

**GM.031      170.07.01**  
**2000/2001 PERFORMANCE REVIEW FINALISATION REPORT**  
PROGRAM: GENERAL MANAGER

**Background**

At the conclusion of the 2000/2001 financial year Managers submitted details of the performance of their various areas of responsibility for the period.

The 2000/2001 Performance Review Finalisation Report incorporates this information on a Program basis with a comment for each objective stating whether or not it was achieved.

This information assists management in monitoring the performance of Council's activities by either highlighting deficiencies/lack of resources or outstanding achievements.

**Comment**

Overall the objectives for each Program were successfully achieved and staff are to be commended for their efforts.

In a number of cases objectives which had not been finalised had been commenced or were substantially complete and in some instances were restated for completion in 2001/2002.

The review of all Programs and Activities of Council is set out in the booklet forwarded with this Agenda.

**RECOMMENDATION**

The 2000/2001 Finalisation Report be received and the information noted.

**GM.032      14.50**  
**FINANCIAL STRATEGY & OTHER SPECIAL PROJECTS - JUNE QUARTER**  
**2001 PROGRESS REPORT**  
PROGRAM: STRATEGIC PLANNING

**Background**

*Project Schedules are to be distributed to Councillors under separate cover.*

Council's Financial Strategy was commenced in July 1997 following endorsement by the community.

**EXECUTIVE SUMMARY FOR FINANCIAL STRATEGY PROJECTS**  
**(EXCLUDING OTHER SPECIAL PROJECTS)**

**Projects At Concept Planning & Design Stage:**

**Regional Library** - Revised Business Plan prepared for submission to Council.

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**Erina Branch Library** - Council decision pending Development Application for the re-development of Erina Fair.

**Woy Woy Branch Library** - Architects appointed, concept plan developed. DA submitted.

**Kincumber Branch Library** - Site chosen. Architect brief being prepared.

**Kincumber Youth & Recreation Centre** – A new Building Committee has been elected. Site is yet to be identified.

**Peninsula Youth & Recreation Centre** – The review of CP 31 to be reported to Council in September 2001.

**Projects with elements at Construction (or equivalent) Stage:**

**Peninsula Community Centre & Woy Woy Theatre** – Project is progressing to schedule with completion expected to occur in October 2001.

**Laycock Street Theatre** – Construction progressing to schedule. Project expected to be completed in August 2001.

**Sportsground Master Plan** – Carrington/Pandala playing fields & amenities are completed and are being used. Ozanam DA lodged, and Legal Services have commenced lease arrangements. The extension to the Kariong playing fields amenities is complete.

**Coastal Open Space System (COSS)** – Council agreed to acquire Barador P/L and land at Scenic Highway & Bradleys Head Road. Purchases continue.

**Terrigal CBD** – A special Traffic Committee meeting is to be held in July to consider the traffic impact study. The Minutes of this meeting will then be referred to Council.

**Gosford CBD** – The construction of the northern entrance to Gosford was completed in July. The design of the western entrance to Gosford was commenced in June; and the design of the eastern entrance to Gosford is on-hold pending a review of the landscaping of the water-front park.

**Woy Woy CBD** – Awaiting Energy Australia to commence installation of underground power.

**Umina CBD** – In-house design of street was completed in June with tenders to be called for construction in July.

**Ettalong Beach CBD** – The consultant to prepare the Master Plan is expected to be engaged shortly.

**Erina CBD** – The road through Erina Park and the Ilya Avenue round about have been completed. Currently awaiting DLaWC to publicly exhibit the proposal for the road closure.

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**Avoca Beach CBD** – Development Application for the car park has not yet been approved. Works to commence shortly in the southern part of the town.

**Terrigal Surf Club** – Construction proceeding.

**Environmental Levy Projects** - Consultants have completed winter and spring fauna survey. Stormwater Management Plan implementation & education program proceeding. The Copacabana Main Drain FMMP has been on public exhibition and is to be reported to Council for possible adoption.

**Financial Strategy Projects that have been fully completed:**

- Umina PCYC
- East Gosford CBD revitalisation
- Gosford Regional Art Gallery - Stages 2 & 3 - Caroline Bay
- Regional Sportsground
- North Avoca Surf Club
- Niagara Park Youth/Recreation Centre
- Gosford CBD Drainage Improvement Works

**PROGRESS REVIEW**

**Project 2 - Regional Library (Cost \$12.3m; Loans \$4.4m)**

*Project Implementation Schedule attached - Coordinated by PCG*

Building Committee:

Councillors Sansom, Brooks, Penton, Bockholt & interested Councillors, Director Corporate/Community Services & Library Services Manager (Alan Flores).

Implementation Schedule - Key Points:

- March Quarter 1998; Purchase of Mann Street site approved by Council.
- Construction to start in July 2002 for completion in May 2003.

Progress to Date:

**September Quarter 2000;** Building Committee recommendation to construct Library and offices considered by Council as part of revised Business Plan.

**December Quarter 2000;** Council awaited independent financial analysis.

**March Quarter 2001;** Revised Business Plan prepared for submission to Council - awaiting decision by Council regarding incorporation of commercial offices.

**June Quarter 2001;** Report to go to Council in June re size of project.

**Project 3.1 - Erina Branch Library (Cost \$0.6m; No Loans) - Director Corporate/Community Services**

Building Committee:

Councillors Sansom, Brooks, Penton, Bockholt & interested Councillors, Director Corporate/Community Services & Library Services Manager (Alan Flores).

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## Implementation Schedule - Key Points:

Date for Library to be opened pending outcome of Development Application to be lodged for re-development of Erina Fair Management re: possibility of Erina Fair site being used for a branch library. Karalta Road site rejected due to costs associated with underground car park.

## Progress to Date:

**September Quarter 2000;** Meeting held with Lend Lease to review specific site.

**December Quarter 2000;** Lend Lease submitted DA. Awaiting Council decision.

**March Quarter 2001;** Awaiting Council decision on DA Application. Review of lease documentation.

**June Quarter 2001;** Still awaiting result of DA application.

**Project 3.2 - Woy Woy Branch Library (Cost \$1.01m; Loans \$0.88m) -**  
Director Corp/Community Services

## Building Sub-Committee:

Councillors Penton, Bockholt & interested Councillors, Library Services Manager (Alan Flores).

## Implementation Schedule - Key Points:

Appointment of Architect February, 2001; DA approval expected August 2001; Completion November 2002.

## Progress to Date:

**September Quarter 2000;** Awaited expressions of interest from architects.

**December Quarter 2000;** Architects recommended to Building Committee.

**March Quarter 2001;** Architects appointed, development of concept design underway.

**June Quarter 2001;** Submission of DA in June.

**Project 3.3 - Kincumber Branch Library (Cost \$0.54m; Loans \$0.47m) -**  
Director Corp/Community Services

## Building Sub-Committee:

Councillors Bell and Brooks & interested Councillors, Library Services Manager (Alan Flores).

## Implementation Schedule - Key Points:

Target commencement date July 2001.

## Progress to Date:

**September Quarter 2000;** No further action; awaiting proposal from a developer.

**December Quarter 2000:** Investigations of suitable sites continued.

**March Quarter 2001;** Site selected for library. Architect brief being prepared.

**June Quarter 2001;** Architect brief completed. First meeting of sub committee in July.

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**Project 4(A) - Sportsground Master Plan Remainder (Cost \$3.425m, Loans \$3.425m) - Director of Works****Building Committee:**

Comprises of Councillors Holstein, Sansom, Bockholt & interested Councillors, Sports Council - two representatives (Allan Waud & Kaye Lovie with Diane Dales as the alternate), Council officers (2). The committee first met in March 1998.

The project involves the following elements: Floodlighting; Amenities; Gosford & Woy Woy swimming pools; remaining Sporting Facilities projects and, the Tip Rehabilitation Program.

Additional funding of \$3.7m has been allocated by Council and the projects to be undertaken are to be discussed by Council in July 2001.

**Progress To Date:**

**Completed works** - All floodlight projects & upgrades of Leagues Club Field & Fagans Park; Design survey for car park at Saratoga Oval; Geotechnical investigation for Adcock Park roadways/car parks; Upgrading of amenities at McEvoy Oval and new amenities at Paul Oval. Tip Rehabilitation Program for the year is finalised. Carrington/Panda playing fields & amenities. The extension to the Kariong playing fields amenities.

**Works in Progress.** Ozanam DA lodged, and Legal Services have commenced lease arrangements.

**Key Outstanding Issues:**

Car park works are still outstanding at Saratoga Oval. A planning amendment (S96) has been granted for a revised design for a new amenities building at Rodgers Park. A specification is being prepared for quotes in order that construction will commence as soon as possible. A draft plan has been prepared for the Ettalong Oval amenities.

**Project 5 - Coastal Open Space System (COSS)(Cost \$15m, Loans \$4.25m) – Director of Works****Committee:**

There is an existing Coastal Open Space System Committee comprised of Councillor's Bell, Preece, (& other interested Councillors), nine (9) community representatives (A W Evans, S Hargrave, G Parry-Jones, B Strom, B Wills, R Payne, K Hall, P Burns, P Grenier, representatives from Council's Property, Environmental Planning/Control, Landuse Planning & Natural Resources sections, & the General Manager's nominee (Craig Arms). Committee meets monthly.

**Implementation Schedule3 – Key Points:**

- Council's Landuse Planning Section prepared an audit of the COSS acquisition program in 1996 which priority ranked properties to be brought into public ownership for COSS. Acquisition priority is partly based on the ecological value of the land (as determined by an ecological study completed in 1994) and partly on the visual significance of the land.

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- Council acquires COSS land in the following ways: direct purchase; dedication; purchase &/or transfer of care, control and management to Council by a State authority (eg, Department of Urban Affairs & Planning).
- Council's Property Section reports monthly to the Committee in regard to properties recommended for purchase & nominated sources of funding.

## Progress to Date:

Council agreed to acquire Barador P/L and land at Scenic Highway & Bradleys Head Road.

**Project 6.2 - Kincumber Youth & Recreation Centre (Cost \$1.5m, Loans \$1.5m) *Project Implementation Schedule attached - Coordinated by PCG***

## Building Committee:

Councillors Bell & Sansom and interested Councillors, resident representatives (Craig Healy, John Reynolds & Paul Lewis), Regional Youth Support Services (rep to be advised), Kincumber Sports Committee (Gary Robertson), Youth Representatives Dempsey Green & Kate Burrows, Council staff (Dana Spence, Peter Hickman project leader). Council resolved at its meeting of 5 June 2001 that Jan Armstrong, Kevin Wills, Gary Nelson and Errol Baker also be appointed as members of the committee. The Director of Works has carriage for this project.

## Implementation Schedule – Key Points:

Construction to commence subject to outcome of Feasibility Report.

## Progress to Date:

**September Quarter 2000;** Feasibility study underway.

**December Quarter 2000;** Draft Feasibility report in January 2001.

**March Quarter 2001;** Committee to consider feasibility study.

**June Quarter 2001;** New Building Committee elected.

## Key Outstanding Issues:

Site Selection.

**Project 6.3 - Peninsula Youth & Recreation Centre (Cost \$1.5m, No Loans)**

*Project Implementation Schedule attached - Coordinated by PCG*

## Building Committee:

Comprises Councillors Bockholt, Penton, Holstein & interested Councillors, community representatives (vacant) & Council staff (Dana Spence, Peter Hickman project leader). Director of Works has carriage for this project.

## Implementation Schedule – Key Points:

Review of CP 31 – report to Council.

## Progress to Date:

**June Quarter 2000;** Further review of feasibility and scope of project carried out.

**September Quarter 2000;** Appointment of architect, review of scope/resources.

**December Quarter 2000;** Report to be prepared for February 2001 Council meeting seeking approval to lodge the Development Application.

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**March Quarter 2001;** Concept plans being finalised.  
**June Quarter 2001;** DA lodged.

Key Outstanding Issues:  
Funding to be finalised.  
Development Application approval.

**Project 6.4 – Peninsula Community Centre & Woy Woy Theatre (Cost \$3.2m, Loans \$2.1m) McMasters Rd & Ocean Beach Parade**  
*Project Implementation Schedule attached - Coordinated by PCG*

Building Committee:  
Councillors Bockholt, Penton, Preece, Cook & Holstein & interested Councillors, Woy Woy Community Centre representatives (Mike Harrold, Vicki Shields), resident representatives (Dion Richardson & 2 vacancies) & Council staff (Amanda Howard, project leader John van Esveld). Director of Corporate/Community Services has carriage for this project.

Implementation Schedule – Key Points:  
Construction is expected to be completed in October 2001.

Progress to Date:  
**September Quarter 2000;** Contract tendering process commenced and expressions of interest called.  
**December Quarter 2000;** Preferred tenderers selected by Council.  
**March Quarter 2001;** Report to Council re: tenders.  
**June Quarter 2001;** Construction commenced.

**Project 7 - Laycock Street Theatre (Cost \$1.6m, Loans \$1.47m) - Director Corporate/Community Services**

Building Committee:  
Councillors Sansom, Bockholt, Bell, Doyle (& interested Councillors), President – Gosford Musical Society, Community representatives (Roger Elwin, Patti Gleeson, Patricia Kirk, Margaret McGowan, Alf Taylor), Director - Corporate/Community Services.

Implementation Schedule – Key Points:  
Expected completion in August, 2001.

Progress to Date:  
**September Quarter 2000;** A tender was accepted by Council with construction work expected to commence in November 2000.  
**December Quarter 2000;** Construction commenced in November 2000 and it is anticipated the June 2001 completion date will be achieved.  
**March Quarter 2001;** Construction progressing to schedule.  
**June Quarter 2001;** Construction progressing to schedule. Work expected to be completed in August, 2001.

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**Project 8 - Umina PCYC/SEC Site (Cost \$0.6m, Loans \$0.47m)**

*Project Implementation Schedule attached - Coordinated by PCG*

## Building Committee:

Incorporates the Osborne Avenue, Umina Sunset Committee, consisting of one representative from each of the following: the Police, the Woy Woy Little Theatre (Penny Dilworth), Gosford City Youth Council (Gwen Watkins), Central Coast Youth Club (Steve Lawley) & Councillors Bockholt & Penton and other interested Councillors & the project leader (John van Esveld). The Director - Corporate & Community Services has carriage for this project.

## Implementation Schedule – Key Points:

Budget review.

## Progress to Date:

**September Quarter 2000;** Development Application approved and construction commenced for Stage 2.

**December Quarter 2000;** Construction 90% complete. Facility scheduled to open 3 February 2001.

**March Quarter 2001;** Stage 2 of project opened/project complete.

**June Quarter 2001;** Awaiting final claim from builder.

**Project 9 - Terrigal CBD/Foreshore Improvements - Including Pine Tree Lane Car Park (Cost \$5.79m, Loans \$2.77m)**

*Project Implementation Schedule attached - Coordinated by PCG*

## Building Committee:

Councillors Brooks, Sansom & Wales and interested Councillors, Chamber of Commerce (Ian Medicott, Anne Glaser), business owners (Lyndon Discombe), Community/Progress Assoc. (Ivor Harris, Judy Skelton), Terrigal Surf Club (John Howick), community rep (Les Graham), business/community rep (Neil Gay), Council staff – (Jim Mahoney, Noelene Lyon, John Cragg). Director Works has carriage for this project.

## Implementation Schedule – Key Points:

Traffic Impact Study to be reviewed by Traffic Committee.

## Progress to Date:

**September Quarter 2000;** Concept Plans placed on public exhibition with closure of Terrigal Esplanade to be considered by Traffic Committee.

**December Quarter 2000;** Development Consent given to extend (by 137 spaces) the Pine Tree Lane car park. Traffic Committee requested Traffic Impact Study in January 2000 to address issues raised by the closure proposal. Brief for the Traffic Study has been finalised by consultants. The analysis of the study and public feedback from the exhibition will be reported to Council in March 2001.

**March Quarter 2001;** Report to Council re: deferred DA consent granted for relocation of tennis courts.

**June Quarter 2001;** Revised traffic impact study was prepared.

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**Project 10.1 - Gosford CBD (Cost \$4.6m, Loans \$4.6m)**

*Project Implementation Schedule attached - Coordinated by PCG*

**Building Committee:**

Comprises of Mayor Holstein, Councillors Brooks, Wales & interested Councillors, Gosford Chamber of Commerce (David Humphries, Louise De Martin), major retailers centres (Brian Hanks, Debra Warwick, George Hurst), retail tenants (John Phillips, Tony Arico), private property owners (Ronald Hincksman), Central Coast Leagues Club (Laurie Maher, Brad Cook), the General Manager & project officer (J. Cragg).

**Implementation Schedule – Key Points:**

Design and contract documentation to be prepared for park and roadworks.

**Progress to Date:**

**September Quarter 2000;** Work completed for Baker Street car park ramp and round-about and Development Control Plan (to guide private developments) completed public exhibition. New Development Control Plan for car parking came into effect.

**December Quarter 2000;** Endorsement of remaining works obtained. Council consideration of Development Control Plan for town centre private developments deferred pending review of building heights and Floor Space ratios.

**March Quarter 2001;** Final Project Charter approved by SSMG.

**June Quarter 2001;** Commenced construction to northern entrance to Gosford.

**Project 10.3 - Woy Woy CBD (Cost \$1.5m, Loans \$1.5m)**

*Project Implementation Schedule attached - Coordinated by PCG*

**Building Committee:**

Councillors Bockholt & Wales and interested Councillors, Chambers of Commerce (Merv Clayton, Peter Chippendale, Mark Snell), South Woy Woy Progress Association (Heather McKenzie), Mainstreet Program (Janet Matthews, Carolanne Veacock), business owners (Ms G Hood), Community & Progress Association (Bob Knowles, Joan Fenton, Christine Burge, Ken Dyer, John Oakley, Matto & Toni McDougall, David Chandler, Harry Boyle, Ms A Byrne, Mr G Arnott), Council Project Officers (Steve Mitchelhill, Geoff Bent & J. Cragg). Director of Works has carriage for this project.

**Implementation Schedule – Key Points:**

Awaiting designs from Energy Australia for underground power.

**Progress to Date:**

**September Quarter 2000;** Re-building of fountain in Anderson Park commenced and public toilet upgrade completed.

**December Quarter 2000;** Finalisation of the traffic circulation pattern was completed and the Boulevard South footpath works (stage 1) commenced.

**March Quarter 2001;** Anderson Park completed, including fountain.

**June Quarter 2001;** Project awaiting final designs for underground power from Energy Australia.

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**Project 10.4 - Umina CBD (Cost \$1.5m, Loans \$1.5m)**

*Project Implementation Schedule attached - Coordinated by PCG*

## Building Committee:

Councillors Penton, Wales & Bockholt and interested Councillors, Chambers of Commerce (Greg Sandell, Matthew Wales, Peter Hale), Action Committee/Group reps (Ian Radford, Ken Hoste, R Reid, Z Selid), community rep (M Stephenson, Helen Meyers), Mainstreet Program (Tom Tregent, Cheryl Bennett, Vicki Hansen), Jill James, Bruce Croft, John Perks, Ocean Beach Surf Club (Liam Campbell), business rep (Barbara Kitley), Council Project Officers (Steve Mitchelhill, Geoff Bent & J. Cragg). Director Works has carriage for this project.

## Implementation Schedule – Key Points:

Tenders to be called for construction of streetscape.

**September Quarter 2000;** Comments received and reviewed on Draft Concept Plan, following public exhibition.

**December Quarter 2000;** Final design plans commissioned and completed and acceptance of quote for underground power accepted.

**March Quarter 2001;** Awaiting designs for underground power from Energy Australia.

**June Quarter 2001;** Inhouse design of street prepared.

**Project 10.5 - Ettalong Beach CBD (Cost \$1.124m, Loans \$1m)**

*Project Implementation Schedule attached - Coordinated by PCG*

## Building Committee:

Councillors Bockholt, Wales & Penton & interested Councillors, Chamber of Commerce/Ettalong Beach Heritage Committee (D Sloane), Ettalong Beach Heritage Committee (H Finlay, B Williams), Peninsula Chamber of Commerce (R Chapman, T McPhee & M Wales), Ettalong Ratepayers Citizens & Progress Assoc (R Clifton, R Molin), Mainstreet Program (P Davies, A Kerg, J Bohle), Shopkeeper (J Chapman), Ettalong War Memorial Club (P Hale), Ettalong Senior Citizens Club (J Byfield), Council staff (G. Bent, J. Cragg). Director Works has carriage for this project.

## Implementation Schedule – Key Points:

Consultant to commence Master Plan and identify need for foreshore works.

## Progress to Date:

**September Quarter 2000;** Grant submission to State Government for foreshore works prepared.

**December Quarter 2000;** Awaiting outcome of grant submission to State Government for foreshore works.

**March Quarter 2001;** Grant submission to State Government was refused.

**June Quarter 2001;** Quotation for underground power was submitted and accepted.

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**Project 10.6 - Erina CBD (Cost \$1m, Loans \$1m)**

*Project Implementation Schedule attached - Coordinated by PCG*

## Building Committee:

Councillors Brooks & interested Councillors, Chambers of Commerce (R Coull, J Blair), business owners (Jeremy Pesto), Community/Progress Association (H.J Kirk), Council staff (J. Cragg). Director Works has carriage for this project.

## Implementation Schedule – Key Points:

Plan of road closure to be placed on public exhibition by DLaWC.

## Progress to Date:

**September Quarter 2000**; Construction continued of Karalta Road round about, amended designs completed and report submitted to Council for Erina Wharf.

**December Quarter 2000**; Gazettal of re-alignment of Illya Avenue took place. Landscaping of The Entrance Road medians completed.

**March Quarter 2001**; Construction commenced of road through Erina Park.

**June Quarter 2001**; Construction completed of Ilya Avenue and Karalta Road round about.

**Project 10.7 - Avoca Beach CBD (Cost \$0.26m, Loans \$0.25m)**

*Project Implementation Schedule attached - Coordinated by PCG*

## Building Committee:

Councillors Bell & interested Councillors, Chambers of Commerce (J Scott-Powell, T Griffin-Beale, B Evans), Avoca Beach Sport & Recreation Committee (T Reynolds), Community/Progress Association (R Leckie, G McAuslan), Council staff (S Green, J Cragg). Director Works has carriage for this project.

## Implementation Schedule – Key Points:

Development Application to be determined for car park.

## Progress to Date:

**September Quarter 2000**; Alternative car park arrangements to Heazlett Park being investigated.

**December Quarter 2000**; Revised Development Application for car park withdrawn on safety grounds.

**March Quarter 2001**; New Development Application for car park submitted in March 2001.

**June Quarter 2001**; Development Application to facilitation meeting.

**Project 11.2 - Terrigal Surf Club (Cost \$1.528m, No Loans)**

*Project Implementation Schedule attached - Coordinated by PCG*

## Building Committee:

Councillors Brooks & Sansom and interested Councillors, representatives from Terrigal Surf Club (John Howick, Philip Wright, Paul Quick), Central Coast Lifesaving Association (Greg Doyle) and Council staff (Project Officer Peter Hickman, Natural Resources Manager Craig Arms). Director of Works has carriage for this project.

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## Implementation Schedule - Key Points:

Construction (demolition) commenced March 2001 with practical completion expected October 2001.

## Progress to Date:

**June Quarter 2000;** Project scope and budget increased (from \$1m).

**September Quarter 2000;** Design finalised, and submitted for DA approval.

**December Quarter 2000;** Preparations for demolition (March 2001) of existing building.

**March Quarter 2001;** Demolition of existing building commenced.

**June Quarter 2001;** Building construction.

**Project 12- Environmental Levy Projects (Cost \$1.695m + \$1.25M = \$2.945m, Loans \$1.4m) - Director Development/Environment**

Schedules are attached for the following components of this project: (12.1) Biodiversity Management Plan; (12.2) Waterways Health Clean Up; (12.3) Water Quality Management Plan; (12.4) Land Acquisition; (12.5) Litter Boom; (12.6) Rivercare Project; (12.7) Floodplain Maintenance Management Plan; (12.8) Ecological Sustainability Research; (12.9) Environmental Project Officer; (12.10) Environmental Education Project Officer; (12.11) Investigation & Clean Up of Correa Bay; (12.12) Investigation & Clean Up of Snake Gully; (12.13) Maintenance Work Umina Creek.

## Project Committee:

Councillors Bell, Penton, Preece & interested Councillors, community representatives B Evans & B Strom (Wetlands Committee) & S Hargraves (COSS). Council staff (M Bowman G Chestnut, V Tysoe, R Lonie, C Carloss & T Donnelly).

## Complete

12.3 Water Quality Management Plan

## Works in Progress

- 12.1 Biodiversity Management Plan is being prepared based on the framework of the adopted Biodiversity Policy
- 12.2 Stormwater Management Plan implementation & education program proceeding.
- 12.4 Council's Legal Unit is establishing the Gosford Foundation for the purchase of Environmentally Sensitive Lands (ESL). Two community advisers/trustees to be appointed.
- 12.5 Structural maintenance/data collection relating to gross pollutant structures/litter booms proceeding.
- 12.6 NSW Fisheries issues resolved and formal consent received. Finalisation of the Narara Creek Rivercare Management Plan will be assisted by the appointment of a new Project Officer.
- 12.7 Management options for the proposed Floodplain Maintenance Management Plans (FMMP) are being determined.
- 12.8 Research projects proposals being considered.
- 12.9 Environmental Project Officer applications are being culled and interviews arranged.
- 12.10 Environment Education Officer interviews held on 28 June 2001.

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12.13 Scheduled maintenance work did not proceed due to Council resolution requiring further investigations.

## Key Outstanding Issues:

- 12.7 Floodplain Maintenance Management Plans are to be prepared for Narara, Terrigal, Wyoming
- 12.11 Investigation & clean up of Correa Bay.
- 12.12 Investigation & clean up of Snake Gully

**OTHER SPECIAL PROJECTS****Project 14 - Fast Ferry Service**

*Project Implementation Schedule attached - Coordinated by PCG*

## Building Committee:

Councillors Sansom (Chair), Brooks, Penton, Preece, Doyle and Bell. Council's General Manager (Peter Wilson), Council staff (J Cragg). The Director Works has carriage for this project.

## Implementation Schedule - Key Points:

- Resolution to invite Expressions of Interest - November 1995.
- Council endorses two favoured proponents - May 1996.
- 12 month extension of favoured proponent status endorsed, August 1997.
- Ferry service was scheduled to commence December 2000 (Ettalong) – now to be advised.

## Progress to Date:

**September Quarter 2000;** (Ettalong) submission to Council by proponent of engineering foreshore/street kerb and gutter plans, plans for a terminal building received by Council; (Gosford) execution of Executive Deed of Agreement for development of boat harbour.

**December Quarter 2000;** (Ettalong service) Development Application approved for terminal building; (Gosford service). Further action on project by Gosford proponent appears unlikely.

**March Quarter 2001;** Lease of Ettalong Beach wharf site submitted to NSW Government Minister for approval.

**June Quarter 2001;** No current action.

**Project 15 - Gosford Marina**

*Project Implementation Schedule attached - Coordinated by PCG*

## Building Committee:

Councillors Sansom (Chair), Brooks, Penton, Preece, Doyle and Bell. Council's General Manager (Peter Wilson), Council staff (J Cragg). The Director Works has carriage for this project.

## Implementation Schedule - Key Points:

- Call for proposals invited, received & evaluated - October 1997.
- Review of proposals by Registrants - November 1997.
- Construction of facilities was scheduled to be completed November 2001.

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Progress to Date:

**September Quarter 2000;** Further progress subject to execution of Executive Deed of Agreement for development of boat harbour.

**December Quarter 2000;** Further discussions with proponent held – further information was to be provided by proponent in January 2001.

**March Quarter 2001;** Report submitted to Council in February 2001 to determine future directions.

**June Quarter 2001;** No current action.

### Financial Impact Statement

The recommendation does not impact upon Council's financial position.

### RECOMMENDATION

- A This information be noted.
- B Strategic Planning distribute this progress report (without detailed attachments) to Progress Associations, Chambers of Commerce and other relevant organisations within Gosford City.
- C The Executive Summary of this report be issued as an Information Sheet and made available to the public at Council public enquiry counters and at branch libraries.

## GM.033

**65.05.05****LOCAL GOVERNMENT ASSOCIATION (LGA) – 2001 ANNUAL CONFERENCE – SUBMISSION OF MOTIONS**

PROGRAM: GENERAL MANAGER

### Background

The Local Government Association has forwarded to Council information on the 2001 Annual Conference, which includes details for submission of motions, and delegate entitlements. The theme of this year's conference is "The Future is Now."

### Conference Arrangements

The 2001 Conference will be held in Wollongong between 27 and 31 October 2001. Illawarra Convention and Events Bureau are handling arrangements for delegates, observers and partners attending this year's annual conference and the Local Government Association should be contacted regarding delegate entitlements, motions for inclusion in the Business Paper, nominations to host the 2003 Annual Conference and orders for additional copies of Conference printed material.

Registration material has now been received and registration will be arranged through the Councillors' Secretary. A copy of the Policy Statements as amended by the 2000 Annual Conference will also be available from the Councillors' Secretary.

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**Submission of Motions**

The Association has advised that motions should seek to alter existing policy, add new elements to the policy or to delete elements of the policy.

Motions seeking to vary existing policy or to address new or emerging policy issues will be classified as Category One and scheduled for debate at the Conference.

Motions reaffirming existing policy, or calling for actions to be taken within existing policy, will be classified as Category Two. These motions will be included in the Conference Business Paper and may be individually brought forward for debate, or referred to the Executive of the Association for consideration.

The Association has forwarded a copy of the Association' current policy statements (as published in the 2001 Conference decisions book) to guide this process.

Motions in Category Two will be included in the Conference Business Paper and may be individually brought forward to be debated with the agreement of Conference. Otherwise they will be referred to the Executive of the Association for consideration. Where appropriate, some may be actioned prior to conference.

Motions must be received by the Local Government Association by 5pm on Friday 31 August 2001.

It is suggested that Councillors submit their proposed motions to the General Manager by Friday 17 August 2001 for inclusion in the Agenda Paper for the Council meeting to be held on 28 August 2001.

**Delegate Entitlement**

Councils are entitled to nominate voting delegates on a population basis and Gosford is entitled to seven (7) voting delegates.

The Association is to be advised of the names of Council's delegates by 8 October 2001. Delegate voting cards will be sent out to the Councils.

**Year 2003 Annual Conference Venue Nominations**

Nominations for the Year 2003 Annual Conference were called for in Weekly Circular Number 27 dated 6 July 2001 and will be received until 5pm Wednesday 15 August, 2001.

**Financial Impact Statement**

Funds for attendance at this conference are included in the 2001/20012 budget.

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**RECOMMENDATION**

- A Councillors submit any proposed motions to be forwarded to the 2001 Local Government Association Annual Conference, to the General Manager no later than 17 August 2001.
- B Interested Councillors nominate to attend the 2001 Local Government Association Annual Conference to be held in Wollongong and Council elect seven (7) voting delegates.

**GM.034****392.86.00****CENTRAL COAST REGIONAL DEVELOPMENT CORPORATION –  
2001/02 BUSINESS PLAN**

PROGRAM: STRATEGIC PLANNING

**Introduction**

The Central Coast Regional Development Corporation (CCRDC) has submitted its Business Plan for 2001/02. This is a requirement of the Corporation's Agreement with Gosford City and Wyong Shire Councils. The Business Plan is derived from, and limited to the assigned areas of responsibility identified in the Central Coast Regional Economic Development Strategy.

**Key Objectives of CCRDC**

The CCRDC was incorporated in September 1993. Gosford City and Wyong Shire Councils provide core funding plus two motor vehicles, and the Corporation attracts funding from the State and Federal Government on a project by project basis.

The key roles of the Corporation are:

- Promoting sustainable economic development.
- Marketing the Region.
- Assisting regional business development through attraction of new business and expansion of existing business.
- Developing the Region's Export potential.
- Providing a quality Business Information Service.
- Advocate for the Region and Local Councils.

**Business Plan 2001/02 Ongoing Activities and Projects**

The three major areas for concentration of CCRDC's resources for 2001/2002 are stated as:

- Business Development
- Regional Development / Investment
- Regional Identity

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The following provides a summary of the proposed projects and key activities for implementation during 2001/02:

### **1 Establishment / Operation of Central Coast Business Incubator**

Key goals for 2001/2002 have been identified as:

- Assist small business to grow.
- Provide a link from home office to commercial setup.
- Provide access to training, mentoring, specialist advice and fee for service administration, reception and accounting.
- Provide a “one-stop-shop” for small business in the region.

Activities for 2001/2002 include:

- Provide facilities and services to assist expansion, development and diversification of current and startup business on the Central Coast. This will include: attracting tenants to the Incubator, offering courses, holding functions and establishing a website.
- Broker the co-ordination and marketing of the range of services available to business on the Central Coast.

### **2 Key Industry Cluster Development**

Key goals identified for 2001/2002 have been defined as:

- Facilitate the growth of industry within the region in partnership with industry to enhance existing skills, create new skills and generate regional wealth through export and jobs.
- Define the necessary infrastructure required to support and assist expansion of the industry and have institutional and industry support in principal to acquire this infrastructure.
- Engender commitment from industry sectors.
- Seek financial commitment from industry for projects.
- Capitalise on existing links through Central Coast Export Centre, Central Coast Business Incubator.

Key Activities for 2001/2002 include:

- Establish a Central Coast Aquaculture Industry Cluster. In two stages depending upon successful outcomes of first stage.
- Continue to support the Central Coast Hydroponic Industry Cluster.
- Raise the profile nationally of existing industry clusters on the Central Coast and assist industry with which CCRDC is undertaking a development program.

### **3 Central Coast Business Export Centre**

Key goals identified for 2001/2002 have been defined as:

- Expand business and employment on the Central Coast through development of export markets.

## GM.034 CONTD

- Provide a one-stop-shop for export advice and assistance.
- Represent Austrade services in the region.

Key Activities for 2001/2002 include:

- Broker the coordination and marketing of the range of services available to existing and potential exporters on the Central Coast.
- Tradestart: Austrade programme providing export advice and assistance to regional Australia. One-stop-shop for local exporters.
- Export Access – Austrade programme providing intensive export management expertise to a select group of local companies meeting eligibility criteria. Programme period approximately 12-18 months per client.

#### **4 Environmental Virtual Technology Centre**

Key goals identified for 2001/2002 have been defined as:

- Use the Central Coast natural competitive advantage to be ready to take full advantage of the next wave of new industries, including Communications and Information technology, biotechnology and environmental technologies.
- Position the Central Coast as a global leader and destination for Industry Cluster research, development and education for new environmental technologies and products.

Key Activities for 2001/2002 include:

- Examine the potential to establish an environmental technology industry cluster on the Central Coast. This will include; development of a strategy and project plan, formation of a project group with key stakeholders and the establishment of the Central Coast Environmental Virtual Technology Centre.

#### **5 Central Coast Buy Local**

A Key goal identified for 2001/2002 have been defined as:

- Work with professionals and major service users on the Central Coast to develop a culture of “Buy Local”.

Key Activities for 2001/2002 include:

- Minimise the leakage of major expenditure for contractual professional services on the Central Coast. This will include the development of a project group, research on best practice, development of a methodology, and a forum for Central Coast professionals.
- Establish a “Central Coast Buy Local “ commitment for use of Central Coast professional services.

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**6 Promotion of Commercial / Industrial Centres**

Key goals identified for 2001/2002 have been defined as:

- Attract investment, new business and redevelopment to the industrial /commercial areas on the Central Coast with the greatest potential to generate employment.
- Market the areas to generate sales of land to companies and investors, that will provide the potential jobs the areas offer when fully developed and/or redeveloped.
- Increase the awareness of the Central Coast generally, as a business location and the advantages of relocating/establishing on the Central Coast to external markets and agents and local agents.

Key Activities for 2001/2002 include:

- Actively contribute to job creation, growth and development of the business community in Tuggerah, Wyong, Somersby and Gosford by:
  - Attracting redevelopment, investment and new business to Tuggerah, Wyong, Somersby and Gosford. This will include; briefings to industry associations, financial institutions and real estate agents, networking functions, and participation in Trade Shows.
  - Provide a mechanism to implement the existing management plans and promote the redevelopment, investment and generation of new business at Tuggerah, Wyong, Somersby and Gosford. This will include working in partnership with Somersby Land Owners Association and Gosford City Council to attract funds for promotional activities from the Somersby Landowners Association, complete the Somersby Aboriginal Heritage study and complete the “Somersby Industrial Park Development Issues Report”. The presentation and adoption of recommendations of the “Somersby Industrial Park Development Issues Report” to State and Local Government has also been identified.

**7 Central Coast Joint Branding**

Key goals identified for 2001/2002 have been defined as:

- Provide cohesion and structure to the Central Coast’s identity by design of a logo for use by all organisations within the region.
- Uniting Central Coast organisations, corporations and agencies in the use of the Central Coast logo and associated products.
- Increase brand awareness by embarking on a comprehensive branding campaign and clearly identify the boundaries of the Central Coast.

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Key Activities for 2001/2002 include:

- In partnership with Wyong Shire Council, Gosford City Council, Central Coast Tourism Inc and Central Coast Economic Development Board promote and establish a Central Coast Joint Branding Industry. This will include the establishment of a Central Coast Joint Branding Web Page and development and delivery of a Central Coast Brand Campaign.

**General Comments**

The Business Plan is based on receipt of \$498,000 core funding from Gosford and Wyong Councils, supplemented by income from Federal and State Government and Industry on a project by project basis. An additional \$45,000 has been budgeted as income from Councils for the Joint Branding Account.

The total of estimated income and funding is stated as being \$1,279,000. Of these funds 56% is estimated as being allocated to Business Development activities with 36.5% allocated to Regional Investment projects and 7.5% to Regional Identity projects.

The Business Plan outlines key activities and performance criteria to meet the overall objectives of the Plan. The provision of clear timeframes for the completion of projects included within each of the Activity Areas, in addition to the criteria currently provided in the Plan, would assist CCRDC in conveying to Council the various stages of each project and progress made towards meeting the overall objectives.

**Financial Impact Statement**

There will be a direct financial impact on Council if it decides to provide funding to the CCRDC. Council has budgeted for a total contribution of \$214,398 towards the funding of CCRDC. An amount of 10% of this budget allocation is retained by Council to fund a joint project by CCRDC and CCTI. The remaining budget allocation of \$192,958 has been included in the 2001/2002 budget for contribution towards the implementation of CCRDC's Business Plan.

**RECOMMENDATION**

A Gosford City Council adopt The Central Coast Regional Development Corporation's 2001/02 Business Plan on the basis that:

- Council's contribution to CCRDC for the implementation of the Business Plan is within the existing budget allocation of \$192,958; and
- Council's contribution to CCRDC for the successful completion of a joint project with CCTI is within the existing budget allocation of \$21,440; and
- The acceptance of the Business Plan does not prejudice Council's objectives of amalgamating CCRDC with Central Coast Tourism Inc and the Central Coast Economic Development Board; and

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- Timeframes are provided for each of the projects identified in the Plan by 30 September 2001; and
  - Prior to final adoption of the recommendations included in the “Somersby Industrial Park Issues Report” Council’s endorsement of the recommendations needs to occur.
- B Funding is provided to the CCRDC on a quarterly basis with payment for each quarter being dependent upon CCRDC being a stand alone organisation.

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**CENTRAL COAST TOURISM INC – 2001/02 BUSINESS PLAN**

## PROGRAM: STRATEGIC PLANNING

The Central Coast Tourism Inc (CCTI) has submitted its Business Plan for 2001/02 comprising:

- Administration Department – Objectives, Strategies and Associated Budgeted Expenditure.
- Marketing Objectives, Strategies and Performance Measures.

The following outlines the ongoing services and new projects to be undertaken by CCTI for the 2001/02 financial year.

**Administration Department**

The Administration Department will provide the following ongoing services:

- **Visitor Information Centres** - includes staffing of three Visitor Information Centres located at Gosford, Terrigal and The Entrance and management of displays at various locations throughout the Central Coast. The Visitor Information Centres are opened 7 days throughout the high season and 6 days during winter. All staff are trained and kept up to date in all products.
- **Centralised Information and Reservation Department** - CCTI provides a centralised telephone service 7 days per week. All telephone/email enquiries are dealt with on a timely basis including information despatched within 24 hours of the enquiry receipt.

This service endeavours to convert all enquiries for accommodation into bookings by providing sufficient information for the customer to make a decision. Follow ups are undertaken with the property to ensure the customer’s satisfaction.

- **Print Production Department** – Skilled professional staff are employed and equipment used to produce all brochures/printed matter to film stage within financial budgets and production times.

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- **Marketing Department** – Markets the Central Coast as a premier visitor destination and increases visitation. Projects to be undertaken are outlined in the Marketing Objectives Section.
- **Membership** – This is to maximise the membership of CCTI and ensure that the needs of the membership based organisation are met and encourage members to work cooperatively within the industry. This also includes organising self funding networking functions.
- **Administration** – This is to ensure that CCTI is run on sound financial principles, maintain accountability to stakeholders, maximise tourism funding opportunities and provide Reporting to Council.

**Marketing Objectives**

The following projects are to be undertaken:

- **Domestic Marketing Tools** – This will include the development and/or production of:
  - The *Central Coast Getaways holiday guide* – provides a wide range of products and information and picturesquely presents the Region.
  - Third Edition of the *Conference Facilities Guide* – information for professional conference organisers to be produced by June 2002.
- **Marketing Tools – International** – Developing the inbound market to increase international visitation by the production of the 6<sup>th</sup> edition of the *International Inbound Manual* by December 2001.
- **Domestic Marketing** – This will include the development and/or production of:
  - Bi-monthly advertisements in the accommodation section of *NRMA Open Road*.
  - Advertisements in publications, which target development opportunities to increase profile of Central Coast for potential tourism development.
  - Direct marketing and advertising targeting the conference markets, including a joint venture to enhance the conference market.
  - Seek opportunities to gain media coverage and to host media/trade famil tours by direct contact and through Tourism NSW.
  - Development of package tours between local operators and fastship Ferry Service depending on development of Ferry Service.
  - Provide information on accommodation and attractions to prospective visitors with same day turnaround.
  - Advertising to improve the Central Coast's presence in niche markets.
  - Advertising in Tourism NSW's wholesale brochures such as Short Breaks and Beaches publication.
  - Tactical advertising in co-operation with private sector and Tourism NSW.

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- **Membership** – Production of a marketing prospectus for prospective members.
- **International Trade Shows** – Develop inbound market to increase international visitation. This will include attendance at Oztalk USA, Oztalk Europe and the Australian Tourism Exchange.
- **International Marketing/Promotion** – Develop inbound market to increase international visitation. Actively seek opportunities to host familiarisations for visiting wholesalers, inbound operators and international media.

**Comments**

The proposed Business Plan for CCTI includes a total administration budget of \$804,000 and a total marketing budget of \$609,000. The funding sources for the proposed strategies in the Business Plan include funding from the Private Sector, Grants received and contributions from Councils.

The current arrangement with CCTI is for Council to retain 10% of CCTI's funding and the Central Coast Regional Development Corporation's funding for a joint project to be undertaken by CCTI and CCRDC. Details of the joint project have not been included in the 2001/02 Business Plan.

**Financial Impact Statement**

There will be a direct financial impact on Council if it decides to provide funding to the CCTI. Council has budgeted for a total contribution of \$364,704 towards the funding of CCTI. An amount of 10% of this budget allocation is retained by Council to fund a joint project by CCTI and CCRDC. A budget allocation of \$328,233 has been made in the 2001/2002 budget for contribution towards the implementation of CCTI's Business Plan.

**RECOMMENDATION**

- A Council adopt the Central Coast Tourism Inc's 2001/02 Business Plan on the basis that:
- Council's contribution to CCTI for the implementation of the Business Plan is within the existing budget allocation of \$328,233;and
  - Council's contribution to CCTI for the successful completion of a joint project with CCRDC is within the existing budget allocation of \$36,470; and
  - The acceptance of the Business Plan does not prejudice Council's objectives of amalgamating CCTI with the Central Coast Regional Development Corporation and the Central Coast Economic Development Board.

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- B Funding is provided to the CCTI on a quarterly basis with payment for each quarter being dependent upon CCTI being a stand alone organisation.

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**GOSFORD CITY COUNCIL COMMUNICATION POLICY**

PROGRAM: COMMUNITY LIAISON

**Background**

Gosford City Council's Communication Committee investigated methods of improving communication between Council and the community. As communication is a two-way process, the committee discussed a range of options to best promote Council's services, policies, programs and facilities. It also considered a range of options to encourage greater community participation.

**Present Situation**

Council communicates with ratepayers via a range of methods including newspaper advertisements, media releases, community meetings, Council's website and the annual Report to the Community.

The Communication Committee recognises there are a number of other options available to improve the overall communication process. As a result, a draft Communication Policy has been written. Activities recommended in the draft policy will help raise awareness of Council services, policies, programs and facilities. Council also resolved on 27 March 2001 to produce a quarterly community newsletter.

The draft Communication Policy aims to build a stronger partnership with the community and encourages public participation in decision making processes. It increases opportunities for the community to provide feedback and to participate in various issues and events.

The draft policy primarily addresses the broader community but also caters for target groups such as youth, seniors and isolated communities. The policy aims to build on community relations.

The Committee acknowledges community consultation must be open to all relevant groups and ratepayers. It acknowledges sufficient time must be allowed for the two-way consultation process. Those involved in community consultation must also be informed about how their feedback and input will influence final decisions. Council must also remain open and flexible to ensure effective community consultation. A copy of the draft policy follows.

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## **GOSFORD CITY COUNCIL 2001 DRAFT COMMUNICATION POLICY**

### **Policy Objectives:**

To ensure Council communicates to all the community. That it will provide quality information to the community to help them gain a better understanding of Council. To ensure communication is two-way, offering the community opportunities to communicate their messages to Council and to be involved in decision-making processes.

### **Policy Statement:**

To ensure as many members of the community as possible are informed about the workings, programs, policies, services, facilities, decisions, objectives and directions of Gosford City Council.

### **Philosophy:**

Gosford City Council believes in:

- Open government by providing information services, effective consultation and communication with the community.
- Working with and communicating with the community to achieve Council's vision for the City of Gosford.
- Communicating key messages to emphasise Council's purpose and core activities.
- The right of all residents to have access to Council's policies and other public documents and information.

### **Strategies:**

- Maximise all aspects of the media, including those not currently utilised such as community newsletters, school leaflets, Internet chat rooms. Organise regular meetings with Councillors and the public, for example, at libraries on certain Saturday mornings.
- Hold Council meetings at various locations.
- Have a presence at more community events.
- Communicate non-political, non-partisan, non-discriminatory messages to the community. Key messages to be communicated in plain English avoiding the use of jargon.
- Ensure our methods of communication are constantly reviewed to maintain effective communication, avoid repetition and keep the community interested.
- Target all areas throughout the city with special consideration to be given to geographically isolated communities.

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- Target all community groups including general ratepayers, youth, aged, sports groups, business groups / developers, commuters, environmental groups, disabled.
- Formulate 12-monthly public relations plans highlighting strategies for the coming twelve months for Councillors' consideration.
- Promote projects and services from a cross section of departments across Council. This will require all sections within Council including media promotion as part of their standard process when working on new projects, facilities and/or services.
- Trial new models of consultation especially where communities would not normally get involved. These models could include a selection of community participants in panels by targeted and random procedures. They could also include expert groups who enhance the procedures by their training and knowledge. Other methods include deliberative polling and conferences.

**Financial Impact Statement**

The financial impact will vary according to the uptake of various aspects of the policy.

**RECOMMENDATION**

Council's draft Communication Policy be placed on public exhibition for a 28-day period.