

The following document is the minutes of the Council Meeting held on Thursday, 12 May 2016. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 26 May 2016 and therefore subject to change. Please refer to the minutes of the meeting of 26 May 2016 for confirmation.



## **COFFS HARBOUR CITY COUNCIL**

### **ORDINARY MEETING**

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

**12 MAY 2016**

#### **Contents**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
<b>GENERAL MANAGER'S REPORTS</b>		
GM16/7	COUNCILLOR VACANCY ON COMMITTEES	3
<b>BUSINESS SERVICES DEPARTMENT REPORTS</b>		
BS16/10	ENVIRONMENTAL LEVY PROJECTS QUARTERLY REPORT TO 31 MARCH 2016	4
BS16/11	LOCAL GOVERNMENT REFORM - REVIEW OF THE LOCAL GOVERNMENT RATING SYSTEM	5
<b>SUSTAINABLE COMMUNITIES DEPARTMENT REPORTS</b>		
SC16/23	CULTURAL FACILITY DEVELOPMENT - LIBRARY AND GALLERY PLANNING ADVISORY GROUP - TERMS OF REFERENCE	5
SC16/24	DRAFT NORTH COAST REGIONAL PLAN SUBMISSION	6
<b>SUSTAINABLE INFRASTRUCTURE DEPARTMENT REPORTS</b>		
SI16/25	ACQUISITION OF EASEMENT FOR UNDERGROUND CABLE AND PADMOUNT SUBSTATION - PARK BEACH HOLIDAY PARK, COFFS HARBOUR	7
SI16/26	TRAFFIC COMMITTEE MEETING NO. 2/2016	7
<b>MATTERS OF AN URGENT NATURE</b>		
MUN16/4	Telecommunications Tower at Mullaway	15
MUN16/5	Communication at Public Meetings by Councillors	15



## COFFS HARBOUR CITY COUNCIL

### ORDINARY MEETING

12 MAY 2016

**Present:** Councillors D Knight (Mayor), J Arkan, N Cowling, G Innes, K Rhoades, M Sultana and S Townley

**Staff:** General Manager, Director Sustainable Infrastructure, Director Sustainable Communities, Director Business Services and Executive Assistant

**Leave of Absence:** Councillor Degens

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

We respectfully acknowledge the Gumbaynggirr Country and the Gumbaynggirr Aboriginal peoples who are traditional custodians of the land on which we meet and their Elders both past and present.

The Mayor reminded the Chamber that the meeting was to be recorded, and that no other recordings of the meeting would be permitted.

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#### DISCLOSURES OF INTEREST

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No disclosures of interest.

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#### APOLOGY

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There were no apologies.

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## **PUBLIC ADDRESS**

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No public address.

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## **CONFIRMATION AND ADOPTION OF MINUTES**

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- 92** **RESOLVED** (Innes/Sultana) that the minutes of the Ordinary meeting held on 28 April 2016 be confirmed as a true and correct record of proceedings.

**The Motion on being put to the meeting was carried unanimously.**

## **GENERAL MANAGER'S REPORTS**

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### **GM16/7 COUNCILLOR VACANCY ON COMMITTEES**

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#### **Executive Summary**

The resignation of Councillor Robert Palmer from civic office has left a Councillor vacancy on the Yandaarra Aboriginal Consultative Committee and the Coffs Coast Tourism Committee. The purpose of this report is to gain a new Councillor representative for each of these committees. The representative will hold this role until the Local Government election in September.

The Mayor asked for nominations for a Councillor representative on the Destination Coffs Coast s355 Committee.

Council nominated Councillor Arkan as the Councillor representative on the Destination Coffs Coast s355 Committee.

**The nomination on being put to the meeting was carried unanimously.**

The Mayor asked for nominations for a Councillor representative on the Yandaarra Aboriginal Consultative Committee.

Council nominated Councillor Townley as the Councillor representative on the Yandaarra Aboriginal Consultative Committee.

**The nomination on being put to the meeting was carried unanimously.**

**93 RESOLVED** (Rhoades/Cowling):

That Council:

1. Nominate Cr Townley as the Councillor representative on the Yandaarra Aboriginal Consultative Committee.
2. Nominate Cr Arkan as the Councillor representative on the Destination Cooffs Coast s355 Committee.

**The Motion on being put to the meeting was carried unanimously.**

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**MOTION**

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**MOVED** (Cowling) that all Officers Reports be moved en globo.

The **MOTION** lapsed in the absence of a seconder.

**BUSINESS SERVICES DEPARTMENT REPORTS**

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**BS16/10 ENVIRONMENTAL LEVY PROJECTS QUARTERLY REPORT TO 31 MARCH 2016**

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**Executive Summary**

The purpose of this report is to provide Council with a quarterly status report to 31 March 2016 on the projects funded under the Environmental Levy (EL) Program. The Environmental Levy Program funds environmental projects that would not otherwise be undertaken with revenue funding.

**94 RESOLVED** (Innes/Townley) that Council notes the status of the Environmental Levy projects as at 31 March 2016.

**The Motion on being put to the meeting was carried unanimously.**

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**BS16/11 LOCAL GOVERNMENT REFORM - REVIEW OF THE LOCAL GOVERNMENT RATING SYSTEM**

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**Executive Summary**

As part of the NSW State Government Local Government Reform Agenda the Independent Pricing and Regulatory Tribunal (IPART) is conducting a review of the local government rating system in NSW. The review is being conducted in accordance with terms of reference provided by the Premier, which require IPART to:

- review the current rating system and recommend reforms that aim to enhance councils' ability to implement sustainable and equitable fiscal policy, and
- recommend a legislative or regulatory approach to achieve the Government's policy that there will "be no change to the existing rate paths for newly merged councils for four years".

IPART is seeking comment on 23 specific issues identified in the issues paper as well as any other issues stakeholders may identify as relevant to the terms of reference.

This report provides Council with comments on the relevant matters (issues 1-12) in IPART's issues paper. The comments should be considered by Council, and if acceptable, included in a submission to IPART.

- 95 RESOLVED** (Rhoades/Innes) that Council endorses a submission to IPART's Review of the Local Government Rating System Issues Paper as outlined in the Issues section of this report.

**The Motion on being put to the meeting was carried unanimously.**

**SUSTAINABLE COMMUNITIES DEPARTMENT REPORTS**

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**SC16/23 CULTURAL FACILITY DEVELOPMENT - LIBRARY AND GALLERY PLANNING ADVISORY GROUP - TERMS OF REFERENCE**

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**Executive Summary**

The Library and Gallery Planning Advisory Group (LG PAG), consisting of six community members and three Councillors, is a key component of community engagement supporting the development of detailed research and concept planning for a new Central Library and Regional Gallery for Coffs Harbour.

The LG PAG met for the first time on Wednesday, 27 April 2016 and confirmed their agreement with the Terms of Reference as attached.

**SC16/23 Cultural Facility Development - Library and Gallery Planning Advisory Group - Terms Of Reference... (Cont'd)**

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**96 RESOLVED** (Innes/Townley):

That Council:

1. Endorse the Terms of Reference for the Library and Gallery Planning Advisory Group.
2. Accept the nomination for Cr Arkan for a position on the Library and Gallery Planning Advisory Group.

**The Motion on being put to the meeting was carried unanimously.**

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**SC16/24 DRAFT NORTH COAST REGIONAL PLAN SUBMISSION**

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**Executive Summary**

The objective of this report is to provide Council with:

- an overview of the draft North Coast Regional Plan as exhibited by the NSW Government; and
- a submission to the draft Plan for lodgment with the State government (see Attachment 1).

The recently announced draft North Coast Regional Plan is the State government's blueprint for both the Mid and Far North Coast of NSW for the next 20 years. If adopted, it will replace the Mid North Coast Regional Strategy 2009. The draft Plan is currently on display for public consultation until 2 June 2016. The documents on display include the draft Plan (Attachment 2) and the North Coast Subregions Background Paper (Attachment 3).

This report provides details of the contents of the draft Plan, as well as a submission to be lodged with the State government in response to the public consultation process.

**97 RESOLVED** (Arkan/Townley) that Council endorses the attached submission (Attachment 1) to the draft North Coast Regional Plan.

**The Motion on being put to the meeting was carried unanimously.**

## SUSTAINABLE INFRASTRUCTURE DEPARTMENT REPORTS

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### SI16/25 ACQUISITION OF EASEMENT FOR UNDERGROUND CABLE AND PADMOUNT SUBSTATION - PARK BEACH HOLIDAY PARK, COFFS HARBOUR

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#### Executive Summary

The purpose of this report is to obtain formal Council approval to make the appropriate applications to the Minister and Governor to obtain their consent to the compulsory acquisition of an easement for electrical underground cables and a padmount substation. Once acquired the easements are to be transferred to Essential Energy as previously agreed which will protect recently constructed electrical infrastructure at the Park Beach Holiday Park.

#### 98 RESOLVED (Innes/Sultana):

That Council:

1. Make application to the Office of Local Government seeking the Minister's approval to make a recommendation to the Governor for Governor's consent to place an acquisition notice in the Gazette to acquire an Easement in gross for Underground Powerline approximately 2 wide and Multipurpose Installation being dimensions of approximately 7 metres by 4.2 metres. Attachment 1 to this report shows the location of the proposed easements. The acquisition is by compulsory process under the Land Acquisition (Just Terms Compensation) Act, 1991 with the consent of the Crown.
2. Enter into a pre-acquisition agreement in regard to Nil compensation under Section 63 of the Land Acquisition (Just Terms Compensation) Act, 1991.
3. Execute any necessary documents under the common seal of Council.
4. Upon acquisition of the easements in Council's favour that they be transferred to Essential Energy for Nil compensation and at Council's cost.

**The Motion on being put to the meeting was carried unanimously.**

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### SI16/26 TRAFFIC COMMITTEE MEETING NO. 2/2016

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#### Executive Summary

To confirm Minutes of the informal Traffic Committee Meeting 2/2016 held on 27 April 2016.

#### 99 RESOLVED (Cowling/Innes):

T.24 – Adjustment of Signs and Linemarking for No Stopping - Bangalee Crescent Toormina 5939800 & 5945974

That the existing No Stopping Zones on both sides of Bangalee Crescent Toormina, be extended approx. 40 metres west (ie 52 metres from the traffic lights hold line at Toormina Road intersection), as per plan T.24-2016.

T.25 – Park Beach Road Coffs Harbour Pedestrian Refuge - Linemarking, No Stopping and Keep Left

That a 40m No Stopping zone be installed on both sides (20m each side) adjacent to the new refuge on Park Beach Road 170m west of Phillip Street, Coffs Harbour intersection together with Keep Left signage and standard linemarking, as per plan T.25-2016.

T.26 - Collingwood Street Coffs Harbour Pedestrian Refuge - Linemarking, No Stopping, Keep Left and No Parking

That a 20m No Stopping zone be installed and the No Parking zone (9m) reinstalled east of the new No Stopping zone adjacent to the new refuge on Collingwood Street east of Edgar Street, Coffs Harbour intersection together with Keep Left and Left Only signage and line marking, as per plan T.26-2016.

T.27 - Parking Restriction - 130 West High Street Coffs Harbour

That the 1 hour car parking space in West High Street (South) East of Lyster Street, Coffs Harbour, be replaced with a 15 minute parking zone, as per plan T.27-2016.

T.28 - No Stopping - 48 West High Street Coffs Harbour 5736506

That the request be denied.

T.29 – Upper Orara Road, Upper Orara – Upper Orara Public School – Bus Zone 5947620

Deferred pending further investigations.

T.30 - Bus Zone Signs - Beryl and Marcia Street Coffs Harbour 5959654

That approval is given to install 30m bus zones at Pacific Highway bus stops

1. North of the Beryl Street intersection (West), Coffs Harbour, as per plan T.30a -2016.
2. North of the Marcia Street intersection (West), Coffs Harbour, as per plan T.30b -2016.

T.31 – Traffic Issues Service Road - The Big Banana 351 Pacific Highway Coffs Harbour 6005539

That approval be given for the installation of two 15 minute parking zones for 28m and 35m. One 10m loading zone and a 23m No Stopping zone on the western side and a 89m No Stopping on the eastern side of the Big Banana service road, Coffs Harbour, as per plan T.31-2016.

T.32 - No Stopping - Stadium Drive Coffs Harbour

That approval is given to install a No Stopping zone in Stadium Drive, Coffs Harbour from the International Stadium entrance east for 70m, as per plan T.32-2016.

T.33 – Parking - Camperdown Street Coffs Harbour 5994914

That the conversion of angled parking to parallel parking in Camperdown Street, adjacent the Pier Hotel be deferred pending the development of a detailed design of the proposed upgraded pedestrian refuge on the intersection of Camperdown Street and Harbour Drive, Coffs Harbour (to be constructed in 2016 – 2017).

T.34 - Temporary Road Closure - 2016 NAB Coffs Coast Cycle Challenge 5986469

That approval is given for the 2016 NAB Coffs Coast Cycle Challenge. The Hill Climb to be held on Saturday 13 August 2016. The Challenge consisting of a 100km, 60km, 40km, 20km and 10km rider to be held on Sunday 14 August 2016.

Approval is given for the road closure, 100 metres West of Orara Way, Coramba, to the intersection of Eastern Dorrigo Way/Bushmans Range Road, Lowanna, from 2.00pm - 4.00pm and the temporary closure of the southern traffic lane (west bound) of Eastern Dorrigo Way, at the start and finish lines for 200 metres from 1.30pm – 4.00pm (when required) for the purpose of holding the NAB Coffs Coast Cycle Challenge Ulong Uphill Climb subject to the following conditions:

1. A current insurance certificate of currency for a minimum insured amount of \$20 000 000 and noting the Coffs Harbour City Council as an interested party for the event be submitted by 1<sup>st</sup> August 2016.
2. NSW Police approval is obtained to be submitted by 1<sup>st</sup> August 2016

The submission and approval of relevant council event application/s and compliance with any conditions imposed therein

3. Where a Traffic Management Plan is deemed required by council, Local Traffic Committee advice is sought for the event Traffic Management Plan prior to approval of traffic control devices. This includes a Risk Management Plan and Traffic Control Plan/s with map indicating any alternative routes required for traffic detours. This includes the following conditions:

- a. Traffic Control Plans to be drawn to scale and indicate the provision of passageways and clearances for pedestrian and emergency access. Plans should be prepared in accordance with Roads & Maritime Services Guide to Traffic Control at Worksites and to be submitted to Council before 1<sup>st</sup> August 2016
  - b. All signage erected for the event should not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event
  - c. Temporary Speed Zone Authorisation is obtained from the roads authority for any reduced speed limit/s required as part of the traffic control for the event. Where local council is the roads authority, notification of any reduced speed limit should be forwarded to Roads and Maritime Service and NSW Police
  - d. Conformance with approved Traffic Management Plan and associated Traffic Control Plans which shall be implemented and controlled by Roads & Maritime Services accredited persons
4. Consultation with emergency services (Fire & Ambulance) and any identified issues addressed
  5. Consultation with taxi operators and arrangements made for provision of services during conduct of the event
  6. Community and affected business consultation including adequate response/action to any raised concerns
  7. Arrangements made for private property access and egress affected by the event
  8. The organisers be responsible for all costs associated with the temporary closure, including advertising.
  9. All participants to obey road rules at all times during the event.
  10. Organiser to ensure all participants' parking is legal and safe.
  11. All cyclists to remain at the finish line on Eastern Dorrigo Way until last cyclist has completed the climb and the downhill ride to be marshalled.

T.35 - Temporary Road Closure First Avenue Sawtell - VW Spectacular

The road closures be advertised and providing no substantive objections are received, the closure be approved subject to the following:

1. A current insurance Certificate of Currency for a minimum insured amount of \$20,000,000 and noting the Coffs Harbour City Council as an interested party for the event be submitted by 25 June 2016
2. NSW Police approval is obtained and submitted to Council by 25 June 2016

The submission and approval of relevant council event application/s and compliance with any conditions imposed therein

3. Local Traffic Committee advice is sought for the event Traffic Management Plan prior to approval of traffic control devices. This includes a Risk Management Plan and Traffic Control Plan/s. The following traffic control conditions shall also be observed;
  - a. Traffic Control Plans to include a map indicating any alternative routes required for traffic detours.
  - b. Traffic Control Plans to be drawn to scale and indicate the provision of passageways and clearances for pedestrian and emergency access. Plans should be prepared in accordance with Roads & Maritime Services Guide to Traffic Control at Worksites and submitted by 25 June 2016.
  - c. All signage erected for the event should not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event
  - d. Temporary Speed Zone Authorisation is obtained from the roads authority for any reduced speed limit/s required as part of the traffic control for the event. Where local council is the roads authority, notification of any reduced speed limit should be forwarded to Roads and Maritime Service and NSW Police
  - e. Conformance with approved Traffic Management Plan and associated Traffic Control Plans which shall be implemented and controlled by Roads & Maritime Services accredited persons
4. Consultation with emergency services (Fire & Ambulance) and any identified issues addressed in a timely manner
5. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event
6. Community and affected business consultation including adequate response/action to any raised concerns
7. Arrangements made for private property access and egress affected by the event
8. The event organiser notifies local community of the impact of the event/s by advertising in the Coffs Coast Advocate a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints
9. That the applicant organise for the events to be listed on Coffs Harbour City Council website.
10. The organisers are responsible for all costs associated with the temporary closure and clean up, including advertising

T.36 - Temporary Road Closure - Woolgoolga Curryfest 2016 5987595

That approval to be given to the temporary road closure of the following:

- Beach Street from Wharf Street to Carrington Street, Woolgoolga
- Queen Street from Beach Street to Market Street, Woolgoolga

- Market Street from Nightingale Street to Queens Street, Woolgoolga (half Queen Street/Market Street intersection to remain open).

For the purpose of conducting the Woolgoolga Curryfest on Saturday 24 September 2016 the road closure will be advertised and providing no substantive objections are received, the closure will be approved, subject to the following:

1. A current insurance Certificate of Currency for a minimum insured amount of \$20,000,000 and noting the Coffs Harbour City Council as an interested party for the event be submitted by 1st September 2016
2. NSW Police approval is obtained and submitted to Council by 1st September 2016
3. The submission and approval of relevant council event application/s and compliance with any conditions imposed therein
4. Local Traffic Committee advice is sought for the event Traffic Management Plan prior to approval of traffic control devices. This includes a Risk Management Plan and Traffic Control Plan/s. The following traffic control conditions shall also be observed;
  - a. Traffic Control Plans to include a map indicating any alternative routes required for traffic detours.
  - b. Traffic Control Plans to be drawn to scale and indicate the provision of passageways and clearances for pedestrian and emergency access. Plans should be prepared in accordance with Roads & Maritime Services Guide to Traffic Control at Worksites and submitted by 1 September 2016.
  - c. All signage erected for the event should not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event
  - d. Temporary Speed Zone Authorisation is obtained from the roads authority for any reduced speed limit/s required as part of the traffic control for the event. Where local council is the roads authority, notification of any reduced speed limit should be forwarded to Roads and Maritime Service and NSW Police
  - e. Conformance with approved Traffic Management Plan and associated Traffic Control Plans which shall be implemented and controlled by Roads & Maritime Services accredited persons
5. Consultation with emergency services (Fire & Ambulance) and any identified issues addressed in a timely manner
6. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event
7. Community and affected business consultation including adequate response/action to any raised concerns
8. Arrangements made for private property access and egress affected by the event
9. The event organiser notifies local community of the impact of the event/s by advertising in the Coffs Coast Advocate a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints

10. That the applicant organise for the events to be listed on Coffs Harbour City Council website.
11. The organisers are responsible for all costs associated with the temporary closure and clean up, including advertising.

T.37 - Temporary Road Closure - Sawtell Chilli Festival 3 July 2016 5994909 R.501520

That approval be given for the temporary road closure of First Avenue, Sawtell, between 50m north of Second Avenue and Boronia Street, and Second Avenue from 30m west and 35m east of First Avenue between the hours of 6.00am and 6.00pm on Saturday, 3 July 2016.

The road closure will be advertised and providing no substantive objections are received, the closure be approved subject to the following:

1. A current insurance Certificate of Currency for a minimum insured amount of \$20,000,000 and noting the Coffs Harbour City Council as an interested party for the event be submitted by 1st June 2016
2. NSW Police approval is obtained and submitted to Council by 1st June 2016
3. The submission and approval of relevant council event application/s and compliance with any conditions imposed therein
4. Local Traffic Committee advice is sought for the event Traffic Management Plan prior to approval of traffic control devices. This includes a Risk Management Plan and Traffic Control Plan/s. The following traffic control conditions shall also be observed;
  - a. Traffic Control Plans to include a map indicating any alternative routes required for traffic detours.
  - b. Traffic Control Plans to be drawn to scale and indicate the provision of passageways and clearances for pedestrian and emergency access. Plans should be prepared in accordance with Roads & Maritime Services Guide to Traffic Control at Worksites and submitted to Council by 1st June 2016
  - c. All signage erected for the event should not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event
  - d. Temporary Speed Zone Authorisation is obtained from the roads authority for any reduced speed limit/s required as part of the traffic control for the event. Where local council is the roads authority, notification of any reduced speed limit should be forwarded to Roads and Maritime Service and NSW Police
  - e. Conformance with approved Traffic Management Plan and associated Traffic Control Plans which shall be implemented and controlled by Roads & Maritime Services accredited persons

5. Consultation with emergency services (Fire & Ambulance) and any identified issues addressed in a timely manner
6. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event
7. Community and affected business consultation including adequate response/action to any raised concerns
8. Arrangements made for private property access and egress affected by the event
9. The event organiser notifies local community of the impact of the event/s by advertising in the Coffs Coast Advocate a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints
10. That the applicant organise for the events to be listed on Coffs Harbour City Council website.
11. The organisers are responsible for all costs associated with the temporary closure and clean up, including advertising.

T.38 - Intersection at Pacific Highway/West High Street Coffs Harbour 5508526 R.509970

That approval to reduce the approved left turn lane in West High Street (north), Coffs Harbour to 20.0m from the intersection of the Highway and install one (1) 12.5m Loading zone and two (2) 6.5m half hour parking spaces as per plan T.38-2016.

T.39 - Modifications to William Bayldon School bus bay and informal parking area on road reserve, Lyons Road, Toormina

Approval to install a left turn only sign, a no entry sign, a no stopping zone, lane markings and a bus zone in the William Bayldon School bus bay, Lyons Road, Toormina as per plan T.39-2016.

**The Motion on being put to the meeting was carried unanimously.**

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**REQUESTS FOR LEAVE OF ABSENCE**

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**100 RESOLVED** (Innes/Rhoades) that Cr Degens be granted leave of absence from Council for 26 May 2016.

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**QUESTIONS ON NOTICE**

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No questions on notice.

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**MATTERS OF AN URGENT NATURE**

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**MUN16/4 Telecommunications Tower at Mullaway**

Councillor Rhoades raised issue of proposed telecommunications tower at Mullaway. Cr Rhoades asked if Council could put in a submission against the proposal.

*General Manager advised that the issue has been raised within Council and that he understands that council staff are preparing a submission.*

**MUN16/5 Communication at Public Meetings by Councillors**

Councillor Rhoades reminded Councillors to be mindful of the facts before communicating at public meetings. He also took the opportunity to thank Council Officer Jason Bailey for his comprehensive report that went to all Councillors regarding the Woolgoolga Reserve Plan of Management.

This concluded the business and the meeting closed at 5.34 pm.

Confirmed: 26 May 2016

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Denise Knight  
Mayor