

The following document is the minutes of the Council and Committee Meetings held on Thursday, 28 November 2002. These minutes are subject to confirmation as to their accuracy at the meeting to be held on 23 January 2003 and therefore subject to change. Please refer to the minutes of the meeting of 23 January 2003 for confirmation.



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

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

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

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

Leave of Absence: Crs I J Ovens and W A Wood

The meeting commenced at 6.58pm with the Mayor in the chair.

Cr Williams left the Chamber at 6.58pm.

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**APOLOGY**

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- 209** **RESOLVED** (Bonfield/Howe) that an apology received from Cr McKimm for unavoidable absence be received and leave be granted for the current meeting of Council.

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

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**FINANCE AND ADMINISTRATION COMMITTEE**

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- 210** **RESOLVED** (Howe/Palmer) that the Ordinary Meeting of Council be adjourned and Council now resolve into the Finance and Administration Committee meeting, the time being 6.59pm.

## GENERAL MANAGER'S REPORTS

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### 16 DRAFT 2000/2001 ANNUAL REPORT

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To provide Council with the recommended Annual Report for the 2001/2002 financial year, and the 2002 State of the Environment Supplementary Report.

- F87** **RECOMMENDED** (Howe/Bonfield) that Council adopts the 2001/2002 Annual Report and the Supplementary State of the Environment Report for the period 1 July 2001 to 30 June 2002.

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### 17 QUARTERLY PERFORMANCE REPORT

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

- F88** **RECOMMENDED** (Bonfield/Howe):

1. That Council endorse the revised targets for the following performance measures:

Original Measure	Original Measure	Revised Measure
Prepare population profile by October 2002	October 2002	March 2003
Exhibit Master plan for Jetty Foreshores by August/September 2002	August/September 2002	December 2002
Public exhibition of Rural Lands Strategic Plan in August	August 2002	November 2002
Monitor number of businesses in Sawtell, Woolgoolga, Coramba, and Nana Glen	Ongoing	Subject to appointment of place manager
Develop a marketing plan that captures advantages of investing in the city. Monitor population growth, employment growth, and investment growth	To be determined	30 March 2002
Prepare Vegetation Management Plan and exhibit by October 2002	October 2002	February 2003

cont'd

## 17 Quarterly Performance Report (cont'd)

Original Measure	Original Measure	Revised Measure
Exhibit Macauley's Headland road corridor plan by September/October 2002	September/October 2002	December 2002
Draft Rural Land Plan placed on public exhibition by August 2002	August 2002	30 November 2002
Rural Land Strategic Plan tabled for consideration by Council in December 2002	December 2002	30 March 2003
Examine funding and facility sharing options for Civic Centre	To be determined	Ongoing
Developer contributions reviewed and determined by July 2002	July 2002	30 November 2002
Revised organisational structure adopted by September 2002	September 2002	30 November 2002

2. That Council notes the achievements of customer service guarantees, as outlined in Attachment 1 of the General Manager's Report, for the July to September 2002 quarter.
3. That Council notes the organisation's significant achievements, as outlined in Attachment 2 of the General Manager's Report, for the July to September 2002 quarter.
4. That Council notes the achievement of performance targets, as outlined in a separate booklet, which is available in the Councillors room, for the July to September 2002 quarter
5. That Council continues to monitor its performance with a view to improving service delivery.

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## 18 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 July to September 2002 quarter.

### **F89 RECOMMENDED** (Palmer/Bonfield):

1. That Council notes the level of overtime, staff costs, workers compensation, accrued leave and sick leave for the September 2002 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.

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## **19 ENVIRONMENTAL LEVY PROJECTS REPORT**

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

**F90 RECOMMENDED** (Howe/Bonfield):

1. That Council notes the status of Environmental Levy Projects as at 30 September 2002 as outlined in this report.
2. That the resignation of Dr Michael Brennan from the Environmental Working Group be accepted and a letter of thanks be forwarded to him.
3. That a replacement not be called at this time.
4. That Council note the financial summary of Environmental Levy Projects as at 30 September 2002 as outlined in attachments 1 and 2 to the General Manager's Report.
5. That Council endorse the transfer of \$6,000 from the Greenhouse Action Program to the Energy Efficient Street Lighting project.
6. That the budgeted amount of \$2,000 for compost toilet monitoring be reallocated to the compost toilet construction project.
7. That Council continue to monitor the Environmental Levy Program to ensure the earliest completion of projects.

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## **20 ENVIRONMENTAL LEVY - COMMUNITY GARDEN**

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To report on the progress of the project entitled "Community Garden Initiative".

**F91 RECOMMENDED** (Howe/Bonfield):

1. That the Sanctuary Refugee Support Group be advised that Environmental Levy funding is withdrawn, and further advised that future submissions for funding are welcome and will be assessed on their merits.
2. That the withdrawn funds of \$15,000 be returned to the Environmental Levy Reserve for allocation to an alternative project.

**cont'd**

## **20 Environmental Levy - Community Garden (cont'd)**

3. a) That the \$15,000 be allocated to the next project on the priority list, Project Big Fish, subject to the release occurring in the Coffs Harbour Local Government area and,
- b) in allocating the \$15,000, discussions be held with the Eastern Dorrigo community to ascertain if some of the funds could be used by them for their release of eastern cod.

## **FINANCE AND ADMINISTRATION DEPARTMENT REPORTS**

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### **F77 FINANCIAL REPORTS - 2001/02**

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Consideration of the audited financial reports for the year ended 30 June 2002.

#### **F92 RECOMMENDED (Palmer/Bonfield):**

1. That the audited financial reports be received and adopted.
2. That the report on the audited financial reports be received and noted.
3. That it be noted that the public meeting, at which the audited financial reports will be presented, will be held after 5.00pm on 28 November 2002.

Cr Williams returned to the meeting.

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### **F78 MONTHLY BUDGET REVIEW AS AT 31 OCTOBER 2002**

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

#### **F93 RECOMMENDED (Bonfield/Howe) that**

1. That the budget variations of \$6,000 Deficit in the General Account be adopted.
2. That the budget variations of \$91,700 Surplus in the Sewer Account be adopted.
3. That the budget variations of \$34,000 Surplus in the Water Account be adopted.
4. That the estimated budget position as at 31 October 2002 as follows, be noted:

**cont'd**

**F78 Monthly Budget Review As At 31 October 2002 (cont'd)**

	General Account \$	Water Account \$	Sewer Account \$
Original Budget	18,150 (D)	1,198,422 (S)	834,788 (S)
Approved variations to 30 September 2002:			16,000 (S)
Pacific Highway Planning Strategy Peer Review	60,000 (D)		
Additional contribution to NSW Fire Brigades	10,949 (D)		
Additional Financial Assistant Grant	267,712 (S)		
Replace bridge over Pine Brush Creek	<u>267,712 (D)</u>		
	70,949 (D)		
Recommended variations For October 2002	6,000 (D)	34,000 (S)	91,700 (S)
Estimated result 2002/03 as at October 2002	<u>95,099 (D)</u>	<u>1,232,422 (S)</u>	<u>942,488 (S)</u>

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**F79 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.

**F94 RECOMMENDED** (Bonfield/Howe) that the report be noted.

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**F80 BANK BALANCES AND INVESTMENTS**

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

**F95 RECOMMENDED** (Bonfield/Howe) that the Bank Balances and Investments totalling one hundred and thirty-seven million, six hundred and fifty-five thousand, six hundred and twenty-seven dollars (\$137,655,627) as at 30 September 2002 be noted.



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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 Mayor to resume the chair.

The Mayor resumed chairmanship of the meeting at 7.03pm.

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## OPEN COUNCIL

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

- F96** **RECOMMENDED** (Bonfield/Williams) that the Committee now move into Open Council.

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## ADOPTION OF FINANCE AND ADMINISTRATION COMMITTEE REPORT

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

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## REQUESTS FOR LEAVE OF ABSENCE

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- 212** **RESOLVED** (Howe/Bonfield) that Cr Williams be granted leave of absence from Council on Thursday 5 December 2002.

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## QUESTIONS WITHOUT NOTICE

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### 1. Tree Preservation Order

Cr Palmer enquired if Council could consider introducing a tree preservation order

*The General Manager advised that very few areas within the city have tree preservation orders and Council's policy has been to not impose tree preservation orders as they have the effect of discouraging residents from planting trees. Council has adopted a stronger approach to save our vegetation with the implementation of the Vegetation Management Plan and the Koala Plans of Management.*

## **Questions without Notice (cont'd)**

### **2. Footpath Contribution - Park Beach area**

Cr Bonfield advised that she had received correspondence from the owners of Park Beach Mini Mart regarding footpath contributions.

*The General Manager advised that the matter has not been resolved.*

### **3. Access to Vincent Street from Hogbin Drive extension.**

Cr Palmer expressed concern regarding the circumstances of some businesses in the Park Beach area resulting from lack of access into Vincent Street from the Hogbin Drive extension.

*The General Manager advised that a report will be presented to Council in the near future that addresses the issues resulting from the impact of the Hogbin Drive extension.*

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## **GENERAL BUSINESS**

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### **1. Parties at Beaches**

Cr Williams requested Council establish rapport with local high schools seeking ways to deal with the problem of alcohol consumption, vandalism and increased traffic on beach areas and reserves before a tragedy occurs.

*The General Manager advised that contact will be made with high school principals in the city and with the Police to address the problem. Council's Youth Worker is currently compiling a discussion paper and contact will also be made with home owners in the areas to encourage them to report these incidents early to enable Police to intervene before the trouble escalates.*

### **2. Rubbish in Creek behind North Side Shopping Centre**

Cr Howe advised she had received complaints of rubbish in the creek between Northside Shopping Centre and the Plaza and the danger of a possible blockage if heavy rain occurs.

*The Acting Director of Engineering said the area will be inspected.*

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

### **3. Disaster Management for Coastal Waters**

Cr Howe enquired if single hulled tankers were using the coastal waters and if the Coastal Council have a management plan to handle a shipping disaster as recently occurred in Spain.

*The General Manager advised that the Australian Maritime Safety Authority governs the use of international waters. Information will be sought on this important issue.*

*Cr Rhoades advised, as a member of the Local Emergency Management Committee, that the Australian Maritime Safety Authority has control of shipping emergencies and if there is a hazardous material spill off the coast the Authority will implement a disaster plan.*

### **4. Dust Sealing – Randalls Road, Bucca**

Cr Rhoades requested that an offer received from a resident about 12 months ago to dust seal a portion of Randalls Road, Bucca be reconsidered. He had been approached by residents to have the road dust sealed.

*The Acting Director of Engineering to investigate.*

### **5. 45 Hearn's Lake Road, Woolgoolga**

Cr Rhoades enquired if Council had provided an environmental buffer on a property at 45 Hearn's Lake Road, Woolgoolga.

*The Director of Planning Environment and Development advised contact has been made with the resident and an explanation given to him as to why Council is unable to grant his request.*

### **6. Rural Lands Strategic Plan**

**Cr Howe declared an interest in this matter, vacated the Chamber and took no part in the discussion as she is a member of the Rural Lands Strategic Planning Committee.**

Cr Rhoades enquired why a 'plain English' version of the Rural Lands Strategic Plan had not been released to the rural community.

*The General Manager advised that the document was prepared and presented to a Councillors' Briefing session and from there the document was again reviewed after consultation with the Chamber of Commerce and made available to the public.*

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

### **7. Councillors' Expenses**

Cr Rhoades enquired why a report had not been presented to Council on Councillors' expenses since June 2001.

*The Director of Finance and Administration to investigate.*

Cr Howe returned to the Chamber.

### **8. Pacific Highway Bypass**

Cr Rhoades advised he had attended a meeting with Cr McKimm and Cr Wood, of residents and the RTA concerning the options proposed for the Pacific Highway Bypass. Cr Rhoades requested that Council, as a senior party, arrange talks between the Roads and Traffic Authority and the Combined Action Groups to assist them to come to an agreement.

*The Mayor advised that some Councillors had inspected the site of the Coastal Ridge Way and seen the challenges facing the RTA. The RTA are preparing a report on all the options as well as the Coastal Ridge Way and the reports will be made available to group.*

### **9. Traffic Calming and Safety Measures – Boronia Street Headland**

Cr Rhoades advised that 12 months ago Council had endorsed the use of certain traffic calming devices and safety measures on Boronia Street headland and now, after the trial period, the drivers were ignoring the measures.

*The Acting Director of Engineering will refer the matter to the Traffic Committee.*

This concluded the business and the meeting closed at 7.45pm

Confirmed: 23 January 2003

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Cr J C Bonfield  
Mayor