

The following document is the minutes of the Council and Committee Meetings held on Thursday, 18 December 2003. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 29 January 2004 and therefore subject to change.
Please refer to the minutes of the meeting of 29 January 2004 for confirmation.



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

**COUNCIL CHAMBER
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR**

18 DECEMBER 2003

**Commencing at the conclusion of
Planning, Environment & Development Committee**

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

18 DECEMBER 2003

Present: Councillors J Bonfield (Mayor), P Howe, I Ovens, W Palmer, K Rhoades, J Strom (Deputy Mayor) and W Wood.

Staff: General Manager, Director of City Services, Director of Planning, Environment and Development, Director of Corporate Services, Director of City Business Unit, Manager of Design, Airport Manager and Executive Assistant

Leave of Absence: Councillor CM McKimm

The meeting commenced at 6.35 pm with the Mayor, Cr J Bonfield in the chair.

APOLOGY

248 RESOLVED (Howe/Strom) that an apology received from Councillor AD Williams for absence be received and leave be granted for the current meeting of Council.

The Mayor requested a motion to adjourn the Ordinary meeting and resolve into the City Services Committee meeting.

CITY SERVICES COMMITTEE

249 RESOLVED (Howe/Strom) that the Ordinary Meeting of Council be adjourned and Council now resolve into the City Services Committee meeting, the time being 6.36 pm.

The Mayor invited Councillor Palmer to chair the City Services Committee meeting.

Councillor Strom left the Chamber, the time being 6.36 p.m.

CITY SERVICES DEPARTMENT REPORTS

83 TRAFFIC COMMITTEE MEETING 10/2003

To confirm minutes from the Traffic Committee Meeting held on 4 December 2003.

Councillor Strom returned to the Chamber at 6.37 p.m.

EN85 RECOMMENDED (Rhoades/Howe):

T.84 – Representation on Traffic Committee (503240 [796452])

That the Chamber of Commerce be advised that there have been numerous requests for representation on Council's Traffic Committee and are unable to accede to these requests as ample opportunity is available for organisations to submit requests for consideration by the Committee.

T.85 – Orlando Street, Coffs Harbour - 'No Parking' signs (504030 [809695])

That no action be taken to install 'No Parking' signs adjacent the driveway to No. 24 Orlando Street, Coffs Harbour.

T.86 – Argyll Street, Coffs Harbour - Traffic Calming Devices (503690 [795617])

That traffic classifiers be placed in Argyll Street to collect data on times when the speed restriction is abused, and the results be referred to the Coffs Harbour Police for action.

T.87 – Intersection Clarence Street / River Street / Beach Street, Woolgoolga - 'Stop' Sign (508440 / 508570 / 508400 [805938])

That :

- (a) the intersection of River Street, Woolgoolga, with Beach Street and Clarence Street be redefined with linemarking and the installation of a median strip in Beach Street, as shown on Plan T.87.
- (b) investigation be undertaken in regard to accident statistics to ascertain whether a 'Stop' sign is warranted in River Street at this intersection.

T.88 – Harbour Drive, Coffs Harbour - 'No Parking' Signs (R.504090 [799971])

That :

- (a) no action be taken to install 'No Parking' signs in Harbour Drive, Coffs Harbour, between Camperdown Street and Edinburgh Street, as there is limited parking in Harbour Drive.
- (b) the request for wire barricades to be erected in Harbour Drive, Coffs Harbour, adjacent to the Coffs Harbour High School be referred to the Roads and Traffic Authority as a submission for funding under the Road Safety Around Schools program.

T.89 – Karuah Avenue / Richmond Drive, Coffs Harbour - Traffic problems (504960 / 503260)

That 'No Parking' signs and 15m of centre linemarking be installed to define the intersection of Karuah Avenue, Coffs Harbour, near the intersection of Richmond Drive, as shown on Plan T.89.

T.90 – Duke Street, Coffs Harbour - Parking review (504350)

That 'one hour' parking signs be installed in Coff Street, Coffs Harbour, adjacent the Coffs Harbour Library, as well as 'disabled' parking in three (3) locations, as shown on Plan T.90.

T.91 – First Avenue, Sawtell - Temporary Road Closure - Sawtell Super Fun Day (R.501520 / 1618 [795717])

That :

- (a) the temporary road closure of First Avenue, Sawtell , between Boronia Street and Second Avenue, from 6.30am to 11.00am on Thursday, 1st January 2004, for the purpose of conducting the street parade associated with the Sawtell Super Fun Day, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers of the Fun Day liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

T.92 – Jordan Esplanade / Harbour Drive, Coffs Harbour - Temporary Road Closures - Bananacoast Life Education Triathlon (R.503600 / R.503120 / R.500390 / R.506100 / R.511190 / R.504030 / 1618 [808169])

That :

- (a) the following road closures for the conduct of the Bananacoast Life Education Triathlon be approved in principle, subject to no substantive objections being received following advertising.

Saturday, 17 April 2004

11.00am - 4.00pm Jordan Esplanade, from Marina Drive to Camperdown Street
1.30pm - 3.30pm Jordan Esplanade, from Camperdown Street to the Deep Sea Fishing Club access road

Sunday, 18 April 2004

6.00am - 2.00pm Jordan Esplanade, from Marina Drive to Camperdown Street
6.00am - 11.00am Jordan Esplanade, from boat ramp to a point 100m east of the boat ramp
7.30am - 11.00am Harbour Drive, from Hood / Camperdown Street intersection through to the Orlando / Collingwood Street intersection

- (b) the organisers of the Triathlon liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

T.93 – Accenture Triathlon, 20-21 December 2003 - Temporary Road Closures (506100 [810605])

That :

- (a) the following road closures for the conduct of the Bananacoast Life Education Triathlon be approved in principle, subject to no substantive objections being received following advertising.

Saturday, 20 December 2003

1.00am - 5.00pm Harbour Drive, from rail crossing to Edinburgh Street, with restricted access in Marina Drive from the rail crossing to the roundabout.
1.00am - 5.00pm Jordan Esplanade, from Marina Drive roundabout to Camperdown Street
9.45am - 11.45am & 12.45pm - 2.45pm Restricted access to boat ramp and Deep Sea Fishing Club (open to traffic after 2.45pm via Camperdown and Nile Streets).

Sunday, 21 December 2003

1.00am - 12 noon	Harbour Drive, from rail crossing to Mildura Street, with restricted access in Marina Drive from the rail crossing to the roundabout.
1.00am - 12 noon	Harbour Drive, contra-flow conditions in east-bound lanes from 100m west of Albany Street to Mildura Street
5.30am - 12 noon	Harbour Drive, contra-flow conditions in west-bound lanes from Mildura Street to 100m west of Albany Street
1.00am - 12 noon	Jordan Esplanade, from Marina Drive roundabout to Camperdown Street
6.00am - 9.30am	Restricted access to boat ramp and Deep Sea Fishing Club (open to traffic after 9.30am via Camperdown and Nile Streets).

- (b) the organisers of the Triathlon liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

T.94 – Heritage Park Estate - 50km/h speed restriction (511250 [776601])

That a speed limit of 50km/h be introduced in the following rural residential areas:

- Heritage Park Estate
- Avocado Heights
- Forest Glen Estate
- Morgans Road / Holloways Road

T.95 – Coff Street, Coffs Harbour - Pedestrian Refuge (504200)

That a pedestrian refuge be installed in Coff Street, Coffs Harbour, between the Olympic Pool and Riding Place, as per Plan T.95.

T.96 – Toormina Road, Toormina - Pedestrian Crossing (502400)

That :

- (a) the pedestrian crossing on Toormina Road, Toormina, adjacent the Toormina Gardens Shopping Centre be improved by installing new Diamond Grade fluorescent signs and the steepness of the kerb ramps be reduced at this location.
- (b) a list of other pedestrian crossings be made for investigation to improve safety at these locations.

84 TOURIST VENTURE IDENTIFICATION SIGNS

To report on release of the revised Tourist Signposting Manual by the Tourist Association Signposting Committee.

- EN86 RECOMMENDED** (Howe/Wood) that Council work with the Tourist Association Signposting Committee to encourage development of appropriate standards and eligibility criteria for signposting of smaller tourist ventures on the Pacific Highway.

85 WORKS BRANCH REPORT

To advise Council of the progress of construction and maintenance programs undertaken by Works Branch up to 8 December 2003.

- EN87 RECOMMENDED** (Strom/Rhoades):
1. That Council note the progress report on construction and maintenance works undertaken by Works Branch up to 8 December, 2003.
 2. That Council note that individual program expenditures are being monitored to ensure that the total program costs for 2003/2004 are contained within the approved budget.

86 EXTENSION OF CONTRACT FOR SUPPLY & DELIVERY OF BITUMEN EMULSION

To obtain approval to renew the contract with Pioneer Road Services for the supply and delivery of bitumen emulsion to Coffs Harbour City Council for a further two years.

- EN88 RECOMMENDED** (Rhoades/Howe) that Contract No. 01/02-65-TO between Coffs Harbour City Council and Pioneer Road Services be extended for a further two years to 2 December, 2005 at a revised supply price of \$0.596 per litre including GST.

87 PROPOSED FEES AND CHARGES FOR THE JETTY MEMORIAL THEATRE

To recommend to Council fees and charges for the Jetty Memorial Theatre for the period 1 January to 30 June 2004.

- EN89 RECOMMENDED** (Bonfield/Strom) that the fees and charges for the Jetty Memorial Theatre be adopted in accordance with Attachment A for the period 1 January to 30 June 2004.

88 TENDERS - WATER RECLAMATION PLANT PROCESS ALLIANCE CONTRACT : CONTRACT NO. 02/03-133-TO

To report on Tenders received from Contractors to form an Alliance Partnership with Council for the Civil Designer of Woolgoolga and Coffs Harbour Water Reclamation Plan (WRP) Stage 1 Works.

- EN90 RECOMMENDED** (Rhoades/Wood):

- (1) That Council rescind Item 1 only of its resolution F90 at Corporate Services Committee Meeting of 6 August 2003.
- (2) That pursuant to Clause 19(1)(b) of the Local Government (Tendering) Regulations 1999, Council decline to accept any tenders for Contract No. 02/03-133-TO, Water Reclamation Plants Alliance.
- (3) The General Manager be delegated authority to negotiate with GHD with a view to entering into a Contract for the Civil Designer, Water Reclamation Plants Alliance in accordance with Clause 19(3)(e) of the Local Government (Tendering) Regulations 1999. Such negotiations to be on the basis of:
 - (i) the tender submitted by the Company dated 24 June 2003.
 - (ii) GHD's varied Commercial Schedules as endorsed by Council's auditor,
 - (iii) the form of any resulting Contract being the form of the Conditions of Contract as set out in the tender documents amended and/or adapted to incorporate any other terms and conditions which are agreed.
- (4) In accordance with Clause 19(4) of the Local Government (Tendering) Regulations, the following reasons for Council declining to invite fresh tenders be noted:
 - (i) Based on the application of Council's Tender Value Selection System, the original tender of GHD is the most advantageous tender. The adoption of GHD's varied Commercial Schedules will not affect the relativity of tenders.
 - (ii) The two stage selective tendering process adopted for the procurement of this project has fully canvassed the limited market for Alliance Contractors with expertise in the area of design and construction of water treatment plants. Therefore, it is most unlikely that recalling of tenders will attract better offers.
- (5) That the TOC and alliance agreement be finalised for council approval and execution not later than 30 December 2003 unless otherwise approved by Council.

CITY BUSINESS UNITS DEPARTMENT REPORTS

E76 COFFS HARBOUR REGIONAL AIRPORT CONTROL TOWER

The purpose of this report is to advise Council of the outcome of the latest control tower review recently completed by Airservices Australia and to seek Council's concurrence for the response given to the Department of Transport and Regional Services on Location Specific Pricing.

EN91 RECOMMENDED (Strom/Bonfield):

1. That Council be completely opposed to the closing of the air traffic control tower as this would reduce air safety at the airport.
2. That a response be sent to Airservices Australia expressing Council's disappointment with its recommendations arising from the Coffs Harbour Control Tower Cost Safety Benefit Analysis Final Report – November 2003.
3. That a case be prepared and submitted to the Minister of Transport supporting the retention of Air Traffic Control Services at Coffs Harbour.
4. That Mr Luke Hartsuyker, MP, be enlisted to assist in putting the case for the retention of Air Traffic Control Services at Coffs Harbour.
5. That Council endorse the response given to the Department of Transport and Regional Services listing the Partial Subsidy and Price Cap Arrangement and the Full Government Subsidy of Tower Services and Price Cap as the best options arising from the Location Specific Pricing Subsidy Review.
6. That Airservices Australia be requested to increase the safety of operations of the control tower with the addition of radar installation.

The recommendation was passed unanimously.

89 WATER RECLAMATION PLANT ALLIANCE CONTRACT

To update Council on the current status of the Total Outturn Cost (TOC) negotiations with the Water Reclamation Plant (WRP) Alliance Contractors.

EN92 RECOMMENDED (Wood/Howe):

1. That subject to a satisfactory Total Outturn Cost being agreed between the Alliance parties, the General Manager be given delegated authority to sign the PAA on behalf of Council.
2. That Council seek the Ministry of Energy and Utilities' concurrence to additional funding requirements.
3. That the additional costs be considered as part of the current review of developer contribution charges.

E77 COMMERCIAL PROPERTY - GORDON STREET, COFFS HARBOUR

To seek Council approval for the acquisition of 25-31 Gordon Street, Coffs Harbour.

E93 RECOMMENDED (Howe/Strom):

1. That Council acquire 25-31 Gordon Street, Coffs Harbour for the amount and under the terms and conditions indicated in the confidential attachment of the report.
2. That any necessary documents associated with the acquisition of the property be executed under the common seal of Council.
3. That the property be classified as operational land under the Local Government Act, 1993 as amended.
4. That initially funding for the acquisition be from the Sewerage Fund.

PLANNING, ENVIRONMENT AND DEVELOPMENT COMMITTEE REPORT

PED98 LEGAL APPEAL REGARDING A DOG MATTER

Following the impoundment of two dogs on 5 February 2003, the owner initiated a series of legal actions against Council and staff which have been heard in the Administrative Decisions Tribunal, Supreme Court of NSW, and the Appeals Court of NSW. All have been dismissed. The owner has now sought special leave to appeal to the High Court of Australia.

- EN94 RECOMMENDED** (Wood/Ovens) that it be noted that Council will be defending the owner's application for special leave to appeal to the High Court of Australia with respect to the impoundment of two dogs on 5 February 2003.

CONCLUSION OF MEETING

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

The Mayor resumed chairmanship of the meeting at 7.26 pm.

OPEN COUNCIL

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

EN95 RECOMMENDED (Strom/Howe) that the Committee now move into Open Council.

ADOPTION OF CITY SERVICES COMMITTEE REPORT

250 RESOLVED (Howe/Strom) that the recommendations of the City Services Committee meeting be received and adopted.

MATTERS OF AN URGENT NATURE

1. Installation of a Black Water Disposal Unit (Urara Park)

Councillor Ovens requested that the General Manager be delegated to look at the option of installing a black water disposal unit in Urara Park.

The General Manager agreed to investigate the matter.

2. Allocation of Larger Trailer Parking Sites

Councillor Ovens requested that the General Manager, with the Caravan and State Parks Manager, discuss with the Campervan and Motor Homes Club of Australia the options of allocating larger trailer parking sites.

The General Manager indicated he would investigate the matter.

3. Erection of No Right Hand Turn Sign (north on to the Pacific Highway)

Councillor Bonfield requested that Council consult with the RTA to have a no right hand turn sign (north on to the Pacific Highway) erected at Harbour Drive during the period 25 December 2003 to 25 January 2004 period.

The Director of City Services advised that this matter had been discussed by Council's Traffic Committee and that the sign would be erected by 23 December 2003.

The General Manager requested that the Police and the RTA be contacted by telephone to obtain their endorsement of a trial for the period of 25 December 2003 to 25 January 2004.

QUESTIONS WITHOUT NOTICE

1. Fire Hazard: 100-122 Victoria Street, Coffs Harbour

Councillor Rhoades asked about the status of his request for a report outlining process and work required to mitigate the potential fire and other hazards adjacent to properties.

The General Manager advised that he thought that the matter had been dealt with, but if that were not the case he would have the matter pursued.

2. Locking of Public Toilets

Councillors Rhoades raised the issue of whether the locking of public toilets was adjusted during daylight saving.

The Director of City Business Units to advise.

3. Construction of amenities blocks on the western part of the playing fields at the Coffs Harbour Sport and Leisure Park

Councillor Rhoades requested a status report on the construction of amenities blocks on the western part of the playing fields at the Coffs Harbour Sport and Leisure Park as resolved when discussing the 2003/2004 Management Plan and 2003/2004 Fees and Charges at the Council meeting on 19 June 2003.

The Director of City Business Units advised that there had been several meetings with representatives from sporting groups and that the Sports Unit Manager is undertaking an audit across the City on ovals' usage and, when completed, a report would be presented to Council.

4. Coramba Rural Fire Service Shed

Councillor Bonfield asked whether a location had been found for the Coramba Rural Fire Service shed.

Councillor Howe advised that the Committee, after identifying and assessing nine potential sites, had now identified its preferred site. The Committee was working through the issues and would be able to identify the site soon.

5. Orara Valley Rivercare Group's Management Committee

Councillor Strom requested that the motion adopted at the meeting of the Management Committee on 11 December: " the Orara Valley Rivercare Group's Management Committee requests that Coffs Harbour City Council seek the contract for the delivery of River Health Project RH2 - Orara River Restoration and that a meeting between Council and the Committee to discuss this to be arranged as soon as possible" be investigated.

The General Manager advised that negotiations were being undertaken with Rivercare groups to enable them to become Section 377 Committees.

6. Gateway Statements

Councillor Strom inquired if a \$10,000 grant had been received from the NSW Ministry of the Arts and, if so, could it go toward providing the Gateway Statements.

The Director of City Services advised that he was unaware if the grant had been received, but advised he would report back on the matter.

GENERAL BUSINESS

1. Vegetation: Coffs Creek

Councillor Rhoades advised that he had been contacted by concerned residents about the build up of vegetation in Coffs Creek behind residences between 33 and 41 Robin Street, Coffs Harbour and its impact in the event of heavy rain.

The General Manager to take on notice.

2. Road Upgrade: Little Street, Coffs Harbour

Councillor Rhoades inquired if it were possible to relocate the No Parking sign in Little Street to its original position as it is causing hardship to a business operating nearby.

The Director of City Services advised that discussions have been held with the business concerned and the sign would be relocated.

3. Provision of Infrastructure

Councillor Ovens expressed concern about the application of Section 94 contributions, e.g. the contributions applicable to a dual occupancy development and those proposed in the Draft Moonee Contributions Plan, in relation to the provision of infrastructure for the City.

The General Manager advised that a review of Section 94 contributions was currently being undertaken and would take this on notice.

This concluded the business and the meeting closed at 7.39 pm.

Confirmed: 29 January 2004

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J C Bonfield
Mayor