

The following document is the minutes of the Council and Committee Meetings held on Thursday, 15 September 2005. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 6 October 2005 and therefore subject to change. Please refer to the minutes of the meeting of 6 October 2005 for confirmation.



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(CITY SERVICES COMMITTEE)
COUNCIL CHAMBER
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
15 SEPTEMBER 2005

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

(CITY SERVICES COMMITTEE)

15 SEPTEMBER 2005

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 (Acting), Acting Director of City Services, Acting Director of Planning, Environment & Development, Director of Corporate Services, Director of City Business Units and Executive Assistant

The meeting commenced at 6.15pm 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

172 **RESOLVED** (Joass/Palmer) that the Ordinary Meeting of Council be adjourned and Council now resolve into the City Services Committee meeting, the time being 6.10pm.

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

CITY SERVICES DEPARTMENT REPORTS

S59 TRAFFIC COMMITTEE MEETING NO. 6/1995

To confirm minutes from the Traffic Committee Meeting held on 6 September 2005.

EN58 RECOMMENDED (Rhoades/Hogbin):

T.41 – Thompsons Road, Coffs Harbour - Parking Restrictions (R.505330 [1179965])

That '2 hour parking' signs be installed in Thompsons Road, Coffs Harbour adjacent to the dog leash area as per Plan No. T.41

T.42 – Crossmaglen Road / Gleniffer Road intersection - 'Give Way' sign (R.500520 / R.500300)

That 'Give Way' sign and double unbroken centre lines at Crossmaglen Road / Gleniffer Road intersection be installed as per Plan No. T42.

T.43 –Coffs Harbour & Sawtell - Timed Bus Zones

That bus zones be installed in accordance with Plan No T.43.

T.45 - Road Closure - Buskers Festival - Sawtell Wed 28 September 2005 and Coffs Harbour Saturday 1st October 2005 (R.504780 / R.501520)

That

- (a) the temporary road closure of Harbour Drive, Coffs Harbour, on Wednesday 28 September 2005, between 8.00am and 4.00pm and First Avenue, Sawtell on 1 October 2005, between 10.30am and 5.00pm for the purpose of holding a monster day of buskers, sand modelling, markets, etc, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers (Streets Ahead) to 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

T.46 – Salamander Street, Coffs Harbour- School crossing facilities (R.505860)

That 'School Crossing' and 'Bus Zone' signposting be approved in Salamander Street in accordance with T.46.

T.47 – Centenary Drive, Woolgoolga (R.509540)

That a 'Give-Way' sign and line-marking be installed in Centenary Drive, Woolgoolga as per plan No. T47.

T.44 – Newcastle Drive, Toorina - B-Double access (R.502200 [987923])

EN59 RECOMMENDED (Rhoades/Joass) that no action be taken on item T44.

S60 WORKS BRANCH REPORT

To advise Council of the progress of construction and maintenance programs undertaken by Works Branch up to 31 August, 2005.

EN60 RECOMMENDED (Joass/Palmer) that Council:

1. Notes the progress report on construction and maintenance works undertaken by Works Branch up to 31 August, 2005.
2. Notes the individual program expenditures are being monitored and are within the allocated 2005/2006 budget.

S61 SENIORS WEEK 2005

To report to Council on the activities of Seniors Week 2005.

EN61 RECOMMENDED (Joass/Palmer):

1. 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 2005.
2. That Council consider increasing its donation for Seniors Week from \$1,500 to \$2,500 in the 2006/2007 budget to allow for the cost of public liability of approximately \$1,500 leaving \$1,000 for the week's activities.

S62 MINUTES OF THE ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 20 JUNE 2005

To present the minutes of the Arts and Cultural Development Advisory Committee meeting held on 20 June 2005.

EN62 RECOMMENDED (Bonfield/Hogbin) that:

1. Council note the minutes of the Arts and Cultural Development Advisory Committee meeting held on 20 June 2005.
2. Council note that a Coffs Harbour City Council Youth Cultural Fund be established through community fundraising.
3. Margaret Bruggisser be particularly recognised for the works that she has done in the support of arts and cultural development in the city.

S63 AREA ASSISTANCE SCHEME LOCAL RANKING COMMITTEE

To appoint two Councillors to the Area Assistance Scheme Local Ranking Committee.

EN63 RECOMMENDED (Joass/Rhoades) that Councillors C Joass and W Palmer be Council's representatives on the Area Assistance Scheme Local Ranking Committee.

S64 TEMPORARY AUSPICE OF COFFS HARBOUR NEIGHBOURHOOD CENTRE

To seek Council's approval to temporarily auspice the Coffs Harbour Neighbourhood Centre to undertake an evaluation of the previous operations of the service.

EN64 RECOMMENDED (McKelvey/Ovens):

1. That Coffs Harbour City Council agree to develop, with the Department of Community Services, for a temporary period until 30 June 2006, a suitable model for an appropriate alternative auspice for the re-establishment of a Neighbourhood Centre in Coffs Harbour.
2. That Council's role in relation to developing a suitable model will be:
 - Evaluation of the operations of the previous Neighbourhood Centre.
 - Assist in reviewing suitable models of successful Neighbourhood Centres throughout NSW.

Cont'd

S64 - Temporary Auspice of Coffs Harbour Neighbourhood Centre (Cont'd)

- Identification and design of a suitable model for establishing another Neighbourhood Centre.
- Assist in the handover to an alternative suitable auspicing body for long term management.

CORPORATE SERVICES DEPARTMENT REPORTS

F62 GOODS AND SERVICES TAX CERTIFICATE

The objective of this report is to provide certification that Council has met its obligations regarding the payment of Goods and Services Tax to the Australian Taxation Office for the period 1st July 2004 to 30th June 2005 inclusive; and that this was done in accordance with the statutory requirements of *The Goods and Services Tax Act (1999)*, and subsequent regulations and rulings.

- EN65 RECOMMENDED** (Hogbin/Ovens) that Council approve the certification of the Goods and Services Tax Certificate for the year ended 30 June 2005.

F63 FINANCIAL REPORTS - 2004/2005

Statements to be signed to meet legislative requirements in relation to the completion of the Annual Financial Reports for 2004/2005.

- EN66 RECOMMENDED** (Hogbin/Joass) that the "Annual Financial Statements" and "Special Purpose Financial Statements" forms for 2004/2005 be approved for completion by the designated signatories.

S65 TENDERS : CONTRACT 05/06-226-TO, INTEGRATED WATER CYCLE MANAGEMENT STRATEGY CONCEPT STUDY, DROUGHT MANAGEMENT PLAN AND DEMAND MANAGEMENT PLAN

To report on tenders for the preparation of a Concept Study for Integrated Water Cycle Management Strategy, Drought Management Plan and Demand Management Plan and recommending to Council the successful tenderer.

EN67 RECOMMENDED (Bonfield/Rhoades):

1. That Council accept the tender of John Wilson & Partners Pty Ltd (JWP), ABN: 85 011 022 503 for Contract 05/06-226-TO, A) Concept Study for Integrated Water Cycle Management Strategy, B) Drought Management Plan, C) Demand Management Plan for the Lump Sum of \$76,912 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 tender has the necessary experience in similar works and his referees have confirmed his ability and satisfactory performance.
 - (c) The tender's financial references are satisfactory.
2. That the contract documents be completed under Seal of Council.

PLANNING, ENVIRONMENT AND DEVELOPMENT DEPARTMENT REPORTS

PED26 TENDER: ENGLANDS ROAD WASTE MANAGEMENT FACILITY CONSTRUCTION OF WEIGHBRIDGE BUILDING AND ANCILLARY STRUCTURES - CONTRACT NO. 05/06-215-TO

To report on Tenders received for the Englands Road Waste Management Facility - construction of weighbridge building and ancillary structures, Contract No. 05/06-215-TO and to gain Council approval to accept a conforming Tender.

EN68 RECOMMENDED (Bonfield/Rhoades):

1. That Council accept the Tender of Robert Shone Constructions Pty Ltd ABN 84 056 803 439 for the Englands Road Waste Management Facility - construction of weighbridge building and ancillary structures, Contract No. 05/06-215-TO in the amount of \$385,602.00 inclusive of GST, on the basis that:
 - (a) The Tender is conforming and is the most advantageous Tender following the application of Council's Tender Value Selection System.
 - (b) The Tenderer has the necessary experience in similar works and his referees have confirmed his ability and satisfactory performance.
 - (c) The Tenderer's financial references are satisfactory.
2. That the Contract documents be completed under Seal of Council.

PED27 TENDERS FOR WASTE SERVICES FOR COFFS HARBOUR CITY COUNCIL - CONTRACT 04/05-183-TO

To recommend that Council decline to accept any tenders in respect to the Waste Transfer Station Contract, and that Council enter into negotiations with Council's City Services - Works Branch to a new contract on revised terms and conditions.

EN69 RECOMMENDED (Bonfield/Rhoades):

1. That Council decline to accept any tenders in respect to the Collection of Mixed Waste and Commercial and Industrial Waste General, Organic Waste (Domestic) and Recyclables from Waste Transfer Stations and transport to Coffs Harbour, Contract No 04/05-183-TO, for the following reasons:
 - Only one tender was received which could be considered, being from Coffs Harbour City Council's Works Branch.
 - The tender price submitted was too high compared to existing costs and market rates.
 - There is scope to negotiate with the Coffs Harbour City Council Works Branch to reduce prices to acceptable levels.
 - There are advantages in this service being conducted by the Coffs Harbour City Council – Works Branch, in particular investment in equipment which has use in other Council activities, and flexibility in service provision.
 - There would seem to be no overall benefit to Council in negotiating with other parties or recalling tenders.
2. That a further report be put to the October PED meeting of Council concerning the outcomes of negotiations with a view to entering into a contract.

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 6.30pm.

OPEN COUNCIL

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

- EN70 RECOMMENDED** (Joass/Palmer) that the Committee now move into Open Council.

ADOPTION OF CITY SERVICES COMMITTEE REPORT

- 173 RESOLVED** (Palmer/Joass) that the recommendations of the City Services Committee meeting be received and adopted.

QUESTIONS WITHOUT NOTICE

1. Agenda item for Local Government Association Conference

Councillor Palmer questioned whether an agenda item could be submitted to the Local Government Association Conference to lobby very strongly for money that will result from the sale of Telstra and any budget surplus to be directed towards infrastructure.

The Director of Corporate Services advised that this could be done.

2. Pacific Highway - Medians

Councillor Palmer asked whether Council or the Roads and Traffic Authority was responsible for maintenance of the median strip on the Pacific Highway from the Bruxner Park turnoff to Pine Brush Creek as it is in a dilapidated condition. Cr Palmer asked if Council could take over this responsibility if it currently comes under the RTA.

The Director of City Business Units advised that Council is not responsible for maintenance in that area but he would e-mail all Councillors the results of his investigations into this matter.

3. Issues relating to dogs

1. Councillor McKelvey raised the issue of dogs at Emerald Beach and asked whether access to the leash free area, north of Fiddamans Creek, which is by way of a walking track that goes through a childrens' playground and toilet block, can be either moved or another route found in order to alleviate the problem and avoid conflict between users of the park, dogs and dog owners.

The General Manager (Acting) to take the matter on notice.

2. Councillor Palmer questioned whether anything had been done on an official level regarding the problem of dog nuisance reported by a previous Councillor in Emerald Beach.

Councillor Rhoades advised that he had received a comprehensive report from the Rangers outlining the issue and had communications with the person but had not heard anything since that time.

3. Councillor Ovens asked the following questions:
 - was there was a program in place where Rangers do early morning patrols.
 - the amount of fine applicable on Coffs Harbour beaches as in Queensland there are large signs to ensure dogs are kept to the areas where they are designated which say "No dogs allowed" and state the amount of fine under it.
 - whether the Rangers had fined anyone in the last six months.
 - whether anything could be done to maintain the signs, as some had been broken.

The Acting Director of Planning, Environment and Development advised that the fine is regulated by State government, the Rangers do regular early patrols and he would arrange to check with Rangers to see if they have fined anyone in the last six months.

The General Manager (Acting) advised that he would get back to Cr Ovens with an answer on the signs.

4. Councillor Smithers questioned whether the beach north of the jetty (south Park Beach) is an off leash exercise area, and if so whether this should be publicised as there are no currently no signs.

The General Manager (Acting) advised that he would get back to Cr Smithers on this matter.

4. Bray Street - Roadworks

Councillor Hogbin requested an update on the progress of Bray Street roadworks.

The General Manager (Acting) advised that the roadworks were on schedule, early this week the tar and the first half of the concrete for the footpath was laid, however there may still be a little bit of footpath works to do at the beginning of school.

5. Office Accommodation

Councillor Hogbin questioned whether there had been any progress regarding the motion to implement some planning in relation to office accommodation for Council.

The General Manager (Acting) advised that this was currently not funded however the matter would be reviewed.

Councillor Joass questioned whether Council had considered staff working from home as a way to alleviate the problem.

The General Manager (Acting) advised that there had been an experiment with the old Water Resources Department which didn't work and there were issues with computer access, speed of access and accessing back into the data.

The Director of Corporate Services advised of the difficulties associated with the arrangement particularly with communication and access to corporate systems.

6. Trailer Dump - West Marshalls

Councillor Ovens questioned whether something could be done about West Marshalls, just off the roundabout on the Pacific Highway, being used as a trailer dump.

The General Manager (Acting) advised that the matter would be investigated.

GENERAL BUSINESS

1. Highway Bypass

Councillor Joass expressed concern at the misinformation going into papers regarding the claims that the Indian population in Woolgoolga knew nothing about Option E of the highway bypass. Cr Joass advised that he had looked at the minutes of the meetings which showed that Indian representatives were in attendance at the first four meetings and minutes were sent to the representative's home.

2. Gateway Strategy

Councillor Rhoades requested that should there be any residual funds following completion of the Gateway Strategy, they be allocated to rezoning Marcia Street to Bray Street.

3. Country Energy Prize for Landscape - Fiona Bennell

Councillor Rhoades offered congratulations to Fiona Bennell on being awarded the Country Energy prize for Landscape which was a tremendous achievement. Cr Rhoades advised he would be writing a letter of congratulations to Fiona on behalf of Council.

4. Country Week

Councillor Ovens advised he had attended "Country Week" where some 661 people took the time to say they were interested in the Coffs Coast area. Cr Ovens questioned whether there was any program to follow up on those people.

The General Manager (Acting) advised that the Economic Development Unit will be following up on this as long as the people have left their details.

Councillor McKelvey advised it was pretty successful for Coffs Coast as there was a continuous trail of visitors to the stand, however there were some issues about placement in the exhibition hall.

5. NSW Junior Surfing Titles

Councillor Ovens advised that last weekend the NSW Junior Surfing Titles held a very successful event in Coffs Harbour, for the second time, and are looking at coming back again. The Surf Life Saving Association presented a plaque of appreciation to Council.

6. Sustainable Ecological Growth for Regional Australia

Councillor Ovens advised that he would be presenting a more formal report to Council on SEGRA Conference and requested Council look into bidding for the 2007 SEGRA conference to be held in Coffs Harbour, the bid to be in by May 2006. Cr Ovens suggested that a Councillor and staff member should attend the SEGRA conference each year.

The General Manager (Acting) to formulate a working party.

7. Small Bridges Conference

Councillor Palmer advised that he had received a brochure advertising a Small Bridges Conference to be held in October and suggested that a technical staff member attend the conference.

The General Manager (Acting) to pursue the matter.

8. Media Protocols

Councillor Smithers raised the issue of media protocols and questioned whether Council media releases could be shared more evenly between the Chairs and Deputy Chairs of the various committees which would then show recognition of the work of all Councillors and also act as a conduit back to the community.

The General Manager (Acting) advised that he would take the matter on board.

9. Arts and Cultural Development Strategy for Coffs Harbour

Councillor Smithers advised that he and the Deputy Mayor had recently met with Pamille Berg who is revising the Arts and Cultural Development Strategy for Coffs Harbour and asked if she would be willing to address Councillors about our cultural facilities.

The General Manager (Acting) to follow up.

10. Solitary Islands Marine Park

Councillor Smithers gave an update on the Solitary Islands Marine Park Advisory Committee and advised that the Committee recently met with the Marine Park Authority and was able to present a number of issues from Council which were accepted.

This concluded the business and the meeting closed at 7.05 pm.

Confirmed: 6 October 2005.

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K D Rhoades
Mayor