

The following document is the minutes of the Council and Committee meetings held on 5 June 2003. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 19 June 2003 and therefore subject to change. Please refer to minutes of 19 June 2003 for confirmation.



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(CORPORATE SERVICES COMMITTEE)
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
5 JUNE 2003

Contents

ITEM	DESCRIPTION	PAGE
GENERAL MANAGER'S REPORTS		
9	HUMAN RESOURCES ISSUES REPORT	2
10	ENVIRONMENTAL LEVY PROJECTS REPORT	2
CORPORATE SERVICES DEPARTMENT REPORTS		
F29	TRANSFER OF FUNCTIONS UNDER THE RURAL FIRES ACT, 1997, FROM COUNCIL TO THE COMMISSIONER OF THE NSW RURAL FIRE SERVICE	3
F30	LOCAL GOVERNMENT REMUNERATION TRIBUNAL	4
F31	MONTHLY BUDGET REVIEW AS AT 30 APRIL 2003	4
F32	APPROVAL FOR LOAN BORROWING FOR 2002/2003	5
F33	OUTSTANDING REPORTS AND RESOLUTIONS AWAITING IMPLEMENTATION	6
F34	BANK BALANCES AND INVESTMENTS AS AT 30 APRIL 2003	6
CITY SERVICES DEPARTMENT REPORT		
37	TENDER: UPGRADING OF SEWAGE PUMPING STATIONS 12 & 14, COFFS HARBOUR - CONTRACT 02/03-124-TO	6
CITY BUSINESS UNITS DEPARTMENT REPORTS		
E37	ACQUISITION OF EASEMENT AT 599 PACIFIC HIGHWAY, KORORA FOR RE-USE WATER PIPELINE AND WATER PIPELINE	8
E38	ACQUISITION OF EASEMENT AT 599A PACIFIC HIGHWAY, KORORA FOR RE-USE WATER PIPELINE AND WATER PIPELINE	8

ITEM	DESCRIPTION	PAGE
E39	ACQUISITION OF EASEMENT AT LOT 1 DP 590365 PACIFIC HIGHWAY, KORORA FOR RE-USE WATER PIPELINE	9

QUESTIONS WITHOUT NOTICE

1.	Northern Beaches Cycleway	10
2.	Water Pipeline along Orara Way - Visual Pollution	11
3.	Ulong Bridge - adjacent to the Ulong turnoff	11
4.	Woolgoolga Sports Council	11
5.	Traffic - Boronia Ave, Sawtell	12
6.	Drainage Problems with Roads on the Northern Beaches	12

GENERAL BUSINESS

1.	Cultural Forum - Regenerating Rural Communities	12
2.	Cycleways on Disused Rail Tracks and the Water Supply Pipeline Route	12
3.	Arts Mid North Coast Inc	13
4.	Traffic Safety Issues	13
5.	Footpath at Boambee Public School	13
6.	Surf Patrolling of Sawtell Beach	13
7.	Taxi Rank outside Takeaway at Woolgoolga	13
8.	Bus Shelter near North Street Cemetery	14
9.	Bus Stop near Banool Street on Lyons Road, Sawtell	14
10.	Coffs Harbour Eisteddfod - Traffic Infringements	14
11.	Coffs Harbour Eisteddfod - Reduction in Scholarships	14
12.	Open Space Burning of Cleared Land - Heritage Park	14
13.	Fitzroy Park, Coffs Harbour - Request to erect a Structure	15
14.	Bulk and Size of Building located in Boronia Street, Sawtell	15
15.	Cr Howe's Attendance at Banksia Environmental Awards for 2003	15
16.	Proposed for Ecco Tourism Facility at Darkum Drive, Mullaway	15
17.	Amalgamation of Local Government Councils	16



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(CORPORATE SERVICES COMMITTEE)
5 JUNE 2003

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

Staff: General Manager, Director of City Business Units, Acting Director of Planning, Environment & Development, Director of Corporate Services, Acting Director of City Services, City Treasurer and Executive Assistant.

Leave of Absence: Cr W R Palmer

The meeting commenced at 5.46pm with the Mayor, Cr J C Bonfield in the chair.

CORPORATE SERVICES COMMITTEE

100 **RESOLVED** (Howe/McKimm) that the Ordinary Meeting of Council be adjourned and Council now resolve into the Corporate Services Committee meeting, the time being 5.47pm.

The Mayor invited Councillor Ovens to chair the Corporate Services Committee.

GENERAL MANAGER'S REPORTS

9 HUMAN RESOURCES ISSUES REPORT

To provide Council with statistical information regarding overtime, staff costs, workers compensation, accrued leave and sick leave for the January to March 2003 quarter.

F53 RECOMMENDED (Williams/Howe):

1. That Council notes the level of overtime, staff costs, workers compensation, accrued leave and sick leave for the March 2003 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.

10 ENVIRONMENTAL LEVY PROJECTS REPORT

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

F54 RECOMMENDED (Howe/McKimm):

1. That Council notes the status of Environmental Levy Projects as at 31 March 2003 as outlined in this report.
2. That Council note the financial summary of Environmental Levy Projects as at 31 March 2003 as outlined in attachments 1 and 2 to the General Manager's Report.
3. That the allocation of \$1,000 to the Eastern Dorrigo Trout and Fishing Club for restocking the Little Nymboida and Bo Bo Rivers with Eastern Fresh Water Cod be returned to the Environmental Levy Reserve for reallocation
4. That Council continues to monitor the Environmental Levy Program to ensure the earliest completion of projects.

CORPORATE SERVICES DEPARTMENT REPORTS

F29 TRANSFER OF FUNCTIONS UNDER THE RURAL FIRES ACT, 1997, FROM COUNCIL TO THE COMMISSIONER OF THE NSW RURAL FIRE SERVICE

To advise Council of the revised Service Level Agreement between the New South Wales Rural Fire Service relating to the transfer of Council's functions, powers and responsibilities under the Rural Fires Act.

F55 RECOMMENDED (Howe/McKimm):

1. That Council enter into an agreement with the Commissioner of the NSW Rural Fire Service for the delegation of Council's functions under the Rural Fires Act, 1997, to the Commissioner in the form tabled and under the Common Seal of Council.
2. As and from 1 July 2003 the delegation to the General Manager, Mark James Ferguson, of Council's functions, powers, duties and authorities under the Rural Fires Act, 1997, (save and excluding Council's functions, powers, duties and authorities pursuant to those sections of the Rural Fires Act 1997 as listed in Schedule 1 part 1) is revoked.
3. As and from 1 July 2003 Council hereby delegates to the Commissioner of the NSW Rural Fire Service all its functions, powers, duties and authorities under the Rural Fires Act, 1997, (save and excluding those functions, powers, duties and authorities which remain delegated to the General Manager in paragraph 2) with such delegations to continue until 30 June 2006.
4. That Council note the instrument of delegation from the General Manger to the Fire Control Officer as attached to the report.
5. That Council's two nominated members of the Liaison Committee be maintained at this point, ie, Cr Howe and the General Manager.
6. That a report on the ramifications of the changes to the Rural Fires Act relating to processing of the Development Applications be brought back to Council.

F30 LOCAL GOVERNMENT REMUNERATION TRIBUNAL

To advise of a decision by the Local Government Remuneration Tribunal on the determination of fees for Councillors and Mayors for 2003/04.

F56 RECOMMENDED (Strom/Howe):

1. That pursuant to the provisions of Sections 248 and 249 of the Local Government Act 1993, the annual fee for Councillors be fixed at \$12,550 for the 2003/04 financial year.
2. That an additional annual fee for the position of Mayor be set at \$27,395 for the ensuing financial year.
3. That a submission be made to the Local Government Remuneration Tribunal to the 2004 review of Category 3 Councils.
4. That the Local Government Remuneration Tribunal be invited to visit Coffs Harbour City Council as part of the review.

F31 MONTHLY BUDGET REVIEW AS AT 30 APRIL 2003

To report on the estimated budget position as at 30 April 2003.

F57 RECOMMENDED (McKimm/Howe) that

1. That the budget variations of \$153,853 Deficit in the General Account be adopted.
2. That the budget variations of \$684,000 Deficit in the Water Account be adopted.

cont'd

F31 Monthly Budget Review as at 30 April 2003 (cont'd)

3. That the estimated budget position as at 30 April 2003 as follows, be noted:

	General Account Account \$	Water Account \$	Sewer \$
Original Budget	18,150 (D)	1,198,422 (S)	834,788 (S)
Approved variations to 31 March 2003		34,000 (S)	764,384 (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	267,712 (D)		
Fence & Landscaping Advocate Park	6,000 (D)		
Sale of land – Hi tech Drive, Toormina	3,360 (S)		
Shortfall of NSW Masters Games	17,000 (D)		
Appointment of two additional IT staff	77,000 (D)		
Refurbishment/Lease of Resources Unit	76,000 (D)		
Extra General fund rate revenue received	80,000 (S)		
Extra Development Application Fees received	164,000 (S)		
Loan to Sawtell Tennis Club	5,000 (D)		
Loan to Westside Tennis Club	16,000 (D)		
Lump sum loan repayment	10,126 (S)		
Economic Development Unit Review	44,078 (D)		
Feasibility study for proposed New England to Coast walking track	<u>12,500 (D)</u> 67,041 (D)		
Recommended variations for April 2003	<u>153,853 (D)</u>	<u>684,000 (D)</u>	<u>Nil</u>
Estimated result 2002/03 as at April 2003	<u>239,044(D)</u>	<u>548,422 (S)</u>	<u>1,599,172 (S)</u>

F32 APPROVAL FOR LOAN BORROWING FOR 2002/2003

To seek Council approval to obtain a loan of \$1M to meet the 2002/2003 loan borrowing program.

F58 RECOMMENDED (McKimm/Strom) that:

1. Approval be given to raising a loan of \$1,000,000 for general purpose infrastructure works.
2. Offers be sought from appropriate lending institutions.

cont'd

F32 Approval for Loan Borrowing for 2002/2003 (cont'd)

3. Delegated approval be given to the General Manager to accept the most suitable offer.
4. The Mayor and the General Manager be authorized to execute all documents associated with the loan under seal.

F33 OUTSTANDING REPORTS AND RESOLUTIONS AWAITING IMPLEMENTATION

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

F59 RECOMMENDED (Strom/Howe) that the report be noted.

F34 BANK BALANCES AND INVESTMENTS AS AT 30 APRIL 2003

To list Council's Bank Balances and Investments as at 30 April 2003.

F60 RECOMMENDED (Howe/McKimm) that the Bank Balances and Investments totalling one hundred and twenty million, five hundred and seventy-two thousand, one hundred and sixty-one dollars (\$120,572,161) as at 30 April 2003 be noted.

CITY SERVICES DEPARTMENT REPORT

37 TENDER: UPGRADING OF SEWAGE PUMPING STATIONS 12 & 14, COFFS HARBOUR - CONTRACT 02/03-124-TO

To report on tenders received for the upgrading of Sewage Pumping Station (SPS) 12 and 14 Coffs Harbour, and to gain Council approval to accept a conforming tender.

F61 RECOMMENDED (Williams/McKimm):

1. That Council accept the tender of J & P Richardson Industries P/L ABN 23 001 952 325, for the Contract No. 02/03-124-TO, Upgrading of Sewage Pumping Station 12 and 14 Coffs Harbour, for the lump sum amount of \$565,665.10 including GST, on the basis that:-

cont'd

37 Tender: Upgrading of Sewage Pumping Stations 12 & 14, Coffs Harbour - Contract 02/03-124-TO (cont'd)

- a) The tender is the highest scoring 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

38 DEEP SEA RELEASE : ALLIANCE CONTRACT

To report to Council the progress achieved to date in developing the Target Outturn Cost (TOC) for the Deep Sea Release Alliance and recommending that the General Manager be given delegated authority to sign the finalised Project Alliance Agreement (PAA).

F62 RECOMMENDED (Howe/Wood):

1. That the General Manager be given delegated authority to approve the final Target Outturn Cost and sign the Project Alliance Agreement subject to Ministry of Energy and Utilities concurrence.
2. That the Alliance Contractor (Barclay Mowlem Candac) be given approval to place orders immediately for sheet piling, HDPE pipes, trestle steel and specialist design consultant SWECO on condition that the orders can be cancelled should the Alliance Agreement not be finalised.
3. That the contractor's All Risk insurance be removed from the Target Outturn Cost and Council agree to cover damage to project works for the Deep Sea Release, on the basis that the contractor, Barclay Mowlem Candac, accepts normal responsibility for the works as it would under a conventional insurance policy.
4. That a report be brought back to Council regarding restoration and upgrade works at Corambirra Point, in particular, the Gallows outfall.

CITY BUSINESS UNITS DEPARTMENT REPORTS

E37 ACQUISITION OF EASEMENT AT 599 PACIFIC HIGHWAY, KORORA FOR RE-USE WATER PIPELINE AND WATER PIPELINE

Report seeking Council approval for the acquisition of an easement for a re-use pipeline and a future water main pipeline through privately owned property at 599 Pacific Highway, Korora.

F63 RECOMMENDED (Bonfield/McKimm):

1. That Council proceed to acquire an easement 5 metres wide for a reuse water main and a water main over Lot 11 DP 1050239, 599 Pacific Highway, Korora as shown approximately on the plan attached to this report.
2. That Council pay the amount as stated in the confidential attachment exclusive of GST as compensation to the owner of the property for the easement acquisition.
3. That Council provide a single connection to the re-use main at no cost provided the owners of the property agree to Council's standard conditions of use.
4. That Council be responsible for all costs associated with the matter.
5. That all necessary documents associated with the acquisition of the easement be executed under the Common Seal of Council.

E38 ACQUISITION OF EASEMENT AT 599A PACIFIC HIGHWAY, KORORA FOR RE-USE WATER PIPELINE AND WATER PIPELINE

Report seeking Council approval for the acquisition of an easement for a re-use pipeline and a future water main pipeline through privately owned property at 599A Pacific Highway, Korora.

F64 RECOMMENDED (Bonfield/McKimm):

1. That Council proceed to acquire an easement 5 metres wide for a reuse water main and a water main over Lot 12 DP 1050239, 599A Pacific Highway, Korora as shown approximately on the plan attached to this report.
2. That Council pay the amount as stated in the confidential attachment exclusive of GST as compensation to the owner of the property for the easement acquisition.

cont'd

E38 Acquisition of Easement at 599A Pacific Highway, Korora for Re-Use Water Pipeline and Water Pipeline (cont'd)

3. That Council provide a single connection to the re-use main at no cost provided the owners of the property agree to Council's standard conditions of use.
4. That Council be responsible for all costs associated with the matter.
5. That all necessary documents associated with the acquisition of the easement be executed under the Common Seal of Council.

E39 ACQUISITION OF EASEMENT AT LOT 1 DP 590365 PACIFIC HIGHWAY, KORORA FOR RE-USE WATER PIPELINE

Report seeking Council approval for the acquisition of an easement for a re-use pipeline through privately owned property at Lot 1 DP 590365 Pacific Highway, Korora.

F65 RECOMMENDED (Bonfield/McKimm):

1. That Council proceed to acquire an easement 3 metres wide for a reuse water main over Lot 1 DP 590365, Pacific Highway, Korora as shown approximately on the plan attached to this report.
2. That Council pay the amount as stated in the confidential attachment exclusive of GST as compensation to the owner of the property for the easement acquisition.
3. That Council be responsible for all costs associated with the matter.
4. That all necessary documents associated with the acquisition of the easement be executed under the Common Seal of Council.

CONCLUSION OF CORPORATE SERVICES COMMITTEE MEETING

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

OPEN COUNCIL

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

- F66** **RECOMMENDED** (Williams/Strom) that the Committee now move into Open Council.

The Mayor resumed chairmanship of the meeting at 6.18pm.

ADOPTION OF CORPORATE SERVICES COMMITTEE REPORT

- 101** **RESOLVED** (Strom /McKimm) that the recommendations of the Corporate Services Committee meeting be received and adopted.

REQUESTS FOR LEAVE OF ABSENCE

- 102** **RESOLVED** (McKimm/Strom) that Cr Howe be granted leave of absence for the period 17 to 26 June and Cr Wood be granted leave of absence for the period 25 July to 4 August 2003.

QUESTIONS WITHOUT NOTICE

1. Northern Beaches Cycleway

Cr Strom referred to approvals for acquisition of easements over private properties for the re-use water pipeline on the Northern Beaches and previous discussions regarding a cycleway along the route and requested a report on the status.

The General Manager advised that a report will be presented to Council next month identifying the route of the pipeline and the possible funding available in light of the Minister's announcement of funding for cycleways.

Questions without Notice (cont'd)

2. Water Pipeline along Orara Way - Visual Pollution

Cr Howe enquired when will the RTA begin remedial work to beautify Orara Way after the installation of the water pipeline. Local residents are keen to know the commencement date.

The Acting Director of City Services advised Council has written to the Public Works Department requesting cost estimates on work required for the valve chambers for the whole of the pipeline route and this will be discussed at the next technical committee meeting in the coming week. Council will be suggesting that all valve chambers be cut down to ground level and painted.

The Mayor advised the matter was raised with the General Manager of North Coast Water to determine which valve chambers can be brought down to ground level and those that can be camouflaged. The Mayor stated that she is sticking firm that every single one has to be either brought down to ground level or ameliorated.

3. Ulong Bridge - adjacent to the Ulong turnoff

Cr Howe advised residents are concerned with the state of the bridge and fear that, as the high volume of log haulage traffic uses the bridge, an accident will happen causing major inconvenience to residents living west of the bridge.

The Acting Director of City Services advised the bridge deck is due for replacement in the next financial year, however the bridge was inspected and the structure found to be sound.

4. Woolgoolga Sports Council

Cr Williams referred to the motion passed earlier in the evening on the Woolgoolga Sports Council and the problems experienced by the Woolgoolga Rugby League Club and the state of the playing field. Could Council convene a meeting of the members and give them some temporary solution.

The Director of City Business Units advised that many site inspections and conversations had been held with the Woolgoolga Sports Council and also with Council's Risk Manager resulting in the conclusion that the fields are not safe for use. Remedial works have been done and until such time that the new repair work is sufficiently established, the grounds are unsafe for use. The situation is constantly monitored. Council is in full sympathy with Woolgoolga Rugby League Club and would like to see them on the field as soon as possible.

Questions without Notice (cont'd)

5. Traffic - Boronia Ave, Sawtell

Cr Rhoades enquired of the commencement date of the traffic calming measures in Boronia Street at the base of the headland.

The Acting Director of City Services took the question on notice.

6. Drainage Problems with Roads on the Northern Beaches

The Mayor enquired of the possibility of ditch drainage to alleviate the quagmire conditions of some roads in Moonee, Emerald Beach and Sandy Beach. The Mayor requested a report be brought back detailing engineering design plans already in place for the three villages and the possibility of funding to carry out the work over the next three years.

The General Manager advised a report will be brought back to Council.

Cr Ovens suggested the possibility of a special rate for the Northern Beaches residents to fund the works.

GENERAL BUSINESS

1. Cultural Forum - Regenerating Rural Communities

Cr Strom reported on the Cultural Forum held on Saturday, 31 May and expressed disappointment that it was called a Cultural Forum as it covered many other issues. The speaker, Dr Onko Kingma, a specialist in rural revival, looked at using art as a means of regenerating rural communities. Cr Strom also gave a report on the improvements to the Bunker Cartoon Gallery and the Coffs Harbour Museum.

2. Cycleways on Disused Rail Tracks and the Water Supply Pipeline Route

Cr Strom enquired if it would be feasible to have a cycleway on the route of the water supply pipeline after the beautification work is completed. She also advised that the Bicycle Users Group (BUG) are keen to see cycleways on 'rail trails', ie, existing railway line networks no longer in use, for example, Glenreagh to Ulong.

General Business (cont'd)

3. Arts Mid North Coast Inc

Cr Wood tabled a report on the Annual General Meeting of Arts Mid North Coast Inc and commented that Arts Mid North Coast Inc had direct involvement in attracting \$1.2m in grants to the region in 2001/02. Several Council projects have received funding including the Gordon Street mural art project.

4. Traffic Safety Issues

Cr Wood tabled documents regarding traffic safety issues at Moonee Beach Road and also in Raleigh Street, Coffs Harbour and requested they be incorporated in the Management Plan.

5. Footpath at Boambee Public School

Cr Rhoades requested costing be done to extend the footpath on the western side of Boambee Public School from its present location, further west, because of safety concerns, for consideration with the Management Plan on 19 June.

6. Surf Patrolling of Sawtell Beach

Cr Rhoades requested that funding be included in the Management Plan to extend patrolling of Sawtell Beach, by Council's lifeguards, to seven months each year, as happens now with Park Beach.

7. Taxi Rank outside Takeaway at Woolgoolga

Cr Bonfield requested that the grassed area adjacent to the taxi rank be removed as it is a hazard to taxi users and enquired if there a possibility of erecting a shelter in the area.

The Acting Director Of Planning Environment and Development advised Council has allocated \$100,000 in the Draft Management to the Wharf Street upgrade and if funding is available from that project, the grass area adjacent to the taxi rank will be replaced with a more suitable surface.

The Director of Corporate Services advised that the funding of the taxi rank could be considered with the allocation of \$23,000 for new bus shelters and maintenance.

General Business (cont'd)

8. Bus Shelter near North Street Cemetery

Cr Bonfield requested a new bus shelter be provided as the bus shelter outside the Cemetery in Coff Street, Coffs Harbour, has been removed.

9. Bus Stop near Banool Street on Lyons Road, Sawtell

Cr Rhoades requested Council provide a properly constructed seat at the present bus stop near Banool Street on Lyons Road, Sawtell.

10. Coffs Harbour Eisteddfod - Traffic Infringements

Cr McKimm advised patrons attending the recent Eisteddfod at the Ex-services Club, found, when they returned to their vehicles, they had received a parking infringement.

The General Manager advised that parking infringements are handled by the Traffic Infringement Processing Bureau and Council has no power to waive infringement notices.

11. Coffs Harbour Eisteddfod - Reduction in Scholarships

Cr McKimm advised that in previous years Council has provided five scholarships to the Eisteddfod Society to be given to children but this year Council provided funding for only three scholarships, leaving a shortfall of \$350. Could Council provide the extra \$350.

Cr Strom commented that the request was considered by the Donations Committee, along with the many other requests for donations received by Council, using the same procedures as the Environmental Levy Committee

12. Open Space Burning of Cleared Land - Heritage Park

Cr Bonfield advised she had been approached by a resident complaining of land clearing and burning off by a developer at Heritage Park, resulting in thick smoke during the night irritating residents and in particular, asthma sufferers.

The Acting Director of Planning Environment and Development advised the situation would be looked at.

General Business (cont'd)

13. Fitzroy Park, Coffs Harbour - Request to erect a Structure

Cr Bonfield advised of a letter received from the Coffs Harbour Aboriginal Land Council requesting a signboard structure be erected on Fitzroy Park in memory of the Aboriginal people who used to live along the creek bank. The completed structure will cost \$5,000 and Council is requested to fund the full cost of the structure and the project be completed by 7 July for NAIDOC week. The structure and site will then be blessed in traditional Aboriginal style on flag raising day at Council.

The General Manager advised that this would be a submission to the Management Plan for consideration.

The Director of City Business Units advised he would take it on notice.

14. Bulk and Size of Building located in Boronia Street, Sawtell

Cr Bonfield advised that a resident from Boronia Street, Sawtell had raised concerns about the bulk and size of a proposed building adjacent to the creek at 17 Boronia Avenue, and requested the status of the development application.

The Acting Director of Planning Environment and Development advised he would report back to the Mayor.

15. Cr Howe's Attendance at Banksia Environmental Awards for 2003

Cr Howe advised she had attended the Banksia Environmental Awards on the Gold Coast and suggested Coffs Harbour pursue hosting the awards presentations in the future. Cr Howe tabled an award presented to Coffs Harbour City Council as a finalist in the Category 'Environmental Leadership in Protecting Bush, Land and Waterways'

16. Proposal for Ecco Tourism Facility at Darkum Drive, Mullaway

Cr Howe referred to a letter from the Concerned Residents of Mullaway (CRAM) regarding the lack of advertising of a development application for a ecco tourism facility in Darkum Drive, Mullaway. Cr Howe enquired if advertising of development applications is posted on Council's web site.

The General Manager replied that, as the staff held the view that the development Cr Howe was referring to is a prohibited development, the DA has not been processed. With regard to advertising development applications on Council's web site, this will be done when the upgrade of the site is completed.

General Business (cont'd)

17. Amalgamation of Local Government Councils

Cr Ovens referred to the State Government's rhetoric regarding amalgamation of some councils and urged Council to be proactive in the matter stating Coffs Harbour City Council is not in that category but should be looking at resource sharing and other options to improve services in the region.

The General Manager advised that Council is keeping an open mind on the matter. The Local Member's comments in the press were ill informed and could cause derision between councils. Bellingen Shire Council has a proud record in a number of areas just as this council does and Council will be continuing open dialogue with other councils on sharing resources, eg, the regional waste facility and the regional water supply, and not necessarily, amalgamation.

This concluded the business and the meeting closed at 7.20pm.

Confirmed: 19 June 2003

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Cr J C Bonfield
Mayor