.asn.au).

Motions should be submitted via the online form on the website at [www.alga.asn.au](http://www.alga.asn.au) and should be received by ALGA no later than 22 April 2016. Any administrative inquiries can be directed to ALGA by calling 02 6122 9400.

I encourage you to ensure the views of your Council and your community are represented at the 2016 NGA and accordingly look forward to receiving your Council's motion.

Yours sincerely

**Mayor Troy Pickard**  
 President

### Call for Motions Guidelines and Background Information

The theme for this year's National General Assembly of Local Government (NGA) is *'Partners in an Innovative and Prosperous Australia'*. The NGA theme reflects current issues being debated nationally and priority issues facing local government and is your opportunity to contribute to the development of national local government policy.

The ALGA Board is now calling for motions for the 2016 NGA.

To assist councils in preparing motions, a Discussion Paper has been prepared and is available at [www.alga.asn.au](http://www.alga.asn.au).

To be eligible for inclusion in the NGA Business Papers, motions must meet the following conditions:

1. be relevant to the work of local government nationally
2. be consistent with the themes of the Assembly
3. complement or build on the policy objectives of your state or territory local government association
4. propose a clear action and outcome, and
5. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Once submitted, motions will be reviewed by the ALGA Board's NGA Sub-Committee as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the sub-committee considers the importance and relevance of the issue to local government. Please note that motions should not be prescriptive in directing how the matter should be pursued. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association, and will not be included in the Business Papers. The sub-committee reserves the right to reject any motions which are not consistent with the conditions set out above, or to allocate these motions to the reserve section of the debate business papers to be dealt with only if time permits.

Through the review process, minor edits may be made to motions to ensure they can be included in the Business Papers. These edits will change the motion to call for action (for example to 'call on the Australian Government' to do something) to ensure relevance to local government nationally by removing state-specific references, or to ensure the wording is consistent with current conventions such as referring to the Australian Government instead of the Federal Government.

To assist in facilitating an efficient and effective debate, motions that cover similar matters will appear grouped together in the Business Papers and the matter will be debated only once with the lead or strategic motion being the one debated.

Motions that are agreed to at the NGA become Resolutions of the NGA. These Resolutions are then considered by the ALGA Board when setting national local government policy,

## Attachment

when the Board is making representations to the Federal Government at Ministerial Councils, during meetings and in ALGA publications. The ALGA Board is not bound by any Resolution passed at the NGA.

Motions are to be submitted online at [www.alga.asn.au](http://www.alga.asn.au) and should be received by **ALGA no later than 11.59pm Friday 22 April 2016.**

The following information will be required when you submit a motion using the online form.

### *Motion*

- Text of the Motion

### *National Objective*

- Why is this a national issue and why should this be debated at the NGA?
- Maximum 100 words

### *Summary of Key Arguments*

- Background information
- Supporting arguments
- Maximum of 300 words (additional information should be provided as speaking notes to the council representative who will move the motion at the NGA)

### *Declaration*

You will need to declare that the motion has been endorsed by your council.



**AUSTRALIAN LOCAL  
GOVERNMENT ASSOCIATION**

**National General Assembly of Local  
Government  
19 - 22 June 2016**

**Call for Motions Discussion Paper**

**'Partners in an Innovative and  
Prosperous Future'**

*Motions should be lodged electronically at [www.alga.asn.au](http://www.alga.asn.au) no later than  
11:59pm on Friday 22 April 2016.*



### ***Submitting Motions***

The National General Assembly of Local Government is an important opportunity for you and your council to influence the national policy agenda.

To assist you and your council to identify motions that address the theme of the NGA, the ALGA Secretariat has prepared this short discussion paper. You are encouraged to read all of the sections of the Paper, but are not expected to respond to every question in each section. Your motion/s can address one or all of the issues identified in the discussion paper.

To be eligible for inclusion in the NGA Business Papers, and then debate on the floor of the NGA, motions must be consistent with the following principles:

1. be relevant to the work of local government nationally
2. be consistent with the themes of the Assembly
3. complement or build on the policy objectives of your state and territory local government association
4. propose a clear action and outcome, and
5. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. For example: *That this National General Assembly call on the Federal Government to restore indexation to local government financial assistance grants.*

Motions should be lodged electronically using the online form available on the NGA Website at: [www.alga.asn.au](http://www.alga.asn.au). All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received by ALGA no later than 11:59pm on Friday 22 April 2016, electronically in the prescribed format.

Please note that for every motion it is important to complete the background section on the form. Submitters of motions should not assume knowledge. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the sub-committee considers the importance and relevance of the issue to local government. Please note that motions should not be prescriptive in directing how the matter should be pursued. Motions may be edited before inclusion in the Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association, and will not be included in the Business Papers.

For more information, please contact Clare Hogan at ALGA on (02) 6122 9400.

*Preamble*

The 2016 National General Assembly (NGA) is most likely to be held in the lead up to the next Federal election. During this time, all national political parties focus on leadership, key messages, marginal seats and political campaigning. National policy initiatives enter the public domain and all Australians are asked to engage in the political process and choose between competing ideas, election promises and the numerous candidates across the nation.

Last year's NGA theme was '*Closest to the People - Local government in the Federation*'. The theme reinforced the vital role of local government in Australia's system of government. It built on the Government's Federation White Paper process, which sought to clarify roles and responsibilities of the levels of government and potentially better align funding with respective responsibilities. It also acknowledged the development of a Green Paper on Taxation. The NGA greatly assisted ALGA in its advocacy and participation in the reform process.

Since then there has been much debate on taxation reform, which will culminate at the 2016 Federal election.

In December 2015 the Council of Australian Governments (COAG) reset the national political dialogue. COAG committed to:

'... close collaboration in areas of shared responsibility, including competition, tax, innovation, infrastructure, cities and regulation, as well as in health and education.'

COAG leaders agreed the principles for a new national economic reform agenda should be:

'...to deliver for all Australians no matter where they live:

- a stronger, more productive and more innovative Australian economy, with more jobs, more opportunities and higher living standards
- fairness and equity, with protection for disadvantaged and lower income Australians, and
- more efficient and high quality services.'

The theme of the 2016 NGA – '*Partners in an Innovative and Prosperous Future*' – invites councils from across Australia to consider the role of local government in this agenda, and how councils can play their role in the delivery of these objectives.

Many of the services and infrastructure provided by councils are not only critical to the social, cultural and environmental well-being of their communities, but also to the economic prosperity of their regions and the nation more broadly.

The NGA debate on motions and associated discussions will seek to highlight how local government can be more agile in delivering those services to communities, as well as send a strong and unified message to the Commonwealth.

### *Introduction*

The 2016 NGA theme is '*Partners in an Innovative and Prosperous Future*'.

This year, the NGA debate on motions and associated discussions will seek to highlight how local government can be more efficient and effective. The discussions will look at how local government, working in partnership with other levels of government, the private sector and the not-for-profit sector, can innovate and create a prosperous future for the community it serves.

This year's theme builds on the work of the 2015 NGA which focused on local government's role in the Federation. The Commonwealth Federation Discussion Paper 2015 sets a context in which motions for this year's NGA should be developed.

The theme '*Partners in an Innovative and Prosperous Future*' seeks to focus attention on the role that local government can play in creating a prosperous Australia. The Federation Discussion Paper notes that Australia today is very different from the country it was at the time of Federation and poses the fundamental question: '... does [the Federation] provide the system of national governance that Australians need right now, and will it help or hinder efforts to adapt and thrive in the vastly different economic, political and social realities of the 21<sup>st</sup> century?'

To put this question in a local government context:

Are the government systems (including our own), processes and priorities, in many cases set up decades ago, still appropriate today?

Are they delivering accessible and fair systems and are they a help or hindrance? Do they facilitate business activity and contribute to higher living standards, or are they a drag on the local economy? Are they necessary or do they duplicate effort?

Technological change has created opportunities, making many traditional models of business and government obsolete. Have these opportunities been taken up?

Participatory democracy is being enhanced through empowering individuals and local communities with new knowledge and new ways of engaging with each other and with governments. Are these opportunities been captured?

Australian productivity and living standards are comparatively high by world standards. However, the current national productivity and reform debate recognises that without reform, Australia risks being left behind on the world stage—meaning fewer jobs, lower economic growth, and reduced living standards.

COAG has responded positively to this challenge. All governments have committed to collaborate particularly in areas of shared responsibility, including competition, tax, innovation, infrastructure, cities and regulation, as well as health and education.

The 2016 NGA seeks motions that suggest reform, innovation in government operations and opportunities to partner with local government that will support Australia's prosperity.

*Local government role in national productivity*

Over several decades, the NGA has called on the Australian Government to recognise the importance of greater levels of investment in local and regional infrastructure. This advocacy has been, in part, built on equity considerations as well as productivity considerations.

The NGA has called on the Australian Government to increase Financial Assistance Grants and Roads to Recovery (R2R) funding. These calls have been predominantly based on the need for the Commonwealth to help achieve horizontal equity (i.e. an equitable level of municipal services across the country) and the need to assist local councils to rebuild and maintain local infrastructure, particularly roads.

The rationale for permanent R2R funding and additional freight investment is that essentially the purpose of R2R is to restore the capacity of local roads to a standard able to sustain social and economic services, whereas additional funding through freight investment would be required to improve the standard of roads to meet the higher service levels required to handle higher productivity vehicles and significantly higher volumes of freight traffic.

The NGA's calls to the Australian Government have also sought recognition that local infrastructure provides important economic services. Local roads, for example, are an essential component of the national road network and therefore add to local and regional productivity and, in aggregate, make a significant contribution to state and national productivity.

Community infrastructure also plays an important role in local and regional economic development by enhancing the quality of life for residents as well as helping to attract and retain population, skilled workers and a local and regional workforce. The State of the Regions Report in 2015, commissioned by ALGA and written by National Economics, showed that there is a strong economic rationale for ensuring that all regions in Australia prosper. The report confirmed OECD findings that regional inequality reduces national productivity.

Local government's objectives in local economic development are diverse. They recognise local circumstances, availability of resources and the impact of external factors such as privatisation, technological change, globalisation and structural industry changes. For some councils, particularly in rural and regional areas, the focus is on stemming the decline in population, loss of businesses and local employment. For others, it is a focus on working with local businesses and the local community to optimise economic development and opportunities for the area.

Local government can facilitate and support economic development but it is frequently criticised for impeding economic development by imposing additional costs on business including through regulation, creating red-tape, providing unsuitable infrastructure etc.

Australian councils contribute significantly to the productivity and economy of their regions by focusing their efforts in three key strategic areas:

- creating and maintaining the investment environment – ensuring the availability of appropriate physical and social infrastructure, striving to deliver a quality public domain, and ensuring sufficient housing diversity and lobbying on behalf of local and regional communities for sufficient community services such as education and training, health and well-being, community safety and emergency services
- facilitating new local investment – actively promoting business development through facilitating local economic development, strategic planning, working with business

**Attachment**

associations/main street organisations, and active involvement with tourism or other business activities, and

- attracting external investment through the creation of new business and capital – working with regional bodies such as RDA, Austrade and developers to attract and create new businesses and investment.

Local government has a key role to play in the provision of support services and infrastructure that underpins local and regional economic development, and therefore local government plays an essential part in achieving higher productivity. In broad terms, actions geared to creating and maintaining the investment environment in local and regional communities are considered to be of prime importance to a majority of local councils and it is this area that ALGA has focused its greatest attention.

Local government is a natural leader in local economic development because councils know their local business communities, workforce and comparative advantages better than anyone else. Local people and businesses are the key to economic growth and development and councils are perfectly positioned to work with local stakeholders to drive a bottom-up, place-based approach to achieve prosperity. Every council's economic development activity will be different according to the unique structures and needs of their local economies, as well as the capacity of the council and community.

**Questions**

Given the importance of local and regional infrastructure are there any national initiatives that could further assist local government to support local and regional productivity?

Are there areas of reform that local government can explore to enhance economic development and productivity?

**Partnering**

The term *partner* as a noun is defined as '... a person who takes part in an undertaking with another or others, especially in a business or firm with shared risks and profits.' In the context of the 2016 NGA, it can be interpreted as '.... how councils can take part in an undertaking with others, including sharing the risk, for the benefit of the community'.

Local government provides a vast array of services and local infrastructure, often in partnership with others including other governments, the private sector, the community and not-for-profit sector.

Example of partnerships include:

- the provision of a local swimming pool in partnership with the private sector, or a not-for-profit organisation, that provides the management service of that facility
- the provision of Meals on Wheels in partnership with the community not-for-profit sector delivering meals to residents at their homes, and
- the provision of Home and Community Care (HACC) to targeted groups of clients in the municipality, in partnership with the federal and state governments which provide funding.

Other examples include:

- councils partnering with a university to provide locally-relevant research to inform decisions on issues such as development applications in areas that could be effected by sea level change
- partnering with other councils to share resources and skills, and
- partnering with the private sector to develop new and innovative ways of delivering services, such as electronic planning or apps to report pot holes.

A key feature of each of these examples is that each party brings different expertise, skills, resources and experiences to the specific undertaking. The combination of these skills, expertise and resources frequently results in innovation and the provision of a service in a way that would not be possible by either party separately.

An alliance between local government and other partners creates new opportunities for business as well as innovative services, increased efficiency, cost savings and more accessible service to the benefit of the community.

**Questions**

Please note, where local government is mentioned in the following questions it refers to local government as a whole, not specific proposals for partnerships at a single council level. Questions are designed to draw out new ideas that could transform the delivery of services and infrastructure at a systemic level.

**Attachment**

Are there new opportunities for the Australian Government to partner with local government to deliver Commonwealth services at the local level? What would be the role of the Commonwealth in such a partnership? How would this benefit the community?

Are there partnerships that could be developed to maximise the opportunities to innovate and provide simpler, smarter and more reliable services and infrastructure at the local level? If so, what are these opportunities and what would be the role of the Commonwealth in supporting these partnerships?

Are there opportunities for the private sector to partner with local government to speed up and improve a local government service or function? What role could the Commonwealth play in facilitating these opportunities?

***Innovation***

The Australian Government has declared its strong support for innovation. The Government's National Innovation and Science Agenda says innovation is:

'... at the heart of a strong economy—from IT to healthcare, defence and transport—it keeps us competitive, at the cutting edge, creates jobs and maintains our high standard of living. It's not just about new ideas, products and business models; innovation is also about creating a culture where we embrace risk, move quickly to back good ideas and learn from mistakes.'

The statement has a focus on a range of objectives including:

- entrepreneurship and leveraging our public research
- increasing collaboration between industry and researchers to find solutions to real world problems and to create jobs and growth
- developing and attracting world-class talent for the jobs of the future, and
- government leading by example by embracing innovation and agility in the way we do business.

**Questions**

What is the role of local government in this innovation agenda?

Are these objectives relevant to local government itself? For example, is its role in increasing collaboration between industry and researchers to find solutions to real-world problems and to create jobs and growth? If so, how can these solutions be shared to the benefit of all councils and their communities. How could the Australian Government help this to occur?

What can local government bring to the table as a partner? For example, does local government hold data that, having regard to privacy issues, could be shared with the private sector which could put it to innovative uses? How could the Australian Government support this?

Are there digital innovations that could be introduced to local government that would increase the efficiency of businesses working with local government and vice-versa. How could the Australian Government support this?

**Attachment**

Is there a role for local government to help innovative start-ups to rapidly transform their ideas into globally competitive businesses by giving them mentorship, funding, resources, knowledge and access to business networks? If so, how could the Australian Government support this?

***Resourcing***

In the 2014-15 Federal Budget, the Government committed to provide \$2.2867 billion in Local Government Financial Assistance Grants (FAGs). However, the Government also announced it would pause the indexation of FAGs for the three years following that budget.

FAGs are a Commonwealth Specific Purpose Payment to local government paid through the State and Territory Governments. Payments are made to councils by jurisdictional Treasurers on the advice of state and territory Local Government Grants Commissions under the provisions of *the Local Government (Financial Assistance) Act 1995*.

The objects of the *Local Government (Financial Assistance) Act 1995* enable the Commonwealth Parliament to provide assistance to the states for the purposes of improving:

- (a) the financial capacity of local governing bodies
- (b) the capacity of local governing bodies to provide their residents with an equitable level of services
- (c) the certainty of funding for local governing bodies
- (d) the efficiency and effectiveness of local governing bodies, and
- (e) the provision by local governing bodies of services to Aboriginal and Torres Strait Islander communities.

Freezing the indexation of FAG's will reduce Commonwealth expenditures (and grants to councils) by more than \$925 million over the forward estimates. The freeze also means that the aggregate level of FAGs will be permanently reduced by almost 13 per cent, unless there is a future government decision to restore this base with a catch-up payment.

Councils are invited to submit motions to address this issue.





## REPORT TO ORDINARY COUNCIL MEETING

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### COFFS HARBOUR REGIONAL LANDCARE FUNDING

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The following was a resolution of Council at its meeting of 12 November 2015.

**255 RESOLVED** (Arkan/Degens) *that this Motion be deferred until a Council meeting in March 2016.*

**Motion:**

Cr Arkan has given notice of his intention to move the following.

“That:

1. Coffs Harbour City Council consider further funding for Coffs Harbour Regional LandCare from its environmental levy fund, to provide an extension of services for the emerging blue berry and hot house industry.
2. That Coffs Harbour City Council support any application for funding opportunities in the newly announced federal grant opportunity under its inaugural soil health grants made by LandCare.”

**Rationale:**

“The local farming industry has grown. The closure of agencies such as, CMA, and other agencies who traditionally provided guidance and information to farmers no longer provide such service, so Landcare has to pick up the slack. Its intrigal that we support LANDCARE, who may be able to employ an extension servicer or the like to assist farmers with guidance and planning.

**POSSIBLE OUTCOME**

In supporting LandCare, Coffs Harbour will have cleaner estuaries, water ways, less soil erosion, in turn support a my sustainable farming sector.”

**Staff Comment:**

The process for applying for 2015/16 Environmental Levy funds is already completed, with all available Environmental Levy funds allocated to projects; Coffs Harbour Regional LandCare (CHRLC) followed the process and received \$160,000 from Council.

Another process available to CHRLC, should they desire to provide an extension of services for the blueberry and hot house industry and require further funds in addition to their 2015/16 allocation, is to apply for Environmental Levy Matching Grant Funds. If CHRLC are applying for a grant they can request money from the matching grant funds to strengthen their application. It is a shorter process; they are still required to meet the Environmental Levy assessment criteria with a majority of the Environmental Levy Working Group supporting the application. There is currently \$8,500 available for matching grant funds for 2015/16.



## REPORT TO ORDINARY COUNCIL MEETING

The 2016/17 Environmental Levy program is due to open shortly. The process involves advertising the opening and closing dates. Applications are collated and provided to the Environmental Levy Working Group to score on various Council adopted assessment criteria. The Working Group meet to assess each application and a report is sent to Council with a recommended program. The proposed program is included in Council's Delivery Program and once adopted applicants are advised whether they are successful or not.

Council staff's understanding is that Catchment Management Authority (CMA) function was absorbed into a new State Government department, Local Land Services (LLS) under the Department of Primary Industries. They cover a range of functions including Natural Resource Management supporting agricultural related activities and Landcare grant programs. New regions have been created under LLS and Coffs Harbour now sits in the North Coast LLS region.

In 2012/13 Council's Environmental Levy program funded \$11,000 towards "Blueberries don't have to make the catchment blue - Hearn's Lake project" which also received \$14,000 in Office of Environment & Heritage grant funds. These were used to directly engage with over 60 blueberry growers from within the Hearn's Lake catchment and surrounds as a result of working with the blueberry extension officer in NSW DPI and the OzBerry Growers Co-op for delivery of workshops. The project delivered the installation of soil moisture probes, weed control and revegetation of land which lead to reduced water use on these properties and act as demonstration sites for other landholders to observe and identify similar installations that could be utilised on other properties.



**REPORT TO ORDINARY COUNCIL MEETING**

**MONTHLY FINANCIAL PERFORMANCE REPORT FOR JANUARY 2016**

**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:** ATT Monthly Financial Performance Report for January 2016

**Recommendation:**

**That Council:**

1. Note the monthly financial performance report for 31 January 2016 and the following estimated budget position (on a fund accounting basis) as at 31 January 2016.

**Estimated Budget Position (on a fund accounting basis) as at 31 January 2016:**

	General Fund \$	Water Fund \$	Sewer Fund \$
Original Budget adopted 11 June 2015	(1,884) (S)	1,810,139 (D)	1,913,132 (D)
Approved Variations to 31 December 2015	427,984 (D)	Nil	Nil
Recommended variations for January 2016	Nil	Nil	Nil
Estimated result as at 31 January 2016	426,100 (D)	1,810,139 (D)	1,913,132 (D)

and,

2. Approve the budget adjustments.

**EXECUTIVE SUMMARY**

The first purpose of this report is to note the monthly financial performance report for January 2016. This report provides information on the actual to budget position at the financial statement level along with detailed functional financial performance at the program level and capital expenditure reports for the current financial year. The second purpose of this report is to provide a summary of the proposed budget adjustments for the month and to report on the estimated budget position as at 31 January 2016.

## REPORT

### Description of Item:

The monthly financial performance report provides information on Council's actual to budget performance. The report has been introduced to provide accrual based information to Council on a monthly basis. The report includes a graphical representation of key performance indicators in order to provide key summary financial information. A statement of comprehensive income is included which details monthly performance for January 2016. This statement compares actual to budget on a monthly and year to date basis at the financial statement level. Also included is the detailed functional financial performance at the financial program level and capital expenditure reports for the current financial year.

This report also provides the proposed budget adjustments for the month and reports on the estimated budget position (on a fund accounting basis) as at 31 January 2016, as follows:

	<b>General Fund \$</b>	<b>Water Fund \$</b>	<b>Sewer Fund \$</b>
<b>Original Budget adopted 11 June 2015</b>	(1,884) (S)	1,810,139 (D)	1,913,132 (D)
<b>Approved Variations to 31 December 2015</b>	427,984 (D)	Nil	Nil
<b>Recommended variations for January 2016</b>	Nil	Nil	Nil
<b>Estimated result as at 31 January 2016</b>	<b>426,100 (D)</b>	<b>1,810,139 (D)</b>	<b>1,913,132 (D)</b>

<b>General Fund</b>	<b>Deficit/(Surplus)</b>
Performance management cheque received from Statewide Mutual in excess of that budgeted.	(11,322) (S)
Surplus statewide Mutual funds directed towards the risk mitigation project of integrity management	11,322 (D)
2015/16 Library Local Priority grant approved projects	
- Extend existing print management software	5,000 (D)
- Develop e-lending collections	13,439 (D)
- Increased access to the YourTutor online tutoring service provided by Tutoring Australasia	8,400 (D)
- Purchase public use furniture and book trolleys for end of row returns at all branches	14,832 (D)
- Promote library services and increase community awareness and usage by developing new marketing material and advertising in local media	8,500 (D)
2015/16 Library Local Priority grant allocation	(50,171) (S)
Additional funding for drainage repairs at Sawtell Pool to increase that available from \$80,000 to \$141,633	61,633 (D)
Allocation of remaining unspent pool upgrade loan funds to Sawtell Pool Upgrade	(61,633) (S)
Engage consultant to review, edit and expand draft Museum Strategic Plan in line with grant approval	4,000 (D)
Volunteer Initiated Museums (VIM) grant	(4,000) (S)

NSW Regional Tourism Infrastructure Fund (RTIF) approved airport upgrade projects	
- Apron Extension approved \$4.1m, funded \$3.1m grant + \$1m airport reserve (of which \$511,620 already existing in budget)	3,588,380 (D)
- Terminal Upgrade approved \$2.4m, funded \$2m grant + \$400,000 airport reserve	2,400,000 (D)
RTIF grant approved	(5,100,000) (S)
Funding from Airport reserve	(888,380) (S)

National Stronger Regions Fund (NSRF) approved infrastructure. Funded 50% by grant approved through Round 2 of the National Stronger Regions Fund and 50% through internally restricted reserves	
- Jetty4Shores Events and Active Recreation Hub approved \$9,210,577 funded \$4,605,288 grant + \$4,605,288 Council reserves (Private Works and Business Development)	9,210,577 (D)
- Coffs Coast Sport & Leisure Park Major Events & Transport Infrastructure Project approved \$971,688 funded \$485,834 grant + \$485,834 Council reserve (Business Development reserve)	971,668 (D)
NSRF grants approved	(5,091,122) (S)
Business Development reserve	(1,697,506) (S)
Private Works reserve	(3,393,617) (S)

Disposal of surplus council land Kotuku St (per Council meeting 11/2/16 – SI16/1) with net proceeds allocated to Asset Renewal Reserve	(90,000) (S)
Net funds transferred to Asset Renewal Reserve	90,000 (D)

**Total** **Nil**

**Water Fund**

**Total** **Nil**

**Sewer Fund**

**Total** **Nil**

As this is the first time this level of reporting has been provided to Council it is envisaged that the report will be reviewed and further developed over the coming months to provide more comprehensive management reporting to the Executive and Council to enable better informed decision making.

**Issues:**

There is no obligation to provide monthly financial performance reports but as part of prudent financial management we have opted to do so.

Budget phasing will be more thoroughly implemented in the future and this is expected to improve the level of accurate budget variance analysis. The current report has greater than expected variances in various areas of the budget due to inaccurate budget phasing.

As the report is further reviewed, the Fit for the Future Financial performance ratios and additional financial statements will also be included in future reports.

**Options:**

Council's options in relation to this report are to:

1. Adopt the recommendation provided to Council.
2. Amend the recommendation provided to Council and then adopt. This may impact upon the projected bottom line budgeted position.
3. Reject the recommendation provided to Council. This would revert the budget back to its original position prior to the recommendation being sought.

**Sustainability Assessment:**

- **Environment**

There are no perceived short or long-term environmental impacts.

- **Social**

There are no perceived short or long term social impacts.

- **Civic Leadership**

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

- **Economic**

**Broader Economic Implications**

This report assesses the current year's projected budget position only. Any variations approved by Council are subsequently reflected in Council's Delivery Plan and may affect future economic sustainability.

**Delivery Program/Operational Plan Implications**

On an accrual basis, the year to date operating deficit before capital grants is estimated to be \$7.409 million with the surplus after capital grants estimated to be \$2.244 million as at 31 January 2016.

On a fund accounting basis, the estimated result for each of the General, Water and Sewer Funds are as per the recommendation.

For substantial budget adjustments the associated council reports have addressed the triple bottom line factors independently in 2015/16.

**Risk Analysis:**

Not applicable.

**Consultation:**

Group Leaders and their relevant staff are provided with electronic budget reports for each program on a monthly basis. Requested variations and variations adopted by Council have been incorporated into this report.

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

Local government regulations require the Responsible Accounting Officer to submit a quarterly budget review to Council. There is no obligation to provide monthly reviews or monthly financial performance reports but as part of prudent financial management we have opted to do so, commencing October this year.

**Implementation Date / Priority:**

The approved variations will be updated in the affected budgets prior to release for review in the following month.

**Conclusion:**

This monthly financial performance report provides information on the actual to budget results at the financial statement level along with detailed functional financial performance at the program level and capital expenditure reports for the current financial year. This report also summarises the proposed budget adjustments for the month and the impact upon the projected budget position for the current financial year.

**Attachment**

# Coffs Harbour City Council

Monthly Financial Performance Report  
for the month ended 31 January 2016

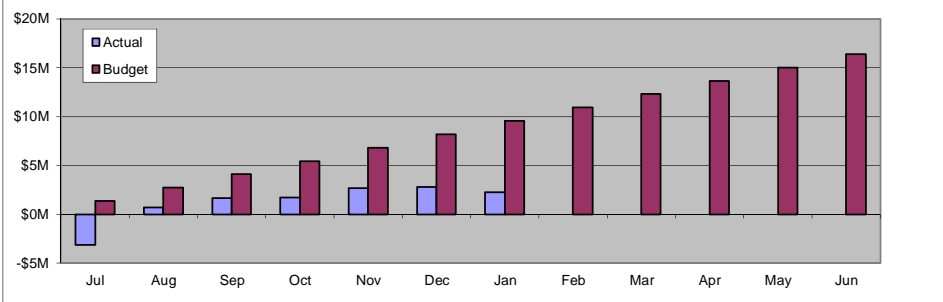
"Coffs Harbour - the Healthy City, the Smart City, the  
Cultural City for a Sustainable Future"





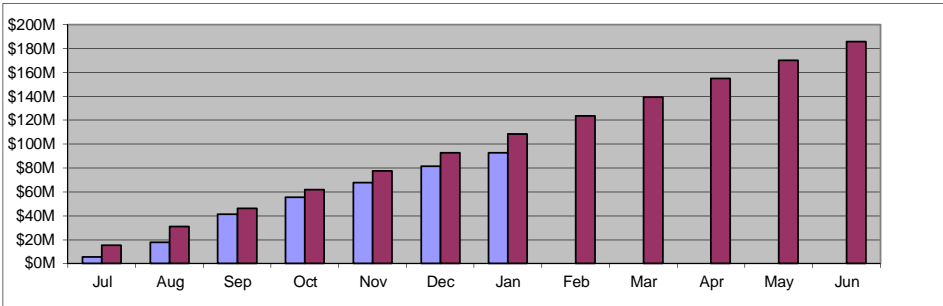
**Key Performance Indicators**  
 Monthly Financial Report  
 Period Ending: 31 January 2016

**Net surplus / (deficit)**



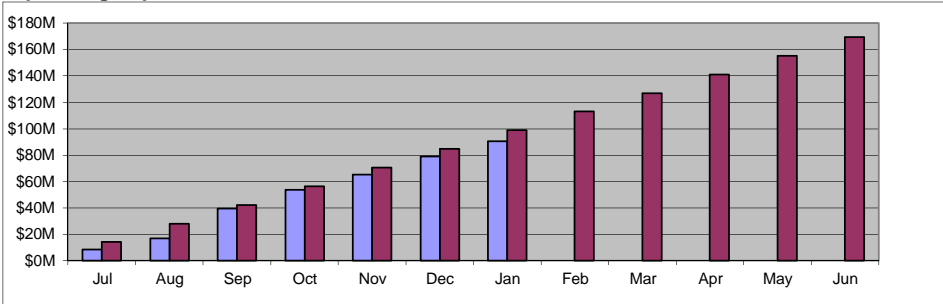
Behind budgeted expectations by > 20%  
 Var. = \$-7.3M / -76.5%

**Total income**



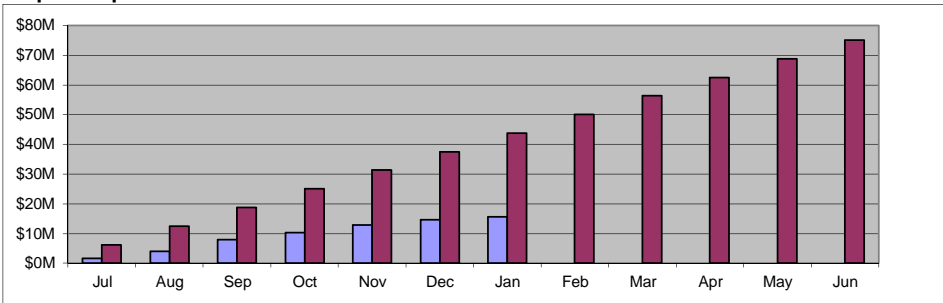
Behind budgeted expectations by > 10%  
 Var. = \$-15.5M / -14.3%

**Operating expenses**



Within 10% of budgeted expectations  
 Var. = \$-8.1M / -8.2%

**Capital expenses**



Behind budgeted expectations by > 20%  
 Var. = \$-28.2M / -64.3%

**Legend:**



Negative Variance > 20%  
 Negative Variance > 10%



Within tolerance  
 Positive Variance > 10%

**Financial Statements Report**

Period Ending: 31 January 2016

Month				Description	YTD				Annual
Actual \$'000	Budget \$'000	Variance \$'000	Var %		Actual \$'000	Budget \$'000	Variance \$'000	Var %	Budget \$'000
<b>Statement of Comprehensive Income</b>									
<b>Recurrent Revenue</b>									
\$6,634	\$6,780	(\$146)	-2%	Rates & Annual Charges	\$47,603	\$47,462	\$141	0%	\$81,364
\$1,554	\$2,676	(\$1,122)	-42%	User Charges & Fees	\$14,371	\$18,967	(\$4,596)	-24%	\$32,514
\$548	\$463	\$85	18%	Interest & Investment Revenue	\$4,297	\$3,245	\$1,052	32%	\$5,563
\$1,054	\$771	\$283	37%	Other Revenues	\$4,367	\$5,850	(\$1,483)	-25%	\$10,029
\$810	\$614	\$196	32%	Grants & Contributions provided for Operating Purp	\$12,639	\$14,007	(\$1,368)	-10%	\$24,012
<b>\$10,600</b>	<b>\$11,304</b>	<b>(\$704)</b>	<b>-6%</b>	<b>RECURRENT REVENUE</b>	<b>\$83,277</b>	<b>\$89,531</b>	<b>(\$6,254)</b>	<b>-7%</b>	<b>\$153,482</b>
<b>Recurrent Expenditure</b>									
\$3,048	\$2,560	\$488	19%	Employee Benefits & Oncosts	\$24,277	\$23,108	\$1,169	5%	\$39,614
\$1,487	\$1,487	\$0	0%	Borrowing Costs	\$6,404	\$6,861	(\$457)	-7%	\$12,666
\$2,005	\$5,260	(\$3,255)	-62%	Materials & Contracts	\$17,785	\$31,695	(\$13,910)	-44%	\$54,334
\$4,010	\$4,010	\$0	0%	Depreciation & Amortisation	\$28,082	\$28,076	\$6	0%	\$48,131
\$1,190	\$1,134	\$56	5%	Other Expenses	\$14,138	\$8,559	\$5,579	65%	\$14,673
<b>\$11,740</b>	<b>\$14,451</b>	<b>(\$2,711)</b>	<b>-19%</b>	<b>RECURRENT EXPENDITURE</b>	<b>\$90,686</b>	<b>\$98,299</b>	<b>(\$7,613)</b>	<b>-8%</b>	<b>\$169,418</b>
<b>(\$1,140)</b>	<b>(\$3,147)</b>	<b>\$2,007</b>	<b>-64%</b>	<b>NET OPERATING (DEFICIT)</b>	<b>(\$7,409)</b>	<b>(\$8,768)</b>	<b>\$1,359</b>	<b>-16%</b>	<b>(\$15,936)</b>
<b>Capital Revenue</b>									
\$1,097	\$1,203	(\$106)	-9%	Capital Grants, Subsidies, Contributions and Donatic	\$9,653	\$18,866	(\$9,213)	-49%	\$32,341
<b>\$1,097</b>	<b>\$1,203</b>	<b>(\$106)</b>	<b>-9%</b>	<b>CAPITAL REVENUE</b>	<b>\$9,653</b>	<b>\$18,866</b>	<b>(\$9,213)</b>	<b>-49%</b>	<b>\$32,341</b>
<b>(\$43)</b>	<b>(\$1,944)</b>	<b>\$1,901</b>	<b>-98%</b>	<b>NET SURPLUS / (DEFICIT)</b>	<b>\$2,244</b>	<b>\$10,097</b>	<b>(\$7,853)</b>	<b>-78%</b>	<b>\$16,405</b>

The Statement of Comprehensive Income outlines:

- All sources of Council's income (revenue)
  - All recurrent expenditure. These expenses relate to operations and do not include capital expenditure although depreciation of assets is included
- The Net Surplus / (Deficit) for the reporting period is a measure of Council's financial performance. This figure is determined by deducting total recurrent expenditure from total income (recurrent revenue and capital revenue).

**Variance Comments (variance > 10%)**

**User Charges and Fees** - Lower than anticipated water and sewer user charges to end of January, actuals are expected to meet budget at end of year

**Interest & Investment Revenue** - Increase due to timing of coupon receipts and income accruals, revenue is expected to be on budget at end of year

**Other Revenue** - Lower than anticipated other revenue received to date due to time lag between charges incurred and billing, this is expected to correct in the next few months

**Materials and Services** - Budgets are currently applied at a high level for expenditure resulting in a large amount budgeted for materials and contracts an apportionment across various expenditure categories has yet to be applied to the budget system.

**Other expenses** - Variation is due to a combination of timing differences and works scheduling, actuals will meet budget at the end of the year

# Functional Financial Performance Report - showing YTD Actual against YTD Budget



Period Ending: 31 January 2016

Management Area	Operating Revenue \$			Operating Expenditure \$		
	Actuals	Budget	Var %	Actuals	Budget	Var %
<b>Executive Office</b>						
Office of the General Manager	\$0	\$0	100.0%	\$665,363	\$668,015	-0.4%
Business Transformation	\$303,000	\$932,350	-67.5%	\$1,425,539	\$597,497	138.6%
Financial Sustainability	\$2,515,536	\$2,515,536	0.0%	\$293,392	\$551,189	-46.8%
Governance & Risk	\$65,230	\$65,230	0.0%	\$2,255,736	\$2,148,521	5.0%
Total Executive Office	\$2,883,766	\$3,513,115	-17.9%	\$4,640,030	\$3,965,222	17.0%
<b>Business Services</b>						
Financial Services & Logistics	\$8,446,904	\$8,397,064	0.6%	\$7,528,789	\$7,377,010	2.1%
General Untied Funding	\$24,402,084	\$24,402,084	0.0%	\$0	\$0	0.0%
Community Facilities	\$1,106,885	\$1,106,885	0.0%	\$178,287	\$196,980	-9.5%
Business Systems	\$3,407	\$3,345	1.9%	\$2,197,678	\$1,852,731	18.6%
Organisation Development	\$93,333	\$93,333	0.0%	\$624,046	\$739,200	-15.6%
Customer Services	\$44,485	\$43,938	1.2%	\$969,069	\$1,054,103	-8.1%
Total Business Services	\$34,097,098	\$34,046,649	0.1%	\$11,497,869	\$11,220,024	2.5%
<b>Sustainable Communities</b>						
Community & Cultural Services						
Community Services	\$35,775	\$32,551	9.9%	\$818,775	\$836,247	-2.1%
Library Services	\$158,638	\$154,742	2.5%	\$1,145,939	\$1,199,460	-4.5%
Cultural Services	\$161,933	\$143,558	12.8%	\$650,486	\$677,958	-4.1%
Lifeguard Services	\$10,306	\$10,306	0.0%	\$471,178	\$451,707	4.3%
Sustainability	\$54,481	\$58,900	-7.5%	\$184,095	\$202,517	-9.1%
Total Community & Cultural Services	\$421,133	\$400,057	5.3%	\$3,270,473	\$3,367,889	-2.9%
Sustainable Places						
Local Planning	\$255,864	\$283,558	-9.8%	\$1,214,585	\$1,670,250	-27.3%
Development Assessment	\$1,090,074	\$1,130,750	-3.6%	\$1,475,762	\$1,676,101	-12.0%
Environmental Services	\$208,065	\$205,268	1.4%	\$438,011	\$700,062	-37.4%
Public Health & Safety	\$208,937	\$214,577	-2.6%	\$437,518	\$468,096	-6.5%
Ranger Services	\$283,024	\$289,917	-2.4%	\$484,267	\$538,067	-10.0%
Total Sustainable Places	\$2,045,964	\$2,124,070	-3.7%	\$4,050,143	\$5,052,576	-19.8%
City Prosperity						
Industry & Destination Development	\$254,810	\$264,716	-3.7%	\$808,968	\$1,087,140	-25.6%
Stadium & Major Events	\$702,851	\$638,986	10.0%	\$2,025,579	\$1,847,809	9.6%
Total City Prosperity	\$957,661	\$903,702	6.0%	\$2,834,547	\$2,934,949	-3.4%

# Functional Financial Performance Report - showing YTD Actual against YTD Budget

Period Ending: 31 January 2016

Management Area	Operating Revenue \$			Operating Expenditure \$		
	Actuals	Budget	Var %	Actuals	Budget	Var %
<b>Sustainable Infrastructure</b>						
City Infrastructure Support & Administration	\$41,504	\$37,775	9.9%	\$1,072,953	\$1,098,471	-2.3%
CBD Masterplan Works	\$444,551	\$422,642	5.2%	\$132,527	\$230,766	-42.6%
Jetty Foreshores Project	\$93,159	\$93,159	0.0%	\$173,541	\$162,118	7.0%
Asset Planning	\$0	\$0	0.0%	\$106,873	\$118,448	-9.8%
Open Space	\$653,334	\$725,571	-10.0%	\$5,162,972	\$4,970,463	3.9%
Regional Roads	\$482,301	\$534,500	-9.8%	\$1,508,895	\$1,427,189	5.7%
Local Roads	\$2,237,659	\$2,261,682	-1.1%	\$9,822,685	\$9,182,764	7.0%
Bridges	\$502,706	\$502,706	0.0%	\$541,916	\$518,776	4.5%
Footpaths, Cycleways & Bus Shelters	\$0	\$0	0.0%	\$639,804	\$653,367	-2.1%
Parking	\$0	\$0	0.0%	\$767,258	\$806,345	-4.8%
Property & Facilities Management	\$841,056	\$710,411	18.4%	\$2,059,669	\$2,285,447	-9.9%
Quarries	\$33,736	\$180,775	-81.3%	\$23,988	\$180,775	-86.7%
Street & Toilet Cleaning	\$0	\$0	0.0%	\$585,150	\$535,004	9.4%
Drainage	\$1,209,833	\$1,209,833	0.0%	\$2,209,071	\$2,154,655	2.5%
Harbour & Jetty	\$0	\$0	0.0%	\$100,995	\$112,193	-10.0%
Cityworks	\$2,530,054	\$3,455,900	-26.8%	\$2,167,233	\$2,930,200	-26.0%
Survey & Design	\$79,723	\$86,257	-7.6%	\$1,304,114	\$1,534,510	-15.0%
Street Lighting	\$91,583	\$91,583	0.0%	\$415,611	\$538,220	-22.8%
Contracts & Subdivisions	\$198,997	\$97,987	103.1%	\$138,095	\$254,403	-45.7%
Water Operations	\$10,443,701	\$13,168,059	-20.7%	\$12,459,394	\$13,046,711	-4.5%
Sewer Operations	\$14,586,751	\$15,359,273	-5.0%	\$17,276,855	\$18,073,726	-4.4%
Domestic Waste Management	\$10,515,407	\$10,268,482	2.4%	\$8,637,682	\$9,447,657	-8.6%
Non-Domestic Waste Management	\$3,462,480	\$3,197,637	8.3%	\$3,354,964	\$3,523,069	-4.8%
<b>Total Sustainable Infrastructure</b>	\$48,448,535	\$52,404,231	-7.5%	\$70,662,245	\$73,785,277	-4.2%
<b>Business Units</b>						
Airport	\$4,079,085	\$4,289,250	-4.9%	\$3,457,150	\$3,613,985	-4.3%
Environmental Laboratory	\$417,753	\$390,425	7.0%	\$320,684	\$351,362	-8.7%
Telecommunications & New Technology	\$1,144,375	\$892,255	28.3%	\$1,074,533	\$978,481	9.8%
<b>Total Business Units</b>	\$5,641,213	\$5,571,930	1.2%	\$4,852,467	\$4,943,828	-1.9%
<b>Total</b>	\$94,495,369	\$98,963,755	-4.5%	\$101,807,674	\$105,269,765	-3.3%

 Budget Variance (favourable or unfavourable) is within tolerance threshold  
 Budget Variance (favourable or unfavourable) is greater than tolerance threshold

## Functional Financial Performance Report - showing YTD Budget

**Attachment**

Period Ending: 31 January 2016

### Variance Comments (variance > \$100k and > 10%)

#### Business Transformation - Operating Revenue & Expenditure

This program is reported separately to Council

#### Financial Sustainability - Operating Expenditure

Roads Maintenance scheduling was put to Council for reallocation for various maintenance projects, this program has actual YTD expenditure of \$293k against a YTD budget of \$551k, the program of works is expected to be progressed and rectified in the coming months with the full program being delivered by the end of the financial year.

#### Business Systems - Operating Expenditure

The majority of software charges have been incurred for the full year, the budget will be realigned in future periods to recognise the phasing of the actual expenditure.

#### Organisational Development - Operating Expenditure

YTD actual employee costs are slightly under budget whilst finalising resourcing

#### Cultural Services - Operating Revenue

YTD operating revenue is \$18k higher than budgeted, this can be attributed to higher than anticipated art gallery sales and donations

#### Local Planning - Operating Expenditure

The lower than anticipated actual costs relate to numerous planning studies that are yet to commence

#### Development Assessment - Operating Expenditure

The variance is represented by lower than anticipated costs YTD staff costs

#### Environmental Services - Operating Expenditure

The variance is represented by lower than expected domestic sewerage supervision costs and the uncertainty in relation to Coramba fuel remediation anticipated costs

#### Industry & Destination Development - Operating Expenditure

Actual employee costs are under budget whilst finalising resourcing whilst budgeted advertising and promotion costs are yet to be expended

#### CBD Masterplan Works - Operating Expenditure

Actual YTD expenditure is \$110k lower than budgeted YTD expenditure, there has been minimal YTD expenditure on marketing, markets and activation

#### Property & Facilities Management - Operating Revenue

The variance is represented by higher than anticipated Rigby House Rental Income due to new leases

#### Cityworks - Operating Revenue & Expenditure

The Private works program is tracking lower than budget due to the timing of private works projects, this program is also reported separately to Council and an independent Board

#### Survey & Design - Operating Expenditure

Employee costs are lower than anticipated and the Roberts Hill Koala Corridor restoration is yet to commence along with other minor works programs from the Environmental levy program

#### Street Lighting - Operating Expenditure

The variance is represented by lower than anticipated costs YTD costs, this is represented by a lower negotiated contract price

#### Quarries - Operating Revenue & Expenditure

Awaiting further stocktake information to adjust actual revenue and expenditure which is expected to more closely align to the budget during the year

#### Contracts and Subdivisions - Operating Revenue & Expenditure

The YTD variances in this program are represented by higher than anticipated subdivision fees and lower than anticipated employee costs

#### Water Operations - Operating Revenue

Lower than anticipated water user charges to end of January, YTD actual water usage charges are \$5.6M against a YTD budget of \$7.8M, water billing is expected to meet budget at the end of the financial year.

#### Telecommunications & New Technology Group- Operating Revenue

The actual revenue is higher than budget expectation due to higher than anticipated service provision particularly in relation to CCTV System Sales and Fibre Optic Cable External Sales

Capital Expenditure Report for the Period Ending 31 January 2016						
Summary by Division						
Division	YTD				Annual Budget	% Annual Budget
	Budget	Actual	Variance	% Budget		
Financial Sustainability	\$2,058,051	\$1,268,524	\$789,527	62%	\$3,513,735	36%
Community Facilities	\$1,119,631	\$655,997	\$463,634	59%	\$1,539,889	43%
CBD Masterplan Works	\$479,448	\$77,067	\$402,381	16%	\$2,672,561	3%
Jetty Foreshores Project	\$674,032	\$725,392	(\$51,360)	108%	\$10,519,950	7%
Environmental Services	\$1,167	\$500	\$667	43%	\$2,000	25%
Ranger Services	\$2,333	\$0	\$2,333	0%	\$4,000	0%
Domestic Waste Management	\$116,670	\$4,250	\$112,420	4%	\$200,000	2%
Non Domestic Waste Management	\$117,550	\$1,220	\$116,330	1%	\$201,513	1%
Property & Facilities Management	\$12,571	\$10,725	\$1,846	85%	\$21,550	50%
Swimming Pools	\$141,633	\$172,910	(\$31,277)	122%	\$141,633	122%
Airport	\$107,668	\$103,139	\$4,529	96%	\$6,856,000	2%
Stadium & Major Events	\$0	\$0	\$0	0%	\$971,668	0%
Rural Fire Services	\$5,833	\$4,918	\$915	84%	\$836,939	1%
Business Systems	\$1,027,021	\$953,172	\$73,849	93%	\$1,846,702	52%
Telecommunications & New Technology	\$47,227	\$20,828	\$26,399	44%	\$80,960	26%
Plant	\$1,731,131	\$1,489,808	\$241,323	86%	\$4,681,939	32%
Lifeguard Services	\$10,000	\$3,266	\$6,734	0%	\$86,277	4%
Library Services	\$74,121	\$74,564	(\$443)	101%	\$212,777	35%
Cultural Services	\$0	\$0	\$0	0%	\$237,964	0%
Community Services	\$0	\$0	\$0	100%	\$4,000	0%
Industry & Destination Development	\$2,917	\$1,828	\$1,089	63%	\$5,000	37%
Environmental Laboratory	\$5,000	\$3,459	\$1,541	69%	\$150,000	2%
Operational Administration	\$15,500	\$5,034	\$10,466	32%	\$112,532	4%
Open Space	\$66,099	\$33,796	\$32,303	51%	\$2,075,782	2%
Regional Roads	\$486,433	\$201,185	\$285,248	41%	\$1,393,384	14%
Local Roads	\$3,438,363	\$3,094,883	\$343,480	90%	\$6,292,220	49%
Bridges	\$531,924	\$238,191	\$293,733	45%	\$911,871	26%
Footpaths, Cycleways, Bus Shelters	\$1,127,941	\$901,352	\$226,589	80%	\$2,988,201	30%
Parking	\$40,033	\$23,543	\$16,490	59%	\$240,056	10%
Drainage	\$1,372,896	\$270,224	\$1,102,672	20%	\$2,373,536	11%
CityWorks - Private Works	\$132,255	\$132,255	\$0	0%	\$132,255	100%
Survey & Design	\$705,545	\$517,123	\$188,422	73%	\$3,493,923	15%
Water - Capital	\$4,217,733	\$3,959,696	\$258,037	94%	\$9,437,158	42%
Sewer - Capital	\$1,983,037	\$1,951,697	\$31,340	98%	\$10,945,707	18%
	<b>\$21,851,763</b>	<b>\$16,900,546</b>	<b>\$4,951,217</b>		<b>\$75,183,682</b>	

**Variance Comments (variance > \$200k)**

**Financial Sustainability** - Based on an even distribution of budgets across the year the expenditure of the SRV money is behind the anticipated schedule. The Fitzroy oval public amenities project makes up \$600,000 of this budget with work expected to commence February 2016 and straddling 2 financial years. The Jetty Memorial Theatre (\$120k) and Nana Glen Pool Renewal (\$125k) are anticipated to be completed by June 30. In the road pavement renewals the 2 major projects in the scoping phase are Bucca Rd near McRaes bridge (\$196k) and Coramba Rd near Bakers Rd reseal (\$225k)

**Community Facilities** - The community Grants funding pool 15/16 funds Round 1 allocations are complete. Round 2 for remaining funds is currently open and closes 9/3/16 it is anticipated all funds will be expended by June 30. The Diggers Beach amenities upgrade (\$430k) is yet to commence.

**CBD Masterplan Works** - With much of the planning and design work either completed or close to completion, Council and the Committee are now placed to complete significant infrastructure works in 2015-16, including the Duke Street bypass, installation of traffic lights at Harbour Drive and Gordon Street intersection, the revitalisation of City Square, and commencement of shade sail relocation and construction of new shade sails

**Waste Management** - Englands Rd waste recovery renewal works yet to be earmarked

**Swimming Pools** - Source of funds for Sawtell Pool upgrade overrun by \$31k yet to be identified

**Regional Roads** - Blackspot works for Stadium Drive (\$209k) and Harbour Drive (\$309k) scoped and scheduled to commence within 2 months. Regional Roads repair program works along Hogbin Drive near Fred Hanson bridge (\$1897), near Harbour Drive (\$100k) and near CHEC (\$115k) all commenced with completion by April

**Bridges** - Rhodes Bridge (\$220k) and bridge capacity assessments (100k) delayed

**Footpaths, Cycleways, Bus Shelters** - Coffs Transport Interchange construction - spent \$57k over approved grant, funding source yet to be identified. Red Rock Rd cycleway project only \$38k of \$244k project spent, and Lyons Rd Stage 2 cycleway \$29k of \$500k both have had scheduling delays

**Drainage** - Councils contribution to Harbour Drive / Gordon St intersection redevelopment yet to be made. Also Upper Orara Rd

**Water Capital** - Some phasing needs to be realigned in accordance with staging of several of these projects

**Sewer Capital** - Some phasing needs to be realigned in accordance with staging of several of these projects

Capital Expenditure Report for the Period Ending 31 January 2016

Attachment

Detail by Division

	YTD			% Budget	Annual Budget	% Annual Budget
	Budget	Actual	Variance			
<b>Financial Sustainability</b>						
015505 Road Pavement Renewals	900,863	702,099	198,764	78%	1,529,985	46%
015509 Other Transport Asset Renewal	0	11,891	-11,891	0%	0	0%
015510 Other Transport Asset New/Upgrade	232,561	220,245	12,316	95%	398,676	55%
015512 Parks & Rec Asset New/Upgrade	318,242	260,416	57,826	82%	545,557	48%
015515 Building Renewals	606,385	73,873	532,512	12%	1,039,517	7%
<b>Total</b>	<b>2,058,051</b>	<b>1,268,524</b>	<b>789,527</b>		<b>3,513,735</b>	<b>36%</b>
<b>Community Facilities</b>						
110508 Community Grants Funding Pool	277,000	100,300	176,700	36%	277,000	36%
110509 Public Amenities Upgrade	588,361	315,907	272,454	54%	1,008,619	31%
110567 Woolgoolga Netball Courts Upgrade	254,270	239,790	14,480	94%	254,270	94%
<b>Total</b>	<b>1,119,631</b>	<b>655,997</b>	<b>463,634</b>		<b>1,539,889</b>	<b>43%</b>
<b>CBD Masterplan Works</b>						
115506 City Square Upgrade	20,000	14,720	5,280	74%	831,080	2%
115507 Duke St Extension	0	36,579	-36,579	0%	300,000	12%
115508 Signage	0	0	0	0%	75,000	0%
115513 Landscaping	0	0	0	0%	10,000	0%
115515 Park Ave Artist Lane	58,333	0	58,333	0%	100,000	0%
115516 Riding Lane Toilet Upgrade	11,115	0	11,115	0%	19,054	0%
115517 Carpark Upgrades	0	0	0	0%	25,000	0%
115518 Shade Sails	350,000	22,695	327,305	6%	750,000	3%
115521 Activation Capital	40,000	0	40,000	0%	50,000	0%
115529 M'Plan WksGordon/Hbr Dr Intersection	0	3,073	-3,073	0%	414,202	1%
115590 Contingency Capital	0	0	0	0%	98,225	0%
<b>Total</b>	<b>479,448</b>	<b>77,067</b>	<b>402,381</b>		<b>2,672,561</b>	<b>3%</b>
<b>Jetty Foreshores Project</b>						
125510 Stage 1 - Area E Jetty Walkway Renewal	117,569	1,871	115,698	2%	201,547	1%
125511 Stage 1 - Area E Jetty Walkway New/Upgrade	556,463	723,521	-167,058	130%	930,090	78%
125550 Contingency	0	0	0	0%	177,736	0%
125560 Jetty4Shores Events and Active Recreation Hub	0	0	0	0%	9,210,577	0%
<b>Total</b>	<b>674,032</b>	<b>725,392</b>	<b>-51,360</b>		<b>10,519,950</b>	<b>7%</b>
<b>Environmental Services</b>						
230505 Upgrade Inspectors Equipment	1,167	500	667	43%	2,000	25%
<b>Total</b>	<b>1,167</b>	<b>500</b>	<b>667</b>		<b>2,000</b>	<b>25%</b>
<b>Ranger Services</b>						
250505 Equipment Purchases	2,333	0	2,333	0%	4,000	0%
<b>Total</b>	<b>2,333</b>	<b>0</b>	<b>2,333</b>		<b>4,000</b>	<b>0%</b>
<b>Domestic Waste Management</b>						
260516 Englands Rd Works	116,670	4,250	112,420	4%	200,000	2%
<b>Total</b>	<b>116,670</b>	<b>4,250</b>	<b>112,420</b>		<b>200,000</b>	<b>2%</b>
<b>Non Domestic Waste Management</b>						
270505 Keep Australia Beautiful - Beverage Cont Recycling	883	1,220	-337	138%	1,513	81%
270516 Englands Rd Works	116,667	0	116,667	0%	200,000	0%
<b>Total</b>	<b>117,550</b>	<b>1,220</b>	<b>116,330</b>		<b>201,513</b>	<b>1%</b>

Capital Expenditure Report for the Period Ending 31 January 2016

Attachment

Detail by Division

	YTD			% Budget	Annual Budget	% Annual Budget
	Budget	Actual	Variance			
<b>Property &amp; Facilities Management</b>						
320505 Office Equipment	9,654	829	8,825	9%	16,550	5%
320515 Old Easements & Road Matters	2,917	256	2,661	9%	5,000	5%
320546 Community Village Refurbishment	0	7,123	-7,123	0%	0	0%
320550 Admin Building Ground Floor Refurbishment	0	2,517	-2,517	0%	0	0%
<b>Total</b>	<b>12,571</b>	<b>10,725</b>	<b>1,846</b>		<b>21,550</b>	<b>50%</b>
<b>Swimming Pools</b>						
330515 Upgrade Sawtell Pool	141,633	172,910	-31,277	122%	141,633	122%
<b>Total</b>	<b>141,633</b>	<b>172,910</b>	<b>-31,277</b>		<b>141,633</b>	<b>122%</b>
<b>Airport</b>						
350501 Minor Capital Works	8,167	7,095	1,072	87%	14,000	51%
350505 Planned Enhancements GA	71,167	74,130	-2,963	104%	122,000	61%
350510 Planned Enhancements RPT	0	0	0	0%	150,000	0%
350523 Air Conditioning	16,667	4,739	11,928	28%	50,000	9%
350573 RPT Apron Overlay and Resurfacing	0	11,625	-11,625	0%	6,500,000	0%
350580 Terminal Area Masterplan	11,667	5,550	6,117	48%	20,000	28%
<b>Total</b>	<b>107,668</b>	<b>103,139</b>	<b>4,529</b>		<b>6,856,000</b>	<b>2%</b>
<b>Stadium &amp; Major Events</b>						
375516 CCSLP Major Events & Transport Project	0	0	0	0%	971,668	0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>971,668</b>	<b>0%</b>
<b>Rural Fire Services</b>						
412510 Rural Fire Equipment Issues	0	0	0	0%	152,500	0%
412540 New Vehicles	0	0	0	0%	614,979	0%
412600/1 Bushfire Stations	5,833	4,918	915	84%	69,460	7%
<b>Total</b>	<b>5,833</b>	<b>4,918</b>	<b>915</b>		<b>836,939</b>	<b>1%</b>
<b>Business Systems</b>						
420504/5 Computer Hardware & Software	272,289	220,670	51,619	81%	723,924	30%
420543 Mobile Tablets	0	0	0	0%	83,466	0%
420544 Asset Management System	731,265	712,709	18,556	97%	999,083	71%
420546 Dataworks Software Upgrade	23,467	17,507	5,960	75%	40,229	44%
420547 Proclaim Software Upgrade	0	2,286	-2,286	0%	0	0%
<b>Total</b>	<b>1,027,021</b>	<b>953,172</b>	<b>73,849</b>		<b>1,846,702</b>	<b>52%</b>
<b>Telecommunications &amp; New Technology</b>						
421550 Technology Group Capital Purchases	0	6,397	-6,397	0%	0	0%
421575 Fibre Optic Cabling	47,227	14,431	32,796	31%	80,960	18%
<b>Total</b>	<b>47,227</b>	<b>20,828</b>	<b>26,399</b>		<b>80,960</b>	<b>26%</b>
<b>Plant</b>						
435520/1 Plant Replacement	1,731,131	1,545,466	185,665	89%	4,681,939	33%
435525 Contribution Additional Plant Purchases	0	-55,658	55,658	0%	0	0%
<b>Total</b>	<b>1,731,131</b>	<b>1,489,808</b>	<b>241,323</b>		<b>4,681,939</b>	<b>32%</b>
<b>Lifeguard Services</b>						
513505/6 Beach Patrol Equipment	10,000	3,266	6,734	33%	86,277	4%
<b>Total</b>	<b>10,000</b>	<b>3,266</b>	<b>6,734</b>		<b>86,277</b>	<b>4%</b>
<b>Library Services</b>						
514510/1 Computer Equipment	10,296	6,834	3,462	66%	17,650	39%
514512 Local Priority Project	38,789	34,312	4,477	88%	152,209	23%
514525 Furniture & Fittings	1,167	0	1,167	0%	2,000	0%
514530 RFID Implementation at Coffs Harbour	23,869	33,418	-9,549	140%	40,918	82%
<b>Total</b>	<b>74,121</b>	<b>74,564</b>	<b>-443</b>		<b>212,777</b>	<b>35%</b>



Capital Expenditure Report for the Period Ending 31 January 2016

Attachment

Detail by Division

	YTD			% Budget	Annual Budget	% Annual Budget
	Budget	Actual	Variance			
<b>Cultural Services</b>						
515560 Jetty Theatre Improvements	0	0	0	0%	27,964	0%
515562 Concept Plan for expanded library & regional gallery	0	0	0	0%	120,000	0%
515563 Cultural Strategic Plan & Performing Arts Centre	0	0	0	0%	90,000	0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>237,964</b>	<b>0%</b>
<b>Community Services</b>						
516582 Museum Works - VIM Grant funded	0	0	0	0%	4,000	0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>4,000</b>	<b>0%</b>
<b>Industry &amp; Destination Development</b>						
517511 Banner Replacement Program	2,917	1,828	1,089	63%	5,000	37%
<b>Total</b>	<b>2,917</b>	<b>1,828</b>	<b>1,089</b>		<b>5,000</b>	<b>37%</b>
<b>Environmental Laboratory</b>						
519510 Laboratory Equipment	5,000	3,459	1,541	69%	150,000	2%
<b>Total</b>	<b>5,000</b>	<b>3,459</b>	<b>1,541</b>		<b>150,000</b>	<b>2%</b>
<b>Operational Administration</b>						
521510/1 Works Depot Upgrade	15,500	5,034	10,466	32%	112,532	4%
<b>Total</b>	<b>15,500</b>	<b>5,034</b>	<b>10,466</b>		<b>112,532</b>	<b>4%</b>
<b>Open Space</b>						
522510 Reserve Restoration adj Newports Creek (Cash Bo	1,009	0	1,009	0%	1,730	0%
522512 Loaders Lane Reserve No. 145 Revegetation Works	2,460	0	2,460	0%	4,217	0%
522545 State Park Assets (Renewal)	0	227	-227	0%	0	0%
522550 General Parks Assets (Renewal)	0	2,520	-2,520	0%	0	0%
522614 S94 Beach Protection Works	29,167	0	29,167	0%	50,000	0%
522620 S94 Open Space UNALLOCATED	0	0	0	0%	918,817	0%
522629 S94 West Wlga S'Ground Compensatory Planting	23,736	20,420	3,316	86%	40,690	50%
52262A S94 Forsyth Park - Maclean St Digital Light Switches	0	0	0	0%	12,000	0%
52262B S94 York St Oval Lighting	0	0	0	0%	360,000	0%
52262C S94 Fitzroy Oval Digital Light Switches	0	0	0	0%	12,000	0%
52262D S94 Drainage - Joass Park High St Wlga	0	0	0	0%	372,000	0%
52262E S94 Drainage - Fitzroy Oval	0	0	0	0%	198,000	0%
522630 S94 West Wlga S'Ground Earthwks/Drainage/Acce	0	0	0	0%	69,654	0%
52263A S94 Sandy Beach BMX Track	0	0	0	0%	20,000	0%
522661 EL Darkum Headland Access Rehabilitation	9,727	10,629	-902	109%	16,674	64%
<b>Total</b>	<b>66,099</b>	<b>33,796</b>	<b>32,303</b>		<b>2,075,782</b>	<b>2%</b>
<b>Regional Roads</b>						
531522 Blackspots Programme	121,917	33,355	88,562	27%	768,500	4%
531530 Regional Roads Repair Program	247,813	80,428	167,385	32%	424,823	19%
531535 Local Govt Road Rev & Wks Prog	5,552	14,106	-8,554	254%	9,517	148%
531540 3 X 3 Program	111,151	73,296	37,855	66%	190,544	38%
<b>Total</b>	<b>486,433</b>	<b>201,185</b>	<b>285,248</b>		<b>1,393,384</b>	<b>14%</b>
<b>Local Roads</b>						
535515 Sealed Roads Reseals - Flush Seals	1,040,568	788,973	251,595	76%	1,783,831	44%
535517 Sealed Roads Reseals - Asphalt	60,005	0	60,005	0%	102,865	0%
535520 Sealed Roads Rehabilitation	1,922,133	1,803,918	118,215	94%	2,763,656	65%
535525 Unsealed Roads Gravel Resheeting	70,875	48,586	22,289	69%	121,500	40%
535561 S94 Moonee Road Works New	0	0	0	0%	170,000	0%
535562 S94 West Coffs Local Collector Roads	0	0	0	0%	250,000	0%
535564 S94 West Korora Traffic Facilities	0	0	0	0%	100,000	0%
535566 S94 Corindi Roads	0	0	0	0%	53,952	0%
535568 S94 Park Beach Traffic Facilities	0	0	0	0%	57,000	0%
535569 S94 Hearnese Lake Transport & Traffic	0	0	0	0%	320,000	0%

Capital Expenditure Report for the Period Ending 31 January 2016

Attachment

Detail by Division

	YTD			% Budget	Annual Budget	% Annual Budget
	Budget	Actual	Variance			
535571 S94 South Coffs Road	131,292	126,280	5,012	96%	131,292	96%
535581 Pine Creek Way Capital Works (Renewal)	0	101,811	-101,811	0%	0	0%
535582 Pine Creek Way Capital Works (New/Upgrade)	0	8,384	-8,384	0%	0	0%
535583 Local Roads Restoration - LFHJV funded	120,084	117,008	3,076	97%	344,716	34%
535584 S94 Graham Dr Rehab Works	93,406	99,923	-6,517	107%	93,408	107%
<b>Total</b>	<b>3,438,363</b>	<b>3,094,883</b>	<b>343,480</b>		<b>6,292,220</b>	<b>49%</b>
<b>Bridges</b>						
536504 Major Repairs	526,091	238,191	287,900	45%	901,871	26%
536540 Cathodic Protection	5,833	0	5,833	0%	10,000	0%
<b>Total</b>	<b>531,924</b>	<b>238,191</b>	<b>293,733</b>		<b>911,871</b>	<b>26%</b>
<b>Footpaths,Cycleways,Bus Shelters</b>						
538504 EL NSW Coastline Cycleway	66,283	113,796	-47,513	172%	113,628	100%
538516 Cycleways Construction	453,069	99,279	353,790	22%	776,689	13%
538520 Cycleways - S2W Handover Works	0	76,409	-76,409	0%	1,217,836	6%
538523 RMS PAMPS	43,612	12,688	30,924	29%	74,764	17%
538530 S94 Moonee Cycleways	0	0	0	0%	200,000	0%
538540 Bus Shelter Construction	56,431	32,264	24,167	57%	96,738	33%
538545 Bus Shelter Major Repairs	0	1,376	-1,376	0%	0	0%
538546 Coffs Transport Interchange - Construction Works	508,546	565,540	-56,994	111%	508,546	111%
<b>Total</b>	<b>1,127,941</b>	<b>901,352</b>	<b>226,589</b>		<b>2,988,201</b>	<b>30%</b>
<b>Parking</b>						
539510 Resealing of Carparks	9,625	97	9,528	1%	16,500	1%
539516 Castle St Carpark Lift & Shade Structures Project	30,408	23,446	6,962	77%	223,556	10%
<b>Total</b>	<b>40,033</b>	<b>23,543</b>	<b>16,490</b>		<b>240,056</b>	<b>10%</b>
<b>Drainage</b>						
545520 Flood Mitigation Works (Renewal)	988,547	155,831	832,716	16%	1,714,652	9%
545521 Flood Mitigation Works (New/Upgrade)	384,349	114,393	269,956	30%	658,884	17%
<b>Total</b>	<b>1,372,896</b>	<b>270,224</b>	<b>1,102,672</b>		<b>2,373,536</b>	<b>11%</b>
<b>CityWorks - Private Works</b>						
550503 Upgrade to Howard Street Storage Yard	132,255	132,255	0	100%	132,255	100%
<b>Total</b>	<b>132,255</b>	<b>132,255</b>	<b>0</b>		<b>132,255</b>	<b>100%</b>
<b>Survey &amp; Design</b>						
560515 Solitary Islands Walk - Woolgoolga Whale Trail	14,583	248	14,335	2%	25,000	1%
560520 Software Acquisition	2,333	1,175	1,158	50%	4,000	29%
560530 Stormwater & Flood mitigation Wks	64,814	46,981	17,833	72%	217,721	22%
560536 Coastal Hazard & Estuary Projects	106,398	46,701	59,697	44%	309,762	15%
560538 Better Boating Program	318,737	315,160	3,577	99%	561,406	56%
560540 Roads & Traffic Signs - New	21,233	9,562	11,671	45%	36,400	26%
560542 S94 Flood Mitigation & Drainage Resv West Coffs U	0	0	0	0%	250,000	0%
560544 Traffic Facilities New/Upgrade - Council Roads	0	149	-149	0%	0	0%
560545 Traffic Facilities Renewal - Council Roads	7,073	160	6,913	2%	12,125	1%
560550 Traffic Safety Improvements	6,417	378	6,039	6%	11,000	3%
560559 RMS Facilities Around Schools Program	0	1,711	-1,711	0%	5,825	29%
560560 Traffic Infrastructure Improvements	9,654	12,651	-2,997	131%	16,550	76%
560568 RMS Speed Management Engineering	0	11,380	-11,380	0%	45,151	25%
560580 Park Beach Masterplan Works	31,377	0	31,377	0%	54,475	0%
560581 Harbour Dr / Gordon St Redevelopment	100,000	35,077	64,923	35%	1,693,350	2%
560582 Jetty F'Shores Fish Cleaning Table (DPI grant)	11,667	35,582	-23,915	305%	20,000	178%
560586 S94 Corindi Tennis Courts	10,000	208	9,792	2%	229,000	0%
560589 S94 West Coffs Reserve Improvement Works	1,259	0	1,259	0%	2,158	0%
<b>Total</b>	<b>705,545</b>	<b>517,123</b>	<b>188,422</b>		<b>3,493,923</b>	<b>15%</b>

Capital Expenditure Report for the Period Ending 31 January 2016

Attachment

Detail by Division

	YTD			% Budget	Annual Budget	% Annual Budget
	Budget	Actual	Variance			
<b>Water - Capital</b>						
740510/1 Wlga High Areas - Water Distribution Improvement	125,757	154,684	-28,927	123%	215,583	72%
740526 Reticulation Mains from Strategy - S64	10,000	581	9,419	6%	700,000	0%
740530 Mains Renewal	150,000	150,101	-101	100%	455,000	33%
740534 Mains Extension	25,000	16,379	8,621	66%	98,000	17%
740538 Reservoir Renewals	50,000	11,550	38,450	23%	400,000	3%
740545 Service Connections	182,000	174,515	7,485	96%	312,000	56%
740550 Plant/Vehicles	0	0	0	0%	28,000	0%
740552 Plant Purchases	0	32,996	-32,996	0%	0	0%
740553 Network Analysis	24,442	0	24,442	0%	41,900	0%
740555 Minor Plant	28,000	3,600	24,400	13%	48,000	8%
740557/8 Headworks	19,250	1,790	17,460	9%	33,000	5%
740559 Automatic Water Fill Stations	0	0	0	0%	40,000	0%
740560/1 Telemetry Equipment & Meters	250,000	253,738	-3,738	101%	340,000	75%
740590 Minor Works	0	0	0	0%	21,200	0%
740595 Easements	3,092	2,469	623	80%	5,300	47%
740596 Coramba Water Main	5,000	349	4,651	7%	60,000	1%
740599 Developer Cont'n In Kind Expenses (Water)	0	0	0	0%	520,000	0%
740693 Karangi Dam to Red Hill Bal Tank Duplication	2,140,412	1,966,776	173,636	92%	3,669,278	54%
740696 Establishment Yard Adjacent to Coffs WRP	104,780	192,656	-87,876	184%	179,622	107%
740698 Moonee to Emerald Trunk Main MNTL	1,100,000	997,512	102,488	91%	2,270,275	44%
<b>Total</b>	<b>4,217,733</b>	<b>3,959,696</b>	<b>258,037</b>		<b>9,437,158</b>	<b>42%</b>
<b>Sewer - Capital</b>						
840516/7 Sewer Rehabilitation	350,000	343,487	6,513	0%	600,000	0%
840522 Telemetry	24,383	0	24,383	0%	41,800	0%
840524 Morgans Road Farm Subdivision Works	0	811	-811	0%	74,510	1%
840525 Pumps, Mech Equip & Rising Mains New/Upgrade	535,854	427,240	108,614	80%	1,700,000	25%
840532 Reclaimed Water Pipeline Stage 2	0	6,202	-6,202	0%	1,548,245	0%
840535/6 Minor Treatment Works	30,000	12,115	17,885	0%	112,000	11%
840537 Minor Sewer Works (Renewal)	30,333	0	30,333	0%	52,000	0%
84054A Sawtell Pump Station & Pipework (Renewal)	23,333	55,486	-32,153	238%	1,000,000	6%
840543 Building Generators (New/Upgrade)	0	0	0	0%	89,301	0%
840545 Plant & Equipment (Renewal)	35,000	8,053	26,947	23%	60,000	13%
840546 Vehicle (Renewal)	0	0	0	0%	26,000	0%
840547 Coffs WRP Sludge Bins (Renewal)	0	0	0	0%	180,000	0%
840548 Plant & Equipment (New/Upgrade)	0	1,091	-1,091	0%	0	0%
840557 Plant Purchases (New/Upgrade)	0	224,464	-224,464	0%	0	0%
840559 Establishment Yard Adjacent to Coffs WRP	120,801	195,630	-74,829	162%	120,801	162%
840599 Developer Cont'n In Kind Expense (Sewer)	0	0	0	0%	2,163,000	0%
840602 Network Analysis (Renewal)	23,333	0	23,333	0%	40,000	0%
840603 Corindi 150mm Rising Main (Sec 64)	10,000	3,868	6,132	39%	241,287	2%
840608 S64 Works General	0	0	0	0%	900,000	0%
840613 S64 Rising Main - Nth Bonville to SPS	300,000	274,453	25,547	91%	1,496,763	18%
840614 S64 - PS30 & Rising Main Oceanic Dr, Sandy Beach	500,000	398,797	101,203	80%	500,000	80%
<b>Total</b>	<b>1,983,037</b>	<b>1,951,697</b>	<b>31,340</b>		<b>10,945,707</b>	<b>18%</b>



## REPORT TO ORDINARY COUNCIL MEETING

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### PROGRESSION OF THE COFFS HARBOUR COASTAL ZONE MANAGEMENT PLAN AND ASSOCIATED DRAFT PLANNING CONTROLS

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<b>REPORTING OFFICER:</b>	Sustainable Planning Officer
<b>DIRECTOR:</b>	Director Sustainable Communities
<b>COFFS HARBOUR 2030:</b>	LC1.2 Develop community resilience, disaster preparedness and response mechanisms. LC1.3 Promote a safe community. LE3.2 Enhance protection of our catchments, waterways and marine areas. PL1.2 Provide infrastructure that supports sustainable living and is resilient to climatic events. PL1.5 Encourage innovative developments that embrace our climate and local environment.
<b>ATTACHMENTS:</b>	Nil

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#### Recommendation:

#### That Council:

1. **Write to the Minister for Planning requesting that he resume the certification process of the Coffs Harbour Coastal Zone Management Plan under Section 55G of the Coastal Protection Act 1979.**
2. **Does not advance the progression of the Planning Proposal – PP\_2014\_Coffs\_03, Planning Policy and amendments to Coffs Harbour Development Control Plan 2015 until such time as the State Government Coastal Management Reforms are further advanced.**

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### EXECUTIVE SUMMARY

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The objective of this report is to provide Council with a way to move forward with the Coastal Zone Management Plan.

The report provides some background information and suggests a position to move forward with coastal hazard management within the current landscape of the State Government's Coastal Management Reforms.

The report recommends that Council write to the Minister for Planning requesting that he resume the certification process of the Coffs Harbour Coastal Zone Management Plan under Section 55G of the Coastal Protection Act 1979.

In light of the recent State Government Coastal Management Reforms, the report also recommends that Council does not advance the progression of the related draft planning controls.

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## REPORT

### Description of Item:

The Coffs Harbour Local Government Area (LGA) has 79 kilometres of coastline stretching from Pebbly Beach and Red Rock in the north to Bundagen in the south. Coastal hazards, such as coastal erosion, are managed by Council and the State Government under an established framework including the *NSW Coastal Policy 1997*, the *Coastal Protection Act 1979*, and the *Coastal Protection Regulation 2011*.

This framework involves local councils (with financial and technical support from the State Government) undertaking coastal hazard studies and developing coastal zone management plans which then inform land-use planning, development controls and other coastal activities.

Council has previously developed and adopted a *Coffs Harbour Coastal Processes and Hazards Definition Study 2011* (Definition Study), a *Coffs Harbour Coastal Zone Management Study 2012* (CZMS) and a *Coffs Harbour Coastal Zone Management Plan 2013* (CZMP). The preparation of these studies and plans provides Council with an opportunity to consolidate all coastal hazard related work and avoid liability under Section 733(2) of the Local Government Act 1993.

An extensive community and stakeholder consultation process was undertaken throughout the preparation of these documents. The steps undertaken in completing these documents are outlined in the flow chart at Figure 1 below.



**Figure 1: Coastal Hazard Planning Process Overview Flow Chart**

The Coffs Harbour Coastal Zone Management Plan (CZMP) was adopted by Council on 14 February 2013 with Council also resolving to refer the CZMP to the Minister for Environment (now the Minister for Planning) for certification under Section 55G of the Coastal Protection Act 1979.

The Coffs Harbour CZMP is yet to be certified, and the Minister has indicated to Council in writing that prior to certification, further consideration should be given to a number of issues as per the following advice:

- *“the Emergency Action Sub-Plan should be updated to reflect changes to the Act;*
- *demonstration that relevant public authorities have agreed to the proposed actions in the plan where they are the implementation authority or land manager;*
- *the cultural heritage significance, whilst identified in supportive documents, must be described in the CZMP; and*
- *information as to how community stakeholder consultation was considered in the CZMP.”*

Since this advice, Council staff have been attending to the work outlined in the Minister's correspondence and Council currently has funds set aside to resource the remaining "steps" required to finalise the CZMP for certification.

Since this time and in accordance with resolution 4 of the report to Council on 10 December 2015, Council wrote to the Minister requesting that the certification process be held in abeyance until further notice. The purpose for seeking this deferral was to allow Council the opportunity to consider its policy position having regard to the new Coastal Management Reforms. The full resolution of Council at the meeting on 10 December 2015 is as follows:

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."*

Details for the public exhibition of the proposed coastal reforms were announced by the Minister on the 13 November 2015. The proposed reforms were outlined in detail at the Council meeting on the 25 February 2016 and a submission has been lodged during the public exhibition period, as per resolution 1 above.

This report primarily addresses the progression of the Coffs Harbour CZMP.

In terms of Council's related proposed draft planning controls, it is recommended that this body of work does not advance at this stage. The reason for this approach is recognising the significant community concern with the proposed planning controls as well as acknowledging that the intent of the proposed Coastal Management State Environmental Planning Policy (SEPP) suggests that the existing provisions in clause 5.5 (Development within the coastal zone) of the Coffs Harbour Local Environmental Plan (LEP) 2013 will form the basis of the development controls and matters for consideration proposed in the single consolidated Coastal Management SEPP.

The direction of Council's proposed planning control documents project (LEP clause / Development Control Plan (DCP) clause and Local Planning Policy) is therefore unclear until details of the new Coastal Management SEPP and associated mapping are released later in 2016. Any further progression of the planning control documents project should therefore be held off pending the outcomes of the proposed Coastal Management Reforms.

#### **Issues:**

- **Transition to Proposed Coastal Reform Process**

With the proposed reforms now announced, the Minister is continuing the certification of plans (CZMPs) that accord with the current guidelines.

Coastal Management Programs (CMP) will eventually replace CZMPs. They will be prepared by councils in consultation with the community and relevant Government authorities, and in accordance with the new coastal management manual.

The State Government have indicated that there will be a strong emphasis on the implementation of CMPs. The draft Bill will achieve this by requiring CMPs to be given effect within the local government Integrated Planning and Reporting (IP&R) framework. The draft Bill will also include performance auditing powers to ensure that CMPs are effectively implemented.

The draft Bill includes transitional provisions that allow councils to move towards the new arrangements over time. Those councils that have submitted plans to the Minister for certification will be able to transition their CZMPs into CMPs under a staged process, and will have until 2021 to be fully compliant.

The reforms state that NSW State Government agencies will support Councils through this process with operational guidance.

- **Council's Position Moving Forward**

As mentioned above, Councils have until 2021 to transition to the CMP. Savings and transitional provisions within the proposed draft bill for a new Coastal Management Act mean that Coffs Harbour City Council's CZMP remains relevant until it is eventually superseded by a CMP.

The State Government has also acknowledged that many councils have already undertaken a significant amount of work to prepare CZMPs under the current framework, and they will not be expected to start over completely. This means that the information used to prepare the coastal hazard work so far (Definition Study, Coastal Zone Management Study and CZMP) can be used in the preparation of a CMP. However, given the economic environment facing most councils in NSW, allocating further resources to the topic will most likely prove to be a strain, especially given the future resource commitments outlined in the related documents.

The IP&R framework is established under Chapter 13 of the *Local Government Act 1993*, and is the main mechanism by which Councils comprehensively plan for, and report on, their asset management and service delivery responsibilities within a local government area (LGA). As mentioned above, the new coastal management framework will attempt to better connect current coastal hazard management processes and the IP&R process.

This means that CMPs and identified coastal management activities will need to be aligned with broader community strategic plans, reflect community priorities, and will need to be feasible, financially viable and able to be resourced. Essentially, Council will be required to have regard to relevant CMPs when carrying out functions such as coastal planning, management, and undertaking infrastructure and other works in coastal areas.

In the interim and with the proposed coastal reforms in mind, it is considered that Council's adopted CZMP contains the most up to date and validated scientific information to apply coastal management strategies in the Coffs Harbour LGA.

In October 2009, the NSW Government released a sea level rise (SLR) policy statement which set the levels to be used in coastal hazard studies. These benchmarks are for a SLR of 0.4 metres (40cm) by the year 2050 and 0.9 metres (90cm) by the year 2100 above the mean average sea level recorded in 1990. These are the levels used in one of the scenarios of the Coffs Harbour Coastal Processes and Hazard Definition Study that have translated into the coastal hazard zones. Other scenarios included higher SLR (140cm by 2100) and no SLR. The Coffs Harbour Coastal Processes and Hazard Definition Study was adopted by Council in 2011. The Coastal Zone Management Study was adopted in 2012. The Coastal Zone Management Plan was adopted in 2013.

It is therefore recommended that Council write to the Minister for Planning requesting that he resume the certification process of the Coffs Harbour CZMP under Section 55G of the Coastal Protection Act.

**Options:**

1. That Council write to the Minister for Planning requesting that he resume the certification process of the Coffs Harbour CZMP under Section 55G of the Coastal Protection Act.
2. That Council choose to undertake alternative actions to those outlined in point one above.
3. That Council not endorse the actions outlined in option one above, and not choose to update the progress of the CZMP.

It is recommended that Council pursue option one as outlined above.

**Sustainability Assessment:**

• **Environment**

The new coastal management framework attempts to better equip coastal communities to respond effectively to existing and emerging coastal challenges and opportunities.

It will establish the legislative and policy settings, and the practical tools that coastal communities need to protect and enhance the natural values of the coast.

• **Social**

The CZMP was publicly exhibited and a series of community consultation events were held to inform the community of the work that had been undertaken.

• **Civic Leadership**

The CZMP was prepared by Council in accordance with the Coastal Management Manual guidelines.

The overall coastal management body of work is generally consistent with the following relevant objectives:

- LC1.2 Develop community resilience, disaster preparedness and response mechanisms.
- LC1.3 Promote a safe community.
- LE3.2 Enhance protection of our catchments, waterways and marine areas.
- PL 1.2 Provide infrastructure that supports sustainable living and is resilient to climatic events
- PL 1.5 Encourage innovative developments that embrace our climate and local environment



- **Economic**

**Broader Economic Implications**

The manual proposed under the Coastal Management Reforms will include a toolkit for selecting and funding future CMPs.

The toolkit will include guidance on how to conduct analysis to clarify the costs and benefits of the management responses being considered. This information will enable councils and their communities to select appropriate management options and fair cost-sharing arrangements that deliver net benefits to the community.

**Delivery Program/Operational Plan Implications**

All stages of the overall project have been jointly funded by Council and the NSW Office of Environment and Heritage. Council has also provided considerable in-kind support through the use of Council meeting rooms, venue hire, computers and printers etc., as well as the presence of Council staff at meetings and for general assistance.

As mentioned earlier in this report, Council currently has funds available within its Operational Plan (Coastal Hazard and Estuary Projects line item) that can resource the “steps” that are required to finalise the CZMP for certification.

The NSW Government is currently reviewing how it contributes to the costs of coastal planning and management so that future funding programs are aligned with the Coastal Reforms. The review and any resulting changes to current funding programs will be completed in mid-2016, in line with the finalisation of the new legislation and other elements of the Coastal Reforms.

**Risk Analysis:**

The prescribed framework for assessing and evaluating coastal hazards and their associated risk previously set out by the NSW Government, was determined giving consideration to both ‘likelihood’ and ‘consequence’ of occurrence. The CZMP process was undertaken with this philosophy in mind.

Coastal hazard management tools provide the means to ensure Council will evaluate coastal risks and hazards in areas known to be affected. Applying a risk based approach; Council can use these documents to properly assess development in coastal hazard areas.

Further, Council has a legitimate need to protect itself from future liability should appropriate steps not be taken to address the known hazard risk.

Section 733(2) of the Local Government Act 1993 is relevant where:

*“A council does not incur any liability in respect of:*

*(a) any advice furnished in good faith by the council relating to the likelihood of any land in the coastal zone being affected by a coastline hazard (as described in a manual referred to in subsection (5) (b)) or the nature or extent of any such hazard, or*

*(b) anything done or omitted to be done in good faith by the council in so far as it relates to the likelihood of land being so affected.”*

Significant issues relating to risk have been discussed in previous reports to Council on this matter.

**Consultation:**

The consultation strategy undertaken in all stages of the overall coastal management body of work was outlined to Council in the report to Council dated 10 December 2015.

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

The documents developed to date in all stages of the overall coastal management body of work have been prepared in accordance with the following legislation:

- Environmental Planning and Assessment Act 1979;
- Environmental Planning and Assessment Regulation 2000;
- The Department of Planning Standard Instrument (LEPs) Orders (gazetted March 2006, amended September 2006 and July 2008);
- Relevant State Environmental Planning Policies;
- Coastal Protection Act 1979;
- Coastal Protection Regulations 2011;
- Relevant Section 117 Directions;
- NSW Government Coastal Policy and related documents; and
- Mid North Coast Regional Strategy.
- The Coffs Harbour 2030 Plan;
- Council's Climate Change Policy (2013); and
- Planning Practice Notes and Guidelines issued by the Department of Planning and Environment.

**Implementation Date / Priority:**

It is not known when certification of the CZMP will occur, however the announcement of the NSW Coastal Management Reforms was accompanied by the statement that the Minister is continuing to certify existing CZMPs.

**Conclusion:**

This report has provided Council with an outline of Council's position on coastal hazard management within the context of the recently announced Coastal Management Reforms.

This report has recommended that Council write to the Minister for Planning requesting that he resume the certification process of the Coffs Harbour CZMP under Section 55G of the Coastal Protection Act.

In light of the recent State Government Coastal Management Reforms, the report also recommends that Council does not advance the progression of the related draft planning controls.



## REPORT TO ORDINARY COUNCIL MEETING

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### NATIONAL STRONGER REGIONS FUND – ROUND 3

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<b>REPORTING OFFICER:</b>	Section Leader, Community Planning and Performance
<b>DIRECTOR:</b>	Director Sustainable Communities
<b>COFFS HARBOUR 2030:</b>	LC3.1: Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
<b>ATTACHMENTS:</b>	Nil

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#### Recommendation:

1. That Council support an application from the Woolgoolga Beach Reserve Trust to the National Stronger Region Fund Round 3 for the amount of \$250,000 for the 'Woolgoolga Beach Reserve Community Infrastructure Improvement Program'.
  2. That Council approve in principle the allocation of matching funding of \$250,000 from existing Council programs to support the grant and project (total cost \$500,000).
  3. That Council not apply to Round 3 of the National Stronger Regions Fund with any additional proposed project.
  4. That potential priority projects for future funding opportunities, including Round 4 of the National Stronger Region Fund, be ascertained as part of the development of the 2016/17 Operational Plan and 2016-2020 Delivery Program.
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### EXECUTIVE SUMMARY

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The National Stronger Regions Fund (NSRF) is a program to promote economic development in Australia's regions. The Federal Government is providing \$1 billion over five years to fund priority infrastructure in local communities. NSRF Round 3 guidelines have been released with applications closing on 15 March 2016.

Council was unsuccessful with an application in Round 1 but was **successful** in Round 2. The NSRF Round 2 successful projects applied for were:

1. **\$4,605,288** for the *Jetty4Shores Events and Active Recreation Hub project (total project cost of \$9,210,577); and*
2. **\$485,834** for the *Coffs Coast Sport and Leisure Park Major Events and Transport Infrastructure Project (total project cost of \$971,668).*

As with previous rounds of NSRF, the current round requires that "The applicant must match the NSRF grant in cash on at least a dollar for dollar basis".

It is the recommendation that Council submit an application to the NSRF Round 3, on behalf of the Woolgoolga Beach Reserve Trust, for the amount of \$250,000 for the 'Woolgoolga Beach Reserve Community Infrastructure Improvement Program'. Council would be the grant applicant in its capacity as Corporate Manager of the Trust and matching funds would be allocated from Council's existing programs. A separate report regarding this specific application is also being tabled to Council at the 10 March 2016 meeting.



## REPORT TO ORDINARY COUNCIL MEETING

It is also recommended that Council does not apply to Round 3 of the NSRF for any additional projects which require matching funding from internal reserves. The rationale being that due to the resource (both time and investment) implications of the considerable Council projects and initiatives either commenced or due to commence, including the two successful projects funded from NSRF Round 2, that Council is best served to consolidate on what is committed to already.

It is proposed that as part of the development of the 2016/17 Operational Plan and 2016-2020 Delivery Program, that potential priority projects for future funding opportunities, including Round 4 of the NSRF, be ascertained and scoped and then submitted to Council for consideration, allowing Council to best take advantage of opportunities like the NSRF in the future by having the need and priority for projects defined in advance.

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## REPORT

### Description of Item:

The National Stronger Regions Fund (NSRF) is a program to promote economic development in Australia's regions. The Federal Government is providing \$1 billion over five years to fund priority infrastructure in local communities. NSRF Round 3 guidelines have been released with applications closing on 15 March 2016.

Council was unsuccessful with an application in Round 1 but was **successful** in Round 2. The NSRF Round 2 successful projects applied for were:

1. **\$4,605,288** for the *Jetty4Shores Events and Active Recreation Hub project (total project cost of \$9,210,577); and*
2. **\$485,834** for the *Coffs Coast Sport and Leisure Park Major Events and Transport Infrastructure Project (total project cost of \$971,668).*

The desired outcomes of the NSRF program are:

- improved level of economic activity in regions;
- increased productivity in the regions;
- increased employment and a more skilled workforce in regions;
- increased capacity and improved capability of regions to deliver major projects, and to secure and manage investment funding;
- improved partnerships between local, state and territory governments, the private sector and community groups; and
- more stable and viable communities, where people choose to live.

Applications for grant funding will be appraised against the eligibility and assessment criteria of the NSRF program. Decisions on projects to be funded will be taken by a Ministerial Panel in consultation with the Government's National Infrastructure Committee of Cabinet.

The NSRF program guidelines identify the following assessment criteria and conditions:

- Assessment Criteria
  1. The extent to which the project contributes to economic growth in the region;
  2. The extent to which the project supports or addresses disadvantage in the region;
  3. The extent to which the project increases investment and builds partnerships in the region;
  4. The extent to which the project and proponent are viable and sustainable.
- Conditions
  - The applicant must seek a grant of at least \$20,000 and up to a maximum of \$10 million;
  - The applicant must match the NSRF grant in cash on at least a dollar for dollar basis;
  - The NSRF funded component of the project must be completed on or before 31 December 2019;
  - The project must deliver an economic benefit to the region beyond the period of construction. Projects should support disadvantaged regions or areas of disadvantage within a region.

**Issues:**

Given the considerable Council projects and initiatives either commenced or due to commence, including the two successful projects funded from NSRF Round 2, Council is best served to consolidate on what is committed to already.

However, a relatively small project has been identified by the Woolgoolga Beach Reserve Trust, being the '*Woolgoolga Beach Reserve Community Infrastructure Improvement Program*'. This presents an opportunity to access NSRF matching funding for a project in part of the local government area which has already been identified in need of improvement. A separate report regarding this specific application is also being tabled to Council at the 10 March 2016 meeting.

**Options:**

The following options are available to Council:

1. Adopt the recommendation as presented.
2. Propose an alternative 'spade ready' project for submission, noting that a completed application would be required by 15 March 2016.
3. Reject the recommendation provided to Council. Submit no application whatsoever, including the Woolgoolga Beach Reserve Community Infrastructure Improvement Program.

**Sustainability Assessment:**

• **Environment**

Any project application will need to include a detailed assessment and review of environmental impacts.

• **Social**

Any project application will need to meet project objectives in stimulating growth and economic activity and supporting productivity and community well-being in disadvantaged regions or areas of disadvantage within a region.

• **Civic Leadership**

Any project application will address matters outlined in the *Looking After our Communities* and *Learning and Prospering* themes of the Coffs Harbour 2030 Community Strategic Plan.

• **Economic**

**Broader Economic Implications**

Any project would have positive economic implications during the construction period and also in the long-term.

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

There is limited availability of funds in Council reserves to allocate matching funds for any additional projects. However, Council does allocate funds each year for recreation and reserve maintenance and improvements from which an allocation of \$250,000 could be made for the proposed *Woolgoolga Beach Reserve Community Infrastructure Improvement Program*.

### **Risk Analysis:**

The NSRF is a competitive program with decisions on projects to be funded based on, amongst other things, information provided in the application and supporting documents. The quality and level of development of plans and estimates for any application therefore needs to be very high.

Financial risk needs to be managed through ensuring that cost estimates for a project submission are backed through appropriate levels of design and assessment.

### **Consultation:**

The preparation of this report involved engagement with key internal stakeholders.

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

Not applicable.

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

If resolved by Council, the *Woolgoolga Beach Reserve Community Infrastructure Improvement Program* application would need to be submitted by 15 March 2016 and, if successful, the NSRF funded component of the project must be completed on or before 31 December 2019.

### **Conclusion:**

The NSRF Round 3 provides opportunity to access grant funds of between \$20,000 to a maximum of \$10 million with a successful application although the applicant must match the NSRF grant in cash on at least a dollar for dollar basis.

It is proposed that Council support an application from the Woolgoolga Beach Reserve Trust to the NSRF Round 3 for the amount of \$250,000 for the *Woolgoolga Beach Reserve Community Infrastructure Improvement Program* (total project cost of \$500,000). Matching funding of \$250,000 for the grant application will be allocated from Council's existing programs.

Also, that Council does not apply to Round 3 of the National Stronger Regions Fund (NSRF) with any additional projects which require match funding from internal reserves.



## REPORT TO ORDINARY COUNCIL MEETING

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### COMMITTEE MEMBERSHIP – TOORMINA COMMUNITY CENTRE FACILITY MANAGEMENT COMMITTEE

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**REPORTING OFFICER:** Community Development Officer - Committees  
**DIRECTOR:** Director, Sustainable Communities  
**COFFS HARBOUR 2030:** LC1.1 Build pride and identity in Coffs Harbour as a community and a place  
LC1.4 Promote a caring, inclusive and cohesive community  
PL2.2 Provide public spaces and facilities that are accessible and safe for all  
**ATTACHMENTS:** Nil

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#### Recommendation:

**That Council appoint committee member nominee, Cheryl Cotter, to the Toormina Community Centre Facility Management Committee.**

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#### EXECUTIVE SUMMARY

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To recommend to Council the appointment of a community member to the facility management committee.

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## **REPORT**

### **Description of Item:**

This report seeks approval from Council for appointment to the Toormina Community Centre Facility Management Committee.

### **Issues:**

The community member has expressed interest in participating on this committee. The nomination has been approved for recommendation to Council at the most recent committee meeting:

Toormina Community Centre Facility Management Committee – Cheryl Cotter.

Community committees reflect Council's commitment to actively engage and utilise the expertise within its community. We value the voluntary contribution of our committee members and recommend Council to accept this nomination.

### **Options:**

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

### **Sustainability Assessment:**

- **Environment**

There are no environmental issues associated with this report.

- **Social**

The valuable contribution made by community members in the various roles of management and advisory committees adds to Coffs Harbour's significant social capital and sense of connectedness.

- **Civic Leadership**

This approach is addressed in Coffs Harbour 2030 through:

- LC1.1 Build pride and identity in Coffs Harbour as a community and a place
- LC1.4 Promote a caring, inclusive and cohesive community
- PL2.2 Provide public spaces and facilities that are accessible and safe for all

- **Economic**

**Broader Economic Implications**

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

**Delivery Program/Operational Plan Implications**

There are no Delivery Program or Operational Plan implications from the recommendations in this report. However, the time and assistance given to Council by volunteers represents significant cost savings to the organisation.

**Risk Analysis:**

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

**Consultation:**

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

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

This process is in line with precedents set in the past and addresses the requirements under the Local Government Act, Section 355.

**Implementation Date / Priority:**

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

**Conclusion:**

Council appreciates the work that the committee and the volunteers contribute to our community and this report seeks approval from Council for the appointment of a new member.



## REPORT TO ORDINARY COUNCIL MEETING

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### PUBLIC BASKETBALL HOOP - NOTICE OF MOTION

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#### **Motion:**

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

"That a report come back to Council identifying possible places for a public basketball hoop. Possible places in the vicinity of the jetty foreshores, park beach reserve."

#### **Rationale:**

Coffs strategic plan identifies Coffs Harbour as a healthy city. Therefore a place identified to play outdoors and increase a healthy fitness practice needs to be supported.

#### **Staff Comment:**

##### **Indoor court provision**

Council has one indoor basketball facility, located at Sportzcentral, Bray Street, Coffs Harbour. This facility provides four indoor courts for community use and is currently managed under tenure by NSW Basketball Association Limited. There is a range of user fees in place depending on type of use.

##### **Outdoor Court Provision**

Council has a number of free access outdoor basketball courts throughout the City. Existing full courts are located at Queen Street, Woolgoolga and Graff Avenue Toormina. A multipurpose court at Corindi Beach, suitable for tennis and basketball, is planned for construction mid-2016. A further Section 94 funded multipurpose court has been identified for development within the future district park at Bakers Road Reserve, West Coffs Harbour. Council has also recently sought funding through the NSW Social Housing Community Improvement Fund to construct a half court within the Bray Street Reserve. This funding is scheduled for announcement in March 2016.

##### **Jetty foreshores**

The current adopted Council Masterplan for Jetty Foreshores Stages 1 to 6 does not include any recreational basketball facilities. Future planning for the areas south of stage 6 could consider a basketball opportunity, pending desired planning outcomes for this precinct and community support.

##### **Open Space Strategy**

Council's adopted Open Space Strategy 2010 has a number of recommendations relating to the development of recreation opportunities for older children and youth. Council will be conducting a five year review of the Open Space Strategy in 2016. This review will include a consideration of outdoor recreational basketball facilities.



## REPORT TO ORDINARY COUNCIL MEETING

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### RELEASE OF EASEMENT FOR DRAINAGE OF WATER - 28 MOORE STREET, COFFS HARBOUR

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<b>REPORTING OFFICER:</b>	Property Development Officer
<b>DIRECTOR:</b>	Director Sustainable Infrastructure
<b>COFFS HARBOUR 2030:</b>	LP3.1 Establish and maintain a balanced mix of commercial and residential opportunities
<b>ATTACHMENTS:</b>	ATT Easement to be Released – 28 Moore Street, Coffs Harbour

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#### Recommendation:

1. That Council agree to release the easement as described in this report for drainage over Lot 5 DP 1157948.
2. That Council execute under seal the 'Transfer Releasing Easement' document or 88B Instrument related to this matter.
3. That all costs associated with this matter be borne by the owner of Lot 5 DP 1157948.

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#### EXECUTIVE SUMMARY

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The purpose of this report is to obtain formal Council approval to release a drainage easement that is surplus to Council's requirements.

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## **REPORT**

### **Description of Item:**

Council currently has in its favour a drainage easement 3 metres wide that affects 28 Moore Street, Coffs Harbour. A relocation of services for drainage of water by the owner of this property in 2013 has resulted in the above easement becoming surplus to requirements. Council's requirements in this location are now satisfied by an easement for drainage 2 metres wide along the southern boundary of the property in the location of the recently constructed infrastructure.

The plan attached to this report shows the location of the easement to be released over 28 Moore Street, Coffs Harbour.

### **Issues:**

The only issue for Council to consider is whether it should consent to the proposed release of the easement. In the circumstances there is no reason why Council should not grant approval.

### **Options:**

Council has two options:

1. To consent to the release of the easement.
2. To refuse consent and retain the easement.

### **Sustainability Assessment:**

- **Environment**

There are no environmental issues.

- **Social**

There are no social impacts.

- **Civic Leadership**

There are no impacts in relation to this private matter.

- **Economic**

#### **Broader Economic Implications**

The removal of the easement may enhance the development potential of the land.

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

All costs in relation to the matter will be borne by the owners of Lot 5 DP 1157948.

### **Risk Analysis:**

The risk in relation to this matter has been assessed as minor and insignificant.

**Consultation:**

Internal consultation has advised the subject easement is not required. Council's requirements in this locality are satisfied by an easement for drainage 2 metres wide along the southern boundary of the property. There is no need for the easement to be retained for possible future requirements.

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

Council has in the past consented to the release of easements when considered appropriate.

Council cannot affix its seal or dispose of property without a resolution of Council. This requirement has generated the need for this report.

**Implementation Date / Priority:**

The matter will be dealt with immediately following Council's resolution.

**Conclusion:**

There is no reason for Council not to release the easement as proposed. The easement is surplus to current or future requirements and its release will unencumber a residential property to facilitate better use of the land.



Attachment



## REPORT TO ORDINARY COUNCIL MEETING

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### LIGHT RAIL CORRIDORS

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<b>REPORTING OFFICER:</b>	Section Leader Project Planning & Design
<b>DIRECTOR:</b>	Director Sustainable Infrastructure
<b>COFFS HARBOUR 2030:</b>	MA1.1 Plan for new transport infrastructure, MA1.2 Improve the effectiveness of the existing transport system, MA1.3 Promote increased public transport, pedestrian and cycle usage and reduced car usage, MA1.4 Integrate cycle way and footpath networks including linking schools, shops and public transport, MA2.3 Reduce the impact of the highway on our community
<b>ATTACHMENTS:</b>	Nil

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#### Recommendation:

**That Council receive and note this report**

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### EXECUTIVE SUMMARY

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The purpose of this report is to advise Council that an initial internal strategic review of potential future light rail corridors within the CBD area and surrounds has now been conducted.

The Coffs Coast is expected to experience considerable population growth in the coming decades. In consideration of where and how to accommodate this future growth Council needs to carefully consider potential future transport strategies.

Projections out to 2031 anticipate a potential population of 95,000 people for the LGA – the equivalent of 28% growth on the current size – and decisions regarding transport choices for Coffs Harbour will not only influence local economy and lifestyle, but may also shape how and where Coffs Harbour grows.

Light Rail has been identified by the NSW Government as a transport option that has the potential to benefit the local economy, the environment and, importantly, the future lifestyle of existing populations. Worldwide, light rail is recognised as a mode of transport that is capable of providing far more than simply a way of moving around.

In summary the following key points are provided for Council's background as a result of the initial review which has been completed:

- Transport mode options and investment priorities are principally an issue for State Government.
- Light rail is one of a significant range of potential future transport options for the Coffs Harbour LGA.
- Further planning or action for light rail within the Coffs Harbour LGAS is dependent solely upon current and future State Government priorities.
- Several key road reserves linking the CBD, the Jetty area and the Park Beach Plaza area are initially assessed to have enough available capacity to act as light rail corridors if the circumstances required.





## REPORT TO ORDINARY COUNCIL MEETING

- No major work to protect or preserve the identified corridors is required at this point in time in order to maintain the flexibility to adopt light rail as a transport option in the future.
-

## REPORT

### Description of Item:

The purpose of this report is to advise Council that an internal strategic review of potential light rail corridors within the centre area of the LGA has been conducted.

At its meeting of 22 October 2015 Council resolved as follows:

*"That Council investigate possible corridors for a future light rail system inside the City of Coffs Harbour and a report be brought back to Council."*

### Background:

Council has envisaged, in its Community Vision 2030 Background Paper (November 2008), that a key outcome of its "Moving Around" theme is to ". . . have a network of integrated, frequent, affordable, easily accessible and environmentally friendly public transport, consisting of a mix of buses and light rail connecting coastal centres and rural hinterlands."

The Vision has highlighted that there is strong community support for rail system to be a part of the future transport facilities within the Coffs Harbour region.

Council's Community Profile has forecast that the Coffs Harbour City population will increase by nearly 28% over the next 15 years – with a population of just under 95,000 people in 2031.

In May 2009, Council established a Rail Working Group to investigate the feasibility of developing a Passenger Rail Networks to service Coffs Harbour's future transport needs. However, this Group assessed transport options to service the area's needs using the existing heavy rail network.

### Issues:

Transport options and their related investment decisions are principally within the imprimatur of the NSW State Government. It would be fair to assess that a light rail system within the Coffs Harbour LGA is not a current point of focus of the NSW State Government and is unlikely to become one in the foreseeable future.

The existing bus network system, the taxi system, and other publically available access options including public road networks, a growing cycleway and pedestrian network are currently providing an acceptable level of service to the community within the community's willingness and capacity to pay.

Whilst a future light rail network would have many beneficial attributes it would also raise several issues and pre-conditional requirements:

- A sufficient population size to support, in the State Government's mind, the capital investment required to establish the system – the published costs for Sydney's Inner West Light Rail extension, which was completed in 2014, were approximately \$31.5 million per kilometre of rail.
- Any proposed light rail system would require significant public consultation to identify and appropriately deal with the amenity and real impacts of the infrastructure and its placement and operation.
- The existing Bus Network within the LGA is currently subsidised by the NSW Government. It is unlikely that they would consider, at this point in time, subsidising a Light Rail system as well.

- The introduction of a future Light Rail system into Coffs Harbour would necessitate the need for significant collateral capital investments by the State Government for:
  - Paid parking throughout the CBD to discourage commuters from driving private cars to work and to use the Light Rail system.
  - Additional “Park-and-Ride” and “Kiss-and-Ride” facilities would need to be constructed at strategic locations along the Light Rail corridor to accommodate commuters using the Light Rail service.
  - Ensuring all impacted existing infrastructure such as bridges, culverts and pedestrian / cyclist facilities are fully integrated safely into the operation of the Light Rail system.

If Council was to advance the concept of investigating potential corridor options specifically to accommodate a future Light Rail system it is limited in its capacity to do other than lobby for State Government investment for the further investigation and studies which would be required.

### **Potential Corridors**

The primary road network that incorporates parts of the Pacific Highway, Harbour Drive and Orlando Street are considered to be the logical and primary transport corridors that may be required to service the future growth of inner Coffs Harbour. In addition, Hogbin Drive – serving the airport, the University and the International Stadium, could also be nominated as a primary corridor within this analysis.

For the purposes of this discussion - a Light Rail loop from the Coffs Harbour CBD City Centre along Harbour Drive to the Jetty, along Orlando Street and back along the Pacific Highway to the CBD City Centre is a total rail length of 7.1 kilometres.

An indicative cost to establish this Light Rail loop (based on the Sydney Light Rail project) would be in the order of \$223.65 million (in 2014 dollars).

This estimate would exclude the cost of the following:

- Any existing bridge structure, culvert or other infrastructure that may require adjustment or replacement as a consequence of accommodating a Light Rail corridor.
- Any property or land acquisition that may be required.
- The relocation of any existing public utilities.

### **Options:**

No options are offered as this is a receive and note report for Council's information only.

### **Sustainability Assessment:**

- **Environment**

An efficient public transport system would reduce the number of cars on the road. This lowers greenhouse gas emissions and reduces traffic congestion. Proposals which result in moving people more efficiently, ie. a system that will carry a larger number of people than the current public transport system, will result in reductions in the release of carbon monoxide, volatile organic compounds and carbon dioxide for every passenger kilometre travelled.

Inclusion of a Light Rail system into Coffs Harbour's public transport system would also play a key role in increasing urban population densities, and potentially reducing travel distances and fuel consumption.

- **Social**

An efficient public transport system also encourages people to have a more active healthy lifestyle, particularly if they are walking, cycling to the station or stop. It helps reduce injuries and fatalities caused by car accidents and travel can be less stressful.

Another important social role played by an efficient public transport system is to ensure that all members of society are able to travel, not just those with a driving license and access to a car – which includes groups such as the young, the aged community, those with medical conditions and people banned from driving.

- **Civic Leadership**

The implementation of a well-planned Light Rail system is currently (pre-feasibility study) assessed as complementing the Coffs Harbour 2030 strategy – in particular, the key outcome of *“Moving Around”* and a number of other objectives relating to increasing the availability and efficiency of the Coffs Harbour public transport system.

- **Economic**

**Broader Economic Implications**

Through the State's provision of public transport it is possible to reduce the total transport cost for the public. Time costs can also be reduced as cars removed from the road through public transit options that translate to less congestion and faster speeds for the remaining motorists.

Investment in public transport by State agencies can also stimulate the local economy. The system could enhance the image of the Coffs Coast as a tourist destination and support ongoing activity along the corridor.

**Delivery Program/Operational Plan Implications**

Nil

**Consultation:**

No community or stakeholder consultation has been undertaken. Considerable internal consultation was conducted by relevant staff.

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

No related policies or precedents apply.

**Implementation Date / Priority:**

No actions are recommended.

**Conclusion:**

Staff have completed the actions required by Council's earlier Resolution regarding light rail.

A light rail system is a potential future alternative option in meeting the City's future travel demands, growth of employment and economy of the Coffs Coast region.

Several potential future light rail corridor alignments have been identified and are assessed as not at risk of being compromised in their flexibility to accommodate a future light rail system it that arises.

Further monitoring of the need to secure this flexibility via, for example, definitive planning controls is continuing and appropriate actions or amendments, if needed, would be reported to Council if they arise in future.

However the timing of serious consideration and investigation, and the investment decisions required to assess the genuine feasibility of this option, are assessed as being well into the future. Any decision to proceed beyond the current status of the issue lies only within the State Government's responsibilities.



## REPORT TO ORDINARY COUNCIL MEETING

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### EXTENSION OF EXISTING CONTRACTS FOR WASTE COLLECTION SERVICES

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<b>REPORTING OFFICER:</b>	Section Leader – Asset Planning and Projects
<b>DIRECTOR:</b>	Director – Sustainable Infrastructure
<b>COFFS HARBOUR 2030:</b>	LE3.1.2 Use best practice to prevent pollution impacts on our environment. LE3.1.3 Ensure our use of natural resources, both marine and terrestrial, is sustainable. LE31.4 Implement programs which make Coffs Coast a zero waste community.
<b>ATTACHMENTS:</b>	Terms of Contract Variation

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#### Recommendation:

##### That Council:

1. Notes its previous delegation of authority to the General Manager to negotiate, with the incumbent Waste Collection Contractor (Handybin), an extension to the existing contract period.
2. Notes that negotiations have been conducted with the incumbent Waste Collection Contractor (Handybin) and the terms and conditions agreed upon are expressed in the Attachment to this Report.
3. That Council resolves to accept the terms and conditions of the extension to the existing contract as contained in the Attachment to this Report.
4. Notes that the Extension to the existing contract will be effected by a Deed of Variation which will be executed by the parties on or before 26 May 2016.
5. Authorise that the Deed of Variation be executed under Council Seal.

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### EXECUTIVE SUMMARY

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The Waste Collection Contract No. 04/05-183-TO that is currently on foot is due to expire on 27<sup>th</sup> May 2016. Council has previously delegated authority to the General Manager to negotiate an extension for a period of 12 months beyond the current contracts finish date, and with an option to extend for a second period of up to a further 12 months.

The purpose of this report is to advise Council that negotiations with the Contractor have taken place in order to arrive at an agreement on the final terms and conditions acceptable to both parties.

Those terms are now advised to Council in the Attachment to this report, and will be codified and executed in the form of a Deed of Variation to the existing Contract if Council so resolves.

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## **REPORT**

### **Description of Item:**

Coffs Harbour City Council is in partnership with Bellingen Shire Council and Nambucca Shire Council with regards to Waste Services as Coffs Coast Waste Services (CCWS). Currently the councils have a Kerbside Collection and operation of the Material Recycling Facility contract with Handybin Waste Services. That contract expires on **27 May 2016**.

Council, in consideration of Extenuating Circumstances under the provisions of the Local Government Tendering Regulations, has previously delegated to the General Manager, by resolution, the authority to negotiate an extension to this contract.

Negotiations have been conducted, under that delegation of authority to the General Manager, with the Contractor by a team of duly authorised Council officers comprised of members of all three CCWS councils. The negotiations and negotiating methodology were overseen by an appointed Probity Officer and were conducted in accordance with the provisions of a documented Probity Plan which was drafted specifically for that purpose. No departures from the provisions of the Plan were identified by the Probity Officer.

The terms and conditions of an extension to the existing contract, which are agreeable to all parties to those negotiations, are provided in the Attachment to this report. In order to extend the contract the terms and conditions of the extension (as per the Attachment) will now need to be codified into a Deed of Variation to the existing contract and signed by the Contractor before the expiry of the existing contract on 27 May 2016.

If extended as per the terms and conditions attached Council will have authorised an extension of the service for a stipulated period of 12 months from the 27 May 2016 which automatically expires on the 26 May 2017. Council will also have the voluntary option of extending the service for a further period of duration up to, but not exceeding, 12 months out to 25 May 2018.

Council is requested to authorise that the Variation to the Contract process now proceed as described above by resolving as recommended.

### **Issues:**

Council may only enter into contracts using a process that is compliant with the Local Government Act and Regulations. The intent of the Act and Regulations generally is to ensure that open and competitive tendering occurs prior to entering into contract arrangements. Departures from that intent, such as extending a contract beyond its end date as advised here, may only be implemented if they meet the defined circumstances stipulated in the relevant provisions of the same Act and Regulations.

Council has received legal advice from Lawyers, HWL Ebsworth, which is subject to Legal Professional Privilege, with regards to compliance with the LGA and Regulations and the existence of extenuating circumstances.

Due to the nature of the CCWS tripartite approach to waste services taken by Coffs Harbour City Council, Bellingen Shire Council, and Nambucca Shire Council any departure from the course of action advised in this report would necessarily require the concurrence and agreement of all three councils. This same Report therefore is being presented contemporaneously for the consideration of all three councils.

### **Options:**

Options available to Council include:

1. Adopt the recommendations which would allow the existing Contract to be extended under the terms advised in the Attachment. This would allow the Waste Collection Services to be tendered and let with the least risk to Council.
2. Amend the recommendation provided to Council adopting an alternative extension date. If this date was a shorter period it would cause issues with competitive tendering, if it were longer it would delay the new Contract. A further delay would be created by the need to liaise with the CCWS partner councils to achieve agreement on the amendment made.
3. Reject the recommendations provided to Council and adopt an alternative that would provide a shorter Tender and 'tooling up' period possibly exposing Council to less than competitive tendering. A further delay would be created by the need to liaise with the CCWS partner councils to achieve agreement on the amendment made.

### **Sustainability Assessment:**

- **Environment**

Coffs Coast Waste Services provide some of the highest levels of waste services, recycling, reuse and processing in Australia. The extension of the current Contract will have no adverse environmental impact, as existing services will be maintained.

- **Social**

There is unlikely to be any adverse social impact by the extension of the existing Contracts. Local employment and investments will continue, and the service will continue to enhance community wellbeing by providing a continuation of a high quality service to the community

- **Civic Leadership**

Pursuant to the Local Government Act, Council is responsible for '*waste removal, treatment and disposal services and facilities*'.

The outcomes of this report are consistent with Objective LE3.1 of the Coffs Harbour 2030 Community Strategic Plan. Council is both a provider and facilitator for this objective and will continue to provide civic leadership with best practice management.

- **Economic**

#### **Broader Economic Implications**

The extension of the contract will continue to provide local employment and services for the community. It will not impact on the positive economic viability that a best practice waste management service currently provides.

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

Expenditure for Waste Collection Services is currently included in the Waste Budget and the Environmental Budget (street and park litter bins). Extensions of the current contract are not expected to adversely affect the Operation Plan or Delivery Plan.



**Risk Analysis:**

The major risks that have been identified are:

1. Compliance with the Local Government Act and Regulation with regards the extension of the existing Contract.

Council's lawyers advise that the circumstances nominated in the previous Council report are extenuating, and the extension of the Contract complies with the tender requirement exemption under section 55(3)(i) of the Local Government Act.

2. Calling of Tenders with a short Tender and 'tooling up' period could result in a non-competitive tender process and possible below standard submissions.

Delays nominated in the previous Council report should not necessitate a rushed tender process that would leave the Councils exposed to financial and service level risks. The councils will control this risk by ensuring the tender and 'tooling up' periods are such that quality and competitive tenders are received.

**Consultation:**

Council has consulted with the partner councils of Nambucca and Bellingen Shires. They will be submitting a similar report to their respective councils to gain concurrence for the recommendations.

Council has received supporting legal advice from Lawyers, HWL Ebsworth with regards to compliance with the Local Government Act and Regulations.

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

The proposed delay of the tender process for a new waste service, and the subsequent extension of the existing Contract as is recommended here is allowable under section 55(3)(i) of the Local Government Act.

**Implementation Date / Priority:**

- If the CCWS councils all resolve to accept the recommendations as written in this Report, then the Deed of Variation to extend the current service will be duly executed by staff before 27 May 2016 to ensure a continuation of the current services.
- Prior to the Extension Period automatically lapsing on 26 May 2017, Council will be advised of the result of the tender process to establish a new contract for Waste Collection and Processing.
- At that time, Council will be also be advised of any need for, and proposed period of, a further extension period available to it under the optional provisions of the Variation Deed which allows for the CCWS councils, at their discretion, to extend the service for a second period of up to 12 months but not beyond 25 May 2018.

**Conclusion:**

Adopting the recommendations as written will reduce Council's risks with regards ensuring an advantageous Contract that will align with the Coffs Coast Waste Strategy. This will ensure best practice waste services will continue in the region.

**TERMS OF CONTRACT VARIATION**

**Waste Collection Services for CCWS  
Contract 04/05-183-TO**

**Handybin Waste Services and the Councils of Coffs Coast Waste Services  
Terms for the Extension of Contract**

**1. Extension Time Frame**

<u>Contract Item</u>	<u>Date</u>
Existing Contract Completion	27 May 2016
Extension 1 for a period of 12 months	26 May 2017
Optional Extension 2 for a period of up to 12 Months	up to 25 May 2018

The exercise of Optional Extension 2 will be on notice from Coffs Harbour City Council to Handybin Waste Services (HWS)

**2. Deed of Variation**

The extension of Contract 04/05-183-TO will be effected by a Deed of Variation which will be executed by the parties on or before 26 May 2016 to take effect from 27 May 2016. The Contract as varied by the Deed of Variation will be on the same terms as the existing Contract except for:

- a. inclusion of Extension 1, and Optional Extension 2 as set out in paragraph 1 above; and Paragraphs 3 and 4 below.

**3. Cost of Services**

- a) HWS will continue to provide all of the current services provided as part of the Collection Services for Coffs Coast Regional Waste Services Councils (under the terms of the current contract and recognising that there have been recent variations negotiated to the services provided to some Councils) for duration of the extension(s)
- b) For the extension period(s), HWS offers a rebate of \$100,000.00 on a risk sharing arrangement in relation to the maintenance of collection vehicles as follows:
  - I. A rebate of \$100,000.00 per 12 month period (or pro-rata for a shorter period for Optional Extension Period 2), minus any costs of major or unexpected repair to the major drive line (motor, gearbox and differential) of any of HWS collection vehicles, will be paid to each Council proportionally as determined by the Councils.
  - II. HWS will provide a full cost summary at the end of the extension period(s) and will pay the rebate amount applicable. Council can stipulate the reporting format required and audit the accounts submitted.
  - III. If HWS spends in excess of \$100,000.00 there will be no penalty to the Councils.

**4. Bank Guarantee**

The Current Bank Guarantee held by Coffs Harbour City Council has expired. HWS will provide a new unconditional Bank Guarantee in the value of \$500,000 for the duration of the extended period(s) being:

- a. 26 May 2017 if the of the Optional Extension is not exercised;
- b. up to 25 May 2018 if Optional Extension 2 is exercised.

In the event that the EPA imposes a Financial Guarantee of \$100,000 on HWS as a result of a Licence Condition, the Council's agree to reduce the Guarantee held by them by the corresponding amount.



## REPORT TO ORDINARY COUNCIL MEETING

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### TRAFFIC COMMITTEE MEETING NO. 1/2016

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**REPORTING OFFICER:** Traffic Committee  
**DIRECTOR:** Director Sustainable Infrastructure  
**COFFS HARBOUR 2030:** MA 2.2 Facilitate safe traffic, bicycle and pedestrian movement  
**ATTACHMENTS:** ATT1 Minutes of Traffic Committee Meeting 1/2016 held on 23 February 2016.  
ATT2 Traffic Instruments - Traffic Committee Meeting 1/2016.

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#### Recommendation:

##### **T.1 - Harrison Street Sawtell - Relocation of Bus Stop** 5928436 R. 501620

That approval be given to relocate the existing bus zone from adjacent to 98 Bayldon Street Sawtell to the frontage of 6 Harrison Street Sawtell as per plan T.1 – 2016.

##### **T.2 - Beach Way North Sapphire Beach- Parking Restrictions** 5905088

That approval for the installation of a No Stopping zone on the east side of Beach Way and North Sapphire Road, Sapphire Beach opposite the existing No Stopping zone to the bridge (57m) is deferred for further investigations of parking options.

##### **T.3 - Isles & Industrial Drive Coffs Harbour – No Stopping Zone** 5884337 R.509960

That approval be given for a No Stopping zone 2.6m south of the driveway to 12 Isles Drive located in Industrial Drive, Coffs Harbour. The No Stopping zone is to be marked with a yellow edge line which will extend to the northern side of the driveway. The intersection of Isles Drive and Industrial Drive is to be linemarked as well as mandatory No Stopping lines as per plan T.3 - 2016.

##### **T.4 - Arrawarra Road Arrawarra – No Stopping** 5784784

That the approval of a No Stopping zone for 140m opposite 11-23 Third Avenue, Arrawarra Headland is deferred pending further investigations.

##### **T.5 - Load Limits/Permit for Oversize Transportation**

That approval for changes in load limits on Hogbin Drive, Orlando Street and Harbour Drive is deferred pending further investigations.



## REPORT TO ORDINARY COUNCIL MEETING

### **T.6 - Highlander Drive / North Boambee Road North Boambee Valley– Traffic Issues** 5709984

That approval be given to linemark the mandatory No Stopping zones at the intersections of Highlander Drive and North Boambee Road and Highlander Drive and Jock Avenue, North Boambee Valley, as per plan T.6 - 2016.

### **T.7 - All-Day Accessible Car Park – Edinburgh Street Entrance of Coffs Harbour High School** 5847080 R.504100

That approval be given to install 2 accessible parking bays in Edinburgh Street, Coffs Harbour with a shared space adjacent the existing kerb ramp. Parking bays to be installed at 90 degrees to the kerb as per plan T.7 - 2016.

### **T.8 - Intersection at Pacific Highway/West High Street Coffs Harbour** 5508526 R.509970

That approval be given to install three traffic lanes (right turn only, straight through and left turn only) in West High Street, Coffs Harbour at the intersection with the Pacific Highway. The configuration would mean the loss of 5 half hour parking spots and the relocation of the loading zone west adjacent to the Coffs Hotel Bottle Shop as per plan T.8 – 2016.

### **T.9 – Parking Restrictions - Pacific Hwy/Thompsons Road Coffs Harbour** 5775214 R.500530

That approval is given to install yellow no stopping lines marking the mandatory No Stopping zones (10m) at the intersection of Thompsons Road and Redwood Street (east and west) and Thompsons Road / Aubrey Crescent (east) Coffs Harbour as per plan T.9 – 2016.

### **T.10 - Loading Zone – Minorca Place Toormina** 5921236 R.502130

That approval be given to install one loading zone adjacent No. 4 Minorca Place, Toormina as per plan T.10-2016.

### **T.11 – One Way traffic Restrictions – Un-named laneway between Wharf Street & Hofmeier Close Woolgoolga**

That this item be deferred for consideration at a future date following finalisation of the collection and analysis of local user consultation results.



## REPORT TO ORDINARY COUNCIL MEETING

### **T.13 - Beach Street, Woolgoolga - Temporary Road Closure - Anzac Day** 5942839 R.500270/1618

That approval be given for the following temporary road closure of Beach Street, Woolgoolga, between Nightingale Street and Short Street Woolgoolga, associated with the Woolgoolga Anzac March to be held on Monday, 25 April 2016, between the hours of 10.40am and 11.15am be advertised and providing no substantive objections are received, the temporary closures be approved.

Approval is subject to:

1. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.
2. The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
3. The organisers be responsible for all costs associated with the temporary closure.
4. Copy of current Public Liability Insurance be submitted before 15 April 2016.
5. Copy of police approval be submitted before 15 April 2016.

### **T.14 - First/Second/Fourth Avenues, Sawtell - Temporary Road Closure - Anzac Day** 5942839 501520/501480/501550/1618

That approval be given for the following temporary road closures associated with the Sawtell Anzac March to be held on Monday, 25 April 2016, between the hours of 10.30am and 11.45am be advertised and providing no substantive objections are received, the temporary closures are approved.

- First Avenue (Second Avenue to Boronia Street)
- Second Avenue (First Avenue to Fourth Avenue)
- Fourth Avenue (Second Avenue to East Street).

Approval is subject to:

1. Organisers are responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
2. Organisers are responsible for all costs associated with the temporary closure.
3. A temporary bus zone signposted in First Avenue north of Second Avenue as alternative to the Ex-Services Club bus zone.
4. Copy of current Public Liability Insurance is submitted before 15 April 2016.
5. Copy of police approval be submitted before 15 April 2016.



## REPORT TO ORDINARY COUNCIL MEETING

### **T.15 - Park Avenue / Gordon Street / Vernon Street, Coffs Harbour - Temporary Road Closure - Anzac Day** 5942839 R.505670/R.504620/R.504180/1618

That approval be given for the following temporary road closures associated with the Coffs Harbour Anzac March to be held on Monday, 25 April 2016, between the hours of 8.30am and 10.30am be advertised and providing no substantive objections are received, the temporary closures be approved.

- ♦ Park Avenue (Brelsford Park, Earl Street to Gordon Street)
- ♦ Gordon Street (Park Avenue to Vernon Street)
- ♦ Vernon Street (Gordon Street to Pacific Highway).

Approval is subject to:

1. Organisers are responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
2. Organisers are responsible for all costs associated with the temporary closure.
3. Copy of current Public Liability Insurance to be submitted before 15 April 2016.
4. Copy of police approval be submitted before 15 April 2016.

### **T.16 - Fiddaman Road, Emerald Beach - Temporary Road Closure - Emerald Beach Community Fair** 5923064 R.507240

That the temporary road closure of Fiddaman Road, Emerald Beach, adjacent the Reserve to the start of Ocean View Crescent, from 6.00am to 4.00pm on Sunday, 29 May 2016, for the purpose of conducting the Emerald Beach Community Fair should be advertised and providing no substantive objections are received, the closure be approved.

Approval is subject to:

1. Organisers of the Community Fair consult with affected traders and obtain traders approval.
2. Organisers to submit a traffic control plan for approval by Council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
3. Organisers are be responsible for all costs associated with the temporary closure and clean up, including advertising.
4. Copy of current Public Liability Insurance to be submitted before 20 May 2016.
5. Copy of police approval be submitted before 20 May 2016.

### **T.17 - Solitary Islands Way Sapphire – Bus Zones Request**

That approval be given to install a bus zone in designated lay-bys on both sides of Solitary Islands Way, Sapphire, south of Headland Road as per plan T.17 – 2016.



## REPORT TO ORDINARY COUNCIL MEETING

### **T.18 - Applications for PED Infrastructure around School Grants - Korora Public School, Korora**

That approval be given to upgrade the children's crossing to wombat crossing at Korora Public School, James Small Drive, Korora as per plan T.18 - 2016.

### **T.19 - Applications for PED Infrastructure around School Grants - Toormina High School, Cavanbah Road, Toormina**

That approval be given to upgrade the school children's crossing to a wombat crossing including installation of pedestrian fencing and footpath on the bus bay median at Toormina High School, Cavanbah Road, Toormina as per plan T.19 – 2016.

### **T.20 - Applications for PED Infrastructure around School Grants - Boambee Public School , Lindsays Road, Boambee**

That approval is given for the upgrade of the school children's crossing to wombat crossing at Boambee Public School, Lindsays Road, Middle Boambee as per plan T.20 - 2016.

### **T.21 - Applications for PED Infrastructure around School Grants – Coffs Harbour Primary School Albany Street, Coffs Harbour**

That approval is be given for the installation of a school zone 40kph signs and line-marking on Albany Street Coffs Harbour north and south of the Salamander Street intersection as per plan T.21 – 2016.

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## EXECUTIVE SUMMARY

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To confirm Minutes of the informal Traffic Committee Meeting 1/2016.

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## **REPORT**

### **Description of Item:**

### **Issues:**

The Local Traffic Committee (LTC) Meeting minutes are presented to Council for approval of 21 items pertaining to regulatory signs and line-marking on local roads.

### **Issues:**

Council should note carefully the recommendations of the LTC as they relate to the authorisation of traffic control facilities and prescribed traffic control devices with the aim to improve road safety and traffic management on local roads.

### **Options:**

Council's delegation under the Roads Act 1993 requires Council to seek the advice of the NSW Police and the Roads and Maritime Services (RMS) before exercising their delegated functions. This is done via the Local Traffic Committee.

In cases where the Local Traffic Committee advice is unanimous, and Council intends to follow that advice, Council may authorize the implementation of the facility or device without further notifying the RMS or the NSW Police.

If the Council wishes to act contrary to unanimous LTC advice, then Council must notify in writing, both the NSW Police and the RMS representatives on the LTC. Council must then refrain from taking any action for 14 days so that the NSW Police or the RMS is given an opportunity to appeal to the Chairperson, Regional Traffic Committee should they wish.

In the case of an appeal, the decision of the Chairperson, Regional Traffic Committee is binding and final for matters under the Road Transport (Safety and Traffic Management) Act 1999.

Council does not need to notify the NSW Police or the RMS if they decide not to proceed with any proposal for any reason.

### **Sustainability Assessment:**

- **Environment**

Not applicable.

- **Social**

The recommendations in the report serve to improve road safety and traffic flow in the Local Government Area.

- **Civic Leadership**

Objective - MA2 We have a system of well-maintained and safe roads for all users  
MA 2.2 Facilitate safe traffic, bicycle and pedestrian movement - Provider.

- **Economic**

**Broader Economic Implications**

Not applicable.

**Delivery Program/Operational Plan Implications**

Council has an existing budget for minor works associated with traffic improvements.

**Risk Analysis:**

The risk assessment has identified the following risks associated with the Local Traffic Committee recommendations:

- That Council fulfil its delegations as a road manager
- That Council fail to implement risk mitigation measures identified in the Local Traffic Committee meeting

To mitigate these risks it is recommended that Council:

- Consider carefully the recommendations from the Local Traffic Committee following investigation and approval of the Roads and Maritime Services and the Police
- That Council implement the recommendations to mitigate the road safety risks.

**Consultation:**

The Local Traffic Committee members attendance is listed on the minutes. Most of the matters raised were requests from the community. Relevant stakeholders were consulted before the Local Traffic Committee meeting.

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

- Traffic control facilities and prescribed traffic control devices may be authorised for use on a road or road related area, whether a public road or on private land, only by the RMS or Council.
- Traffic may be regulated for various purposes by means of notices or barriers erected by a road authority
- Section 50 of the *Transport Administration Act 1988* permits RMS to delegate its functions to other public agencies such as Councils.
- Section 53A Part 6 permits RMS to give directions to Councils in relation to RMS functions.
- The *Road Transport (Safety and Traffic Management) Act 1999*, incorporating the *Road Rules 2008* provides for a system of traffic laws relating to all vehicles and pedestrians.

**Implementation Date / Priority:**

Road related modifications will be listed in the works program for installation within two months of the Council meeting.

**Conclusion:**

Council to confirm Minutes of the formal Traffic Committee Meeting 1/2016.

## **MINUTES**

### **Local Traffic Committee Meeting**

**23 February 2016**

**VENUE: Rigby House Computer Training Room**

**Time: 10.30am**

**Meeting ended at 1.55pm.**

**PRESENT:**

Paul Meredith, Coffs Harbour City Council  
Anne Shearer, Coffs Harbour City Council  
Robert Fletcher, Coffs Harbour City Council  
Cr Nan Cowling, Coffs Harbour City Council  
Senior Constable Wal Brooks, Coffs Harbour Police  
Gregory Aitken, Roads & Maritime Services  
David Brooks, Senior Ranger, Coffs Harbour City Council  
Tony Mills, Newcombe Coach Lines

**APOLOGIES:**

Andrew Fraser MP, Member for Coffs Harbour  
Malcolm Britt, Busways  
Sebastian Livolsi, Coffs District Taxi Cab Network

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

10 November 2015

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

10 November 2015

**Attachment 1**

**BUSINESS ARISING**

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

**T.1 - Harrison Street Sawtell - Relocation of Bus Stop 5928436 R. 501620**

**Background:**

A resident notified Council that there is a bus stop adjacent to four large bunya pine trees which had dropped branches and bunya nuts adjacent to 98 Bayldon Street (but located in Harrison Street Sawtell).

**Summary of report:**

Council proposes to relocate the bus stop currently located adjacent 98 Bayldon Street (but located in Harrison Street). There are 4 very large bunya pines at this location, so from a risk mitigation perspective, it would be prudent for bus passengers to wait in an alternate location. The suggested location is on the boundary of 98 Bayldon Street and 6 Harrison Street. The owner of 6 Harrison Street has agreed to the site as she parks her car off road. The relocated pole should include a hard stand as per the guidelines.

**Recommendation to committee:**

Relocate the existing bus zone to the boundary of 6 Harrison Street and 98 Bayldon Street Sawtell.

**RECOMMENDATION TO COUNCIL:**

**That approval be given to relocate the existing bus zone from adjacent to 98 Bayldon Street Sawtell to the frontage of 6 Harrison Street Sawtell as per plan T.1 – 2016.**

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**T.2 - Beach Way North Sapphire Beach- Parking Restrictions 5905088**

**Background:**

Council has received 13 requests from Sapphire Beach residents to install no stopping on the eastern side of Beach Way, Sapphire Beach from the Beachstone Café car park to the bridge.

**Summary of Report:**

Beach Way, Sapphire Beach is a collector road in the Sapphire development which incorporated a beachside café and playground. In November 2014, Council approved the installation of a No Stopping zone on the west side of North Sapphire Road 35m west of the bridge to Beach Way. 13 residents have now requested further parking restrictions to prevent parking on the eastern side of North Sapphire Road and Beach Way. They maintain that the road was not designed for on street parking: it is a narrow road with a curve, no footpath and vegetation adjacent to the road. These constraints result in restricted sight distance, a narrowing of the travel lane and pedestrians walking along the road.

**Recommendation to Committee:**

That Council install a No Stopping zone on the east side of Beach Way and North Sapphire Road, Sapphire Beach opposite the existing No Stopping zone to the bridge (57m).

**Attachment 1**

**RECOMMENDATION TO COUNCIL:**

That approval for the installation of a No Stopping zone on the east side of Beach Way and North Sapphire Road, Sapphire Beach opposite the existing No Stopping zone to the bridge (57m) is deferred for further investigations of parking options.

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**T.3 - Isles & Industrial Drive Coffs Harbour – No Stopping Zone 5884337 R.509960**

**Background:**

Vehicles parked close to the Reece Plumbing (12 Isles Drive) driveway on Industrial Drive, Coffs Harbour are obstructing access to delivery trucks.

**Summary of report:**

Heavy vehicles access into Reece Plumbing (12 Isles Drive) is via a driveway on Industrial Drive. There is a high demand for on-street parking at this location and receives approximately 6 deliveries to the site a week. Access to the driveway is obstructed by a car parked immediately south of the driveway. The manager of Reece plumbing agreed that a no stopping zone 2.6m south of the driveway would allow access into his site. If a yellow no stopping line was installed it could be extended across to the northern side of the driveway to ensure it is kept clear.

**Recommendation to committee:**

That Council approve a No Stopping zone 2.6m south of the driveway to 12 Isles Drive located in Industrial Drive, Coffs Harbour. The No Stopping line is to be marked out with a yellow edge line which will extend to the northern side of the driveway.

**RECOMMENDATION TO COUNCIL:**

That approval be given for a No Stopping zone 2.6m south of the driveway to 12 Isles Drive located in Industrial Drive, Coffs Harbour. The No Stopping zone is to be marked with a yellow edge line which will extend to the northern side of the driveway. The intersection of Isles Drive and Industrial Drive is to be linemarked as well as mandatory No Stopping lines as per plan T.3 - 2016.

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**T.4 - Arrawarra Road Arrawarra – No Stopping 5784784**

**Background:**

Request for a No Stopping zone on the east side of Third Avenue, Arrawarra Headland from No.11- 23.

**Summary of report:**

Residents of Arrawarra are concerned about the width of Third Avenue, Arrawarra and the numbers of people parking and driving along this section of road. They report that vehicles park both sides of the road. On garbage collection day, the traffic is reduced to single lane and buses experience difficulties getting through. Council has recently completed some pavement patching on Third Avenue, but the Section Leader of Asset Maintenance report that the narrow pavement is directly related to the narrow formation width and the lack of verge width. He has recommended the installation of a No Stopping zone from 11- 23 Third Avenue and investigation into other treatments such as a safety barrier be considered.

**Attachment 1**

**Recommendation to committee:**

Approval for a No Stopping zone be implemented for 140m opposite 11-23 Third Avenue, Arrawarra Headland.

**RECOMMENDATION TO COUNCIL:**

**That the approval of a No Stopping zone for 140m opposite 11-23 Third Avenue, Arrawarra Headland is deferred pending further investigations.**

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**T.5 - Load Limits/Permit for Oversize Transportation**

**Background:**

Council was asked for a review of the load limit signage on Harbour Drive and has received complaints about the number of heavy vehicles on Harbour Drive through the Jetty strip dining area.

**Summary of report:**

After receiving a request to upgrade the load limit signage on Harbour Drive, a review highlighted some issues with the current signage. Council is requesting Traffic Committee might suggest some improvements to the current arrangements to provide more consistency, improve the dining experience on Harbour Drive (Jetty strip) and facilitate heavy vehicle movements for businesses in the area.

Council approved a timed 12 tonne limit (7pm – 5am) route for heavy vehicles which was installed from Arthur Street, via Hogbin Drive North to Orlando Street and from Orlando St (West of Hogbin Drive) to Harbour Drive East of the Hogbin Drive South roundabout (see T.11 – 2002)

Council subsequently approved a 15 tonne limit route for heavy vehicles from Arthur Street via Hogbin Drive North and the new Hogbin Drive extension to Harbour Drive in 2007 (see T.55 – 2007). This superseded the 12 tonne limit from Arthur Street to Orlando Street, but the timed 12 tonne limit was retained for Orlando Street and Harbour Drive.

Council has received requests to restrict daytime heavy vehicle movements in the Jetty precinct area to improve the dining experience and safety for pedestrians.

Businesses in this area which require ongoing heavy vehicle deliveries through out the week including the Fishing Coop in Marina Drive (5 deliveries a week), the service station at the corner of Orlando Street and Collingwood Street (4 deliveries a week), and the service station at the corner of Harbour Drive and Jarrett Street (2 deliveries a week).

**Recommendation to committee:**

**RECOMMENDATION TO COUNCIL:**

**That approval for changes in load limits on Hogbin Drive, Orlando Street and Harbour Drive is deferred pending further investigations.**

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**Attachment 1**

**T.6 - Highlander Drive / North Boambee Road North Boambee Valley– Traffic Issues 5709984**

**Background:**

Request for either No Parking or place yellow lines indicating no parking at the exit of intersection at Highlander Drive / North Boambee Road North Boambee Valley.

**Summary of report:**

Highlander Drive is the main access road to the Lakes Estate. When the subdivision is complete students will be able to access Bishop Druitt College via this road. There are currently 20 students from Lakes Estate and 9 from Highland Estate, with an additional 3 students attending next year. Some parents park at the intersection of Highlander Drive / North Boambee Road, and Highlander Drive / Jock Avenue to escort their children into the Western entrance to the school. There is an existing footpath connecting the road to this entrance. There is potential for pedestrian / vehicle conflict when students cross from behind parked vehicles. Parked cars also obstruct traffic into the Estate. There are a number heavy vehicles accessing the construction sites in the area. North Boambee Road is currently undergoing a speed zone review. Council has requested that the speed zone from the Highway to Highlander Drive be 50kph.

Council is also developing plans for improved pedestrian infrastructure on North Boambee Road including a pedestrian refuge and a reconfiguration of the line marking. There is currently no stopping on both sides of North Boambee Road along this section. Council has also requested that RMS install school zone 40kph signs on Highlander Drive. Council recommends installing yellow lines and no stopping signs to delineate the mandatory no stopping on the intersections.

**Recommendation to Committee**

Approval to signpost the mandatory No Stopping zones at the intersections of Highlander Drive and North Boambee Road and Highlander Drive and Jock Avenue, North Boambee Valley.

**RECOMMENDATION TO COUNCIL:**

**That approval be given to linemark the mandatory No Stopping zones at the intersections of Highlander Drive and North Boambee Road and Highlander Drive and Jock Avenue, North Boambee Valley, as per plan T.6 - 2016.**

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**T.7 - All-Day Accessible Car Park – Edinburgh Street Entrance of Coffs Harbour High School 5847080 R.504100**

**Background:**

Request to modify existing accessible carpark in Edinburgh Street, Coffs Harbour adjacent the entrance to Coffs Harbour High School from 15 minutes to unrestricted. It is noted that a student with a disability is on track to obtain his Provisional licence at the end of 2016.

**Summary of report:**

A 15 minute accessible car park was installed in Edinburgh Street, Coffs Harbour adjacent one of the main entrances to Coffs Harbour High School in 2012 to improve access for people with a disability, particularly a student starting at the school, for whom they provided a ramp at this entrance. The space has been used by parents and this student on a regular basis. The student has now obtained a learner's permit, and is expected to gain his Provisional licence at the end of the year. The family are

## Attachment 1

requesting an unrestricted accessible parking zone so that the student is able to drive to school. They also report that if the car park is occupied by another vehicle, the student is unable to manoeuvre his wheelchair onto the footpath. This could mean he would be stranded on the road.

Council is recommending the installation of two unrestricted accessible parking spaces with a shared space adjacent to the ramp which would maintain clearance for access to the gate. This arrangement is specified for off-road parking but is above the standard for on road parking.

### **Recommendation to committee:**

Approval to install 2 accessible parking bays in Edinburgh Street, Coffs Harbour with a shared space adjacent the existing kerb ramp. Parking bays to be installed at 90 degrees to the kerb.

### **RECOMMENDATION TO COUNCIL:**

**That approval be given to install 2 accessible parking bays in Edinburgh Street, Coffs Harbour with a shared space adjacent the existing kerb ramp. Parking bays to be installed at 90 degrees to the kerb as per plan T.7 - 2016.**

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### **T.8 - Intersection at Pacific Highway/West High Street Coffs Harbour 5508526 R.509970**

#### **Background:**

Request to ban the right turn from West High Street, Coffs Harbour to the Pacific Highway diverting south bound traffic to the Moonee Street intersection.

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

A request to ban the right turn from West High Street, Coffs Harbour to the Pacific Highway was submitted to Traffic Committee. The traffic heading south occupy the same lane as the traffic heading East to Harbour Drive, which caused delays during this phase of the traffic signals. Council did not agree to this suggestion due to the impact on other adjacent Highway intersections. RMS and Council are suggesting an alternative lane configuration which would separate the East bound and the South bound traffic. The suggestion is to remove all five half hour parking spots in West High Street North between the Pacific Highway and Moonee Street. The existing loading zone to be relocated adjacent the West High Street laneway. The parking lane to be replaced with a left turn only lane. The existing straight through / right turn lane to be changed to a right turn only lane for south bound Highway traffic, and the middle lane modified to straight through east on to Harbour Drive.

The signal phases would remain the same which maintains traffic flow on the Pacific Highway.

#### **Recommendation to committee:**

Approval to install three traffic lanes (right turn only, straight through and left turn only) in West High Street, Coffs Harbour at the intersection with the Pacific Highway. The configuration would mean the loss of 5 half hour parking spots and the relocation of the loading zone adjacent the Coffs Hotel Bottle Shop.



**Attachment 1**

**RECOMMENDATION TO COUNCIL:**

**That approval is given to install three traffic lanes (right turn only, straight through and left turn only) in West High Street, Coffs Harbour at the intersection with the Pacific Highway. The configuration would mean the loss of 5 half hour parking spots and the relocation of the loading zone west adjacent to the Coffs Hotel Bottle Shop as per plan T.8 – 2016.**

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**T.9 – Parking Restrictions - Pacific Hwy/Thompsons Road Coffs Harbour  
5775214 R.500530**

**Background**

Request to review parking at the intersections of Thompsons Road and Aubrey Crescent and Redwood Street. Sight distance is limited due to parked cars close to the intersection.

**Summary of report:**

It is noted that the number of all-day parking at the Western end of Thompsons Road has increased. Vehicles are generally parked legally but sight distance can be restricted at the intersections. Sight distance for traffic exiting Aubrey Crescent and Redwood Street can be obstructed by vehicles, particularly SUVs.

**Recommendation to committee:**

Extension of mandatory No Stopping zones to 15m at the intersection of Thompsons Road and Redwood Street (East and West) and Thompsons Road / Aubrey Crescent (West) Coffs Harbour to be marked with yellow No Stopping lines.

**RECOMMENDATION TO COUNCIL:**

**That approval is given to install yellow no stopping lines marking the mandatory No Stopping zones (10m) at the intersection of Thompsons Road and Redwood Street (east and west) and Thompsons Road / Aubrey Crescent (east) Coffs Harbour as per plan T.9 – 2016.**

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**T.10 - Loading Zone – Minorca Place Toormina 5921236 R.502130**

**Background**

Request for Loading Zone adjacent to a shared driveway between No. 2 and 4 Minorca Place, Toormina

**Summary of report:**

The business at No. 2 Minorca Place are requesting the installation of a loading zone in Minorca Place for vehicles delivering goods to the pet shop, and the charity shops at No. 4 Minorca Place. Delivery vehicles are causing damage to the driveway pavement which is privately owned. The car park comprises 15 parking spaces, but no manoeuvring area so trucks have to reverse out of the driveway on to the roadway which then affects the traffic in Minorca Place.

**Recommendation to Committee:**

Approval to install one loading zone adjacent No. 4 Minorca Place, Toormina.

**RECOMMENDATION TO COUNCIL:**

**That approval be given to install one loading zone adjacent No. 4 Minorca Place, Toormina as per plan T.10-2016.**

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**Attachment 1**

**Paul Meredith left the room due to conflict of interest on this item.**

**T.11 – One Way traffic Restrictions – Un-named laneway between Wharf Street & Hofmeier Close Woolgoolga**

**Background**

Council has been asked to consider restricting traffic in the unnamed laneway between Wharf Street and Hofmeier Close, Woolgoolga to one direction (south to north) for safety reasons and to facilitate the relocation of the caravan park entrance to Wharf Street, Woolgoolga.

**Summary of report:**

The Woolgoolga CBD Masterplan (2014) proposes that the unnamed laneway between Wharf Street and Hofmeier Close be modified to one way (south to north) to facilitate the relocation of the Woolgoolga Beach Caravan Park to Wharf Street south of the laneway. Single file traffic will improve access and safety for increased traffic volumes. Development Applications from two properties in Hofmeier Close have been submitted to Council in Hofmeier Close which will add to other properties in the vicinity using the lane for rear access.

It is proposed to retain two way access for bicycles as part of the Coastline Cycleway route and to provide a safer route from Lake Road to Wharf Street.

**Recommendation to Committee:**

That approval be given for the unnamed laneway between Wharf Street and Hofmeier Close, Woolgoolga to be modified to a one way road for all vehicles except bicycles.

**RECOMMENDATION TO COUNCIL:**

**That this item be deferred for consideration at a future date following finalisation of the collection and analysis of local user consultation results.**

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**Paul Meredith back to the meeting.**

**T.13 - Beach Street, Woolgoolga - Temporary Road Closure - Anzac Day 5942839 R.500270/1618**

**Background:**

Request from the Returned Services League Woolgoolga for the temporary road closure of Beach Street, Woolgoolga, on Monday, 25 April 2016, between the hours of 10.40am and 11.15am, for the purpose of holding the Anzac Day march in Woolgoolga.

**Recommendation to Committee:**

That the following temporary road closure of Beach Street, Woolgoolga, between Nightingale Street and Short Street Woolgoolga, associated with the Woolgoolga Anzac March to be held on Monday, 25 April 2016, between the hours of 10.40am and 11.15am be advertised and providing no substantive objections are received, the temporary closures be approved.

1. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.

**Attachment 1**

2. The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
3. The organisers be responsible for all costs associated with the temporary closure.
4. Copy of current Public Liability Insurance be submitted before 15 April 2016.
5. Copy of police approval be submitted before 15 April 2016.

**RECOMMENDATION TO COUNCIL:**

**That approval is given for the following temporary road closure of Beach Street, Woolgoolga, between Nightingale Street and Short Street Woolgoolga, associated with the Woolgoolga Anzac March to be held on Monday, 25 April 2016, between the hours of 10.40am and 11.15am be advertised and providing no substantive objections are received, the temporary closures be approved.**

**Approval is subject to:**

1. **A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.**
2. **The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
3. **The organisers be responsible for all costs associated with the temporary closure.**
4. **Copy of current Public Liability Insurance be submitted before 15 April 2016.**
5. **Copy of police approval is submitted before 15 April 2016.**

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**T.14 - First/Second/Fourth Avenues, Sawtell - Temporary Road Closure - Anzac Day 5942839 501520/501480/501550/1618**

**Background:**

Request from the Returned Services League Sawtell for the temporary road closure of the following streets on Monday, 25 April 2016, between the hours of 10.30am and 11.45am, for the purpose of holding the Anzac Day march in Sawtell.

- First Avenue (Second Avenue to Boronia Street)
- Second Avenue (First Avenue to Fourth Avenue)
- Fourth Avenue (Second Avenue to East Street)

**Recommendation to Committee:**

That the following temporary road closures associated with the Sawtell Anzac March to be held on Monday, 25 April 2016, between the hours of 10.30am and 11.45am be advertised and providing no substantive objections are received, the temporary closures be approved.

- First Avenue (Second Avenue to Boronia Street)
- Second Avenue (First Avenue to Fourth Avenue)
- Fourth Avenue (Second Avenue to East Street).

**Attachment 1**

1. The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
2. The organisers be responsible for all costs associated with the temporary closure.
3. A temporary bus zone be signposted in First Avenue north of Second Avenue as alternative to the Ex-Services Club bus zone.
4. Copy of current Public Liability Insurance be submitted before 15 April 2016.
5. Copy of police approval be submitted before 15 April 2016.

**RECOMMENDATION TO COUNCIL:**

**That approval is given for the following temporary road closures associated with the Sawtell Anzac March to be held on Monday, 25 April 2016, between the hours of 10.30am and 11.45am be advertised and providing no substantive objections are received, the temporary closures are approved.**

- **First Avenue (Second Avenue to Boronia Street)**
- **Second Avenue (First Avenue to Fourth Avenue)**
- **Fourth Avenue (Second Avenue to East Street).**

**Approval is subject to:**

1. **Organisers are responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
2. **Organisers are responsible for all costs associated with the temporary closure.**
3. **A temporary bus zone signposted in First Avenue north of Second Avenue as alternative to the Ex-Services Club bus zone.**
4. **Copy of current Public Liability Insurance is submitted before 15 April 2016.**
5. **Copy of police approval is submitted before 15 April 2016.**

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**T.15 - Park Avenue / Gordon Street / Vernon Street, Coffs Harbour - Temporary Road Closure - Anzac Day 5942839 R.505670/R.504620/R.504180/1618**

**Background:**

Request from Returned Services League Coffs Harbour for the temporary road closure of the following streets on Monday, 25 April 2016 between the hours of 8.30am and 10.30am, for the purpose of holding the Anzac Day march in Coffs Harbour.

- Park Avenue (Brelford Park, Earl Street to Gordon Street)
- Gordon Street (Park Avenue to Vernon Street)
- Vernon Street (Gordon Street to Pacific Highway)

**Attachment 1**

**Recommendation to Committee:**

That the following temporary road closures associated with the Coffs Harbour Anzac March to be held on Monday, 25 April 2016, between the hours of 8.30am and 10.30am be advertised and providing no substantive objections are received, the temporary closures be approved.

- ♦ Park Avenue (Brelsford Park, Earl Street to Gordon Street)
  - ♦ Gordon Street (Park Avenue to Vernon Street)
  - ♦ Vernon Street (Gordon Street to Pacific Highway).
1. The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
  2. The organisers be responsible for all costs associated with the temporary closure.
  3. Copy of current Public Liability Insurance be submitted before 15 April 2016.
  4. Copy of police approval be submitted before 15 April 2016.

**RECOMMENDATION TO COUNCIL:**

**That approval is given for the following temporary road closures associated with the Coffs Harbour Anzac March to be held on Monday, 25 April 2016, between the hours of 8.30am and 10.30am be advertised and providing no substantive objections are received, the temporary closures be approved.**

- ♦ Park Avenue (Brelsford Park, Earl Street to Gordon Street)
- ♦ Gordon Street (Park Avenue to Vernon Street)
- ♦ Vernon Street (Gordon Street to Pacific Highway).

**Approval is subject to:**

1. **Organisers are responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
2. **Organisers are responsible for all costs associated with the temporary closure.**
3. **Copy of current Public Liability Insurance to be submitted before 15 April 2016.**
4. **Copy of police approval is submitted before 15 April 2016.**

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**T.16 - Fiddaman Road, Emerald Beach - Temporary Road Closure - Emerald Beach Community Fair 5923064 R.507240**

**Background:**

Request for the temporary road closure of Fiddaman Road, Emerald Beach, adjacent to the Reserve through to the start of Ocean View Crescent, on Sunday, 29 May 2016, between the hours of 6.00am and 4.00pm for the purpose of holding the Emerald Beach Community Fair.

**Recommendation to Committee:**

The temporary road closure of Fiddaman Road, Emerald Beach, adjacent the Reserve to the start of Ocean View Crescent, from 6.00am to 4.00pm on Sunday, 29 May 2016, for the purpose of conducting the Emerald Beach Community Fair. Should be advertised and providing no substantive objections are received, the closure be approved.

**Attachment 1**

1. The organisers of the Community Fair liaise with affected traders and obtain traders approval.
2. The organisers submit a traffic control plan for approval by Council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
3. The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.
4. Copy of current Public Liability Insurance be submitted before 20 May 2016.
5. Copy of police approval be submitted before 20 May 2016.

**RECOMMENDATION TO COUNCIL:**

**That the temporary road closure of Fiddaman Road, Emerald Beach, adjacent the Reserve to the start of Ocean View Crescent, from 6.00am to 4.00pm on Sunday, 29 May 2016, for the purpose of conducting the Emerald Beach Community Fair should be advertised and providing no substantive objections are received, the closure be approved.**

**Approval is subject to:**

1. **Organisers of the Community Fair consult with affected traders and obtain traders approval.**
2. **Organisers to submit a traffic control plan for approval by Council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
3. **Organisers are responsible for all costs associated with the temporary closure and clean up, including advertising.**
4. **Copy of current Public Liability Insurance to be submitted before 20 May 2016.**
5. **Copy of police approval is submitted before 20 May 2016.**

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**T.17 - Solitary Islands Way Sapphire – Bus Zones Request**

**Background:**

Ryans Bus Service request for signed bus zone in Solitary Island Way, Sapphire south of Headland Road intersection

**Summary of Report:**

Bus bays were incorporated in the design for Solitary Islands Way, catering for passenger and school bus services for Northern beach suburbs. Parents have been parking in the bus bay south of Headland Road obstructing access for the bus and causing a potential conflict with school students and vehicles.

Ryans Bus Service has requested a bus zone but a bus stop sign (J-pole) would prohibit parking 20m before and 10m after the bus stop. The bus stop on the opposite side of the road would also be signposted.

**Attachment 1**

**Recommendation to Committee:**

Approval to install bus stop signs in lay-bys on both sides of Solitary Islands Way, Sapphire, south of Headland Road.

**RECOMMENDATION TO COUNCIL:**

**That approval be given to install a bus zone in designated lay-bys on both sides of Solitary Islands Way, Sapphire, south of Headland Road as per plan T.17 – 2016.**

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**T.18 - Applications for PED Infrastructure around School Grants - Korora Public School, Korora**

**Origin:**

NSW Government's \$5 million program for Pedestrian Infrastructure around Schools.

**Summary of report:**

Council has contracted a traffic engineer to prepare proposals for pedestrian infrastructure treatments around nominated schools in the Coffs Harbour area. Funding is available for around 100 locations across the state over a 3 year period, and each site is to receive up to \$50000 for infrastructure such as pedestrian crossings, kerb blisters, fencing and improved signs and linemarking.

**Recommendation to Committee:**

Upgrade of children's crossing to wombat crossing, line marking and signs at Korora Public School, Korora.

**RECOMMENDATION TO COUNCIL:**

**That approval is given to upgrade the children's crossing to wombat crossing, at Korora Public School, James Small Drive, Korora as per plan T.18 - 2016.**

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**T.19 - Applications for PED Infrastructure around School Grants - Toormina High School, Cavanbah Road, Toormina**

**Origin:**

NSW Government's \$5 million program for Pedestrian Infrastructure around Schools

**Summary of report:**

Council has contracted a traffic engineer to prepare proposals for pedestrian infrastructure treatments around nominated schools in the Coffs Harbour area. Funding is available for around 100 locations across the state over a 3 year period, and each site is to receive up to \$50000 for infrastructure such as pedestrian crossings, kerb blisters, fencing and improved signs and linemarking.

**Recommendation to Committee:**

Upgrade of children's crossing to wombat crossing and installation of pedestrian fencing and footpath on bus bay median at Toormina High School, Cavanbah Road, Toormina.

Attachment 1

**RECOMMENDATION TO COUNCIL:**

That approval is given to upgrade the school children's crossing to a wombat crossing including installation of pedestrian fencing and footpath on the bus bay median at Toormina High School, Cavanbah Road, Toormina as per plan T.19 – 2016.

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**T.20 - Applications for PED Infrastructure around School Grants - Boambee Public School , Lindsays Road, Boambee**

**Origin:**

NSW Government's \$5 million program for Pedestrian Infrastructure around Schools.

**Summary of report:**

Council has contracted a traffic engineer to prepare proposals for pedestrian infrastructure treatments around nominated schools in the Coffs Harbour area. Funding is available for around 100 locations across the state over a 3 year period, and each site is to receive up to \$50000 for infrastructure such as pedestrian crossings, kerb blisters, fencing and improved signs and linemarking.

**Recommendation to Committee:**

Upgrade of children's crossing to wombat crossing and installation of pedestrian fencing at Boambee Public School, Lindsays Road.

**RECOMMENDATION TO COUNCIL:**

That approval is given for the upgrade of the school children's crossing to wombat crossing at Boambee Public School, Lindsays Road, Middle Boambee as per plan T.20 - 2016.

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**T.21 - Applications for PED Infrastructure around School Grants – Coffs Harbour Primary School Albany Street, Coffs Harbour**

**Origin:**

NSW Government's \$5 million program for Pedestrian Infrastructure around Schools.

**Summary of report:**

Council has contracted a traffic engineer to prepare proposals for pedestrian infrastructure treatments around nominated schools in the Coffs Harbour area. Funding is available for around 100 locations across the state over a 3 year period, and each site is to receive up to \$50000 for infrastructure such as pedestrian crossings, kerb blisters, fencing and improved signs and linemarking.

**Recommendation to Committee:**

Upgrade of children's crossing to wombat crossing and installation of pedestrian fencing at Coffs Harbour Primary School Albany Street Coffs Harbour.

**RECOMMENDATION TO COUNCIL:**

That approval is given for the installation of a school zone 40kph signs and line-marking on Albany Street Coffs Harbour north and south of the Salamander Street intersection as per plan T.21 – 2016.

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**Attachment 1**

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

**B.1 Impounding of Boat Trailers IR 5890223**

**Origin:**

The Government intends for the Impounding Act 1993 to be amended by the Impounding Amendment (Unattended Boat Trailers) Act 2015 from 1 October 2016. This will enable Councils and other impounding authorities that choose 'opt in' to the scheme can undertake impounding action against boat trailers parked, and unattended for more than 28 days. Council's decision was not to participate in this scheme

**Committee advice:**

**Noted.**

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**B.2 - Marches Amusement New Years Eve Temp Road Closures**

**Origin:**

Stakeholders and Police agreed to review the traffic arrangements in Harbour Drive and Marina Drive following the 2015/ 2016 New Year's Eve celebrations.

**Summary of report:**

Council resolved to close Harbour Drive and modify traffic control plans for the 2015 – 2016 New Year's Eve celebrations following Police concerns. A meeting was held with all stakeholders, including traffic controllers in December 2015. It was agreed at this meeting to organise a debrief early in 2016 to evaluate the traffic arrangements. The owner of Latitude 30 submitted photos of vehicles exiting the car park north of the Marina Drive roundabout causing some congestion at this point.

**Committee advice:**

**The Police reported that traffic was cleared from the Marina in 40 minutes, which is a significant improvement on previous years. The Harbour Drive closure as a factor in this improvement. Next year's plan should include provision for pedestrians walking along Marina Drive to reduce conflict with vehicles. Also, Council received photos of vehicles exiting the northern car park in an ad hoc fashion. More barriers should be employed to channel the vehicles in single file on to the roundabout.**

---

**B.3 - Waterloo Street, Woolgoolga - Traffic Issues at 5724295 R.508990**

**Origin:**

Request for restricted access or a one way street in Waterloo Street, Woolgoolga or renewal of the road pavement.

**Summary of report:**

Waterloo Street, Woolgoolga is a narrow residential street connecting Queen Street and Nightingale Street, close to St Francis Xavier Catholic School. Residents state that the road is used consistently by the school community, but the pavement is in poor condition, there is no kerb and gutter and the road is very narrow.

## Attachment 1

As this is not a high priority on the Council roads maintenance program, the residents are requesting restricted access, or the modification of the road to a one way street to divert traffic to Nelson Street or Trafalgar Street which are in better condition.

**Committee advice:**

**Council to consult bus companies and residents regarding the proposal to install a one way system from West to East on Waterloo Street, Woolgoolga.**

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### **B.4 - Sikh Parade Various Streets Woolgoolga**

**Origin:**

The Sikh community in Woolgoolga have requested assistance with traffic management for the annual traditional Indian Vaidakhi Parade in Woolgoolga.

Large crowds are expected to take part in a colourful procession of floats and tractors for the traditional Indian Vaisakhi Parade in Woolgoolga

**Summary of report:**

The Vaidakhi Parade is a major part of the Sikh religious calendar, celebrating the establishment of the Khalsa order in 1699.

In Woolgoolga, the parade will follow its traditional route through from the Guru Nank Sikh Temple in River Street via Gordon Street, Nightingale, Nelson, Queen, Beach, Scarborough and Hastings Street calling in at homes, the school and the Hastings Street temple. The parade includes floats, women in brightly coloured saris, men in turbans, musicians and sword displays.

The parade is based on a village event, so participants walk with vehicles and ride on the back of tractors and other vehicles. Police advised that this was illegal on a public road, but the organisers request road closures to enable this to happen this year, and also to ensure safety of other road users.

The parade will be held on Saturday 16 April from 10.30am- 3pm.

**Committee Advice:**

**Council staff to organise a meeting with Senior Constable Wal Brooks, Inspector Gorman and other relevant Police officer and event organisers to discuss the Sikh Parade traffic management plan.**

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### **B.5 - Applications for PED Infrastructure around School Grants**

**Origin:**

NSW Government's \$5 million program for Pedestrian Infrastructure around Schools

**Summary of report:**

Council has contracted a traffic engineer to prepare proposals for pedestrian infrastructure treatments around nominated schools in the Coffs Harbour area. Funding is available for around 100 locations across the state over a 3 year period, and each site is to receive up to \$50000 for infrastructure such as pedestrian crossings, kerb blisters, fencing and improved signs and linemarking.

**Attachment 1**

**Nominations currently being prepared are as follows:**

1. Mary Help of Christians, Toormina
  - i. Pedestrian refuge, line marking, footpath and fencing
2. Korora Public School, Korora
  - i. Upgrade of children's crossing to wombat crossing, line marking and signs
3. Upper Orara Public School
  - i. Installation of bus zone
4. Bishop Druitt College, North Boambee Road
  - i. Installation of pedestrian refuge and fencing
5. St Augustine's School Albany Street
  - i. Installation of kerb extensions and fencing for existing pedestrian crossing
6. Bonville Christian Community College, Bonville Station Road
  - i. Installation of pedestrian refuge on Bonville Station Road
7. Toormina High School, Cavanbah Road
  - i. Upgrade of children's crossing to wombat crossing and installation of pedestrian fencing and footpath on bus bay median
8. Boambee Public School, Lindsays Road
  - i. Upgrade of children's crossing to wombat crossing and installation of pedestrian fencing
9. St John Paul's College, Hogbin Drive  
Installation of a pedestrian / cycleway bridge over Hogbin Drive, or traffic signals.

**Committee Advice:**

**The following schools meet the warrants:**

**Korora Public School, Korora School Road, Korora (see T.18-2016).**

**Upgrade of children's crossing to wombat crossing, line marking and signs.**

**Toormina High School, Cavanbah Road, Toormina (see T.19-2016).**

**Upgrade of children's crossing to wombat crossing and installation of pedestrian fencing and footpath on bus bay median.**

**Boambee Public School, Lindsays Road, Boambee (see T.20-2016).**

**Upgrade of children's crossing to wombat crossing and installation of pedestrian fencing.**

**Coffs Harbour Primary School, Albany Street, Coffs Harbour (see T.21-2016).**

**Installation of a school zone 40kph signs and line-marking on Albany Street Coffs Harbour north and south of the Salamander Street intersection.**

**Coffs Harbour Christian Community College will not be nominated for this grant funding as there are low traffic volumes on Bonville Station Road. The peak times for pedestrian crossing movements is during the school day. This is a management issue for the school. A footpath, kerb ramps and kerb extensions were installed when the new building was constructed.**

**Upper Orara School will also not be nominated as the traffic and pedestrian volumes are very low. The main issue concerns the location of the bus zone and where the buses are stopping.**

Attachment 1

**B.6 – 2016 Coffs Rotary Cycle Challenge**

**Origin**

Discuss preliminary information received from the organisers of the 2016 Coffs Rotary Cycle Challenge including review of last year's event.

**Committee Advice**

**Traffic Committee were satisfied with the traffic management for the 2015 Cycle Challenge. The matter will be listed on the agenda at the next meeting when the organisers submit more information regarding dates and routes for the 2016 Coffs Rotary Cycle Challenge.**

---

**B.7 – Rally Car Test – Wedding Bells State Forest Woolgoolga**

**Origin**

Brindabella Motor Sports Club wants to conduct a rally car test on Tuesday 15 March and Wednesday 16 March 2016 in the Wedding Bells State Forest Woolgoolga.

The event will be conducted wholly within the Wedding Bells State Forest, using Boyds Deviation Road, Brush Box Road and Four Wheel Road between 8.00am and 5.00pm with a maximum of 3 cars involved in the event.

The event will be conducted in accordance with the regulations of the Confederation of Australian Motorsport (CAMS), with the approval of CAMS, and will be covered by the CAMS Public Liability Insurance Policy.

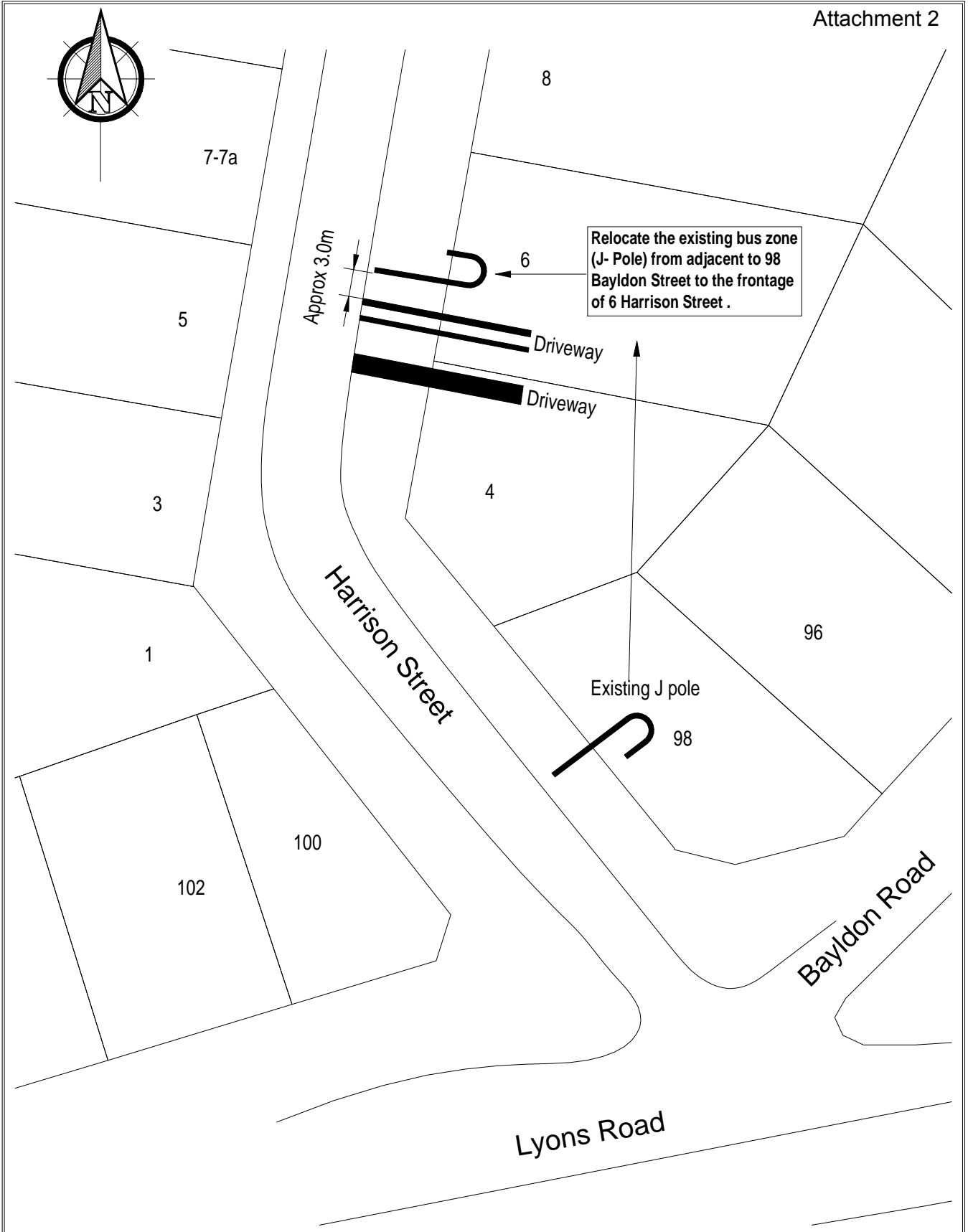
**Committee Advice**

**No issues, as the event is fully in Wedding Bells State Forest.**

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**Next Meeting**

The next meeting of the Local Traffic Committee will be held on commencing at .



**NOTES:**

Relocate the existing bus zone (J- Pole) from adjacent to 98 Bayldon Street Sawtell to the frontage of 6 Harrison Street Sawtell as per plan.

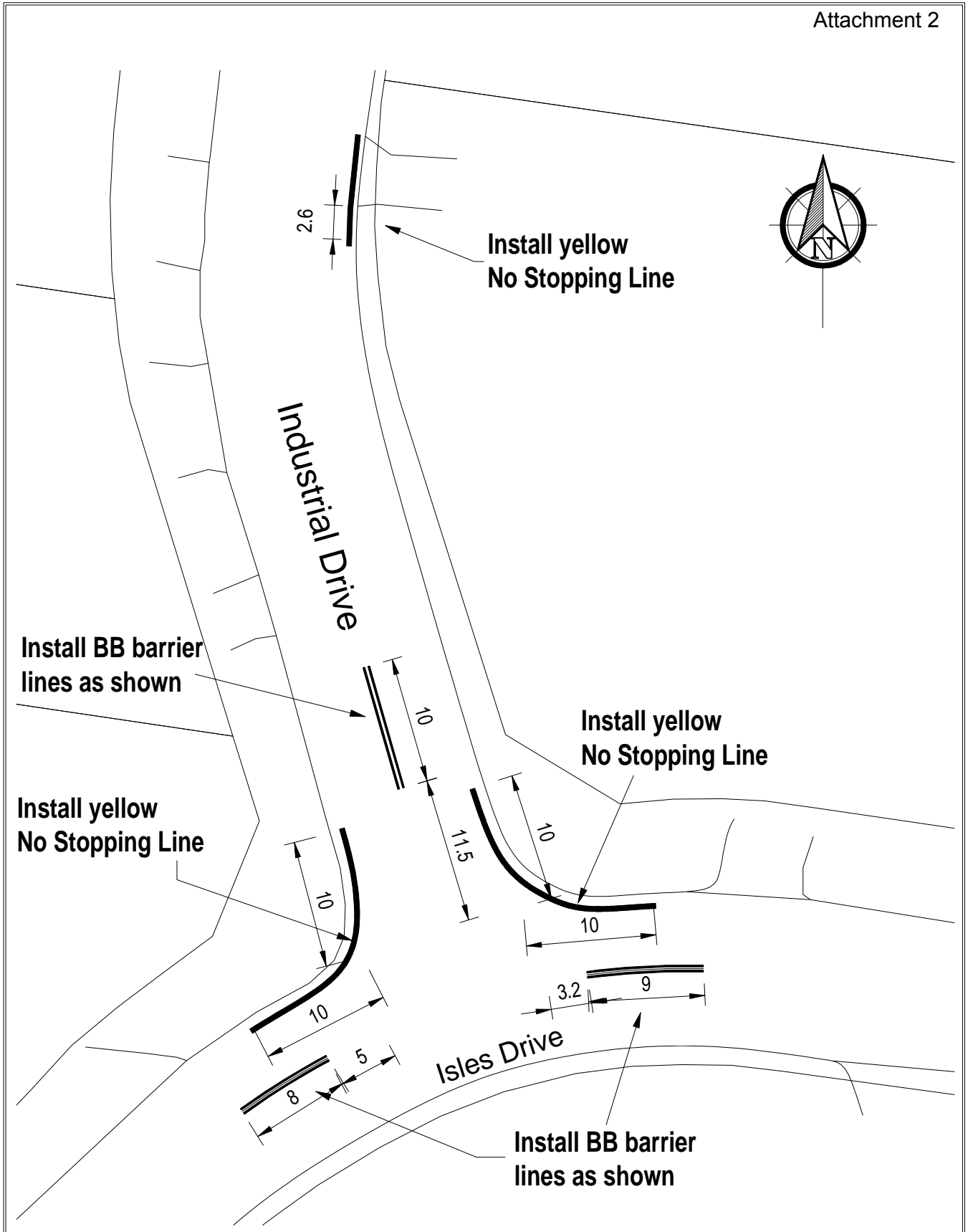
Note: NSW Road rule 195 "A driver (except the driver of a public bus) must not stop at a bus stop, or on the road, within 20 metres before a sign on the road that indicates the bus stop, and 10 metres after the sign..."



**TRAFFIC INSTRUMENT**

T.1-2016

Harrison Street - Bus Stop  
SAWTELL



**NOTES:**

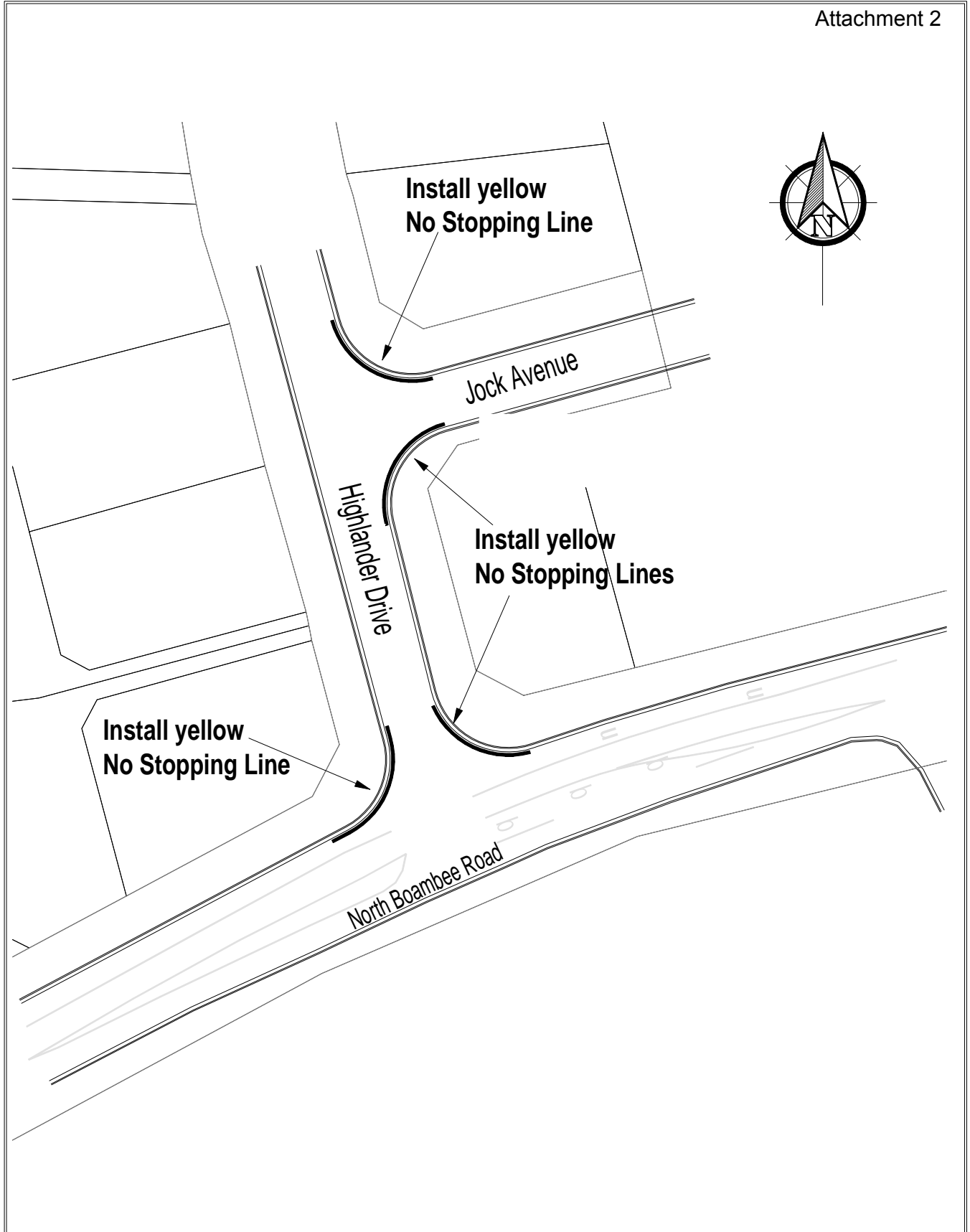
No Stopping zone 2.6m south of the driveway to 12 Isles Drive located in Industrial Drive, Coffs Harbour. The No Stopping zone is to be marked with a yellow edge line which will extend to the northern side of the driveway. The intersection of Isles Drive and Industrial Drive is to be linemarked as well as mandatory No Stopping lines



**TRAFFIC INSTRUMENT**

T.3-2016

Industrial Dr & Isles Dr No Stopping & Line marking  
NORTH BOAMBEE VALLEY



**NOTES:**

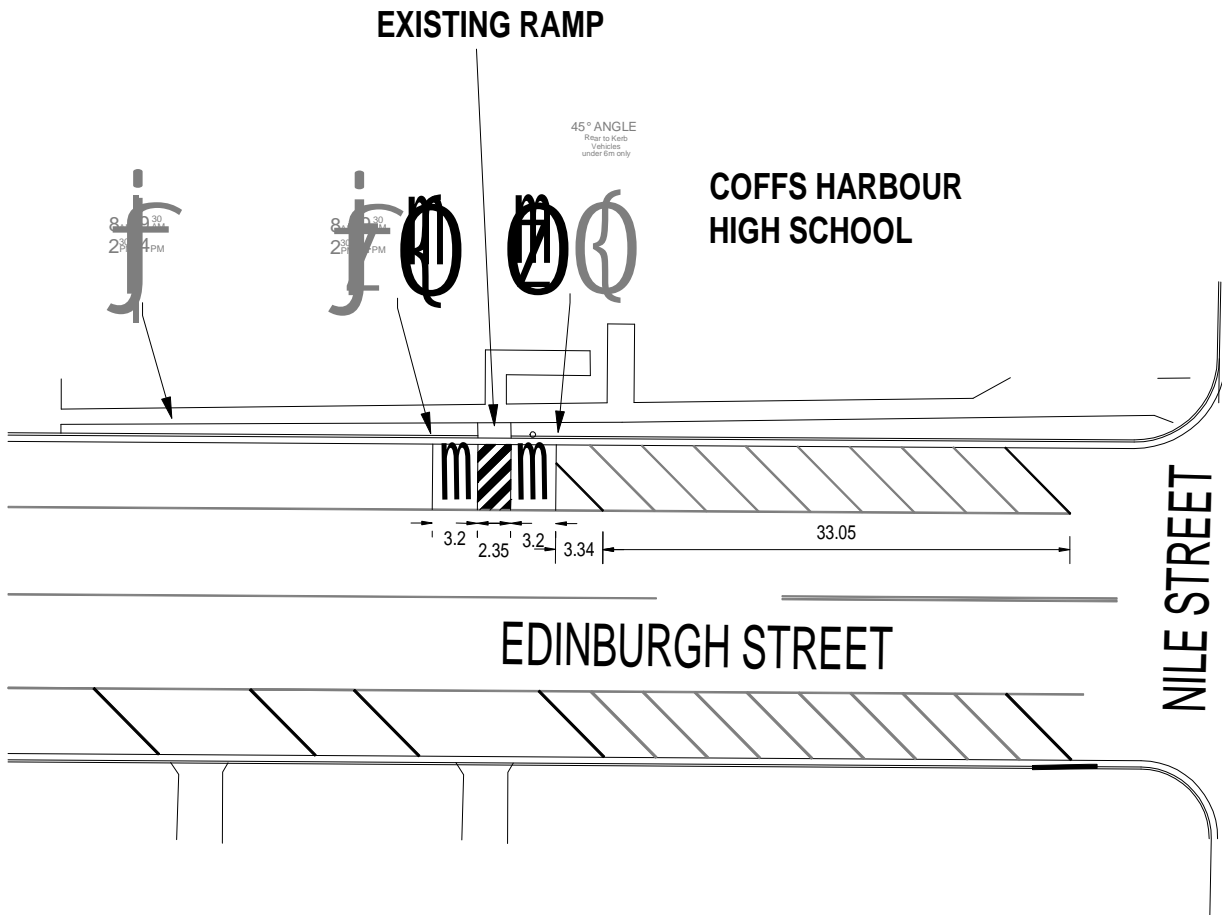
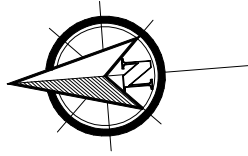
Linemark the mandatory No Stopping zones at the intersections of Highlander Drive and North Boambee Road and Highlander Drive and Jock Avenue, North Boambee Valley, as per plan



**TRAFFIC INSTRUMENT**

**T.6-2016**

**Highlander Dr & North Boambee Rd- NO STOPPING  
NORTH BOAMBEE VALLEY**



**NOTES:**

Install 2 accessible parking bays in Edinburgh Street, Coffs Harbour with a shared space adjacent the existing kerb ramp. Parking bays to be installed at 90 degrees to the kerb as per plan

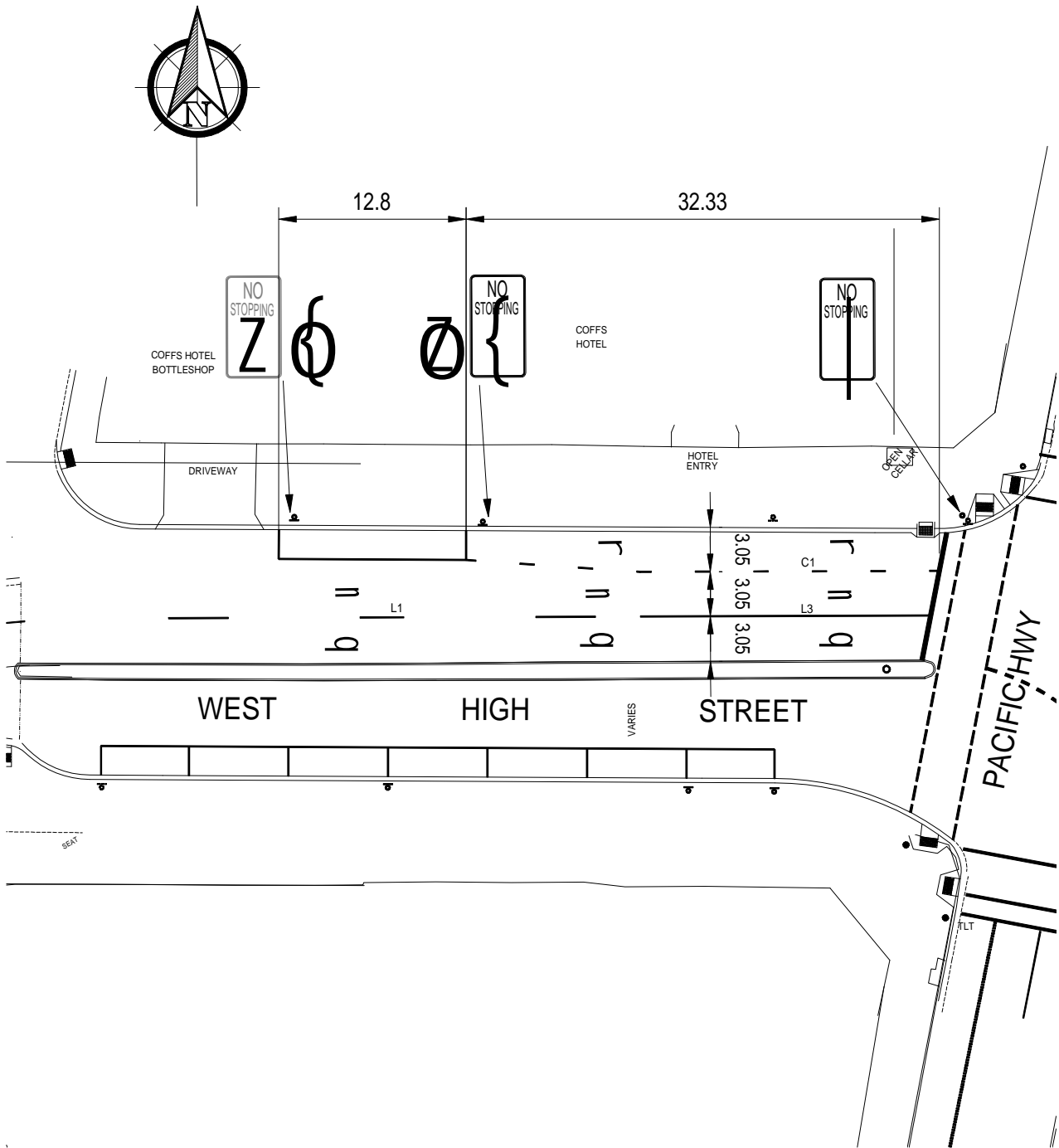


**TRAFFIC INSTRUMENT**

T.7-2016

Edinburgh Street - Accessible Parking  
COFFS HARBOUR





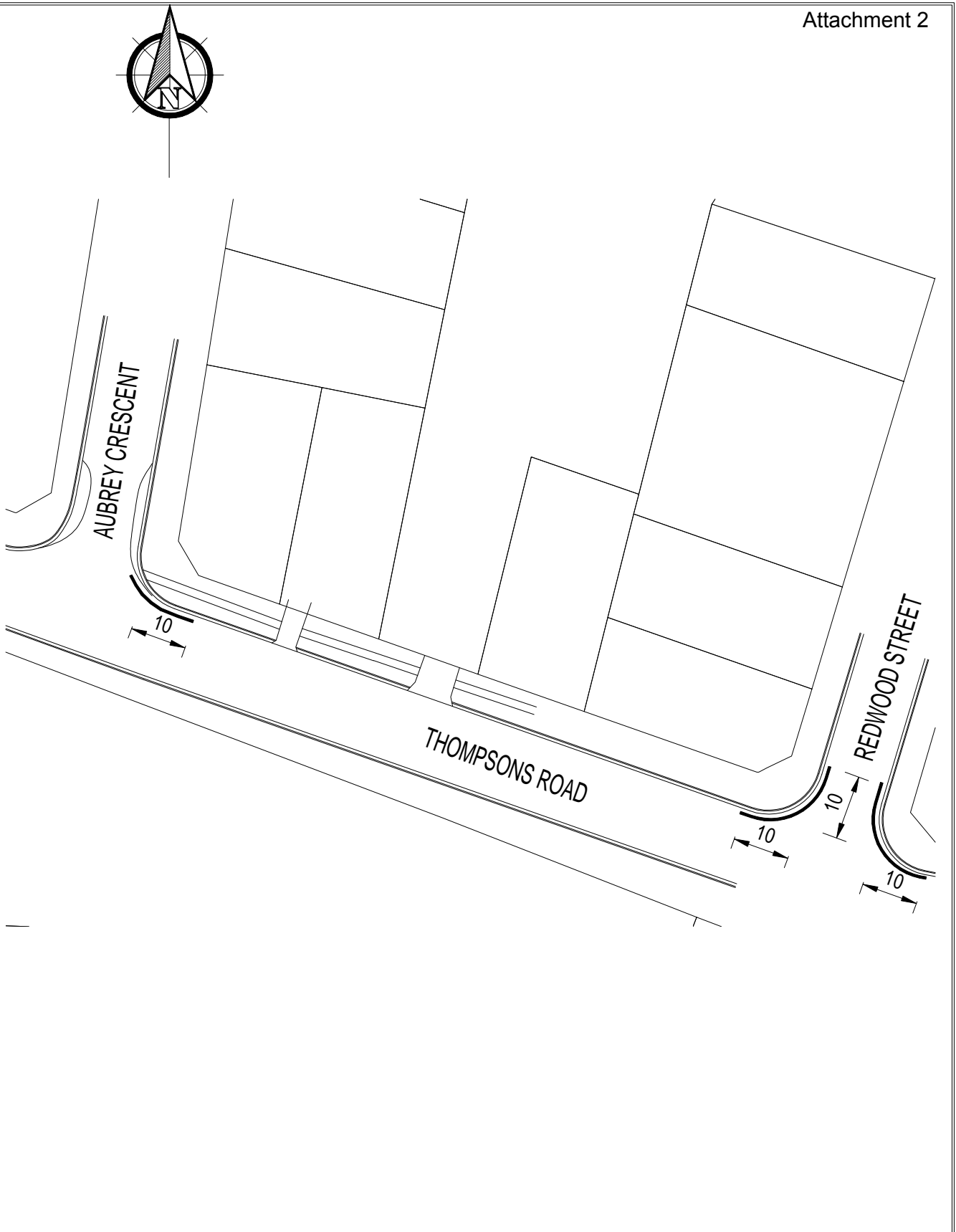
PLAN VIEW

**NOTES:**

install three traffic lanes (right turn only, straight through and left turn only) in West High Street, Coffs Harbour at the intersection with the Pacific Highway. Remove 5 half hour parking spaces and relocation of the loading zone adjacent the Coffs Hotel Bottle Shop as per plan



**TRAFFIC INSTRUMENT**  
 T.8-2016  
 WEST HIGH ST - LEFT TURN ADDITION  
 COFFS HARBOUR



**NOTES:**

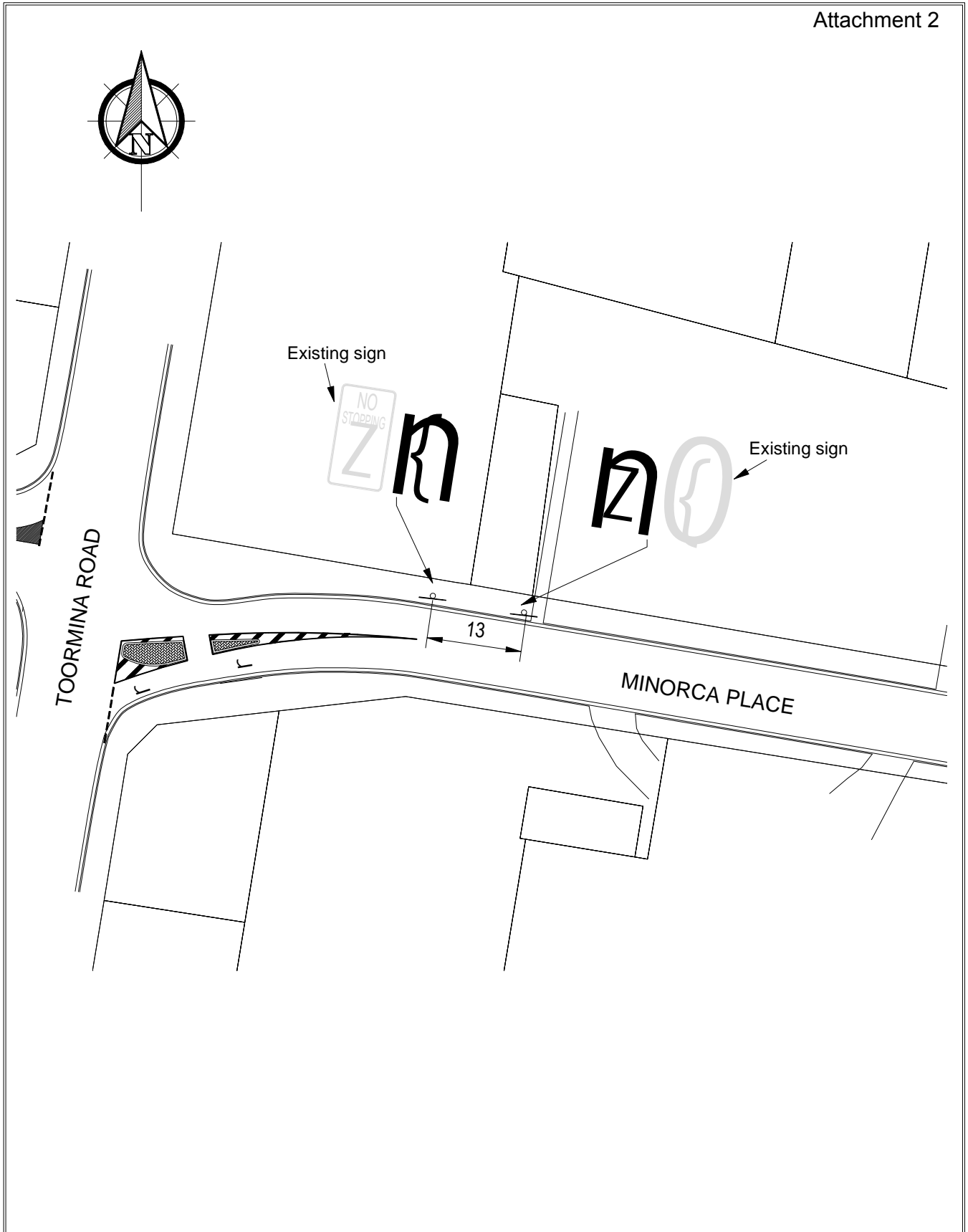
Extension of mandatory No Stopping zones to 10m at the intersection of Thompsons Road and Redwood Street (East and West) and Thompsons Road / Aubrey Crescent (East) Coffs Harbour to be marked with yellow No Stopping lines as per plan



**TRAFFIC INSTRUMENT**

T.9-2016

Thompsons Road - NO STOPPING  
COFFS HARBOUR



**NOTES:**

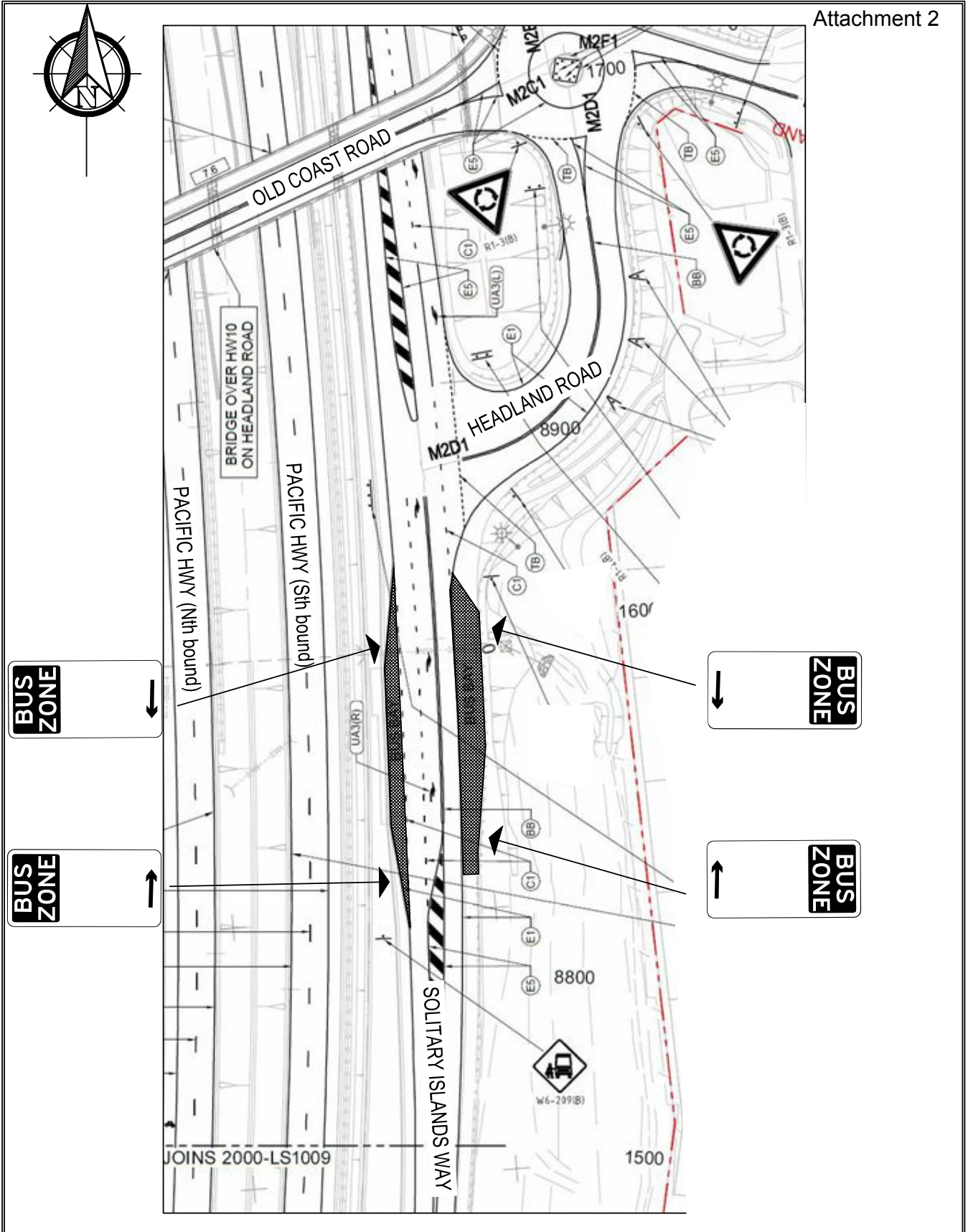
Install one loading zone adjacent No. 4 Minorca Place, Toormina as per plan



**TRAFFIC INSTRUMENT**

T10-2016

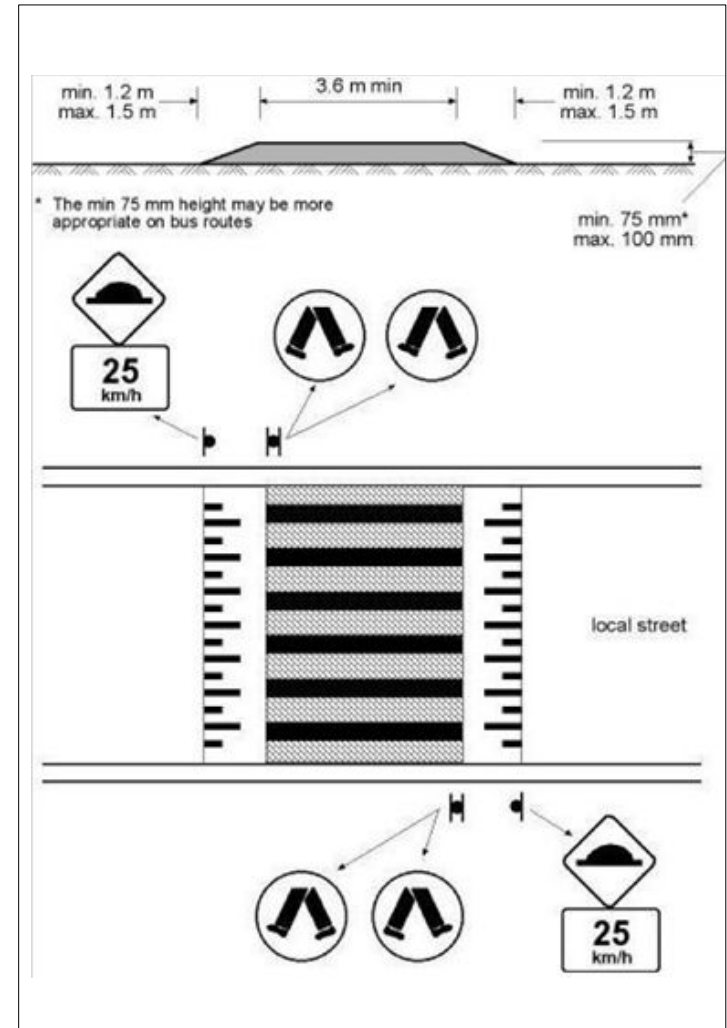
Minorca Place - Loading Zone  
TOORMINA



NOTES:  
install bus stop signs in lay-bys on both sides of Solitary Islands Way, Sapphire, south of Headland Road



**TRAFFIC INSTRUMENT**  
T.17-2016  
Solitary Islands Way - Bus Zones  
SAPPHIRE BEACH

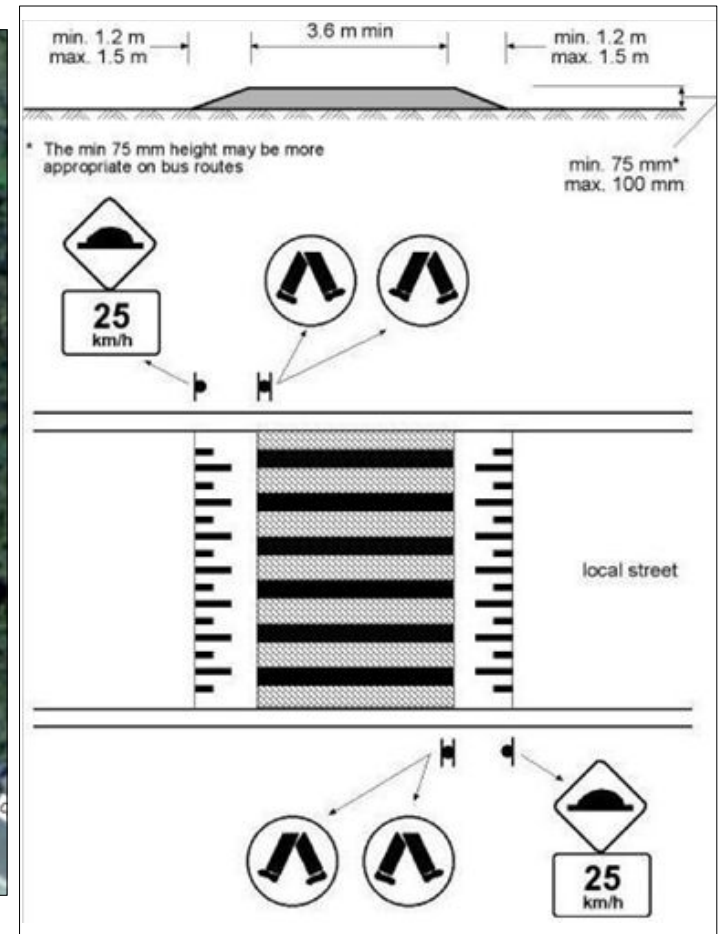


NOTES:

Upgrade the children's crossing to wombat crossing, line marking and signs at Kororo Public School, Kororo as per plan

TRAFFIC INSTRUMENT

T.18-2016  
JAMES SMALL DRIVE  
KORORA

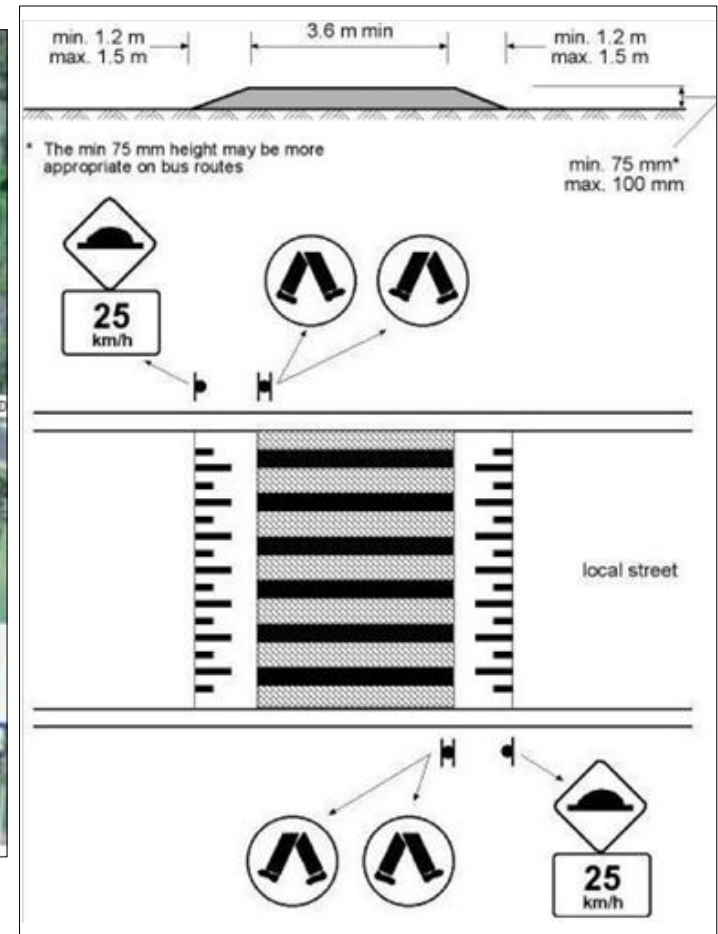


NOTES:

upgrade of children's crossing to wombat crossing and installation of pedestrian fencing and footpath on bus bay median at Toormina High School, Cavanbah Road as per plan

TRAFFIC INSTRUMENT

T.19-2016  
CAVANBAH ROAD - WOMBAT CROSSING  
TOORMINA



**NOTES:**

Upgrade of the children's crossing to wombat crossing and installation of pedestrian fencing at Boambee Public School, Lindsay's Road as per plan

**TRAFFIC INSTRUMENT**

T.20-2016  
LINDSAYS ROAD - WOMBAT CROSSING  
BOAMBEE

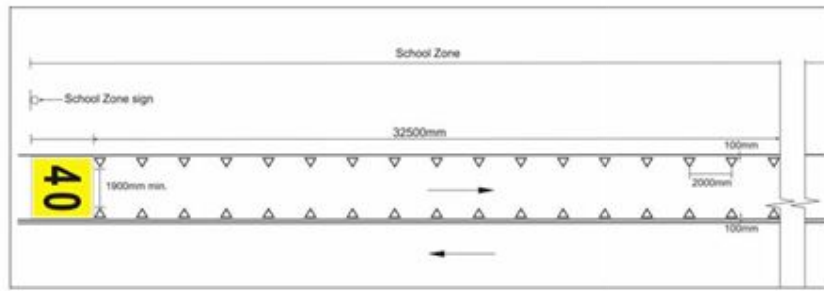
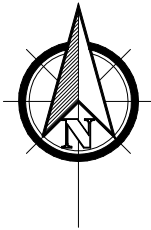
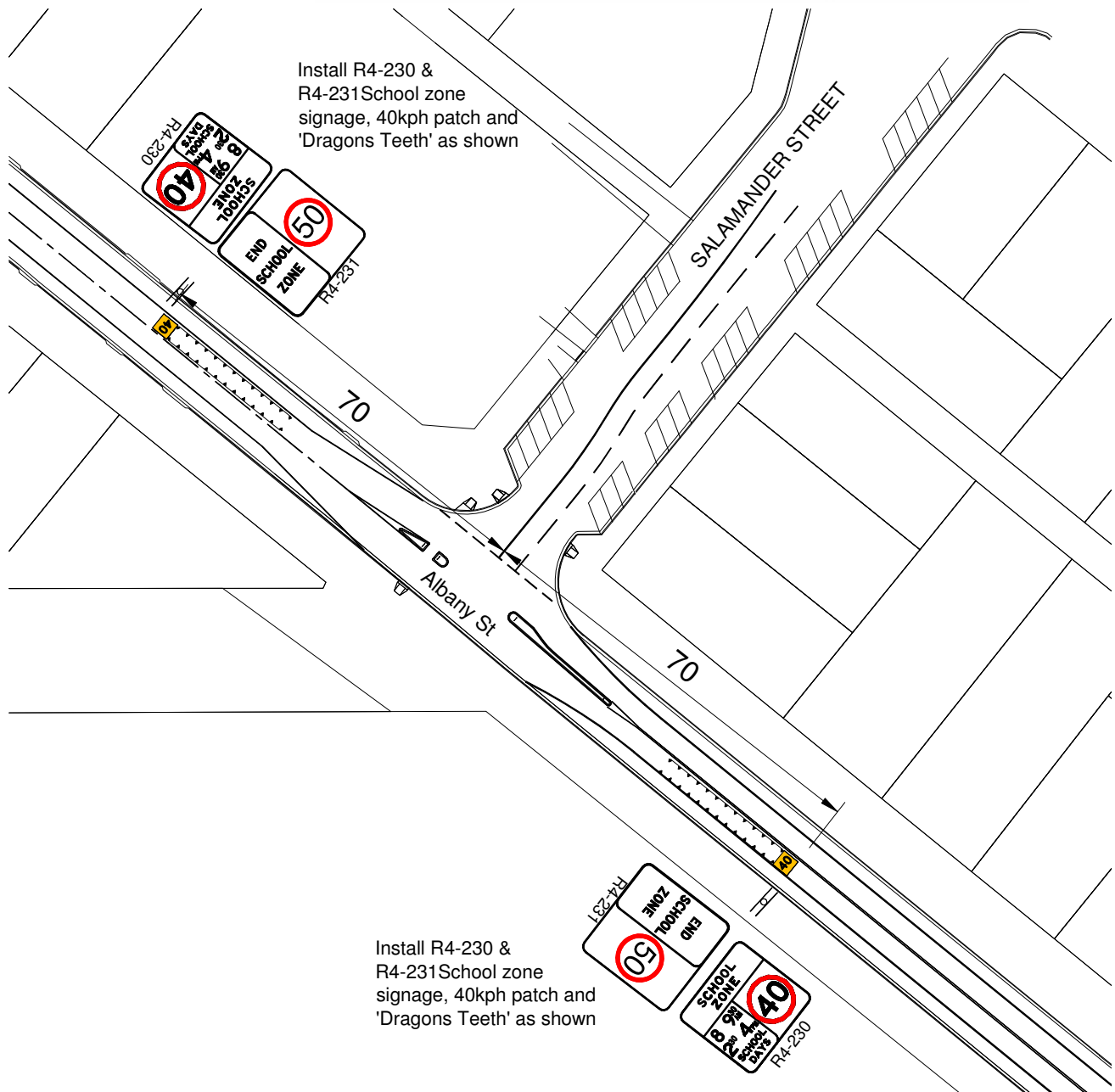


Figure 4 – Configuration of Dragon's Teeth



**NOTES:**

Installation of a school zone 40kph signs and line-marking on Albany Street Coffs Harbour north and south of the Salamander Street intersection as per plan



**TRAFFIC INSTRUMENT**

T21-2016

Albany Street - 40km School Zone  
COFFS HARBOUR





## REPORT TO ORDINARY COUNCIL MEETING

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### **CONTRACT NO. RFT-687-TO: REUSE MAIN DUPLICATION AT SKINNERS CREEK, COFFS HARBOUR CLAY TARGET CLUB & DOUBLE CROSSING CREEK BY TRENCHLESS METHODS**

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**REPORTING OFFICER:** Infrastructure Programs Water Program Engineer  
**DIRECTOR:** Director Sustainable Infrastructure  
**COFFS HARBOUR 2030:** LE 2.2 Reduce our carbon footprint  
LE 4.1 Implement total water cycle management practices  
LE 4.2 Implement programs which aim to make Coffs Harbour Local Government Area pollution free  
PL 1.2 Provide infrastructure that supports sustainable living and is resilient to climatic events  
**ATTACHMENTS:** ATT CONFIDENTIAL Tender Assessment Contract No. RFT-687-TO

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#### **Recommendation:**

**That Council consider tenders received for the Reuse Main Duplication at Skinners Creek, Coffs Harbour Clay Target Club & Double Crossing Creek by Trenchless Methods, Contract No. RFT-687-TO, and adopt the motion as detailed in the confidential attachment.**

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### **EXECUTIVE SUMMARY**

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Council is constructing the duplication of the existing 375mm diameter reclaimed water pipeline extending about 11.2km between the Woolgoolga Water Reclamation Plant and the existing 500mm diameter reclaimed water pipeline opposite Bucca Road, Moonee of which about 10km of the pipeline has been completed.

The purpose of this report is to gain Council approval to accept a tender for the construction of three parts of the remaining section of this duplicate Reclaimed Water pipeline by trenchless method.

This project has been identified as necessary works in the Coffs Harbour Sewerage Strategy and is required to transport storm flows and reduce pumping costs. The project also comes under Sewer Infrastructure Works as part of the 2015/2016 Operational Plan.

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## **REPORT**

### **Description of Item:**

The works associated with this contract involves the construction of 450mm diameter HDPE pipes by trenchless method at the following locations:-

1. Bore at Skinners Creek, Moonee – length of 23m
2. Bore at the Coffs Harbour Clay Target Club – length of 181m
3. Bore at Double Crossing Creek – length of 104m

Open tenders were called for a Lump Sum contract in local and capital city newspapers and via Council's electronic Tenderlink portal. The deadline for submission of tenders was 3:30pm on Tuesday 9 February 2016.

Tenders were evaluated on the following criteria:

- Financial capacity
- Cost
- Construction Methodology and Detail and Logic of Construction Program
- Experience and Record of Performance in Similar Works
- Time Required for Completion
- Work Health and Safety Management Systems

Five conforming tenders were received:

- a) AJ Pipelines and Constructions Pty Ltd
- b) Ameidat Pty Ltd – trading as Coffs Coast Under Road Boring
- c) Codmah Pty Ltd
- d) Maxibor Pty Ltd
- e) Pipeline Drillers Pty Ltd

### **Issues:**

A tender was received from Ledonne Constructions Pty Ltd after the tender closing time and was therefore not considered in the tender evaluation.

One tenderer did not meet the financial assessment criteria hurdle necessary to be considered for this contract. Therefore, they were not considered further.

### **Options:**

1. Adopt the recommendation provided to Council
2. Amend the recommendation provided to Council and adopt the lowest tender price. Ignoring the findings of the non-financial assessments in the report could expose Council to increased risk.
3. Reject the recommendation provided to Council. Procuring other companies to undertake the works via negotiation would delay the project and may not offer Council any better value.

### **Sustainability Assessment:**

- **Environment**

The works under this contract is situated at the eastern side of the Pacific Highway on land under the authority of the Roads & Maritime Services, within existing easements on private properties and adjacent to existing Council owned pipelines.

The pipeline at the three bore locations indicated has been designed to accommodate construction by trenchless method to minimise environmental and cultural heritage impacts. However, some vegetation removal from within the existing easements will be required for establishing the contractors tunnel boring machine (TBM) and the preparation of the sending and receive pits at each end of the bores. Following from these works, the easements which contain the proposed and existing pipelines are to be maintained as a cleared area by Council's Coastal Works Group on a regular basis.

As part of the due diligence process, searches of the Office of Environmental and Heritage (OEH) and the Aboriginal Heritage Information System (AHIMS) identified the Coffs Harbour Clay Target Club site otherwise known as the Moonee Gun Club to be archaeologically significant. In accordance with the Aboriginal Cultural Heritage Assessment (ACHA) an approved Aboriginal Heritage Impact Permit (AHIP) has been issued by OEH which details the requirements to minimise cultural heritage impacts.

The contractor will be required to prepare a methodology statement detailing how the works are to be undertaken and will be required to comply with conditions of the AHIP and the Part V Environmental Assessment.

- **Social**

Apart from providing the safe and secure transfer of reclaimed water and storm flows and reducing pumping costs, the project will also improve the supply of reclaimed water to existing and future reclaimed water users.

While construction is in progress, the local amenity and traffic conditions will be temporarily affected. However, these adverse effects are short term and adequate traffic control, restoration and removal of construction equipment will remedy these issues.

- **Civic Leadership**

The construction of the duplicate reclaimed water pipeline is consistent with the Coffs Harbour Sewerage Strategy and is part of the Sewer Infrastructure Works in the Council's 2030 Strategic Plan.

- **Economic**

#### **Broader Economic Implications**

The recommended tenderer is a local contractor and will utilise local labour and businesses which will benefit the economy of the local community.

The design of the pipeline and the trenchless method adopted is considered to be the most cost effective method of crossing these environmentally sensitive areas. The pipe material selected will ensure the longevity of the asset and will minimise whole of life costs.

The duplication of the reclaimed water pipeline will lower hydraulic losses in the existing single main and will reduce reclaimed water pumping costs.

**Delivery Program/Operational Plan Implications**

Sufficient funds are provided for this work under Sewer Infrastructure works in the 2015/2016 Operational Plan.

**Risk Analysis:**

The design and tender documentation has been developed to minimise Council's exposure to Contract risk. The risks associated with this contract are also mitigated by the selection of a competent and experienced contractor who has performed similar projects for Council satisfactorily on several occasions. Quality, safety and environmental risks will be controlled during construction by Council's Project Management team supervising and administering the contract.

**Consultation:**

Internal consultation was conducted during the design process in regard to the method of pipe installation and further consultation will be conducted when arranging connections to the new pipeline.

The landowners affected and the Aboriginal community have been consulted during the planning stage to obtain approvals for access to construct the new pipeline.

Further consultation will be required with the Roads and Maritime Services (RMS) by the tenderer awarded the contract to obtain a Road Occupancy License and approval to egress and ingress the work site from the Pacific Highway during construction.

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

The calling, receiving and reviewing of tenders was carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

**Implementation Date / Priority:**

The five tenderers assessed nominated completion times that varied between 9 weeks to 20 weeks. The preferred tenderer has nominated a 13 week period which is considered to be realistic and acceptable.

If Council resolves to award the contract, and failing any unforeseen events, it is expected that the works will be completed by June 2016.

**Conclusion:**

It is considered that adopting the recommendation in the confidential attachment will ensure that the duplication of the reclaimed water pipeline between Woolgoolga and Moonee will be achieved in a timely manner and provide good value to Council.



## REPORT TO ORDINARY COUNCIL MEETING

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### **CONTRACT NO. RFT-740-TO: DESIGN, SUPPLY & CONSTRUCTION OF SHADE SAILS IN THE COFFS HARBOUR CBD**

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<b>REPORTING OFFICER:</b>	Section Leader – Asset Project Delivery
<b>DIRECTOR:</b>	Director Sustainable Infrastructure
<b>COFFS HARBOUR 2030:</b>	LP 3.2 Develop the city centre as a social and cultural focus for Coffs Harbour
<b>ATTACHMENTS:</b>	Nil

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#### **Recommendation:**

##### **That Council:**

- 1. Decline to accept any tender received for the Design, Supply and Construction of Shade Sails in the Coffs Harbour CBD in accordance with S178(1)(b) of the Local Government Regulations.**
- 2. Not invite fresh tenders, as it is considered that inviting fresh tenders would not attract additional suitable contractors over and above those that have responded to this tender and will delay the project.**
- 3. In accordance with S178(3)(e) of the Local Government Regulations, delegate authority for the General Manager to enter into negotiations with contractors that are suitably qualified and demonstrate a capability to undertake the scope of works with a view to entering into a contract in relation to the subject matter of the tender.**
- 4. That subject to successful negotiations, Council delegate to the General Manager, the authority enter into a contract for RFT-740-TO Design Supply and Construction of Shade Sails in the Coffs Harbour CBD. Successful negotiations shall be defined as contract terms that are within the allocated Operational Plan budget, and that mitigate the project risks.**
- 5. That the Contract documents be executed under the seal of Council**

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### **EXECUTIVE SUMMARY**

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The Coffs Harbour City Masterplan 2031 has identified priority strategies and projects with the aim of turning the CBD into a Vibrant, Connected and Green City Centre. The Masterplan has identified 12 Projects.

One of the Projects, Project City Sails (P-CS) called for the relocation of the east west City Square sail and the installation of new sails at the key intersections of Harbour Drive, West High Street, Park Avenue, Vernon Street and Moonee Street.

Tenders were called for the works for a Lump Sum contract with tenders closing 3:30pm on Tuesday 9 February 2016.



## REPORT TO ORDINARY COUNCIL MEETING

The assessment criteria for the works included the similarity to existing sails and structures, also the long term maintenance cost of the structures.

No conforming tenders were received. One non-conforming Tender was received from:

- a) Shade'N Net

The nature of the non-conformance was with the scope of the works.

---

## REPORT

### Description of Item:

The Coffs Harbour City Masterplan 2031 has identified priority strategies and projects with the aim of turning the CBD into a Vibrant, Connected and Green City Centre. The Masterplan has identified 12 Projects.

One of the Project City Sails (P-CS) called for the relocation of the east west City Square sail and the installation of new sails at the key intersections of Harbour Drive, West High Street, Park Avenue, Vernon Street and Moonee Street.

The work in the tender comprises structural design and certification of the sails and structures including footings, also the manufacture and supply of all materials and components and the installation of the sails.

The shade sails are to be located in various locations in the Coffs Harbour CBD. The sails are to be located over the crossings at the following locations:

Harbour Drive / Pacific Highway intersection.

West High Street / Pacific Highway intersection.

Vernon Street / Pacific Highway intersection.

Moonee Street over the pedestrian crossing.

The work also includes the dismantling of an existing shade structure located in the City Square (east west) and its erection in the new location at the Park Avenue pedestrian crossing (near bus interchange and multistorey car park).

A provisional Item was also included for the Park Avenue / Pacific Highway intersection depending on the submitted tender cost.

The design / appearance of the shade sails is to be consistent with the existing shade structures located in the City Square (Harbour Drive). The theme of the existing sails is a nautical theme.

Open tenders were called for the works for a Lump Sum contract in local and capital city newspapers and via Council's electronic Tenderlink portal. The deadline for submission of tenders was 3:30pm on Tuesday 9 February 2016.

No conforming tenders were received. One non-conforming Tender was received from Shade'N Net. The nature of the non-conformance was in the scope of the works.

Council's Tender Value Selection System was not used as no conforming tender was received.

Clause 178(3) of the Local Government Regulations (General) 2005 states.

*A council that decides not to accept any of the tenders for a proposed contract or receives no tenders for the proposed contract must, by resolution, do one of the following:*

*(a) postpone or cancel the proposal for the contract,*

*(b) invite, in accordance with clause 167, 168 or 169, fresh tenders based on the same or different details,*

*(c) invite, in accordance with clause 168, fresh applications from persons interested in tendering for the proposed contract,*

*(d) invite, in accordance with clause 169, fresh applications from persons interested in tendering for contracts of the same kind as the proposed contract,*

*(e) enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender,*

*(f) carry out the requirements of the proposed contract itself.*

It is assessed that Council would not benefit from inviting fresh tenders, for the following reasons:

- The recently completed tender process has tested the current market
- The tender received is capable of undertaking this scale of work.
- Inviting fresh tenders is unlikely to result in reduced cost or improved timeframes.
- Recalling tenders or postponing the contract will delay the project which is unacceptable to the Masterplan Committee.

Where the council resolves to enter into direct negotiations the resolution must state the Council's reason for declining to invite fresh tenders or applications, and the reason for determining to enter into negotiations.

Timing is critical for the completion of the proposed works enabling the works to be progressed before the City Square Upgrade Project and before the World Rally returns to the Coffs Coast

**Issues:**

The Tender submitted confused the provisional sum item with the relocation of the existing sail and therefore did not cover the full scope of works. Due to this fact the Tender was non-conforming and could not be considered.

**Options:**

1. Adopt the recommendation in this report which is the most advantageous to Council and provides options for progression of the project
2. Amend the recommendation in accordance with the other options available under Clause 178(3) of the Local Government (General) Regulations. None of the options are likely to result in reduced cost or improved timeframes.
3. Accept the non-conforming tender.

**Sustainability Assessment:**

- **Environment**

The proposed project will improve pedestrian shelter at the intersections in the Coffs Harbour CBD, also continuing the nautical theme of the CBD and define the CBD. This would increase the desirability of replacing short vehicular trips in and around the CBD with pedestrian or cycle trips.

The construction works will have minimal disturbance to the natural environment.



- **Social**

The CBD Masterplan 2031 has identified the key benefits of the project as:

To support the City Centre Strategies for brand positioning, to reinvent Coffs Harbour City as the City of Sails, to welcome visitors and announce the arrival at key locations in the City Centre

- **Civic Leadership**

The proposal will reinforce a number of elements of the Coffs Harbour 2030 Plan including:

“Places for Living”, “Learning and Prospering’ and “Moving Around”.

- **Economic**

**Broader Economic Implications**

This work is one of a group of projects aimed to ensure the continued growth in business and retail activity in the Coffs Harbor CBD. The project will provide pedestrian shelter and links as well as visual amenity that will enhance and revitalise the CBD.

**Delivery Program/Operational Plan Implications**

Council has allocated funds from the City Centre Rate Variation in its 2015/16 Operational Plan budget.

**Risk Analysis:**

Risks associated with the construction are the challenges in constructing the proposed works while maintaining traffic and pedestrian access across the intersections and roads.

These risks will be managed both by the Contractor and Councils Asset Project Delivery Team

**Consultation:**

Consultation on the proposal has been undertaken as part of the City Centre Masterplan process. Detailed stakeholder consultation will be undertaken as part of the construction management process.

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

Tender procedures and analysis were carried out in accordance with Council policy, in particular the ‘Tender Value Selection System’.

The calling, receiving and reviewing of tenders was carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

**Implementation Date / Priority:**

If the recommendation is adopted by Council, it is possible that designs for the sails could be started in April 2016.

**Conclusion:**

Given the capital investment required and the challenges in constructing the proposed work while maintaining traffic and pedestrian access, the motion detailed will provide the best opportunity for completion of the work in a timeframe which aims to minimise disruption to local business and at a competitive cost.



## REPORT TO ORDINARY COUNCIL MEETING

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### NATIONAL STRONGER REGIONS FUND - ROUND 3 WOOLGOOLGA BEACH RESERVE COMMUNITY INFRASTRUCTURE IMPROVEMENT PROGRAM

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**REPORTING OFFICER:** Manager Holiday Parks & Reserves  
**DIRECTOR:** Director Business Services  
**COFFS HARBOUR 2030:** LC3.1: Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour  
**ATTACHMENTS:** Nil

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#### Recommendation:

**That Council, as Corporate Manager of the Woolgoolga Beach Reserve Trust, submits an application to the NSRF Round 3 for the amount of \$250,000 for the 'Woolgoolga Beach Reserve Community Infrastructure Improvement Program' (total project cost of \$500,000).**

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#### EXECUTIVE SUMMARY

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The National Stronger Regions Fund (NSRF) is a program to promote economic development in Australia's regions. The Federal Government is providing \$1 billion over five years to fund priority infrastructure in local communities. NSRF Round 3 guidelines have been released with applications closing on 15 March 2016.

Council was unsuccessful with an application in round 1 but was **successful** in Round 2. The NSRF round 2 successful projects applied for were:

1. **\$4,605,288** for the *Jetty4Shores Events and Active Recreation Hub project (total project cost of \$9,210,577); and*
2. **\$485,834** for the *Coffs Coast Sport and Leisure Park Major Events and Transport Infrastructure Project (total project cost of \$971,668)*

As with previous rounds of NSRF, the current round requires that *"The applicant must match the NSRF grant in cash on at least a dollar for dollar basis"*.

It is the recommendation that the Woolgoolga Beach Reserve Trust submit an application to the NSRF round 3 for the amount of \$250,000 for the 'Woolgoolga Beach Reserve Community Infrastructure Improvement Program'. The project includes new public amenities, upgraded children's playground and improved pedestrian access.

Council, as Corporate Manager of the Trust, would be the grant applicant and matching funds would be allocated from Council's existing programs.

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## REPORT

### Description of Item:

The National Stronger Regions Fund (NSRF) is a program to promote economic development in Australia's regions. The Federal Government is providing \$1 billion over five years to fund priority infrastructure in local communities. NSRF Round 3 guidelines have been released with applications closing on 15 March 2016.

Council was unsuccessful with an application in round 1 but was **successful** in Round 2. The NSRF round 2 successful projects applied for were:

1. **\$4,605,288** for the *Jetty4Shores Events and Active Recreation Hub project (total project cost of \$9,210,577); and*
2. **\$485,834** for the *Coffs Coast Sport and Leisure Park Major Events and Transport Infrastructure Project (total project cost of \$971,668)*

The desired outcomes of the NSRF program are:

- improved level of economic activity in regions;
- increased productivity in the regions;
- increased employment and a more skilled workforce in regions;
- increased capacity and improved capability of regions to deliver major projects, and to secure and manage investment funding;
- improved partnerships between local, state and territory governments, the private sector and community groups; and
- more stable and viable communities, where people choose to live.

Applications for grant funding will be appraised against the eligibility and assessment criteria of the NSRF program. Decisions on projects to be funded will be taken by a Ministerial Panel in consultation with the Government's National Infrastructure Committee of Cabinet.

The NSRF program guidelines identify the following assessment criteria and conditions:

### Assessment criteria

1. The extent to which the project contributes to economic growth in the region;
2. The extent to which the project supports or addresses disadvantage in the region;
3. The extent to which the project increases investment and builds partnerships in the region;
4. The extent to which the project and proponent are viable and sustainable.

### Conditions

- The applicant must seek a grant of at least \$20,000 and up to a maximum of \$10 million;
- The applicant must match the NSRF grant in cash on at least a dollar for dollar basis;
- The NSRF funded component of the project must be completed on or before 31 December 2019;
- The project must deliver an economic benefit to the region beyond the period of construction. Projects should support disadvantaged regions or areas of disadvantage within a region.

**Issues:**

The public domain area at Woolgoolga Beach Reserve is subject to a draft Plan of Management (PoM) that recommends a variety of improvements to the Holiday Park and Reserve. The draft PoM has been out to public exhibition and has undergone additional scrutiny via a peer review process which integrated the draft PoM and the Woolgoolga Town Centre Strategy. A key item of the draft PoM and Town Centre Strategy is the relocation of the Holiday Park entry to Wharf St to enable improved community open space within the reserve. A report will shortly be provided to the Trust regarding the outcomes of the public consultation and peer review process. Irrespective of the outcome of this issue and the broader strategic planning for the reserve, the proposed works to the public amenities, playground and pedestrian paths will still need to be undertaken. The public amenities in particular have exceeded their usable lifespan and need replacement as a matter of priority.

The deadline for applications to the NSRF will close before the Trust has had an opportunity to review the draft PoM post exhibition and the peer review. However, the components in the proposed *Woolgoolga Beach Reserve Community Infrastructure Improvement Program*, being public amenities, playground and pedestrian paths, did receive strong community support.

**Options:**

The following options are available to the Trust:

1. Adopt the recommendation as presented.
2. Reject the recommendation provided to the Trust.
3. Defer the decision on funding sources for the public domain area until the draft PoM has been considered (deadline for NSRF Round 3 will have passed) by this time.

**Sustainability Assessment:**

- **Environment**

Any project application will need to include a detailed assessment and review of environmental impacts.

- **Social**

Any project application will need to meet project objectives in stimulating growth and economic activity and supporting productivity and community well-being in disadvantaged regions or areas of disadvantage within a region.

- **Civic Leadership**

Any project application will address matters outlined in the *Looking After our Communities* and *Learning and Prospering* themes of the Coffs Harbour 2030 Community Strategic Plan.

- **Economic**

**Broader Economic Implications**

Any project would have positive economic implications during the construction period and also in the long-term.

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

There are no direct cost implications to the Trust regarding the NSRF application or subsequent works. Coffs Harbour City Council would provide the \$250,000 matching funds existing programs.

### **Risk Analysis:**

The NSRF is a competitive program with decisions on projects to be funded based on, amongst other things, information provided in the application and supporting documents. The quality and level of development of plans and estimates for any application therefore needs to be very high.

Financial risk needs to be managed through ensuring that cost estimates for a project submission are backed through appropriate levels of design and assessment.

### **Consultation:**

The preparation of this report involved engagement with Council's Executive Leadership Team and other key internal stakeholders.

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

Coffs Harbour City Council is the Corporate Manager of the Coffs Coast State Park Trust under the Crown Lands Act.

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

The '*Woolgoolga Beach Reserve Community Infrastructure Improvement Program*' application would need to be submitted by 15 March 2016 and, if successful, the NSRF funded component of the project must be completed on or before 31 December 2019.

### **Conclusion:**

The NSRF Round 3 provides opportunity to access grant funds of between \$20,000 to a maximum of \$10 million with a successful application although the applicant must match the NSRF grant in cash on at least a dollar for dollar basis.

It is proposed that Council, as the Corporate Manager of the Woolgoolga Beach Reserve Trust, submit an application to the NSRF Round 3 for the amount of \$250,000 for the '*Woolgoolga Beach Reserve Community Infrastructure Improvement Program*' (total program cost of \$500,000). Matching funding for the grant application will be allocated from Council's existing programs.