

The following document is the minutes of the Council and Committee Meetings held on Thursday, 23 May 2002. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 13 June 2002 and therefore subject to change.
Please refer to the minutes of the meeting of 13 June 2002 for confirmation.



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

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(FINANCE AND ADMINISTRATION COMMITTEE)

23 MAY 2002

Present: Councillors J C Bonfield (Mayor), P J Howe, C M McKimm, I J Ovens, W R Palmer, K D Rhoades, J Strom (Deputy Mayor), A D Williams and W A Wood.

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

The meeting commenced at 6.18pm with the Mayor, Cr J Bonfield in the chair.

PUBLIC FORUM

The following person addressed the meeting:

| Speaker | Matter |
|--------------------|--|
| David Featherstone | 3D Zoning with respect to Lot 3, DP 805638, 40 Clarence Street, Woolgoolga |

SUSPENSION OF STANDING ORDERS

The Mayor requested a procedural motion to suspend Standing Orders to allow General Business to be held.

63 **RESOLVED** (Williams/Palmer) that Council suspend Standing Orders to allow consideration of the following matter, that time being 6.26pm.

REVIEW OF COFFS HARBOUR CITY LOCAL ENVIRONMENTAL PLAN 2000

64 **MOVED** (Strom/Williams) that the following proposal be referred to the Finance and Administration Committee meeting for consideration:

1. That the proposal to rezone land in Woolgoolga from 3E Town Centre Support to 3D Tourist Service Centre be removed from LEP Amendment No. 16.
2. That Council establish a small working group consisting of:
2 Woolgoolga Chamber of Commerce members
2-3 business/community representatives
Council Planning staff
1-2 Councillors
3. That this group review the 1998 Woolgoolga Town Centre Study with a particular focus on the business zonings.
4. That any action by Council on the Use of the "Pink Shed", No. 40 Clarence Street, Woolgoolga, and trading as Frenchys Down Under, be deferred pending the review of the 1998 Woolgoolga Town Centre Study.
5. That a report be brought back to Council on the ambiguities in the 3D Tourist Service Centre Zone.
6. That Point 8 of the Recommendation E14 of the Economic and Community Enterprises Committee meeting of 24 April 2002, and reading as follows, be removed:
"That a workshop with interested parties be held during the exhibition period in respect of the proposed zoning change in Clarence and River Streets, Woolgoolga."

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

This motion has the effect of altering the resolution dated 24 April 2002.

FINANCE AND ADMINISTRATION COMMITTEE

65 **RESOLVED** (Williams/Howe) that the Ordinary Meeting of Council be adjourned and Council now resolve into the Finance and Administration Committee meeting, the time being 6.45pm.

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

GENERAL MANAGERS'S REPORT

5 QUARTERLY PERFORMANCE REPORT

Reporting on the achievement of customer service guarantees and performance targets for the January to March 2002 quarter.

F19 RECOMMENDED (Howe/Palmer):

1. That Council notes the achievements of customer service guarantees, as outlined in Attachment 1 of the General Manager's Report, for the January to March 2002 quarter.
2. That Council notes the organisation's major achievements, as outlined in Attachment 2 of the General Manager's Report, for the January to March 2002 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 January to March 2002 quarter.
4. That Council notes the following revised performance targets as adopted in the 2002-03 Draft Management Plan:

| Original Measure | Revised Measure | Comment |
|--|--|--|
| Prepare Land Capacity Assessment by 28 February 2002 | November 2002 as per Draft 2002-03 Management Plan | Awaiting receipt of census data which is due July 2002 |
| Finalise South Coffs LEP, DCP and S94 Plan | Finalise by June 2004 as per Draft 2002-03 Management Plan | Deferred pending completion of Waste Management Strategy |

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

6 HUMAN RESOURCES ISSUES REPORT

Providing Council with statistical information regarding overtime, staff costs, workers compensation, accrued leave and sick leave for the January to March 2002 quarter.

F20 RECOMMENDED (Strom/McKimm):

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.

7 ENVIRONMENTAL LEVY PROJECTS REPORT

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

F21 RECOMMENDED (Howe/McKimm):

1. That Council notes the status of Environmental Levy Projects as at 31 March 2002 as outlined in this report.
2. That the over expenditure of \$10,065 and plant hire charges of \$844.56 for beach litter cleaning be funded by budget transfers of \$6,329 from EL Seaweed Removal and \$4,578.56 from EL Bushland Weed Eradication.
3. That Council note the financial summary of Environmental Levy Projects as at 31 March 2002 as outlined in attachment 1 to the General Manager's Report.
4. That Council continue to monitor the Environmental Levy Program to ensure the earliest completion of projects.
5. That the General Manager liaise with State Forests for the provision of a composting toilet on MR120 at Bella Spur.

FINANCE AND ADMINISTRATION DEPARTMENT REPORTS

F23 LOCAL GOVERNMENT REMUNERATION TRIBUNAL

Report advising the decision of Local Government Remuneration Tribunal on determination of fees for councillors and mayors for 2002/2003.

F22 RECOMMENDED (Williams/Bonfield):

1. That pursuant to provisions of Sections 248 and 249 of the Local Government Act 1993, the annual fee for Councillors be fixed at \$12,125 for the 2002/2003 financial year.
2. That an additional annual fee for the position of Mayor be set at \$25,605 for the ensuing financial year.

Cr Strom left the meeting at 6.54pm.

F24 COUNCIL'S INSURANCES 2002-2003

Advising Council of the successful negotiation of insurance arrangements for 2002-2003, development of recent case law which may impact lifesaving on Council's beaches and the Civil Liability Bill due on the 17 May 2002.

F23 RECOMMENDED (Palmer/Wood):

1. That the strategies taken by Council to finalise favourable renewal arrangements for 2002-03 for insurance coverage be acknowledged.
2. That Council continue to support the Associations' strategies to bring about the Stage 2 reforms to public liability in New South Wales.
3. That Council monitor developments as they affect the provision of lifesaving services once the judgement in the Bondi case is available and if necessary, seek legal advice on Council's position for continuing this service.
4. That Council recognise the contribution of Paul Quinn, Council's Risk Coordinator and Terry Bernutt, Safety Coordinator and other staff, in reducing Council's risk exposure.
5. That Council contact Sir Anthony Mason, retired Chief Justice of the High Court of Australia, to obtain details of his suggested 'no fault' insurance policy.

F25 MONTHLY BUDGET REVIEW AS AT 30 APRIL 2002

Reporting on the estimated budget position as at 30 April 2002.

F24 RECOMMENDED (McKimm/Williams):

1. That the budget variations of \$228,583 surplus in the Sewer Account be adopted.
2. That the estimated budget position as at 30 April 2002 as follows, be noted:

| | General Account \$ | Water Account \$ | Sewer Account \$ |
|--|--------------------------|------------------------|------------------------|
| Original Budget | 545,004 (D) | 339,407 (D) | 87,260 (D) |
| Approved Variations to 31 March 2002 | | 972,000 (S) | 341,864 (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 | 37,272 (S) | | |
| Increase budget estimate for Building income | 75,000 (S) | | |
| Further funding for Rural Fire Service | 5,932 (D) | | |
| Matching funding for Bus Stop works | 5,650 (D) | | |
| Increase budget estimate for Building income | 37,000 (S) | | |
| Additional Rating income | 100,500 (S) | | |
| Increase Noxious Weed Grant funds | <u>14,886 (S)</u> | | |
| | 187,539 (S) | | |
| Recommended variations for April 2002 | Nil | Nil | 228,583 (S) |
| Estimated result 2001/02 as at April 2002 | 357,465 (D) | 632,593 (S) | 200,541 (D) |

F26 MANAGEMENT PLAN - REVIEW OF COUNCIL POLICIES

Advising Council of a review undertaken of Council's policies in line with the Management Plan 2002-03 program and to publish the policies on Council's web page for public access.

F25 RECOMMENDED (Howe/Williams):

1. That those policies identified for deletion be deleted.
2. That those policies recommended for alteration be now adopted in the new format.
3. That those policies requiring further review be reported to Council by the Branches concerned.
4. That Council's policies be reviewed annually as part of the Management Plan process.
5. That no change be made to the policy "Business Papers – Councillors".

F27 ULONG RURAL TRANSACTION CENTRE MANAGEMENT COMMITTEE

Appointing the new membership of the Committee following the annual general meeting.

F26 RECOMMENDED (McKimm/Howe):

1. That the following members be appointed:
Neville Cavanagh, Kay Gale, Wilma Hanes, Peter Higgins, Bev Mooney, Peter Stibbard, Debbie Stride, Greg White
2. That the following retiring members be thanked for their service to the community:
Paula Lindsay, Debra Schmidt, Susan Jeffee, Rhonda Froggatt, Robyn Jackson

**F28 COMMUNITY RELATIONS COMMISSION FOR A MULTICULTURAL
NSW**

Advising Council of a request by the Commission for a nomination to the Regional Advisory Council.

F27 RECOMMENDED (McKimm/Bonfield):

1. That Council nominate a Councillor for appointment to the Northern Regional Advisory Council of the Community Relations Commission.
2. That the Councillor be Cr W A Wood.

**F29 OUTSTANDING REPORTS AND RESOLUTIONS AWAITING
IMPLEMENTATION**

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

F28 RECOMMENDED (Rhoades/Williams) that the report be noted.

F30 BANK BALANCES AND INVESTMENTS

Listing Council's Bank Balances and Investments as at 31 March 2002.

F29 RECOMMENDED (Williams/Rhoades) that the Bank Balances and Investments totalling \$131,506,566 as at 31 March 2002 be noted.

Cr Strom returned to the meeting at 7.01pm.

SUPPLEMENTARY FINANCE AND ADMINISTRATION DEPARTMENT REPORT

F32 LGMA 2002 FORUM - LOCAL GOVERNMENT TO THE RESCUE

Advising Council that the Local Government Managers Association 2002 Forum "Local Government to the Rescue" is to be held at the Sydney Convention & Exhibition Centre, Darling Harbour on Monday, 3 June 2002.

F30 **RECOMMENDED** (Bonfield/Howe):

1. That Council be represented at the Local Government Managers' Association 2002 Forum being held in Sydney on Monday, 3 June 2002.
2. That Council approves Cr Bill Palmer's attendance at the conference.

F31 APPLICATION FOR ASSISTANCE - LOCAL INCENTIVE SCHEME

Report submitting details of application received for financial assistance towards expansion of a local business.

Cr Ovens declared an interest in the matter, vacated the Chamber and took no part in the discussion or voting, the reason being that he has a commercial relationship with the applicant.

F31 **RECOMMENDED** (Wood/McKimm):

1. That a \$2,000 payment upon commencement of capital works.
2. That a \$1,000 contribution per new employee appointed up to a maximum of five (5) employees within twelve (12) months
3. That an assessment of the Enterprise Incentive Scheme be undertaken as part of the economic review process.
4. That it be noted that Cr Ovens did not attend the assessment group meeting to consider the application and prepare the recommendation to Council, as reported.

Cr Ovens returned to the meeting.

REVIEW OF COFFS HARBOUR CITY LOCAL ENVIRONMENTAL PLAN 2000

To consider the proposal referred by Council from the Ordinary Meeting of 23 May 2002 (refer Minute No. 64, page 2).

MOTION

F32 MOVED (Strom/Williams):

1. That the proposal to rezone land in Woolgoolga from 3E Town Centre Support to 3D Tourist Service Centre be removed from LEP Amendment No. 16.
2. That Council establish a small working group consisting of:
2 Woolgoolga Chamber of Commerce members
2-3 business/community representatives
Council Planning staff
1-2 Councillors
3. That this group review the 1998 Woolgoolga Town Centre Study with a particular focus on the business zonings.
4. That any action by Council on the Use of the "Pink Shed", No. 40 Clarence Street, Woolgoolga, and trading as Frenchys Down Under be deferred pending the review of the 1998 Woolgoolga Town Centre Study.
5. That a report be brought back to Council on the ambiguities in the 3D Tourist Service Centre Zone.
6. That Point 8 of the Recommendation E14 of the Economic and Community Enterprises Committee meeting of 24 April 2002, and reading as follows, be removed:
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The motion on being put to the meeting was carried unanimously.

This motion has the effect of altering the resolution dated 24 April 2002.

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 7.04pm.

OPEN COUNCIL

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

- F33** **RECOMMENDED** (Strom/Williams) that the Committee now move into Open Council.

ADOPTION OF FINANCE AND ADMINISTRATION COMMITTEE REPORT

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

QUESTIONS WITHOUT NOTICE

1. Radiotherapy Centre for Coffs Harbour

Cr Ovens enquired if efforts are being made to secure Coffs Harbour as the site for a Radiotherapy Centre.

The Mayor responded that she has been having ongoing dialogue with the administrators of the Radiotherapy Centre in Wagga and the Mid North Coast Area Health Service and she would be visiting the Minister for Health shortly. Every effort is being made to have the Centre located in Coffs Harbour.

2. Trunk Road 76 – Bellingen to Armidale

Cr Ovens advised the meeting that he regularly uses Trunk Road 76 from Bellingen to Armidale and has found it to be in extremely poor condition and in need of urgent work. Could Council approach the State Government to have the road upgraded.

The General Manager advised an approach would be made.

Questions without Notice (cont'd)

3. Damaged Bridge on Walkway

Cr Palmer enquired if the Manager of Parks and Recreation is aware of a walkway below dams on Norman Hill Drive at Korora Bay going to a reserve. The bridge on the walkway is in disrepair and is a possible hazard. Could it be inspected.

The Manager of Parks and Recreation advised the meeting that there are a number of walking tracks in the area, one on private land and one on Council's reserve. The area will be inspected and appropriate repairs made if necessary.

GENERAL BUSINESS

1. Maccues Road, Moonee

Cr McKimm advised a meeting was held with the residents of Maccues Road, Mr Andrew Fraser MP and a representative from State Forests. The meeting was extremely productive and an attempt made at finding a solution involving locking of gates and issuing keys to residents. The residents also requested that speed limits be assessed and 'no-through road' signs to be placed at either end of Maccues Road.

67 **MOVED** (McKimm/Rhoades) that the Traffic Committee be requested to urgently consider and report back to Council:

1. On the assessment of speed limits up to 40kph on Maccues Road and the placing of 'no through road' signs at either end of Maccues Road.
2. A trial period of six months be held with two keys for the gate lock being issued to each of the five families using the road.

The motion on being put to the meeting was carried.

2. Airport Advisory Committee – Draft Plans

Cr Ovens informed the meeting the draft plan had been received from the consultant and a meeting held with the Airport Advisory Committee. Cr Ovens advised the draft plan will be presented to Council and he is confident Council will be pleased with the result.

3. Boat Ramp, Coffs Harbour Jetty Foreshore

Cr Wood remarked that the Engineering Department and the persons who carried out the work on the boat ramp should be given recognition for their outstanding efforts. The Deep Sea Fishing Club have expressed their approval.

4. Trials of Genetically Modified Crops in Coffs Coast Region

Cr Howe advised the meeting she was perturbed to hear it is proposed to trial genetically modified crops in the Bellingen area. Cr Howe requested the General Manager contact Bellingen Shire Council and urgent action be taken to ensure this region be kept free of genetically modified crop trials.

- 68** **MOVED** (Howe/Strom) that discussions take place with Bellingen Shire Council with a view to ensuring the Coffs Coast region is not used for trials of genetically modified crops.

The motion on being put to the meeting was carried.

5. Repair of Hand Rails on Bridge over Coffs Creek

Cr Palmer informed the meeting the handrails and guardrails on the bridge over Coffs Creek at Orlando Street have been repaired.

6. Large Monitor Screens for Council Chamber

Cr Rhoades requested consideration be given in the 2002/2003 Management Plan for the installation of large screens in the Council Chamber to enable members of the gallery to view the recommendations of the Council meetings.

The General Manager advised the current proposal is under consideration.

7. Welcome to Coffs Harbour sign on Pacific Highway

Cr Rhoades requested the 'Welcome to Coffs Harbour' signs on the Pacific Highway on both the northern and southern entrances to the City be listed on a maintenance program so they are regularly inspected, cleaned and maintained.

Cr Bonfield requested that the size and location of the signs be reconsidered, to ensure they are prominent.

The General Manager advised these requests would be investigated and the Councillors advised.

This concluded the business and the meeting closed at 7.24pm

Confirmed: 13 June 2002

Cr J Bonfield
Mayor