

The following document is the minutes of the Council and Committee Meetings held on Thursday, 26 September 2002. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 10 October 2002 and therefore subject to change.

Please refer to the minutes of the meeting of 10 October 2002 for confirmation.



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING (FINANCE AND ADMINISTRATION COMMITTEE) COUNCIL CHAMBERS

**COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
26 SEPTEMBER 2002**

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(FINANCE AND ADMINISTRATION COMMITTEE)

26 SEPTEMBER 2002

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

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

Leave of Absence: Cr J C Bonfield and Cr K D Rhoades

The meeting commenced at 8.25pm with the Deputy Mayor, Cr Strom, in the chair.

FINANCE AND ADMINISTRATION COMMITTEE

168 RESOLVED (Howe/McKimm) 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 meeting.

FINANCE AND ADMINISTRATION DEPARTMENT REPORTS

F57 ADVISORY COMMITTEES - RURAL LANDS STRATEGY PLAN

To examine how conflict of interest was addressed with the Rural Lands Strategic Plan Advisory Committee and report on any perceived breaches of the Act.

Councillors Ovens and Palmer declared an interest in this matter, vacated the Chamber and took no part in the discussion or voting, the reason being that they were Council representatives on the committee.

F66 RECOMMENDED (Williams/McKimm):

1. That Council note the information in connection with the members of the Rural Lands Strategic Planning Committee's role and approach to conflict of interest.
2. That the committee members be thanked for their approach to their difficult role.

Councillors Ovens and Palmer returned to the meeting.

F58 RURAL FIRE SERVICE FUNDING FOR 2002-2003

To advise Council of the 2002/2003 allocation of funds from the NSW Rural Fire Fighting Fund to assist Council in providing fire protection to the community in the Rural Fire District.

F67 RECOMMENDED (Williams/Howe):

1. That the 2002/2003 allocation of \$1,686,961.22 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's contribution of \$224,365.84 being 13.3% of the total allocation be noted.
3. That Council note the changes to the State-wide Expenditure programme and its ability to seek reimbursement in the following year.
4. That Council note the allocation of \$200,000 for a new Rural Fire Management Centre and agree to fund the project on the basis that costs will be recovered over a four to five year period subject to necessary legal agreements securing this arrangement.
5. That any necessary documents be executed under the common seal of Council.

F59 BUDGET REVIEW FOR YEAR ENDED 30 JUNE 2002

To report on the results of the financial position of various activities to the year ended 30 June 2002.

F68 RECOMMENDED (McKimm/Howe):

1. That the estimated results for the financial year be noted as follows:

General Account	\$96,114	deficit
Water Account	\$1,797,107	surplus
Sewer Account	\$733,241	surplus

2. That the various revotes from 2001/2002 to 2002/2003 as detailed in Attachment C as follows, be adopted.

SUMMARY	REVOTE \$	FUNDING			
		Revenue \$	External \$	Environment Levy \$	Restricted Equity \$
General Account	9,275,037	2,891,198	964,726	543,237	4,875,876
Water Account	1,071,557	1,065,157			6,400
Sewer Account	1,766,499	488,522	511,972		766,005

3. That \$90,000 additional funds be provided for the Economic Development Unit resulting in a deficit of \$186,114 in the General Account for 2001/02.

F60 2002-2003 FINANCIAL ASSISTANCE GRANTS

To advise Council of the Financial Assistance Grant for 2002-03 and to determine the allocation of surplus funds available.

F69 RECOMMENDED (Palmer/Williams):

1. That Council note the advice from NSW Minister for Local Government, the Hon Harry Woods MP and the Commonwealth Minister for Regional Services, Territories and Local Government, the Hon Wilson Tuckey MP of the 2002-03 Financial Assistance Grant of \$4,557,712.
2. That the surplus of \$267,712 be allocated to the replacement of the bridge over Pine Brush Creek at James Small Drive, Korora.

F61 FINANCIAL REPORTS - 2001/2002

Statements to be signed to meet legislative requirements in relation to the completion of the Annual Financial Reports for 2001/2002.

- F70 RECOMMENDED** (Williams/Howe) that the “Annual Financial Statements” and “Special Purpose Financial Statements” forms for 2001/2002 be approved for completion by the designated signatories.

F62 STOCKTAKE ADJUSTMENTS - 2001/2002

Consideration of Stocktake adjustments.

- F71 RECOMMENDED** (Howe/Strom):
1. That in relation to the stocktake surplus over the 01/02 financial year for the General Fund, \$748.19 be added to the General Fund.
 2. That in relation to the stocktake surplus over the 01/02 financial year for the Water Fund, \$362.73 be added to the Water Fund.
 3. That in relation to the stocktake deficiency for the 01/02 financial year for the Workshop General Fund, \$9.54 be deducted from the General Fund.
 4. That in relation to the stocktake surplus for the 01/02 financial year for the Nana Lane General Fund, \$1,943.22 be added to the General Fund.

**F63 INTERNALLY RESTRICTED ASSETS - FORMER RESERVES
TRANSACTIONS**

To inform Council of the position in relation to each Council reserve for the year ended 30 June 2002 and to consider the current policy statement for each.

F72 RECOMMENDED (Palmer/Williams):

1. That the report be received and it be noted that the Reserve balances at 30 June 2002 are:

GENERAL FUND	\$
ELE	1,491,574.43
Plant Replacement	1,487,907.01
Waste Management – Domestic	202,097.94
Waste Management – Non-Domestic	1,479,234.42
Development	1,053,645.91
Airport	499,248.51
Airport - Noise Reduction	156,512.93
EDP Equipment	125,563.54
City Hill Development	359.20
Works Business Account	80,310.77
Open Space Land	838.04
Jetty M & R	180,060.16
Jetty Area Improvement	6,697.06
Buildings Maintenance	189,383.36
Developer Contribution Funding	453,994.08
Lawn Cemetery Maintenance and Replacement	141,426.87
Rating Adjustment	0.00
Crown Reserves Improvement	351.16
	<u>7,549,205.39</u>
ENVIRONMENTAL LEVY ACCOUNT	
Environmental Levy	<u>606,961.39</u>
WATER FUND	
Future Works and Services	<u>10,323,228.83</u>
SEWERAGE FUND	
Future Works and Services	8,994,381.48
Plant (Alpha Laval Centrifuge)	331,847.43
Lab Equipment Replacement	401,501.64
	<u>9,727,730.55</u>

2. That the policy statement for each reserve be adopted.

F64 LOCAL GOVERNMENT ACT

To advise Council of a request by Canada Bay Council to lobby the government for legislative change with respect to boundary changes.

- F73 RECOMMENDED** (Williams/Howe) that Council not accede to Canada Bay Council's request to lobby the Government.

F65 LOCAL GOVERNMENT AMENDMENT (MISCELLANEOUS) ACT, 2002

To advise Council of the enactment of the Local Government Amendment (Miscellaneous) Act 2002 and report the relevant impact.

- F74 RECOMMENDED** (Williams/Palmer) that the report be noted and any impact on Council policy be further reported.

F66 LOCAL GOVERNMENT ACT PART 2 - DUTY OF DISCLOSURE - COMMITTEES

To include members of Council's Section 355/377 committees as designated persons in accordance with Section 441.

- F75 RECOMMENDED** (Howe/Strom) that for the purposes of Section 441 members of all Section 355/Section 377 committees of Council be determined to be "designated persons" and required to complete the Return Disclosing Interests in accordance with Section 449.

F67 OUTSTANDING REPORTS AND RESOLUTIONS AWAITING IMPLEMENTATION

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

- F76 RECOMMENDED** (Williams/Strom) that the report be noted.

F68 BANK BALANCES AND INVESTMENTS

To list Council's Bank Balances and Investments as at 31 July 2002.

- F77 RECOMMENDED** (Strom/Palmer) that the Bank Balances and Investments totalling one hundred and thirty four million, two hundred and sixty-five thousand, eight hundred and twenty-three dollars (\$134,265,823) as at 31 July 2002 be noted.

ENGINEERING DEPARTMENT REPORT

83 TENDERS : CONSTRUCTION OF EFFLUENT MAINS, MORGANS ROAD WEST, SANDY BEACH

To report on tenders received for the Construction of Effluent Mains at Morgans Road West, Sandy Beach, and to gain Council approval to accept a conforming tender.

- F78 RECOMMENDED** (Williams/Howe)

1. That Council accept the tender if Milbant Constructions P/L ABN 87 055 770 271, for the Contract No. 02/03-99-TO, Construction of Effluent Main, Morgans Road West, Sandy Beach for the lump sum amount of \$497,511.82 (PVC- O Option) including GST, on the basis that:-
 - a) The tender is the most advantageous tender following the application of Council's Tender Value Selection System
 - b) The Tenderer has the necessary experience in similar works and his referees have confirmed his ability and satisfactory performance
 - c) The Tenderer's financial references are satisfactory
2. That the contract documents be completed under Seal of Council

ECONOMIC AND COMMUNITY ENTERPRISES DEPARTMENT REPORT

E81 DISPOSAL OF COUNCIL OWNED LAND VARIOUS PROPERTIES

The purpose of this report is to recommend to Council the selection of a real estate agent to market and auction a number of properties being sold by Council.

F79 RECOMMENDED (McKimm/Williams):

1. That Council select and instruct Plunkett & Hives First National of Coffs Harbour to market and dispose of those surplus Council properties referred to in the report.
2. That Council delegate to the General Manager authority to set reserve prices for the individual properties based upon the advice of Council's qualified valuation staff.
3. That all necessary documents associated with the disposal of these properties be executed under the 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 Deputy Mayor to resume the chair.

The Deputy Mayor resumed chairmanship of the meeting at 8.36pm.

OPEN COUNCIL

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

F80 RECOMMENDED (Williams/Howe) that the Committee now move into Open Council.

ADOPTION OF FINANCE AND ADMINISTRATION COMMITTEE REPORT

169 RESOLVED (Howe/Palmer):

1. That the recommendations of the Finance and Administration Committee meeting be received and adopted.
2. That the following Councillors recorded a conflict of interest during the Committee meeting:

Item	Councillors
F57 Advisory Committees – 'Rural Lands Strategy Plan'	Ovens and Palmer

REQUESTS FOR LEAVE OF ABSENCE

170 RESOLVED (Howe/Ovens) that Councillors Williams and Strom be granted leave of absence from Council for the Council meeting on 10 October 2002.

171 RESOLVED (Ovens/Williams) that Councillor Howe be elected Deputy Mayor for the week 6 October to 12 October.

MATTERS OF AN URGENT NATURE

Appointment of Grants Officer

Cr Wood enquired why a Grants Officer had not been appointed as resolved by Council approximately 18 months ago.

MOTION

172 MOVED (Wood/Howe) that a report be brought back to Council as a matter of urgency on the appointment of a grants officer.

The motion on being put to the meeting was carried.

QUESTIONS WITHOUT NOTICE

1. Free Camping throughout the City

Cr Ovens requested that Council Rangers patrol the beach front areas of the City to discourage free camping by travellers.

The General Manager will look into the matter.

2. Traffic By-pass of Coffs Harbour

Cr Williams expressed the need for a bypass for Coffs Harbour.

MOTION

173 **MOVED** (Strom/Howe):

1. That while the RTA look at upgrading the Pacific Highway they direct immediate attention to the need to complete the distributor network including Hogbin Drive, Mastracolas Road and the Boambee Road link to alleviate some of the pressure on the Pacific Highway.
2. That the General Manager arrange a workshop session to discuss transport infrastructure options for Coffs Harbour.

The motion on being put to the meeting was carried.

GENERAL BUSINESS

1. Visit to Coffs Harbour by the Consul General of Thailand

Cr Wood advised the meeting that correspondence had been received from the Consul General of Thailand expressing appreciation for hospitality given to his party during their recent visit to Coffs Harbour and his interest in establishing a sister city relationship between Coffs Harbour and a Thai city.

2. Water Mains flushing Program

Cr Wood advised the meeting that the public perception is that water is being wasted when Council carries out its flushing program throughout the City.

General Business (cont'd)

3. Maccues Road, Moonee

Cr Ovens referred to the address to the Public Forum by Mr Mark Rossi and requested a status on the situation.

The Acting Director of Engineering advised that Council now has control of the road and keys to the gate are held by Council and the emergency services organisations.

4. Fencing adjacent to footpath on section of Pacific Highway

Cr Ovens advised the meeting that the 'colourbond' fencing adjacent to the footpath north of the Big Windmill property on the Pacific Highway is being damaged by vandals.

The Acting Director of Engineering will investigate alternate methods of fencing.

This concluded the business and the meeting closed at 9.12pm.

Confirmed: 10 October 2002

Cr J Strom
Deputy Mayor