

The following document is the minutes of the Council and Committee meetings held on 15 February 2007. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 1 March 2007 and therefore subject to change. Please refer to minutes of 1 March 2007 for confirmation.



# **COFFS HARBOUR CITY COUNCIL**

**ORDINARY MEETING**

**(CORPORATE BUSINESS COMMITTEE)**

**COUNCIL CHAMBERS**

**COUNCIL ADMINISTRATION BUILDING**

**COFF AND CASTLE STREETS, COFFS HARBOUR**

**15 FEBRUARY 2007**

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# COFFS HARBOUR CITY COUNCIL

## ORDINARY MEETING

### (CORPORATE BUSINESS COMMITTEE)

15 FEBRUARY 2007

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

Staff: General Manager, Assistant General Manager/ Director Corporate Business, Director Land Use, Health and Development, Director of City Services and Executive Assistant.

The meeting commenced at 5.00pm with the Mayor, Cr K D Rhoades in the chair.

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#### CONFIRMATION AND ADOPTION OF MINUTES

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- 11 **RESOLVED** (Palmer/McKelvey) that the minutes of the Land Use, Health & Development Committee Meeting held on 1 February 2007 be confirmed as a true and correct record of proceedings.
- 12 **RESOLVED** (Palmer/McKelvey) that the minutes of the City Services Committee Meeting held on 1 February 2007 be confirmed as a true and correct record of proceedings.

## **GENERAL MANAGERS REPORT**

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### **2 QUARTERLY PERFORMANCE REPORTING FOR THE PERIOD ENDED 31 DECEMBER 2006**

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To report on the achievement of customer service guarantees and performance targets for the October to December 2006 quarter.

#### **13 RESOLVED** (Hogbin/Ovens) that:

1. Council adopt the revised strategies and performance indicators in the 2006-2009 Management Plan as outlined in the Issues section of this report.
2. Council note the issues surrounding those measures that have not been achieved for the period ending 31 December 2006, as listed in the body of this report.
3. Council note the achievements of customer service guarantees, as outlined in Attachment 1 of the General Manager's Report for the October to December 2006 quarter.
4. Council note the organisation's significant achievements, as outlined in Attachment 2 of the General Manager's Report for the October to December 2006 quarter.
5. Council note the achievement of performance targets, as outlined in a separate booklet which is available in the Councillors' Room for the October to December 2006.
6. Council continues to monitor its performance with a view to improving service delivery.

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## **CORPORATE BUSINESS COMMITTEE**

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- 14 RESOLVED** (Ovens/Smithers) that the Ordinary Meeting of Council be adjourned and Council now resolve into the Corporate Business Committee meeting, the time being 5.23pm.

The Mayor invited Councillor Hogbin to chair the Corporate Business Committee.

## CORPORATE BUSINESS DEPARTMENT REPORTS

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### **C3 MOONEE RELEASE AREA DEVELOPER CONTRIBUTIONS PLAN**

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To present to Council a Draft amended Moonee Developer Contributions Plans 2007, a copy of which is attached. This report recommends that this draft Plan be placed on public exhibition for a period of 28 days.

- CB1 RECOMMENDED** (Bonfield/Ovens) that the Draft Moonee Developer Contributions Plan 2007, a copy of which is attached, be placed on exhibition for a period of 28 days and the community be invited to make submissions on the Draft Contributions Plan during this period.

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### **C4 COFFS HARBOUR ROAD NETWORK DEVELOPER CONTRIBUTIONS PLAN**

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To present to Council a Draft amended Coffs Harbour Road Network Developer Contributions Plans 2007, a copy of which is attached. This report recommends that the draft Plan be placed on public exhibition for a period of 28 days.

- CB2 RECOMMENDED** (Smithers/Joass) that the Draft Coffs Harbour Road Network Developer Contributions Plan 2007, a copy of which is attached, be placed on exhibition for a period of 28 days and the community be invited to make submissions on the Draft Contributions Plan during this period.

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### **C5 MONTHLY BUDGET REVIEW FOR DECEMBER 2006**

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To report on the estimated budget position as at 31 December 2006.

- CB3 RECOMMENDED** (Palmer/Featherstone) that:
1. The variations in the attached exception report be approved.
  2. The revised Budget position as at 31 December 2006 be noted:

## C5 Monthly Budget Review For December 2006 ...(Cont'd)

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	<b>General Account \$</b>	<b>Water Account \$</b>	<b>Sewer Account \$</b>
Original Budget adopted 29th June 2006	Nil	49,713 (D)	77,342 (S)
Approved variations to 30 November 2006	7,887 (S)	720,996 (S)	898,174 (S)
Recommended variations for December per attached exception report	8,884 (S)	192,500 (S)	81,099 (D)
Estimated result 2006/07 as at 31 December 2006	<u>16,771 (S)</u>	<u>863,783 (S)</u>	<u>894,417 (S)</u>

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## C6 COUNCIL MEETING DATES - 2007

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To seek Councillors' confirmation to set Council's meeting dates for the period March 2007 to February 2008.

### CB4 RECOMMENDED (Joass/Palmer) that:

1. The Ordinary meeting scheduled for 2 August 2007 be cancelled and all business be dealt with at the Ordinary meeting scheduled for 16 August 2007 in Committee.
  2. The last Council meeting for 2007 be held on 13 December.
  3. No Council meetings be scheduled for January 2008.
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## C7 BANK BALANCES AND INVESTMENTS FOR NOVEMBER AND DECEMBER 2006

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To list Council's Bank Balances and Investments as at 30 November and 31 December 2006.

### CB5 RECOMMENDED (Joass/Palmer) that:

1. The bank balances and investments totalling one hundred and sixty two million, four hundred and ninety four thousand, nine hundred and sixty seven dollars (\$162,494,967) as at 30 November 2006 be noted.
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**C7 Bank Balances And Investments For November And December 2006  
...(Cont'd)**

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2. That the bank balances and investments totalling one hundred and fifty seven million, five hundred and fourteen thousand, seven hundred and forty eight dollars (\$157,514,748) as at 31 December 2006 be noted.

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**C8 OUTSTANDING REPORTS AND RESOLUTIONS AWAITING IMPLEMENTATION**

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To provide Council with an update of requests for reports and previous resolutions to Council awaiting implementation.

**CB6 RECOMMENDED** (Ovens/Smithers) that the report be noted.

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**C9 REVISION OF COMMUNITY PRECINCT, DUTTONS ESTATE PLAN OF MANAGEMENT, BRUCE KING DRIVE, BOAMBEE EAST**

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To obtain Council approval to review the Duttons Estate Plan of Management to accommodate additional community facilities.

**CB7 RECOMMENDED** (Ovens/McKelvey) that:

1. Council engage a Consultant to review the Duttons Estate Plan of Management.
2. Funding for the project be from the Land Use, Health and Development Department salaries vote.

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**C10 SALE OF COUNCIL LAND - PART OF PUMP STATION SITE - LOT 1 DP 737204, THOMPSONS ROAD, COFFS HARBOUR**

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To obtain Council approval for the sale of Part Lot 1 DP 737204, Thompsons Road, Coffs Harbour.

**CB8 RECOMMENDED** (Palmer/Smithers) that:

1. Council dispose of Part Lot 1 DP 737204 as described on the terms and conditions outlined in this report.
2. Council execute under seal any required documents to process the sale of the land.

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**C11 COFFS HARBOUR REGIONAL AIRPORT PASSENGER TERMINAL BUILDING CLEANING**

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To report on tenders received for the cleaning of the Coffs Harbour Regional Airport Passenger Terminal Building and to gain Council approval to accept a conforming tender.

**CB9 RECOMMENDED** (Rhoades/Joass) that:

1. Council accept the tender of TF Management Pty Ltd, ABN 55 105 773 420, for cleaning of the Coffs Harbour Regional Airport Passenger Terminal Building, Contract No. 06/07-276-TO, for the lump sum amount of \$198,045.00 including GST, on the basis that: -
  - a) The contract is for a two year period commencing 1 March 2007
  - b) The tender is the highest scoring tender following the application of Council's Tender Value Selection System
  - c) The Tenderer has the necessary experience in similar works and his referees have confirmed his ability and satisfactory performance
2. The contract documents be completed under Seal of Council.

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**C12 AUSTRALIAN RUGBY UNION - WALLABIES REPORT - BRIDGING AGREEMENT 2007**

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To provide Council with amended terms negotiated for the Wallaby 2007 agreement with the Australian Rugby Union (ARU) and give an outline of the financial position relevant to the Wallaby contract.

**CB10 RECOMMENDED** (Ovens/Joass) that:

1. Council note the report and the benefits that the relationship with the Wallabies brings to the City.
2. Council endorses the variation of the contract and the extension to 2008 to reflect the reduced level of commitment for 2007.
3. The documents be executed under the seal of Council.



## CITY SERVICES DEPARTMENT REPORT

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### **S7 TENDER - DESIGN, SUPPLY & DELIVERY OF A PRECAST REINFORCED CONCRETE BRIDGE, MIDDLE CREEK, LYONS ROAD, SAWTELL**

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To report on tenders received for the design and supply of precast concrete components for the replacement of the bridge over Middle Creek over Lyons Road, Sawtell and to gain Council approval to accept the tender of Richmond Valley Council.

**CB11 RECOMMENDED** (Palmer/McKelvey) that Council accept the tender of Richmond Valley Council, ABN 54 145 907 009, for Contract No. 06/07-289-TO for design, manufacture, supply and delivery of a precast concrete bridge over Middle Creek on Lyons Road, Sawtell, for the lump sum amount of \$126,160 excl GST (\$138,776 incl GST) on the basis:-

- a) The tender 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 ability and performance are satisfactory.
- c) The tenderer's financial references are satisfactory.

## LAND USE, HEALTH & DEVELOPMENT DEPARTMENT REPORT

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### **LUHD5 FLYING-FOX MANAGEMENT AT WEST COFFS**

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**Cr Smithers declared a pecuniary interest in the following item as he has worked for the developer and the contracts haven't been finalised yet. He vacated the chamber at 5.24pm and took no part in the discussion or voting.**

This report provides a description of the Draft Management Strategy for the Coffs Creek Flying-fox Camp. (Draft Strategy supplied separately to Councillors). The strategy has been subject to community input, and is now resubmitted for consideration, with a recommendation that it again be placed on public exhibition.

**CB12 RECOMMENDED** (McKelvey/Rhoades) that:

1. The Draft Strategy for the Coffs Creek Flying-fox Camp be publicly exhibited.
2. All landholders and residents immediately adjoining the camp be informed of the exhibition of the strategy by mail.
3. A community information session be held during the exhibition to assist understanding of the strategy.

**Cr Smithers returned to the meeting at 5.45pm.**

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## CONCLUSION OF CORPORATE BUSINESS COMMITTEE MEETING

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

The Mayor resumed chairmanship of the meeting at 5.56pm.

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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.

- CB13** **RECOMMENDED** (Ovens/Smithers) that the Committee now move into Open Council.
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## ADOPTION OF CORPORATE BUSINESS COMMITTEE REPORT

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- 15** **RESOLVED** (McKelvey/Palmer) that the recommendations of the Corporate Business Committee meeting be received and adopted.
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## MATTERS OF AN URGENT NATURE

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### 1. Integrated Reporting System

Cr Ovens attended a briefing by the Department of Local Government and advised that submissions are currently being sought for the Integrated Planning and Reporting System. Cr Ovens asked whether Council is intending to lodge a submission, particularly in relation to the role of the General Manager, Mayor and Councillors, and if so, will a workshop be organised to allow Councillor input.

*The General Manager advised that a project team has been formed to review the documents and prepare a response, and indicated that a workshop would be organised to review the response.*

### 2. Jetty Beach - Weed

Cr Smithers requested that Council investigate methods for removing the large volumes of weed deposited on Jetty Beach.

*The General Manager advised that Council's Weed Management Protocol requires the weed to be buried at the back of the dunal system.*

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### **3. New-Style Scooters**

Cr Rhoades asked Council to investigate the legalities of the new-style scooters which have been seen on the footpaths in the City Centre in recent times.

*The Director of City Services advised that Council is awaiting a High Court decision and a report will be prepared for next Council meeting.*

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## **QUESTIONS WITHOUT NOTICE**

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### **1. Footpath Construction**

Cr Ovens questioned whether Council is being paid by the RTA for Council staff to construct a footpath on the eastern side of the highway near CSR Readymix and Coates Hire, and asked if the footpath will include a cycleway?

*The Director of City Services took this question on notice.*

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## **GENERAL BUSINESS**

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### **1. Materials Recovery Facility**

Cr Palmer described the official opening of the Materials Recovery Facility as “a great occasion for the City”.

### **2. Nana Glen Swimming Pool**

Cr Palmer reported that the new Nana Glen swimming pool is progressing well.

### **3. Visitor Information Centre - Broome**

Cr Palmer reported that he and his son were the first visitors to enter a new \$3 million Visitor Information Centre in Broome WA.

### **4. Pacific Highway**

Cr Smithers noted that the Pacific Highway Inquiry recommends that a Freight Management Strategy be produced which integrates the highway with rail and shipping, and requested Council follow up this matter.

*The General Manager stated that Council would enquire about the progress of the resolution as well as preparing to lobby to make this happen.*

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**5. Corporate Challenge – The Biggest Winner**

Cr Hogbin encouraged both Councillors and Senior Staff to participate in Council's Health & Wellbeing initiative titled 'Corporate Challenge – The Biggest Winner' which is due to commence on 1 March 2007.

**6. Intention to lodge Notice of Motion**

Cr Hogbin gave his intention to lodge a Notice of Motion "That Council undertake a citywide Strategic Planning Process prior to making further infrastructure decisions".

**7. Ocean Swim**

Cr Palmer promoted the Ocean Swim event which is co-ordinated by Council staff and encourage participation by Councillors and staff.

**8. Vehicles on Sandy Beach**

Cr Featherstone raised an issue of vehicles driving on Sandy Beach to access Hearn's Lake, and suggested signs be erected notifying public that Hearn's Lake can only be accessed via Hearn's Lake Road or High Street Woolgoolga.

**9. Camping on Mullaway Beach**

Cr Featherstone raised the issue of people camping on Mullaway Beach and requested that Council staff investigate this and associated issues such as rubbish build up.

**10. Pollack Esplanade - Woolgoolga**

Cr Featherstone expressed concern at the poor condition of Pollack Esplanade, Woolgoolga, and asked if Council staff would consider improving the condition of this popular pathway to the headland, as the existing footpath is too steep for general use.

This concluded the business and the meeting closed at 6.15pm.

Confirmed 1 March 2007

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Keith Rhoades AFSM  
Mayor