

The following document is the minutes of the Council and Committee Meetings held on Thursday, 28 February 2002. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 14 March 2002 and therefore subject to change. Please refer to the minutes of the meeting of 14 March 2002 for confirmation.



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(FINANCE AND ADMINISTRATION COMMITTEE)
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
28 FEBRUARY 2002

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COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(FINANCE AND ADMINISTRATION COMMITTEE)
28 FEBRUARY 2002

Present: Councillors J C Bonfield (Mayor), P J Howe, K D Rhoades, J Strom (Deputy Mayor), A D Williams and W A Wood.

Staff: General Manager, Director of Economic & Community Enterprises, Director of Planning, Environment & Development, Director of Finance and Administration, Acting Director of Engineering, City Treasurer, Administration Manager and Executive Assistant.

Leave of Absence: Councillors C M McKimm, I J Ovens and W R Palmer

The meeting commenced at 5.36pm with the Mayor, Cr J C Bonfield in the chair.

The Mayor requested a motion to adjourn the Ordinary meeting and resolve into the Finance and Administration Committee.

FINANCE AND ADMINISTRATION COMMITTEE

21 **RESOLVED** (Strom/Williams) that the Ordinary Meeting of Council be adjourned and Council now resolve into the Finance and Administration Committee meeting.

The Mayor invited Councillor Strom to chair the Finance and Administration Committee.

FINANCE AND ADMINISTRATION DEPARTMENT REPORTS

2 QUARTERLY PERFORMANCE REPORT

To report on the achievement of customer service guarantees and performance targets for the October to December 2001 quarter.

F1 RECOMMENDED (Howe/Bonfield):

1. That Council notes the achievements of customer service guarantees, as outlined in Attachment 1 of the General Manager's Report, for the October to December 2001 quarter.
2. That Council notes the organisation's major achievements, as outlined in Attachment 2 of the General Manager's Report, for the October to December 2001 quarter.
3. That Council notes the achievement of performance targets, as outlined in a separate booklet, which is available in the Councillors room, for the October to December 2001 quarter.
4. That Council adopts the following revised performance targets for 2001/2002:

| Original Measure | Revised Measure | Comment |
|--|----------------------------------|--|
| Macauley's Headland road corridor LEP finalised by 30 November 2001 | To be determined | Stakeholder workshops to be held March/April which will determine finalisation date |
| Sustainability Strategy complete by 30 June 2002. | 30 December 2002 | Project commenced. Change of process & review of Councils vision & strategies have delayed progress |
| Develop Greenhouse Gas reduction strategies by 30 December 2001 | 30 March 2002 | Strategies nearing completion. However resignation of project officer slowed progress |
| Coffs Coast Marketing to document and distribute roles and responsibilities to key stakeholders by September 2001 | 30 March 2002 | Currently being developed with the Regional Tourism Organisation North Coast NSW |
| Pavement Management report, Bridge Asset Management Report, Footpath & Cycleway Hazard Report, and Annual Drainage Asset Report provided to Council by 31 October 2001 | 30 March 2002 | Reports have historically been provided in March each year. This allows sufficient time for assessment and report preparation. |
| Regional Water Supply pipeline handover to LCCC in 2003 and Dam in 2005 | Pipeline in 2005 and dam in 2007 | Changes are the result of Government funding delays |

5. That Council continues to monitor its performance with a view to improving service delivery.

3 HUMAN RESOURCES ISSUES REPORT

To provide Council with statistical information regarding overtime, staff costs, workers compensation, accrued leave and sick leave for the October to December 2001 quarter.

F2 RECOMMENDED (Bonfield/Williams):

1. That Council notes the level of overtime, staff costs, workers compensation, accrued leave and sick leave for the December 2001 quarter.
2. That Council continues to monitor overtime, staff costs, workers compensation, accrued leave and sick leave with a view to minimising costs and impacts on Council's services.

4 ENVIRONMENTAL LEVY PROJECTS REPORT

To provide Council with a status report on the projects funded under the Environmental Levy Program.

F3 RECOMMENDED (Howe/Wood):

1. That Council notes the status of Environmental Levy Projects as at 31 December 2001 as outlined in this report.
2. That Council note the financial summary of Environmental Levy Projects as at 31 December 2001 as outlined in attachment 1 to the General Manager's Report.
3. That Council approve the allocation of \$6,810 to the Roberts Hill project with the funding being sourced as follows:

\$5,360 from unallocated funds in the Environmental Levy Reserve
\$1,250 from Vertebrate Pests Pilot Study project (project completed under budget).
4. That Council continue to monitor the Environmental Levy Program to ensure the earliest completion of projects.

F1 COUNCILLORS' EXPENSES - JULY 2001 TO DECEMBER 2001

To report to Council on Councillors' expenses for the period July 2001 to December 2001.

F4 RECOMMENDED (Bonfield/Wood) that the information be noted.

F3 LGSA LEARNING PROGRAM - EXECUTIVE LEADERSHIP AND TEAM

Seeking Council's approval to attend a training program titled Executive Leadership and Team being held in Armidale on the 18-19 April, 2002 in Armidale.

F5 RECOMMENDED (Howe/Wood) that Council approve the attendance of the Mayor and Cr Strom at the Executive Leadership and Team training program being run by LGSA Learning at the Conference Centre, University of New England, Armidale on 18 and 19 April 2002.

F4 RURAL FIRE SERVICE FUNDING FOR 2001/2002

To advise Council of the 2001/2002 allocation of funds from the New South Wales Rural Fire Fighting Fund.

F6 RECOMMENDED (Rhoades/Howe):

1. That the 2001/2002 allocation of \$1,247,606.43 from the Rural Fire Fighting Fund to assist the Coffs Harbour City Council in the running of the Rural Fire Brigades be adopted.
2. That Council note \$5,932 has been included with other offsets in the monthly budget review being \$15,932 of one-off staff transfer costs less \$10,000 surplus available due to the Bucca Station not proceeding.

F6 MONTHLY BUDGET REVIEW AS AT 31 JANUARY 2002

To report on the estimated budget position as at 31 January 2002.

F7 RECOMMENDED (Howe/Bonfield) that

1. That the budget variations of \$69,068 surplus in the General Account be adopted.
2. That the budget variations of \$14,263 deficit in the Sewer Account be adopted.
3. That the estimated budget position as at 31 January 2002 as follows, be noted:

| | General Account Account \$ | Water Account \$ | Sewer \$ |
|--|-------------------------------------|------------------------|--------------------|
| Original Budget | 545,004 (D) | 339,407 (D) | 87,260 (D) |
| Approved Variations to 31 December 2001 | | Nil | 429,500 (D) |
| People mover for Botanic Gardens | 9,000 (D) | | |
| Sails installation | 26,000 (D) | | |
| Fire Safety Review | 30,000 (D) | | |
| Bunker Cartoon Gallery | 5,500 (D) | | |
| Increase NSW Fire Brigades contribution | 1,700 (D) | | |
| Adjust Financial Assistance Grant | 6,888 (D) | | |
| Adjust Englands Park Tennis Club loan | 13,551 (S) | | |
| Adjust long term Debtor repayments | <u>37,272 (S)</u> | | |
| | 28,265 (D) | | |
| Recommended variations for January 2002 | 69,068 (S) | Nil | 14,263 (D) |
| Estimated result 2001/02 as at January 2002 | <u>504,201 (D)</u> | <u>339,407 (D)</u> | <u>531,023 (D)</u> |

F7 ROAD RENAMING - HIGH STREET, COFFS HARBOUR

To report on options to rename High Street following the reopening the City Centre Mall.

F8 RECOMMENDED (Howe/Bonfield):

1. That approval be given to naming High Street from the Pacific Highway to Orlando Street as 'Harbour Drive'.
2. That approval be given to naming the closed section of Castle Street adjoining High Street as 'City Square'.
3. That the proposal be advertised in accordance with Clauses 7 to 10 of the Roads (General) Regulations 2000.
4. That community opinion be sought on renaming Orlando Street to 'Harbour Drive' so that the entire road from the Pacific Highway via the Jetty becomes 'Harbour Drive'.
5. That the outcomes of any submissions be reported to Council.

F8 ROAD RENAMING - SUMMERLAND WAY

To seek Council support for the proposal to rename Summerland Way to Summerland Highway.

MOVED (Howe/Rhoades) that Coffs Harbour City Council advise the Summerland Way Promotional Committee of its support for the change of name Summerland Way to Summerland Highway.

AMENDMENT

- F9 MOVED** (Williams/Wood) that consideration of this matter be deferred until the next meeting of Council.

The amendment on being put to the meeting was carried. It then became the motion and on being put to the meeting was carried.

**F9 OUTSTANDING REPORTS AND RESOLUTIONS AWAITING
IMPLEMENTATION**

To provide Council with an update of requests for reports and previous resolutions of Council awaiting implementation.

F10 RECOMMENDED (Williams/Howe) that the report be noted.

F10 BANK BALANCES AND INVESTMENTS

To list Council's Bank Balances and Investments.

F11 RECOMMENDED (Bonfield/Howe) that the Bank Balances and Investments totalling \$128,433,305 as at 31 December 2001 be noted.

**E4 TENDER FOR THE SUPPLY AND APPLICATION OF A REJUVENATOR
FOR THE MAIN RUNWAY**

The purpose of this report is to present to Council the tenders for the supply and application of rejuvenator for the main runway at Coffs Harbour Regional Airport.

F12 RECOMMENDED (Bonfield/Wood):

1. That Council accept the tender of Australian Sealcoating Pty Ltd, ACN 091 798 122, for Contract No. 01/02 – 76 – TO Airport Works – Surface Enrichment Sprayed Treatment (SEST) for the schedule of rates tendered, on the basis that:-
 - a) the tender is the most advantageous tender following application of Council's Tender Value Selection System and is the lowest tender price based on the schedule and estimated project quantities.
 - b) the Tenderer has the necessary experience and his references have confirmed his ability and satisfactory performance.
 - c) The Tenderer's financial references are satisfactory.
2. That the contract documents be completed under Common Seal of Council.

CONCLUSION OF FINANCE AND ADMINISTRATION COMMITTEE MEETING

The Chairman advised that the business of the Finance and Administration Committee was concluded and invited the Mayor to resume the chair.

The Mayor resumed chairmanship of the meeting at 5.55pm.

The Mayor requested a motion to close the Committee meeting and move into Open Council.

OPEN COUNCIL

- F13** **RECOMMENDED** (Williams/Howe) that the Committee now move into Open Council.
-

ADOPTION OF FINANCE AND ADMINISTRATION COMMITTEE REPORT

- 22** **RESOLVED** (Williams/Howe) that the recommendations of the Finance and Administration Committee meeting be received and adopted.
-

QUESTIONS WITHOUT NOTICE

Western By-pass of Coffs Harbour

Cr Rhoades enquired if Council had been advised by the RTA that there was a change to the strategy for the western bypass to the extent that the central and outer corridors have been removed or are about to be removed from the strategy and if so, could the advice from the RTA be made available to the public.

The General Manager advised that no formal advice had been received that the central and outer corridors have been removed from the strategy for the bypass and that Council, in partnership with the RTA and the Department of Urban Affairs and Planning have agreed information on the Western By-pass will be released on 7 March.

ADJOURNMENT OF MEETING

The Mayor requested a motion to adjourn the meeting to allow the Public Forum to be held.

23 **MOVED** (Williams/Howe) that the meeting be adjourned, the time being 6.00pm.

The motion on being put to the meeting was carried.

PUBLIC FORUM

The following persons addressed the meeting:

| | |
|-------------------|--|
| T Hamilton Foster | Bunker Cartoon Gallery |
| I Holder | Footpath to new Hospital |
| W Dale | By-pass issues |
| L Browning | Petition from Woolgoolga residents regarding condition of Ocean Street, Woolgoolga |

RESUMPTION OF MEETING

The meeting resumed at 6.31pm.

GENERAL BUSINESS

1. Destruction of Council Property

Cr Wood enquired if new measures could be taken to curb the destruction of Council property throughout the City and at the Jetty in particular. Could Council assess its outdoor furniture and fixtures and obtain the most robust, vandal proof equipment available.

The General Manager informed the meeting that Council will review the matter and report back to Council on all aspects of combating vandalism.

General Business (cont'd)

2. Use of Skateboards and Bicycles in Restricted Areas

Cr Rhoades advised that he had recently met with traders and residents of Coffs Harbour, Woolgoolga and Sawtell and they had raised concerns regarding the danger posed to pedestrians by skateboarders and cyclists using restricted areas. Cr Rhoades enquired if Council rangers have the authority to confiscate skateboards and bikes from users riding in areas marked as being restricted areas for skateboard users and cyclists.

The Director of Planning Environment and Development advised that Council Rangers do have that authority.

3. Outdoor furniture on footpaths throughout the City

Cr Rhoades advised that, at the same meeting the traders had expressed concern at the use of outdoor furniture and the DCP draft. Cr Rhoades asked if the Access Committee could be taken on an inspection tour to view first hand traders' difficulty with the requirements and then the Access Committee could put its recommendations to Council for consideration.

4. Western By-pass

Cr Rhoades referred to the address to the Public Forum by Mr Wilson Dale and enquired if Councillors could meet with representatives from the Western Alliance group before the announcement on the 7 March 2002.

The Mayor advised that a meeting would be held with representatives of the Western Alliance group on 6 March at 4.00pm.

5. Use of Skateboards on the Jetty Strip

Cr Strom informed the meeting that she agreed with Cr Rhoades regarding the use of skateboards etc on the Jetty Strip and warned of possible insurance claims if a pedestrian is injured by a skateboard rider or cyclist.

6. Bus Stop – Bottom end of Jetty Strip

Cr Strom advised that at the bus stop at the bottom end of the Jetty Strip there is an indent in the pavement where previously disabled users could access buses. As this method of wheelchair access onto buses has now been replaced by a more efficient method, the roadway should be levelled to avoid pedestrians falling as the indent poses a trip hazard.

General Business (cont'd)

7. Composting Facility on Hi Tech Drive

Cr Strom informed the meeting that she had received a copy of a letter from John Paul College to Council regarding the proposed composting facility on Hi Tech Drive and questioned if Council had replied to their letter.

The Director of Planning Environment and Development advised that all the letters were acknowledged when they were received at Council. Council is now awaiting additional information from the applicant on the application.

This concluded the business and the meeting closed at 6.52pm.

Confirmed: 14 March 2002

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Cr J C Bonfield
Mayor