

The following document is the minutes of the Council and Committee Meetings held on Thursday, 22 August 2002. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 12 September 2002 and therefore subject to change.  
Please refer to the minutes of the Planning Environment & Development Committee meeting of 12 September 2002 for confirmation.



**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**(FINANCE AND ADMINISTRATION COMMITTEE)**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**22 AUGUST 2002**

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**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**(FINANCE AND ADMINISTRATION COMMITTEE)**  
**22 AUGUST 2002**

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

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

Leave of Absence: Cr J C Bonfield (Mayor) and Cr W A Wood.

The meeting commenced at 6.45pm with the Deputy Mayor in the chair.

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**FINANCE AND ADMINISTRATION COMMITTEE**

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

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

## GENERAL MANAGER'S REPORTS

### 8 QUARTERLY PERFORMANCE REPORT

To report on the achievement of customer service guarantees and performance targets for the April to June 2002 quarter.

#### F56 RECOMMENDED (Strom/Howe):

1. That Council notes the achievements of customer service guarantees, as outlined in Attachment 1 of the General Manager's Report, for the April to June 2002 quarter.
2. That Council notes the organisation's major achievements, as outlined in Attachment 2 of the General Manager's Report, for the April to June 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 April to June 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 2002-03 Management Plan	Awaiting receipt of census data which is due July/August 2002
Finalise South Coffs LEP, DCP and S94 Plan	Finalise by August 2003 as per 2002-03 Management Plan	Deferred pending completion of Waste Management Strategy
Finalise Woolgoolga West DCP by 30 June 2002	To be determined	Deferred pending determination of Highway bypass options

5. That Council notes the following performance measures which were not achieved during the financial year

Measure	Actual Result	Comment
85% of complaints relating to street & park litter bins responded to within two days	75% achieved (3 complaints received)	Shortfall as a result of workload and resource constraints
Reduce backlog of easement acquisitions by 5 per annum	1 achieved	High level of easement acquisitions for new infrastructure hampered progress. Easement acquisitions for new infrastructure achieved

cont'd

## 8 Quarterly Performance Report (cont'd)

Measure	Actual Result	Comment
Annual building maintenance program prepared by 31 May 2002	Program not prepared. Collection of required data commenced	Appointment of casual Building maintenance assistant will assist in preparation of maintenance program
Annual building condition assessment report prepared by 31 May 2002	Report not prepared. Collection of required data commenced	Appointment of casual Building maintenance assistant will assist in preparation of maintenance program
Develop data systems to allow performance monitoring across the organisation	Coffs Information Management System installed - minor software development to be completed	Software development scheduled for completion by September 2002

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

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## 9 HUMAN RESOURCES ISSUES REPORT

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To provide Council with statistical information regarding overtime, staff costs, workers compensation, accrued leave and sick leave for the April to June 2002 quarter.

### **F57 RECOMMENDED** (McKimm/Williams):

1. That Council notes the level of overtime, staff costs, workers compensation, accrued leave and sick leave for the June 2002 quarter and the full financial year ending 30 June 2002.
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.

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## 10 ENVIRONMENTAL LEVY PROJECTS REPORT

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

**F58 RECOMMENDED** (Howe/Williams):

1. That Council notes the status of Environmental Levy Projects as at 30 June 2002 as outlined in the report.
2. That Council note the financial summary of Environmental Levy Projects as at 30 June 2002 as outlined in attachment 1 to the General Manager's Report.
3. That Council notes that \$2,500 will be returned to the Environmental Levy Reserve as a result of variations to budget for completed projects
4. That Council endorse the budget transfer of \$7,000 from the "Environmental Officer, Sustainability" vote to the "Water Quality Study" project
5. That Council continue to monitor the Environmental Levy Program to ensure the earliest completion of projects.

## FINANCE AND ADMINISTRATION DEPARTMENT REPORTS

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**F53 DONATIONS PROGRAM 2002/2003**

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Consideration of the Donations Program for 2002/2003 and review of the current Donations Policy.

**F59 RECOMMENDED** (Rhoades/Williams) that:

1. The "Donations" and "Rates Subsidy Sporting and Cultural Groups" programs, as set out in the report totalling \$28,000 be adopted.
2. It be noted that the Donations Committee has confirmed the other donations included in the budget as set out below:-

- Sawtell & Woolgoolga Chamber of Commerce	\$16,000
- Business Enterprise Centre	10,000
- Surf Life Saving Clubs	24,000
- Bunker Cartoon Gallery	<u>25,000</u>
	<u>\$75,000</u>

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**F53 Donations Program 2002/2003 (cont'd)**

3. The current Donations Policy, adopted on 24 September 1998, continue to apply.
4. That the Donations vote be adjusted to reflect CPI increases in the 2003/2004 Management Plan.

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**F54 COFFS HARBOUR BUSH FIRE MANAGEMENT COMMITTEE**

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To review Council's appointments to the Coffs Harbour Bush Fire Management Committee and their delegated authority.

**F60 RECOMMENDED (Williams/Howe):**

1. That Council appoint the Mayor or a Councillor as its delegate in accordance with Clause 15 (1)(a) of the Rural Fires Regulation 1997.
2. That Council appoint the General Manager or his representative as its delegate in accordance with Clause 15(1)(g) of the Rural Fires Regulation 1997.
3. That Council delegate such authority to its delegates as is necessary to meet Council's obligations under Section 51 of the Rural Fires Act and Clause 15 of the Rural Fires Regulation 1997.

**F61 RECOMMENDED (Williams/Strom):**

1. That Cr Howe be Council's delegate to the Coffs Harbour Bush Fire Management Committee.
2. That the Coffs Harbour Bush Fire Management Committee be requested to consider convening their meetings commencing at 4pm on their current meeting dates.

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**F55 OUTSTANDING REPORTS AND RESOLUTIONS AWAITING IMPLEMENTATION**

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

**F62 RECOMMENDED (Williams/Palmer) that the report be noted.**

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**F56 BANK BALANCES AND INVESTMENTS**

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To list Council's Bank Balances and Investments as at 30 June 2002.

- F63 RECOMMENDED** (Howe/Williams) that the Bank Balances and Investments totalling one hundred and thirty seven million, three hundred and twenty-one thousand, two hundred and fourteen dollars (\$137,321,214) as at 30 June 2002 be noted.

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**DEFERRAL OF ITEMS TO CLOSED MEETING**

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- F64 RECOMMENDED** (Williams/Strom) that Economic and Community Department Reports E52 and E53 be dealt with in Closed Meeting.

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**CONCLUSION OF FINANCE AND ADMINISTRATION COMMITTEE MEETING**

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

The Deputy Mayor resumed chairmanship of the meeting at 6.55pm.

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**OPEN COUNCIL**

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

- F65 RECOMMENDED** (Williams/Howe) that the Committee now move into Open Council.



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## ADOPTION OF FINANCE AND ADMINISTRATION COMMITTEE REPORT

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

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## MATTERS OF AN URGENT NATURE

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### **Fencing of Advocate Park adjacent to Hogbin Drive**

Cr Rhoades referred to correspondence from the Advocate Parks Board of Management regarding the situation as a result of the roadworks that are nearing completion on Hogbin Drive and enquired if Council has addressed their concerns.

*The Acting Director of Engineering advised that he and the Parks and Recreation Manager are working on a solution.*

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## QUESTIONS WITHOUT NOTICE

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### **1. International Stadium Carpark - Heavy Vehicle Parking**

Cr Ovens expressed concern that large trucks are using the carpark at the International Stadium as an all night truck stop and enquired if something could be done to discourage the practice as it is causing noise and road surface damage.

Cr McKimm advised she had been contacted by an elderly resident from Thompsons Road complaining of being awoken at 4am by the noise of heavy vehicles being started and moving off after parking in Thompsons Road all night.

*The Manager of Parks and Recreation advised that with the Thompsons Road issue, Council will be installing blisters out from the fence line to segregate the carpark.*

*The General Manager informed that the matters will be referred to the Traffic Committee.*

### **2. Travellers Free Camping throughout the City**

Cr Ovens advised that he had noticed that the city is again providing free camping sites for people parking overnight.

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## **GENERAL BUSINESS**

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### **1. Public Forum addresses – Community Groups seeking Council Assistance**

Cr Palmer referred to the addresses by representatives of Toormina Neighbourhood House and the Air Services League and enquired if groups such as these could apply to receive a grant from the State or Federal governments as well as fundraising in the community.

### **2. Disaster Management Plan for Coffs Harbour City**

Cr Howe advised that members of the Eastern Dorrigo Community Group have expressed dissatisfaction with Council's Disaster Management Plan stating they are not represented on the Local Emergency Committee and the western part of the local government area is not adequately covered in the plan.

Cr Rhoades, Chairman of the Local Emergency Management Committee, advised that the Fire Control Officer is the representative for the western areas of the City and the plan is an extensive document covering any major events and procedures to handle any type of disaster. The committee comprises membership covering every area of disaster recovery and relief.

*The General Manager advised the meeting that the LEMO would convene a meeting with the Fire Control Officer and the representatives from the Eastern Dorrigo Community Group to discuss the issues.*

Cr Rhoades requested that the Local Emergency Management Officer provide a presentation to Council on procedures for dealing with major disasters.

Cr McKimm left the meeting at 7.09pm.

### **3. Bo Bo Road Upgrade**

Cr Howe advised that the residents have been unsuccessful in arranging a meeting with the Minister to discuss upgrading Bo Bo Road and requested Council's assistance in the matter.

*The Acting Director of Engineering advised that following Council's correspondence with the State Government regarding the condition of the road, Council has also written to senior executives in both the National Parks and Wildlife Service and State Forests to request they review the maintenance standard and the level of upkeep on that road. Both Bellingen Shire Council and Coffs Harbour City Council are maintaining their sections of the road. The issue is getting the State Government instrumentalities to maintain their sections of the road.*

## **General Business (cont'd)**

### **4. New Rural Fire Services Act**

Cr Rhoades raised the issue of the National Parks and Wildlife Service (NP&WS) providing and maintaining a buffer between their property and the residential properties in Panorama Heights Estate at Sawtell. The new Rural Fire Services Act requires installation of laminated glass in windows and stainless steel fly screen mesh in new buildings to avoid the impact of fireballs. Council should ensure that the NP&WS provide and maintain a 15m buffer.

### **5. Development in Gundagai Street**

Cr Rhoades enquired what are the environmental conditions with regards removal of dirt from the development site in Gundagai Street and the resulting dust problem being created in that area. Do the conditions of consent cover this problem.

*The General Manager took the matter on notice.*

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## **CLOSED MEETING – SECTION 10(A)**

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The Mayor requested a motion to close the meeting to consider a confidential report as outlined in the meeting agenda, the time was 7.21pm.

- 136** **MOVED** (Williams/Strom) that the meeting be closed to the press and public during consideration of the following items, the reason being that they contained commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the persons who supplied it.

### **ECONOMIC AND COMMUNITY ENTERPRISES DEPARTMENT REPORTS**

#### **E52 – COFFS HARBOUR RUGBY UNION CLUB (2)**

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

- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or and in accordance with Section 10A(1) the meeting may be closed to the public.

#### **E53 – TENDER – STAGE 2 REGIONAL GALLERY**

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

- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or and in accordance with Section 10A(1) the meeting may be closed to the public.

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

**The press and public vacated the chamber.**

## ECONOMIC AND COMMUNITY ENTERPRISES DEPARTMENT REPORTS

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### E52 COFFS HARBOUR RUGBY UNION CLUB (2)

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To seek Council approved to make an offer to acquire the real estate assets of the Coffs Harbour Rugby Union Club.

**137 RESOLVED** (Rhoades/Palmer):

1. That Council make an offer to acquire the real estate assets of the Coffs Harbour Rugby Club under the terms and conditions indicated in the body of the report.
2. That if Council's offer is accepted Council enter into a new lease arrangement with the expanded Toormina Sports & Recreation Club Limited as detailed in the report.
3. That the contract for sale be subject to suitable conditions as advised by Council's solicitor to protect Council's interest.
4. That the property being acquired (Lot 6 DP 730397) be classified as Operational Land under the Local Act 1993 (as amended).
5. That any necessary documents for the acquisition of the Rugby Club and lease of the Rugby Club and Rex Hardaker Oval be executed under the common seal of Council.

**Members of the press and public were excluded from consideration of the above item, the reason being that it contained commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.**

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### E53 TENDER - STAGE 2 REGIONAL GALLERY

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To obtain Council's approval to accept a tender for the expansion of the Regional Gallery.

**138 RESOLVED** (Williams/Howe):

1. That Council accept the tender of Ralph Casson Pty Ltd, ABN 11 052 515 349 for the extension to the Regional Gallery for \$153,890 including GST on the basis that it is the most advantageous tender.
2. That the contract documents be executed under the Common Seal of Council.

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**E53 Tender - Stage 2 Regional Gallery (cont'd)**

**Members of the press and public were excluded from consideration of the above item, the reason being that it contained commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.**

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**OPEN MEETING**

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The Deputy Mayor requested an appropriate motion to enable the meeting to resolve into Open Meeting.

- 139 RESOLVED** (Williams/Howe) that the meeting now move into Open Meeting.. Members of the press and public returned to the meeting.

The Director of Finance and Administration read to the meeting the resolutions of the Closed Meeting.

This concluded the business and the meeting closed at 7.35pm.

Confirmed: 12 September 2002

Cr J Strom  
Deputy Mayor