



**MINUTES**

**COFFS HARBOUR CITY COUNCIL  
ORDINARY COUNCIL MEETING  
COUNCIL ADMINISTRATION BUILDING  
CNR COFF AND CASTLE STREETS, COFFS HARBOUR  
ON THURSDAY, 22 JUNE 2017 AT 5.00PM**

**PRESENT:** Cr Denise Knight, Cr Michael Adendorff, Cr Paul Amos, 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** Nil

**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 live audio streamed, and that no other recordings of the meeting would be permitted.

**DISCLOSURE OF INTEREST**

No disclosure of interest.

**APOLOGIES**

**MOTION (Cr Keith Rhoades / Cr Jan Strom)**

That an apology received from Councillor Arkan for unavoidable absence be received and accepted.

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

**PUBLIC ADDRESSES**

<b>Time</b>	<b>Speaker</b>	<b>Item</b>
5.00pm	Karla Gillies	GM17/12 – 2017 – 2021 Delivery Program (Including 2017/18 Operational Plan, Delivery Program Budgets 2017-2021, 2017/18 Fees and Charges, and Resourcing Strategy).
5.05pm	Donna Pike	NOM17/11 “Freecycle” Community Initiative.

**PUBLIC FORUM**

No public forum.

**MAYORAL ACTIONS UNDER DELEGATED AUTHORITY**

No mayoral actions under delegated authority.

**CONFIRMATION OF MINUTES****2017/122 RESOLVED (Cr Jan Strom / Cr Paul Amos)**

That the minutes of the Ordinary Meeting held on 8 June 2017 be confirmed with the following amendments:

1. Leave of Absence: Councillor Knight
2. Opening of Ordinary Meeting: The meeting commenced at 5.00pm with the Deputy Mayor, Cr George Cecato in the chair.

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

**CARRIED**

The Mayor advised that in order to bring forward item GM17/12, she requires a procedural motion to bring forward GM17/11 beforehand.

**MOTION****2017/123 RESOLVED (Cr Jan Strom / Cr Sally Townley)**

That items GM17/11 My Coffs Community Strategic Plan, GM17/12 Delivery Program (including 2017/18 Operational Plan, Delivery Program Budgets 2017-2021, 2017/18 Fees and Charges, and Resourcing Strategy) and NOM17/11 be brought forward.

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

**CARRIED**

**GENERAL MANAGER'S REPORTS****GM17/11 MYCOFFS COMMUNITY STRATEGIC PLAN****EXECUTIVE SUMMARY**

A suite of integrated planning and reporting documents has been prepared in accordance with the Local Government Act 1993 and the Office of Local Government's Integrated Planning and Reporting framework. These documents include the Community Strategic Plan.

The Community Strategic Plan is the Coffs Harbour local government area community's aspirations for the Coffs Harbour area over the next 10 years expressed through a Community Vision, and a series of Objectives, Strategies and the outcomes they seek to deliver.

**2017/124 RESOLVED (Cr Sally Townley / Cr George Cecato)**

That Council adopt the attached MyCoffs Community Strategic Plan.

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

**CARRIED**

**GM17/12 2017-2021 DELIVERY PROGRAM (INCLUDING 2017/18 OPERATIONAL PLAN, DELIVERY PROGRAM BUDGETS 2017-2021, 2017/18 FEES AND CHARGES, AND RESOURCING STRATEGY)****EXECUTIVE SUMMARY**

Council adopted the Draft 2017-2021 Delivery Program, Draft 2017/18 Operational Plan, Draft Delivery Program Budgets 2017-2021 and Draft 2017/18 Fees and Charges on 27 April 2017. The draft documents were subsequently placed on public exhibition for 28 days. The exhibition was publicised and the community was invited to provide feedback. A total of 30 submissions relating to 15 issues were received and considered in Council's review of the draft documents.

The revised Delivery Program, Operational Plan, Budgets, Fees and Charges, and Council's Resourcing Strategy are now presented for consideration. If adopted, these documents will be implemented from 1 July 2017.

Changes are proposed as a consequence of the submissions received and from an ongoing internal review of operational priorities, which has resulted in eight amendments being made regarding actions detailed in the Operational Plan and the Budget.

The draft General Fund Budget delivered a small surplus, excluding capital revenue, of \$105,000. With three budget adjustments from Council's resolutions and the one correction adjustment since the draft Budget was exhibited (total \$286,504), the final General Fund Budget result, excluding capital revenue, is now a deficit of \$181,000.

No change has occurred in the financial estimates for the Water and Sewerage Funds between the exhibited draft Budget and the final Budget.

Several funding priorities were identified through the public submissions program, including the need for a footpath improvement program. These additional funding priorities will be progressed through the ongoing budget review process, which may identify funding during the year to allocate accordingly.

**MOTION (Cr Sally Townley / Cr Tegan Swan)**

That Council:

1. Adopt the attached revised documents as the 2017-2021 Delivery Program, 2017/18 Operational Plan, Delivery Program Budgets 2017-2021, 2017/18 Fees and Charges, and Resourcing Strategy, with the exception of the Workforce Management Plan .
2. Receive as soon as possible an updated Workforce Management Plan which includes;
  - Clear objectives and measurable actions for gender equity and increased cultural diversity in our workforce
  - A clear and accountable performance management framework
  - Timelines for all goals and actions and identified responsibility for these.
3. Note that the 2017/18 General Fund Budget will deliver a projected deficit of \$181,000 excluding capital revenue.
4. Note that there is a scheduled councillor briefing on the Environmental Levy Program Review on Monday 26 June 2017.
5. Commit to funding of the Sustainable Living Programs for 17/18 and that a funding source be confirmed through either the finalisation of the EL or an initial monthly budget review for 2017/18.
6. Note the feedback from the public exhibition of the Draft Operational Plan and through the ongoing budget review process, Council will develop a footpath improvement program.

**AMENDMENT****2017/125 RESOLVED (Cr Keith Rhoades / Cr Jan Strom)**

That Council:

1. Adopt the attached revised documents as the 2017-2021 Delivery Program, 2017/18 Operational Plan, Delivery Program Budgets 2017-2021, 2017/18 Fees and Charges, and Resourcing Strategy.
2. Note that the 2017/18 General Fund Budget will deliver a projected deficit of \$181,000 excluding capital revenue.
3. Note that there is a scheduled councillor briefing on the Environmental Levy Program Review on Monday 26 June 2017.
4. Commit to funding of the Sustainable Living Programs for 17/18 and that a funding source be confirmed through either the finalisation of the EL or an initial monthly budget review for 2017/18.
5. Note the feedback from the public exhibition of the Draft Operational Plan and through the ongoing budget review process, Council will develop a footpath improvement program.

6. Receive a further briefing at an appropriate time with regards to the Workforce Management Plan, its further evolution and any critical areas to be of focus.

**For:** Crs Knight, Adendorff, Amos, Cecato, Rhoades, Strom and Swan

**Against:** Cr Townley

The **Amendment** on being put to the meeting was **CARRIED**. The **Amendment** then became the **MOTION**.

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

**CARRIED**

## **NOTICES OF MOTION – SUSTAINABLE INFRASTRUCTURE**

### **NOM17/11 "FREECYCLE" COMMUNITY INITIATIVE**

#### **2017/126 RESOLVED (Cr Sally Townley / Cr Jan Strom)**

That Council enter into dialogue with the Coffs Harbour "FreeCycle" group to investigate possible linkages regarding diversion of bulky goods waste in the form of household goods into a market for low income households.

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

**CARRIED**

## **GENERAL MANAGER'S REPORTS (Continued)**

### **GM17/09 POLICY REVIEW 2017**

#### **EXECUTIVE SUMMARY**

It is a requirement of s165 Local Government Act to review all policies within 12 months of a local government general election. This report presents the next group of Council's policies that are ready for re-adoption following review.

#### **2017/127 RESOLVED (Cr Jan Strom / Cr George Cecato)**

That Council adopts the following policies as part of the 2017 policy review:

1. Asset Accounting Policy
2. Backflow Prevention and Cross Connection Control Policy
3. Complaints and Other Feedback Policy
4. Compliance and Enforcement Policy

5. Deferred Developer Contributions policy
6. Developer Works In Kind Policy
7. Disposal of Assets Policy
8. Drinking Water Quality Policy
9. Enforcement of Parking Restrictions Policy
10. Loan Borrowing Policy
11. Loans to Community Groups Policy
12. Management of Feral and Infant Animals Policy
13. Plant Replacement Policy
14. Rates, Charges and Fees - Financial Hardship Policy
15. Regional Water Supply - Raw Water Policy
16. Unreasonable Complainant Conduct Policy
17. Urban Rainwater Tank Policy
18. Vandalism – Damage to Council Owned Property - Reward Policy
19. Water Connection to Rising and Trunk Mains Policy
20. Water Connections - Middle Boambee Policy
21. Water Metering Policy – Multi Unit Inaccessible Locations
22. Water Meter-Service - Installation Policy

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

**CARRIED**

**GM17/10 COUNCIL COMMITTEES - APPOINTMENT OF MEMBERS AND APPROVAL OF TERMS OF REFERENCES**

**EXECUTIVE SUMMARY**

Both nominations for Council Committees and Committee Terms of Reference (ToR) require approval by Council. This report is seeking Council endorsement of four committee nominations and two revised Committee ToRs.

**2017/128 RESOLVED (Cr Keith Rhoades / Cr Jan Strom)**

That Council:

1. Appoints:
  - 1.1. Claire Badke to Nana Glen Sport Recreation & Equestrian Centre Management Committee
  - 1.2. Sue Francis to the Toormina Community Centre Management Committee
  - 1.3. Bob Palmer to the Coastal and Estuary Management Advisory Committee
  - 1.4. Steven Cordell to the Coastal and Estuary Management Advisory Committee

2. Endorses the:
  - 2.1. Revised Terms of Reference for the Disability Inclusion and Access Advisory Committee (previously called the Access Advisory Committee)
  - 2.2. Revised Terms of Reference for the Coastal and Estuary Management Advisory Committee

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

**CARRIED**

## **DIRECTORATE REPORTS - BUSINESS SERVICES**

### **BS17/21 MAKING OF RATES AND CHARGES FOR 2017-2018**

#### **EXECUTIVE SUMMARY**

The rates and annual charges for 2017/2018 have to be formally 'made' under Section 535 of the Local Government Act, 1993, by Council resolution. The rates and charges are required to be made by 1 August each year.

The Ordinary Rate structure detailed in this report incorporates an increase in Council's General Income of 1.5% for 2017/2018, being the rate peg approved by IPART.

In recognition of the affordability concerns of residents associated with the 2015-2017 Special Rate Variation approval, Council adopted to freeze water and sewer annual charges, reduce the increase in the water and sewer usage charge and reduce inspection fees for onsite septic systems in rural areas for a three year period until the end of the 2017/2018 financial year.

This report seeks adoption of Rates and Charges which are required to achieve income yields in support of Council's 2017/2018 Operational Plan.

### **2017/129 RESOLVED (Cr Keith Rhoades / Cr George Cecato)**

That Council:

1. Make an Ordinary Rate - Residential, pursuant to Section 494 of the Local Government Act, for 2017/2018 of (0.38895 cents) in the dollar with a Base Amount of \$394.00 for all rateable land in the Coffs Harbour LGA categorised as 'Residential'.
2. Make an Ordinary Rate – Business, pursuant to Section 494 of the Local Government Act, for 2017/2018 of (0.93995 cents) in the dollar with a minimum rate of \$658.00 for all rateable land in the Coffs Harbour LGA categorised as 'Business' EXCEPT land under the sub-category of Business named 'City Centre Business'.
3. Make an Ordinary Rate – City Centre Business, pursuant to Section 494 of the Local Government Act, for 2017/2018 of (1.39550 cents) in the dollar with a minimum rate of \$639.00 for all rateable land in the Coffs Harbour LGA sub-categorised as 'City Centre Business'.
4. Make an Ordinary Rate – Farmland, pursuant to Section 494 of the Local Government Act, for 2017/2018 of (0.38895 cents) in the dollar and a Base Amount of \$394.00 for all rateable land in the Coffs Harbour LGA categorised as 'Farmland'.
5. Make a Special Rate – Environmental, pursuant to Section 495 of the Local Government Act, for 2017/2018 on all rateable land in the Coffs Harbour LGA of (0.01000 cents) in the dollar with a Base Amount of \$21.48.

6. Make an Annual Charge for Domestic Waste Service – Occupied, pursuant to Section 496 of the Local Government Act, for 2017/2018 on all occupied rateable land, categorised Residential or Farmland, to which a domestic waste service is (or able to be) provided.

The amount of the annual charge will be the amount derived by applying the formula:  $C = S \times UD$

Where 'C' equals the annual charge, 'S' equals the number of general waste bins provided to the parcel of land or lot in a strata plan for collection or the number of separate occupations, or one (1), whichever is the greater, and 'UD' (Unit Price Domestic Waste) is \$646.00.

Subsidiary (or extra) Domestic Waste Services pursuant to Section 501 of the Local Government Act, for 2017/2018 will incur the following annual charges per service:

- 6.1. Domestic General Waste Service - \$274.00
  - 6.2. Domestic Recycling Service - \$101.00
  - 6.3. Domestic Recycle Upgrade Service - \$37.00
  - 6.4. Domestic Organic Waste Service - \$173.00.
7. Make an Annual Charge for Domestic Waste – Vacant Land, pursuant to Section 496 of the Local Government Act, for 2017/2018 of \$161.00, on all vacant rateable land categorised Residential and Farmland, to which a domestic waste service is available.
  8. Make an Annual Charge for Non-Rateable (Non-Domestic) Waste Service, pursuant to Section 496(2) of the Local Government Act, for 2017/2018 on all occupied non-rateable properties to which a waste collection service is provided.

The amount of the annual charge will be the amount derived by applying the formula  $C = S \times UN$ , where 'C' equals the annual charge, 'S' equals the number of general waste bins provided for collection or the number of separate occupations, or one (1) whichever is the greater and 'UN' (Unit Price Non-Rateable) is \$646.00.

Subsidiary (or extra) Non-Rateable (Non-Domestic) Waste Services pursuant to Section 501 of the Local Government Act, for 2017/2018 will incur the following annual charges per service:

- 8.1. Non-Rateable General Waste Service - \$274.00
  - 8.2. Non-Rateable Recycling Service - \$101.00
  - 8.3. Non-Rateable Recycle Upgrade Service - \$37.00
  - 8.4. Non-Rateable Organic Waste Service - \$173.00
9. Make an Annual Charge for Non-Domestic Waste – Occupied, pursuant to Section 501 of the Local Government Act for 2017/2018 on all occupied rateable land categorised Business or sub-categorised City Centre Business, to which a waste collection service is provided (or is able to be provided).

The amount of the annual charge will be the amount derived by applying the formula  $C = S \times UB$ , where 'C' equals the annual charge, 'S' equals the number of general waste bins provided to the parcel of land or lot in a strata plan for collection or the number of separate occupations, or one (1) whichever is the greater and 'UB' (Unit Price - Non Domestic) is \$646.00.

Subsidiary (or extra) Non-Domestic Waste Services pursuant to Section 501 of the Local Government Act, for 2017/2018 will incur the following annual charges per service:

- 9.1. Non-Domestic General Waste Service - \$274.00
- 9.2. Non-Domestic Recycling Service - \$101.00

- 9.3. Non-Domestic Recycle Upgrade Service - \$37.00
- 9.4. Non-Domestic Organic Waste Service - \$173.00
10. Make an Annual Charge for Non-Domestic Waste – Vacant Land, pursuant to Section 501 of the Local Government Act, for 2017/2018 of \$161.00, on all vacant rateable land categorised Business or sub-categorised City Centre Business to which a non-domestic waste service is available.
11. Make an Annual Charge – Sewerage Access Charge, pursuant to Section 501 of the Local Government Act, for 2017/2018 on all rateable land categorised Residential or Farmland, EXCEPT land prescribed under Section 552 (3) (a) and (b) of the Local Government Act.
- The amount of the annual charge will be \$806.00 per occupation or \$556.00 for vacant land.
12. Make an Annual Charge – Private Sewer Pump Station Management Charge, pursuant to Section 501 of the Local Government Act, for 2017/2018 on all rateable land.
- The amount of the annual charge will be \$128.00 per private sewer pump station.
13. Make an Annual Charge – Sewerage Access Charge, pursuant to Section 502 of the Local Government Act, for 2017/2018 on all rateable land categorised Business or within the Business subcategory 'City Centre Business' EXCEPT land prescribed under Section 552(3) (a) and (b) of the Local Government Act.

The amount of the annual charge will be:

For vacant land - \$556.00.

For occupied land the charge will be calculated using the formula:

SDF x MF x AC factor (with a minimum charge of \$556.00).

Where: SDF = Sewer Discharge Factor

MF = Meter Factor (refer to table 1 below)

AC factor = \$789.00 (charge for 2017/2018).

Where no Council water service is installed on an occupied property (and able to be connected to the sewerage system) a Meter Factor (MF) equal to one (1) and a Sewer Discharge Factor (SDF) equal to 95% will be assumed for the calculation of the annual sewer access charge (i.e.  $1 \times 95\% \times \$789.00 = \$749.55$ ).

Table 1 - Meter Charge Factors - Annual Sewer Access Charge (Non-Residential)

Meter Size (in mm)	Charge Factor	Meter Size (in mm)	Charge Factor	Meter Size (in mm)	Charge Factor
15	1.00	40	4.00	100	25.00
20	1.00	50	6.30	150	56.30
25	1.60	65	10.60	200	100.00
32	2.60	80	16.00	Fire Service	Nil

14. Make an Annual Fee for On-site Sewage Administration (low risk systems), pursuant to Section 608 of the Local Government Act for 2017/2018 on each property on which an on-site sewage management system(s) is installed.

The amount of the fee will be the amount derived by applying the formula

$C = OS \times UPL$  where 'C' equals the annual fee, 'OS' equals the number of on-site sewage management systems and 'UPL' (Unit Price) is \$16.00 for low risk on-site sewage systems.

15. Make an Annual Fee for On-site Sewage Administration (medium risk systems), pursuant to Section 608 of the Local Government Act for 2017/2018 on each property on which an on-site sewage management system is installed.

The amount of the fee will be the amount derived by applying the formula:

$C = OS \times UPM$  here 'C' equals the annual fee, 'OS' equals the number of on-site sewage management systems and 'UPM' (Unit Price) is \$47.00 for medium risk on-site sewage systems.

16. Make an Annual Fee for On-site Sewage Administration (high risk systems), pursuant to Section 608 of the Local Government Act for 2017/2018 on each property on which an on-site sewage management system is installed.

The amount of the fee will be the amount derived by applying the formula

$C = OS \times UPH$  where 'C' equals the annual fee, 'OS' equals the number of on-site sewage management systems and 'UPH' (Unit Price) is \$171.00 for high risk on-site sewage systems.

17. Make an Annual Charge – Water Access Charge, pursuant to Section 501 of the Local Government Act, for 2017/2018 on all rateable land categorised Residential or Farmland EXCEPT: Land prescribed under Section 552(2) of the Local Government Act (or) Farmland rated properties using water for a commercial farming purpose.

The amounts of the annual charge will be:

17.1. For vacant land or land comprising a single residential dwelling or a lot within a strata plan - \$143.00.

17.2. For land on which is erected a building or buildings adapted for two or more separate occupations, including (but not limited to) a dual occupancy or residential flat building(s) not being part of a strata plan, the amount derived by applying the formula  $AC = T \times \$143.00$  where 'AC' equals the Annual Charge, 'T' equals the number of separate occupations.

18. Make an Annual Charge – Water Access Charges, pursuant to Section 501 of the Local Government Act, for 2017/2018 on all rateable land categorised Business (and sub-category City Centre Business) or Farmland EXCEPT: Land prescribed under Section 552(2) of the Local Government Act (or) Farmland rated properties using water for a residential purpose.

The amount of the annual charges will be:

18.1. For vacant land or occupied land that is not connected to the water supply - \$143.00.

18.2. For land not included in (1) above the amount is derived by applying the formula  $AC = MF \times \$143.00$  where 'AC' equals the Annual Charge, 'MF' equals the aggregate of the charge factors for all meters on the property (see table 2 below for charge factors), and \$143.00 is the unit price.

**Table 2 – Meter Charge Factors - Water Access Charge (Non-Residential)**

Meter Size (in mm)	Charge Factor	Meter Size (in mm)	Charge Factor	Meter Size (in mm)	Charge Factor
15	1.00	40	4.00	100	25.00
20	1.00	50	6.30	150	56.30
25	1.60	65	10.60	200	100.00
32	2.60	80	16.00	Fire Service	1.00

19. Make an Annual Charge - Water Backflow Charge, pursuant to Section 501 of the Local Government Act, for 2017/2018 of \$15.50 per testable backflow device on rateable properties under the category of Residential or Farmland in respect of land prescribed under Section 552(1).
20. Make an Annual Charge - Water Backflow Charge, pursuant to Section 501 of the Local Government Act, for 2017/2018 of \$62.00 for the first testable backflow device and \$15.50 for any additional testable backflow device(s) on rateable properties under the category of Business or sub-category of City Centre Business in respect of land prescribed under Section 552(1).
21. Make an Annual Charge for Effluent Removal, pursuant to Section 501 of the Local Government Act, for 2017/2018 of \$468.00 for each system able to be connected to the sewerage system (properties with this charge applied may also be charged an annual sewer access charge).
22. Make an Annual Charge for Effluent Removal, pursuant to Section 501 of the Local Government Act, for 2017/2018 of \$468.00 for each system not yet on Council's subsidised pump-out service and not able to be connected to the sewerage system.
23. Make an Annual Charge for Effluent Removal (Special), pursuant to Section 501 of the Local Government Act, for 2017/2018 of \$806.00 for each system not able to be connected to the sewerage system. A subsidised effluent pump-out service is provided with this charge.
24. Make an Annual Charge for Trade Waste, pursuant to Section 501 of the Local Government Act, for 2017/2018. This annual charge is based on the number of trade waste generators at each property.

Table three shows the annual charge applicable for a particular number of trade waste generators at a property.

Table 3 – Annual Charge for Trade Waste

Number of Trade Waste Generators	Annual Trade Waste Charge
1	\$205.00
2 to 4	\$410.00
5 to 9	\$974.00
10 to 14	\$1,896.00
15 to 19	\$2,819.00
20 to 24	\$3,690.00
25 to 29	\$4,510.00
30 to 34	\$5,330.00
>34	\$6,150.00
Dump Point	\$410.00

25. Make a Water Usage Charge, pursuant to Section 502 of the Local Government Act, for 2017/2018 of \$2.79 per kilolitre for each kilolitre of water registered, up to a daily average of one (1) kilolitre per occupation for the period read; this is to be known as the Tier 1 (or Step 1) water usage charge.

26. Make a Water Usage Charge, pursuant to Section 502 of the Local Government Act, for 2017/2018 of \$4.19 per kilolitre for each kilolitre of water registered, over a daily average of one (1) kilolitre per occupation for the period read; this is to be known as the Tier 2 (or Step 2) water usage charge.
27. Make a Water Usage Charge (Raw Water Supply), pursuant to Section 502 of the Local Government Act, for 2017/2018 of \$1.40 per kilolitre for each kilolitre of water registered, up to a daily average of one (1) kilolitre per occupation supplied for the period read, this is to be known as the Tier 1 (or Step 1) raw water usage charge.
28. Make a Water Usage Charge (Raw Water Supply), pursuant to Section 502 of the Local Government Act, for 2017/2018 of \$2.09 per kilolitre for each kilolitre of water registered, over a daily average of one (1) kilolitre per occupation supplied for the period read, this is to be known as the Tier 2 (or Step 2) raw water usage charge.
29. Make a Water Usage Charge, pursuant to Section 502 of the Local Government Act, for 2017/2018 of \$2.79 per kilolitre for each kilolitre of water registered on any meter fitted to any Non-Residential property.
30. Make a Water Usage Charge, pursuant to Section 502 of the Local Government Act, for 2017/2018 of \$8.37 per kilolitre for each kilolitre of water registered on any meter fitted for providing a fire service at a property.
31. Make a Sewer Usage Charge, pursuant to Section 502 of the Local Government Act, for 2017/2018 of \$2.15 per kilolitre. Sewerage discharge is based on water usage and varies depending on Sewer Discharge Factors (SDF) allocated to individual water meters on individual properties. Usage is generally determined with the use of meters, which in certain circumstances may not be directly connected to Council's water supply.
32. Make a Trade Waste Usage Charge (for compliant trade waste discharge – Charge Category 2 generators), pursuant to Section 502 of the Local Government Act, for the 2017/2018 charge period of \$1.78 per kilolitre.
33. Make a Trade Waste Usage Charge (for non-compliant trade waste discharge – Charge Category 1 generators), pursuant to Section 502 of the Local Government Act, for the 2017/2018 charge period of \$1.78 per kilolitre.
34. Make a Trade Waste Usage Charge (for non-compliant trade waste discharge – Charge Category 2 generators), pursuant to Section 502 of the Local Government Act, for the 2017/2018 charge period of \$16.32 per kilolitre.
35. Make an Annual Stormwater Management Service Charge, pursuant to Section 496A of the Local Government Act, for 2017/2018, to be applied against rateable properties categorised as Business or Residential within Council's stormwater catchments. The amount of the annual charges will be:
  - 35.1. Residential properties (not being strata units) - a flat charge of \$25.00 will apply.
  - 35.2. For Residential Strata Units - a flat charge of \$12.50 will apply.
  - 35.3. For Business properties (not being strata units) the charge is based on total (estimated) impervious land area using the following criteria:

Divide the total impervious land area by 350 square metres. This will result in an amount which, (rounded up to the nearest whole number) is multiplied by \$25.00. This annual charge will therefore be an amount divisible by \$25.00 with the minimum charge being \$25.00 for properties having a land area of 350 square metres or less.
  - 35.4. For Business Strata Units (in a complex containing only business units) - the charge is determined by a method similar to that detailed in point (III) above, except that the total land area charge for the strata complex (being a multiple of the \$25.00 charge) is further apportioned to individual strata units within the complex using the unit entitlement recorded for each unit. A minimum charge of \$5.00 per strata unit applies to calculated charges less than this amount.

- 35.5. For Business Strata Units (in a mixed complex containing residential units) – the charge for these units will be the same as residential strata units being a flat charge of \$12.50.
36. Make an Interest Charge of 7.5%, pursuant to Section 566 of the Local Government Act, for 2017/2018 being the maximum amount determined by the Minister for Local Government; calculated daily on a simple basis, on overdue rates and charges (EXCEPT water, sewer and trade waste usage charges).

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

**CARRIED**

**BS17/22 GRANTING OF VOLUNTARY PENSION REBATES FOR 2017-2018**

**EXECUTIVE SUMMARY**

The Local Government Act 1993, (the Act) provides that the Council must grant a mandatory rebate to eligible pensioners for rates and charges. Council is then reimbursed by subsidy payment for a proportion of the amount rebated. Section 582 of the Act provides that Council may grant an additional voluntary pensioner rebate which this report outlines.

Since 2002 Council has granted additional voluntary pensioner rebates to eligible pensioners in respect of the Environmental Levy and Domestic Waste Charges. The granting of these additional rebates is resolved by Council on an annual basis and is provided for in the 2017/18 budget at a cost of \$617,000.

**2017/130 RESOLVED (Cr Keith Rhoades / Cr George Cecato)**

That Council:

1. Grants a voluntary rebate under Section 582 of the Local Government Act in 2017/2018 to eligible pensioners in respect of the Environmental Levy and Domestic Waste charges. The level of rebate to be:
  - 1.1. In the case of the Environmental Levy – the amount that is the difference between 50% of the ad valorem rate and 50% of the Base Amount and the mandatory rebate to be applied under Section 575 of the Local Government Act.
  - 1.2. In the case of the Domestic Waste Charge – the amount that is the difference between \$87.50 and the mandatory rebate to be applied under Section 575 of the Local Government Act.
2. Notes the provision of \$617,000 in the 2017/2018 budget to meet the cost of providing voluntary pension rebates.

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

**CARRIED**

**BS17/23 ENVIRONMENTAL LEVY PROJECTS QUARTERLY REPORT TO 31 MARCH 2017****EXECUTIVE SUMMARY**

This report provides Council with a quarterly status update to 31 March 2017 on the projects funded under the Environmental Levy (EL) Program for Council's consideration and noting.

**2017/131 RESOLVED (Cr Jan Strom / Cr Tegan Swan)**

That Council notes the status of the Environmental Levy Program projects as at 31 March 2017 as outlined in the attachment.

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

**CARRIED**

**NOTICES OF MOTION – SUSTAINABLE COMMUNITIES****NOM17/10 TOORMINA SKATE PARK & VELODROME****2017/132 RESOLVED (Cr Denise Knight / Cr Keith Rhoades)**

1. That Council give an overview of the current issues surrounding the Toormina Skate Park and the potential to effectively relocate this facility to an appropriate location within the Toormina Community.
2. That Council provide an overview of the usage and cost of operation of the Velodrome located at Toormina.

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

**CARRIED**

**DIRECTORATE REPORTS - SUSTAINABLE COMMUNITIES****SC17/30 KANGAROO MANAGEMENT PLAN FOR THE COFFS HARBOUR NORTHERN BEACHES****EXECUTIVE SUMMARY**

The objective of this report is to have Council endorse the Kangaroo Management Plan for the Coffs Harbour Northern Beaches (Attachment 1). An executive summary is also provided at Attachment 2.

Coffs Harbour Local Government Area (LGA) is a focal area for important elements of north-east NSW's renowned biodiversity, including the Eastern Grey Kangaroo. Lands supporting relatively high kangaroo populations interface residential, caravan parks, holiday parks and golf courses at a number of locations along the Coffs Harbour Northern Beaches. In these areas, residents and

visitors experience encounters with free-ranging kangaroos, often positive but sometimes negative, in the form of direct threats and aggression. Kangaroos are also the victims of domestic dog and human attacks and collisions with motor vehicles are not uncommon.

The Kangaroo Management Plan for the Coffs Harbour Northern Beaches was developed in partnership with the National Parks and Wildlife Service (NPWS) and Wildlife Information, Rescue and Education Service Inc (WIRES), to address issues relating to populations of kangaroos living within, and in close proximity to, human population centres on the Coffs Harbour Northern Beaches.

**2017/133 RESOLVED (Cr Jan Strom / Cr Tegan Swan)**

That Council:

1. Adopt the Kangaroo Management Plan for the Coffs Harbour Northern Beaches (Attachment 1).
2. Inform parties who made submissions to the exhibition of the draft Kangaroo Management Plan for the Coffs Harbour Northern Beaches, of Council's resolution.

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

**CARRIED**

**SC17/31 2017-2021 DISABILITY INCLUSION ACTION PLAN****EXECUTIVE SUMMARY**

The NSW Disability Inclusion Act 2014 mandates that all NSW Councils develop and adopt a Disability Inclusion Action Plan by 30 June 2017.

The Disability Inclusion Action Plan 2017-2021 provides the strategic framework to guide Council in meeting its responsibilities with regard to the inclusion of people with a disability. The Disability Inclusion Action Plan details the strategies and initiatives that will be undertaken to support people with a disability to more fully participate in community life and better access Council facilities and services.

The Disability Inclusion Action Plan is a whole of Council Plan that has been informed by external and internal consultation that included engagement with people with a disability and their carers, disability service providers, Council's Access Advisory Committee, and staff and leaders from across Council.

**2017/134 RESOLVED (Cr Jan Strom / Cr Paul Amos)**

That Council adopt the attached 2017-2021 Disability Inclusion Action Plan.

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

**CARRIED**

**SC17/32 2017/18 COMMUNITY CAPITAL INFRASTRUCTURE GRANTS PROGRAM****EXECUTIVE SUMMARY**

Council's 2017/18 Operational Plan allocates an amount of \$300,000 for the Community Capital Infrastructure Grant Program to fund community infrastructure projects. Council sought applications from not-for-profit organisations seeking to construct new public facilities or to refurbish existing infrastructure.

Ten applications, requesting \$266,224 from the grant, were received for proposed projects to the value of \$601,463. Council considered all applications for capital funding in accordance with the assessment criteria and nine applications are recommended for funding.

**2017/135 RESOLVED (Cr Jan Strom / Cr George Cecato)**

That Council:

1. Approve the allocation of Community Capital Infrastructure Grants totalling \$266,224 as follows:

<b>Organisation</b>	<b>Proposed Project</b>	<b>Total Cost of Project</b>	<b>Council Funding Recommended</b>
Rotary Club of Coffs Harbour South	Construction of laundry and bathroom facilities for homeless persons	\$207,942	\$111,000
Gumnut Cottage Child Care Centre	Replacement of awnings and drainage works in the play space	\$148,341	\$50,000
Coffs Harbour Men's Shed Inc.	Stage 3 - Construction of a mezzanine floor in new Men's Shed	\$80,183	\$37,303
Sawtell Tennis Club Inc.	Upgrade and installation of lighting on courts 1,2 & 3	\$47,291	\$23,645
Westside Tennis Club Inc.	Installation of 12 new LED lights on 3 tennis courts	\$31,445	\$17,152
Woolgoolga Neighbourhood Centre	Interior painting and replacement of carpet at Marsh House	\$19,563	\$9,781
Woolgoolga Regional Community Gardens Inc.	Fit-out of container for a meeting and educational space including a small kitchen and office	\$18,227	\$9,608
Boambee East Community Centre Inc.	Installation of air conditioning system	\$10,600	\$5,300
Coffs Harbour Creative Arts Group Inc.	Installation of exit signage and a pathway at the rear of the building for emergency egress	\$4,871	\$2,435
<b>Total:</b>		<b>\$568,463</b>	<b>\$266,224</b>

2. Reallocate the balance of \$33,776 from the Community Capital Infrastructure Grants Program for:
  - 2.1 The provision of plaques for sites in receipt of funding from this Program, to recognise Council's support, including those receiving funding in previous years - \$3,000
  - 2.2 To fund an external provider to deliver capacity building workshops for community groups that support and strengthen their ongoing viability and financial sustainability - \$8,000

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

**CARRIED**

## **SC17/33 COFFS HARBOUR PUBLIC REALM STRATEGY PROJECT PLAN**

### **EXECUTIVE SUMMARY**

Coffs Harbour City Council's *Open Space Strategy 2010* and *Street Tree Masterplan 1999* have both reached their intended expiry date and thus require review and updating.

The purpose of this project is to update these two documents as part of a more comprehensive Public Realm Strategy which provides for a broader understanding of open space to include the public realm, not just green spaces but all external spaces available for public use, such as: main streets, streets, forecourts, squares, bicycle and pedestrian links and waterways.

In essence, the Public Realm Strategy will provide a vision and direction for the public realm within the Coffs Harbour Local Government Area (LGA). The Strategy will be utilised across Council to assist with the planning, design and management of the public realm with the ultimate aim of developing a sense of place for Coffs Harbour's public spaces. The Strategy will also provide for a cohesive and legible public realm to ensure that public spaces within the LGA respond to increasing population and demographic change, and our changing lifestyles.

At its Ordinary Meeting of 11 May 2017, Council considered a report on this matter and made the following resolution:

*That Council move that this matter be deferred pending,*

1. *Comprehensive briefing for Councillors;*
2. *Provision of links to all relevant documents; and*
3. *Provision of material clearly displaying graphics.*

In response to this resolution, a colour copy of the report and project plan (including the graphics) has been made available in the Councillor Resource centre. A comprehensive briefing for Councillors was also facilitated on Monday 5 June 2017. Council's existing Open Space Strategy and Street Tree Masterplan are available on Council's website.

The purpose of this report is to provide Council with a revised Project Plan for the preparation of a Public Realm Strategy outlining the delivery of the project, and to advise how it is proposed to fund the project.

The project plan has been revised to address issues raised at the Councillor briefing on 5 June 2017. The project plan now comprises a requirement for the preparation of 'universal standards' across the LGA in Part 1 of the project. This will ensure that immediate 'high priority' projects can be implemented which will still provide high quality urban design outcomes prior to the completion of place manuals.

**2017/136 RESOLVED (Cr Sally Townley / Cr Tegan Swan)**

That Council:

1. Endorse sections 3.1- 3.4 of the Project Plan
2. Review the range of options available for resourcing the project components
3. Receive a report detailing the options

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

**CARRIED**

**TRUST REPORTS****T17/14 TRUST REPORT - RELOCATION OF MARINE RESCUE WOOLGOOLGA TO  
ARRAWARRA HEADLAND FACILITY - PROGRESS REPORT****EXECUTIVE SUMMARY**

In accordance with Council's resolution 2017/3 at its meeting held on 9 February 2017, progress reports are provided to each Council meeting on the relocation of Marine Rescue Woolgoolga to Arrawarra Headland.

**2017/137 RESOLVED (Cr Jan Strom / Cr Paul Amos)**

That Council, as Corporate Manager of the Coffs Coast State Park Trust, note the progress report.

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

**CARRIED**

**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.

**CLOSE OF MEETING**

The Meeting closed at 6.23pm.

Confirmed: 13 July 2017

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Denise Knight  
Mayor