

The following document is the minutes of the Council meeting held on 28 July 2016. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 11 August 2016 and therefore subject to change. Please refer to minutes of 11 August 2016 for confirmation.



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
28 JULY 2016

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

28 JULY 2016

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

Staff: Acting General Manager / Director Sustainable Communities, Director Sustainable Infrastructure, Director Business Services, Group Leader City Prosperity and Executive Assistant

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.

DISCLOSURES OF INTEREST

No disclosures of interest tabled.

APOLOGY

165 **RESOLVED** (Arkan/Innes) that leave of absence as requested for 28 July and 11 August 2016 from Councillors Sultana and Degens be approved.

PUBLIC FORUM

No public forums.

MAYORAL MINUTE

MM16/3 COFFS COAST TOURISM STRATEGIC PLAN 2020 - VISITOR SERVICES

166 **RESOLVED** (Knight) that taking on board that the Coffs Coast Tourism Strategic Plan 2020 is now adopted by Council, that Council bring back a detailed costing to run the Coffs Harbour Visitor Information Centre till the end of January 2017, concurrently with the following actions:

1. A centralised group bookings facility accessible over the phone email and internet during business hours
2. Redirection of visitors to the Coffs Coast App and website for 24/7 information
3. Decentralised availability of collateral and free, limited visitor advice through partners in high traffic areas, eg. Coffs Central, Toormina, Park Beach Plaza, Big Banana, Dolphin Marine Magic
4. Pop-up presence at selected large events in the city
5. Consider limited location digital mini-kiosks or signposts, supported by free wi-fi, eg. at the Jetty shops area, city square
6. Widespread ambassador-type program enrolling and training staff from cafes, service stations, restaurants, taxi drivers and others, to be certified, to provide free, helpful advice for visitors.
7. Promotion of the new service delivery and its benefits

And a report be brought back early 2017.

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

CONFIRMATION AND ADOPTION OF MINUTES

167 **RESOLVED** (Townley/Arkan) that the minutes of the Ordinary meeting held on 14 July 2016 be confirmed as a true and correct record of proceedings.

NOTICES OF MOTION - GENERAL

NOM16/19 TRANSFORMATION TO SUSTAINABILITY (T2S) PROGRAM UPDATE

168 **RESOLVED** (Townley/Cowling) that "Council staff prepare a report updating progress on T2S including:

1. Total costs of all redundancies and associated costs to date
2. Number of staff who have reduced hours or reduced classification of pay scale who are operating on the two-year salary maintenance clause
3. Total cost of this, ie difference between initial salary and new salary point
4. Total costs to date in consultancy associated with T2S
5. Details of all cost savings including annualised savings from new programs and all other savings attributed to T2S
6. Projections of other associated costs and savings associated with T2S."

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

NOM16/20 VIDEO RECORDING OF COUNCIL MEETINGS

169 RESOLVED (Townley/Arkan) that "Council staff investigate costs, opportunities and requirements for visual recording of Council meetings in digital format."

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

170 RESOLVED (Cowling/Arkan) that items BS16/27 and BS16/28 are moved as one.

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

171 RESOLVED (Innes/Cowling) that recommendations of items BS16/27 and BS 16/28 are adopted.

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

BUSINESS SERVICES DEPARTMENT REPORTS

BS16/27 AUSTRALIA POST - POSTBILLPAY AGREEMENT 2016-2019

Executive Summary:

Council recognises that a significant number of ratepayers continue to use 'over the counter' payment services provided by Australia Post (post offices) within both the local region and across Australia.

Australia Post has a network of some 4,406 post offices across Australia, providing a coverage that is unmatched by any other 'over the counter payment' service. It is considered that the service provided by Australia Post is a 'best value' solution for Council in providing an alternative 'over the counter' payment service (for rate and water account payments) especially for those customers living outside of the Coffs Harbour area.

Council has used this service provided by Australia Post since 2001.

A resolution of Council is required to progress the continuation of this service.

172 RESOLVED (Innes/Cowling) that Council:

1. With reference to section 55(3)(i) of the Local Government Act resolves because of extenuating circumstances, being the unavailability of competitive or reliable tenderers to renew its agreement with Australia Post to provide over the counter payment services for the receipt and processing of Council water and rate accounts.
2. Delegates the General Manager to execute an agreement with Australia Post to continue this payment service for a three-year term until 30 June 2019.
3. Notes the associated transaction costs as detailed in the confidential attachment.

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

Executive Summary:

Seeking Council's approval to accept tenders for inclusion into a panel contract for the hire of plant and equipment for the 2016/2018 financial years.

173 RESOLVED (Innes/Cowling) that Council accepts the following list of contractors onto the external plant hire contract panel for Contract RFT-753-TO:

- A & K McIntyre Pty Ltd
- AMW Transport Pty Ltd
- Aqua Assets P/L (Hamilton)
- Arbpro Pty Ltd
- Atigram Pty Ltd
- Blaizes Earthworx Pty Ltd
- Civilnett Pty Limited
- Coates Hire Operations Pty Ltd
- Coffs Coast Civil Pty Ltd
- Coffs Trenching & Pipelines
- Conplant Pty Ltd
- Crampo's Tippers Pty Ltd
- Cyber Coach t/a Coffs Coast Water Cartage
- DJ & CA Atkinson Pty Ltd
- Doyle Civil Pty Ltd
- DT & KB Gray Pty Ltd
- Dubs Earthmoving Pty Ltd
- Eastern Dorrigo Slashing
- EB & DE Bunt Pty Ltd
- English Cranes Pty Ltd trading as North Coast Cranes
- Ernie Burnett Plumbing Pty Ltd
- Espedan Pty Ltd
- Extec Solutions Pty Ltd
- Fortade Earthmoving Pty Ltd
- J&L Bowen
- J&P Cranes (NSW) Pty Ltd TA Coffs City Cranes & Rigging
- Jaru Excavations P/L (Upper Orara)
- Jim Hauville plumbing Services
- John Lacey Earthmoving Pty Ltd
- KBS Mackay Pty Ltd
- Kennards Hire
- Kingston Industries TA Tutt Bryant Hire
- M & M Water Carriers Pty Ltd
- Mal Keough Earthmoving Pty Ltd
- McIntyre Tippers Pty Ltd
- Mid North Coast Contractors Pty Ltd
- Mifsud Excavation & Earthmoving(Coffs Harbour)
- Mitchbrook Management Pty Ltd
- Northpipe Constructions Pty Ltd
- Peter Rowan Pty Ltd

Cont'd

**BS16/28 Contract No. RFT-753-TO Plant and Truck Hire 2016- 2018
...(Cont'd)**

- Pilbara Truck Hire Pty Ltd
- PL & CV McNickle PL TA Custom Clearing
- RJ & CM Tate Pty Ltd
- Serendip Holdings (NSW) Pty Ltd trading as Action Hire Vehicles
- Sherrin Rentals Pty Ltd
- Stabilcorp Pty Ltd
- Stabilised Pavements (Gosford)
- Toward Holdings Pty Ltd TA Brycker Hire
- Troy O'Doherty Earthmoving Pty Ltd

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

**BS16/29 CONTRACT NO. RFT-726-TO PROVISION OF CLEANING AND
MAINTENANCE OF COUNCILS BUILDINGS**

Executive Summary:

Council called tenders for the Provision of Cleaning & Maintenance of Council Buildings Contract No-RFT-726-TO that closed on Tuesday 5 July 2016.

The tender was advertised for a two year period commencing 1 August 2016 to 31 July 2018 with a further twelve months option based on satisfactory supplier performance.

This contract is divided into five cleaning packages, and prospective tenderers were advised that whilst it is Council's preference to award this tender as a single source supplier contract, Council reserves the right to award each of these packages to individual tenderers.

174 RESOLVED (Rhoades/Innes) that Council:

1. Council accepts the following package offers for the Provision of Cleaning & Maintenance Council Buildings contract number- RFT-726-TO:
 - Package 1 - Rigby House Advanced National Services
 - Package 2 - Toormina & Woolgoolga Libraries TJS Services Group
 - Package 3 - Mixed Buildings TJS Services Group
 - Package 4 - Administration Building Advanced National Services
 - Package 5 - Community Village & Cavanbah Hall Advanced National Services

The recommendation is on the basis that:

- a) The tender offers are the most suitable and advantageous following the application of Council's Tender Value Selection System.
- b) Based on current Council cleaning contract rates and internal expenditure it is anticipated that Council can potentially save \$74,000 per annum.
- c) Satisfactory transitioning arrangements for Package 4 - Administration Building being concluded.
- d) Comprehensive referee checks were undertaken on both recommended suppliers.

Cont'd

BS16/29 Contract No. RFT-726-TO Provision of Cleaning and Maintenance of Councils Buildings ...(Cont'd)

- e) Both recommended suppliers are registered and accredited with BNG Conserve who manages Council's online contractor management services for the compilation of insurances, licenses and work, health and safety documentation etc.
 - f) By actively going out to tender Coffs Harbour City Council will not breach the Local Government (General) Regulation 2005- Section 7 Tendering, for annual expenditure over \$150,000.
- 2. Provision is allowed for a 12 month extension based on satisfactory supplier performance which may take this tender through to 31 July 2019.
 - 3. The contract documents be executed under Council's Seal.

VOTED FOR	VOTED AGAINST
Cr Rhoades	Cr Arkan
Cr Innes	Cr Townley
Cr Knight	Cr Cowling

The **MOTION** on being put to the meeting resulted in a tied vote. The Mayor used her casting vote and the **MOTION** was declared **CARRIED**.

SUSTAINABLE COMMUNITIES DEPARTMENT REPORTS

SC16/46 CAMPING AREA FOR SELF SUSTAINABLE AND RV VEHICLES - COFFS COAST SPORT & LEISURE PARK

Executive Summary:

At its meeting of 23 June 2016, Council resolved the following:

That Council bring back a report on the viability of designating a camping area for "self sustainable" vehicles and RVs at the end of Phil Hawthorn Drive (land opposite the go-cart and motorbike track and next to the hockey fields).

Could Council also report on the viability of moving the dump point to this location, perhaps in consultation with the CMCA.

The site in question is part of the Coffs Coast Sport and Leisure Park, which is guided by a plan of management and master plan.

Due to flood levels, the site in question is not appropriate for a designated camping area.

- 175 RESOLVED** (Arkan/Knight) that Council bring back a report investigating possible land packages in Coffs Harbour local government area, which are outside of crown land within the coastal area (Coffs Coast State Park and Coffs Coast Regional Park), which could be designated to RVs and self-sustainable vehicles.

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

SUSTAINABLE INFRASTRUCTURE DEPARTMENT REPORTS

SI16/31 DISPOSAL OF EASEMENT FOR MULTIPURPOSE ELECTRICAL INSTALLATION - LOT 703 DP 1182286 COFFS HARBOUR

Executive Summary:

The purpose of this report is to obtain formal Council approval to the grant of an easement in favour of Essential Energy for a multipurpose electrical installation. The installation is required as a result of the Sunset Ridge Residential Estate which is currently being developed and adjoins Council's affected land. Council will grant the easement over its land known as Lot 703 DP 1182286 on the basis it is fairly compensated for the impact to its property.

176 RESOLVED (Townley/Arkan) that Council:

1. Grant an easement in favour of Essential Energy for a multipurpose electrical installation ("substation") approximately 7 metres by 4.2 metres over Lot 703 DP 1182286 in the location shown generally in the plan attached to this report.
2. Accept from the developer of the adjoining site, known as Sunset Ridge Estate an amount of \$500 inclusive of GST as compensation for the grant of the easement.
3. Accept that all costs associated with the matter will be borne by the developer of the adjoining development known as Sunset Ridge Estate.
4. Execute any necessary documents under the common seal of Council.

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

SI16/32 COFFS COAST REGIONAL PARK TRUST BOARD APPOINTMENTS

Executive Summary:

Council has recently received correspondence from the Office of Environment and Heritage detailing that the Minister for the Environment has created the Board of the Coffs Coast Regional Park Trust.

The seven-member Board includes two positions reserved for Councillors representing Coffs Harbour City Council. The Minister has proceeded to appoint the five non-Councillor positions.

In the normal course of events the Minister awaits Council to nominate a list of four sitting Councillor nominees from which the Minister will choose and appoint two.

However, in this instance the Minister has offered to defer the appointment of Councillor representatives until after the September 2016 Local Government elections if Council so chooses.

Cont'd

In that case the Minister requests that a senior Council staff member be appointed in the interim as a non-voting advisor and observer for the Board.

This report requests that Council decide upon its preferred course of action and either:

- A. Nominate four Councillors for the Minister's selection of two as members of the Coffs Coast Regional Park Trust Board

Or

- B. Defer nominating Councillors until after the LG elections in September 2016 and appoint a senior staff representative to the Coffs Coast Regional Park Trust Board in the interim.

177 RESOLVED (Innes/Arkan) that Council:

- 1. Defer nominating a list of four Councillor nominees from which the Minister of the Environment would choose two nominees for appointment as members of the Coffs Coast Regional Park Trust Board pending the result of the Local Government elections in September 2016.
- 2. Appoint the Director Sustainable Infrastructure as Council's interim representative to the Coffs Coast Regional Park Trust Board (noting that this is in an advisory capacity with no voting rights) pending the appointment of Councillor members following the Local Government elections in September 2016.
- 3. Receive a further report reviewing the matter after September 2016.

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

TRUST REPORTS

**T16/8 WOOLGOOLGA BEACH RESERVE DRAFT PLAN OF
MANAGEMENT**

Executive Summary:

The objective of this report is to provide the Trust with an analysis of the public exhibition of the Draft Plan of Management (DPoM), the subsequent actions undertaken including the Draft Plan of Management and Draft Woolgoolga Town Centre Masterplan Peer Design Review and associated community consultation and to report on the final changes to the Draft Plan of Management.

The purpose is to recommend to the Trust that the updated Draft Plan of Management for Part Reserve 63076 for Public Recreation and Resting Place (southern section of Woolgoolga Beach Reserve) be referred to the Minister responsible for Crown Lands requesting formal adoption of the plan.

Cont'd

Benefits of this resolution include the finalisation and adoption of the updated draft plan, enabling the implementation of the plans, actions and strategies which include:

- improved and expanded public open space
- improved community facilities and public access
- improved environmental outcomes
- a reconfigured and legislatively compliant Holiday Park that continues to meet the social and economic requirements of the Reserve and township
- provision of certainty for future operations to essential volunteer services such as Woolgoolga Surf Life Saving Club and Woolgoolga Marine Rescue.

178 RESOLVED (Townley/Rhoades) that Council, as Corporate Manager of the Coffs Coast State Park Trust, refers the updated Draft Plan of Management for Part Reserve 63076 for Public Recreation and Resting Place (southern section of Woolgoolga Beach Reserve) to the Minister responsible for Crown Land requesting adoption of the plan.

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

REQUESTS FOR LEAVE OF ABSENCE

No requests for leave of absence.

QUESTIONS ON NOTICE

No questions on notice.

MATTERS OF AN URGENT NATURE

No matters of an urgent nature.

This concluded the business and the meeting closed at 6.00 pm.

Confirmed: 11 August 2016

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Denise Knight
Mayor
