



MINUTES

COFFS HARBOUR CITY COUNCIL ORDINARY COUNCIL MEETING COUNCIL ADMINISTRATION BUILDING

CNR COFF AND CASTLE STREETS, COFFS HARBOUR
ON THURSDAY, 24 NOVEMBER 2016 AT 5.00PM

PRESENT: Cr Denise Knight, Cr Paul Amos, Cr John Arkan, Cr George Cecato, Cr Keith Rhoades, Cr Jan Strom, Cr Tegan Swan, Cr Sally Townley

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

LEAVE OF ABSENCE Cr M Adendorff

OPENING OF ORDINARY MEETING

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

ACKNOWLEDGEMENT OF COUNTRY

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.

STATEMENT IN RELATION TO RECORDING OF MEETINGS

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

DISCLOSURE OF INTEREST

No disclosures of interest.

APOLOGIES

2016/238 RESOLVED (Cr John Arkan / Cr Jan Strom)

That leave of absence as requested from Councillor Adendorff be approved.

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

CARRIED

PUBLIC ADDRESSES

Time	Speaker	Item
5.00pm	Adam Bradfield, Thomas Noble & Russell	Formally present Audit Report: BS16/38 Audited Annual Financial Statements 2015- 2016

The General Manager thanked Thomas Noble & Russell for their assistance and support during their years of working with Coffs Harbour City Council.

PUBLIC FORUM

No public forums.

MAYORAL ACTIONS UNDER DELEGATED AUTHORITY

No Mayoral actions under delegated authority.

CONFIRMATION OF MINUTES**2016/239 RESOLVED (Cr Paul Amos / Cr Tegan Swan)**

That the minutes of the Ordinary Meeting held on 10 November 2016 be confirmed.

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

CARRIED

NOTICES OF MOTION – GENERAL**NOM16/26 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION NSW MEMBERSHIP****2016/240 RESOLVED (Cr Denise Knight / Cr John Arkan)**

1. "That Coffs Harbour City Council join the Australian Local Government Women's Association (ALGWA) NSW for elected members only at an annual membership cost of \$80 per individual.
2. That Council investigate holding the 2019 ALGWA annual conference in Coffs Harbour."

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

CARRIED

GENERAL MANAGER'S REPORTS**GM16/21 COUNCIL MEETING DATES - 2017****EXECUTIVE SUMMARY**

To seek Councillors' confirmation to set Council's meeting dates for the period January 2017 to December 2017.

2016/241 RESOLVED (Cr George Cecato / Cr Jan Strom)

That:

1. No Council meetings be scheduled for January 2017.
2. The first meeting in 2017 be scheduled for 9 February 2017.
3. Meetings from February to November 2017 are scheduled on the second and fourth Thursday of each month with the exception of April, where only one meeting will be held on 27 April.
4. The last Council meeting for 2017 is held on 14 December 2017.

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

CARRIED

DIRECTORATE REPORTS - BUSINESS SERVICES**BS16/38 AUDITED ANNUAL FINANCIAL STATEMENTS 2015-2016****EXECUTIVE SUMMARY**

The audited Annual Financial Statements are being presented together with the auditor's report to meet legislative requirements under Section 419 of the Local Government Act in relation to the completion, audit and presentation of Council's Annual Financial Statements for 2015/16.

2016/242 RESOLVED (Cr Sally Townley / Cr Jan Strom)

That Council receive and adopt the audited 2015-16 Financial Statements.

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

CARRIED

BS16/39 BANK AND INVESTMENT BALANCES FOR OCTOBER 2016**EXECUTIVE SUMMARY**

The purpose is to report on Council's Bank Balances and Investments as at 31 October 2016. Council receives independent advice and invests surplus funds in accordance with Councils Investment Policy to maximise investment income and preserve capital to assist with funding requirements for projects listed under the Coffs Harbour 2030 Community Strategic Plan.

2016/243 RESOLVED (Cr Paul Amos / Cr Tegan Swan)

That Council note the bank balances and investments totaling \$176,991,527.90 (including from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) as at 31 October 2016.

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

CARRIED

NOTICES OF MOTION – SUSTAINABLE COMMUNITIES**NOM16/23 FORMATION OF AGRICULTURAL ADVISORY COMMITTEE****2016/244 RESOLVED (Cr Tegan Swan / Cr Jan Strom)**

That the Notice of Motion be noted as follows:

"That Council investigate the formation of an Agricultural Advisory Committee."

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

CARRIED

DIRECTORATE REPORTS - SUSTAINABLE COMMUNITIES**SC16/59 2015/16 COFFS HARBOUR CITY COUNCIL ANNUAL REPORT****EXECUTIVE SUMMARY**

Under the Local Government Act, Council is required to complete an Annual Report within five months of the end of the financial year. The legislation requires that the 2015/16 Annual Report be posted on Council's website by 30 November 2016.

The 2015/16 Annual Report is tabled in three sections:

- Section 1 provides an overview of Council's significant achievements during 2015/16. As 2016 is a local government election year, the Annual Report includes the 2016 End of Term Report and the 2016 Regional State of the Environment Report.
- Section 2 includes statutory information that is prescribed by the Local Government (General) Regulation 2005.
- Section 3 contains Council's audited Annual Financial Statements for 2015/16 (see Audited Annual Financial Statements 2015-2016 - this meeting).

The Annual Report is an opportunity for Council to account to the community on the progress made in implementing its Delivery Program over the course of the financial year.

2016/245 RESOLVED (Cr Tegan Swan / Cr John Arkan)

That Council adopts the 2015/16 Coffs Harbour City Council Annual Report.

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

CARRIED

SC16/60 PLANNING PROPOSAL - BONVILLE CARAVAN PARK - 369 PINE CREEK WAY, BONVILLE (LOT 1 DP 1208609)**EXECUTIVE SUMMARY**

Council is in receipt of a request to amend *Coffs Harbour Local Environmental Plan 2013* (LEP 2013). The proposed amendment is sought in recognition of a desired expansion of the Bonville Caravan Park site. A Planning Proposal (PP) for the proposed amendment was endorsed by Council on 23 June 2016, seeking a “gateway determination” from NSW Planning and Environment (P&E) to allow the PP to be exhibited in accordance with requirements of the *Environmental Planning and Assessment Act 1979* and *Regulation 2000*.

The objective of this report is to provide Council with a review of submissions received during the exhibition period for the PP for Bonville Caravan Park. No submissions were received from the general public, however a submission was received from the NSW Rural Fire Service (RFS), which is discussed in more detail later in this report.

This report recommends that Council endorse the final PP (Attachment 1). This will allow an amendment to Schedule 1 (Additional Permitted Uses) of Coffs Harbour LEP 2013 by way of an additional “use of certain land” for the purpose of a caravan park and an amended Additional Permitted Uses Map (Attachment 2). It is recommended to progress the PP in accordance with Council’s delegation of plan making powers under the *Environmental Planning and Assessment (EP&A) Act 1979*.

2016/246 RESOLVED (Cr John Arkan / Cr Tegan Swan)

That Council:

1. Endorses the Planning Proposal and associated *Coffs Harbour Local Environmental Plan 2013* map amendment for Lot 1, DP 1208609, 369 Pine Creek Way, Bonville (Attachments 1 and 2).
2. Delegates to the General Manager the authority issued by the NSW Department of Planning and Environment to exercise the functions of the Minister under Section 59 of the *Environmental Planning and Assessment Act 1979* for the purposes of finalising this Planning Proposal.
3. Continues to consult with the NSW Department of Planning and Environment on the terms of the Local Environmental Plan, to ensure its consistency with the objectives, outcomes and provisions of the Planning Proposal.
4. Informs the landowner and their consultant of Council’s decision.

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

CARRIED

SC16/61 LOCAL GROWTH MANAGEMENT STRATEGY REVIEW - COFFS HARBOUR RURAL LANDS STRATEGY PHASE 1 OUTCOMES - NEXT STEPS FOR PHASE 2**EXECUTIVE SUMMARY**

Council engaged consultants Edge Land Planning to prepare the *Coffs Harbour Rural Lands Strategy Phase 1 – Draft Issues and Options Discussion Paper, Background Report and Community Workshop Outcomes*, as part of its Local Growth Management Strategy Review. Phase 1 has involved engagement with the wider community and key stakeholders to better understand the relevant issues for each group and to ensure all matters of interest have been captured.

This report provides details in relation to the thirty one (31) submissions which were received to the draft documents when they were exhibited from 20 July to 19 August 2016 and proposes that Council note the findings of the public exhibition.

This report seeks endorsement from Council to commence Phase 2 of the project, being the preparation of the draft Coffs Harbour Rural Lands Strategy in accordance with the Project Scope endorsed by Council at its Ordinary Meeting of 28 May 2015. This work is proposed to be undertaken by consultants engaged through a procurement process.

This report also recommends the formation of a Section 355 Agricultural Advisory Committee of Council to oversee the development of the draft Coffs Harbour Rural Lands Strategy and to provide an ongoing strategic forum for agricultural and rural landuse issues relevant to the Local Government Area (LGA).

MOTION (Cr John Arkan / Cr Tegan Swan)

That Council:

1. Note the findings of the public exhibition of the *Coffs Harbour Rural Lands Strategy Phase 1 Draft Issues and Options Paper, Background Report and Community Workshop Outcomes* (Attachment 1).
2. Undertake a procurement process to select appropriately qualified consultants to prepare Phase 2 – Draft Coffs Harbour Rural Lands Strategy in accordance with the Project Scope (Attachment 3).
3. Establish a Section 355 Agricultural Advisory Committee in accordance with the attached Terms of Reference including the Australian Blueberry Growers Association (Attachment 4) and report back to Council by 30 March 2017.

AMENDMENT**MOTION (Cr Sally Townley / Cr Keith Rhoades)**

That Council:

1. Note the findings of the public exhibition of the *Coffs Harbour Rural Lands Strategy Phase 1 Draft Issues and Options Paper, Background Report and Community Workshop Outcomes* (Attachment 1).
2. Undertake a procurement process to select appropriately qualified consultants to prepare Phase 2 – Draft Coffs Harbour Rural Lands Strategy in accordance with the Project Scope (Attachment 3).
3. Establish a Section 355 Agricultural Advisory Committee in accordance with the attached Terms of Reference (Attachment 4).

MOTION PUT**2016/247 RESOLVED (Cr Paul Amos)**

That the motion be put.

For: Crs Knight, Amos, Arkan, Cecato, Strom, Swan and Townley

Against: Cr Rhoades

CARRIED

2016/248 RESOLVED, On putting the AMENDMENT (Cr Sally Townley / Cr Keith Rhoades)

That Council:

1. Note the findings of the public exhibition of the *Coffs Harbour Rural Lands Strategy Phase 1 Draft Issues and Options Paper, Background Report and Community Workshop Outcomes* (Attachment 1).
2. Undertake a procurement process to select appropriately qualified consultants to prepare Phase 2 – Draft Coffs Harbour Rural Lands Strategy in accordance with the Project Scope (Attachment 3).
3. Establish a Section 355 Agricultural Advisory Committee in accordance with the attached Terms of Reference (Attachment 4).

For: Crs Knight, Amos, Cecato, Rhoades, Strom, Swan and Townley

Against: Cr Arkan

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**.

For: Crs Knight, Amos, Cecato, Rhoades, Strom, Swan and Townley

Against: Cr Arkan

CARRIED

DIRECTORATE REPORTS - SUSTAINABLE INFRASTRUCTURE**SI16/42 TRAFFIC COMMITTEE MEETING NO. 6/2016****EXECUTIVE SUMMARY**

The Local Traffic Committee (LTC) Meeting minutes are presented to Council for approval comprising nine regulatory traffic facilities plans and two road closures for events.

2016/249 RESOLVED (Cr Jan Strom / Cr Sally Townley)T.69 - Opal Nursing Home – Lakes Drive North Boambee Valley Parking Restrictions 5373692

That approval be given to install No Stopping on both sides of Lakes Drive, North Boambee Valley 90m north of Torrens Way both sides of the pedestrian access ramps as per plan T.69 – 2016.

T.70 - Isles Drive and Collison Place, North Boambee Valley, No Stopping Zone

That the existing No Stopping zone on the southern side of Isles Drive west of Pacific Highway not be extended.

T.71- Coff Street Coffs Harbour – Signage & Line Marking

That in Coff Street Coffs Harbour:

- LEFT ONLY sign be installed on the eastern end of the central parking median together with a left only arrow pavement symbol for north bound traffic from Duke Street .
- KEEP LEFT signage be installed on the western central parking median in for east bound traffic in Coff Street.
- Traffic management markings be installed to guide eastbound traffic, to permit right turn exit from the swimming pool parking area and U-turns be permitted.

Signs to be installed as per plan T.71 -2016

T.72- Cockbain/Hillery Lane, Sawtell – Traffic/Parking Issues 5421721

That approval be given to install No Stopping zone on the southern side of Cockbain Lane between First Ave and Hillary Lane in Sawtell as per plan T.72 – 2016.

T.73 – West High Street/Lyster Street Coffs Harbour Pedestrian Safety

Deferred until further design investigation be carried out and reassessed by Traffic Committee.

T.74 – Orlando Street Coffs Harbour Pedestrian Safety

That approval be given for No Parking zones to be installed 10m north and 5m south of the driveway to No. 22 Orlando Street, opposite Orlando Lane Coffs Harbour as per plan T.74 – 2016.

T.75 - Taxi Zone/No Parking, Harbour Drive Coffs Harbour

That approval be given for the combined Bus Zone and Taxi Zone on the southern side of the Jetty Restaurant strip in front of 396 Harbour Drive, Coffs Harbour be changed to No Parking Zone from 8.30pm - 6.00am and Bus Zone 6.00am – 8.30pm as per plan T.75 – 2016.

T.76 - Grafton Street north of Valley Street Coffs Harbour (outside No 9) No entry sign for North bound traffic

That approval be given for the No Entry and Wrong Way signs be installed at the northern end of Grafton Street Coffs Harbour for north bound traffic opposite the boundary between No.7 & No.9 and install a No Through Road sign at the southern end of Grafton Street, as per plan T.76 – 2016.

T.77 - Vost Street Coffs Harbour - Double turn pavement arrows

That approval be given for double turn arrow to be painted on the east bound lane, and 10m of double white lines in Vost Street at the intersection with Orlando Street, Coffs Harbour as per plan T.77 - 2016.

T.78 - Orlando Street / Hogbin Drive roundabout Coffs Harbour linemarking

That approval be given to change traffic management in Orlando Street at the Hogbin Drive Coffs Harbour roundabout to;

- The southbound approach in Orlando Street left lane, as left turn and straight through. Right lane to remain as right turn and straight through.

- Southbound departure in Orlando Street install Left Lane Ends and Merge Right signage south of the roundabout. Install right lane change pavement arrows in the left lane south of the roundabout.

Changes to be as per plan T.78 – 2016.

T.79 – Camperdown Street/Harbour Drive Coffs Harbour Jetty- Pram Ramps

That approval be given for

- A timed Loading Zone from 5.00am to 5.00pm and Taxi Zone from 5.00pm to 5.00am be installed in Camperdown Street, Coffs Harbour south of the existing Taxi Zone adjacent to the Pier Hotel.
- Change the existing 24 hour, ¼ hour parking in front of the Jetty Post Office on both Camperdown Street and Harbour Drive Coffs Harbour, to timed ¼ hour parking i.e. 8.30am – 6.00 pm Mon – Fri and 8.30am – 12.30pm Saturday.
- Remove the No Right Turn 3.00pm - 4.00pm school days sign and Buses Excepted sign from Camperdown Street at the intersection with Harbour Drive Coffs Harbour

Signs to be installed as per plan T.79 – 2016.

T.80 - Sawtell Super Fun Day New Year's Day 2017, 2018, 2019 – Temporary Road Closure First Ave Sawtell

The temporary road closure of First Avenue, Sawtell, between Boronia Street and Second Avenue from 7.30am to 11.00am on New Year's Day be approved for 2017, 2018 and 2019 for the purpose of conducting a street parade associated with the Sawtell Super Fun Day provided that all details of the traffic management plan remain the same each year.

The three year approval is subject to the following conditions:

- a) NSW Police approval is obtained in writing by 1 December each year
- b) The submission and approval of relevant council event applications and compliance with any conditions imposed therein
- c) The submission of a TMP by 1 December each year. The TMP should include a risk management plan and accredited traffic control plans The following traffic control conditions shall also be observed;
 - i. Traffic Control Plans to include a map indicating any alternative routes required for traffic detours.
 - ii. 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
 - iii. 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
 - iv. Conformance with approved Traffic Management Plan and associated Traffic Control Plans which shall be implemented and controlled by Roads & Maritime Services accredited persons

Prior to each event for the three years:

- d) Consultation with emergency services (Fire & Ambulance) and any identified issues addressed in a timely manner
- e) Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event

- f) Community and affected business consultation including adequate response/action to any raised concerns
- g) Arrangements made for private property access and egress affected by the event
- h) The event organiser notifies local community of the impact of the event/s by advertising in the local paper/s 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 (Council to receive a copy of the advert prior to the event).

T.81 - Rescheduling Carlton Mid 2016 Coffs Harbour Gold Cup Day – 9 December 2016 5373134

That approval be given for the temporary road closure of Howard Street, Coffs Harbour, on Friday, 9th December 2016, between 9.00am and 6.30pm for Coffs Harbour Gold Cup 2016 subject to the following conditions:

1. NSW Police approval is obtained to be submitted by 1st December 2016
2. The submission and approval of relevant council event application/s and compliance with any conditions imposed therein
3. Traffic management plan to include 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. Two 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 for the following options
 - i. For up to 3000 attendance
 - ii. For over 3000 attendance
 - 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 and Maritime Services for a 40 km/h speed limit southbound between Howard Street and 100m south of the temporary car park 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 be submitted by 25 November 2016.
 - 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 and bus 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 to be made for Howard Street private property and business premises access and egress affected by the event.

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

CARRIED

SI16/43 FINANCIAL SUSTAINABILITY SPECIAL RATE VARIATION BUDGET VARIATION**EXECUTIVE SUMMARY**

Council's current Operational Plan lists two (2) SRV-funded building projects to be undertaken at the North Coast Regional Botanical Garden (NCRBG) during the 2016/2017 financial year. These two projects were identified and budgeted for completion this financial year prior to Council issuing its most recent resolutions regarding the NCRBG at its Ordinary Meeting of 28 July 2016.

At that meeting Council in its capacity as Trust Manager resolved, inter alia, to recruit and appoint an NCRBG Advisory Committee to develop a list of Strategic Priorities for action at the NCRBG. This body of work is not yet complete.

During the first quarter of 2017 the yet to be appointed Advisory Committee will explore the Draft NCRBG Strategic Plan and recommend to Council "*a list of strategic priorities for action*" which will include recommendations regarding various NCRBG infrastructure requirements and their priorities. This future body of work may recommend changes to the scope and goals of the two current NCRBG building projects.

Given those circumstances it is recommended that the two NCRBG building projects be deferred until they are properly considered by the future Advisory Committee in the full context of the Draft NCRBG Strategic Plan. This Report further recommends that if the NCRBG projects are deferred, Council should consider redistributing the funds budgeted for this work to three other non-NCRBG projects from the 2017/18 program and bring them into this current financial year's program.

MOTION (Cr Sally Townley / Cr Paul Amos)

That Council:

1. Approve the deferral of the Entrance of the North Coast Regional Botanic Garden until such time as the proposed Advisory Committee is appointed and its strategic direction and priorities are established.
2. Approve a budget variation to reallocate the Financial Sustainability Special Rate Variation for the Entrance to the following projects:
 - 2.1. Coramba Hall upgrades
 - 2.2. Maclean St amenities upgrades

MOTION PUT**2016/250 RESOLVED (Cr Jan Strom)**

That the motion be put.

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

CARRIED

2016/251 RESOLVED, On putting the MOTION (Cr Sally Townley / Cr Paul Amos)

That Council:

1. Approve the deferral of the Entrance of the North Coast Regional Botanic Garden until such time as the proposed Advisory Committee is appointed and its strategic direction and priorities are established.
2. Approve a budget variation to reallocate the Financial Sustainability Special Rate Variation for the Entrance to the following projects:
 - 2.1. Coramba Hall upgrades
 - 2.2. Maclean St amenities upgrades

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

CARRIED

REQUESTS FOR LEAVE OF ABSENCE

No requests for leave of absenc.

QUESTIONS ON NOTICE

No questions on notice.

MATTERS OF AN URGENT NATURE

Nil

CLOSE OF MEETING

The Meeting closed at 6.08pm.

Confirmed: 8 December 2016

.....

Denise Knight
Mayor