



**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**(CITY BUSINESS UNITS COMMITTEE)**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**4 September 2003**  
**Commencing At 5.00pm**

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**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**(CITY BUSINESS UNITS COMMITTEE)**

**4 September 2003**

Mayor and Councillors

**NOTICE OF MOTION**

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**PACIFIC HIGHWAY UPGRADE**

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**Purpose:**

Councillor C McKimm has given notice of her intention to move:

- “1. That any proposed upgrade of the Pacific Highway or Inner Route options fails to address the strategic objectives approved by Coffs Harbour City Council.
2. That Council advise the RTA, Department of Planning and State and Federal Government that a proper western bypass is the only acceptable option for the Coffs Harbour community.
3. That the bypass planning focus on a western bypass consistent with the general approach espoused by the Coastal Ridgeway proposal.
4. That the western bypass diverge from the existing highway at Englands Road to Red Hill and thereafter by the best available option to Grafton.
5. That the northern and southern planning solutions be determined holistically to create the best long-term solution for the Coffs Harbour local government area.
6. That council advise the relevant authorities that given the topography of the area, the best solution for Coffs Harbour will not be the cheapest solution.
7. That the State Government be requested to urgently commit funds for completion of the Hogbin Drive extension to relieve the traffic congestion and safety problems created by the completion of the Chinderah bypass.”

**cont'd**

## **Pacific Highway Upgrade (cont'd)**

Councillor K Rhoades has given notice of his intention to move:

- “1. That Coffs Harbour City Council on behalf of the community advise the Coffs Harbour Highway Steering Committee and the NSW Government that it does not support the proposed option of upgrading the existing Pacific Highway from England’s Road to Sapphire.”
- “2. That Coffs Harbour City Council on behalf of the community advise the Coffs Harbour Highway Steering Committee and the NSW Government that it does not support the proposed option known as the “Inner Corridor” of the Highway Planning Strategy.”
- “3. That Coffs Harbour City Council on behalf of the community advise the Coffs Harbour Highway Steering Committee and the NSW Government that it does not support the proposed option of upgrading the Pacific Highway through the township of Woolgoolga and also known as Option D of the Highway Planning Strategy for the Sapphire to Arrawarra section.”
- “4. That Coffs Harbour City Council on behalf of the community advise the Coffs Harbour Highway Steering Committee and the NSW Government that it does not support the proposed option of the deviation behind Woolgoolga also known as Option C of the Highway Planning Strategy for the Sapphire to Arrawarra section.”
- “5. That Coffs Harbour City Council on behalf of the community advise the Coffs Harbour Highway Steering Committee and the NSW Government that it does not support the proposed options of the deviation behind Woolgoolga also known as Option B1 and B2 of the Highway Planning Strategy for the Sapphire to Arrawarra section.”

### **General Manager's Comments:**

The above motions, if adopted by Council, will have a number of ramifications which need to be highlighted.

At the Council Public Forums on the Pacific Highway Planning Strategy, the following 15 points of consensus were reached:

- that this is a difficult issue;
- there will be winners and losers;
- that a unanimous decision will not be reached by the forum;
- there are a lot of risks associated with all options;
- to upgrade the existing Highway to National Highway standards as a solution for through traffic is not an option;
- the majority of people at the forum consider the inner corridor is not an option as a solution for through traffic;
- the final option should result in more people being better off from an acoustic point of view;
- most people at the forum agree the Coastal Ridgeway is the preferred option;
- the community wants safer movements on existing highway;

**cont'd**

## Pacific Highway Upgrade (cont'd)

- solution should not impede the sustainable development of the City;
- southern access point for final option will be south of Englands Road;
- most northern access point will be north of Safety Beach Road;
- in view of Coffs Harbour's status as largest regional centre and its unique geographical position, the route selected should not necessarily be the cheapest, but should take into account all social, economic and environmental impacts;
- Council should not reach a decision on the preferred route until up-to-date information is available;
- the existing Highway and ring-road system be developed as part of the local road network.

One of the main points is:

*"Council should not reach a decision on the preferred route until up-to-date information is available".*

At this point in time Council does not have all the information on the various route options, in particular the "Coastal Ridgeway". Information on the Coastal Ridgeway option will not be available until November 2003.

The adoption of the above motions would result in a significant departure from the process for developing the strategy as outlined by the Steering Committee. At the Steering Committee Meeting held on 22 August 2003, the representatives from the Department of Infrastructure, Planning and Natural Resources and the Roads and Traffic Authority put forward the following:

*"The steering committee representatives from the Roads and Traffic Authority (RTA) and Department of Infrastructure, Planning and Natural Resources (DIPNR) expressed concern in regard to Council taking a position on options for the Coffs Harbour Highway Planning Strategy prior to all investigations being completed, the details of the options being subject to public comment and the options being assessed through the Value Management process. The representatives expressed concern that any resolution by Council to determine a preferred option would restrict Council's representatives on the Committee from considering viable route options and may jeopardise the agreed process for the development of the Highway Planning Strategy."*

Council could not form a position as outlined in the above motions and continue with the process accepted by the Steering Committee. Given the above comments, it is unlikely that the tripartite committee could continue to function if the motions are adopted. In this circumstance, it would be advisable for Council to request a new committee be established to deliver the outcomes Council seeks.

It is suggested that this new committee would have a greater whole of government approach and would include senior representatives from Government agencies as well as Council.

Other members could include the NRMA, Federal Department of Transport and Regional Services and the Premier's Department. A request would need to be made to the Premier or Minister for Roads for such a committee.

**cont'd**

**Pacific Highway Upgrade (cont'd)**

**Recommendation:**

**It is recommended:**

- 1. That Council await the completion of a Draft Pacific Highway Planning Strategy for Coffs Harbour before taking a position on any route options;**

**or alternatively, if recommendation 1 is not adopted, it is recommended:**

- 2. That Council make representations to the Minister for Roads to establish a new high level Interdepartmental Committee to deliver the Pacific Highway Planning Strategy for the Coffs Harbour Local Government area.**

**Attachments:**

**COFFS HARBOUR PACIFIC HIGHWAY  
PLANNING STRATEGY COMMUNITY FORUMS**

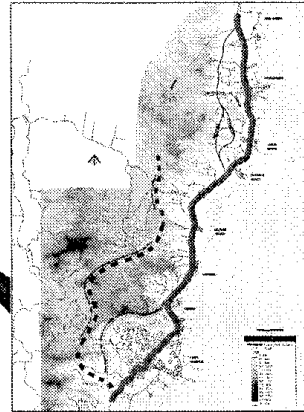
**STRATEGIC OBJECTIVES**

1. To have short-term amelioration of noise/safety issues addressed within 2 years.
2. To have the Pacific Highway Planning Strategy considered as a single project
3. To ensure the impacts of options for upgrading the existing highway through urban areas are fully considered
4. To ensure the design development phase and ongoing maintenance integrates best practice noise mitigation measures at the source rather than the receiving end
5. To achieve the highest possible visual amenity for the highway and surrounding areas
6. To ensure the Pacific Highway Planning Strategy complements and connects with the City's local transport
7. To achieve adequate compensation for property owners impacted upon by the alignment of the selected route
8. To protect prominent ridgelines that provide the green backdrop to the City
9. To ensure the Pacific Highway Planning Strategy incorporates the redesign of the existing highway through urban centres that are bypassed
10. To ensure any selected route minimises impacts on people/residential areas, agriculture, tourism and environmental values
11. To ensure the route maximises potential residential development for the sustainable growth of the City

## The Existing Highway

- **Snapshot of Features**

- Length
  - 33.2km
- Reported Cost
  - Approx. \$930 million
- Traffic Benefits
  - undesirable mix of local and through traffic
  - reliance on only one route
- Cost Benefits
  - good staging opportunities
  - 100km/h design speed not achievable
- Environmental Impacts
  - some edge effects on habitat areas where widening required
- Social Impacts
  - adjacent urban areas of Safety Beach, Woolgoolga, Sandy Beach, Korora, Sapphire Beach, Moonee Beach, Coffs Harbour
  - adjacent new release areas of Sandy Beach, Moonee and Korora
- Economic Impacts
  - potential to limit growth of Woolgoolga business area and City Centre business area



## The Existing Highway

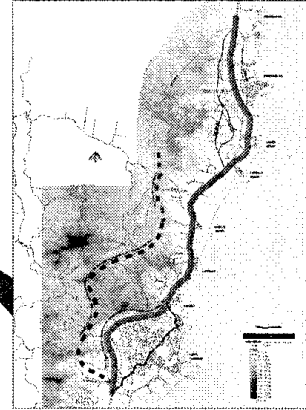
- **Risks**

- May not be long term solution
- Ongoing noise
- Construction disruption
- Through traffic congestion/ safety
- Access to highway
- Continued transportation of hazardous materials through urban areas
- Diminish value of Coffs eg tourism and lifestyle
- Increasing pollution (diesel)
- Non-separation of traffic
- Impact on inconvenience for drivers
- Threat to attractiveness
- Community segregation
- Ecosystems/spillages
- Not reversible
- Degradation of health
- Community revolt
- Impact on commercial areas
- Incident management (risk in emergencies)

# The Inner Corridors

- **Snapshot of Features**

- **Length**
  - 34.5km
- **Reported Cost**
  - \$500-700 million
- **Traffic Benefits**
  - high level of use by local traffic
  - 8,000 vehicles per day by-pass Coffs urban area (2021)
  - 100km/h design speed could be achieved
- **Cost Benefits**
  - report BCR's range from 1.0 – 2.17
  - good staging opportunities
- **Environmental Impacts**
  - through habitat areas adjacent Woolgoolga Creek and possibly Korora Nature Reserve
  - possible impacts on threatened species
- **Social Impacts**
  - through rural residential urban areas of Woolgoolga (i.e. Country Club Estate)
  - adjacent urban areas of Woolgoolga (i.e. Pullen Street area), Sandy Beach, Korora, Sapphire Beach, Moonee Beach and West Coffs
  - through future release areas in Woolgoolga, Korora, West Coffs and North Boambee Valley
- **Economic Impacts**
  - some impacts upon banana plantations
  - some benefits by proximity to Woolgoolga, Moonee and City Centre business centres



# The Inner Corridors

- **Risks**

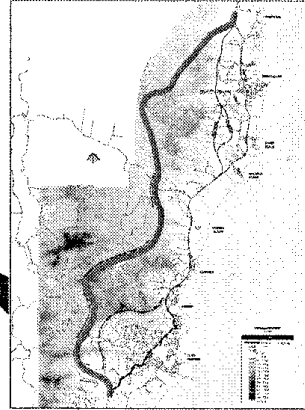
- May not be long term solution
- Ongoing noise
- Construction disruption
- Through traffic congestion/ safety
- Access to highway
- Continued transportation of hazardous materials through urban areas
- Diminish value of Coffs eg tourism and lifestyle
- Increasing pollution (diesel)
- Non-separation of traffic
- Impact on inconvenience for drivers
- Threat to attractiveness
- Community segregation
- Ecosystems/spillages
- Not reversible
- Degradation of health
- Community revolt
- Incident management (risk in emergencies)
- Destroy banana industry of Coffs basin/West Korora/Woolgoolga
- Dual impact of both road systems creating residential islands
- Existing safety issues on highway
- Limit urban expansion of Coffs Harbour (urban areas)
- Korora School/Bishop Druitt College and schools in general
- Woolgoolga Nature Reserve



# The Coastal Ridgeway

- **Snapshot of Features**

- Length
  - 37.8km
- Reported Cost
  - \$1 billion +
- Traffic Benefits
  - good separation of local and through traffic
  - would carry in the order of 8,000-9,000 vehicles per day (2021), mostly through traffic
  - 100-110km/h design speed could be achieved
- Cost Benefits
  - limited staging opportunities
  - long steep grades
  - BCR could be around 1.0 based on Option 'A'
- Environmental Impacts
  - potential impacts on Aboriginal sites
  - through Wedding Bells State Forest and adjacent to Ulidarra National Park
  - potential impacts on threatened species
- Social Impacts
  - through Bucca Valley and North Boambee
- Economic Impacts
  - pressure on displacement of agriculture in Bucca Valley



# The Coastal Ridgeway

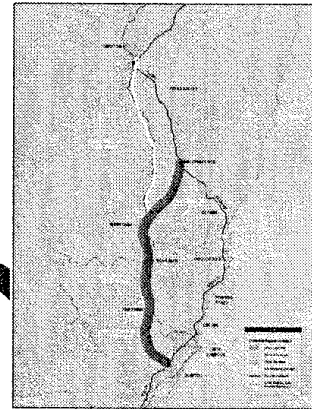
- **Risks**

- May not be long term solution
- Ongoing noise
- Construction disruption
- Through traffic congestion/safety
- Access to highway
- Diminish value of Coffs eg tourism and lifestyle
- Increasing pollution (diesel)
- Non-separation of traffic
- Impact on inconvenience for drivers
- Threat to attractiveness
- Ecosystems/spillages
- Not reversible
- Degradation of health
- Community revolt
- Incident management (risk in emergencies)
- Cost/economic viability
- Environment especially Orara River
- Nothing done to local roads (will be neglected)
- Construction noise
- Some through traffic will continue to use existing highway
- Environmental risks, impacts eg noise, pollution
- Tourism
- New National Park
- Hazardous materials through environmental sensitive areas
- Buildability
- Climate change (local)
- Degrade rural health
- Disruption to rural roads
- State Forest
- Devalue property in Bucca Valley

## The Western Way

- **Snapshot of Features**

- **Length**
  - 53km (Bonville to Halfway Creek)
- **Reported Cost**
  - \$600-770 million
- **Traffic Benefits**
  - total separation of local and through traffic
  - would carry 2,500-3,500 vehicles per day (2001)
  - shortens Coffs to Grafton distance by 15km
  - 100-110km/h design speed achievable
- **Cost Benefits**
  - low cost benefit due to limited staging opportunities and low traffic volumes
  - existing Highway would still require significant upgrade works
- **Environmental Impacts**
  - through Orara River
  - through Sherwood Nature Reserve, Waihou Flora Reserve, Glenugie State Forest
  - potential high impact on threatened species
- **Social Impacts**
  - through Nana Glen, Coramba, Boambee
  - separated from large urban areas
- **Economic Impacts**
  - increase pressure on displacement of agriculture in Nana Glen, Coramba and Glenreagh areas
  - increase activity in Coramba, Nana Glen and Glenreagh



## The Western Way

- **Risks**

- **Impact on water quality and supply during and after construction**
- **Environment**
- **Impact of construction on villages in the area**
- **Agriculture**
- **Destroy rural lifestyle living**
- **Fog and traffic hazard**
- **Noise**
- **Approval would be based on inaccurate and faulty data**
- **Doesn't address existing local traffic concerns**
- **Would impose significant financial burden on the Coffs Harbour City Council to maintain existing highway route**
- **A small % of overall traffic movements in Coffs Harbour LGA would use it**
- **Impact on all schools along valley**
- **Destroy ownership of area by the local communities**
- **The logistics of major utilities**
- **Health**
- **No representative from Pristine Waters at forums**
- **Unknown impact on land values and economic viability of productive land**

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## PROPOSED INCREASE IN TAX LEVIED ON GAMING REVENUE

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### **Purpose:**

Councillor Bill Wood has given notice of his intention to move:

*"That as a matter of urgency Council write to The Premier, Robert Carr MP, The Treasurer, Michael Egan MP and The Vice President Clubs NSW, Mr David Doyle expressing the following view.*

*Council supports Clubs NSW in their opposition to the proposed increase in tax levied on gaming revenue."*

Local clubs gaming revenue is raised in the Coffs Harbour community and is currently used to develop facilities for the community and support local community initiatives and charitable functions in a very broad manner that reaches all sections and age cohorts of our population. Any reduction in the revenue available for disbursement, by increased tax, will reduce the amount of funding to address local needs, causing a serious reduction in services.

Council urge the Premier and Treasurer to consult with Clubs NSW and negotiate the matter with them.

Council act as facilitator for the local CDSES Committee supported by: Sawtell RSL Club, Coffs Harbour Catholic Club, Park Beach Bowling Club, Coffs Ex-Services Club and Woolgoolga Bowling Club.

In the past three years the Clubs, through the CDSES Committee, have provided more than \$100,000 to the Health Campus, RBS, Life Line, Challenge Inc, and the Clubs also are major supporters of the Westpac Helicopter.

Clubs are community based not for profit organizations governed by boards elected by the members.

### **General Manager's Comments:**

The Notice of Motion refers to increases in state taxes on gaming machines profits. The State Revenue Legislation Amendment Bill 2003 provides a staged introduction of the increase over the next seven years.

The new tax regime provides a tax of 35% for annual profits greater than \$5 million and 40% for annual profits greater than \$10 million. These new tax rates reflect an increase of approximately 100% for these profit levels. In NSW \$1.5 billion was collected in 2002 and will double to \$3 billion in 2010 based on the new rates.

Council currently acts as a facilitator for the Community Development and Support Expenditure Committee (CDSES) in terms of the coordination of annual meetings for community donations and no objection is raised to Council's facilitation on this issue.

## GENERAL MANAGER'S REPORTS

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### 12 ELECTION OF DEPUTY MAYOR

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#### **Purpose:**

To seek Council's decision on the election of Deputy Mayor.

#### **Description of Item:**

Council is permitted to elect a Deputy Mayor if it wishes.

The role of Deputy Mayor is to assist the Mayor with the performance of ceremonial duties and to exercise the functions of the Mayor during absences.

#### **Sustainability Assessment:**

- Environmental and Social

The sustainability assessment has no impact on the election of Deputy Mayor.

- Economic

No additional fee applies to the position of Deputy Mayor.

#### **Related Policy and / or Precedents:**

Council's practice is to elect a Deputy Mayor each year for a 12 month term.

#### **Statutory Requirements:**

Section 231 of the Local Government Act provides the power to elect a Deputy Mayor and Schedule 3 of the Local Government Election Regulations, copy attached, covers the procedures relating to the conduct of the election.

The Local Government Amendment (Elections) Act 2003 provided for the Deputy Mayor who, under s.231(2) is elected for the mayoral term who holds office immediately before Saturday 13 September 2003 to be extended till the declaration of the poll for Mayor following the election to be held on the 27 March 2004.

#### **Issues:**

As Council has elected its Deputy Mayor for a term of one year, no extension is provided by the Local Government Amendment (Elections) Act 2003. Council must now determine if it wishes to elect a Deputy Mayor and if so by what method.

Council's attention is drawn to the provisions relating to nominations, and the methods of election.

Should there be more than one nomination for the position Council is required, in accordance with Clause 3 of Schedule 3, to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting. Ballot has its normal meaning of secret ballot and open vote is a show of hands.

**cont'd**

**12 Election Of Deputy Mayor (cont'd)**

**Recommendation:**

- 1. That Council elect a Deputy Mayor for the period up until the declaration of the Poll for Mayor following the election to be held on the 27 March 2004.**
- 2. That nominations be called for and the method of election now be determined.**

## **Attachments:**

### **LOCAL GOVERNMENT ACT 1993 - SECT 231**

#### **231 Deputy mayor**

- (1) The councillors may elect a person from among their number to be the deputy mayor.
- (2) The person may be elected for the mayoral term or a shorter term.
- (3) The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.
- (4) The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected. Division 3 The councillors.

### **LOCAL GOVERNMENT (ELECTIONS) REGULATION 1998 - SCHEDULE 3**

#### **SCHEDULE 3 Election of mayor by councillors**

(Clause 124)

Part 1 Preliminary

##### **1 Returning officer**

The general manager (or a person appointed by the general manager) is the returning officer.

##### **2 Nomination**

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

##### **3 Election**

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:

ballot has its normal meaning of secret ballot.

open voting means voting by a show of hands or similar means.

## Part 2 Ordinary ballot or open voting

### **4 Application of Part**

This Part applies if the election proceeds by ordinary ballot or by open voting.

### **5 Marking of ballot-papers**

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 76 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

### **6 Count 2 candidates**

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

### **7 Count 3 or more candidates**

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

## Part 3 Preferential ballot

### **8 Application of Part**

This Part applies if the election proceeds by preferential ballot.

### **9 Ballot-papers and voting**

- (1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 76 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

## **10 Count**

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this clause, absolute majority, in relation to votes, means a number which is more than one-half of the number of unexhausted formal ballot-papers.

## **11 Tied candidates**

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

## **Part 4 General**

### **12 Choosing by lot**

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

### **13 Result**

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- (a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.



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## 13 REAPPOINTMENT OF STANDING COMMITTEES AND ELECTION OF CHAIRPERSONS

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### **Purpose:**

To reappoint Council's Standing Committees, appoint Councillors to the position of chairpersons of those committees and determine meeting times for the duration of the Council term.

### **Description of Item:**

Council needs to confirm the committee structure, meeting times and committee chairpersons of all of its standing committees.

### **Sustainability Assessment:**

- **Environment, Social and Economical**

The sustainability principles as adopted by Council apply to all reports addressed to committees and Council.

### **Consultation:**

The Directors, Managers and secretaries have been consulted.

### **Related Policy and / or Precedents:**

Council's current policy is based on four standing committees with sub-committees reporting through the standing committees to Council.

There are three types of sub-committees, namely, advisory committees, facility management committees and working groups.

### **Statutory Requirements:**

Section 355 provides for Council to exercise its functions through a committee.

Section 377 enables Council to delegate to a committee its functions with certain exception.

Section 380 obliges Council to review all its delegations during the first 12 months of office.

The method of election is not determined by the Act, Regulation or the Council Code but in the past when an election has been necessary it has been held by open vote.

### **Issues:**

#### *Standing Committees*

The Council has operated its standing committees with full membership of the Council since the commencement of its term.

This system has worked well and decisions are made on the day of the meeting.

**cont'd**

### 13 Reappointment Of Standing Committees And Election Of Chairpersons (cont'd)

No changes are proposed to this procedures.

The Standing Committees of Council, Chairpersons and the current meeting times are:

<b>Committee</b>	<b>Chairperson</b>	<b>Vice Chairperson</b>	<b>Meeting time</b>
City Business Units	Cr McKimm	Cr Ovens	First Thursday of the month at 5.00pm
Corporate Services	Cr Ovens	Cr Strom	First Thursday of the month after the City Business Units Committee
Planning Environment & Development	Cr Howe	Cr Williams	Third Thursday of the month at 5.00pm
City Services	Cr Palmer	Cr McKimm	Third Thursday of the month after the Planning Environment and Development Committee

#### *Meeting Times*

Council now needs to determine if it wishes to alter the meeting days and times of the standing committees or continue with the same timetable and to appoint Committee Chairpersons.

#### *Council meetings – December 2003 and January 2004*

Council has, in the past, adjusted its meeting timetable over the Christmas and holiday season and it is proposed that the last meetings for 2003, ie, the Planning Environment and Development Committee and the City Services Committee, be held on Thursday, 18 December and the first meeting for 2004 be held on the 22 January with all Committees meeting on that day.

#### *Council meeting – March 2004*

The Local Government Elections will be held on Saturday, 27 March 2004 and it is proposed that the last Ordinary meeting of Council prior to the Local Government Elections be held on Thursday, 18 March at 5.00pm, with the Planning Environment and Development Committee and the City Services Committee meetings on that day.

#### **Recommendation:**

- 1. That the Standing Committee structure remain unaltered for the remaining term of this Council.**
- 2. That the following timetable for Council's Standing Committees continue for the remaining term of this Council:**

<b>Committee</b>	<b>Meeting time</b>
<b>City Business Units</b>	<b>First Thursday of the month at 5.00pm</b>
<b>Corporate Services</b>	<b>First Thursday of the month after the City Business Units Committee</b>

cont'd

**13 Reappointment Of Standing Committees And Election Of Chairpersons (cont'd)**

**Planning Environment  
and Development**

**Third Thursday of the month  
at 5.00pm**

**City Services**

**Third Thursday of the month  
after the Planning Environment  
and Development Committee**

- 3. That the Standing Committee Chairpersons be determined.**
- 4. That the last Ordinary meetings of Council for 2003 be held on Thursday, 18 December at 5.00pm and the first meeting for 2004 be held on Thursday, 22 January at 5.00pm, with all standing committees meeting on that day.**
- 5. That the last Ordinary meetings of Council in March 2004 prior to the Local Government Elections be held on Thursday, 18 March at 5.00pm.**

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## 14 LOCAL GOVERNMENT AMENDMENT (ELECTIONS) ACT 2004

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### **Purpose:**

To advise Council of the enactment of this Act and the timetable for the forthcoming elections.

### **Description of Item:**

The Local Government Amendment (Elections) Act 2003 was gazetted and commenced on Friday 18 July. This provides that elections for local councils across New South Wales would be held on Saturday, 27 March 2004.

### **Sustainability Assessment:**

- **Environment**

- There are few environmental impacts as a result of the election.

- **Social**

Voting at Local Government elections is compulsory. In NSW 84% and in Coffs Harbour 87.6% of the electorate voted.

- **Economic**

The cost of the general election held in 1999 totaled \$130,589. An amount of \$170,000 has been included in the current budget.

### **Consultation:**

Both the State Electoral Office and the Local Government & Shires Associations have recently issued circulars on the amending Act.

### **Related Policy and / or Precedents:**

Council is bound by the Local Government Act in this instance.

### **Statutory Requirements:**

Local Government Amendment (Elections) Act 2003 applies.

### **Issues:**

The time table for the general election is as follows:

- Close of rolls: Monday 16 February 2004
- Invite nominations by returning officer: from week beginning 9 February 2004
- Close of nominations with returning officer: 5.00pm Wednesday, 25 February 2004

**cont'd**

## 14 Local Government Amendment (Elections) Act 2004 (cont'd)

- Nomination day: Friday, 27 February 2004
  - withdrawal of nominations - 11.00am
  - close of grouping applications / request group voting square - noon
  - withdrawal for claim for group voting square: noon
  - nomination of candidates and ballot-paper draws by returning officer: (after) noon
- Postal voting opens Friday: 27 February 2004
- Applications for registration of how-to-vote material to Electoral Commissioner: from Friday, 27 February to Saturday, 6 March 2004.
- Pre poll voting period from: Monday 15 March to 6.00pm, Friday 26 March 2004
- Close postal voting applications with returning officer: 5.00pm Monday, 22 March 2004.
- Polling day: Saturday, 27 March 2004
- Closing time for return of postal votes: 29 March 2004

A number of issues about conduct of the elections remain unresolved, but the Minister has given assurances that these issues are being evaluated.

Issues include:

- Restoration of close of Polling Day as the final date for receipt of postal votes
- Classification of scrutineers' rights and powers associated with ballot papers couriered to a central data processing counting venue
- Clarification (with the Electoral Commissioner) of which particular ballot papers will remain for counting at the main polling centre for each council

Other principal changes as a result of the amending Act include:

- Mayors and deputy mayors elected for the mayoral term who hold office immediately before 13 September 2003 shall continue to hold office until the mayor's successor is declared to be elected following the election to be held on 27 March 2004.
- Councillors who hold office immediately before 13 September 2003 shall continue to hold office, unless a casual vacancy occurs in the office on or after 13 September 2003, until 27 March 2004.
- Chairpersons and deputy chairpersons of county councils who hold office immediately before 13 September 2003 shall continue to hold office, unless a casual vacancy occurs in the office on or after 13 September 2003, until 27 March 2004.

The amendments contain a number of consequential amendments that will give the State Electoral Commissioner more time for the consideration of an application for the registration of a local government political party and will also allow political parties more time to comply with the relevant registration requirements.

**cont'd**

#### **14 Local Government Amendment (Elections) Act 2004 (cont'd)**

In addition, a minor amendment is made to clarify, following the changed electoral timetable, that provision of the Act relating to the number of times in a year that a councillor may be required to lodge pecuniary interest returns. The amendment makes it clear that councillor need only lodge one pecuniary interest return in a financial year.

#### **Implementation Date / Priority:**

The Local Government (Amendment) Act commenced on the 18 July 2003.

#### **Recommendation:**

**That the effect of the Local Government (Amendment) Act on extending the term of Council to the 27 March 2004 be noted.**

## ECONOMIC AND COMMUNITY ENTERPRISES DEPARTMENT REPORTS

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### E55 AERODROME SECURITY COMMITTEE

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#### **Purpose:**

The purpose of this report is to present to Council the recommendations of the Coffs Harbour Regional Airport Security Committee meeting of 17 June 2003.

#### **Description of Item:**

It is an operational requirement that the airport have an Airport Security Committee and that the committee meet regularly. The role of the committee is to be party to and give advise on security matters relating to airport operations.

The Coffs Harbour Regional Airport Security Committee met on Tuesday 17 June 2003.

#### **Sustainability Assessment:**

- **Environment**

The main purpose of the committee is to give advice for a response to and recover from a security incident. As for the Aerodrome Emergency Procedures this includes procedures to respond to environmental threats arising from such incidents.

- **Social**

The major objective of the security program is to minimise the effects a security threat may have on people, the environment and property. The procedures have been developed to provide a coordinated agency response to an on-airport incident.

- **Economic**

A viable airport which helps facilitate reliable, affordable and convenient air services is vital to the economy of the region. Having an acceptable security program is critical for the airports continued operation.

#### **Consultation:**

The meeting is the consultation process to ensure that a truly coordinated approach occurs for such incidents. Because of legislative requirements security information is restricted thus limiting consultation on a need to know basis.

#### **Related Policy and / or Precedents:**

Council has had an active Airport Security Committee for many years. Council has always enjoyed excellent cooperation and support from all the agencies associated with this committee.

**cont'd**

## **E55 Aerodrome Security Committee (cont'd)**

### **Statutory Requirements:**

It is a requirement under Air Navigation Act that the airport has an Airport Security Committee.

### **Issues:**

The one issue arising from the minutes is to do with committee membership. It has been recommended by the Committee that a representative of the Australian Customs Service (ACS) be invited onto the Committee. Final approval will need to come from the Department of Transport and Regional Services.

It is logical that the ACS be represented given that locally they work very closely with the Australian Federal Police, which is represented on the Committee. Secondly given the potential for security incidents involving over-flying international flights ASC would be a key advisor during such incidents

### **Implementation Date / Priority:**

Any recommendations arising from this report will be actioned as soon as practical after the Council meeting.

### **Recommendation:**

**That a representative of the Australian Customs Service be invited to sit on the Coffs Harbour Regional Airport Security Committee subject to the approval of the Department of Transport and Regional Service.**



**Purpose:**

The purpose of this report is to present to Council the recommendations of the Coffs Harbour Aerodrome Emergency Procedures Committee from its meeting of 17 June 2003.

**Description of Item:**

It is an operational requirement of the airport that it have an Aerodrome Emergency Procedures Committee and that the committee meet annually. The role of the committee is to be party to and give advise on airport emergency planning, response and recovery. As part of this the committee advises on the content of the Aerodrome Emergency Procedures.

The Aerodrome Emergency Procedures is also a sub-plan of the City's disaster plan (DISPLAN). Consequently the Local Emergency Management Committee too has the opportunity for advise on the matter.

The Aerodrome Emergency Procedures Committee met on Tuesday 17 June 2003. Attached is a copy of the minutes for that meeting.

**Sustainability Assessment:**

- **Environment**

The main purpose of the emergency plan is to have adequate procedures in place so that the city can respond to and recover from an aviation emergency. The emergency plan includes procedures to respond to environmental threats arising from an aviation incident.

- **Social**

The major objective of the emergency procedures is to minimise the effects of an emergency on people, the environment and property. The procedures have been developed to provide a coordinated agency response to an on-airport incident. The City DISPLAN provides for the same response to an off-airport incident.

- **Economic**

A viable airport which helps facilitate reliable, affordable and convenient air services is vital to the economy of the region. Having an acceptable emergency management system within the airport to meet current regulations is critical for the airports continued operation. Any expenditure associated with the emergency management system is sourced from the airport budget.

**Consultation:**

The meeting is the consultation process to ensure that a truly coordinated approach for airport emergency incidents. The Local Emergency Management Officer has been consulted as part of this process.

**cont'd**

## **E56 Aerodrome Emergency Procedures Committee (cont'd)**

### **Related Policy and / or Precedents:**

Council has had an active Aerodrome Emergency Procedures Committee ever since it has had operational responsibility for Coffs Harbour Regional Airport. Council has always enjoyed excellent cooperation and support from all the agencies associated with airport emergency management.

### **Statutory Requirements:**

It is a requirement under Part 139 of the Civil Aviation Regulations that the airport has an emergency plan and an emergency committee.

### **Issues:**

A number of issues were discussed at the June 17 meeting. This included the two recommendations that the emergency gate be widened to accommodate passing vehicles and the tabletop exercise planned for 2003 be cancelled given the emergency response to the incident of 15 May 2003.

The widening of the emergency gate locate just north of the passenger terminal is a good idea. This is a relatively minor work and will be funded from the current airport operating budget.

The Civil Aviation Safety Authority accepts a full emergency response as equivalent to an exercise providing the response had been followed with a full debrief. The May 15 incident meets this requirement. After that incident each agency held its own internal debrief and a full debrief was held at the Local Emergency Management Committee (LEMC) meeting of 3 June 2003. Notes from the debrief have been distributed with the LEMC minutes. Consequently the Committee felt it unnecessary to hold the tabletop exercise planned for later in the year.

This too is a good idea given community resources needed to participate in such exercises. Further an exercise is unwarranted given the effectiveness of the response to the May 15 incident. It is also worth noting that the emergency services also responded to an incident on 11 July 2003 involving a helicopter. On this occasion although the emergency services attended the problem suffered by the aircraft was resolved in the air and the aircraft flew on without attempting a landing.

Another matter considered by the Aerodrome Emergency Committee was committee membership. The Committee is recommending to Council that representatives from the Australian Federal Police, Australian Customs Service and the Local Emergency Management Officer (LEMO) be invited as members of the Committee.

There are numerous reasons why the Federal Police and Customs are interested in being members of the Committee. The three main reasons are the fact that Coffs Harbour is classified as a restricted international port; that they are also represented on the Security Committee; and because of an increased interest in aviation security throughout the nation.

The reason the LEMO has been nominated is because up until recently the LEMO and the Airport Manager were the same person. Now that Mr Gary Naismith is LEMO it is prudent he be on the Aerodrome Emergency Procedures Committee representing the Local Emergency Management Committee.

### **Implementation Date / Priority:**

Any recommendations arising from this report will be actioned as soon as practical after the Council meeting.

**cont'd**

**E56 Aerodrome Emergency Procedures Committee (cont'd)**

**Recommendation:**

**That a representative of the Australian Federal Police, the Australian Customs Service and Council's Local Emergency Management Officer be invited to sit on the Aerodrome Emergency Procedures Committee.**

**Purpose:**

Reporting on State Park activities and caravan park trading performances for the period 1 July 2002 to 30 June 2003.

**Description of Item:**

The Coffs Coast State Park continues to evolve with several major milestones being achieved in the period.

From a strategic position the transfer of the jetty Foreshores trust lands from DLWC to the State Park was significant. Only the northern end of the foreshores area and the marina reserve are yet to be added to complete the goal of a Council managed harbour precinct.

The other strategically significant event to occur was the transfer of the Woolgoolga Beach Reserve Trust to Council.

Both of these events have occurred with minimal disruption to activities and with broad community acceptance. A review of trading performances of each of the parks follows.

**Park Beach Holiday Park**

The park has effectively been a construction site for the past 18 months with the following major projects completed in the period.

- New reception building and park entry with boom gates
- 6 New accommodation units
- Conversion of the "old Reception area" to a residence
- Commencement of the swimming pool
- Installation of children's playground
- Demolition of managers residence
- Construction of a tennis court
- Amenities refurbishment (part completed)
- New management hardware and software systems
- New "electrical power heads" to 80 sites
- Extensive landscaping

Despite the interruptions created by this program trading results far exceeded expectations as detailed under.

<u>Item</u>	<u>Budget</u>	<u>Actual</u>
Trading Income	\$1,671,850	\$1,884,654
Trading Expenditure	\$1,158,379	\$1,370,819
Trading Profit	\$513,471	\$576,835

cont'd

## E57 Coffs Coast State Park And Caravan Parks - Annual Report (cont'd)

Further evidence of the success of the works is in the park being selected as a finalist in the NSW Tourism (North Coast) Awards for Business Excellence. With the capital works in progress continued growth in profitability is expected.

### Sawtell Beach Caravan Park

The period was primarily one of consolidation with only the following works undertaken

- Demolition of old shop
- 8 New ensuite sites (part completed)

<u>Item</u>	<u>Budget</u>	<u>Actual</u>
Trading Income	\$1,115,700	\$1,221,402
Trading Expenditure	\$763,800	\$745,501
Trading Profit	\$351,900	\$475,900

The combined trading profit for the two parks was \$1,052,735 which is a \$160,843 or 21.6% increase from the previous year.

### Woolgoolga Beach Reserve Trust

Council assumed management control of the trust in mid July last year. The period has been one of getting to understand the business, raising infrastructure standards (particularly at Lakeside Caravan Park) to acceptable standards and commencement of the strategic planning process.

The operations are far from trading to their potential with major works required to capitalise on the opportunities presented by their unique locations. Consultants are currently preparing a Plan of Management for the Reserve and Business Plans for the Caravan Park.

The combined trading performance for the Woolgoolga parks was as follows

Trading Income	Trading Expenditure	Profit
\$510,256	\$419,527	\$90,728

### **Sustainability Assessment:**

#### • **Environment**

Park guests consume resources however this is offset by the fact that they are not consuming resources at their place of residence.

#### • **Social**

Holiday Parks are a major elements in meeting the recreational needs of the community.

**cont'd**

## **E57 Coffs Coast State Park And Caravan Parks - Annual Report (cont'd)**

- **Economic**

In the past 2 years \$3.482m has been reinvested into the two parks through capital works with the full benefit of this investment to be realised over the next three years as marketing programs take effect.

During the last financial year, Park Beach Holiday Park had approximately 42,500 guests and Sawtell 17,000. The supplementary spending from such a number significantly impacts on the community at large and more directly the adjoining retail areas such as at Sawtell. Continued investment and development of the facilities will provide an ongoing economic stimulus.

### **Consultation:**

The operation of the parks is a team effort with the enthusiastic support of all Council Divisions pivotal in their success. Regular liaison is also undertaken with the Lands Department.

### **Related Policy and / or Precedents:**

Council is corporate manager of the reserves under the provisions of the Crown Lands Act 1989.

### **Issues:**

The great majority of patrons wholeheartedly support the improvement process in the parks. A very small number say they liked things the way they were however the trading performances speak for themselves.

### **Recommendation:**

**That Council note the Annual report for the State Park and Caravan Park operations.**

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**E58 PERMISSION FOR COUNCILLORS HOWE AND OVENS TO ATTEND CONFERENCE ON THE A-Z OF AUSTRALIAN WATER TRADING**

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**Purpose:**

The purpose of this report is to seek permission for Councillors Howe and Ovens to attend the conference on The A-Z of Australian Water Trading to be held in Sydney in September 2003.

**Description of Item:**

Councillor Howe as Council's representative on the Upper North Coast Catchment Management Board needs to continually update her knowledge on issues relevant to catchment management and the effect of water trading. Similarly there is the potential for a significant effect on Council's finances. Councillor Ovens, as Chair of Council's Corporate Services Committee and Deputy Chair of Council's City Business Units Committee also needs to be aware of developments in this field.

The conference on the A-Z of Australian Water Trading will be held in Sydney from 29-30 September 2003. Agenda items include water property rights and implications for Local Government and communities; NSW legislation and policy overview; and why annual trading in water allocation is the real market place.

**Sustainability Assessment:**

- **Environment**

Anything to do with water harvesting and trading has the potential to have a significant effect on the environment.

- **Social**

The availability and affordability of water can have a huge effect on settlement patterns and agricultural economics and viability.

- **Economic**

The information gained at conferences such as these can assist Council's policy makers when determining policy and allocating funds.

**Recommendation:**

**That Council approve the attendance of Councillors Howe and Ovens at the conference "The A-Z of Australian Water Trading" in Sydney to be held in September 2003.**

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**E59 GRANT OF EASEMENTS FOR RIGHT OF CARRIAGEWAY AND SERVICES - LOT 81  
DP 773096 - LINDEN AVENUE, BOAMBEE EAST**

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**Purpose:**

Report seeking Council's consent to grant two easements for right of carriageway and services over Council land at Boambee East known as Lot 81 DP 773096.

**Description of Item:**

Council has recently received a request from Mr Hulbert and Mrs Townsend, the owners of a property at 227 Sawtell Road, Boambee East. They wish to obtain two easements for right of carriageway and services over a parcel of land which adjoins their property on the north owned by Council, known as Lot 81 DP 773096.

Mr Hulbert and Mrs Townsend have a Development Approval over their land for a dual occupancy development and boundary alteration which requires the easements over Council's land. One of the easements will service a lot known as 225 Sawtell Road which is situated further to the south.

Council's land has recently be reclassified from Community to Operational under the Local Government Act, 1993 to facilitate such dealings. The land is zoned Residential 2A and comprises a narrow strip along Linden Avenue and exists predominantly to protect a stand of large eucalypt trees at its eastern end. The creation of the easement will not require the removal of any trees.

Negotiations have occurred with Mr Hulbert and Mrs Townsend and it has been agreed that Council will grant the two easements on the following basis:

1. Compensation of \$1,500 being paid to Council.
2. All costs associated with the matter being the responsibility of Mr Hulbert and Mrs Townsend or the owner of Lot 11 DP 501844 (227 Sawtell Road, Boambee East).

**Sustainability Assessment:**

- **Environment**

The creation of the easements will have no adverse impact upon the environment.

- **Social**

The creation of the easements will have no impact upon social issues apart from facilitating further development in the area and assisting urban consolidation.

- **Economic**

The grant of the easements is considered to have a minor impact on the value of Council's land. Council's Valuer considers that the compensation of \$1,500 is fair and reasonable to both parties.

**cont'd**



**E59 Grant Of Easements For Right Of Carriageway And Services - Lot 81 Dp 773096 - Linden Avenue, Boambee East (cont'd)**

**Issues:**

Without the proposed easement the property at Lot 10 DP 501844 being 227 Sawtell Road and Lot 11 DP 501844 being 225 Sawtell Road cannot be developed to their full potential.

Council has also issued development approval for the development of 225 Sawtell Road and 227 Sawtell Road which requires the easements.

From a safety and traffic management aspect, it is desirable for the access to these sites to be provided as proposed by the creation of the easements.

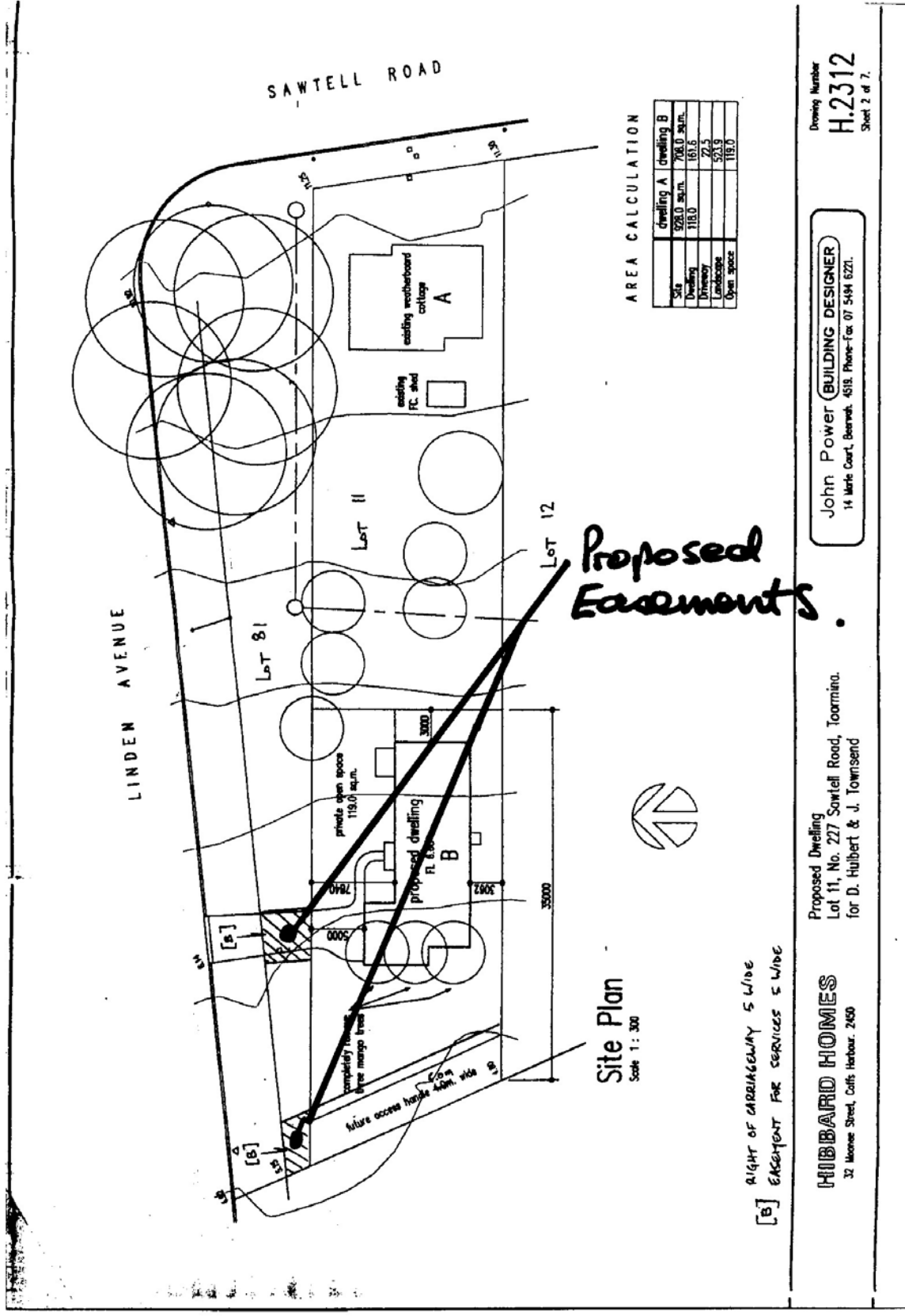
**Implementation Date / Priority:**

This matter will be acted upon after formal instructions are received from Mr Hulbert and Mrs Townsend or the owner of the property at 227 Sawtell Road, Boambee East.

**Recommendation:**

1. That Council grant two easements 5 metres wide as shown on the attached plan for right of carriageway and services over Lot 81 DP 773096 in favour of the property at 227 Sawtell Road, Boambee East (Lot 11 DP 501844 and 225 Sawtell Road, Boambee East (Lot 10 DP 501844).
2. That Council accept an amount of \$1,500 compensation for the grant of the easements.
3. That all costs associated with the matter being the responsibility of the owner of 227 Sawtell Road, Boambee East.
4. That all necessary documents be executed under the Common Seal of Council.
5. That Council consent to the construction of a driveway within the easements, subject to standard Council requirements, upon development of the land at 227 and 225 Sawtell Road, Boambee East.

**Colin Spring  
Acting Director City Business Units**



Drawing Number  
**H.2312**  
Sheet 2 of 7.

**John Power (BUILDING DESIGNER)**  
14 Marks Court, Benrath, 4518. Phone-Fax: 07 5494 6271.

Proposed Dwelling  
Lot 11, No. 227 Sawtell Road, Tooramina.  
for D. Hulbert & J. Townsend

**HUBBARD HOMES**  
32 Monree Street, Coffs Harbour, 2450

RIGHT OF ACCESSWAY 5 WIDE  
[B] EASEMENT FOR SERVICES 5 WIDE

Site Plan  
Scale 1: 300

**Proposed Easements.**

