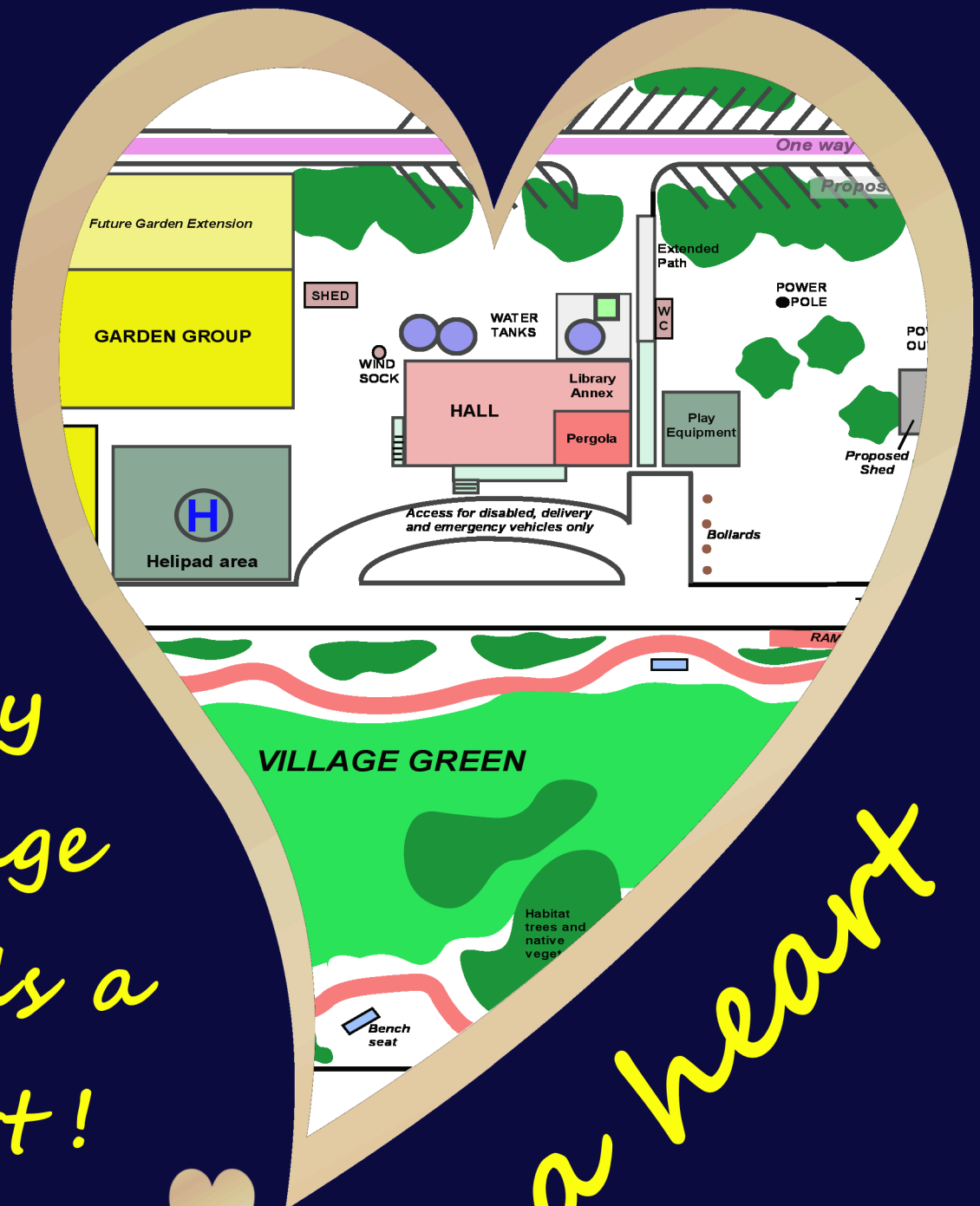


North Arm Cove Residents Association



Every
village
needs a
heart!

Give us a heart

A project
to establish a
community precinct at
the heart of North Arm Cove

Give us a heart

A project to establish a community precinct at the heart of the North Arm Cove village

A submission to
MidCoast Council
by the
North Arm Cove Residents Association
on behalf of the North Arm Cove community
seeking funding from the
Stronger Communities Grants Program
October 2016

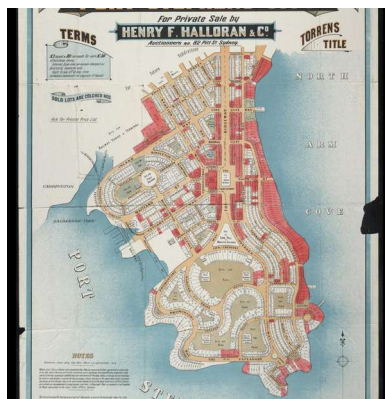
Who are we?

Our North Arm Cove village is called home by some four to five hundred residents – but many more join us for weekends and holiday periods.

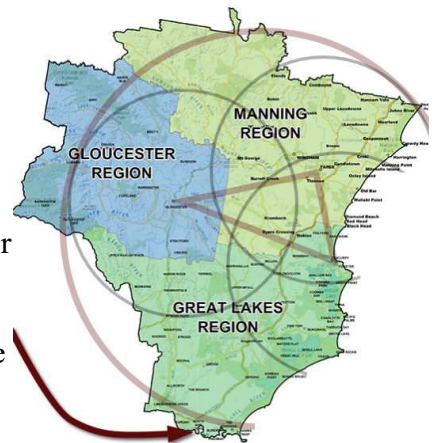
Our average age is around 60. We include many active retirees. Holiday times see numerous grandchildren and visitors adding to those 66 residents aged 19 or less reported by the 2011 census.



Our village lies about as far from MidCoast Council's major centres of Forster/Tuncurry, Taree and Gloucester as it is possible to get within Council's area of responsibility. Located on a peninsular, we are surrounded on three sides by the waters of Port Stephens.



The 1918 Walter Burley Griffin subdivision approved by Stroud Council (far left) proposed large areas of public park including much of the waterfront. While Halloran's 1920 plan did identify significant areas for parks, almost all of that proposed parkland is now privately owned. North Arm Cove village needs to make the most of the very little public land remaining.



Our Association ...

The North Arm Cove Residents Association is now into its fiftieth year. For five decades it has vigorously represented the interests of our community and been the driving force behind most of the significant community developments with the village.

It is twenty years ago this month, that the Association's considerable efforts of that time were acknowledged with the official opening of the village's Community Centre (our "Hall"). A perceptive comment was made at the time by Council's Andrew Braybrook. Andrew had assisted the Association in achieving the "Hall" initiative. He suggested that the Hall site could in time become part of a wider community precinct.



That time has now arrived!



Since the Hall was opened those two decades ago, the Association's work has included supporting extensions to the Hall including the Library Annex and Pergola. Its many projects have included getting grants to build the adjacent Tennis Court and to support the Garden Group.

Why do we need a heart?

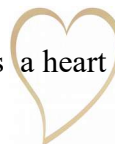
Our village has ...

- no shops,
- no pubs,
- no cafes,
- no petrol stations,
- no churches

Nor any other public buildings - apart from our Hall and the Fire Brigade.

Every village needs a heart!

Our village needs a heart



We need a Community Precinct.

Now it is true that, with the Community Centre, the tennis court, the community garden, the swings and slide, the nucleus of a Community Precinct has been slowly evolving.

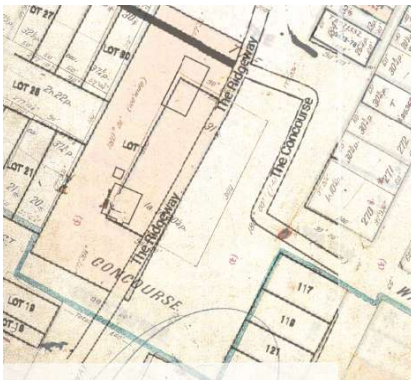
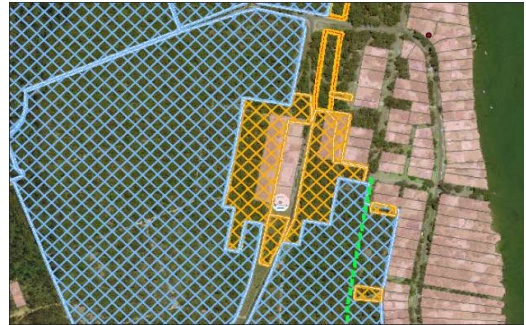
But the process has been haphazard, unplanned. Great Lakes Council realised this back in 2008 and resolved to develop a Master Plan for the site but nothing eventuated.



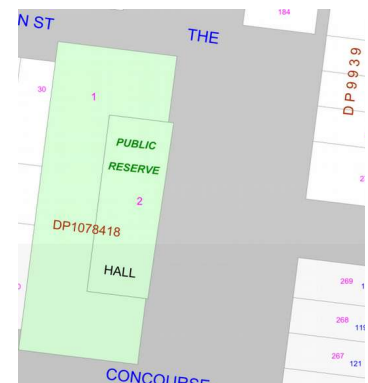
An opportunity arises ...

In 2014 the Rural Fire Service began work on a Community Protection Plan for our village.

The risk posed by our single-access-road led to our Community Centre being declared a neighbourhood safer place/place of last resort. To enable this declaration, an Asset Protection Zone was established around the Community Centre – including the land to the east of The Ridgeway, opposite the Community Centre. This land is currently designated as “road reserve”.



That “road reserve” is a relic of the original Burley Griffin plan plus the changes undertaken when the Community Centre site was created, then expanded to allow space for the Tennis Court.



After this RFS clearing in 2015 (and some community work earlier this year) this is what we now have on that road reserve area!

It had been heavily timbered.

All identified habitat trees were preserved in the creation of the Asset Protection Zone - but the result of this work ...

Wow! What an opportunity.

On the community's wish list, amongst its strategic goals are:

- An open, level area where kids could a kick a ball or fly a kite. Or just run and play.
- Walking tracks/fitness trails for young and old – serving as a bicycle track.
- Securing additional land for community use.
- The development of a Hall Site Master Plan.

We could see, in our mind's eye, this level area transforming into a “Village Green” ... providing that long sought level play area; the walking/bicycle track; plus a place where the community could congregate for special celebrations.

Our community takes the initiative ...

Enthused by the possibilities, our Association Executive first sent the proposals to Great Lakes Council and then promoted them earnestly when it met with five Councillors, the General Manager and two of the Directors on 5 November 2015. The responses we received at that meeting were very positive and supportive. However up until now, no funding has been forthcoming.

We were keen that development of the “Village Green” should to be seen in a wider context – including consideration of the future development of the Community Centre site itself. And of course we wanted any proposal to have support from the local community.

The installation of the very welcome swings-and-slide set beside the Community Centre has removed a chunk of the parking space and restricted vehicle access. The asset protection zone has also opened up the rear of this site. Both the Garden Group and Tennis Club have plans for future developments.

What was now needed more than ever was a master plan for the whole site; for both sides of the road. But Council was far too busy to commit any resources to this task. When expressing regret that he could not assist, Great Lakes Council's head of Parks and Recreation suggested we convene a workshop of representatives of the main local community groups.

So our Association once again took the initiative. One of our members used his surveying skills and equipment to prepare a detailed plan of the area. Then, on 13 November, representatives from four local community groups gathered under the pergola to examine future possibilities for both the Community Hall site and the recently cleared road reserve area opposite.

It was a highly productive meeting with many ideas proposed and discussed. The concept of a community precinct was taking shape. A consensus was reached which was then assembled into a consolidated draft plan and taken to the nearest neighbours for their consideration.

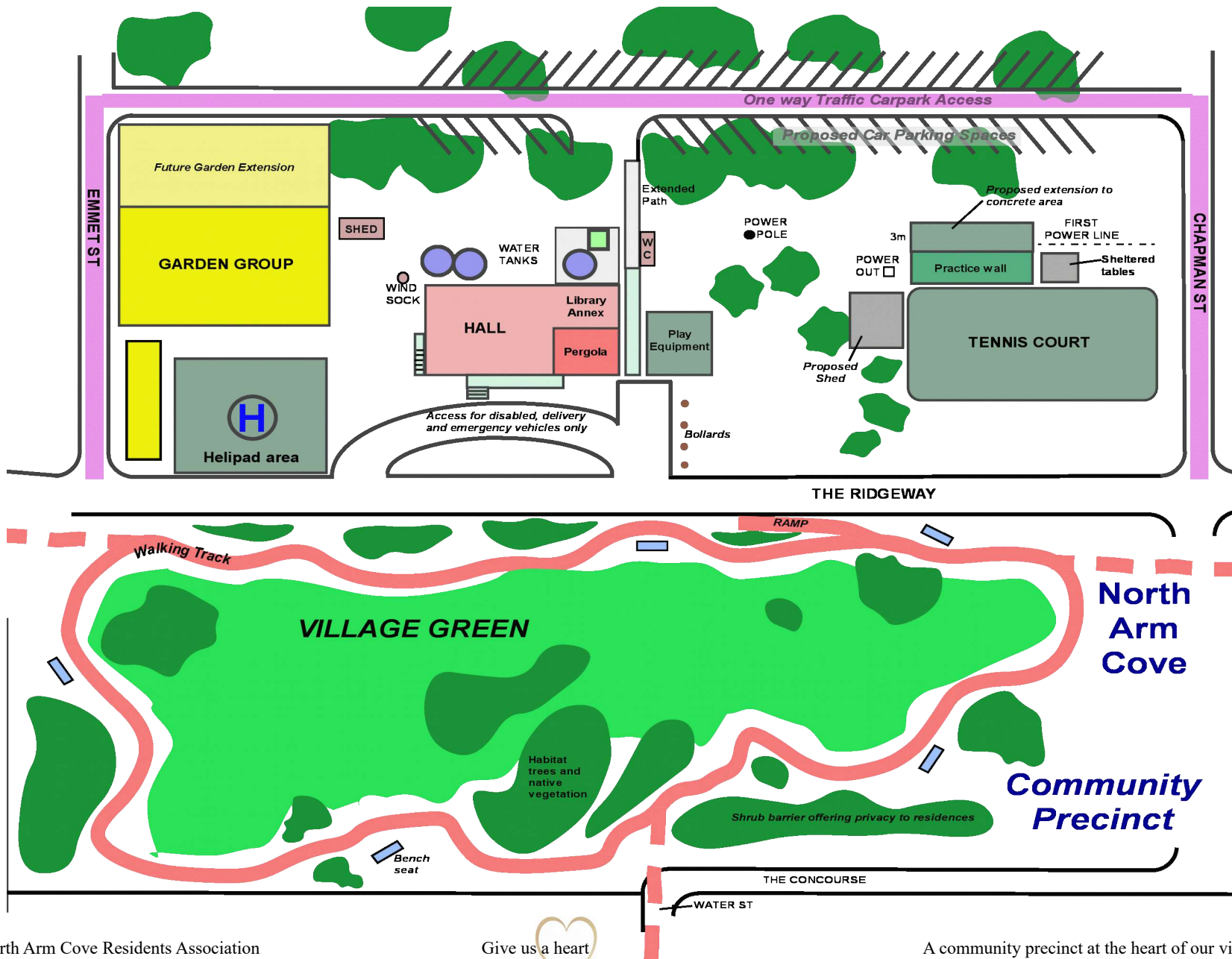
This evolving plan was widely advertised as a key topic for the next Association General Meeting. On 12 December, with Council's Community Engagement Officer in attendance, community members had a frank discussion and the draft was modified to address new reservations raised by neighbours.



The community's support for the project was further evidenced by a well-attended working bee on the proposed village green on what was one of the coldest and windiest winter days of this year.



The outcome of this consultative process is presented in the diagram on the next page and the accompanying explanatory comments. We do not expect all aspects of the plan to be implemented tomorrow or even in the next year or two. This submission for funding outlines the essential first steps towards establishing a Community Precinct at the heart of our village.



What's included in the "Give us a heart" project?

This project represents just the first stage creating our Community Precinct and involves work on both sides of The Ridgeway.

The Village Green – Road Reserve

This includes

- an accurate survey of key points on the site border
- a 400 metre walking/cycling/wheelchair (AS 2165.1 Class 1) track with a ramp to road level
- three bench seats
- an open play area sown with native grasses,
- establishment of nature areas around habitat trees and existing native vegetation
- supplementary planting in nature areas with endemic species
- planting to screen neighbouring residences
- plantings in the lowest area of the site to slow storm water flow
- signage

Future works on the Village Green site *not* part of the current project will include additional bench seating, low tech exercise stations around the track, additional planting, play equipment, additions to the walking track such as steeper shortcuts and links to a wider network of walking trails, parking.

The Community Centre site - Public Reserve

This includes

- an accurate survey of key points on the site border
- creation of a new carpark for up to 40 cars at the rear of the site including access and egress
- upgrading sections of existing streets to access carpark
- extending existing footpath to new parking area
- restoring existing carpark around the children's playground as native grassed area
- establishment of nature areas around habitat trees and existing native vegetation
- supplementary planting in nature areas with endemic species
- formalising the emergency/disabled access area
- closing off old carpark with bollards
- plantings in the lowest area of the site to slow storm water flow
- signage


Future works on the Community Centre site *not* part of the current project will include additional parking to cope with larger functions, additional play equipment, extensions to community garden, extension to concrete area behind practice wall and netting to contain balls, a tennis shed with provision for additional storage.

We seek your support
"Give us a heart"

North Arm Cove Residents Association

Stronger Communities Grant Application

October 2016



A project to establish a
Community Precinct
at the heart of
North Arm Cove

Project Budget and Schedule

submitted to

MidCoast Council

“GIVE US A HEART”

North Arm Cove “GIVE US A HEART” Project	# units	Ex gst \$/unit	Ex gst Total	Whole \$ Total Incl GST
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Summary

Village Green : Eastern side The Ridgeway North Arm Cove				
Contributed Community Labour Value		7,625.00		7,625
Component requiring funding		22,139.21		25,456
SUB TOTAL Village Green		29,764.21		33,081
Grant component (after financial and labour contributions)				24,956

Community Centre Site Parking, Access, Landscaping				
Contributed Community Labour Value		2,875.00		2,875
Component requiring funding		21,456.49		23,606
SUB TOTAL Community Centre Site		24,331.49		26,481
Grant component (after financial and labour contributions)				23,106

Plus

Development Application fees				566
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Total of Project Cost (if implemented separately)				60,128
Total of grant components (if implemented separately)				48,628

Less

Savings from implementing the above as a single project		624.72		688
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GRAND TOTAL “GIVE US A HEART” PROJECT		53,470.98		59,440
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Contributed Value		10,500.00		10,500
Association Financial Contribution		1,000.00		1,000
Grant Requested for “Give us a Heart” completion in 2017				47,940

North Arm Cove “GIVE US A HEART” Project		1	3	5	7	9	11	13	15	17	19	21	23	25	27	29	31	33	35	37	39	41	43	45	47
		2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48
		j	f		m		a		m		< - Weeks 1 -48 ->								s		o		n		d
Village Green : Eastern side The Ridgeway North Arm Cove																									
PM1 Project Management/Administration																									
1 Preparatory Work																									
1a Survey of site \$1000 or \$825 if same time as 5a																									
1b Liaise with Council re final design etc																									
2 Walking Track																									
2a Remove vegetation, form and shape including ramp to road level – 2 days																									
2b Install crushed rock, path drainage - 1 day																									
2c Camber, Roll and consolidate – 1 day plus																									
2d Crushed rock (20fcr) ~ 116m3 Hunter Quarries (including delivery)																									
3 Play area/Nature Areas																									
3a Grading – shaping the level village green play area – 1 day																									
3b Stump Grinding/Removal																									
3c Native grass seed for 3000m2 @ 1.3kg per 100m2																									
3c-volunteer Seeding Community Working bees																									
3d Additional topsoil 66 tonne @ 42.00 including delivery																									
3d-c Spread Topsoil – 1 day																									
3e Additional bush rocks for border around Nature/Habitat Areas 10m2																									
3e-volunteer Create borders around nature/habitat areas																									
3f-volunteer Mulching of Nature Areas																									
3g-volunteer Weed removal/Planting Community Working Bees																									
3h Liaise with Council re plantings																									
4 Park Furniture																									
4a Replas Kookaburra Bench Seats																									
4b Replas delivery cost (estimate supplied)																									
4c Furniture installation/concrete base																									

North Arm Cove “GIVE US A HEART” Project		1	3	5	7	9	11	13	15	17	19	21	23	25	27	29	31	33	35	37	39	41	43	45	47
		2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48
		j	f		m		a		m		< - Weeks 1 -48 ->								s		o		n		d
Community Centre Site Parking, Access, Landscaping																									
PM2 Project Management/Administration																									
5 Preparatory Work																									
5a Survey of site \$1000 or \$825 if same time as 1a																									
5b Liaise with Council re design, parking, drainage and access																									
6 Emmet St and Chapman St																									
6a Grade and compact																									
6b Drainage at road junctions																									
7 Create Carpark and the access to Carpark area																									
7a Grade/shape etc 3 days																									
7b Install Road base where necessary and compact 2 days																									
8 Grader (etc) work on remainder of site incl disabled access area 1 day																									
9 Road Base/Piping etc																									
9a Supply and deliver (~ 250m3) 425 tonne																									
9b Supply and deliver concrete pipes (3) and head walls (4) for Emmet St drainage																									
10 Establish grassed area, between Play Equipment and Tennis Court																									
10a Native grass seed for 3000m2 @ 1.3kg per 100m2																									
10c-volunteer weeding/seeding of area																									
11 Concrete Pathway extension from WC to Proposed Parking area																									
11a Labour and materials for 1.5*15m path																									
11a-volunteer Installation assistance (Community Working Bee)																									
12 Bollards																									
12a Replas black 125mm square – two bollards “removable”.																									
12b Replas bollard sleeve to allow for bollard removal																									
12c Installation per bollard incl. small concrete footings																									
13 Signage (provision for various signs)																									
14 Official “opening”																									
Risk Assessment Reviews																									
Communications bulletin/meetings																									

Additional explanatory notes

Give us a heart project

Strange but true: If you type "North Arm Cove" into Google Maps you are shown a location 10.7 km by road from our village!

Our vibrant village community ...

While we have called this project "Give us a heart", North Arm Cove, as a community, is far from being "heart" less.

There is a long and admirable record of our community taking the initiative to achieve resources for the village. From the Fire Brigade and Community Centre through to our tennis, park and boating facilities we have campaigned, contributed and delivered. Through these efforts we have been nurturing:

- community cohesion and a sense of belonging,
- the shared "ownership" that arises from contributing to our community-initiated projects,
- a collective pride in and care for the local environment and
- a neighbourly community that cares for its fellow members in need of help.

So apart from delivering the valued physical assets, what we are really building is a healthy, vibrant, caring and enduring community.

In the Wizard of Oz, Tin Man sang "If I only had a heart" yet by his actions it was apparent that he was already generous, empathetic and willing to help others. Our village's true heart is also found in the generosity, empathy and community spirit of its inhabitants.

This proposed project seeks to give our village a physical heart - but it will also further strengthen its true heart.

How else does the local community benefit?

- As well as delivering the above important social benefits for our community, this project will provide a central location for community-wide activities and celebrations.
- The open-space play areas and walking tracks will facilitate a healthy lifestyle.
- Safety will be enhanced by (a) relocating vehicle traffic and parking away from the swing-and-slide play area and BBQ and (b) providing off-road walking trails.
- Youngsters will have a safe path to ride a bicycle away from traffic.
- Those in wheelchairs or using walking frames will not miss out on enjoying the local environment.
- There are economic benefits too as improved facilities will make the village more attractive to holiday makers looking for B&Bs or short term rentals.

How does the environment benefit?

The current maintenance of the Asset Protection Zone (APZ) involves slashing twice a year. This is necessarily indiscriminate so it encourages weed growth at the expense of native plants.

- By the community managing the site, natural areas can be defined and maintained while still meeting APZ requirements.
- Community working bees will remove the weed growth from the site including lantana, fireweed and bitou bush.
- Maintaining and adding to the native plants in the nature areas will attract native birds and native bees to the area.
- Use of native grasses on the open areas will support the local macropod population.
- Planting of drought tolerant species will minimise water use.
- Through careful design, absorption will be improved and stormwater flow slowed.

How will the project 's success be ensured?

A record of achievement

Our Residents Association has a long record of achievement and many of the resources in our village have resulted directly from its initiatives. It has managed and/or overseen many projects through to successful completion. Recent projects include the establishment of a very comprehensive web site (northarmcove.nsw.au), the provision of a tennis court supported by a Federal grant, and several projects supported by Community Building Partnership Grants including Waterfront Amenities (CBP12 - 16155) which had a total value of \$46,700. A Better Boating Grants project for dinghy-launch ramps has been held up awaiting receipt of Crown Lands approval.

A rigorous approach

The Association establishes a subcommittee to manage each of its projects. These have clear terms of reference which specify the extent of their authority and responsibility. A draft terms of reference for this proposed project is attached to this submission. This draft will be approved by the Association's Executive Committee should this application be successful. [The terms of reference includes subcommittee composition: (a)A convenor who shall be a member of the Association and (b)Not less than two members drawn by invitation from the general membership of the Association including, if available, one Association member representative of the neighbours of the site.]

A depth of experience

Within our Executive Committee we have a wealth of previous experience in industry, administration and project management. Within our wider community are many talented and experienced individuals that we can call upon when appropriate.

A supportive community

This project has strong community support. This comes from individuals who have sought Council training to work as volunteers as well as from other key village groups. Letters of support from the Garden Group and the Tennis Club are attached.

A Council-Community partnership

Our Association worked hand-in-hand with Great Lakes Council on past projects and looks forward working closely with the Community Spaces, Recreation and Engineering teams of the newly merged MidCoast Council.

This strong partnership, a supportive community, an experienced project team and a rigorous approach will ensure that this project adds to the Association's admirable record of achievement.

How will the Precinct be maintained and managed?

The Association proposes to establish a "Friends of the Community Precinct" composed of Council-trained volunteers who will undertake the mowing, participate in weeding and planting working bees, collect the branches that fall on the play area or walking track and keep an eye out for any problems which may be emerging.

The use of endemic native plants in the nature areas and native grasses on the open-play areas should help keep maintenance and mowing to a minimum.

Additional future works are proposed for the Precinct. Planning for such works will be coordinated by the Association. As with the current project there will be consultation with, and involvement of, North Arm Cove community groups. Proposals will then be taken to advertised community meetings.

What are the line item costs in the budget based on?

The following four pages provide further detail on the various components of the project. Numbered points refer back to the major budget line item. In some instances quotations and price lists are not for the exact quantities required so calculations have been made based on unit prices. Items refer to the numbered quotations which are appended.

The Contractor is local to the village and has worked for both the Association and Great Lakes Council before.

Village Green

1. And 5. Preparatory work

Defining the boundaries

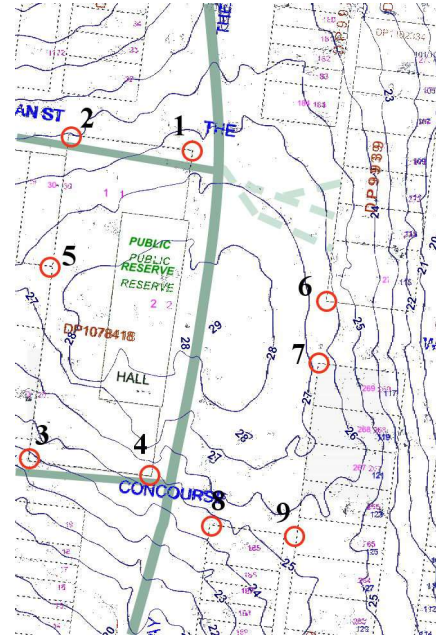
Although surveying work was undertaken in the creation of the Asset Protection Zone (APZ), some of the boundaries of the proposed Precinct site, where it adjoins privately owned land, are not clear. From aerial photographs it also appears that Chapman St crosses the northern part of the Public Reserve.

The quotations for surveying (Q2) include the following.

DP 1078418 Lots 1&2 and the Road Reserve opposite side of The Ridgeway as shown:

- Points 1,2, 3, 4 would be pegs at the corners of the Hall site.
- Point 5 need not be a peg – a marker of part way along the western boundary of the reserve to assist with the creation of the parking area.
- Points 6 and 7 are pegs to mark the corners of properties with Water St.
- Point 8 is the north western corner of Lot 185 DP 9939 The Ridgeway.
- Point 9 is on the western boundary of 125 Eastslope Way (Lot 265 DP 9939) in line with the northern boundary of Lot 185 DP 9939 on The Ridgeway.

There is a saving of \$385 if survey of both areas occurs on same day.



Stormwater drainage from the site

As can be seen from the contours above, the site is the almost-level top of a small hill. In 2015 Great Lakes Council launched a Stormwater Management Strategy for the Village. This identified stormwater flow paths for the Community Precinct as shown here.

The APZ clearing of a large number of trees has reduced the capacity of this area to absorb as much stormwater. This project does include some additional hard surfaces (including the walking track and parking area) but also restores the old parking area to vegetation. We also propose to include vegetated areas, at the lower portions of both the Public Reserve and Road Reserve sites, designed to slow stormwater flow and increase absorption.

Council Liaison

Although the Association will be taking carriage of this project, the site is a key Council Asset in our Village and we will liaise closely on the above and other issues with Council's Community Spaces and Recreation and Engineering teams both prior to the commencement of works and during the project.

2. Building a walking track

Walking is currently one of the most popular exercise activities in the Village but currently mostly occurs on our narrow roadways due to the lack of footpaths.



The proposed walking/bicycling/wheelchair track includes a loop of approximately 400m in length plus 30m access, via a ramp, to road level. The track will be 1.8m wide and 15cm thick before compression. It will be constructed according to AS 2165.1 Class 1 track (i.e. maximum 1 in 14 slope). In the future there will be some “short-cuts” added in the form of steps or steeper ramps. The path will be made using fine crushed rock (20fcr). Price of 20fcr rock based on quote Q9. Calculations based on 430m x 1.8m x 0.15m x 1.7 tonne per cubic metre = approximately 200 tonne.

We envisage this walking loop eventually becoming the hub of several future walkways of various grades throughout the village. These trails would link the key Public Reserves in the village.



This part of the project will begin with removal of vegetation from both the track and play areas, and stock-piling topsoil and bush rock for later use. It includes shaping the path, installing the crushed rock, and rolling and consolidating the track as well as addressing drainage issues to minimise later erosion. The contractor cost for this work is included in quote Q11. Drainage material prices are identified in Q7 and Q10.

3. Establishing Play and Nature areas

We are endeavouring to develop the site so that minimal maintenance is required. We are intending to use plants endemic to the area. There is no water supply available so the plants selected need to be drought tolerant.

The Play Area

It is planned to turn the large area of APZ-cleared road reserve into a play area. Much of the loose material was removed in July 2016 by a community working bee. There is a requirement to remove a number of tree stumps and the remaining debris and to shape the play area, fill hollows and provide a gentle fall. Topsoil including that previously stock-piled will be spread across the area. This work will be undertaken by a contractor with costs contained in Q11.

It is proposed to utilise a combination of native grasses with a natural capacity to survive through droughts. The combination will provide reasonable all-year cover requiring mowing perhaps a half dozen or so times per year. (This mowing will be undertaken by Council-trained volunteers.

Preparation of the area will involve working bees to remove weeds which might provide competition with the grasses when they are sown. Sowing will occur in August/September to maximise germination and early growth. This work will be undertaken by working bees. Many community members have already been trained as volunteers by Council and more will be seeking training. It is proposed to sow an area of around 3000 square metres with 1.3 kg seed required per 100 m². The seed costs are included in quote Q1.

The Nature Areas

The APZ work identified and retained a number of habitat trees. Regrowth of some of the cleared area has revealed some pockets of native plants including xanthorrhoea, some native orchids and other local wildflowers. It is proposed where possible to retain and encourage nature areas around habitat trees, with additional pockets of native vegetation on the borders of the site. Retained natives will be supplemented where necessary by purchased endemic species. Planting of appropriate native species will also occur on the north east of the village green site as a screen for the neighbours.

Where appropriate, nature areas will be delineated from the play area using bush rock. Bush rock found on the site itself will be used with additional rock costs based on quote Q7.

The pricing of native plants is based on quote Q4.

The contractor cost for this work is included in quote Q11.

4. Installing park furniture

Three Kookaburra 1.8m benches from Replas (recycled plastic) are proposed to be located at intervals around the walking path. Cost of the benches is based on quote Q5. Additional delivery costs will apply if the bench seats are not purchased at the same time as the bollards.

In the future, it is intended that additional benches should be provided as well as low-tech exercise stations. The local Youth Educational Support Service (YESS) committee has offered its support in providing these.

The contractor cost for installation of the benches including provision of their concrete bases is included in quote Q11.



Community Centre Site

5. Preparatory work (This item is addressed under point one above)

6. Improving Emmet St and Chapman St

Grading and Compacting parts of two existing narrow unsealed streets

The work on Emmet and Chapman Streets has been quoted by a local contractor. We do however seek the support of Council's Engineering department in permitting this work to proceed.

The plan includes provision of access and egress along Emmet and Chapman Streets adjacent to the Community Centre site. These are to be graded, compacted roadbase (15cm), one-way, minimum 4 metre-width. Chapman St is in better condition requiring less new roadbase. Roadbase requirements for the entire project are addressed under point 9 below.

Traffic Direction

The direction of traffic would be on the advice of Council's Traffic Committee. Our suggestion is that access to the proposed car parking area should be via Emmet St. Sight lines for Emmet St are shown below.



From Emmet St looking south



From Emmet St looking north

As can be seen from the above, visibility for traffic approaching from the north is excellent for turning across the traffic. Sight lines for Chapman St are as shown here:



From Chapman St looking south



From Chapman St looking north

Sight line to the left for vehicles exiting Chapman St is good, to the right is satisfactory and improves quickly as you move into the road way.

Drainage at road junctions

The intersection of Chapman St and The Ridgeway is very close to the highest point of the Precinct area and the current saucer drain (almost too small to notice in the images above) handles storm water flow adequately.

The road at the intersection of Emmet St and The Ridgeway crosses a somewhat deeper drain with two existing 450mm diameter pipes without headwalls. It is proposed both to add headwalls and to extend the length of this crossing by a further 2.34m pipe. The latter is to allow a safer left turn for traffic approaching from the south. At the junction of Emmet St and the lane-way leading to the parking area, a crossing with 2x2.34m pipes with headwalls is proposed. Headwall and pipe requirements are addressed under point 9 below.

The costs of contractor work on grading, compacting and installing drainage are covered in quote Q11.

7. Creating new carpark and access to carpark area

This current project includes the provision of 40 parking spaces. The cost calculations are based on angle parking, 2.7 metres width per parking space. Assuming cars being parked either side of a one-way passage, a carpark width of 15.4 metres has been assumed. The configuration of parking ultimately created may differ from that shown on the diagram. It will be determined after the survey and discussions with relevant Council staff. It will also take into account the locations of habitat trees. Based on the design on the diagram, an access/egress lane way totalling 106 metres is required. Both the carpark and access way surface will be road base 15cm before compression. See point 9 below.

The contractor cost for creating the carpark and access to it is included in quote Q11.

8. Grading of remainder of Community Centre site

Some contractor work is required to formalise the disabled/emergency access area and to rehabilitate the area previously used for parking so that it can be sown with native grasses. This contractor work is covered in quote Q11.

9. Road base/pipes etc

The calculations for DGB20 roadbase required are shown below. (Allowing 1.7 tonne per cubic metre.)
Prices based upon quote Q9.

Quotes for the 4 headwalls and three 2.34m lengths of pipe are based on quote Q6.

10. Establish grassed area, between Swings and slide and the Tennis Court

An area of approximately 480 m², previously carpark and carpark access, adjoins three sides of the swing/slide playground. It will be re-grassed by community working bees in August/September. Cost of seed is based on quote Q1. An additional delivery charge will apply if this work is not undertaken at the same time as the play area (point 3 above).

11. Concrete Pathway extension to Proposed Parking area

A concrete pathway already exists along the northern side of the Community Centre leading to the external WC. To provide access to the new carpark a 15 metre extension of this pathway is proposed.

12. Bollards

To close off access to the old carpark area, 7 bollards at 1.5 metre intervals are proposed. Two of these would be removable to allow vehicle access if required. The cost of bollards is based on quote Q5. An additional delivery fee will apply if the bollards are not ordered at the same time as the bench seats. The contractor work involved is costed in Q11.

13. Signage

A variety of signs are required, including marking the one-way access and labelling the Community Precinct and Village Green. The provision for these is based on prices from Seton (quote Q8).

Terms of Reference

1. Title

Community Precinct Stage 1 Project Sub Committee

2. Purpose

To implement the “Give us a heart” project for the Community Precinct. (*The Project*)

3. Establishment

This is a specific purpose sub committee. These terms of reference represent a delegation under Section 21 of the North Arm Cove Residents Association's Constitution and were approved by the Executive Committee at its meeting held on xx/xx/xx

4. Membership

The sub committee will consist of:

a) A convenor who shall be a member of the Association and

b) Not less than two members drawn by invitation from the general membership of the Association including, if available, one Association member representative of the neighbours of the site.

Unless otherwise determined by the Executive Committee, membership of the sub committee continues from date of appointment until *The Project* has been completed

5. Meeting Frequency

The sub committee shall meet and adjourn as required.

6. Timeframe

This is a *short-term sub committee* expected to remain in existence until *The Project* is complete, all payments have been made and required reports have been completed and submitted. The Executive Committee may at its own discretion choose to discontinue or reconstitute the sub committee at any time.

7. Authority

7.1. Investigation and planning

The sub committee is authorised to

a) oversight *The Project* Budget

b) obtain, where required, quotations for work to be undertaken and for items to be purchased as part of *The Project*

c) recommend to the Executive which quotations should be accepted

d) negotiate with the Council staff regarding aspects of *The Project* implementation as required.

7.2. Implementation

The sub committee will oversight the implementation of *The Project* and ensure that work is consistent with the grant application.

7.3. Limits of authority

The sub committee is **not** authorised to expend or commit funds or enter into any firm agreements without prior Executive Committee approval.

Once approved by the Executive, all payments will be made by the Treasurer by cheque or direct deposit only and countersigned by an authorised signatory.

8. Roles and Responsibilities

- a) Prepare recommendations regarding financial commitment for consideration by the Executive Committee.**
- b) Forward copies of all substantive* correspondence (printed and electronic) to the Secretary**
- c) Present invoices for payment to the Treasurer**
- d) Such further tasks that the Executive Committee may determine by resolution from time to time.**

9. Reporting Requirements

The sub committee shall submit a report not less than once per month to the Executive Committee advising of meetings held and actions taken since the previous report and including any recommendations it may wish to put forward for consideration. A status report should be sent to the Secretary not less than ten (10) days before each General Meeting of the Association.

10. Current Status

This sub committee is pending.

Its membership will consist of:

*Substantive correspondence omits those items which are purely facilitative or ephemeral.

Facilitative records are records of little value and of a routine nature that are used simply to further some activity. Ephemeral records are records of little value that only need to be kept for a limited or short period of time. Most facilitative and ephemeral records have no continuing value to the organisation and, generally, are only needed for a few hours or a few days.

Some examples of facilitative and/or ephemeral records are: duplicates, most drafts (other than those of significant works or publications), telephone messages, stationery, advertising 'flyers', brochures, catalogues and price lists.