

The following document is the minutes of the Council meeting held on 9 June 2016. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 23 June 2016 and therefore subject to change. Please refer to minutes of 23 June 2016 for confirmation.



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
9 JUNE 2016

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

9 JUNE 2016

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

Staff: Acting General Manager, Group Leader Infrastructure Construction and Maintenance, Director Sustainable Communities, Director Business Services 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 interests tabled.

APOLOGY

No apologies.

PUBLIC FORUM

No public forums.

PUBLIC ADDRESS

Time	Speaker	Item
5.00 pm	Kathy Puddey	SC16/29 – Woolgoolga Town Centre Masterplan - Two Alternative Concept Proposals for the Entrance to the Woolgoolga Beach Holiday Park - Outcomes of Investigations

MAYORAL MINUTE

MM16/2 STORM GENERATED GARDEN WASTE - TEMPORARY WAIVING OF CERTAIN 'TIPPING FEES' TO THE ENGLANDS ROAD WASTE MANAGEMENT FACILITY FOR THE LONG WEEKEND OF 11TH, 12TH AND 13TH JUNE 2016

112 RESOLVED (Knight) that Council temporarily waive the following gate fees at the Englands Road Waste Management Facility for the 11th, 12th and 13th of June 2016 only:

1. Englands Road CCRR Park Diverted to Processing Plant
 - a) Car / Wagon – Organics - \$15.00 (per load up to 60kg) (Incl. GST)
 - b) Box Trailer / Ute – Organics - \$21.00 (per load up to 150kg) (Incl. GST)
2. Englands Road CCRR Park Directed to Landfill
 - a) Organics – Stumps, Logs, Pallets, Timber & Palms - \$220.00 (per tonne) (Incl. GST).

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

CONFIRMATION AND ADOPTION OF MINUTES

113 RESOLVED (Townley/Sultana) that the minutes of the Ordinary meeting held on 26 May 2016 be confirmed as a true and correct record of proceedings.

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

SUSTAINABLE COMMUNITIES DEPARTMENT REPORT

SC16/29 WOOLGOOLGA TOWN CENTRE MASTERPLAN - TWO ALTERNATIVE CONCEPT PROPOSALS FOR THE ENTRANCE TO THE WOOLGOOLGA BEACH HOLIDAY PARK - OUTCOMES OF INVESTIGATIONS

Executive Summary:

At its Ordinary Meeting of 14 April 2016, Council considered a report on the outcomes of community engagement processes undertaken in relation to a concept proposal to relocate the entrance to the Woolgoolga Beach Holiday Park (Holiday Park) from Beach Street to Wharf Street.

The resolution made by Council at its meeting of 14 April 2016 included a requirement for further investigation to be undertaken in relation to an alternative entry to the Woolgoolga Beach Holiday Park off Wharf Street, comprising a turning bay on Wharf Street to enable a left-hand entry only into the Holiday Park; and a left-hand exit only from the Holiday Park onto Beach Street.

At its Ordinary Meeting of 28 April 2016, Council further resolved to investigate a second alternative entrance proposal, comprising a turning bay on Wharf Street and both entry and exit for the Woolgoolga Beach Holiday Park off Wharf Street.

In response to the two resolutions, Council staff subsequently prepared concept proposals to identify works which would be required to be undertaken in Wharf Street to facilitate each of the entrance options. The concept proposals were placed on public exhibition and face to face consultation has been undertaken with affected residents and businesses by Council's staff.

The purpose of this report is to inform Council of the outcomes of the investigations undertaken by Council staff in relation to the two alternative concept proposals for the Woolgoolga Beach Holiday Park entrance and the feedback received from the public consultation process.

A Concept Plan for Option 1 (entry via Wharf Street and exit via Beach Street) is included as Attachment 1. A Concept Plan for Option 2 (entry and exit via Wharf Street) is included as Attachment 2. A summary of the feedback received during community engagement on this matter is included as Attachment 3. A confidential copy of submissions is also included in full in Attachment 4.

This report recommends Council relocate the entry to the Woolgoolga Beach Holiday Park from its current location in Beach Street to Wharf Street based on a modified version of Option 2, comprising a turning bay on Wharf Street, entry and exit to the Holiday Park off Wharf Street and additional on street parking on Wharf Street (included as Attachment 5 to this report).

Cont'd

SC16/29 Woolgoolga Town Centre Masterplan - Two Alternative Concept Proposals for the Entrance to the Woolgoolga Beach Holiday Park - Outcomes of Investigations ...(Cont'd)

114 RESOLVED (Knight/Innes) that Council:

1. Endorses the relocation of the entrance to the Woolgoolga Beach Holiday Park from its current location in Beach Street to Wharf Street with a turning bay and additional parking on Wharf Street as shown in Attachment 5 with the inclusion of kerb and guttering.
2. Request the Corporate Manager of the Coffs Coast State Park Trust revise and update the draft Woolgoolga Beach Reserve Plan of Management incorporating the relocated entry and report back to Council with submissions made during its exhibition.
3. Finalise the preliminary draft Woolgoolga Town Centre Masterplan incorporating the relocated entry (including turning bay and additional parking on Wharf Street) and report back to Council seeking endorsement for its exhibition.
4. Notify parties who made submission during community engagement of Council's decision.

VOTED FOR

Cr Rhoades
Cr Degens
Cr Townley
Cr Innes
Cr Knight
Cr Cowling

VOTED AGAINST

Cr Arkan
Cr Sultana

GENERAL MANAGER REPORT

GM16/8 COUNCILLOR VACANCY ON COMMITTEE

Executive Summary:

Cr Arkan has recently resigned from the Coffs Coast Tourism Committee. The purpose of this report is to gain a new Councillor representative on this committee. The representative will hold this role until the Local Government election in September.

115 RESOLVED (Arkan/Innes) that Council resolve to nominate a Councillor representative to the Destination Coffs Coast Committee;

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

116 RESOLVED (Arkan/Innes) that Council nominate Cr Knight as the Councillor representative on the Destination Coffs Coast s355 Committee.

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

BUSINESS SERVICES DEPARTMENT REPORTS

BS16/15 MONTHLY FINANCIAL PERFORMANCE REPORT FOR APRIL 2016

Executive Summary:

The purpose of this report is to seek Council's endorsement of the monthly financial performance report for 30 April 2016. This report provides information on the actual to budget position at the financial statement level along with detailed functional financial performance at the program level and capital expenditure reports for the current financial year. The report is also to provide a summary of the proposed budget adjustments for the month and to report on the estimated budget position as at 30 April 2016 and to report on Council's Bank Balances and Investments as at 30 April 2016.

117 RESOLVED (Innes/Degens) that Council:

1. Note the monthly financial performance report for 30 April 2016.
2. Approve the recommended budget adjustments and note the current budget position.

Estimated Budget Position as at 30 April 2016:

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 11 June 2015	(1,884) (S)	1,810,139 (D)	1,913,132 (D)
Approved Variations to 31 March 2016	381,668 (D)	Nil	Nil
Recommended variations for April 2016	Nil	Nil	Nil
Estimated result as at 30 April 2016	379,784 (D)	1,810,139 (D)	1,913,132 (D)

3. Note the bank balances and investments totaling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) \$159,348,324 as at 30 April 2016.
4. Note the general fund unrestricted cash and investments totaling \$1,315,291 as at 30 April 2016.

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

Executive Summary:

At its meeting held on 14 April 2016, Council resolved:

“Council staff prepare a report detailing:

- 1. The full amount of monies collected for the 2015/16 year for the 2016/17 Environmental Levy.*
- 2. The original Terms of Reference for the Environmental Working Group as per Council resolution*
- 3. How unspent funds as allocated to various Council staff positions now deleted will be accounted for*
- 4. How the works allocated in the 2015/16 EL to Council staff positions will now be completed.”*

Although staff provided responses to the above four points for the 14 April meeting, this report provides the information requested in the Issues section, together with additional report information for consideration and noting.

118 RESOLVED (Degens/Townley) that Council note the report.

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

BS16/17 2016/17 ENVIRONMENTAL LEVY PROJECTS SCHEDULE

Executive Summary:

To provide Council with the recommended program of works for the 2016/2017 Environmental Levy Program for inclusion in the 2016/2017 Draft Delivery Program. The Environmental Levy Program funds environmental projects that would not otherwise be undertaken with revenue funding.

During debate, Cr Townley requested the wording be amended to include the following:

Approve the inclusion of the following projects in the 2016/2017 Delivery Program and Operational Plan:

To be allocated from the 2016/2017 Environmental Levy Program	Recommended Allocation
Bushland Regeneration	\$210,732
Environmental Weeds Program	\$107,681
Conservation and Sustainable Management of Biodiversity	\$109,000
Grants Administration Officer	\$64,340
Supporting Community Action in the Coffs Harbour LGA	\$160,000
Orara River Rehabilitation Project.	\$200,000
Restore the Natural Environment of the Jetty Foreshores	\$20,000
Koala / Wildlife Corridor Bakker Drive Reserve STAGE 4	\$9,975
Restore the Natural Environment of Boambee Beach North	\$20,000
Incentives & Training for Environmental Sustainability in Horticulture	\$25,000
Community Sustainable Living Program	\$93,000
North Coast Regional Botanic Garden Education Officer	\$16,000
Non-lethal Management of Coffs Harbour Kangaroos by Fertility Control	\$35,000
Water quality assessment of Bucca Bucca Creek	\$55,000
Community Awareness, Education and Engagement about Kangaroos	\$15,000
Renewable Energy for a Sustainable Future: Education and Generation	\$4,925
Matching Grant funds allowance/Environmental Levy Policy up to \$50k p.a.	\$30,585

The Mayor asked Councillors if they had any objection to the change to the original motion.

Councillors Knight and Rhoades gave notice of their objection. The original motion was then reinstated as the motion.

Cont'd

BS16/17 2016/17 Environmental Levy Projects Schedule ...(Cont'd)

119 **RESOLVED** (Rhoades/Innes) that Council approve the inclusion of the following projects in the 2016/2017 Delivery Program and Operational Plan:

To be allocated from the 2016/2017 Environmental Levy Program	Recommended Allocation
Bushland Regeneration	\$210,732
Environmental Weeds Program	\$107,681
Conservation and Sustainable Management of Biodiversity	\$218,500
Grants Administration Officer	\$64,340
Supporting Community Action in the Coffs Harbour LGA	\$160,000
Orara River Rehabilitation Project.	\$200,000
Restore the Natural Environment of the Jetty Foreshores	\$20,000
Koala / Wildlife Corridor Bakker Drive Reserve STAGE 4	\$9,975
Restore the Natural Environment of Boambee Beach North	\$20,000
Incentives & Training for Environmental Sustainability in Horticulture	\$25,000
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Renewable Energy for a Sustainable Future: Education and Generation	\$4,925
Matching Grant funds allowance/Environmental Levy Policy up to \$50k p.a.	\$30,585

AMENDMENT

MOVED (Townley/Degens) that Council approve the inclusion of the following projects in the 2016/2017 Delivery Program and Operational Plan:

To be allocated from the 2016/2017 Environmental Levy Program	Recommended Allocation
Bushland Regeneration	\$210,732
Environmental Weeds Program	\$107,681
Conservation and Sustainable Management of Biodiversity	\$109,000
Grants Administration Officer	\$64,340
Supporting Community Action in the Coffs Harbour LGA	\$160,000
Orara River Rehabilitation Project.	\$200,000
Restore the Natural Environment of the Jetty Foreshores	\$20,000
Koala / Wildlife Corridor Bakker Drive Reserve STAGE 4	\$9,975
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Community Awareness, Education and Engagement about Kangaroos	\$15,000
Renewable Energy for a Sustainable Future: Education and Generation	\$4,925
Matching Grant funds allowance/Environmental Levy Policy up to \$50k p.a.	\$30,585

Cont'd

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

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

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**.

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

SUPPLEMENTARY MOTION

- 120 RESOLVED** (Degens/Rhoades) that a report be brought back to Council from the Environmental Levy Committee and relevant staff that outlines a long term strategic directions for the Orara River Rehabilitation Project that includes end dates for funding.

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

Executive Summary:

The purpose of this report is to present a new policy on the deferral of payment of section 94 developer, water and waste water developer contributions. This report recommends that the draft Policy allows for deferral of contributions to be permitted for a period of up to 12 months in lieu of the current 6 month period. Further the draft Policy removes the following two inclusions:

- under no circumstances will deferrals be granted on occupation or completion of buildings
- under no circumstances will deferrals be granted on the basis of progressive sales of land

121 RESOLVED (Degens/Sultana) that Council:

1. Adopt the Deferred Developer Contributions Policy; and
2. Place the following Section 94 Developer contributions plans on public exhibition for a period of 28 days and submissions be invited
 - Coffs Harbour Administration Levy
 - Coffs Harbour City Centre Parking
 - Coffs Harbour Mines and Extractive Industries
 - Coffs Harbour Open Space
 - Coffs Harbour Road Network
 - Hearnese Lake / Sandy Beach Release Area
 - Jetty Area Car Parking
 - Korora Rural Residential Release Area
 - Moonee Release Area
 - North Coffs Release Area
 - North Boambee Valley (East) Release Area
 - North Bonville
 - Park Beach Area
 - South Coffs
 - Surf Rescue Facilities
 - West Coffs Harbour
 - West Woolgoolga
 - Water Development Servicing Plan
 - Wastewater Development Servicing Plan

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

BS16/19 CONTRACT NO RFT-746-TO PROVISION OF PLUMBING MAINTENANCE AND REPAIR SERVICES

Executive Summary:

Council called tenders for the Provision of Plumbing Maintenance and Repair Services Contract No-RFT-746-TO that closed on Tuesday 26 April 2016.

The tender was advertised for a two year period commencing 17 June 2016 to 16 June 2018 with a further twelve months option based on satisfactory supplier performance.

Prospective tenderers were advised that it was Council's preference to award the tender as a single source supplier or alternatively as a panel supplier contract, but Council simultaneously reserved the right to award sections of the contract to individual tenderers.

It was identified that labor prices tendered for normal hour services (7.00am – 5.00pm Monday to Friday) increased by an estimated 29% from current contract rates.

122 RESOLVED (Degens/Sultana) that Council:

1. In accordance with clause 178 (1) (b) of the Local Government (General) Regulation 2005, decline to accept any tenders submitted for contract RFT-746-TO;
2. In accordance with clause 178 (3) (e) of the Local Government (General) Regulation 2005, enter into the negotiations with the Council's current panel of contractors, Laser Plumbing, RH Plumbing and Emerald Beach Plumbing with a view to entering into a contract for the Provision of Plumbing Maintenance & Repair Services RFT-746-TO.
3. Note all negotiated contract details will be recorded in Council's Contract Management System for expenditure which will not exceed the Local Government Tendering Regulations (General) 2005 threshold of \$150,000.

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

NOTICE OF MOTION - SUSTAINABLE COMMUNITIES

NOM16/14 ECONOMIC BENEFIT AND SPENDING ACCRUING FROM EACH WORLD RALLY EVENT IN COFFS HARBOUR SINCE 2011

- 123 RESOLVED** (Townley/Cowling) that Council "Write to Rally Australia Pty Ltd and Destination NSW requesting all reports, data and relevant information regarding the measured and/or estimated economic benefit and spending accruing from each World Rally event in Coffs Harbour since 2011."

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

SUSTAINABLE COMMUNITIES DEPARTMENT REPORTS

SC16/28 COFFS HARBOUR 2030 COMMUNITY STRATEGIC PLAN (CSP) REVIEW - COMMUNITY ENGAGEMENT STRATEGY

Executive Summary:

The Local Government Act requires Councils to prepare a long-term Community Strategic Plan (CSP) that covers a minimum of 10 years. In the year of local government elections, Councils are required to undertake a comprehensive review of their CSP which is to be completed by June of the year following the elections.

The legislative provisions and guidelines require the preparation of a Community Engagement Strategy (Strategy) to support the development of a new/revised CSP. The proposed Strategy for reviewing and updating the Coffs Harbour 2030 CSP is provided in Attachment 1.

The Strategy is proposed to be conducted in three phases:

Phase 1 - Visioning:

Capturing the community's key opportunities and issues for the Coffs Harbour local government area (Mid-September to October 2016).

Phase 2 - Priority Setting:

Confirming the draft priorities for the CSP and identifying strategies to address these priorities (October to December 2016).

Phase 3 - Refinement and Exhibition:

Confirming the outcomes from phase 2, allocating stakeholder responsibilities, and undertaking the public exhibition of the draft CSP (January to June 2017).

The proposed Strategy provides the purpose and objectives of the engagement and takes account of the mandatory requirements.

- 124** **RESOLVED** (Townley/Innes) that Council endorse the Community Engagement Strategy for the review of the Coffs Harbour 2030 Community Strategic Plan (CSP).

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

SC16/30 FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE - MINUTES

Executive Summary:

The attached minutes provide details of the Floodplain Management Advisory Committee meeting held 18 May 2016.

- 125** **RESOLVED** (Townley/Sultana) that Council note the minutes of the Floodplain Management Advisory Committee meeting held 18 May 2016.

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

**SC16/31 BOAMBEE NEWPORT S CREEK FLOODPLAIN RISK
MANAGEMENT STUDY AND PLAN**

Executive Summary:

Council approved the draft Boambee Newport's Creek Flood Risk Management Study and Plan for public exhibition at its meeting on 25 February 2016. The public exhibition period ran from 7 March 2016 to 8 April 2016. There were no community submissions received.

This report recommends that Council adopt the Boambee Newport's Creek Flood Risk Management Study and Plan as recommended by Council's Floodplain Risk Management Advisory Committee on 18 May 2016. Adoption of the Study and Plan is required for the identified works to be eligible for funding from the State and Federal Government.

- 126 RESOLVED** (Townley/Arkan) that Council adopt the Boambee Newport's Creek Floodplain Risk Management Study and Plan.

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

REQUESTS FOR LEAVE OF ABSENCE

Cr Degens indicated that he would be seeking leave of absence from Council for the meeting of 23 June 2016 and will submit this request in writing to the General Manager.

QUESTIONS ON NOTICE

No questions on notice.

MATTERS OF AN URGENT NATURE

No matters of an urgent nature.

The Mayor congratulated Russell Fensom who received the NSW Country Groundsmen of the Year Award.

This concluded the business and the meeting closed at 6.24 pm.

Confirmed: 23 June 2016

.....
Denise Knight
Mayor