



The following document is the minutes of the Council and Committee Meetings held on Thursday, 6 May 2004. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 20 May 2004 and therefore subject to change. Please refer to the minutes of the meeting of 20 May 2004 for confirmation.

**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**(CITY BUSINESS UNITS COMMITTEE)**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**6 May 2004**  
**Commencing At 5.00pm**

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

**6 May 2004**

Present: Councillors KD Rhoades (Mayor), ID Hogbin (Deputy Mayor), JC Bonfield, WD Featherstone, CO Joass, RW McKelvey, IJ Ovens, WR Palmer, GR Smithers

Staff: General Manager, Director City Services, Director Corporate Services, Director City Business Units, Director of Planning, Environment and Development, City Parks Manager, Property Manager, Property & Commercial Services Manager, Caravan Parks Manager, Airport Manager

The meeting commenced at 5.05pm with the Mayor, Cr Rhoades in the chair.

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**CONFIRMATION MINUTES**

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- 78 RESOLVED** (Palmer/McKelvey) that the minutes of the Ordinary Meeting of 15 April 2004 be confirmed as a true and correct record of proceedings.

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

**NOTICE OF MOTION**

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**SYSTEM OF ELECTING CANDIDATES TO LOCAL GOVERNMENT COUNCILS**

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- 79 RESOLVED** (Palmer/McKelvey) that Council write to the Electoral Commission protesting against the system of electing candidates for local government councils caused by the grouping of candidates having an unfair advantage over those that are ungrouped and the confusion caused to the ordinary voter on how to vote.

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## CITY BUSINESS UNITS COMMITTEE

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- 80** **RESOLVED** (Bonfield/Smithers) that the Ordinary Meeting of Council be adjourned and Council now resolve into the City Business Units Committee meeting, the time being 5.10 pm.

The Mayor invited Councillor Ovens to chair the City Business Units Committee meeting, the time being 5.10pm.

## GENERAL MANAGER'S REPORT

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### 7 TOURISM ASSOCIATION - RELOCATION TO VISITOR INFORMATION CENTRE

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To seek Council approval to enter into an agreement with the Coffs Coast Tourism Association for the lease of office space at the Coffs Coast Visitor Information Centre.

- B7** **RECOMMENDED** (McKelvey/Palmer)

1. That Council agree to the provision of office space and co-location of the Coffs Coast Tourism Association (the Association) within the Coffs Coast Visitor Information Centre under the terms of a formal agreement based on the following general conditions -
  - a) Term of three (3) years with provision for holding over on a month to month basis.
  - b) Rental is to be a peppercorn amount of \$1 per annum (if demanded).
  - c) Area of office space to be agreed with Council, but to be located in part of the existing storage room at the Visitor Information Centre.
  - d) Coffs Coast Tourism Association is to be responsible for all costs associated with converting the storage space to suitable office accommodation.
  - e) Costs for communications and consumables to be the responsibility of the Association.
  - f) The Association to take out and keep current all necessary insurances related to its operations during the term of the agreement, including contents insurance for its equipment and furniture, Workers Compensation cover for any employees working at the premises, and Public Liability Insurance cover in a minimum amount of \$10 million (or such other amount as may be advised by Council from time to time) with Council being noted as an interested party.
  - g) The Association is to ensure compliance with Occupational Health and Safety requirements in respect of its occupation and use of the premises.
  - h) Access to, and use of, the subject premises is to be restricted to the Association's Officer/staff.
  - i) Provision for mediation/arbitration in the event of dispute or disagreement between the Association and Council.

**cont'd**

**7 Tourism Association - Relocation To Visitor Information Centre (cont'd)**

- j) The Association to contribute an agreed percentage of the costs of electricity and other outgoings integral to the Visitor Information Centre operations.
  - k) Any additional terms and conditions as advised or required by Council's solicitor.
2. That any documents related to the agreement with Coffs Coast Tourism Association for occupation and use of office space in the Coffs Coast Visitor Information Centre be executed under the Common Seal of Council.

**CITY BUSINESS UNITS DEPARTMENT REPORTS**

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**B15 ACQUISITION OF LAND FOR ROAD WIDENING PURPOSES - PART LOT 1 DP 605092 SHEPHARDS LANE, COFFS HARBOUR**

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Report seeking Council approval for the acquisition of land at Coffs Harbour for road widening purposes.

**B8 RECOMMENDED** (Palmer/Bonfield) that

1. That Council proceed to acquire that part of Lot 1 DP 605092 shown on the plan attached to this report for an amount of \$28,000.
2. That any costs associated with the matter be the responsibility of Council.
3. That the land acquired be classified as operational under the Local Government Act 1993.
4. That all necessary documents be executed under the common seal of Council.

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**B16 SALE OF SURPLUS COUNCIL LAND - LAGOONA CLOSE, KORORA**

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The purpose of this report is to obtain approval for the sale and disposal of part of an old Council Reserve to an adjoining owner.

**B9 RECOMMENDED** (Bonfield/Palmer)

1. That the land shown in the plan attached to this report be sold to the owner of Lot 32 DP 1017284 which adjoins on the terms set out within the body of this report.
2. That all necessary documents be executed under the Common Seal of Council.

## **CONFIDENTIAL ITEMS**

### **CITY BUSINESS UNITS DEPARTMENT REPORT**

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#### **B17 ACQUISITION OF LAND FOR ROAD WIDENING PURPOSES - PART 24 GLENREAGH STREET, COFFS HARBOUR**

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Report seeking Council approval for the acquisition of land at Coffs Harbour for road widening purposes.

#### **B10 RECOMMENDED (Bonfield/Palmer)**

1. That Council proceed to acquire that section of land described as Lot 22 DP 244760 being part of 24 Glenreagh Street, Coffs Harbour.
2. That Council acquire the above land on the terms and conditions contained within the body of this report and the attached confidential supplement.
3. That the land to be acquired be classified as operational land under the Local Government Act, 1993.
4. That all necessary documents associated with the acquisition for road purposes be executed under the Common Seal of Council.

### **CITY SERVICES DEPARTMENT REPORT**

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#### **S21 TENDERS: CONSTRUCTION OF MAINS, SAPPHIRE SERVICE STATION TO SPLIT SOLITARY ROAD**

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To report on tenders received for the construction of reclaimed water and potable water mains along the Pacific Highway from Sapphire Service Station to Split Solitary Road and to gain Council approval to accept a tender.

#### **B11 RECOMMENDED (Bonfield/Joass)**

1. That Council accept the tender of Milbant Constructions Pty Ltd, ABN 87 055 770 271, for Contract No. 03/04-143-TO, Construction of Mains, Sapphire Service Station to Split Solitary Road, for the lump sum amount of \$1,255,365.43 including GST, on the basis that:-
  - 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 a total budget of \$1,260,000 excluding GST be allocated including a contingency allowance of 10%.
3. That the contract documents be completed under Seal of Council

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## CONCLUSION OF COMMITTEE MEETING

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

The Mayor resumed chairmanship of the meeting at 5.15pm.

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## OPEN COUNCIL

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

- B12** **RECOMMENDED** (Joass/Palmer) that the Committee now move into Open Council.

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## ADOPTION OF CITY BUSINESS UNITS COMMITTEE REPORT

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- 81** **RESOLVED** (Bonfield/Palmer) that the recommendations of the City Business Units Committee meeting be received and adopted.

This concluded the business and the meeting closed at 5.15pm.

Confirmed: 20 May 2004.

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Cr KD Rhoades  
Mayor