

The following document is the minutes of the Council and Committee Meetings held on Thursday, 20 May 2004. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 3 June 2004 and therefore subject to change.

Please refer to the minutes of the meeting of 3 June 2004 for confirmation.



**COFFS HARBOUR CITY COUNCIL**

**ORDINARY MEETING  
(CITY SERVICES COMMITTEE)**

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

**20 MAY 2004**

**Contents**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
<b>CITY SERVICES DEPARTMENT REPORTS</b>		
S22	TRAFFIC COMMITTEE MEETINGS 3/2004 & 4/2004	2
S23	COFFS HARBOUR CBD - 40KM/H AREA SPEED LIMIT	5
S24	PACIFIC HIGHWAY/BRAY STREET TRAFFIC MANAGEMENT	6
S25	ACCESS ADVISORY COMMITTEE - APPOINTMENT OF NEW MEMBERS	6
S26	MEMBERSHIP OF THE COFFS HARBOUR COMMUNITY INDOOR STADIUM MANAGEMENT COMMITTEE	7
S27	MEMORANDUM OF UNDERSTANDING BETWEEN COFFS HARBOUR CITY COUNCIL AND ARTS MID NORTH COAST INC AND REGIONAL ARTS NEW SOUTH WALES	7

S28	SENIORS WEEK 2004	7
S29	CORINDI BEACH DEVELOPMENT EMBARGO	8
S30	WORKS BRANCH REPORT.	8
S31	WATERFALL WAY FEASIBILITY ASSESSMENT.	9
S33	WATER MAINTENANCE REPORT FOR JANUARY, FEBRUARY & MARCH 2004	9
S34	COFFS HARBOUR ENVIRONMENTAL LABORATORY	9

#### **MATTER OF AN URGENT NATURE**

1.	Regional Arts Advisory Committee	11
----	----------------------------------	----

#### **QUESTIONS WITHOUT NOTICE**

1.	Computer needs	11
2.	Parking on Highway	11
3.	Non Smoking Beaches	11
4.	Section 94 Contributions	12
5.	Management Plan - Corindi Beach Water & Sewer	12
6.	Signage - City Limits	12
7.	Parking - Emerald Beach	12
8.	Parking	13

#### **GENERAL BUSINESS**

1.	Abandoned Vehicles	13
2.	Breakfast Forum	13
3.	Travel Budgets	13



**COFFS HARBOUR CITY COUNCIL**

**ORDINARY MEETING**

**(CITY SERVICES COMMITTEE)**

**20 MAY 2004**

Present: Councillors K Rhoades (Mayor), J Bonfield, D Featherstone, I Hogbin, C Joass, R McKelvey, I Ovens, W Palmer, and G Smithers.

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

The meeting commenced at 6.28pm with the Mayor, Cr K Rhoades in the chair.

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

---

**CITY SERVICES COMMITTEE**

---

- 88** **RESOLVED** (Bonfield/Ovens) that the Ordinary Meeting of Council be adjourned and Council now resolve into the City Services Committee meeting, the time being 6.29pm.

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

## CITY SERVICES DEPARTMENT REPORTS

---

### S22 TRAFFIC COMMITTEE MEETINGS 3/2004 & 4/2004

---

To confirm minutes from Traffic Committee Meetings held on 4 March 2004, 1 April 2004 and 6 May, 2004.

#### EN14 RECOMMENDED (Bonfield/Rhoades):

##### T.27 – Pacific Highway / James Small Drive, Korora - Permanent 'No Right Turn' signs (511410 / 502780 [863574])

That a 'Left Turn Only' sign be erected in James Small Drive, Korora, at its intersection with the Pacific Highway, together with the installation of a median strip, as per Plan T.27.

##### T.28 – Bonville Station Road, Bonville - Speed reduction (500700 [872695])

That the request for a reduction in speed limit to 50km/h be deferred pending the review by the Roads & Traffic Authority of the 50km/h speed zones.

##### T.29 – Little Street, Coffs Harbour- Overnight stops by Heavy Transport (505060 [873445])

That the complaint regarding the overnight parking of heavy transport in Little Street, Coffs Harbour, be referred to the Coffs Harbour Police for action.

##### T.30 – Wharf Street, Woolgoolga- Disabled Car Park (509000 [871655])

That a copy of the Guidelines for Disabled Car Parks be forwarded to the Access Advisory Committee and the Committee be requested to submit a plan to Council identifying the number of disabled parks within the Woolgoolga CBD showing the maximum allocation of 2% allowed within the guidelines.

##### T.31 – Tropic Lodge Place, Korora - Speeding of Vehicles (503720 [877901])

That the matter of speeding vehicles in Tropic Lodge Place, Korora, be referred to the Coffs Harbour Police.

##### T.32 – Trafalgar Lane, Woolgoolga - Speeding of Vehicles (510210 [880526])

That traffic classifiers be installed in Trafalgar Lane, Woolgoolga, and the matter be brought back to the next Traffic Committee for determination.

T.33 – Moleton Road, Lowanna - Speeding of Vehicles (506320 [878994])

That signs 'Horses Ahead' be erected on Moleton Road, Lowanna.

T.34 – Fun Runs - Middle Boambee Valley (1113 [880419])

That the request to conduct the Fun Runs in Middle Boambee Valley on Sunday, 27 June 2004 be approved subject to:

1. Approval by the Police Department.
2. A traffic management plan be submitted together with public liability insurance.
3. The School be advised that the guidelines for Fun Runs can be viewed on the RTA website.

T.35 – Pine Avenue, Ulong - School Zone (503720 [847810])

That a diagram be submitted to the Roads & Traffic Authority showing the school zone signs proposed for Pine Avenue, Ulong.

T.36 – Grafton Street, Nana Glen - Speeding of Vehicles (507430 [877901])

That :

- (a) the matter of speeding vehicles be referred to the Coffs Harbour Police for action.
- (b) the Roads & Traffic Authority be requested to investigate options in relation to the approaches to the 50km/h speed zones.

T.37 – Provision of parking for Scooters and Motorcycles (503720)

That Council investigate the provision of on-road parking for scooters and motorcycles within the City's CBD districts.

T.38 – Ocean Parade, Coffs Harbour (505540 / P/N 1189000 [894202])

That the request for 'No Standing' signs be considered in conjunction with future streetscape works to be carried out in Ocean Parade, Coffs Harbour.

T.39 – Gordon Street / Harbour Drive, Coffs Harbour (504620 / 1455)

That the plans for on-street car parking and streetscape works in Gordon Street and Harbour Drive, Coffs Harbour, be adopted, as per Plan T.39.

T.40 – Coffs Harbour CBD - 40km/h signposting (1773)

That the implementation of 40km/h high-pedestrian activity signposting in Coffs Harbour CBD be approved, as per Plan T.40.

T.41 – Pacific Highway, Woolgoolga - Shared path (511410)

That the construction of a shared path on Pacific Highway, Woolgoolga, between Clarence Street and Woolgoolga Creek, be approved as per Plan T.41.

T.42 – Stadium Drive, Coffs Harbour - Shared Path (509000)

That the construction of a shared path on Stadium Drive, Coffs Harbour, adjacent the Stadium entrance, be approved as per Plan T.42.

T.43 – Trafalgar Lane, Woolgoolga - Speeding of Vehicles (510210 [880526])

That minor drainage works be constructed at the eastern end of Trafalgar Lane, Woolgoolga, as per Plan T.43.

T.44 – Fiddaman Road, Emerald Beach - Temporary Road Closure (507240 [897745])

That the temporary road closure of Fiddaman Road, Emerald Beach, adjacent the Reserve to the start of Ocean View Crescent, be advertised and providing no substantive objections are received, the closure be approved, subject to:

- (a) a Traffic Control Plan being submitted for approval by Council. Prepared by accredited traffic controllers.
- (b) the organisers liaise with the bus companies and obtain their approval.
- (c) the organisers be responsible for all costs with the temporary closure and cleanup, including advertising.

T.45 – June Street, Coffs Harbour - Overnight parking of heavy transport (504930 [858498])

That 'No Parking' (between 7pm - 7am) signs be erected in Ann Street, Coffs Harbour, between Marcia Street and June Street, as per Plan T.45.

T.46 – Brunswick Avenue, Coffs Harbour - Traffic calming (504040 [866182])

That linemarking be carried out in conjunction with the installation of a parking bay and 'No Stopping' signs and pavement markers in Brunswick Avenue, Coffs Harbour, as per Plan T.46.

T.47 – Orlando Street, Coffs Harbour - Parking problems (504030)

That a parking lane be incorporated by defining areas of 'No Stopping' on southern side of Orlando Street, Coffs Harbour, as per Plan T.47.

## **SUPPLEMENTARY MOTION**

- EN15 RECOMMENDED** (Rhoades/McKelvey) that Council investigate in conjunction with item T.37 the provision of parking for vehicles that may accompany a box trailer.

---

## **S23 COFFS HARBOUR CBD - 40KM/H AREA SPEED LIMIT**

---

To report on a proposal to introduce a 40km/h Area speed limit in Coffs Harbour CBD.

### **MOTION**

**MOVED** (Hogbin/McKelvey):

1. That Council submit to the RTA a proposal to introduce a 40km/h speed zone on the Pacific Highway between Combine Street and Coffs Street.
2. a) That in conjunction with item 1 above, Council adopt plans for implementation of the 40km/h High Pedestrian Activity Area in Coffs Harbour CBD.  
b) That in the event of a 40 km/hr speed limit not being approved by RTA, the precinct west of the Highway be designated as 50km/hr.

### **AMENDMENT**

**EN16 MOVED** (Ovens/Bonfield) that

1. That Council adopt plans for implementation of the 40km/h High Pedestrian Activity Area in Coffs Harbour CBD.
2. That Council submit to the RTA a proposal to introduce a 50km/h speed zone on the Pacific Highway between Combine Street and Coffs Street.

The **AMENDMENT** on being put to the meeting was **CARRIED**. It then became the **MOTION** and on being put to the meeting was declared **CARRIED**.

## **SUPPLEMENTARY MOTION**

- EN17 RECOMMENDED** (Ovens/Smithers) that staff be asked to strongly negotiate with the Roads and Traffic Authority with the view to bringing the highway into line with speed limits in the CBD.

**This recommendation was passed unanimously.**

---

## **S24 PACIFIC HIGHWAY/BRAY STREET TRAFFIC MANAGEMENT**

---

To report on options under investigation for improvement to traffic flows at the Pacific Highway/Bray Street intersection.

**EN18 RECOMMENDED** (Hogbin/Rhoades) that Council:

1. Support the installation by the Roads and Traffic Authority of a "Pelican Crossing" at the Pacific Highway/Bray Street intersection and monitor the impact on traffic flows in Bray Street and on pedestrian safety.
2. Set up a working party, as a matter of urgency, consisting of representatives of four Councillors, Council staff, the RTA and property owners within the Bray Street complex to continue development of traffic management options for the Pacific Highway/Bray Street intersection.
3. Adopt Option 4, "Bray Street Widening", to be completed before 2004 summer holiday season. Such is to occur after agreement reached within Working Party as to:
  - a) Bray Street complex owners schedule of works necessary to occur, and
  - b) Final design of street widening.

### **SUPPLEMENTARY MOTION**

**EN19 RECOMMENDED** (Hogbin/Ovens) that Councillors Palmer, McKelvey, Rhoades and Hogbin be Council's representatives on the working party to be set up to continue development of traffic management options for the Pacific Highway/Bray Street intersection.

---

## **S25 ACCESS ADVISORY COMMITTEE - APPOINTMENT OF NEW MEMBERS**

---

To recommend to Council the appointment of three new members to the Access Advisory Committee.

**EN20 RECOMMENDED** (Rhoades/Joass) that Council appoint Mr Geoffrey Becker, Ms Gail Pursey and Ms Sue Kiani to the Access Advisory Committee.



---

**S26 MEMBERSHIP OF THE COFFS HARBOUR COMMUNITY INDOOR STADIUM MANAGEMENT COMMITTEE**

---

To obtain Council approval for the appointment of a new committee member to the Coffs Harbour Community Indoor Stadium Management Committee.

- EN21 RECOMMENDED** (Rhoades/Hogbin) that Council appoint Mr Malcolm Devine to the Coffs Harbour Community Indoor Stadium Management Committee.

---

**S27 MEMORANDUM OF UNDERSTANDING BETWEEN COFFS HARBOUR CITY COUNCIL AND ARTS MID NORTH COAST INC AND REGIONAL ARTS NEW SOUTH WALES**

---

To seek Council approval to sign the Memorandum of Understanding between Coffs Harbour City Council and Arts Mid North Coast Inc and Regional Arts New South Wales.

- EN22 RECOMMENDED** (Rhoades/Hogbin):

1. That Council agree to enter into the Memorandum of Understanding with Arts Mid North Coast Inc and Regional Arts New South Wales.
2. That, where necessary, the relevant documents be signed and executed under the Common Seal of Council.

---

**S28 SENIORS WEEK 2004**

---

To report to Council on the activities of Seniors Week 2004.

- EN23 RECOMMENDED** (Bonfield/Rhoades):

1. That the Coffs Harbour City Council consider increasing its donation to the Senior Citizens Week Committee for the organising of Senior Citizens Week activities to include the cost of Public Liability Insurance cover.
2. That the Coffs Harbour Senior Citizens Week Committee members be thanked in writing for their efficient use of funding and their commitment to celebrating the contribution older members make to the community through a successful Seniors Week 2004.

---

## **S29 CORINDI BEACH DEVELOPMENT EMBARGO**

---

To update Council on the status of sewerage facilities at Corindi Beach and the impact of further development on these facilities and recommending Council place an embargo on further development in the Corindi Beach area until augmentation of the sewerage system is completed.

### **EN24 RECOMMENDED (McKelvey/Joass):**

1. That development be restricted to 1ET per lot and that no further subdivision be approved in Corindi Village for a period of six (6) months.
2. That a review of the adequacy of the current sewerage infrastructure to cater for future growth and current LEP for the Corindi Village and surrounds be undertaken.
3. That Council Planners review the current LEP for the Corindi Village and surrounds.

---

## **S30 WORKS BRANCH REPORT.**

---

To advise Council of the progress of construction and maintenance programs undertaken by Works Branch up to 6 May, 2004.

### **EN25 RECOMMENDED (Bonfield/McKelvey) that:**

1. Council notes the progress report on construction and maintenance works undertaken by Works Branch up to 6 May, 2004.
2. Council notes that individual program expenditures are being monitored to ensure that the total program costs for 2003/2004 are contained within the approved budget.
3. Council approves the transfer of the \$32,180 budget from the Elbow Street footpath to match the RTA contribution to the Stadium Drive cycleway.

---

**S31 WATERFALL WAY FEASIBILITY ASSESSMENT.**

---

To advise Council of the completion of the Waterfall Way Feasibility Assessment and the outcomes of the meeting of the Waterfall Way Committee held at Bellingen on 3 March, 2004.

- EN26 RECOMMENDED** (McKelvey/Rhoades) that Council notes the minutes of the meeting of the Waterfall Way Committee held on 3 March, 2004.

---

**S33 WATER MAINTENANCE REPORT FOR JANUARY, FEBRUARY & MARCH 2004**

---

Information on maintenance, operation and construction activities for January, February and March 2004 for the Water Supply Fund.

- EN27 RECOMMENDED** (Rhoades/McKelvey):

1. That the report on Coffs Harbour Water maintenance and operation activities for January, February and March 2004 be noted.
2. That the average daily consumption for the quarter of 16.1 ML/day, total abstraction for the quarter from Cochranes Pool of 2414.2 ML, total inflow to Karangi Dam from Regional Water Supply P/L of 436.3, total consumption for the quarter of 1467.2 ML and Karangi Dam storage level of 99.6% on 10 March 2004 be noted.

---

**S34 COFFS HARBOUR ENVIRONMENTAL LABORATORY**

---

Advising Council of award to the Environmental Laboratory of the Premier's Silver Award for services provided to the NSW Drinking Water Monitoring Program.

- EN28 RECOMMENDED** (Rhoades/Ovens) that Council staff at the Environmental Laboratory be congratulated on receiving the Premier's Silver Award for service provided to the NSW Drinking Water Monitoring Program.

---

## 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 7.05pm.

---

## OPEN COUNCIL

---

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

- EN29** **RECOMMENDED** (Rhoades/Ovens) that the Committee now move into Open Council.

---

## ADOPTION OF CITY SERVICES COMMITTEE REPORT

---

- 89** **RESOLVED** (Ovens/Bonfield) that the recommendations of the City Services Committee meeting be received and adopted.

The meeting adjourned for a short period of time to enable presentations to be made to previous Councillors Pam Howe and Bill Wood.

---

## REQUESTS FOR LEAVE OF ABSENCE

---

- 90** **RESOLVED** (Palmer/Hogbin) that Cr Bonfield be granted leave of absence from Council on 3 June 2004.

---

## MATTERS OF AN URGENT NATURE

---

### 1. Regional Arts Advisory Committee

- 91 **RESOLVED** (Hogbin/Bonfield) that Cr Smithers be nominated as Council's representative on the Regional Arts Advisory Committee.

---

## QUESTIONS WITHOUT NOTICE

---

### 1. Computer needs

Councillor Ovens questioned when he would be on line at his residence.

The Director of Corporate Services advised that Council is working towards going on-line in the next two weeks however it was a matter for Telstra to resolve. The matter would be followed up with Telstra.

### 2. Parking on Highway

Councillor Ovens questioned whether there was any progress on the matter of cars parking for sale on the highway.

The Director of City Services advised that a legal opinion is being sought on S.632 under Roads Act however the matter is progressing.

### 3. Non Smoking Beaches

Councillor Ovens questioned how Manly Council intends to enforce non smoking on the beach and what section of the Act they are they using to implement.

The General Manager advised that it hasn't as yet been implemented by Manly Council, they are still reviewing how they are going to do it.

#### **4. Section 94 Contributions**

Councillor Ovens expressed concern at the discrepancy in Section 94 contributions throughout the city, for example, the development approved at tonight's meeting contribution was \$2,618.00 however the contribution for a new block of land is \$30,000. Cr Ovens requested that these inequities be addressed.

The General Manager advised that there is no local area development plan in Emerald Beach, however he would take the matter on notice.

#### **5. Management Plan - Corindi Beach Water & Sewer**

Councillor Ovens questioned why Council was looking to reduce current water/sewer charges on Corindi Beach down to CHCC's level when they haven't paid for any infrastructure.

The General Manager advised that the city operated on the principle that it is one city, one water/sewer rate and costs are shared throughout, however over time the costs even out.

#### **6. Signage - City Limits**

Councillor Ovens questioned when the signs advising "Pristine Waters" on the highway at the city limits would be changed to Coffs Harbour City.

The General Manager advised that it was a matter of resourcing and timing, however the signs would be changed.

#### **7. Parking - Emerald Beach**

Councillor Palmer questioned, in relation to the parking contribution issue in Emerald Beach, whether Council had resources to look fairly soon at the issue in order to prevent any development which may occur and which could enable developers to provide only very limited car parking spaces.

The Director of Planning, Environment and Development advised that Council has a list of priorities in the Management Plan, however if Council wished to move this issue, internal resources were available to do so, but that would mean other project/s would drop in priority. The General Manager to take the matter on notice.

## **8. Parking**

Councillor Hogbin questioned whether there was sufficient amount of parking spaces required by Council on developments, particularly large developments, as he is concerned that there could be cars parking on the streets when the project is finished.

The Director of Planning, Environment and Development advised that the parking policy needs review on regular basis, however there are some areas where on street parking is acceptable and other areas, such as residential, where street parking is not acceptable. The Director of Planning, Environment and Development to take the matter on notice.

---

## **GENERAL BUSINESS**

---

### **1. Abandoned Vehicles**

Councillor Ovens questioned whether there was a policy on removing cars and how we get payment.

The Director of City Services advised that the owner is given 14 days notice, the vehicle is then removed and a charge levied. The Director of City Services to take the matter on notice.

### **2. Breakfast Forum**

Councillor Rhoades advised that he intended to re-implement a procedure whereby the development industry (consultants, town planners etc), would have regular breakfast forums with Council. These forums would give the opportunity for the industry to let Council know where they are experiencing difficulties as a group, rather than individuals, and in so doing improve our service to them.

### **3. Travel Budgets**

Councillor Smithers questioned whether Councillors get to review travel budgets, whether they be technical fact finding tours, conferences, training or the like.

The General Manager advised that overseas trips are authorised by Council, however the General Manager has delegated authority to approve other staff travel, whether for training or investigatory purposes.

Councillor Rhoades advised that if Councillors wished to attend a conference to gain further knowledge and experience with respect to local government, they should make application to the Mayor.

This concluded the business and the meeting closed at 7.40 pm.

Confirmed: 3 June 2004.

.....  
K D Rhoades  
Mayor